



Bishop's University Safety Policy

1.04 Molson Fine Arts Health and Safety Procedure

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Prepared by : JHSC & Health & Safety Coordinator

1. Preamble

Bishop's University has a vital interest in preventing accidents and injuries as the security and safety of all our constituencies depends on it.

In the field of health & safety, success depends on a full and harmonious participation between employer and employee. At Bishop's University, health and Safety is a responsibility that is shared among all. Thus, to ensure an excellent quality of life for its employees and all persons who work or study here, Bishop's University states in this procedure its desire to eliminate at its source any threat to the safety and physical integrity of its community.

This manual is intended to provide **basic** rules for safe practices in a studio. Individual Department *Chairs*, professors and technicians must identify and supplement this manual with safe procedures and training specific to the needs of their studio safety programs when the safety subject is not adequately covered by this manual.

In all cases, all of us are ultimately responsible for teaching safe work practices and we must all insist upon the use of such proper procedures to eliminate unnecessary hazards.

We must all act with a level of judgement, care, prudence, determination, and activity that a person would reasonably be expected to do under particular circumstances.

Since this manual will be periodically revised, readers are asked to convey to the *Joint Health and Safety* committee their comments on its contents, suggestions of items to be included, or omissions or errors.

This procedure has been developed to provide basic information on material used, equipment/machinery, and safe practices and procedures in the Fine Arts Department. It is a basic requirement that all faculty, staff and students read and understand this manual before beginning to work in the studios or in the wood-shop of the Fine Arts Department at Bishop's University.

If you have any questions or comments about the contents, please contact the Bishop's Health and Coordinator or the Fine Arts Chairperson.

Unless otherwise stated, whenever the masculine gender is used, both men and women are included.

2. Key Contacts

○ BUILDINGS AND GROUNDS		
Director	B&G 117	2549
Administrative assistant	B&G 114	2650
B&G Foreman	B&G 116	2230
Cleaning	B&G 115	2233
○ DEPARTMENTAL CHAIRPERSONS		
Music & Arts	NOR 115	2422
○ DEPARTMENTAL TECHNICIANS		
Fine Arts Technician	MOL 15	2423
○ HUMAN RESOURCES		
Director	MCG 106	2618
Health And Safety Coordinator	DEW	2643
○ SECURITY		
Assistant Director	DEW	2711
Customer Service	DEW	2711
Lead Hand	DEW	2711

3. Objectives

- Ensure a safe use of studios ;
- Ensure an adequate service to our students ;
- Protect all members of our community.

4. Definitions

4.1. Studio: Premises or room where an artist works alone or with others.

5. Scope

5.1. This policy shall apply to any member of Bishop's University according to the rights and obligations provided in the *Act respecting occupational health and safety* (AOHS) and in the *Act respecting industrial accident and occupational deceases* (AIAOD). The current policy equally applies to the student community.

6. General studio safety guidelines

6.1. GENERAL OBLIGATIONS

Bishop's Fine Arts department considers health and safety to be a top priority as well as an important component of the teaching process and is committed to provide a safe and healthy working and learning environment for all members of the University community.

The Fine Arts department health and safety procedure ensures that all reasonable steps are taken to:

- protect the safety of all faculty, staff, students and visitors against work accidents and occupational hazards;
- comply with all relevant statutes, regulations and standards of government agencies and other regulatory authorities representing Occupational Health and Safety;
- give priority to safe working conditions and studio safety practices in the planning, direction, and implementation of University activities;
- formulate and carry out continuing effective safety programs appropriate to University operations. Those who have known forms of allergies have the obligation of informing their supervisor and / or technician.

All faculty, staff and students are asked to observe the following rules in the wood shop, and in certain studios (please consult specific studio manuals). Faculty and technician will expect students' cooperation if they wish to use the shop and studios. Faculty and technician are empowered to suspend shop privileges if in their opinion if user may be putting him/herself or others in danger.

It is each and everyone's responsibility to:

- Have undergone minimal training in health and safety before being allowed to work in a studio;
- Ensure the cleanliness of the premises ;
- To not obstruct traffic areas ;
- Report any problem that may occur;

Prior to working in a studio, a new employee, student employee, student monitor or professor must be trained in health and safety, which includes training in WHMIS. The nature of this training will be determined based on the work that has to be done.

6.2. AWARENESS – COMMUNICATION

Safety manuals, procedures and signage will be posted in all shops and studios, and must be enforced by all workplace Supervisors.

- Be familiar with the locations of safety and equipment facilities such as fire extinguishers, M.S.D.S.'s, first aid kits, spill kits, emergency wash facilities, fire alarm pull stations, telephones, and emergency exits.
- All staff, faculty and students must report emergencies or serious situations to Security without delay.
- Immediately report any unsafe conditions and accidents to your supervisor and/or technician or security.

6.3. PERSONAL PROTECTIVE EQUIPMENT

- Always refer to M.S.D.S. for the proper personal protective equipment.

6.3.1. GLOVES

- Latex & neoprene gloves are effective against most solvents.

- Latex & natural rubber gloves should only be used as protection against diluted acids, alkalis and alcohol ketones.
- Vinyl gloves should be used for dilute alcohol acids, alkalis and other water-based acids.
- M.S.D.S., product labels and gloves manufacturer's selection charts should be consulted.

6.3.2. EYE PROTECTION

- **Eye protection is necessary** to protect you against acid splashes, alkalis, solvents, flying particles, sparks, dust, chips, glare, radiation from welding, carbon, kilns, foundry and heating metals.
- The fine arts procedure requires that safety glasses or goggles must be worn in all areas where activities are undertaken or materials are being used that may cause eye damage.
- Never wear contact lenses when working with hazardous chemicals. First, chemicals thrown into the eye are much more difficult to eradicate in the presence of a contact lens and can damage the eye more easily. Furthermore, vapours can superficially dissolve the lens which may cause it to adhere to the eye and cause, ultimately, irreversible damage. Finally, contact lenses should not be worn in metal shops where welding and arc welding are carried out.

6.3.3. CLOTHING

- Unless otherwise noted, **an apron or lab coat is mandatory** in a studio. It must be buttoned at all times to provide the desired protection. Preferably, the coat is made of cotton and fitted with snap fasteners or releasable buttons, so that it can be easily removed in an emergency situation. Aprons or lab coats must be kept clean.
- Open-toed and high-heeled shoes must not be worn in a studio.
- Long hair must be tied back so that it cannot come into contact with equipment.
- Wash hands with soap and water before leaving the work area.

6.3.4. HEARING PROTECTION

- Hearing protection is needed for loud machinery, electric and pneumatic tools.

6.3.5. MASKS & RESPIRATORS

- Wear a dust mask, especially if you are asthmatic or allergic to dust.
- Respirators should not be used as a substitute for ventilation but rather as a complement when creating large amount of dust or fumes. Always refer to M.S.D.S.

6.4. PROPER USAGE OF STUDIOS

- Avoid cluttering the work surface.
- Smoking, eating and drinking are not permitted in studios.
- It is forbidden to participate in a studio when under the influence of alcohol or drugs.
- It is not permitted to run in studios.

6.5. WORKING RULES

- Consider safety issues before beginning work. Refer to Material Safety Data Sheets (M.S.D.S.) prior to using a product. Check all equipment for damage prior to setting up experimental apparatus.
- Always use the ventilation system when mixing plaster, stone or cement.

6.6. PROPER HANDLING OF HAZARDOUS MATERIALS

- Work with materials only when you know their flammability, reactivity, toxicity, and the emergency procedures associated with these materials.
- Label reagents and samples according to WHMIS legislation.
- Keep an updated inventory of all hazardous material kept in your studio.
- Store hazardous material according to chemical compatibilities rather than alphabetical order. (Please refer to Bishop's University Safety Policy 1.04)
- Store chemicals in appropriate locations (eg. Flammable storage, acid storage cabinets, drip trays, secondary containment, etc.).

- Clean up spills immediately if trained and able to do so. If the spill is too large to handle or if unsure what to do, **inform** the supervisor or technician. The latter will make a decision base on the extent of the spill.

6.7. LEAVING THE STUDIO

- Hands must be washed after gloves have been removed, before leaving the studio and at any time after handling materials known or suspected to be contaminated.
- Work surfaces must be cleaned. It is strongly recommended to never leave your work on the tables, unless it's absolutely necessary.
- Every tool used must be cleaned afterwards.

7. Safety protocols

7.1. Access to the studios after class hours is only provided to students who have been demonstrating competence, technical skill, and knowledge of health and safety and emergency issues pertinent to the area they are working in and subject to the student monitor hours or departmental procedures.

7.2. Working alone is considered an unsafe practice at any time. If, however, the nature of your work makes it unavoidable, measures should be taken to ensure that others are aware that you are doing so and to have someone check in with you from time to time, either in person or by telephone.

- Ensure that you **always** carry a Bishop's University ID card at all times.
- Before working alone or off hours, **IT IS YOUR OBLIGATION TO ALERT** Security at extension 2711 **BEFORE** and **AFTER** working hours.
- Always check with your supervisor if specific protocols require a buddy system or check procedure in accordance to the Bishop's Work Alone procedure or departmental procedures.

8. Studio Safety Equipment

8.1. SIGNAGE

- Studio room doors need to have proper signage (i.e. hazard identification, name and PHONE NUMBER of contact person, entry requirements). Those who enter a studio must take knowledge of such signage.

8.2. EMERGENCY SHOWERS

- Be familiar with the location and operation of the emergency shower nearest to your studio.
- The shower area must be readily accessible, and be kept clear of obstructions.
- Rinse the affected area for a minimum of 15 minutes with copious amounts of water.
- The use of emergency showers must be reported on an accident/incident form.

8.3. EYE WASH STATIONS

- Be familiar with the location and operation of the eye wash station nearest to your studio.
- The eye wash station must be readily accessible, and be kept clear of obstructions.
- Rinse the affected area for a minimum of 15 minutes with copious and gentle flow amounts of tepid water.
- The use of eye wash stations must be reported on an accident/incident form.

9. Hot Work

- *Hot Work Permits* are required when welding, or metal grinding occurs in a studio. In general the precautions and requirements enunciated on the *Hot Work Permit* :
 - Hot work equipment in good repair ;
 - Explosive atmosphere in area eliminated ;
 - Floors swept clean ;
 - Fire watch should be provided during and for 60 minutes after work.

10. Fire safety

- Fire extinguishers are to be used to assist you in getting out safely or for fighting small fires. Do not attempt to fight a major fire on your own. Before any attempt of fighting a fire, **CALL SECURITY (ext. 2711 or 9-819-822-9711)**, whenever possible, in order to inform them of the situation. Never turn your back on a fire and always ensure access to an exit before fighting a fire.

- Quantities of any one flammable liquid kept on hand in the studio should never exceed 20 liters.
- Use CSA-approved flammable liquid storage cabinets. Keep doors of these cabinets closed and latched at all times. No other materials should be stored in these cabinets.
- Unless necessary for your work, keep flammable liquids away from heat, flame and direct sunlight. No welding or soldering should be performed in their vicinity.
- Static charges can build up in pipes or other apparatus through which organic liquids are flowing. Such equipment should be electrically grounded.
- In case flammable or explosive materials are spilled and/or being evaporated into the atmosphere, do not switch any electrical equipment on or off. In the case of an evacuation, turn off all equipment.
- All studios where flammable solvents are used must be equipped with an appropriate fire extinguisher.

11. Inspection of equipment, facilities and studios

11.1. Equipment

- A basic inspection must be performed before each use. A defective unit must not be used and must be reported immediately to the studio technician who will have it repaired by a qualified person or someone authorized by the manufacturer of the equipment.
- All inspections and all maintenance work for each electrical or mechanical device should be recorded in the maintenance manual of the device.
- Periodic inspections must be conducted according to the manufacturer's recommendations. These inspections should be recorded in the maintenance manual of the device.

11.2. Facilities and studios

- Facilities and studios are inspected by the *Joint Health and Safety* committee (JHSC) or a mandatee at least once a year. These inspections may take place without notice.
- An inspection report is sent to the JHSC and the Department Chair. If necessary, recommendations are submitted to the **Dean** for immediate corrective action. A notice to take action is then sent to the person responsible for the equipment or studio.

- If there is negligence to meet the recommendations of the JHSC, the case will be referred to the Vice-Principal Academic.
- When necessary, the JHSC consults and can resort to the appropriate skilled resources, whether internal or external.

12. Inspection of protective equipment

- All inspections and all maintenance work for safety equipment, including first aid kits and eyewash stations must be noted in their maintenance manual.
- Inspection of safety equipment should be done regularly by the studio technician.
 - The eyewash stations are checked and adjusted (if necessary) at least once a week.
 - Safety glasses must be inspected before each use.
- Any defect in safety equipment should be reported to the supervisor or technician as soon as possible. This will allow any useful repairs in a timely fashion.
- Inspection of fire extinguishers is conducted twice a year by Security.

13. First aid

- Should an accident occur, always call Security first. They will contact the ambulance and can delegate people to your location meanwhile.

13.1. First Aid Kits

- The first aid kits are checked and resupplied after each use. These kits must be in accordance with the laws of Quebec. The technician responsible for the audit confirms each inspection in the maintenance manual.
- The material used for first aid kits should be immediately replaced. Anyone who uses material from a first aid kit should notify the technician in charge of the studio.
- A first aid kit should be used by someone having done first aid training, whenever possible.
- Always consult MSDS for first aid procedures.
- Fill in Accident forms, even if it only is a small cut.

13.2. Chemical burns to the eyes

- Rinse thoroughly with water for 15 minutes. Force your eyes to stay wide open with the fingers of one hand and rinse with eyewash. Always remember that early intervention is very important. A damaged cornea, even slightly, is susceptible to infection and should be treated accordingly.
- If necessary, ask to be transported to the nearest hospital. Don't forget to bring MSDS to the hospital. Such a measure could prevent many problems.

13.3. Chemical burns to the skin

- Rinse thoroughly with cold tap water for 10 minutes.
- Consult with a doctor if there are any skin lesions.

13.4. Thermal burn to the skin

- Rinse with cold water.
- Consult with a doctor if there are any deep skin lesions.

13.5. Tearing of the skin

- Immediately rinse thoroughly with cold tap water for at least 15 minutes.
- Disinfect the injured area with an antiseptic soap.
- Protect the injured area with gauze.
- If there is bleeding, rub down with gauze, if possible, elevate the affected area in order to reduce blood pressure.
- If the wound is deep or extensive, if there remains a foreign body or if there is a risk of infection or poisoning, ask to be taken to a hospital emergency room. Don't forget to bring MSDS to the hospital. Such a measure could prevent many problems.

14. Specific responsibilities of different parties

All individuals in the workplace – faculty, staff, students, contract workers, volunteers and visitors – share the responsibility for ensuring a safe working and learning environment.

14.1. Faculty

- Stay informed to be able to demonstrate competence in health and safety matters, and to inform others about health and safety hazards as well as safe operating standards and procedures in their area.
- Make sure the technician is well informed of the intended use of the studio.
- Ensures the enforcement of rules in the studio with regards to education and research purposes.
- Comply with all BU Health and Safety policies and procedures and attend safety training programs and meetings as required.
- Participate in the identification and elimination of risks of work accidents or occupational diseases at his workplace.
- Ensures that the student is informed of the rules in regards to health and safety in studios. It must also ensure that each student has read the *Studio Health and Safety Procedure*.

14.2. Technician

- Prepares, gathers, organizes and sets out materials for studio sessions.
- Ensures that faculty, demonstrators and students know how to handle the apparatus, instruments, chemicals, radioactive products and dangerous organisms.
- Maintains and monitors MSDS Sheets and reagents.
- Takes care of equipment and studio maintenance.
- Indicates the location of safety devices and explains how to use them in the very first studio session.
- Must inform faculty, demonstrators and students of recycling procedures and disposal of chemical waste procedures.
- Reports any potentially hazardous step during handling.
- Comply with all BU Health and Safety policies and procedures and attend safety training programs and meetings as required.

- Participate in the identification and elimination of risks of work accidents or occupational diseases at his workplace.
- Ensures that the studios under his responsibility, when not used for teaching, are safe and that safety equipment is present and in good condition.
- Assist the professor in the enforcement of rules in the studio with regards to education and research purposes.

14.3. Demonstrator

- Ensures that rules of safety and security are met.
- Warns students when they are incorrectly or dangerously operating the apparatus. If the student were to repeat such a maneuver, a warning would then be sent to the professor or technician.
- Assist the professor in the enforcement of rules in the studio with regards to education and research purposes.

14.4. Student

Each student enrolled in a course offered by BU Fine Arts department shall:

- seek guidance from their faculty or by the technician concerning safety related knowledge and skills required to ensure safe performance in their activities;
- take the necessary measures to ensure their own health, safety or physical well-being, as well as the health, safety or physical well-being of other persons at or near their workplace ;
- attend safety training programs and meetings as required;
- comply with all BU Health and Safety policies and procedures, as well as those safety policies and procedures of other institutions when they are engaged in activities at another institution;
- immediately report to their faculty, the technician, or the technical assistant any accident, hazardous practice or condition with respect to their activities;
- report emergencies or serious situations to Security (x2711) without delay;

- not perform any operation or task which they would consider to be hazardous or would put another student or faculty member in danger.
- be familiar with all university, departmental and unity safety instructions, whether written or oral, and to comply with such instructions when performing assigned duties.

14.5. Visitors

- Visitor shall comply with the University's Safety Policy and Procedures and all other pertinent departmental regulations.
- Children that are visiting the studios should be closely supervised by their parents/guardians.

15. Display in the studios

15.1. In each studio, the following must be displayed :

- Studio Health and Safety Procedure or specific operating procedures (a website link is acceptable)
- Register and inventory of the first aid kit
- WHMIS data sheets
- Key emergency contacts
- Signs indicating the locating of fire extinguishers

16. Policy review

16.1. The *Studio Health and Safety Procedure* must be reviewed annually.

**Procedure adopted by
JOINT HEALTH & SAFETY COMMITTEE
THE 18 OF NOVEMBER 2013**