

[NAME OF STUDIO OR SHOP] SAFETY RULES & AGREEMENT

[BUILDING, ROOM NUMBER]

(to be read and signed by all shop users)

PERSONAL SAFETY

Never work alone—a Supervisor or Monitor must be present at all times. You must sign in upon arrival. [List shop hours, access rules.]

No loose clothing may be worn in the shop/studio—this includes ties, scarves and loose sleeves. Open-toed shoes, short pants, or skirts are also prohibited. Jewelry must also be removed before beginning work.

Compressed air must not be used to clean skin or clothing.

Long hair must be tied up and secured or tucked in a hat.

Safety glasses must be worn at all times. Safety glasses must have wrap around side shields. Some operations and equipment require additional personal protective equipment such as disposable respirators, ear protection, or other special protective equipment or clothing.

Avoid distractions—no cell phones, mp3 players, etc. while working at machines. Loud music is prohibited. Keep your mind on your work. Stop working and turn off machine if distracted by something or someone. Never look away from your work when operating a power tool or machine.

STUDIO OR SHOP & EQUIPMENT

Supervisors and Monitors have full authority over the shop/studio and its safe use, including the responsibility, authority and obligation to prohibit shop or tool access for the safety of an individual, others in the shop, or the equipment.

Working in an unsafe manner or under the influence of impairing substances is prohibited.

Only trained and approved operators may use machines, tools or equipment. Training and approval must be documented in writing for each piece of equipment to be used. Training must include 'hands-on' training, review of tool manual, and emergency procedures for the equipment.

All guards and shields must be secured in place prior to operating tools or equipment.

Do not use damaged equipment—report any equipment or tool that needs repair or is damaged to the monitor or supervisor. Leave a note on the machine with name and phone number or email address.

Ventilation equipment must be used for certain operations. Know how and when to use dust collectors, local exhaust, and other ventilation equipment.

Aisles, exits, and access to emergency equipment must be kept clear at all times.

Food and beverages are permitted in designated areas only.

[List other studio-specific operating procedures]

CHEMICAL SAFETY

Chemical inventory is located [insert where this is kept in the studio/shop].

Safety Data Sheets are located [insert where this is kept in the studio/shop].

Paints/chemicals brought to the studio must have prior approval by the Supervisor. You must also provide a Safety Data Sheet for any chemicals you bring into the studio.

Prohibited chemicals, solvents, paints, etc.: [List any prohibited items here].

Storage of paints and chemicals—flammable or oil based items must be stored in a flammable cabinet.

[List additional shop/studio-specific materials information here].

HOUSEKEEPING & WASTE

Keep the shop/studio clean.

Minor spills of paints, solvents should be cleaned up by [tell how to clean].

Do not pour any paints or chemicals down the drain.

Waste disposal—we use 4 types of solid waste/recycling disposal and 2 types of liquid waste disposal:

- Solid Waste:
 - **Regular Trash** (marked “Landfill”): **NO** flammable or oil-based items. **DRY** acrylic paint tubes can be disposed in Regular Trash as can completely **DRY** paints that are non-flammable (liquid paints must be disposed in Liquid Waste containers).
 - **Mixed Recycling**: all clean recyclable materials.
 - **Technoscrap**: electronic devices, batteries, cables, etc.
 - **Red Metal Containers**: flammable hazardous waste, including used oil-based paint tubes, solvent soaked rags, etc.
- Liquid Waste (Do Not Pour ANY Liquid Waste in the Sink):
 - **Water-based Paints** & water used for cleaning paint-related items.
 - **Oil-based Paints & used Solvents**.

[List additional shop/studio-specific housekeeping & cleaning procedures].

FIRE & LIFE SAFETY

Smoking is not permitted.

Keep all hallways & exits clear at all times.

Note location of nearest fire extinguishers & fire alarm pull stations.

First Aid Kit is located [tell location].

EMERGENCY PROCEDURES

Fire, Police, and Emergency Medical Service:

- Call **911** (9-911 from campus phones)
- Contact Public Safety at **(212) 998-2222** (8-2222 from campus phones) and inform them of the situation and that you have contacted 911

For non-life threatening medical needs requiring first aid or urgent care:

- Contact Public Safety at **(212) 998-2222** (8-2222 from campus phones)
- Call **(212) 443-1000** to reach the **NYU Student Health Center – Urgent Care Reception**
- NYU Student Health Center - Urgent Care Reception Desk is located at 726 Broadway, Third Floor.

Chemical Spills:

- Notify your Supervisor
- Contact Public Safety at **(212) 998-2222**
- Contact NYU Environmental Health and Safety at **(212) 998-5420**

CERTIFICATION/ACKNOWLEDGEMENT

I have read and understood these [Studio/Shop Name] Safety Rules and agree to abide by these and all regulations and stipulations for working in this area.

Name (print) _____

NYU ID # _____ Email _____

Signature _____ Date _____

Class _____ Instructor _____

Please Post:

EMERGENCY PROCEDURES & INCIDENT/INJURY PROTOCOL

Fire:

- Pull nearest fire alarm pull station
- Evacuate
- Call **911**
- Then call NYU Public Safety at **(212) 998-2222** (8-2222 from campus phones).

Injuries:

For a **life-threatening injury** or incident you should:

- Call **911**
- Contact NYU Public Safety at **(212) 998-2222** (8-2222 from campus phones) and inform them of the situation and that you have contacted 911

For **non-life threatening** medical needs requiring first aid or urgent care:

- Contact Public Safety at **(212) 998-2222** (8-2222 from campus phones)
- Call **(212) 443-1000 to reach the NYU Student Health Center – Urgent Care Reception**
- NYU Student Health Center - Urgent Care Reception Desk is located at 726 Broadway, Third Floor. If possible, someone should contact the Urgent Care Reception Desk at (212) 443-1000 in advance to notify them that the employee is coming.
- Students and employees should not transport an injured individual to a hospital or urgent care center—request assistance from Public Safety. You should accompany the individual (if permitted by Public Safety or an ambulance).

After attending to the injured person, notify your Supervisor

- If injured is an employee (including student employees), and even if the employee did not receive medical care, a supervisor or HRO must complete [NYU's Work Related Notice of Incident / Injury Form](#) within three (3) days from the date of the incident.
- All injuries, accidents, or near-miss incidents (an accident where no injury may have occurred but potential for injury is high) should be reported on [Steinhardt's Incident/Injury Report Form](#).

Chemical Spill:

- Notify your Supervisor
- Contact Public Safety at **(212) 998-2222**
- Contact NYU Environmental Health and Safety at **(212) 998-5420**

EMERGENCY PHONE NUMBERS

NYU PUBLIC SAFETY	(212) 998-2222
NYU ENVIRONMENTAL H&S	(212) 998-5420
NYU CLIENT SERVICE CENTER (FCM HelpDesk)	(212) 998-1001
POISON CONTROL	(212) 764-7667 [212-POISONS]