**SCULPTURE AREA RULES**

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

* Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: www.arts.ufl.edu/art/healthandsafety)
* Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
* In case of emergency, call campus police at 392-1111
* File an incident report (forms may be found in the SAAH H&S handbook, the SAAH faculty handbook and in the main office.) Turn completed forms into the SAAH Director of Operations within 48 hours of the event.
* Get permission from shop supervisor before beginning work
* Sign in to use the wood shop
* Eye protection must be worn when using any power tools
* Long hair must be tied back
* Hearing protection is available
* Familiarize yourself with the closest eyewash unit
* Shirt tails must be tucked in and loose sleeves rolled up
* Shoes must cover toes
* No loose jewelry allowed in the shop areas
* Clean up your mess
* Students are prohibited from taking home any SA+AH property
* All painting and sanding must be done in the courtyard when weather permits.
* Newspaper or plastic must be used to protect table and floor surfaces from paint, glue and plaster
* Students are prohibited from storing materials or projects in the wood or metal shops
* Do not use stationary equipment to cut painted, recycled or pressure treated lumber
* Dust off tools, tables and sweep the floor when finished using wood tools
* Scrap material must be disposed of immediately
* Tools and shop equipment must be put away in its proper place
* The table saw, jointer and planer are to be used only under the supervision of Brad Smith and any unauthorized usage will result in expulsion from the shops
* No food or drink in the shops
* Only students enrolled in current SA+AH courses who have attended the orientations may use the shops. No visitors while you work.
* Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
* First aid kits are found in each studio. Notify your instructor if supplies are low.
* Locate the nearest eyewash unit and familiarize yourself with its functions.
* Report any safety issues IMMEDIATELY to your instructor.
* All courses must engage in an end of the semester clean up.
* Follow the **SA+AH CONTAINER POLICY** (see policy below)

*There are 2 types of labels used in the SA+AH-- yellow and white. Both labels are found at the red MSDS box and are supplied by the SA+AH. Each is used for a different purpose.*

**White:**

All new and or used product in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc…) must be labeled within the SA+AH to identify their contents. Labels can be found at the MSDS box in each studio and work area. All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice.

**Yellow:**

WHEN HAZARDOUS ITEMS ARE DESIGNATED AS WASTE.

**All containers** must have a yellow label identifying the contents that are designated as trash for weekly EHS pick up.

- Flammable solid containers (red flip top) must have a yellow hazardous waste label on the outside (top).

- 5 gallon jugs must have a yellow hazardous waste label on the outside.

- Fibrous containers must have a yellow hazardous waste label on the outside (top).

- Each item in the blue bin must have a yellow hazardous waste label.

Note: Hazardous Waste labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item and must add up to 100%.

Labels should also include the Bldg and room number of the shop generating the waste along with the Waste Manager for your area, this is located on the SWMA sign posted at the sink or at the Waste Management Area.