

**DEPARTMENT OF \_\_\_\_\_**  
**\_\_\_\_\_ : SAFETY PROCEDURES**

*The student safety procedures must be read and signed on the first day of your class*

Safety must be a primary consideration for all persons working with chemicals. Work can be carried out safely if students follow the appropriate procedures and precautions. Students have the responsibility of learning and understanding the appropriate safety procedures for the work being conducted. Further, each student has an obligation to consult the instructor for help when safety procedures or instructions are not clear. The following general procedures must be observed:

1. Before beginning the first session, your instructor will show you the location and proper procedures for the use of the safety shower and eye-wash station (if applicable), as well as the emergency exits.
2. If you need to use the safety shower or eye wash station, flush affected area for a minimum of 15 minutes with large amounts of water.
3. Try not to create an excess amount of charcoal dust, and do **NOT** blow off excess pastel, chalk or charcoal dust with your mouth. Instead, tap off the built up dust so it falls to the floor (or paper on floor).
4. Eating, drinking and/or smoking in class is prohibited in order to avoid accidental ingestion or exposure of toxic materials.
5. Drawing fixatives and spray adhesives are not to be used within the university art center facility's interior or exterior spaces. Instead they must be sprayed outdoors (at least 300-ft. from all buildings and intake systems), with care to protect walkways, building, and furniture.
6. Goggles should be worn when a potential splash from a hazardous material exists.
7. Exercise caution when handling sharp objects such as X-Acto knives. All sharp tools must be covered or put away when not in use.
8. Avoid slipping and tripping hazards by making sure to wipe-up spills immediately, and being cautious about the items left on the floor which can pose a potential tripping hazard.
9. Before waste is generated, your instructor will show you the proper waste containers. Use only containers designated for that purpose and make sure the container you use is the correct one. **NEVER** dispose of any paints or chemicals down the drain (e.g. cleaning brushes in the sink) or put them into the regular trash, or floor drains.
10. Report any accident and/or safety hazards, however minor, to your instructor immediately.
11. Small fires can usually be extinguished by smothering. Fire extinguishers should be used only by trained personnel. Use them only if you are confident that you will be successful, and you know the proper procedures to safely use them.
12. **Expectant mothers/nursing mothers:** chemical solvents are known to cause birth defects or other reproductive harm. Avoid exposure to any solvents or hazardous materials.

For more safety-related information, visit: <http://www.calstatela.edu/univ/ehs>

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**I have read and understood the safety procedures listed above and will work in accordance with these safety procedures.**

Date: \_\_\_\_\_ Term: \_\_\_\_\_ Student CIN No.: \_\_\_\_\_

Course No.: \_\_\_\_\_ Section: \_\_\_\_\_ Instructor: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_