

CVPa

COLLEGE OF VISUAL

AND PERFORMING ARTS

HEALTH & SAFETY MANUAL

SAFETY POLICIES FOR JEWELRY/METALS STUDIOS

GENERAL POLICIES

1. The tools and equipment in the Jewelry/Metals Studio are for use by those students who are currently enrolled in a course in this area. Exceptions to this policy can be made only through permission of a faculty member.
2. Equipment in the Jewelry/Metals studio is to be operated only when one is alert, rested and focussed. Under no circumstances should you attempt to use machinery when your judgement is impaired, under the effects of medication, drugs or alcohol, or when suffering from lack of sleep.
3. Absolutely no equipment or tools should be operated without:
 - a. prior instruction
 - b. the use of appropriate safety gear
 - c. adherence to safety measures and proper procedures (See information in next section).
4. The use of all power equipment and machinery requires the following: tie back hair, secure loose clothing, remove dangling jewelry, wear safety glasses/goggles, wear proper personal protective equipment if appropriate, check that all safety guards and tool rests are secure and in place, and make sure the work area is clean, dry and the floor not slippery.
5. Students should not operate power machinery unless at least one other person is present in the studio.
6. Jewelry/Metals majors and grad students are required to purchase and maintain the following personal safety equipment: safety glasses/goggles, personal protective equipment, dust mask, hearing protection (plugs or muff style) and chemical resistant rubber gloves.
7. All accidents, injuries or chemical spills must be reported immediately to the instructor or person in charge. A list of telephone numbers and procedures for Fire and Emergencies is posted and should be consulted in the event of any mishap (see Appendices, "DOWNLOADS").

8. Should symptoms of a health problem or illness appear and persist, report the matter to your instructor and go to the Health Office for an exam.
9. All students will be required to read, discuss and ask any questions they might have about the UMass Safety Manual, and after so doing sign the Safety Manual Consent Form (see Appendices, "DOWNLOADS").

GENERAL SAFETY MEASURES AND PROCEDURES FOR THE JEWELRY/METALS STUDIO

10. **Gas Leaks** - In the event that you smell leaking gas, do not turn on lights or operate equipment in that room. Notify a faculty member, TA or person in charge immediately. If unable to identify the source, then notify Security, and Building Coordinator (if during business hrs.) at once.
11. **Fire** - 1. Pull Fire Alarm. 2. Contain or fight fire only if it is possible or practical to do so. 3. Evacuate yourself and others from the area and/or the building.
12. **Medical Injury** - Call Emergency (911 or 8107) to request ambulance, the Health Office (8982 or 8983) or take injured person to St. Luke's Hospital depending on the seriousness of the situation.
13. **Storage and Handling of Acids, Chemicals and Flammable Solvents** - Acids, chemicals and flammable solvents all require storage in separate locations in approved containers and cabinets in the Acid Room. Handle substances with care observing safety precautions wearing: eye protection, (full face shield), appropriate personal protective equipment, chemical resistant rubber gloves and apron. Any mixing of acids and/or chemicals must take place in the ventilated booth. All mixtures must be properly labelled and never left unattended. When solution is exhausted, package in approved container, label accurately for later pick-up to be coordinated by University Safety Officer (see Appendices).

Note: In mixing acids, always add acid to water!

14. Aerosol sprays are to be used in vent hood upon clean newspaper. Wear appropriate personal protective equipment, safety glasses and clean up after yourself.
15. Students should take note of the location of the following: First Aid kit (on the left wall of the main corridor adjacent to grad studios). Fire extinguishers (outside rooms 345B, 345D; main corridor- near rms. 355, 358, grad studios; student lounge).
16. Fire blanket in room 355). Safety/Emergency shower in room 345B).

GLOSSARY OF SAFETY GEAR REQUIRED FOR USE IN SPECIFIC WORK AREAS AND SUMMARY OF AREA SAFETY PRECAUTIONS FOR JEWELRY/METALS STUDIO

Abrasives Area - Use safety glasses and appropriate personal protective equipment when operating machinery and sandblaster. In using grinder, make sure tool rest is tight and secure, and that eye guards are in place. Tie back hair, secure loose clothing and remove dangling jewelry.

Acid Room - Wear safety glasses, (full face shield), appropriate personal protective equipment, chemical resistant gloves and rubber/plastic apron when handling acids and chemicals. (see Appendices).

Buffing Room - Wear safety glasses and appropriate personal protective equipment when using buffing machines. Tie back hair, secure loose clothing, remove dangling jewelry.

Casting Area - Wear appropriate personal protective equipment when mixing investment. Turn on overhead fan during burn-out and casting to vent fumes. Wear medium/dark green filtered glasses when using casting torch to avoid retinal damage.

Electroforming Room - Turn on room fan before entering. Wear safety glasses with splash guards (face shield), appropriate personal protective equipment and rubber gloves when working with the bath. Floor must be dry when working with rectifier and liquids to avoid electrical shock. Rectifier should be turned off when handling anodes or articles placed in the bath.

Enameling Room - Wear appropriate personal protective equipment to prevent inhalation of lead occurring in enamels. Use medium/dark green filtered glasses when placing and removing objects in kiln. Damp wipe all work surfaces when finished.

Power Equipment - (Bandsaws, Disc Sanders, Belt Sanders, Drill Presses, Flex Shafts, Grinder, Lapidary Equipment, Machine Lathe, Power Hacksaw, and Spinning Lathe) Wear safety glasses, tie back hair, secure loose clothing, remove dangling jewelry. Make sure work is held or clamped securely to tool rest or work surface and that blade guards are set as low as possible to accommodate work and protect yourself. If servicing power machinery, always unplug from electrical source.

Torches - Do not attempt to change acetylene or oxygen tanks. Ask a faculty member to do this. Furthermore, do not use the Hoke torch or casting torch unless you have had instruction on the proper procedures for turning on and shutting down tanks.

Again, no one is to use tools, power equipment or torches in the Jewelry/Metals studio unless he/she has had prior instruction from faculty member or instructor!!



UMass

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COLLEGE OF VISUAL & PERFORMING ARTS

Please read the online CVPA Health & Safety Manual and return the consent form below to a faculty member in your program area. A signed consent form must be on file before you may use studio equipment.

COLLEGE OF VISUAL AND PERFORMING ARTS SAFETY MANUAL CONSENT FORM

I _____(please print your full name)

have reviewed the Safety Manual of the College of Visual and Performing Arts of the University of Massachusetts Dartmouth. All my questions have been answered, and I acknowledge my responsibility to conform to these rules and all others alluded to in this manual. I understand and accept all penalties for failure to conform to these rules.

_____(student signature)

_____(date)