

The Arts & Humanities Textile Studio

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.*

CONTENTS

STUDENT SAFETY AND LABORATORY POLICIES IN THE TEXTILE STUDIO

EMERGENCY PROCEDURES

PROCEDURES

ACCESS

HOUSEKEEPING

Tables

Chairs

Walls

Lights

The Dry Studio

THE STUDIO/LAB

EQUIPMENT/SUPPLIES

Dyes

Tools

Sinks

Ironing

Sewing Machine

Washer and Dryer

Steamer/ Heat Press/ Printers/ Heating Elements/ Light Exposure/ Exposure table/ Knitting Machines Ect.

STUDENT BELONGINGS

DECORUM

BANNED SUBSTANCES

Illegal Drugs

Alcohol

Certain Chemicals and Materials

STUDIO/UNIVERSITY POLICY

STUDENT SAFETY AND LABORATORY POLICIES IN THE TEXTILE STUDIO

The Textiles area at GSU

The field of Textiles is incredibly broad. It can be defined by the creation of structures like weaving, knitting, papermaking, and quilting. It can be defined by the development of surface: painting, screen printing, stamping, digital printing, and embroidering. In contemporary practice, it can include sculpture, installation, and even performance. The breadth of textile processes make Textiles the ultimate mixed media but make “Textiles” increasingly difficult to define.

The focus at GSU Textiles (a concentration towards a BFA degree) is personal expression. The primary material is *cloth*: fabric in the broadest sense. “Cloth” can mean the familiar material that surrounds us, the processes that affect or create that material, or the mere reference to material, production, and design processes. With a sound basis in how to color, design, manipulate, and create (even destroy) fabric and material, students are equipped to pursue many avenues within the field of Textiles. Abstract and creative thinking, craftsmanship, and design produce skills that can be applied to studio craft, textile industry design, graphics, fashion, visual merchandizing, retail, or further development in fine art.

The policies below are specific to the Textiles studio and pertain to all Textiles faculty, staff, and students. The Textiles studio is small and has limited resources, therefore the treatment of the facilities and equipment is very important. The following policies adhere to safety and environmental regulations, but specifics are based on observations of how the studio best operates day to day.

EMERGENCY PROCEDURES

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.**

In case of emergency, after the police have been called, immediately call **Jess Jones, Textiles area coordinator at 404.655.8405 (cell)**. Day or night.

NON-EMERGENCY PROCEDURES

Situations that do not require emergency or immediate attention should be reported to the Area Coordinator.

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

CAMPUS POLICE

- Call the police if there is any strange activity or disturbance. Call 404-413-2100 or 3-2100
- Escort service is also available from the Arts & Humanities Building to any Atlanta GSU Building, parked cars, and public transportation. **After hours campus security safety escorts are available by calling 404-413-2100**
- Studio doors should be kept locked at all times.
- After shutting, check to see if the doors are truly locked.

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

AFTER HOURS

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

PROCEDURES

The Textiles studio is equipped to comply with necessary lab safety such as exhaust fans, sinks, drop cloths, etc. Please follow specific safety instructions when working in the studio.

1. **There is a First Aid Kit by the main door.**
2. **Extra First Aid Kits and extra supplies are in the storage area.**
3. **The fire extinguisher is by the main door.**

4. **No eating, drinking, alcohol, or smoking allowed in the studio/lab.**
5. **Do not ever bring food or drink into the lab- even in a sealed container.**
 - a. No coffee, no snacks. If you want to eat, go downstairs to the cafe or store things in a locker, *available to you through the art office.*
6. Safety is our primary concern. It is not optional. Poor adherence to safety and maintenance standards can affect a student's grade adversely and in extreme cases can result in a student being dropped from the course.
7. **Protective clothes, shoes, eyewear, and gloves, are required** when anyone is using dyes or chemicals in the lab. (Or if the person *next to you* is using dye or chemicals.)
8. **Gloves are sized and should be purchased by all students.** Plastic cleaning gloves are fine. You may also bring a box of disposable gloves, but longer gloves (extending beyond the wrist) are sometimes better.
9. **Goggles are adjustable and will be provided.** Students who want their own goggles may purchase them, but Z87 protection is baseline standard.
10. **Any use of dyes and chemicals that are liquid requires goggles.** Goggles are worn OVER glasses.
11. **Glasses are not protective eyewear.**
12. Goggles should be rinsed and put away after every class.
13. **The rule is “neck to toe”** concerning coverage of clothing to protect from chemicals. Feel free to change clothes in the bathroom down the hall *before and after class—not during.*
14. Students must alert instructor to problems performing physical tasks (such as cleaning duties) or any problems completing course work (such as allergies to materials- alternate projects will be given- but if allergies are severe, a different course should be taken.)
15. Larger equipment is only to be used during class time unless instructor approval is given. Budget class time to get work done.
16. Switch off all equipment after class: stove, steamer, iron, steam press, microwave, heat transfer press, etc.
17. **STUDENTS ARE NEVER ALLOWED TO WASH OUT DYES AND CHEMICALS AT HOME.** All dyes and chemicals stay in the lab. Dye chemistry contaminates tools, containers, machines, and surfaces. Students may take home fabric after it has had all chemicals washed out/neutralized.
18. **AFTER EXPOSURE TO DYE, UTENSILS ARE NOT FOOD-SAFE.** All of the containers and utensils in the lab may never be used again for cooking. If students bring utensils into the studio, they are contaminated.
19. Watch for extension cords. Do not put a cord across any walkway. Walkways should always be clear.
20. **The back door is EXIT ONLY.** It is off limits to all students except to exit in case of emergency. There is *no entry* from the outside using this door. Textile students never work outside. Right outside the door is the fire safety area and nothing should be stored there. It is a major safety violation.

21. **NEVER prop open the back door.** Other students often leave the outside gate open and it makes our room vulnerable to anyone walking by. **Keep the main door closed as well.**

ACCESS

1. **Visitors, friends, pets, dates, and kids may not enter the studio under any circumstances.**
2. However, for safety, **do not work in the lab alone.** Work during the studio time allocated for the class as much as possible. Choosing a “lab partner” with a similar work schedule is a good idea.
3. **The DOOR CODE may not be given to anyone, even fellow GSU students-** If anyone has unauthorized access to the code, it will be changed immediately. The code is changed every semester and the area coordinator can change it whenever necessary and restrict access. If you get a request for the code, refer this person to Jess Jones (jessjones@gsu.edu).
4. **Report any alternative door codes that you see other students use.** We no longer have a general code for maintenance because of student abuse. (as of 2018)
5. **Do not allow anyone into the building from the outside who may not have access.** If the building is locked and accessible only with a campus I.D., be careful not to let anyone follow you into the building.
6. **Our studio is not 24-hour accessible.** Our studios are accessible only from 7a-11p. At 11:00 you must leave.
7. **Students will remove all belongings and artwork within 48 hours after final critique. Then the door code will be changed.**

HOUSEKEEPING:

1. Housekeeping is important. Each class is responsible for cleaning the studio, doing laundry, washing utensils, and putting everything away in its designated area.
2. Wet and dry wipe all chemical/dye storage containers after each class and each use
3. Tools and utensils in the studio are for class projects only. Always wash, and put them back in the designated bins after each use. Never trust that utensils are clean. Wash them before use - even when they look clean.
4. A lab assistant is to notify instructor of any messes, not clean up after classes.
5. Classes must wash, dry, and fold drop cloths after each use.
6. Always use trays to work with dyes and transport dyes/containers to the tables. Trays must be washed and put back on the designated shelves.
7. Counters and padded, plastic-covered tables should be wiped down each day with Simple Green.
8. Drop cloths must be used on print tables for protection of the print surface from dye spills and deposits that could ruin class work. After each use, drop cloths must be washed, dried, and put away in the designated area. This is the responsibility of each student. The lab assistant will assist in this task.

9. Students must keep their belongings tidy. *Do not clutter the room, we need all the space.*
10. **A round of cleaning guided by a list will be completed before each critique- a few times per semester. It takes about 40 minutes, other classes are doing it too, and it is crucial to maintaining the studio.**
11. Remember that student assistants are not janitors. They help with organization, straightening, and monitoring of the studio. The responsibility of cleanup falls on the student/class using the studio.
12. Some chores should be done each day in addition to a student cleaning up after him/herself. Each day: start/finish laundry, wipe down all surfaces, wash and dry all dishes, spot-sweep floors. Throw away trash, store your belongings out of the way, never leave anything on the floor (solid or liquid).
13. Everyone cleans. **The more a student contributes, the greater the contribution to his/her grade.**

THE STUDIO/LAB

1. The entire supply and course materials budget of the Textile Studio is supported 100% by student lab fees. Please conserve. Money unused by materials in the lab is saved for desperately needed repairs, replacements, and maintenance.
2. All equipment, tools, samples, and utensils are the property of the GSU Textiles studio. Do not remove them. Do not throw away any utensils, cups, etc. without permission.
3. Students are not allowed to create “production work” using the GSU Textiles lab. The facilities are to be used for coursework only, which includes independent (but instructor approved) coursework.
4. **This studio does not provide dyes and equipment to create ETSY merchandise, gifts, holiday decorations or home décor.**
5. Alert your instructor concerning low levels of dye/chemical stock solutions or chemicals. Also report any equipment that needs attention, or repair.
6. Do not use the computer in the Textile area for personal email correspondence or social networking- It is a teaching station only.
7. **You may not work in the studio or lab during a Textile class in which you are not enrolled.** A schedule will be posted on the door (170). Never enter the room when another class is going on—even if it is a work day. Respect the time and focus of those working.
8. **You may not work in the studio or lab during a Textile class in which you are not enrolled!!**
9. **No food or drink is allowed in the studio/lab. EVER.**
10. Computers/laptops/phones may NOT be used in the wet studio. Spills happen. Laptops may be used appropriately in the dry lab. Students are encouraged to store things securely in lockers. Items brought into the lab (wet or dry) are always at some level of risk.
11. Put your name on ALL of your stuff including your fabric- initial it in the corner.

TABLES

1. **Never use blades on padded tables**
2. Never use blades on hard tables without a mat.
3. **ONLY** use blades on hard tables with cutting mats. Any student that damages a table by not using a mat may be required to cover or fix the table out of pocket.
4. Always use a drop cloth on the tables when working with dyes. Then wash the drop cloth at the end of class.
5. **Do not sit on sewing tables.**
6. **Do not sit on padded tables.**
7. **Do not sit on any other tables.**
8. **When a lecture is not in progress, do NOT sit around the tables in the dry studio. They are for those who are cutting, pressing, sewing. Please do not take up space in this area or leave chairs around this table. This is not a classroom- it is a lab.**

CHAIRS

1. Chairs are to be stacked and stored. They are only to be used when presentations are being given or when sewing/cutting/ironing etc. Not during regular class/studio/work days.
2. Do not stand on or damage the chairs.

WALLS

1. Pinning work onto the critique walls is fine. Push-pins are best for this.
2. Do not ruin small pins or quilting pins by pinning into the wall—THEY BEND!! Also, *never use nails*.
3. **Never pin wet work or barely-rinsed dyed fabric onto walls.** Even if fabric has just been washed, residual dye will show on the walls as drips and stains. Painting the walls is costly!

LIGHTS

1. Alert instructor to any lights that are out.
2. Also, watch for lenses (covers) that could come off of the lights. Never adjust lights, bulbs, or lenses. This is an ongoing problem and the facilities crew is working on it.

THE DRY STUDIO

1. The right hand side of the studio is dry, meaning that **Absolutely no liquids or wet fabric should ever be brought into this room.**
2. The tool bins/cart should stay neat and organized and clean. Do not rummage through the bins.
3. Do not use random objects for binding shibori/itajime. Use your own ties and the blocks in the studio. (Do not remove the blocks from room 170!!)
4. Use tabletops only for working, not storage. Book bags go in lockers.

5. Only use sewing machines in the dry studio. They do NOT belong in the wet studio.
6. Do not move the tables or machines.

EQUIPMENT/SUPPLIES

Never remove any equipment or tools from the Textiles lab. Everything that is in the lab is property of GSU. Concerning equipment and tools: borrowing is theft.

NEVER OPEN DRAWERS (They are “STAFF ONLY”) Never touch any belongings of the instructor.

Never remove labels, instructions, or barcodes on any equipment, supplies, shelves, or walls.

The vertical storage is fine for screens and sometimes portfolios.

DYES

1. Dyeing is spelled with an E. d-y-e-i-n-g.
2. Clean up dye spills immediately by wet mopping with towels. Only small amounts of dye should ever be used in the studio and cleaning a spill should be minimal. Dye is NEVER used in amounts that require cup measures—only tea/tablespoons and ml pipettes/syringes.
3. All liquid chemicals, such as dyes, are always kept below the shoulder. They should never be higher.
4. The Textile Studio is equipped with a good ventilation system. Ventilation is always turned on for safety, despite sound/hearing issues. Accept this.
5. Dyes and chemicals are very expensive, and they can be hazardous to the environment if poured into the sinks.
6. Measure exactly what you need, and use up what you mix. Leftover dye should be minimal. Find a way to use any leftover dye or share with the class.
7. Always measure dye with small syringes. You will not be dyeing anything in your courses that requires more than a few tablespoons of dye. If your calculations are larger, have your instructor double check your recipe.
8. Use your knowledge of color theory. Do not waste dye by guessing with color. Refer to your notebooks and create *small, proportional* samples to make estimates.
9. **Activated dye –dye that has been in contact with any chemicals -- should NEVER be poured back into the dye stock containers.** It will contaminate the entire stock.
 - a. *Tip: Using a brush to paint dye onto fabric that has the chemical/dye-activator Soda Ash on it and then putting the brush back into the dye will contaminate all the dye. Use a pipette to put a small amount of dye into a container to be used in dye painting. Then only rinse residual dye in the sink.

TOOLS (Brushes, measuring tools, containers)

1. Always clean tools and containers before using and before storing.
2. Never trust anything in the studio.

3. Anything that has been in the studio may NEVER be used for food/cooking or other household use.
4. Containers with food labels may not be used in the studio.
5. Do not leave spoons or measures in the chemical containers!
6. Do not use the labeled storage containers for dyeing!! They are only for storage of tools and they stay on the shelves! Find an appropriate container or bring one.
7. Treat even natural substances the same as chemicals in terms of storage and handling. Any substance in the lab should be treated as unsafe for contact, even if it seems familiar to you.
8. The drawers and cabinets are to be used only by instructors. They are sealed, locked, or off-limits.
9. Even if a student owns/buys a tool (rotary cutter, for instance) a demonstration on its use is necessary. Cutting devices and sewing machines are very useful but can be dangerous. Do not use these tools until a demo is performed in class.
- 10. A rotary cutter must be used on a cutting mat against a high-quality plastic quilting grid that has a perfect edge. No exceptions. Every student buys a rotary cutter and quilting grid- these are not shared.** Using a rotary cutter without a quilting grid, or using a rotary cutter against a metal ruler can result in injury. (Ask Jess about her visit to the ER.)
11. Utility knives and x-acto blades are used with metal rulers.
- 12. Do not rely on previous instruction for how to use any of the supplies or equipment you encounter in the Textiles studio.** Your instructor will show you how to use any required tools.
13. A student may purchase tools/measuring cups or other tools individually in order to avoid issues with studio cleanliness. Students who choose this option must remember to store their items with their own personal belongings and clean their items separately while still contributing to class cleaning duties.
14. **NO SILK PINS!!** Silk pins (tiny metal pins) are not allowed in the studio—they get lost or stuck to things, and they scratch the surfaces of the irons.
15. Do not put pins in your mouth.

SINKS

1. Keep sink area clean. Throw away paper towels, and clean, dry and replace all tools.
2. **ALWAYS KEEP THE SCREENS IN THE DRAINS!** Report any drainage issues **IMMEDIATELY.**
3. Never allow threads, paper towels, fabric pieces, etc. to travel down the drain. This clogs the drain.
4. The studio has limited or no warm water.
5. Only residual dye may be washed down the sink. **NEVER** pour dyes and chemicals down the sink.
6. Never pour pigments down the sink. Wipe the residual pigment into the trash or into a shared catch-all container.

IRONING

1. **Only irons with an automatic shut-off feature are allowed in the studio.** Regardless, no irons should be left on/ plugged in.
2. **Irons are NOT for your clothes.** This studio is never for your laundry. This will affect students' critique grades.
3. Always unplug/ turn off irons to add water for steam. Add water according to instructions.
4. Be careful not to touch hot irons. Always assume an iron is hot, and always use the handle.
5. **Only iron clean material. And only iron on the ironing tables/surfaces.** Do not set irons on tables covered in plastic.
6. **Use a cloth above and below your work to protect the ironing surface, your work, and the surface of the iron.** Feel free to bring your own ironing cloths if you feel that the studio drop cloths could stain your work.
7. Never iron dyed fabric without *completely* rinsing and wringing it out from dye and chemicals. Any student misusing the iron or ironing tables (staining them, cutting them) will replace them out of pocket.
8. Let instructor know if the iron needs to be cleaned. This requires a special procedure.

SEWING MACHINES

1. **Sewing machines are only to be used during class until approval is given by the instructor.** This is contingent on a student's ability to thread the machine correctly. All the parts belonging to each machine are kept in a bin. NEVER switch parts with other machines. They are easily mixed up and lost this way.
2. Students must replace any missing machine parts out of pocket. There is a checklist of parts for all the machines. Parts can be expensive and tedious to replace.
3. Always refer to the manual when using sewing machines. A manual must be near the machine at all times.
4. **Never sew over pins, zippers, etc.** This is dangerous. You may want to wear safety goggles/ glasses while using the sewing machines, and always keep fingers a safe distance from the foot/needle area.
5. Only sew on fabric (and use pins, notions, etc.) approved by instructor.

WASHER/DRYER

1. **Regularly clean the dryer's lint trap!** This is a fire hazard when it is not done.
2. Do not use laundry detergent/ dryer sheets. A drop of dish detergent is fine. The washing machine and dryer are for lab work, never your personal laundry. The wash cycle is to eliminate dye in the towels and sheets so they can be used again.

3. For scouring, a *small* amount of dish soap is ok to use rather than synthrapol. Follow recipes that call for synthrapol, or ask instructor about substitution.
4. The big plastic tub near the washer is for dirty towels and sheets. Laundry should be done every day. Each class finishes another's laundry and starts a new load. Clean towels and sheets coming out of the dryer are to be folded and put away- not left on the table. This takes very little time and adds to a student's grade.
5. **Do NOT wash your clothes in the studio.** This studio is never for your laundry. This will affect students' critique grades.

STEAMER/ HEAT PRESS/ PRINTERS/ HEATING ELEMENTS/ LIGHT EXPOSURE/ EXPOSURE TABLE/ KNITTING MACHINES ECT.

1. **This equipment is advanced. Refer only to instructor for use.**
2. **Very specific instructions will be given. If any of this equipment is damaged, it costs thousands of dollars to replace.**
3. **This equipment is only to be used when class is in session.**
4. Operate only the equipment for which you have received instruction, and use for class projects only!!
5. Never leave equipment "on" or plugged in and unattended.
6. Only the students enrolled in a course have access to the equipment for that course.
7. If a student has used equipment before *and is not currently enrolled in a course that requires this equipment*, this student must still receive permission from Area Coordinator Jess Jones to use this equipment. This permission is typically reserved for those advanced students/ Textile majors in Portfolio I, II and some Directed Study or Special Problems.

STUDENT BELONGINGS

1. **Bins!** Intro/Intermediate students will share numbered bins provided. Advanced students/Textiles majors may store belongings in a plastic container with lid. Student name and semester/class must be labeled on the container. Students may store a box that locks to prevent theft.
2. **Students may not leave any bags or belongings on the tables or floor.** Tables are for working. Take your book bags to a locker. Only bring what you need to this class. The studio has no space to store bags and they are considered a hazard as they block the already limited walkway!
3. **Any student should feel comfortable REFUSING to lend tools and supplies.** The instructor will defend any students' decision on this matter. Tools are expensive and one student should not carry the burden for another. Not bringing supplies affects your participation grade in all textiles courses and can also count as an absence. Students may share tools in the lab if they agree, but a student should *never expect to use materials/tools belonging to other students*. A good rule is: one who borrows lends in return.

DECORUM

Rules for behavior during a demo, critique, lecture, ESPECIALLY a guest lecture, etc:

1. Never use the phone (including texting). It's distracting and rude.
2. Never work on other coursework. It's distracting and rude.
3. Never have side discussions during a group discussion. It's distracting and rude.
4. Never leave the room in the middle of a demo, discussion, or guest lecture. It's distracting and rude.
5. Do not work on hanging devices and show preparation in class.
6. Minimize cell phone use during class. Only use your phone during a *short* break and *outside of the classroom!!!* The exception: campus emergency text messages, measurement conversions/calculator etc.
7. Phone/iPad photo documentation of work/process/etc. in our studio is encouraged!!!! Permission is required of anyone in the photo or the author of any artwork in the photo to post it on social media.

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.

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.

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 Photography 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 & 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 Photography area policies and procedures will be barred from taking classes in Photography and barred from use of Photography 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 Photography faculty before any activity takes place. If policies are ignored or disregarded, the Photography 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.