



**SADAH**

School of Art,  
Design, and  
Art History

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## HEALTH AND SAFETY MANUAL

In case of an **EMERGENCY**, dial **(540) 568-6911** or **(540)-442-6911**

Or **86911 from an emergency telephone**-- Memorial Hall Arts Complex (MHAC) near both entrances; Studio Center near the main entrance and the middle of the second-floor hallway

Or press any of the **red emergency call buttons** found in the stairwells of Duke Hall and near the elevators

Or use one of the **"Blue Lights"** located at the entrances of the Studio Center, 131 Grace Street, and MHAC

Or use the **LiveSafe app** to call or text emergency services

Or use the emergency call button in **any elevator**

## EMERGENCY PROCEDURES:

### FIRE

Fires may be extinguished by smothering or using a fire extinguisher **only if you have been trained, have a clear means of egress, and feel comfortable doing so.**

1. In case of fire activate a fire alarm found in the common hallways of Duke Hall, the Studio Center, 131 Grace Street, or Memorial Hall Arts Complex (MHAC) and evacuate the building.
  2. Dial **540-568-6911** from your cell phone
- Everyone must leave at once when a fire alarm is activated, even if there are no obvious signs of an emergency.
  - Confine the fire by closing all doors and windows if possible.
  - Do not use the elevator when evacuating the building.
  - Do not re-enter the building until authorized to do so by public safety officials.

### GAS LEAKS

If you smell natural gas or acetylene and cannot find the source:

1. Do not turn on lights or other equipment.
2. Notify the nearest faculty member, teaching assistant or campus police at 540-568-6911 at once.
3. Exit room and building.

### FIRST AID

First aid boxes are available in each studio area for immediate treatment of minor injuries. Report all injuries to your supervisor at once no matter how trivial they seem. Report any illness or physical impairment which may be related to working in the studio (e.g., skin problems, headaches, nausea, etc.) to the supervisor at once and seek medical attention.

**For serious injuries** have someone call emergency services and take the following steps:

- A **liquid chemical splash in eyes or on skin:** flush at once with running water for at least 20 minutes.
- A **powered chemical in eyes or skin:** quickly and carefully brush off as much of it as you can then flush with running water for at least 20 minutes.
- **Thermal burn:** flush the affected area at once with cool running water for at least 20 minutes.
- **Cuts and punctures:** elevate the wound and apply direct pressure to control the bleeding.

### CHEMICAL SPILLS

Simple spills (i.e., not spreading quickly, does not endanger people or property except by direct contact and minimal potential for a splash) can be cleaned as follows:

- Solids must be collected with a vacuum or by gently sweeping to not generate additional dust and placed into a labeled container suitable to hold the material. If the material is inert and not an environmental hazard, it can then be placed in the trash. Otherwise, it should be sent to the hazardous waste accumulation area.

- Spills of a liquid that is not volatile, not flammable, and not strongly corrosive should be first controlled to prevent the spread. Placing absorbent material like kitty litter, vermiculite, or commercial spill pillows around the perimeter is an effective control mechanism. Then the rest of the spill can be similarly absorbed from the outside in, the absorbent collected, and placed in a compatible container for disposal.

Complex spills require additional consideration. Because of the potential for flammable vapor clouds and/or the need for heightened or specialized levels of PPE (Personal Protective Equipment), spills of volatile, flammable, or strongly corrosive liquids should not be attempted if the puddle is greater than the approximate size of a dinner plate. Leave the area, contact the supervisor, or call campus police at 540-568-6911.

# TABLE OF CONTENTS

***Emergency Procedures: .....2***

    Fire .....2

    Gas Leaks .....2

    First Aid .....2

***Table of Contents .....4***

***Introduction .....5***

***OBJ: .....6***

    All SADAH Administrators, Faculty, Staff and Students .....6

    All SADAH Administration, Faculty and Staff .....6

    All Students .....6

    Faculty Teaching in or Managing Closed Studios or Limited-Access Studios .....6

    Staff Who Manage Limited-Access Studios and Shops .....6

    Studio Assistants and Graduate Assistants .....7

    The Director of the Duke Hall Gallery of Fine Art .....7

    Building Coordinators .....8

    SADAH Director .....8

    Safety and Facilities Committee .....8

    Definitions: .....9

***SADAH Safety Rules ..... 10***

***General SADAH Policies and Procedures ..... 11***

    Reporting ..... 11

    Fire Prevention ..... 11

    Space Use ..... 11

    Materials ..... 12

    Driver Safety and Use of SADAH Van ..... 13

## INTRODUCTION

The purpose of James Madison University's **SADAH Health and Safety Manual** is to establish a program that provides guidance to those who are in the School of Art, Design and Art History. The manual, along with its supporting documents, offers technical support for regulatory compliance and information on required training and periodic inspections of health and safety practices. It should also be used as a training tool for students. **All** employees and students in the School of Art, Design and Art History are responsible for following the guidance provided within this document.

Artists and designers are exposed to many potentially hazardous materials, processes, and tools in the studio. A thorough knowledge of hazards and proper studio procedures, coupled with an attitude of respect and mental alertness, will help make James Madison University's facilities safe and healthy workplaces.

Information published in this manual is based on recommendations obtained from safety and health documents, experts in the field of environmental safety, consultations with professional artists, and JMU art faculty and staff experiences developed over the years in their efforts to manage studio activity. The information presented in this document is the definitive written standard on safe and healthy practices at JMU SADAH and should be regarded as a firm guideline that directs and monitors our work.

## SADAH SAFETY RESPONSIBILITIES

### ALL SADAH ADMINISTRATORS, FACULTY, STAFF AND STUDENTS

All JMU employees and students are required to aid the University in creating safe environments. Everyone is responsible for being physically and mentally alert when in SADAH facilities, to read and follow the policies and procedures outlined in this manual, and to report safety- and health-related incidents to their supervisor.

### ALL SADAH ADMINISTRATION, FACULTY AND STAFF

All SADAH employees share the responsibility of supporting efforts to provide the safest working conditions possible, educate students about proper safety procedures, and enforce the established policies for safe practice.

### ALL STUDENTS

Every SADAH student will sign a "**Student Acknowledgement of SADAH Security and Safety Regulations**" informing them of their obligations to help maintain a safe studio workplace for themselves and others and documenting their receipt of such. This form will be kept on record by the SADAH administration.

### FACULTY TEACHING IN OR MANAGING CLOSED STUDIOS OR LIMITED-ACCESS STUDIOS

Faculty should maintain the safety protocols for their areas to support the highest level of creative research in art at the university and professional levels. The faculty should:

- Provide documented safety training appropriate to individual classes at the beginning of each semester, including reviewing the Security and Safety Regulations.
- Establish safety violation procedures and consequences in their course syllabi and inform students of such.
- Enforce safety rules and protocols with students daily by holding them accountable.
- Explain and demonstrate required personal protective equipment at the beginning of each semester and as necessary.
- Create and communicate safety rules and protocols in syllabi, room signage, and training.
- Set safety goals for courses and delegate activities to students to reach those goals.
- Enforce rules and protocols with students daily by holding them accountable.
- Work with assigned studio staff and assistants to address the issues raised in ORM inspections and reports.
- Supervise the maintenance and condition of facilities and equipment and promptly address problems that arise by communicating them to the assigned studio technician.
- Initiate and enforce a general program for storage of chemicals and waste, equipment usage, and storage of all materials.
- Set standards for cleanliness and housekeeping procedures for cleaning all studio spaces that must be done regularly to ensure a safe environment.
- Keep appropriate First Aid equipment and supplies on hand and replenish such supplies at the beginning of each semester.

### STAFF WHO MANAGE LIMITED-ACCESS STUDIOS AND SHOPS

Staff should maintain the safety protocols for their area to support the highest level of creative research in art at the university-and professional-level. The staff should:

- Create and communicate safety rules and protocols for student and faculty working in the areas.
- Provide safety training and documentation for students and faculty working in the areas.
- Brief students on specific health and safety standards and practices applicable to the studios they manage during safety training.
- Establish safety violation procedures and consequences in their training documents and inform students of such.
- Enforce safety rules and protocols with students daily by holding them accountable.
- Hold timely meetings with faculty to provide training on new equipment, discuss the status of materials, spaces, and students, and set short-and long-term safety goals.
- Coordinate training and supervision of studio assistants
- Explain and demonstrate required personal protective equipment, as necessary.
- Work with faculty and assigned studio assistants to address the issues raised in ORM inspections and reports.
- Supervise the maintenance and condition of our facilities and equipment, and promptly address problems that arise.
- Provide open/supervised hours for the school's needs as much as possible.
- Initiate and enforce a general program for storage of chemicals and waste, equipment usage, and storage of all materials.
- Set standards for cleanliness and housekeeping procedures for cleaning all studio spaces that must be done regularly to ensure a safe environment.
- Keep appropriate First Aid equipment and supplies on hand and replenish such supplies at the beginning of each semester.

## STUDIO ASSISTANTS AND GRADUATE ASSISTANTS

Assistants support the faculty and staff in the studios, shops, and galleries. Assistants should:

- Participate in safety training as required.
- Perform assigned maintenance and organization tasks and promptly address problems that arise.
- Work with area faculty or staff to address the issues raised in ORM inspections and reports.
- Enforce safety rules and protocols with students under their supervision.
- Provide open/supervised hours as requested.

## THE DIRECTOR OF THE DUKE HALL GALLERY OF FINE ART

should establish safety protocols for the Duke Hall Gallery to inspire the highest level of research in gallery management and the field of museum studies. The Director should:

- Create and communicate safety rules and protocols for students working in the gallery.
- Provide safety training for students pertinent to working in the gallery.
- Inform students of specific health and safety standards and practices applicable to the gallery.
- Establish safety violation procedures and consequences in their training documents and inform trainees.
- Enforce safety rules and protocols.
- Coordinate training and supervision of gallery interns.
- Explain and demonstrate required personal protective equipment, as necessary.
- Work with staff and assigned gallery assistants to address the issues raised in ORM inspections and reports.
- Report needed maintenance to university facilities, and promptly address problems that arise.
- Store chemicals, gallery materials, and equipment safely.

- Set standards for cleanliness and housekeeping procedures for cleaning to ensure a safe environment.
- Keep appropriate First Aid equipment and supplies on hand and replenish such supplies as needed.

## BUILDING COORDINATORS

provide a vital link between the campus community and Facilities Management (FM). Their full duties are detailed in the Building Coordinator Handbook available at:

[https://www.jmu.edu/facmgt/building\\_coordinators/bld\\_coord\\_man.pdf](https://www.jmu.edu/facmgt/building_coordinators/bld_coord_man.pdf).

- Building coordinators serve as a liaison between the building occupants and FM staff.
- Building coordinators are the first contact for the building occupants for maintenance concerns and the contact in an emergency.
- Building coordinators communicate pertinent information regarding outages, shutdowns, routine repair and maintenance requests.

## SADAH DIRECTOR

should help to create safe university environments, while supporting faculty and staff efforts to maintain the safety protocols for their areas. The SADAH Director should:

- Help the SADAH community balance the need for risk-taking in creative disciplines with the requirement that we protect our people and facilities from harm.
- Maintain knowledge of current State and University official safety/risk management policies.
- Oversee the design and implementation of SADAH-wide safety policies.
- Arbitrate conflicts between faculty/staff and ORM, Fire Marshall, Campus Safety, etc.
- Oversee the safety and liability policy training of new faculty and staff.
- Allocate staffing and monetary resources to support safety initiatives.

## SAFETY AND FACILITIES COMMITTEE

This committee assists in the development of concepts, plans, strategies, programs, and activities that support, facilitate, and otherwise guide the safety policies and procedures for the JMU School of Art, Design and Art History.

Committee membership may include building coordinators, Studio Technicians, Fabrication Technicians, and three to six faculty members--one from each area, when possible, with at least one representative from Design (Architectural Design, Graphic Design, Industrial Design); Studio Art (Foundations, Studio Art); and one representative each from Art Education and Art History.

- Help the SADAH community balance the need for risk-taking in creative disciplines with the requirement that we protect our people and facilities from harm.
- Help SADAH create clearly defined, minimal and reasonable rules designed to safeguard our people and facilities from harm.
- Provide an experienced group of faculty and staff for mediation of safety-related issues.
- Review existing safety policies, write new policies as required, officially publish those policies making them transparent and easily available to all.



**DEFINITIONS:**

**Closed Studio** – a restricted-access facility that is open faculty with the required training, and to students who are currently enrolled in a class that meets in that facility, including: Ceramics, Drawing & Painting, Fibers, Foundations, Photography, Printmaking, Metals, Sculpture, Architectural Design, and Industrial Design. Typically, enrolled students have access to closed studios 24-7, without supervision.

**Limited-Access Studio** – a facility that is open to faculty and students who have completed documented training (i.e.. Duke Woodshop, Studio Center Fabrication Shop and Book Arts Studio). Open hours are restricted, scheduled, and supervised.

**Open Studio** – a facility that is open to anyone. Open hours are usually restricted and supervised. There are no open studios in SADAH.

## SADAH SAFETY RULES

Smoking, eating, drug and alcohol use are not allowed in studios.

Pets and bicycles are not allowed into any of the SADAH buildings.

Follow all SADAH policies for handling paints, solvents, and other materials.

Follow all SADAH policies for Installing Artwork.

Never obstruct aisles, exit routes, stairwells, elevators, fire extinguishers, fire alarms, eye-wash stations, first aid stations, sinks, chemical cabinets, fuse boxes or brush cleaning stations.

Never lock, bolt, or obstruct exit doors in any way that blocks egress.

Never remove tools or equipment from any of the studios, labs, or shops without written prior approval from the faculty or coordinator.

Never remove or stand on furniture in any SADAH buildings.

Never make any structural changes to the buildings, including floors, ceilings, walls, doors, windows, or roof.

Never use aerosols or spray adhesives in classrooms, halls, stairwells, or outside the building. Spray paint and aerosols can ONLY be used in SADAH spray booths after approval and training from faculty or staff.

Students must not allow unauthorized visitors in the studios or prop open classroom doors.

Students should not work alone, especially at night.

Students should not operate machinery at any time unless one other trained person is present.

Students must use personal protective equipment wherever and whenever established by their supervisor.

Students must undergo documented training for any specialized studio equipment before using that equipment.

Do not wear loose clothing that could become trapped in machinery or accidentally dipped in chemicals.

Secure anything on your person that might become caught in machinery. Hair must be tied back, or a headband worn. Similar precautions must be taken with beards, personal dress, adornments, and headphone/ear bud cords.

Shoes must be worn in the studios. In studios that have heavy machinery and hazardous materials, the shoes must have closed toes.

Students must report any missing or malfunctioning equipment or supplies immediately to their supervisor and must not attempt to repair or alter the equipment themselves.

## GENERAL SADAH POLICIES AND PROCEDURES

### REPORTING

Any incident that involves emergency services—police, fire, medical treatment—**must** be reported in writing.

Accidents, incidents and near misses involving students, visitors and other non-employees can be reported by completing the ["James Madison University Incident Report"](#) or by contacting Risk Management at 540-568-6495. In the event of a legal action, this report is important documentation of our “due diligence.”

Employee injury or illness can be reported to Human Resources for Workers' Compensation at 540-568-3593 and complete Human Resources' ["Accident/Incident Report"](#) with your supervisor. Without this documentation, the employee may not be eligible for Worker's Compensation. Directions and information on reporting employee injuries are available on the HR website. Near misses can also be reported using the link above and selecting "Near miss" from the drop-down menu.

### FIRE PREVENTION

- Do not use flammable liquids in the presence of ignition sources (open flames, heating elements, spark gaps, motors, light switches, friction, static, etc.), and vice versa.
- Flammable liquids give off vapors that may burn or explode. Be sure they are safely stored and labeled.
- Do not store flammables in direct sunlight.
- Report spills immediately.
- Good housekeeping is a key element in fire prevention, and proper standards for the storage of flammable materials must be enforced in each studio.
- Do not overload electrical circuits, and report ANY electrical malfunctions immediately, no matter how small, to faculty, administration, or campus security.
- The use of 2-prong, non-grounded extension cords or multi-plug adapters is prohibited.
- Do not “daisy chain” extension cords or surge protectors

### SPACE USE

The following safety policy applies to all classes and student activities in Duke Hall, Studio Center, MHAC and 131 Grace Street. Everyone who uses these spaces must adhere to the following:

#### PASSAGES

No blocking of doors, exits, stairwells, elevators, fire extinguishers, fire alarms, eye-wash stations, first aid stations, sinks, chemical cabinets, fuse boxes and brush cleaning stations.

Stairwells and hallways are intended for egress. These are not assembly spaces; meetings and classes cannot be held in them. Stairwells are designated safe-haven locations for emergencies and must not be blocked under any circumstances.

#### INSTALLING ART

- The installation of artwork in any SADAH building must follow proper procedures of installation, including the “Passages” policies listed above.

- Students MUST consult their professor about the location of the installation before it is secured.
- If the building or its exterior is damaged by installing a specific piece of art or using spray paint or other materials, the installer will be responsible for the repair cost.
- Ladders are available for installing artwork and must be used if the desired location is out of reach. Never stand on stools or chairs. Installers should work in teams—one person on the ladder, and a spotter at the bottom to ensure secure-footing of the ladder. Do not exceed the ladder's load rating or stand on the top step/rung of a ladder. Inspect the ladder before use.
- Never hang artwork in the stairwells, per fire code.
- When displaying three-dimensional work in public spaces such as lobbies and classrooms (no 3-D is to be displayed in hallways) the installer must provide room for traffic flow around the piece, as well as full egress according to fire codes. Approval from your supervisor must occur prior to installation.
- No artwork, or mechanisms to hang artwork, can be attached to ceiling grids, pipes, the electrical conduit and/or the sprinkler lines. However, Duke Hall has several rooms with specialized hanging-grid systems artwork *can* be hung from including 1115, 1031, 1033, 2027, and 2029.
- Artwork may not be installed on walls that are not equipped with a “pin-able surface” without prior approval.

## MATERIALS

### PAINTS AND SOLVENTS

Spray paint and all other aerosols (spray fixative, hair spray and spray adhesive) cannot be used in any location other than the designated spray booths (see “Use of Toxics” below.) This rule applies to interior and exterior spaces at Duke Hall, The Studio Center, 131 Grace Street and MHAC. The use of any aerosols is strongly discouraged unless there is no other media available for the purpose.

Spray Booth: This is for the use of spray paint and other aerosols. To use the booth the fan MUST be on. The object to be sprayed MUST fit in the booth and be left to dry in the booth once the object has been sprayed. If the object has a strong odor, it is not allowed back into the regular building until it no longer is a hazard.

Brush Washing Stations: Brush washing stations are in Duke between the painting classrooms on the third floor. This is for the washing of any brushes that have been used with paint. NEVER wash brushes with paint in the sinks. Additionally, NEVER discard any paint or chemicals in the sinks. The brush wash stations have an aqueous detergent in them and can accommodate water soluble paints too. All paint has some sort of metal in it to give it its color and therefore should not go down the drain.

### LABELING HAZARDOUS MATERIALS

Hazardous materials are defined as: fluids, liquids, slurries, pastes, powders, particles, or any substance that may pose a physical hazard or health risk for proposed application or is potentially damaging to the environment. This includes any material that is labeled corrosive, flammable, sensitizer, toxic, hazardous, irritant, and dangerous in enclosed area. Please see the [Globally Harmonized System of Classification and Labeling of Chemicals \(GHS\)](#) for a fuller description. Various paints, inks, solvents, chemicals, and glues are examples of hazardous materials you may encounter in SADAH.

The labeling of art materials is often inadequate. The absence of a warning label does not mean a substance is harmless. **Know what you are working with and if necessary, put the correct label on the substances you are working with.**

#### SAFETY DATA SHEETS

A Safety Data Sheet (SDS) contains detailed information about the possible health, chemical, and physical hazards of a product: and how to safely handle and store the product. Under the Federal Hazard Communication Standard, suppliers are required to provide SDS for all hazardous materials, as a condition of sale. JMU maintains a university wide online SDS database at <https://jmu.kha.com/>. The database includes the chemicals SADAH had in the binders before the transition to digital form. If faculty acquire additional chemicals, they need to send either the SDS or the full identity of the chemical to Roberta Canez-Jenkins ([caneziru@jmu.edu](mailto:caneziru@jmu.edu)) to have it added to the system.

#### STORING MATERIALS

- All hazardous materials must be stored in containers that are labeled clearly with all contents listed.
- Never store chemicals in food or drink containers.
- Choose appropriate containers. Avoid breakable glass containers whenever possible.
- Containers should be tightly closed when not in use.
- Dyes and other powdered materials that come in small paper bags should be transferred to solid containers or sealed plastic bags to avoid tears in bag releasing dust into the air.
- **Acids, bases, oxidizers, flammables, and combustibles must be stored separately from each other.**
- Flammable and combustible liquids must be stored in approved flammable storage cabinets that are clearly labeled "Flammable—Keep Fire Away."
- Other combustible materials (e.g., wood, cloth, paper) must not be stored in the same area or on top of flammable or combustible liquids storage area.

#### DRIVER SAFETY AND USE OF SADAH VAN

- All drivers must complete the required JMU driver training before their first use of the van.
- SADAH Administrators, Faculty, Staff and Graduate Students may use the SADAH van.
- Requests to use the van can be placed with the Assistant to the Director.
- All university Policies regarding State vehicle usage must always be followed. For a complete listing of policies, please refer to [Policy 4303: Use of State Vehicles](#).
- Personal use of State vehicles is prohibited.
- In the event of a breakdown, call the University Maintenance Garage at 568-6365.
- **Vehicular accidents need to be reported immediately and an [Automobile Incident Report \(AIR\)](#) completed by the driver.** If an accident occurs on-campus, call Campus Police at 568-6911. For accidents off-campus, call the Virginia State Police at 434-8593.
- Students may not drive a state vehicle unless they are employed by the University.