

The Edgewood Sculpture Studios

Ernest G. Welch School of Art & Design
College of the Arts
Georgia State University

Safety Handbook

All students, faculty and visitors are required to have read, be aware of, and abide by the rules and regulations contained herein.

Georgia State University School of Art & Design

Sculpture Lab
246 Edgewood Ave
Atlanta, GA 30303

SAFETY REGULATIONS FOR WORKSHOPS AND STUDIOS

TO ALL STUDENTS:

These facilities are her for your use. As some tools and procedures can be dangerous when used improperly, the following rules have been established. Their purpose is to prevent accidents and to permit efficient and productive work by all. These rules, the information in this booklet and the directions of the shop supervisor and faculty must be followed at all times.

1. All persons using wood and welding shop facilities should familiarize themselves with the location of fire extinguisher and first aid kit.
2. Never work alone. Wood and welding studio facilities are to be used only under the supervision of studio personnel.
3. No smoking in the Sculpture Lab
4. No "horse play" permitted in shop area.
5. *Do not operate any power tool when you are in doubt of its function. Ask for instruction.*
6. Safety glasses must be worn at all times unless advised by Instructor or Sculpture Technician
7. Long hair must be secured firmly to the head while operating all power tools or while working with power tools
8. No loose or large sleeve blouse or shirt, beads, earrings or hanging type jewelry are permitted while welding, woodworking, or using power tools.
9. Sturdy Shoes must be worn at all times. (no exposed feet will be permitted)
10. Regular welding goggles (shaded) must be worn while welding or observing.
11. Oils or any other lubricant must not be used on welding equipment.
12. Do not adjust, set or remove guards on any power tool, especially while it is in motion.
13. Disconnect cord from power outlet before cleaning or changing blades on all saws.
14. Jointer - Planer must not be used without special instruction by Instructor or Shop Technician
15. Use "push sticks" on table saws.
16. When using Polyester resin, Epoxy resin, or similar substances, make sure of adequate ventilation. These substances are toxic when inhaled. Check precautions with instructor.
17. Wear a dust mask that has only one strap, when grinding or sanding.
18. Wear steel toed shoes when working with heavy equipment, or anything that has a potential to crush feet/toes.
19. Concentrate on what you're doing. Do not look away when operating a power tool.

The details that follow are designed to promote a smooth and equitable operation of the studio/student relationships. Students are responsible for knowing and following its contents. Studio policies are in conjunction with and do not supersede but include all Georgia State University policies covered in the university catalog.

CONTENTS

FIRST AID

- First Aid Kit
- Notification

SECURITY

- Campus police
- Phone Number
- Escort Service
- After Hours
- Call Box
- Doors & Screens
- Lockup
- Parking

SAFETY AND TRAINING

- Safety Equipment
 - General
 - Personal
- Power Equipment
- Practices

ACCESS TO SCULPTURE STUDIO

- Hours of Access
- Design Students
- Non-Sculpture Majors
- Sculpture Majors
- Non-Registered Persons

SPACE ALLOCATION

EQUIPMENT AND STUDIO NOTICE

TOOLS

- Availability
- Color Coding Chart
- Loan Policy
- Location

METAL POUR PROCEDURES

STORAGE POD

MATERIALS FOR STUDENT

PROJECTS

STUDIO SUPPLIES & MATERIALS

MAINTENANCE PLAN

- Objectives
- Check
- Cost

STUDIO ETIQUETTE

- Smoking
- Radios
- Student Room
- Refrigerator
- Food
- Shows & Grants
- Announcements & Opportunities
- Telephone Use
- Office

CLEAN UP

- End of summer
- Bathroom
- Work Areas
- Floors
- General Use Tables
- Power Equipment
- Specific Studio Work
- Designated “Clean Trash Containers
- Work Surface Area Walls”
- Consequences

BANNED SUBSTANCES

- Drugs
- Alcohol

STUDIO/UNIVERSITY POLICY

APPENDIX I

- Rules and Guidelines Handout

FIRST AID

The **FIRST AID KIT** is available outside of the tool room.

EMERGENCY PROCEDURES:

FOR ANY LIFE THREATENING EMERGENCY () – SEEK TREATMENT IMMEDIATELY**

()LIFE THREATENING*EMERGENCY*** Could possibly include, but not limited to: portable damage to major blood vessels or nerves, profuse bleeding that cannot be stopped, amputated body part, broken bone, cut to bone, eye injury, head trauma and/or automobile accident.

NON-EMERGENCY PROCEDURES

Students who are injured at Georgia State University:

Students should go directly to the Student Health Center located in the University Commons at 141 Piedmont Avenue, Suite D. **WHAT ABOUT AFTER HOURS – TALK WITH THE HEALTH CENTER AND SEE WHAT THEY RECOMMEND FOR STUDENTS AFTER HOURS**

Faculty & Staff who are injured while working for Georgia State University:

Injured employees, and their supervisors, must follow the current Workers' Compensation Protocols if they wish the Workers' Compensation Insurance to cover their medical expenses for their injury.

SECURITY – GSU CAMPUS POLICE: 404-413-2100

The **RED EMERGENCY TELEPHONE** in the studio is a direct line to the **GEORGIA STATE UNIVERSITY** police. Call 404-413-2100 or 3-2100

Call the police if there is any strange activity or disturbance.

Escort service is also available from the sculpture studio to the main campus, parked cars and public transportation.

A **call box** is located on the southwest corner of the property and is designated by a flashing blue light. The emergency call box is tied into the university system and gives direct access to campus police. Students should use it if there is any threatening situation. Escort service is also

Studio doors and screens should be kept locked at all times.

After shutting, check to see if the doors are truly locked.

LOCK UP when leaving. The last person to leave the studio is in charge of lockup. Courtyard and sculpture yard gates must be closed and locked. If you have trouble locking up - call the campus police.

Equipment:

Check the:

Air Compressor – OFF, air compressor hoses should be disconnected from the main line

Fan - OFF (except in summer)

Gasses – OFF

Lights – OFF, except for: lecture room light and single fluorescent light at the front door. Leave these on please.

*Please note: Any items left visible in parked vehicles in this area are an invitation for theft.

*****When working in the studio after hours, students are encouraged to notify the campus police and to utilize the escort service.**

SAFETY AND TRAINING

Undergraduate students are not allowed to work alone in the studio.

All students receive hands-on training on any tools or equipment needed to make their work. Students are REQUIRED to attend all class demos and training sessions and to TAKE NOTES on proper use of tools and equipment. Use of any piece of equipment is limited to class time with supervision. Upon demonstrating competency with a particular piece of equipment, a student may be **certified** by the shop technician and allowed access to the tool outside of class time (and subject to the "studio access" rules in this handbook). If you have not received that certification, you may NOT use the equipment without supervision.

Pay attention to the SAFETY SIGNAGE AND PROPER USE INSTRUCTIONS that are on each piece of equipment. **Students are required to use all equipment in accordance with the information in this book and the signage.**

Note: Signage and written instructions MAY NEVER, EVER, substitute for hands- on training. If you need to use a tool, hands-on use and safety instruction will be provided and you will be supervised while you practice with the tool. Once you are competent and certified on the tool, posted information will serve as a reminder on safe operation.

Note the following:

Safety equipment and guards on power equipment should never be removed from equipment. Removal of safety guards from any equipment will require re- certification

Oily rags **must be discarded in the EPA container for oily rags.** - You may have to obtain an EPNHAZARDOUS WASTE container for oily rags, if one is not available or the current one is full. This can be accomplished by calling the Georgia State University Environmental Program Officer - 404-886-4289

Power equipment use is limited to those students who have been instructed and certified in the proper use and safety procedures by faculty or staff. See additional notes in this manual under particular equipment.

Proper safety equipment should be worn at all times. Safety equipment of a personal nature is to be provided by the individual student. The studio will help as much as possible. The studio will provide general safety equipment. See the list of equipment for particulars on safety protection required.

Lack of safety equipment should be immediately reported to the faculty. Work should be stopped until the problem is corrected.

DO NOT BREAK SAFETY RULES in order to complete a project.

TOOL PROCEDURES:**I. Woodworking Equipment**

- i. Keep your hands out of the line of the cutters.
- ii. Guards should be in proper position and locked in place.
- iii. All adjustments should be made before starting the machine.
- iv. All adjustments should be locked before starting the machine.
- v. Use a push stick when ripping, cutting grooves and cutting rabbets.
- vi. Wear an eye-protective device when using woodworking equipment.
- vii. Never wear gloves while operating wood working equipment.

b. Table Saw

- i. Use all guards, except when blade is covered by the work.
- ii. Keep blades sharp and set for clean cuts.
- iii. Cupped boards should rest on the table with the concave side down.
- iv. Do not force saw to stall. A sharp blade running at full speed will do better work.
- v. Stand to one side when starting and using the saw.
- vi. The blade should not project more than 1/8" above the work.
- vii. Let waste pieces fall off table or stop saw to remove. Never reach over or near the blade while it is running.
- viii. Always use a guide to cut by: **NEVER** saw freehand.
- ix. Use a stand as an aid in handling long boards.
 - x. When cutting to length, use stop blocks for clearance, never the rip fence.
 - xi. Always make adjustments with the machine stopped.
 - xii. (Especially for beginners.) Plan your work before starting machine.
 - xiii. Never talk to operator when machine is running.
 - xiv. Always use a push stick for ripping narrow pieces.
 - xv. The operator should have firm footing. There are nonskid preparations available.
 - xvi. No person should be in direct line with the saw blade.
 - xvii. Lower the saw blade beneath the table, when cutting operation is completed.
- xviii. Wear an eye-protective device while using the circular saw.

c. Joiner

- i. Never run your hands directly over the cutter head.
- ii. Always keep the hands above the surface of the board.
- iii. Use a push block on short lengths.
- iv. Boards less and 12" should not be planed.
- v. Stand to one side while operating machine.
- vi. Always have guard in place.
- vii. Be sure stock is free of nails, grit, paint, and other foreign materials.
- viii. Never make cuts greater than 1/16".
- ix. Wear an eye-protective device when using the joiner.

d. Band Saw

- i. Use the machine only when all guards are in place.
- ii. Adjust upper guide for clearance. Too high a setting leaves the saw unguarded.

- iii. Keep the hands away from a moving blade.
- iv. Small chips, which lodge in the guide blocks, may jam the blade. Stop the saw and remove them.
- v. Wear an eye-protective device when using band saw
- vi. NO GLOVES SHOULD BE WORN

e. Drill Press

- i. Insert only round-shank drills in a three-jaw chuck and round tapered-shank drills in a tapered-shank spindle.
- ii. Change speeds only while machine is running.
- iii. Use correct speeds for all operations. Refer to guidelines at the side of the Drill press for speed, drill pit size and material as they relate to each other for proper running speed
- iv. Use clamps or fixtures to hold work.
- v. Protect table with a table board.
- vi. Hold table securely while making table adjustments.
- vii. Wear an eye-protective device when using drill press.
- viii. NO GLOVES SHOULD BE WORN

f. Disc Sander (metal and wood)

- i. Material must rest on guide
- ii. Adjust guide table for sanding angles. NEVER HOLD MATERIAL AT AN UPWARD ANGLE WITHOUT GUIDE
- iii. Only sand on the downward portion of the disc as it lines up with the guide table
- iv. Never sand material less than six inches.
- v. Make sure the gap between the disk and the stage is less than 1/8 inch before operating machine.

g. Belt Sander

- i. Don't wear loose-fitting clothes.
- ii. Wear goggles.
- iii. Make sure the gap between the belt and the stage is less than 1/8 inch before operating machine.

II. Gas Welding

- i. NEVER use oil or grease around, or on any part of welding or cutting apparatus. Even a trace of oil or grease can cause a serious fire or explosion.
- ii. DO NOT use oxygen in pneumatic tools, to blow out lines, or to dust off clothing.
- iii. NEVER convert a fuel regulator into one for oxygen use or vice versa. The same applies to hose.
- iv. DO NOT try to use a gas cylinder without a suitable pressure reducing regulator.
- v. NEVER stand directly in front of an oxygen regulator when you are turning on the cylinder valve.
- vi. DO NOT open an oxygen cylinder valve quickly. Turn the cylinder valve on very slowly until the maximum cylinder pressure registers on the regulator gauge. Then open the valve completely.

- vii. DO NOT open a cylinder valve until the regulator adjusting screw has been released.
 - viii. NEVER attach new or used hose to the torch without first blowing out the dust which otherwise may clog the torch.
 - ix. DO NOT use worn, patched or over-spliced hose that may leak or cause excessive loss of pressure. NEVER REPAIR advise Sculpture Technician or Instructor if there are any problems
 - x. DO NOT open the acetylene cylinder valve more than one tum.
 - xi. NEVER test for gas leaks with a flame. Use soap or water.
 - xii. DO NOT use undue force in trying to open or dose a cylinder valve. Notify the instructor or Sculpture Technician
 - xiii. OBSERVE fire prevention precautions and have a fire extinguisher handy at all times.
 - xiv. DO NOT try to fill a small cylinder from a large one. This operation is dangerous and requires specialized tools.
 - xv. NEVER heat a gas cylinder by playing a flame on the cylinder walls. It could cause the cylinder to explode.
 - xvi. DO NOT weld or cut without proper dark goggles.
 - xvii. DO NOT try to repair torches or regulators unless you have been properly instructed. A wrong repair job can cause a serious explosion.
 - xviii. Keep sparks away from hose or cylinder.
 - xix. DO NOT make a guess if you do not know. Get the correct answer from a qualified person.
 - xx. DO NOT misuse your welding and cutting apparatus. They are precision tools and will serve you a long time if properly used.
 - xxi. NEVER weld painted, zinc coated, or galvanized material
- b. Arc Welding**
- i. Keep equipment in good, clean, dry condition.
 - ii. Make sure all electrical connections are tight, clean, and dry.
 - iii. Use correct size welding cable - don't overload.
 - iv. Be sure cables, holder, and connections are properly insulated.
 - v. Cut off power to welder before cleaning machine or making internal adjustments.
 - vi. Never change polarity while machine is under load.
 - vii. Observe normal operating care for electrical hazards.
 - viii. Keep work area neat, clean and dry.
 - ix. Remove flammable materials from welding area, or shield them.
 - x. Don't weld near volatile, flammable liquids or gasses.
 - xi. Don't weld or cut on containers such as drums, barrels, or tanks until you know there is no danger of fire or explosion.
 - xii. Dispose of hot electrode stubs in a metal container.
 - xiii. Never strike an arc on a compressed gas cylinder.
 - xiv. Protect your eyes from rays of the arc. Wear a head shield with the proper filter plates when welding or cutting.
- c. Mig Welding**
- i. Keep equipment in good, clean dry condition.

- ii. Make sure your leads are straight and uncoiled
- iii. All leads and cables should lay flat on the ground and never stretch to wear you, or another might trip and fall over them
- iv. Check tip, and cup to make sure they are clean and free of debris
- v. Make sure the table or your work is grounded.
- vi. Check chart on the inside, or in the front of the welder for proper settings of each machine as it relates to the material to be work on.
- vii. Tum gas cylinder on and do not adjust pre-set flow from regulators.
- viii. Tum on mig welder at switch in the front of the welder
- ix. Always wear a welding helmet while operating this welder
 - x. Never manipulate the regulator when pressure appears to be low. The tank may be empty and this will cause a spike in pressure release when tank is changed with in the diafram pf the regulator.
 - xi. If the welding wire is not coming out of the gun, take your hand off the trigger. Wire might be jammed. Running while jammed will cause feed problems within the welder
 - xii. Never hold cut too far away from work
 - xiii. Never strike an arc off the gas cylinder.
 - xiv. When done welding. Wrap up leads and place them back on the welder, turn off Gas, and Welder

Lens Shade Selector	
<u>Operation</u>	<u>Shade Number</u>
Soldering	2
Torch Brazing	3 or 4
Oxygen Cutting	
Up to 1 inch	3 or 4
1 to 6 inches	4 or 5
6 inches and over	5 or 6
Gas Welding	
Up to 1/8 inch	4 or 5
1/8 to 1/2 inch	5 or 6
1/2 inch or over	6 or 8
Shielded Metal-Arch Welding	
1/16, 3/32, 1/8, 5/32 inch electrodes	10
GAS Tungsten-Arc Welding (Nonferrous)	
1/16, 3/32, 1/8, 5/32 inch electrodes	11
Gas Tungsten-Arc Welding (Ferrous)	
1/16, 3/32, 1/8, 5/32 inch electrodes	12
Shielded Metal-Arc Welding	
3/16, 7/32, 1/4 inch electrodes	12
5/16, 3/8 inch electrodes	14
Atomic Hydrogen Welding	10 to 14
Carbon-Arc Welding	14

- xv. Wear protective chipping goggles when chipping off weld slag. Chip away from your face.
- xvi. Wear leather gloves and protective clothing such as an apron, sleeves, etc. to shield against the arc rays and sparks. Button up shirt collar.
- xvii. Use a non-reflecting welding curtain to protect others in the area from the arc rays.
- xviii. Be sure work area has adequate ventilation - plenty of fresh air
DO NOT WELD lead, zinc, beryllium copper, or cadmium.

III. Casting – Personal

- i. **Requests to cast metal forms must be approved ONE WEEK PRIOR to the date of the pour**
- ii. Signed request forms must be approved by the Shop technician and one faculty member in sculpture and one faculty member in ceramics
- iii. A faculty or staff member must be present at all metal pours. Pours must be scheduled a minimum of one week in advance of the pour.
- iv. Notice of the date and time of the pour will be posted in the sculpture studio. At the time of scheduling, a student "pour coordinator" will be designated. The pour coordinator is responsible for arranging a pour crew in coordination with the shop technician, and for ensuring that anyone who wishes to participate in the pour contributes to pour preparation and has their molds ready on time.
Note: The date and time of the pour are subject to faculty/staff availability and must commence within reasonable proximity to the scheduled time. The faculty or staff pour supervisor may cancel any pour that encounters significant delay due to weather, lack of student preparation, or other factors.
- v. Pour crews must be arranged and approved a minimum of three days in advance of the pour. Any crew members who are not currently enrolled GSU students **MUST** be qualified (as determined by faculty or shop technician), approved in advance, and **MUST** sign a waiver prior to participating in the pour. **NO EXCEPTIONS**
- vi. All persons involved in handling molten metals should wear the following listed safety clothing:
 1. A shielded hard hat
 2. Leather gloves which are tight at the wrist (avoid gauntlets).
 3. A heavy apron
 4. Leather pants or chaps if pants are not available (Trousers folded over the top to shed molten metal in case it should be spilled accidentally.)
 5. Safety shoes, or heavy work shoes
 6. Leather Jacket
 7. Eye Protection

The Sculpture Area subscribes to the standards set by the American Foundry Society (ASF) Safety and Health Committee (September, 2005) and the Occupational Safety and Health Association (OSHA) Personal Protective Equipment (PPE_ for Metal and Pouring Operations (September, 1998). “Guide for Selection & Use of Personal Protective Equipment & Special Clothing for Foundry Operations” ISBN 0-87433-295-8.

This booklet is available for viewing in the Shop Office in the Sculpture Building at 246 Edgewood.

- vii. Students should not leave the foundry class to go to other classes or lunch without washing thoroughly.

IV. Housekeeping

- i. The Foundry area should be separate from other shop traffic.
- ii. The floor around the furnace and pouring area should be clear at all times.
- iii. Keep Fire extinguisher handy. (Check periodically)
- iv. Containers of flammable materials or water should not be in the area where molten metals are handled.
- v. Avoid the use of a wooden floor in the pouring area. Heat resistant cement, fire brick, or even packed molding sand are recommended.
- vi. Arrange the molds so that the pouring will be done in a forward movement from the furnace.
- vii. A layer of loose sand under and around a mold being poured minimizes trouble which may result from overflow and spillage.
- viii. Adequate ventilation should be provided for smoke and gas fumes.

b. Lighting & Furnace

- i. Follow the instruction of the manual of operations for the particular furnace you are using.
- ii. Be sure the cover is off the furnace before lighting.
- iii. Do not have unprotected parts of the body exposed in front of the furnace when igniting it.
- iv. Be absolutely certain that pieces to be charged into the molten bath are dry.

c. When Ramming the Mold

- i. Prepare the sand properly for molding.
- ii. Ram mold to proper hardness.
- iii. Vent the mold properly, if sand requires it.
- iv. Have an assistant help turn the drag and lift the mold from the bench to the pouring floor. (On large molds.)
- v. Place sprues near end or side of flask to permit a low crucible lip when pouring.
- vi. **Wear eye protection**

d. Pouring

- i. Never pour molten metal into a vessel containing water, or when moisture is present.

- ii. Keep face away from the riser and sprue.
 - iii. Only persons essential to the operation should be in the pouring area.
 - iv. In addition to the necessary safety clothing, be sure the collar is closed and the sleeves are down.
 - v. Be sure crucible tongs are of the proper size and fit correctly.
 - vi. Never fill the crucible or ladle too full.
 - vii. Make certain metal is proper temperature before pouring. If available use a pyrometer
 - viii. Check all details before pouring and take your time - remember that spillage on a cement floor is dangerous because of moisture present. If castings are large, place weights on flask before pouring.
 - ix. If you are burned, do not drop the crucible; it may cause a much more serious accident. **Set it down carefully then take care of your burn.**
 - x. CAUTION: Fluxes should not be used without first consulting with some one familiar with their use because of the toxic nature of these compounds. MSDS' should be consulted.
 - xi. Never use old, cracked and deteriorated crucibles. Keep in mind that hot crucibles do not have the same strength as when at room temperature.
 - xii. Pour with the lip of the crucible as near the pouring basin as possible.
- e. **After Pouring**
- i. Allow the casting to cool normally
 - ii. Be sure the metal has solidified before you shake out the mold
 - iii. It is poor practice to cool castings by immersion in water
 - iv. Assume that all metal in the pouring area is hot. Slap it first before picking it up.

SCULPTURE AREA GENERAL INFORMATION:

ACCESS TO THE SCULPTURE STUDIO

Students currently *enrolled in a sculpture course* may work in the studio during their scheduled class time or during open studio hours

Open Lab hours are posted at the start of each semester and are monitored by the shop technician or graduate students.

Beyond the scheduled class times and open studio hours, access to the studio will be determined by the class instructor in consultation with the shop technician and/or studio monitors.

KEYS

Lab keys and access codes are issued to declared sculpture majors at the discretion of faculty.

Note: The additional access offered by key access or lockout code access is a privilege earned by sculpture majors who demonstrate safe, responsible, and respectful use of the facilities. Keys will be revoked for violations of university and sculpture area policies.

Non-sculpture students must be currently enrolled and have paid the student activity fee to be allowed access to the use of studio facilities.

Arrangements to work on a specific, school-related projects can be made by scheduling a meeting with the sculpture faculty or shop technician. If it is determined that the student has the necessary safety certification, training, tool skills, and work habits, the student will be allowed to work during supervised open studio hours. In some cases students from other disciplines may be required to provide their own equipment and supplies.

Non-students are NOT allowed to use sculpture studio facilities. If invited to participate in studio activities a waiver of liability form must be signed at the time of the activity.

SPACE ALLOCATION

Space allocation is determined by the faculty. This is done at the beginning of each semester by the faculty and may be changed or denied as the faculty determine. Only sculpture majors *currently enrolled in a sculpture class* are eligible for assigned studio space. In the event that there are more sculpture majors than available spaces, space may be allocated by lottery or seniority, at faculty discretion.

Students must respect each other's work. Students will not move or disturb another person's work while it is in progress or without that student's permission.

Sculpture or materials left at the end of a semester by students who have not made prior arrangements with the faculty and shop technician will be considered abandoned and removed, destroyed or become the property of the studio.

Every effort should be made not to tie-up common space for extended periods of time. We encourage ambitious, large-scale work, but are sometimes forced to balance individual workspace with safety and the needs of all sculpture classes. If you have plans for a large project, please consult with the shop technician on where to store it between work sessions. Any projects that are "taking up space" and not seeing consistent progress toward completion will be removed from the studio following notice.

GRADUATE STUDENTS will be assigned space in the graduate room. These **spaces are determined by the faculty and are non-negotiable.** Graduate students will be offered space for **three** contiguous years only. After that time if the student is still in the program, he/she will be required to vacate that space and must provide their own workspace off campus.

The graduate space is reserved for graduate students only. No other students are permitted entry into this space.

EQUIPMENT AND STUDIO NOISE

Due to the lack of enclosed classroom facility, periodically, the faculty may ask students to stop work inside the studio due to excessive noise that is interfering with a lecture class or critique. Whenever possible, the students who have been asked to stop work may move outside into the yard. All noisy or dusty activities should take place outside.

TOOLS

Most tools in the studio are color-coded. **Red tools are studio tools** and may be used by all students following training. Yellow tools belong to George Beasley.

Access to the tool room is during class time or open studio. Temporary after-hours access to the tool room is determined on an individual, case-by-case basis. Tools in the cabinet in the main studio and on the tool wall are always available for after-hours use.

Electrical hand tools issued from the tool room are distributed with the box that contains the tool and accessories *for that tool only*. **Do not interchange parts from the different boxes.** If that box is missing a part, do not substitute a part from another box. Please report any missing or broken tools to your instructor or the shop technician.

NO TOOLS ARE ALLOWED OUT OF THE BUILDING ON LOAN!!!!

Tools are located in designated spaces in the tool cabinet or tool room and are labeled whenever possible. Tools **must** be returned to designated spaces after use.

STORAGE POD

There is **NO ADMITTANCE** to the storage pod without the express permission of an instructor.

SUPPLIES, MATERIALS & MAINTENANCE

Every sculpture course has an associated fee that provides for purchase of common supplies and studio maintenance. Course fees are paid along with tuition and fee amounts are available in the course catalog. While these fees are sufficient to support most student work in the studio, certain projects may require the student to purchase additional supplies at their own expense. "Excessive use" of common studio supplies and resources is determined by the faculty and shop technician.

MATERIALS FOR STUDENT PROJECTS

Aside from certain projects in beginning courses, students must supply their own materials for projects. In many cases the department has access to or can help find materials.

All materials that are stored must be labeled or marked with the student's name, Course number, instructor's name, and date. (Example: Student Name, SCUL 4500, Beasley, Fall '06)

Do not use any materials found in the studio or courtyard without permission of the owner or an instructor.

If you did not pay for a particular material or bring it in yourself, then it belongs to Someone Else! DO NOT USE IT.

FOOD AND BEVERAGES

Food and beverages are allowed in the lecture room, front classroom, and the outside patio (located behind the large iron furnace in the front courtyard.) **and**

nowhere else.

PARKING

The front entrance must be kept vacant for loading and unloading of materials and supplies. The fire marshal will have any vehicle left unattended in this space ticketed and towed.

The back loading area is designed for temporary parking only and available to faculty, staff and assistants only. Upon entering and leaving this area, you **MUST** lock the gate.

The front courtyard is accessible through the overhead door on Edgewood Ave. This door is not to be left open when not attended. Vehicles are allowed in this area for loading and unloading only. No vehicles may be left in this area unattended unless keys are left in the vehicle and the owner is willing to let that vehicle be moved by anyone who needs to use that space.

There are commercial parking lots near the Sculpture Building. Although the GSU Police patrol the lots around Sculpture, they are not able to guarantee against break-ins. The owners of these commercial lots have absolved themselves of responsibility, so you will be parking at your own risk. It is more advisable to utilize GSU lots or use public transportation.

STUDENT ETIQUETTE

NO SMOKING AT ANY TIME. Smoking is **NOT ALLOWED ANYWHERE IN THE STUDIO, OR WITHIN 25 FEET OF THE BUILDING.**

Visual display of materials, which another student might find objectionable, will be arbitrated by the faculty.

Radios may be played *at a reasonable volume* in the studio as long as there is not an objection by another student or faculty member. Radios must be turned off at any request. **EARPHONE, S/ipods are allowed only when seated and never when using machinery, tools, or when pouring metal.**

Students are encouraged to post and note shows, as well as, grant opportunities on the bulletin board outside the lecture room. A calendar is displayed to designate announcements of events, I.E. critiques, shows, exam times, meetings, workshops, parties, etc.

The phone number for the sculpture studio is 404-651-2433.

CLEAN UP – FOLLOW ALL OF THE RULES BELOW

Students must clean their work area and clean up communal areas after use.

TOOLS SHOULD BE RETURNED TO THEIR PROPER CABINETS!

If you do not clean up, you will be emailed or addressed about this in person to come and correct the situation during school hours. If the student does not respond, a notice *will* be sent to the Associate Director.

If **three (3)** notices on an individual student are sent to the Associate Director over the course of a semester with no response from the student, a Disruptive Student Complaint will be filed with the Dean of Students' Office. Students who continually violate sculpture area policies and procedures will be barred from taking classes in sculpture and barred from use of sculpture equipment and facilities.

Unidentifiable objects and refuse left on the floor will be considered trash. The clean-up people will be directed to remove it.

Stationary power equipment surfaces **MUST BE KEPT CLEAR!** Never use the equipment surfaces as materials storage places, for spray painting, for gluing, as coffee tables, etc.

Welding lines, air hoses, water hoses and extension cords should be coiled and returned to their proper storage spaces.

Tack welds on tables, pads and C clamps must be ground off immediately after each use. General use worktables should be kept cleaned for other classes to use. Finished work and clutter should be cleared off and tables swept immediately upon completion of each work session. Do not use tabletops for storage.

Trash containers should not be overloaded. Heavy materials such as plaster, wood, sand and steel must be taken directly to the dumpster.

Each studio has specific rules for clean-up which should be followed, IE. wax, plaster, sand, metal, wood, resins, and solvents, painting, welding, stone working, sandblasting, sand mixing, shell room, foundry, iron pour area, classroom area, etc,. Students should familiarize themselves with these rules.

CLEAN WALLS

There are designated **CLEAN WALLS** in the studio that are available for photographing and critiquing work. These are the front classroom wall and the

opposite wall in the general studio. These walls should be kept clear for use during critiques and for photography. After use, students should remove any nails or screws and repair holes. **DO NOT TIE-UP THESE AREAS FOR EXTENDED PERIODS OF TIME.**

Housekeeping cleans the restrooms. If the restrooms need servicing, please let us know and we will notify housekeeping staff.

MANDATORY CLEAN UP DAY

A clean-up day is scheduled at the end of every semester. Attendance for a two-hour time slot on cleanup day is MANDATORY for ALL students enrolled in a sculpture course and for students in other courses that make significant use of the sculpture studio. Any materials left in the studio after the pre-cleanup deadline will be considered the property of the studio and either discarded or stored for common use. Students who fail to attend cleanup will have a registration bar placed on their record that will be lifted only after they complete their cleanup responsibility.

BANNED SUBSTANCES

Illegal drugs are not allowed in the studio at any time. Use of illegal drugs in the studio will result in the student's dismissal.

Legally prescribed and over the counter drugs should be used with caution when working in the studio. Certain drugs impair reflexes and senses needed for the safe use of power and welding tools and for pouring hot metal.

Alcohol use is not permitted in the studios without prior university consent and approval procedures being followed.. If university permission has been granted, all university procedures must be followed, a police officer must be present and all power equipment must be disconnected from the power source.

Certain chemicals and materials may be prohibited from use in the studio if it is determined that adequate protection for the student, his/her associates, or the environment is not available or in use.

Possession or use of banned substances in the studio is grounds for dismissal from the sculpture program.

STUDIO/UNIVERSITY POLICY

Studio policies are in conjunction with and do not supersede but include all Georgia State University policies covered in the current catalog.

When a student is determined by faculty or the shop technician to be in violation

of studio policy, a notice will be sent to the Associate Director of the School of Art and Design. Such notice is considered an official warning under the University Disruptive Student Policy (<https://deanofstudents.gsu.edu/files/2013/03/Disruptive-Student-Conduct-in-the-Classroom-or-Other-Learning-Environment-April-2006.pdf>) If a student receives 3 notices in the course of a single semester procedures will be initiated to withdraw the student from the course in accordance with the policy. Students who continually violate sculpture area policies and procedures will be barred from taking classes in sculpture and barred from use of sculpture equipment and facilities.

"In the event that a student is unable to follow the procedures and policies outlined herein, and absent any emergency situation, prior approval must be given by a sculpture faculty or sculpture staff member before any activity takes place. If policies are ignored or disregarded, the sculpture area will file "A Disruptive Student Complaint" will be filed with the Dean of Students' Office. Multiple violations will be cause for dismissal from the university.

Georgia State University

Sculpture LAB

Rules and Guidelines

- **Safety glasses shall be worn at all times while in the shop. (Exceptions are: when class is in session, during class critiques.)**
- **Ear protection shall be worn while metal working tools are in use**
- **Never use tools with which you are unfamiliar**
- **Always clean your work area after use.**
- **Return all malfunctioning tools and or broken tools**
- **The use of drugs and alcohol before or during operation of tools and while on school property is prohibited.**
- **Tieback any long hair while working with any powered machinery.**
- **Dust masks that have only one strap should be used while: Casting Plaster, Mixing Concrete, Grinding, and Sanding**
- **No Loose jewelry or clothing are to be worn.**

Proper Protective Equipment (PPE)

Long Pants

Work Shoes

Steel toed Boots

Shirts, fully covering the midriff area

Covering for arms while welding or casting

Natural fiber clothing

Unacceptable Shop Clothing

Shorts

Halter tops

Exposed midriffs

Flip Flops

Sandals

Crocs

Exposed Feet

Synthetic Clothing (natural fibers do not readily catch fire or melt, unless they are fleeced/napped)

Fleeced Clothing of any type, including natural fibers. (Fleeced fabrics readily combust)

****Any guidelines or rules not followed can result in:**

LOSS OF SHOP PRIVILEGES**