

Printmaking 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. Printmaking students will have unsupervised evening access to the Printmaking studios, so this necessitated the need for safety guidelines about Ruffin Hall. These guidelines will cover general building safety issues as well as Printmaking 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 the 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 220 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. [please aim over the sink if possible] 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 is one eyewash station located at the litho sink and an eyewash/safety shower located next to the acid room, 220B.

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 Print shop and Acid room

- 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 such as hot plates, lamps, extension cords, etc.

- Due to the amount of paper materials in the printmaking studios, the use of flammable materials, and electrical hotplates, please be aware that this combination of materials can easily and quickly lead to a fire.
- DO NOT ATTEMPT TO REPAIR ANY TOOLS. Any missing, malfunctioning, or broken equipment should be labeled as such, removed from public use, and reported to your instructor or the department technician.
- 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 printmaking studios. Please leave all food items on the shelf in the hallway.
- Long hair must be tied back to avoid entanglement with moving press parts.
- Remove any scarves, long necklaces, or other dangling clothing while working on the presses.
- Keep your tools sharp as dull tools can be more dangerous to use.
- Use a bench hook while chiseling wood or linoleum blocks or other relief plates.
- No headphones or ear buds are allowed in the printmaking 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.
- No open toed shoes are allowed in the printmaking studios.
- When using the Genie lift to move large or heavy stones, it is safest to lower the stone to about knee level BEFORE moving it about the studio.

Housekeeping/furniture/material storage

- Any Printmaking materials such as furniture, tools, projects taken out of the studio, must be returned to the studio when you are done working. Materials left out are in danger of being considered “fair game” and projects are in jeopardy of being damaged accidentally by other users of the shops.
- 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 Printmaking 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 are collection bins for metal recycling in the wood and metal shops.

- Place material scraps in the storage areas. Please DON'T SAVE every little scrap as space is limited in the shops.
- All tools and materials need to be put back in their designated places at the end of class sessions.
- Please use the sinks in the studios to wash the majority of materials 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 project wood, objects, or other materials that are brought into the building by the student should be labeled with your name, 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 Printmaking 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.
- The print studio is now set up with card access on the Litho-side. The door is locked 24/7. A prop alarm schedule is currently in effect: M - TH from 8:00am - 6:30pm, the alarm WILL NOT sound if the door is left open. Anytime outside of this schedule, the prop alarm WILL sound.
- When you leave the studio for the day, please make sure both the litho and etching studio doors are closed.

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

Chemical storage, use, and disposal

- The use of solvent-based (flammable) chemicals should be done on the slot exhaust tables.
- Storage of solvents in student's lockers or left out in the studio is prohibited.
- Flammable products must be stored in the yellow flammable storage cabinets: denatured alcohol, glaze cleaner, lithotone, hard ground, solvents, etc.
- Make sure chemical containers are properly labeled and clearly identifiable before use. Remember, most of the chemicals in printmaking are either corrosive, flammable, or poisonous and can create disastrous or hazardous situations if used inappropriately.
- **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 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.
- 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

- Solvent soaked or oily rags generated during the printmaking process must be discarded into one of the three hazardous waste collection bins. There is one large 30-gallon barrel to the left of the rosin box, and one small 10-gallon barrel next to each litho press. These barrels are for paper and rags ONLY. The thin plastic gloves can go into these barrels, but is not required. DO NOT place any other objects into these containers, including liquids.
- There is one 10-gallon barrel in the acid room which is for acid-soaked paper and tape ONLY. Do not place solvent soaked materials into this container ever.
- **Aerosol cans that do not work or are empty must go in the collection box near the sink. Do not dispose of in any trash cans.**

Liquid waste

- Solvents or other chemicals should not be poured directly into the sink. Residual amounts of chemicals are ok, as in when rinsing plates that have already been largely cleaned.
- Any liquid paint, oil or water-based, to be discarded, must also be placed on the "Hazardous waste" shelf, outside the woodshop in the hallway.

- 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 Printmaking are kept in studio 220 near the exit doors into the hallway

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.

For further information, follow the link to each printmaking area:

- Lithography
- Etching
- Papermaking

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

- General Printmaking
 - Use a nuisance dust mask if working with dry pigments.
 - Use safety glasses or face shield while using the Dremel tool on copper and zinc plates or wood blocks
- Lithography
 - No PPE is required, but chemical safety glasses are recommended when working with chemicals if not used in the method demonstrated by your instructor.
 - Chemical resistant aprons are recommended when working with chemicals if not used in the method demonstrated by your instructor.
 - Plastic or vinyl gloves are recommended with working with inks. Note: the thin plastic gloves provided by the department are NOT chemical resistant.
- Etching
 - Chemical splash safety goggles are REQUIRED when working in the acid room. Please do not use the standard wood working goggles or glasses.
 - Chemical resistant aprons are REQUIRED when working in the acid room.
 - Chemical resistant gloves are REQUIRED when working in the acid room.
 - Closed toed shoes are required when working in the acid room.