

SAFETY TRAINING FORM

Rowan-Cabarrus Community College | Department of Fine & Applied Arts

Studio Safety Rules for Faculty, Staff, and Students:

1. Prior to working in a studio faculty, staff, and students must complete the safety trainings identified on their checklist. Faculty are responsible for identifying all items on the checklist relevant to their course. All trainings can be found in SkillPort and/or on the Department's website:
<https://www.rccc.edu/finearts/studio-safety-standards/>
2. Behave responsibly. Do not work in a studio if you are under the influence of alcohol or drugs (legal or illegal).
3. Do not bring any food or beverages into the studio, and do not eat, drink or smoke in studio. Never taste anything in studios. Do not put anything into your mouth, eye, etc. while in the studio. (For example, do not bite your nails while in the studio).
4. Always wear closed-toed shoes. NO open-toed shoes in the studio.
5. Dress appropriately for the material/technique/process/equipment that you will be using. For example, DO NOT wear loose clothing, long sleeves, ties, scarves, necklaces, your ID lanyard, or [long] hair down if you are operating the lathe or pug mill. Appropriate dress is addressed in the individualized trainings.
6. Do not use materials (paint, glazes, resins, latex, etc.) from unlabeled containers, and do not return excess materials back to their containers.
7. Immediately report all spills to your instructor. Instructors, follow proper protocol appropriate for the spilled material.
8. Know the locations of studio safety equipment and emergency exits (fire extinguisher, SDS information, eye wash station, etc).
9. Report any accident to your instructor. Instructors, follow proper protocol for reporting accidents based on the level of severity, risk, etc.
10. Discuss any health concerns with your physician. Be certain to provide a list of all materials and techniques used in the course.
11. Work only during regular, assigned class and/or open studio hours with proper supervision.
12. Do not leave any project unattended unless you are authorized by your instructor to do so. If you leave your work area, slide your chair under the table. Keep walkways and desktops clean and clear by putting backpacks along the edge of the room or under your table. Keep your work area as clean and uncluttered as possible.

13. You must receive training for each piece of equipment/process/material/etc. prior to using said item. Make certain that you know how to use the tools and/or equipment in a studio. When in doubt, consult your instructor and/or supervisor.
14. Report all injuries, no matter how minor, to your instructor. Instructor, follow the incident reporting protocol for every injury, minor or major.
15. At the end of each studio, clean your work area, it should be neater and cleaner than how you found it, put your chair under the lab table, and return all equipment (easels, tools, etc.) and supplies to their original location.

Studio Safety Agreement

Please complete this form and return to your studio instructor and/or supervisor.

Name: _____

Semester / Year: _____

Course: _____ **Section:** _____

Instructor: _____

By signing below I acknowledge that I have fully read and understand the **Studio Safety Rules** and that I fully agree to abide by them. I understand that I may not conduct any work in the art studio until I have been trained in the relevant equipment/process/material/etc. By signing I below I take responsibility for my own safety and behavior, and I promise to leave the studio in a cleaner and safer state than I found it.

I understand that failure to comply with the **Studio Safety Rules** may result in my immediate expulsion from the studio course at the time of the infraction, and may ultimately result in my withdrawal from the course.

Print Name: _____

Signed Name: _____

Date: _____