

Photography Safety Information

The sole purpose of this presentation is to provide you with important safety information while working as an art student in Ruffin Hall. Ruffin Hall is not unlike a chemistry department and an industrial fabrication facility. We regularly have many chemicals in use every day, and processes that involve heat, flame or heavy machinery. Photography students will have unsupervised evening access to the Photography studios, so this necessitated the need for safety guidelines about Ruffin Hall. These guidelines will cover general building safety issues as well as Photography studio-specific safe work practices.

I. Prepare for emergencies as safety is the highest priority. Knowing what to do in an emergency is critical to your safety.

➤ **Be informed: Emergency Notification** –The University employs a range of technological solutions to assist us in alerting the community to emergency situations as quickly as possible. Emergency alerts are reserved for critical incidents that pose an imminent threat to the health and safety of the University community. You may be notified of an emergency in several ways.

- Fire Alarms
- UVA Alerts (text message and alternate email notification)
- University Email

➤ **Be prepared to act:**

If you discover an emergency situation, call 911. Remain calm and use common sense.

- In the event of an emergency, call 9-911, (if calling from a university phone), use your cell phone, or the building emergency phone. By calling this number, a variety of emergency response departments can then be alerted to your situation
- In the event of a medical emergency or injury, stop work and notify the shop supervisor immediately. Immediately seek treatment of major injuries by calling 911 or using the Ruffin Hall emergency Phone
- In the event of a fire emergency, pull the fire alarm nearest you, have someone call 911 (or use the Emergency Phone) and evacuate the building

Emergency phone

There are emergency phones located on each floor across from the women's restroom and a fourth one directly across from the main Ruffin Gallery on the third floor

- Press the button and the phone will automatically dial UVA police. You will be transferred to the 911 office. When operator answers, state the following information:
 - Physical location (Ruffin Hall, floor and room #, which studio, or area)
 - Nature of emergency (police, ambulance or fire)

Evacuate or shelter-in-place, depending on the situation

- Evacuation
 - Location of assembly area: Carr's Hill Practice field, down Culbreth Road towards Nameless Field. During an evacuation of Ruffin Hall, all students, faculty, and staff should exit the building and gather at the assembly area.
 - Inclement weather assembly area: Culbreth Parking Garage, main level off Culbreth Road.
 - If the alarm sounds during class, faculty will exit with a class roll and make sure everyone who was present for the class is accounted for at the assembly area.
 - Protect yourself. Do not jeopardize your life or the lives of others by attempting to save personal or University property.
 - Fire officials will need to know if a person is still in the building: So, DO NOT go to the café, your apartment, or another class. We do not want to send first responders into Ruffin Hall if there is a potentially dangerous situation and you are not in the building or the assembly area.
 - Students who are working late in the studios, please take note of classmates who were in the studio with you before evacuating the building and meet in the assembly area. Please notify any first responders to unaccounted classmates.
 - Follow instructions from authorities. Do not cross official police barriers without authorization.

➤ Shelter in place

- Stay inside and move to an interior room if exiting the building is dangerous. (Ground floor level if emergency is severe weather)
- Make one phone call to let someone know you're okay and be brief; do not use the telephone again unless it is a life-threatening emergency.

Fire alarm pull stations

These are in various locations throughout the hallways in Ruffin Hall. Please take note of the nearest ones to your classroom(s)

Fire & fire extinguishers

Do not attempt to use a fire extinguisher unless you have completed a training session. You can actually make a fire worse; endanger yourself or others if you do not know what you are doing. Never use water to try and extinguish a fire. If there is a fire that extinguishes itself you must still contact the fire department, but pulling the fire alarm is not necessary, unless the fire rekindles.

Eyewash/shower

The eyewash in 204 is for use in case of chemical splash into the eye(s). If you are wearing contacts, remove the contact lens(es) of affected eye(s) and flush with water for 15 minutes. It is advisable to seek medical attention from either Student Health or the Emergency Room to have a medical professional make sure you have all chemicals cleared from your eye(s). There are eyewash stations located in studios 204K, 204H, 204J, and 206B.

The shower in 204 is for use in case of a large chemical spill onto your body.

First aid kits

First Aid kits are located next to the emergency phone on each floor. First aids kits contain basic first aid supplies. Please do not use the supplies for art projects.

Assist others, but do not exceed your training or knowledge when attempting to render first aid.

II. Working safely in Studio Art

Personal Safety in the Photography Studios

- Report accidents that demand medical attention to your instructor (after receiving medical attention). We are required by the University to report accidents if a student ends up in the ER or Student Health.
- Be alert to unsafe conditions and call attention to them for corrections: i.e. broken ladder, broken chairs, broken lights, etc.
- Keep exits, fire extinguishers, doors, etc. free of all obstructions.
- Be aware of ignition sources: clamp lights and extension cords.

- Due to the amount of paper materials in the Photography studios, the use of extension cords and clamp lights, please be aware that this combination of materials can easily and quickly lead to a fire.
- UVA Fire Code states that extension cords are not permitted for use as permanent wiring. This means leaving any device plugged in (especially when unused) for long periods of time. All extension cords must be unplugged from clamp lights and outlets, recoiled and stored away when not in use. Clamp lights must be unplugged when not in use.
- Sharps(used blades) and broken glass - Please dispose of these items in the appropriate collection bins under the sink in 320. Keep them out of the trash!
- NO FOOD OR DRINK is allowed in any part of the Photography studios. Please leave all food items on the shelf in the hallway.
- No headphones or ear buds are allowed to be used in the Photography studios. This includes wireless or noise cancelling headphones. Corded headsets pose an entanglement hazard and noise cancelling headphones may limit your ability to be aware of your surroundings.
- Photography students who wish to use the wood or metal shops must receive training from UVA Art Department approved instructors.
- Students must then complete the “User Agreement for UVA Shops, Studios, & Makerspaces”, before using the wood or metal shops. Agreement can be found at this link: <http://ehs.virginia.edu/Shop-Studio-Safety-User-Agreement.html>

Housekeeping/furniture/material storage

- Any Photography equipment such as chairs or tables, taken out of the studio, must be returned to the studio when you are done working.
- Use common sense: do not block stairs, doors, fire alarm pull stations, fire extinguishers, circuit breaker panels, or emergency exits while working in studios or inside Ruffin Hall.
- Students are responsible for cleaning up all areas of the Photography studio they are working in. Even if you need to leave for only a few hours, please be considerate of other students and store your project(s), portfolios or materials on the provided shelves or in your locker. You might not return at all, and other students need to use the limited space we have available.
- Studios should be kept as clean as possible. This doesn't mean spotless (this is an art building) but trash should be thrown away in the appropriate bins. Please use the various recycling bins in the building. There is a paper recycling bin in each Photography studio.
- Please use the sinks in the studios to wash the majority of charcoal off your hands instead of the bathroom sinks.
- Bicycles MUST NOT be brought into the buildings. Use the bike racks located around Ruffin Hall. Please don't lock them to the stair or ramp railings outside of the building. The railings are to assist people using the stairs, not hinder them.
- Pets shouldn't be brought into the building while you're working. There are many items in this building that could cause serious injury or death if eaten.

- Project/ Student Material Storage During the semester: all portfolios, project wood, objects or other materials that are brought into the building by the student should be labeled with their name, instructor, and current semester, unless they are for the entire class, then they should be labeled as such.
- At the end of each semester, due to the limited amount of space in Ruffin Hall, no projects, or materials are to be left in the studio unless the instructor has given the student permission. Students will be alerted as to when materials need to be removed from Ruffin Hall. If materials are still in the building after notice has been given, and especially if they are not labeled, they will be thrown out or reused by other students!!!

After hours work

- Do not work alone in the Photography studios
- Please work with a classmate or let someone know you will be working late in the studio. Working alone in the studio can be dangerous. If you were to become incapacitated or seriously injured no one would be able to assist you or call for help.
- Do not prop open the outside doors to Ruffin Hall at any time. Propping the doors open at night makes the building unsecured and unsafe for yourself and others working in the building. REMEMBER TO TAKE YOUR ID CARD if you exit the building after hours.
- There are 4 doors with card readers for access after-hours, one on each floor and one in the courtyard. These doors are automatically unlocked at 8am and locked at 5pm Monday through Friday. Ruffin Hall is only accessible via card reader on weekends.

Chemical Use / Hazardous Waste Safety – storage, usage, disposal, and cleanup

Chemical storage, use, and disposal

- The use of solvent-based (flammable) chemicals is not allowed in studio 319. This studio is not ventilated to handle chemical fumes of this type.
- **The use of aerosol products: Canned air is the ONLY aerosol product allowed to be used inside of Ruffin Hall. ALL OTHER AEROSOL PRODUCTS MUST BE DONE OUTSIDE IN THE REAR COURTYARD. Do not spray on the 2nd or 3rd floor terraces.** When you spray outside, make sure you have the wind at your back. Do not put yourself downwind of the spray. Artworks must COMPLETELY dry outside about 5-10 minutes (weather dependent) before bringing them back into the building. Inclement weather conditions are no excuse for spraying inside Ruffin Hall! If it's cold outside, you'll need to grin and bear it or wait until it's warmer. If it's raining outside, you'll need to need to wait until it's not. Do not prop open the door to the courtyard. Aerosol spray fumes will be pulled back into the building. The door is unlocked M-F 8am - 5pm. Any other time, REMEMBER TO TAKE YOUR ID CARD. The spray area is adjacent to a door with ID access.
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- A note about the exterior door handle...it appears to be a handle which would turn when unlocked, but in fact, it is only a pull handle - at all times and will never turn. When the building is unlocked – simply pull the door open. (beware it is a heavy door). When the building is locked, swipe your ID, and then pull the door open.

Hazardous waste disposal

Solid waste

Aerosol cans that do not work or are empty must go in the collection boxes in 204 or 206. Do not dispose of in any trash cans.

Liquid waste

Fixer is to be collected in the various 5-gallon carboys in the 204 photography studio. Fixer must never be dumped down the drain

Clean up all small spills immediately. If a large chemical spill occurs that you are unable to cleanup call OEHS (982-4911).

Cleanup/wash up

Before you leave the studio, it's always a good idea to wash your hands thoroughly after working with art materials. You do not want to accidentally ingest potentially harmful chemicals or materials.

III. Working with art materials

Know your materials - Read product labels

- Know what a product contains before using it to make sure it's not immediately hazardous to yourself or others
- Product labels are similar to ingredient labels on packaged foods

Use safest materials possible

- Often times, there are safer alternatives for certain materials
- Err on the side of caution and develop safe work habits. Products with toxic effects can be cumulative

Safety Data Sheets (SDS)

- What they are:
 - A safety data sheet (SDS) is information about a particular product which will provide workers and emergency personnel procedures for handling or working with a specific substance in a safe manner, and includes information such as physical data (melting point, boiling point, flash point, etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill-handling procedures.

➤ What they contain:

- SDS will tell you of any special procedures that may be required for the safe handling of a specific substance. If you are taking any medications, if you are pregnant, or if you have a medical condition such as an allergy talk with your supervisor or physician for specific instructions.

➤ Precautions for use and handling:

- When using SDS you must apply your own good professional judgment to the information that they contain.
- SDS include information and procedures that usually only apply to industrial settings, these situations will most likely not occur in the laboratory environment. Even so, SDS are a valuable source of information when you have questions or concerns about any chemical that you work with.
- It is a good idea to consult the SDS for any new chemical that is introduced into your work routine, as this is a quick and easy way to familiarize yourself to any hazards or precautions that you should take when working with a new substance. Use your judgment and carefully follow all the guidelines indicated in this document.
- For chemicals/products that are not on the current syllabus: Approval must be obtained from your instructor prior to use. SDS must be obtained for departmental records as we need to know how to work safely, store, and dispose of any new products.

➤ Where they can be found in studio:

SDS for Photography are kept in studio 204 on the shelf above the photo drying rack.

What materials can do to you

➤ Poisons

A substance that, when introduced into or absorbed by a living organism, causes death or injury, especially one that kills by rapid action even in a small quantity

➤ Irritants

A substance that causes slight inflammation or other discomfort to the body

➤ Corrosives

A corrosive substance is one that will destroy and damage other substances with which it comes into contact

➤ Flammables and combustibles

A product that is easily capable of burning or subject to easily igniting

IV. Know your process

Understand

Understand what your Professor has taught you about a particular process, especially if it involves the use of potentially dangerous materials (Photography – spray fixative).

Work carefully

If you do not remember what the specific procedure is, please ask your instructor. There are no dumb questions.

V. Personal Protective Equipment

PPE when necessary