

DEPARTMENT OF

GLASS BLOWING, GLASS CASTING, & GLASS FUSING: 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, 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 running water.
3. Eating and/or drinking in class is prohibited in order to avoid accidental ingestion of toxic materials.
4. Suitable personal protective equipment should always be worn when handling or operating the welding equipment, and all other tools and equipment in the studio which require safety protection.
5. Wear appropriate protection against flux, spray paint and/or polyester resin fumes, and a **dust mask** to avoid the inhalation of particulate matter such as saw dust or plaster dust. All respirator users must be cleared through RM/EHS (call x.3-3549) for information.
6. Extreme caution should be taken when handling all kilns, ovens, and furnaces. Users must wear the appropriate insulated gloves for handling hot products, and proper protective eyewear to filter out harmful infrared (IR) and ultraviolet (UV) light when working with kilns, ovens, and furnaces.
7. Uphold the proper maintenance of all tools and equipment in the studio.
8. **NEVER** operate a tool or piece of equipment that you have not been properly trained on by your instructor.
9. Avoid slipping and tripping hazards by practicing good housekeeping and making sure to wipe-up spills immediately, and being cautious about the items left on the floor which can pose a potential tripping hazard.
10. 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 chemicals down the drain or put them into the regular trash, sinks and or floor drains.
10. Report any accident, injury or illness, however minor, to your instructor immediately. File using http://www.calstatela.edu/sites/default/files/univ/ehs/docs/rm/al_injury_report.pdf (injuries) **Additionally, for discovered hazards or near misses file a Hazard/Incident Report using <http://www.calstatela.edu/ehs/hazard-incident-report> (unsafe conditions)**
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.

I, _____, certify that I have presented the safety procedures to all students in a thorough and well structured manner. I understand that these safety procedures provide basic information for working safely with chemicals and operations in Visual Arts. I also understand that as an instructor, I am responsible for ensuring that students attend training and work safely when exposed to the potential health and physical hazards associated with the use of chemicals and equipment in this course.

(Instructor's Name- Print)

Instructor Signature: _____ Date: _____

Employee: ID No. _____ Term/Year: _____ Course No.: _____ Section: _____

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

