

CVPa

COLLEGE OF VISUAL

AND PERFORMING ARTS

HEALTH & SAFETY MANUAL

SAFETY POLICIES FOR PHOTOGRAPHY STUDIOS

DEPARTMENTAL POLICY

1. It is the policy of this department to enforce all safety regulations with the Photo lab. Student who fail to follow these regulations will be denied access to the lab for any “open lab” for the remainder of the semester.
2. Review and follow the policies and procedures outlined in this manual.
3. After reviewing this manual, discuss all questions and concerns with your instructor.
4. After discussion of any and all questions and concerns, please sign the attached consent for and submit it to your instructor. Keep your signed copy with you.

GENERAL LABORATORY RULES GENERAL OPERATING PROCEDURES

1. You must show your copy of the “pass” or Safety Manual Consent Form to the lab monitor upon arrival in the lab.
2. Report any missing or malfunctioning equipment or supplies immediately.
3. NO SMOKING, EATING OR DRINKING.
4. You must follow the directions of the lab monitor TO THE LETTER. Failure to do so will deprive you of lab privileges for the remainder of the semester.
5. No chemicals should be mixed by anyone but the lab monitor. If you need new chemistry, you must ask the monitor to mix it for you. Lab monitors will be provided with written directions and instructions.
6. Your work area must be spotless when you leave. If you see a potential mess, or danger (i.e. wet spot on the floor), it is your responsibility to clean not only your area, but that area as well.

YOU MUST NEVER WORK IN THE LAB ALONE. YOU MUST FIND ANOTHER STUDENT WITH A LAB PASS IN ORDER TO WORK IN THE LAB. FAILURE TO FOLLOW THIS RULE WILL RESULT IN IMMEDIATE SUSPENSION OF LAB WORK. THIS INCLUDES LAB MONITORS.

7. Report all incidents and accidents to the Monitor no matter how trivial or insignificant. This includes shocks, spills, and all other forms of injury.

PHOTOMECHANICAL PROCESSES

1. Mixing Developers
2. Stock solutions have been pre-mixed by the instructor or lab monitor. You need to mix a working solution as follows.
3. Procedure: Measure the appropriate amount of water first, then add stock solution to it.
4. Processing Ortho Film
5. Do not use your hands to manipulate film in photochemicals, use bamboo tongs only.
6. Mixing Cyanotype Solutions A&B (Stock)
7. Stock solutions have been pre-mixed by the instructor.
8. Procedure (Working Solutions): Mix only what you will be using and use gloves to prevent skin contact.

PERSONAL SAFETY POLICIES AND PROCEDURES

Personal protective equipment must be worn by trained assistants, technicians, or faculty when mixing photographic chemistry.

EMERGENCY EYE CARE PROCEDURE

1. Wash eyes immediately with a continuous stream of lukewarm water. If an eyewash station is available use it, otherwise any steady stream of water will do.

2. Cover the eye(s) with cloth or bandage material to reduce eye movement.
3. Go to the Health Office immediately or have someone call them for you.

PROCEDURE IN CASE OF FIRE

1. SOUND THE ALARM TO GET HELP AND TO INITIATE EVACUATION

**** This is essential because a small fire can rapidly become a conflagration. If you try to fight a fire first, you will only delay control and may cost lives.****

2. CONTAIN OR FIGHT THE FIRE only if it is possible or practical to do so.
3. EVACUATE yourself and all others from the area and/or building.

PERSONAL SAFETY POLICIES AND PROCEDURES

EMERGENCY TELEPHONE NUMBERS

EMERGENCY (rings Police & Health office) 9191

CAMPUS POLICE 8107/8108

UNIVERSITY SAFETY OFFICER 8242

GENERAL CAMPUS INFORMATION 0/999-8000

HEALTH OFFICE 8982/8983

NOTE: TELEPHONES ARE LOCATED (M-F) AT END OF "U 3" HALL AT DESIGN SECRETARY'S DESK. IF THEY ARE NOT AVAILABLE FOR USE, THE PAY PHONE AT "L 1" BY LAVATORIES CAN BE USED.



UMass

Dartmouth

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)