



# **Fine Arts Health & Safety Manual**

## **DISCLAIMER**

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## **ACKNOWLEDGEMENTS**

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Algoma University's Fine Arts Health and Safety Manual's general forms and content were additionally shaped by similar manuals from OCAD and Emily Carr.

# GENERAL INFORMATION

## 1. OBJECTIVE:

The objective of this manual is to provide information on health and safety policies and procedures and to define minimum standards for safe practices in the University's Fine Arts Shop & Studios.

## 2. INTRODUCTION:

In Ontario, health and safety requirements are legislated under the Ontario Occupational Health & Safety Act (OHSA). The Act outlines the roles and responsibilities of various workplace parties. You can find a copy of The Act located on the Health & Safety board outside NW307.

Algoma University, as an employer, is responsible for ensuring compliance with the Act and regulations, and for taking every precaution reasonable for the protection of faculty, staff (Section 25(2) h of the OHSA) and students.

### RISK MANAGEMENT:

There are certain times of the year –and even the day –when one is more likely to get hurt. Once you recognize this simple fact you can do something about it.

You are more likely to get hurt if:

1. You are rushing.
2. You are frustrated or irritated
3. You are very tired
4. You are complacent, because you have done it so many times before.

These four states, which all of us experience at times, often lead to one of the following errors:

1. Eyes not on task (you are not really looking at what you are doing)
2. Mind not on task (you are not really thinking about what you are doing)
3. You put yourself in the line of fire (or blade, or sharp tool)
4. You lose your traction, balance or grip.

Think of the last time you were injured. It is highly probable that your injury was caused by one of those four States, which in turn triggered one of those four Errors. Look at those States and Errors again, to see if they apply to that injury. Good Risk Management is not difficult. Make it a habit to recognize when you are in one of these risky states. Stop; take a few deep breaths; think about how you could hurt yourself; and then do things a little differently so that you don't get hurt. The purpose of this manual is to help identify the hazards in the environment and how to mitigate risk.

## 3. GENERAL

### Working Hours:

Studios will only be available for use during the hours of 07:00 am to 01:00 am. It is recommended that students work in pairs when in the studios. The Building is a shared space and public events occur. Each student is asked to respect the events that are going on. In addition, as the public is within the space it is important to use general security principles and lock Algoma University Doors.

## 4. EMERGENCY PROCEDURES

If you find yourself in any emergency situation and it is safe to do so, contact Machine Shop Building Security.

In the event of life threatening emergencies, call 911, then contact Security if possible and notify them of the emergency.

### **Evacuation**

In the event of an emergency evacuation, the alarms will sound.

Do not use elevators during evacuation or re-enter the building until advised by Security personnel or Fire Wardens.

### **Fire**

If you discover a fire, make sure you are not caught between it and a safe exit route.

If the fire cannot be controlled, activate the building alarm by pulling on a red fire pull-station located throughout the building and follow the Evacuation protocol.

Contact **Security**.

## **5. FIRST AID & SAFETY INCIDENTS**

### **What is an incident?**

An incident is an accident or near miss that results in, or has the potential to result in, injury, illness, or damage to property, equipment or materials.

All incidents should be reported to a Shop Technician, Instructor or Security. Non-injury incidents, near misses or “close calls” should also be reported on the Incident & Investigation Report Form. This will help us ensure that the situation is dealt with and other staff, faculty or students are not exposed to the hazard.

For incidents resulting as a critical injury, where the injury:

- a) Places life in jeopardy;
- b) Produces unconsciousness;
- c) Results in substantial loss of blood;
- d) Involves the fracture of a leg or arm but not a finger or toe;
- e) Involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- f) Consists of burns to a major portion of the body; or g) Causes the loss of sight in an eye.

Please refer to Critical Injury Procedures.

### **What happens after I report an incident, injury or near miss?**

The Instructor will complete an injury report form and forward it to the Health & Safety Officer, who may initiate an incident investigation, depending on the nature of the incident.

## **6. STUDENT RESPONSIBILITIES**

- a) You have the right to know about health or safety hazards on campus.
- b) You must participate in mandatory training and other safe work procedures where directed.
- c) You must not carry out any work that may harm or impact your health & safety or the health & safety of other members of the campus community.
- d) Use and wear personal protective equipment (PPE) as instructed and where appropriate.

- e) If you are unsure whether a hazard exists or if what you are working on is safe, check with a Technician, your Instructor or the Safety & Security Manager (**When in doubt, ask!**).
- f) Report all injuries to Security and the local area Technician.
- g) You must not work with any powered equipment, tools that may cause injury or any hazardous products, while under the influence of alcohol or any drugs that may impair your judgment to work safely.
- h) Any actions that jeopardize the safety of yourself or others may be dealt with under the student code of conduct.

# SHOPS & STUDIOS SAFETY

## 1. INTRODUCTION

This section contains specific information about safety within our shop and studios including:

- Dress code
- Chemical Safety
- Equipment Safety
- Other Hazards

Within the program, you will be provided with the necessary tools and information to help guide you through the processes and procedures to work safely in the shop and studio. This form of work information and instruction is called: Safe Operating Procedures. Safe Operating Procedures (SOPs) are developed to ensure that where hazardous processes, techniques, chemicals or equipment are performed or used there are clear written instructions that identify the potential hazards and the correct steps to follow to complete the task safely. SOPs are used to train new staff and students, as a reference when a task is to be performed, and as documentation of the correct procedure.

## 2. SHOPS & STUDIOS DRESS CODE

The University asks all faculty, staff and students to observe the following rules in all shops, and in certain studios.

Faculty and technicians will expect students' cooperation if they wish to use the shops and studios. Faculty and technicians are empowered to suspend shop privileges if in their opinion a user may be putting him/herself or others in danger.

- Wear sturdy and appropriate shoes: e.g., sneakers, closed leather shoes or work boots - NOT open-toed sandals, flip-flops or high heels.
- No bare midriffs if exposure to chemicals or tools/machinery is likely, wear an apron if necessary.
- Face-shields or safety glasses MUST be worn when using machinery, and other personal protective equipment (e.g., gloves, splash goggles, dust mask, respirator, hearing protection) must be worn if needed.
- No long, dangling clothing or accessories: (scarves, flowing sleeves, chains, long necklaces, etc.). Long hair must be tied back.



## 3. CHEMICAL SAFETY

All chemicals used in the

The Chemical Safety Program includes:

### 1. Training Requirements

WHMIS (Workplace Hazardous Materials Information System) is a Canada-wide system designed to give employers and workers information about hazardous materials used in the workplace. Under WHMIS, there are three ways in which information on hazardous materials is to be provided:

- Labels
- Material Safety Data Sheets
- Worker Education Programs

It is important for you to understand the purpose of the WHMIS program. Any worker who handles, works with, or works in proximity to a hazardous material (controlled product) or has a potential for exposure will receive training regarding the potential hazards of exposure.

## 2. Spill Kits

Spill kits are found in each studio and used to help contain spills in the case of an accidental spill. Please refer to Emergency Procedure for further details and instructions.

### You can protect yourself from hazardous materials if you:

- Follow all safety rules and instructions and use the correct protective equipment.
- Learn the facts and know how to use the information on hazards as outlined in current MSDS.
- Know what to do in an emergency (e.g. know where the emergency eyewash stations are located).
- Ask a Technician for help if you do not understand something or do not know what to do.

## 4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is any equipment or clothing you have to use or wear to protect you from the hazards you are working with. It includes but is not limited to gloves, respirators, safety shields, glasses or goggles, hard hats or hearing protection.

You have a responsibility to use PPE when directed to do so. You are also required to inspect your equipment prior to using it. If you're not sure about the right PPE to wear, ask a Shop Technician.

**Note:** PPE should not create additional hazardous situations. If you are concerned that your PPE is inappropriate or inadequate for the job; review this with a Shop Technician or Instructor.

### PPE basics:

- Ensure it is appropriate for the job you are doing
- Ensure it fits properly (For respirators, make sure you have been fit tested)
- Always inspect your equipment before use to ensure it is providing adequate protection
- Report concerns or defects immediately to a Shop Technician
- Keep PPE clean and well maintained; replace PPE when needed
- Don't store PPE in contaminated areas, but in a clean area and wipe down as needed

Each SOP outlines PPE required for various task. Please talk to your faculty or technician for more information and how you can obtain the specific PPE to increase your protection.

Please ensure that the students under your care are all wearing the required Personal Protective Equipment.

## 5. EQUIPMENT SAFETY

Where specific questions related to machine use arises, they should first be directed to your immediate supervisor. The Health & Safety Officer is also available to assist you in fulfilling the health and safety responsibilities of your job.



## 1. Studio Equipment Safe Operating Procedures

These SOPs will provide a step-by-step guide on how to use the machines. It is important that you familiarize yourself with these SOPs prior to using any of the equipment in the studio.

The contents of each SOP include:

1. Safety Precautions
2. Personal Protective Equipment
3. General Safety Guidelines
4. Pre-Use Inspection
5. Operating Instructions
6. Maintenance & Inspection Checklist
7. LOTO?

## 6. HAZARDS

You will encounter health and safety hazards on campus. Often we don't think much about these hazards until something happens, particularly in non-supervised areas like studios and classrooms.

But what is a hazard? How do you report one? And why is it so important to do this?

### What is a hazard?

A hazard is any condition, practice or situation that could cause injury or illness to you or others on campus. Some examples include:

- Blocked exits (can stop safe exit of building in an emergency)
- Unsafe work practices (can cause injury from poor practice)
- Chemicals and paints (fumes can cause illness or sensitivities to skin and breathing)
- Cement (silica dust can cause long term damage to lungs)
- Power tools and equipment (can cause cuts, kick-back injuries, loss of fingers or limbs)
- Sharps (box cutters and x-acto knife blades can break off and injure or knives can slip when working with them and injure)
- noise (noise from many shop equipment and impact from hammers can cause hearing loss)

One of the best ways to help you spot hazards is to ask yourself **“What if?”** for example:

- What if there was a fire and this exit was blocked, how would I escape?
- What if I handled this chemical without knowing what it was, how would I know if I should wear a respirator to protect myself from inhaling possible hazardous fumes?

### Once you spot a hazard, you need to ask yourself:

- How could this hurt me?
- How seriously could it hurt me?
- How likely is it to hurt me?
- What can I do to prevent it from hurting me?

### What should you do if you discover a hazard?

- Address it yourself if possible (e.g. wear safety glasses when using power tools or keep cords clear from tripping in your studio space)
- Inform a Shop Technician or Security immediately if the hazard is something you cannot correct
- Provide as much detail about how serious a threat the hazard poses

## 7. FOOD & DRINK

No food is permitted in the studio spaces at any time. No drinks without lids or caps or permitted in the spaces. Remember to wash your hands after handling chemicals and materials and prior to handling food/drink.

# SAFETY TOPICS

## 1. ERGONOMICS

It can be described as the science of fitting the human body, work related tasks and work tools together. In essence, everything we do in the workplace is related to ergonomics and as such, there is a risk of injuries called Musculoskeletal Injuries (muscular or soft tissue damage) that can result from a number of factors either chronic or acute, such as:

- Posture (poor, awkward equipment design or shape, overreaching etc.)
- Overexertion or excessive force
- Repetition
- Contact stress
- Duration of exposure

Some examples of tasks that could lead to musculoskeletal pain include:

- Drawing at an easel for extended periods of time
- Working in an editing suite for an extended period of time
- Working in studios with projects that are of an unusual shape and design and require awkward postures

If it hurts –there is something wrong. Take the time to figure out how to adjust your situation so that you can work pain-free. Repetitive Strain Injuries such as those produced by computer work are responsible for more lost-time injuries in North America than any other cause. Don't become a statistic!

Some tips for reducing the chance of ergonomic pain include:

- When seated, make sure your body is in a neutral position, do not overreach for a mouse or keyboard, ensure your shoulders are relaxed and arms are close to your body (if you extend your arms for a length of time, shoulder muscles can become tired and painful as they are engaged to keep your arms up)
- Keep moving (this means take micro breaks every 20-30 minutes, they only have to be for a minute to give your body a break. Get up and get a drink or go to the washroom)

## 2. SAFE LIFTING

As part of the different program elements there may be a need to lift heavy and/or awkward objects. Safe and proper lifting technique is important to prevent injury. A cart is available to move objects such as the Litho stones.

### How you lift is important!

Proper lifting reduces risk factors, particularly by minimizing awkward postures which in turn reduces the amount of strain experienced by certain parts of the body. The body is capable of performing heavy tasks without injury, if it is in neutral posture, if forces are reasonable, and if appropriate rest periods are given to prevent fatigue.

### Two Handed Lift

- *Position feet correctly:* Correct positioning of the feet provides an increase in balance. One foot should be placed alongside the object to be lifted, and one behind it. Feet should be shoulder width apart and stable. The rear foot will provide the upward power.
- *Straight back and bent knees:* A straight back is not necessarily a vertical back. The spine should be in its natural curvature, about a 15 degree angle from the hips. Knees should be unlocked and bent. Straightening the knees will give rise to the lift.
- *Load close to the body:* the closer the center of gravity of the load is to the body the smaller the force on the lower back and arms will be. Keep elbows close to the body.
- *Correct grasp:* A full palm grip will reduce muscle stress and decrease the possibility of the load slipping. Gripping with the ends of the fingers increases the risk of muscle strain and slipping.
- *Chin in:* Tucking the chin in and raising the top of the head straightens the entire spine and provides the arms with a more efficient position for grasping.
- *Body weight:* Centre body weight over the feet. This position increases balance and provides a powerful line of thrust.

As you lift, remember to:

- Tighten your stomach muscles as the lift begins. Start a lift by pushing through the rear foot and continue it with the straightening of the knees.
- Use leg muscles to straighten, the back should remain straight.
- Lifting should be a smooth motion, do not jerk-lift as it increases the stress on the lower back.
- Never twist your body while lifting, instead pivot with your feet.
- Keep your head up and keep the natural curve in your back.
- When transferring loads laterally, shift your weight from one leg to another, keeping the curve in your lower back and elbows close to the body.

#### **Assisted one handed lift (Golfer's lift)**

This technique can be used when the worker is lifting something out of a container. One hand should be placed on the upper rim of the container, while the person leans in to grip the object. Push off with the non-lifting hand to raise the upper body, make sure the back muscles are not doing the work.

The assisted one-hand lift should be used only if the object to be lifted is not too heavy or awkward to be lifted by one hand. If there is no container, the non-lifting hand can be placed on the thigh, for extra power.

#### **Carrying a Load:**

- Get help if the object is too bulky or heavy to be handled by one person.
- Inspect the route over which the load is to be carried. Plan a spot to set the load down and rest.
- To change directions; lift the object to the carrying position and turn the entire body, including the feet. Avoid twisting the body especially the back.
- Carry the load close to the body, preferably resting against the trunk.
- Carry the load at its balance point.
- To set down a load; set the edge of the load on a bench, table etc. Adjust hand position and push the object until it is secure.

#### **Team Lifting:**

When lifting is done by two or more people the load should be adjusted so it rides at the same level and the load is distributed evenly. Team lifting and carrying should be synchronized, a team leader can help by calling out commands ("lift", "walk", etc).

#### **More on lifting techniques:**

1. **Keep the load close:** Holding a 20 pound object with your hands 20 inches from the body creates more compressive force on your low back than holding it 10 inches away. This is because the muscles in your back have to work harder to counterbalance the weight when it is further from the body. As the compressive force on your low back increases, so does the risk of muscle strains, ligament sprains and damage to disks in the spine.
2. **Avoid lifting from the floor:** Lifting from the floor can greatly increase your risk of injury for two reasons. Firstly, it is difficult to bring objects close to your body when picking them up from the floor, especially large objects where your knees can get in the way. Secondly, your low back must now support the weight of your upper body as you lean forward, in addition to supporting the weight of the item you are lifting. Lifting the same 20 pounds from the floor more than doubles the amount of force on your low back when compared with lifting it from waist height. Even a one pound object lifted from the floor increases your risk of injury if you use a bent over posture.
3. **Plan ahead:** Decide how you will lift, carry, and place the item before you pick it up. Test the weight of the load by moving or tipping it before you pick it up. Figure out if you can break the load down by placing the contents of a large container into a number of smaller ones before moving them.
4. **Get help when you need it:** Don't try to lift heavy or awkward loads on your own. Even though the muscles in your upper body may be strong enough to handle the load, the muscles, ligaments and disks in your low back may not be because of the additional forces they have to withstand. Get help from a co-worker, and whenever possible, use a cart, hand truck or other mechanical device to move the load for you.

## **3. SLIPS, TRIPS & FALLS**

The second leading cause of workplace lost-time injuries is Slips, Trips and Falls on a level surface. Not falling down stairs, or off a ladder. Simply slipping in a puddle or tripping over something on the floor. The result can be a lot more serious than it sounds.

- Always make sure that cables and cords are taped down so that they cannot catch a foot.
- Clean up puddles, whether water, coffee or something else.
- In Shops, pick up offcuts regularly and sweep dust so that you do not have under-foot hazards.
- If you can't fix the problem, guard the area with a chair or other barrier and call for help.
- Never leave boxes or furniture in doorways or corridors where they can be tripped over.
- Be part of the Team. We don't want anybody to get hurt. If you see a problem you can't deal with –report it to your Instructor or the Technician.

## 4. LADDER SAFETY

Falling from any height can potentially result in injury, so it is important to make sure you are using the correct equipment for the job. This means using a ladder that is the correct height for the task you're doing, and not standing on a chair, boxes etc.

You can hurt yourself falling even one metre. We need to ensure that you work safely at all times. When painting, installing exhibitions, or doing anything else from any height:

- Do not stand on window sills, boxes, or chairs.
- Use a step ladder or a proper step-stool.
- When using a step ladder, observe the following precautions:
- Open the spreader bars fully and lock them into place
- Try to wobble the step ladder to make sure that all four feet are firmly on the ground
- If your ladder has any physical defect which makes it potentially unsafe, do not use it.
- Take it out of service, attach a sign to it explaining the problem and report it to your Supervisor.
- Never stand on the very top of a step ladder. This is not a step, and can pivot and throw you off. It also allows you no support.
- Do not even stand on the next step from the very top. This too allows you no support. If you stand on the step below that one you can lean your shins against the very top of the ladder and thus steady yourself.
- Never stand on the bucket shelf or the rear section of a ladder.
- When you are on the ladder, facing it, keep your body within the rails of the ladder. If you lean out too far you can fall.
- If you can't reach –get down and move the ladder.
- Always maintain a three-point contact while climbing a ladder –two feet and one hand, or two hands and one foot.
- Don't work on a ladder if you are very tired, or impaired by alcohol, drugs or perhaps cold medication. Explain to your Supervisor, and do it another day.
- Don't work on a ladder in (or just inside) a doorway unless the door is locked, blocked or guarded.

## 5. PORTABLE TOOLS

There are many portable tools that you will use during your time at Algoma University, from X-acto knives and hammers to small power tools such as circular saws and brad nailers. All of these present hazards to your safety in some way, so it is important that you know how to use them all safely.

Never use a portable tool if you are unsure how to work with it safely. Always check with a Technician when in doubt. Most injuries on campus occur from various knives, blades and hammers.

When you check out tools from the shop make sure you have the safe work procedure for the tool (if one exists) so that you can review the information to remind yourself how to safely use it and what protective equipment to use.

Small injuries to the hands and other parts of the body are common while using knives and small tools. Here are some tips which might prevent you from hurting yourself.

- Think about how you are working. If it is possible to put the object you are cutting or operating on down on a surface, that is a lot better than resting it on your knee.
- Keep knives and blades sharp, because they are more likely to skip and injure you if blunt.
- Always use the correct tool for the job. A knife blade is not a screwdriver.
- Cut or work away from yourself and your hands –not towards you, because if the knife or tool slips you are more likely to hurt yourself.
- Do not work when in a hurry. When rushed you are more likely to be hurt, so take a few minutes to slow down. It is common for people to get hurt when they are hurrying to finish.
- Do not work when frustrated or irritated –because you are more likely to be hurt. Take time out to deliberately calm down.
- Do not work when very tired. Take a few minutes to have something to eat or drink which will make you feel better.
- Do not be complacent about knives and small tools.
- If in doubt about how to do something safely, ASK!

## 6. SHOP SAFETY

Minimum requirements that have to be met when it comes to safety, including:

- Orientation & training
- Personal protective equipment (PPE) requirements
- Sign-in requirements (either on a sign-in sheet or via card access restrictions)
- Following of safe work procedures

### Training

To work in a shop, you will have to complete the basic shop orientation as well as receive specific equipment operation training.

Individual training is a key element to achieving a safe environment. Every student is accountable for ensuring they are properly trained in order to use shop equipment or power tools safely.

This training is provided by a Shop Technician for the specific shop you are working in.

You must ensure that you have received adequate training and you must demonstrate your ability to perform your job assignment prior to commencing work or a new job.

There are three steps to ensure you have received proper training.

### Have I Been Properly Trained?

#### PREPARATION

- Was the job explained in detail?
- Were any safety precautions explained?
- Was I instructed on proper use of PPE (personal protective equipment)
- Were my questions answered?

#### DEMONSTRATION

- Did my trainer demonstrate the equipment operation at normal speed?
- Did my trainer demonstrate the equipment operation again at slow speed and answer all my questions?

- Were safety precautions demonstrated?

## **OBSERVATION**

- Did my trainer watch me do the job and answer all my questions?
- Was I told where to go for help if I need it?
- Has my progress been checked to ensure that I am doing the job efficiently and in a safe manner?

If the answer to any of the above questions are no, please follow up with your Shop Technician.

## **Personal Protective Equipment in Shops**

At a minimum most shops have standard requirements for wearing of protective equipment, which may include but not be limited to:

- Safety glasses or goggles
- Closed shoes (no open toed shoes, heels or sandals)
- Hearing protection
- Respirator protection

## **Safe Work Procedures and Practices**

Once you have been oriented and trained on safe work procedures for shops and equipment, it is an expectation that you will comply with those requirements. Failure to do so may result in a loss of privileges and access.

## **7. STUDIO SAFETY**

Many of the hazards that exist in shops also exist in studio areas (e.g. hand and small power tools are used in studios, paints and chemicals are also used in studios) so it is important to remember to apply what you have learnt about safety in shops, to your work in studio spaces.

Take advantage of areas in the school that can be used for specific tasks such as assembly rooms and spray booths, and also make sure that you use PPE in studios to protect yourself from hazards (e.g. safety glasses when using sharps or power tools to prevent eye injuries)

Make sure that you comply with studio restrictions which are usually signposted within studios (e.g. where to clean brushes, what types of paints can't be used, what types of tools can't be used etc.).

If you sign out tools make sure you follow safe work procedures and use PPE that comes with the tools.

## **8. VIOLENCE PREVENTION**

Algoma University is committed to providing a healthy, respectful and safe working environment and maintaining a workplace that is free of violence and harassment for all community members. We all share responsibility in creating a workplace that is free of violence and that does not tolerate incidents of violence. All members of the University community (including employees, managers, union representatives, faculty, students, contract workers, tenants, guests and visitors) have a duty to report:

- incidents of workplace violence, including threats of violence
- behaviours that may indicate a risk of workplace violence as outlined below
- Physical workplace conditions associated with a risk of workplace violence that requires attention.

For more information including what to do when you encounter concerning behaviour on campus please refer to the Workplace Violence & Harassment prevention program [http://algomau.ca/about/administration/policies\\_and\\_procedures/](http://algomau.ca/about/administration/policies_and_procedures/)

## 9. LOCKOUT/TAGOUT (LOTO)

What is Lockout?

'Lockout' means to physically neutralize all energies in a piece of equipment before beginning any maintenance or repair work. Lockout is also used to prevent someone from using a piece of equipment which is broken or out of service for other reasons.

Lockouts generally involve:

- Stopping all energy flows (for example, by turning off switches, or valves on supply lines)
- Locking switches and valves (i.e., putting lockout on those energy-isolating devices) or placing lockout on plug.
- Securing the machine, device, or power transmission line in a de-energized state

If you encounter a LOTO device you are to leave it in place and not use the device.

## 10. NOISE & MACHINERY

When working in noisy Shops you should wear hearing protection:

- Many machines produce noise at levels (85 decibels or above) which can permanently damage hearing over long periods of time.
- In addition, your body perceives noise as a threat and so goes into "fight-or-flight" mode. Your heart rate and blood pressure increase, your digestive system shuts down to allow extra blood to your arms and legs, you become very tense and "jumpy".
- As a result, you will find yourself very tired at the end of the day.
- For these reasons it is important to wear hearing protection. Ear muffs are good. Some people prefer earplugs, which are available for sale.
- Loud music can also damage the ears –it is remarkable how many rock musicians have serious hearing loss. Turn that volume down as much as you can

### **Machinery and Equipment**

Moving machine parts have the potential to cause severe injuries such as crushed fingers or hands, amputations, burns, or blindness. Machine guarding / safeguarding measures, at or around a machine, are essential to protect students/staff from coming into contact with hazards. A machine part that may cause injury must be safeguarded. Machine guarding / safeguarding measures for machines provided by the manufacturer or the owner should not be removed or made ineffective (bypassed).

Machinery and equipment used by students and instructors can vary widely.

- Ask your Instructor how to use the equipment properly, and safely.
- If your Instructor is unsure, suggest that you both check with a person most likely to have that information. That might be someone in Studio Management; Safety & Risk Management; or IT Services for example.
- Before you use the equipment, take a couple of minutes to think about it and do a Risk Assessment. How do you expect this equipment to operate? What could go wrong? How could it hurt you? What can you do to prevent that?
- Report all problems to your Supervisor.
- If in doubt –ASK! There is no such thing as a dumb question. If you don't understand the answer, keep asking until you do.
- You have a responsibility to work safely, and we want to make sure that you go home at the end of the day unharmed. So work with us to make your workplace a safe one.

## 11. FOUND OBJECTS

Found objects such as reclaimed wood can contain hazardous materials. Prior to sanding found wood objects, you may want to consider testing for designated materials such as lead. Lead testing kits can be purchased at home improvement stores.