
School of **ART + ART HISTORY**

UNIVERSITY OF FLORIDA / COLLEGE OF THE ARTS

Health and Safety Handbook (Graphic Design)

UPDATED: Fall 2024

<http://arts.ufl.edu/academics/art-and-art-history/health-safety/>

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Handbook & General Guidelines

While this manual covers specific issues related to the SA+AH, general University of Florida policies must be followed.

*All users of School of Art + Art History (SA+AH) facilities, including classrooms, labs and studios are required to follow guidelines outlined in this manual **at all times.***

Report any safety issues **IMMEDIATELY** to your instructor(s), Teaching Lab Specialist, or to the SA+AH Facilities + Operations Specialist in FAC 101.

Each instructor must include a discussion of their area's appendix as well as Appendix B (H&S signature page) as part of their syllabus. These must be reviewed verbally in class at the start of each semester and the H&S signature page turned in to the SA+AH office by the 3rd class meeting.

Failure to adhere to the Health & Safety (referred to as H&S in this document) guidelines (including granting access to persons who have not had training and therefore are not permitted to use the SA+AH labs and studio facilities) will result in consequences determined by the SA+AH Director in consultation with faculty.

Health and Safety Program Mission

The goal of the SA+AH Health and Safety Program is to protect the health and welfare of all students, faculty, and staff, and to cooperate with the University of Florida's Department of Environmental Health & Safety (EH&S).

Introduction

The School of Art + Art History has specific health and safety guidelines for all students, faculty, and staff members using University of Florida facilities. Although this Handbook will outline many of our health and safety procedures, should a problem arise, please identify the appropriate contact and communicate with that person. It is the responsibility of each student and faculty member to be familiar with and follow these procedures when on the UF campus in order to maintain a safe learning and teaching environment.

In Case of Emergency

Call campus police at 352-392-1111 or 911 and notify them of your location and the emergency. Provide your building name and room number. There is signage with building information posted in each SA+AH building near the stairwell doors of all floors.

After immediate danger has been addressed, report all accidents/emergencies (Appendix P) to the SA+AH Facilities + Operations Specialist, FAC 101 / 352-273-3048.

University of Florida Police Department

<http://www.police.ufl.edu>

352-392-1111

SA+AH Health and Safety contacts:

Area	Contact	Phone Number	E-mail
SA+AH Facilities + Operations Specialist – FAC 101	Brian Caple	352-273-3048	brian.caple@ufl.edu
Ceramics	Derek Reeverts	352-273-3085	dreeverts@ufl.edu
Design / Art + Technology	Michael Christopher	352-273-3077	mchristo@ufl.edu
Sculpture	Conor Fields	352-273-3087	conor.fields@ufl.edu
Painting & Drawing	Peter Gouge	352-231-5170	petergouge@ufl.edu
Photo / Art + Technology	Dustin Adams	352-273-3034	dustinadams@ufl.edu
Printmaking / WARP	Alexis Kurtzman	267-625-6432	akurtzman@ufl.edu
Art Education	Michelle Tillander	352-273-3079	mtilland@ufl.edu
University Galleries	Jesus Fuenmayor	352-273-3000	jfuenmayor@ufl.edu

Student Nighttime Auxiliary Patrol (SNAP)

The Student Nighttime Auxiliary Patrol (SNAP) provides nightly escorts anywhere on campus upon request. The service is staffed by students equipped and supervised by the campus police and can be reached at 352-392-SNAP (7627). It is advised that at least an hour's notice is given.

For more info: <https://taps.ufl.edu/alternative-transportation/snap/>

Hours of Operation

Fall and Spring Semesters: 6:30 PM to 3:00AM

Summer Semester: 8:30 PM to 3:00 AM

Waste Minimization

Waste minimization is key to the process of becoming a safe and healthy environment. There are two methods of waste reduction: source reduction and recycling. Source reduction can include re-evaluating the materials used and researching options that are more environmentally safe. It also helps if students get together to purchase supplies to share so that fewer resources are wasted or go unused. Make sure to date perishable materials when received and use all older ones first. Recycling greatly reduces the amount of waste.

General Classroom/ Department Safety

*see Appendices for area-specific guidelines

Health & Safety Violations/ Issues

Report any H&S violations, events, issues, or concerns immediately to the area Teaching Lab Specialist, faculty, or the SA+AH Facilities + Operations Specialist (FAC 101).

Incident Report

If an accident occurs with an injury, the instructor / supervisor at that time must complete and Incident Report (see Appendix P).

Fire Extinguishers

The SA+AH follows fire safety codes with fire extinguishers available inside each of its buildings. Only use fire extinguishers to put out fires inside buildings. For fires outside of buildings (for example in dumpsters), call the UF police department at (352) 392-1111.

Report the use of an extinguisher to the SA+AH Facilities + Operations Specialist immediately so it may be inspected and replaced. A report describing the incident must be produced by the Facilities + Operations Specialists and provided to EH&S including what happened, why the extinguisher was used, and what equipment or materials were damaged for insurance purposes.

Material Handling

Follow best practices for material handling. If you have questions about a material, ask your instructor or Teaching Lab Specialist for guidance.

First Aid

First Aid kits are found in each studio area. Identify where the closest first aid kit is located. Notify the area Teaching Lab Specialist or your instructor if supplies are low.

Safety Glasses

It is required that safety glasses be worn whenever instructed and wherever eye danger is possible. Safety glasses that are property of the SA+AH and should not be removed from lab areas.

Shoes

Closed toe shoes are a requirement in all sculpture areas and in other areas designated by area faculty and Teaching Lab Specialists. Closed toe shoes are recommended in all studio classrooms.

Clean up

Clean up after yourself. Each class instructor is required to consider classroom/studio maintenance as part of the general health and safety. Each class should engage in an end of the semester studio clean-up as well as maintain a level of order throughout the semester to ensure general health and safety.

Spray Booth

A spray booth is located in FAC room 211A. Aerosol materials including spray paint, fixative, and spray adhesives may ONLY be used in the spray booth. No aerosols may be used in classrooms, studios, hallways or outside – this will be considered vandalism.

Dumpster Use

Non-hazardous trash that does not fit in classroom or studio trash cans must be immediately taken to the dumpsters on Stadium Road between FAA and FAD. Oversized trash (with length that exceeds 4 feet in any direction) must be taken to the open top dumpster at the School of Music Building on Stadium Road near Newell. Palettes may be placed beside the dumpster for separate pick up. Broken glass should be wrapped inside paper or bubble wrap, labeled on the outside as broken glass, and placed inside the dumpster. Glass with hazardous materials must be wrapped, labeled with a completed yellow hazardous waste label, and placed in the blue bin at the SWMA. Trash guidelines are to insure the safety of anyone encountering the materials. Liquids, medical waste, yard waste, appliances are not permitted in SA+AH dumpsters. There are two types of dumpsters available for use, both located on Stadium Road between FAA and FAD:

- **Small square brown dumpster for regular refuse.**

Intended for the disposal of regular debris, i.e., non-hazardous debris which would normally fit into a classroom/studio trash can. (Intended for large items and building materials. May include wood, metal, broken down furniture, cabinetry, floor coverings, drywall, and other building materials.

- **Small square brown dumpster for cardboard recycling.**

Complete guide to UF recycling and disposal:

<https://www.facilitieservices.ufl.edu/departments/finance/recycling/recycling-guide/>

Sharps/Broken Glass

X-acto blades must be wrapped in tape before disposal. Other sharps (broken palettes, etc.) should be wrapped in paper or bubble wrap and placed directly in the roll-away dumpster to avoid injury.

Fire Code Safety & Passages

- Do not block doorways
- Do not prop doors
- Do not block access to lights
- Do not store belongings on the floor
- Do not post any bills in the stairwells of FAC (it's a fire hazard)**
- Temporary or permanent storage of items in hallways or egress is prohibited

Drug-Free and Alcohol-Free School & Workplace

Possession or use of drugs or alcoholic beverages are not permitted in the classrooms, studios, or outdoor areas. **The possession or consumption of alcohol is prohibited by UF regulations. No marijuana, heroin, narcotics, or any other controlled substances prohibited by law.** Violation is subject to discipline according to the Student Conduct Code and punishable by law.

Smoking

No smoking or vaping is permitted on campus.

Classroom Furniture

Do not remove furniture from rooms or borrow furniture from rooms without permission from faculty or a Teaching Lab Specialist.

Extension Cords

Extension cords cause many fires on campus and many injuries are caused by the cords themselves. Use extension cords only when necessary, and only on a temporary basis. Extension cords must be grounded. They must be unplugged when not in use. It is never permissible to use extension cords on a permanent or semi-permanent basis. Do not create "daisy chains" of multiple electric cords. Do not use staples or nails to attach extension cords to a baseboard or to another surface; this could damage the cord and create a shock or fire hazard. Do not overload extension cords by plugging in appliances that draw a total of more watts than the rating of the cord. When using outdoor tools and appliances, use only extension cords labeled for outdoor use. Cords must be grounded and plugged either directly into the outlet, or with one electrical cord between it and the outlet. Cords not in compliance will be confiscated. Extension cords with multiple outlets are prohibited. Power strips are permitted only when powering a desktop computer and must never be plugged in to an extension cord or to provide power to an extension cord. The use of extension cords or power strips in an inappropriate manner is subject to removal and disposal.

SA+AH Building Access

Building	Key/Keypad/Card swipe	Hours Locked	Who has Access
FAC	Gator1 mobile credential at both back doors (at Inner Road) and north courtyard door.	<ul style="list-style-type: none"> • Weeknights at 10pm • Weekends all day/night except during AFA Library hours 	Students registered in FAC courses, undergrad art majors, grads, and faculty.
FAD	<ul style="list-style-type: none"> • Gator1 mobile credential at courtyard (south side) exterior door. • Keypad on Exterior 2nd Floor (at Stadium Road). 	<ul style="list-style-type: none"> • Weeknights at 10pm • Weekends all day/night 	Students registered in FAD courses, grads and faculty using FAD.
WARP	Gator1 mobile credentials on east main entry door during monitored or class hours.	Monitor hours vary by semester	Students enrolled in WARP for the semester, grad monitors, WARP faculty
Norman Art Ed	Keys for area	Unlocked during day	Students enrolled in Art Ed classes, faculty
Gradhaus	Swipe cards	24/7	Grad students with an assigned studio

Appendix A: Area Specific Information: Design

1. Hazards of Materials

Students in the SA+AH design courses are not expected to encounter risks in the classroom or studios different than or greater than those ordinarily encountered in daily life or during the performance of routine work. The design program prohibits the use and storage of hazardous or dangerous materials in the design studios, classrooms, and other shared spaces. Naturally, guidance should be sought using equipment and tools with which one is unfamiliar and the safe use of materials, tools, and equipment should be a goal. For more information, contact the Teaching Lab Specialist.

2. Best Practices

The Teaching Lab Specialist is certified for handling Hazardous Waste by the University of Florida. ~~For installations or sculptural elements, please cross-reference with other area-specific information as needed.~~

3. Area Rules

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all SA+AH Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found at: <https://arts.ufl.edu/academics/art-and-art-history/health-safety/>)
- Follow the SA+AH Satellite Waste Management Chart in the classroom and other health & safety guidelines posted for your media.
- **In case of emergency, call campus police at (352)392-1111**
- File an incident report (forms may be found in SA+AH H&S handbook in each Satellite Waste Accumulation Area, the SA+AH faculty handbook, and in the main office). Submit completed forms into the SA+AH Facilities + Operations Specialist within 48 hours of the event.
- Possession or use of drugs or alcoholic beverages are not permitted in the classrooms, studios, or outdoor areas. **The possession or consumption of alcohol is prohibited by UF regulations. No marijuana, heroin, narcotics, or any other controlled substances prohibited by law.** Violation is subject to discipline according to the Student Conduct Code and punishable by law.
- Students not in the Design program are not permitted to use the studio facilities without permission from instructor.
- No use of spray adhesives is permitted in the graphic design area or for any graphic design project. There is a professional and safe paint spray booth in FAC 211A for your use.
- No one may store any hazardous or flammable material in any graphic design studio or classroom, ever. This includes items such as spray paint, spray adhesive, thinners, nail polish remover, etc.
- Be community-minded and collegial.
- Recycle paper, cans, and reuse other materials. Throw away trash. Do not leave food lying around.
- Shoes must be worn at all times.
- Protective equipment must be worn for hazardous work.
- Do not block aisles, halls, or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Clean up spills immediately.
- Take items which do not fit into the trash to the dumpster, follow dumpster guidelines.

Appendix B: Seizure Protocol

What should I do when someone has a seizure?

- Always stay with the person until the seizure is over.
- Stay calm. Most seizures only last a few minutes.
- Support the person's head to keep it from hitting the floor.
- Prevent injury by moving nearby objects out of the way. If the person is wandering or confused, help steer them away from dangerous situations.
- Make the person as comfortable as possible.
- Make sure their breathing is okay. If they are lying down, turn them on their side, with their mouth pointing to the ground.
- Don't hold the person down.
- Don't put anything in the person's mouth. Note that a person **cannot** swallow their tongue during a seizure.
- Don't give water, pills, or food by mouth unless the person is fully alert.
- Know when to call for emergency medical help.
- Be sensitive and supportive and ask others to do the same.
- Pay attention to how long the seizure lasts.
- Keep onlookers away.

Call 911 immediately if:

- The person is having trouble breathing.
- The person appears to be choking.
- The person is injured during the seizure.
- A seizure lasts 5 minutes or longer.
- One seizure happens right after another without the person regaining consciousness ("coming to") between seizures.
- The seizure happens in water, like a swimming pool or bathtub.
- You believe this is the first seizure the person has had.
- The person asks for medical help.

Appendix C: Rules Governing the Use of Live Animals

All students using live animals in any art project, sculpture, installation or exhibition* taking place on University property, making use of University facilities, or in response to any assignment given in any University class or program will be required to:

Read the Animal Welfare Act and the Florida State Laws Relating to Animals available at <http://iacuc.ufl.edu/guidelines.htm>.

Fill out a “Animal Use for Teaching Purposes” approval request form, which is available at <https://research.ufl.edu/compliance/animal-subjects.html>

In this proposal, the student must address a significant number of issues, some of which include: Description of animal project including species of animal(s) to be used, numbers of animals involved, duration, and any other information that will give an accurate characterization of the proposed activity. Justification for project – what is the intended significance of this work? Why is the inclusion of live animals important?

Name of veterinarian responsible for veterinary services to animal(s) if necessary.

- How will animals(s) be housed, cared for, watered and fed? Will animal(s) be subjected to any non-standard housing, care and/or will animal(s) undergo any food or water restrictions?
- Will animal(s) be subjected to excessive restraint?
- What will happen to the animal(s) at the end of this project?
- Will you be performing any activity that might cause the animal to die?*

*This is not intended to apply to students who merely plan to represent animals, as, for example, when a student wants to photograph, draw, paint or sculpt animals. In this same example, however, if the student, in the course of his/her art making activity, plans to bring an animal into the classroom or studio to use as a model, then permission must be obtained via the above-explained guidelines. The spirit of these guidelines is that, generally speaking, the School of Art + Art History policies support respect for life. The SA+AH does not support the making of art that causes animal suffering.

**It is highly unlikely that any project involving animal euthanasia would be approved at the School level. However, in the unlikely event that approval is obtained at this and all other levels, students will be required to follow the specific rules and methods of humane animal euthanasia listed in the 2000 Report of the American Veterinary Medical Association’s Panel on Euthanasia, which can be obtained at <https://research.ufl.edu/compliance/animal-subjects.html>

If you plan to use dead animals or animal parts, you must complete the “Cadaver/Tissue Use Only – No Live Animal Contact Approval Request Form”, which may be found at <https://research.ufl.edu/compliance/animal-subjects.html>

Appendix D: Rules Governing the Use of Human Subjects

<https://research.ufl.edu/compliance/human-subjects.html>

Research Compliance: Human Subjects

In all research, development and related activities involving the use of human subjects, (including oneself) the University seeks assurance that those persons who participate as subjects or volunteers does not get expose to unreasonable risks to their health, general well-being or privacy. All projects involving human subjects must be reviewed and approved by the University's Institutional Review Board (described below) before the planned research may begin.

The Institutional Review Board (IRB) is a committee of appointed volunteers (both University and Non-University representatives) who review and approve the use of human subjects, volunteers, or participants in research projects.

UP Non-Medical/IRB-02: 352-392-0433

Incident Report: School of Art + Art History

This form must be completed by the supervisor and submitted to
SA+AH Facilities + Operations Specialist, room FAC 101
Procedures are listed on the back of this page

Name of Injured Party _____ UFID _____

Supervisor Completing Report and Contact Information _____

Date _____ Time _____ Location _____

Course/Class _____

Witnesses (Name and Contact Information) _____

Briefly Describe Injury _____

Please Explain Incident in Full Detail (Use Additional Pages if Necessary)

Action Taken - (Students should go to UF Student Health Care Center. Employees, including GTA/GA, call Worker's Compensation.) _____

Signature: _____

GTA (if teaching the course)/Faculty

Signature: _____

Witness (if applicable)

Incident Report Procedures: School of Art + Art History

Injuries or Medical Emergencies: *If you discover a medical emergency:*

1. If necessary, call 911. Make a note of your location (listed below).
2. Immediately **notify** your Supervisor, GTA and/or Faculty.
3. The Supervisor, GTA, or Faculty will bring the **first aid kit** to the site or instruct someone else to do so.
4. If necessary, and you are properly certified, while waiting for EMT to arrive, administer First Aid/CPR using all personal safety equipment available as outlined in First Aid training.
5. Keep the person as comfortable as possible. **Disperse any crowd** that may have gathered.
6. Take a moment to look around, making a mental note of the scene and those around you.
7. It is against SA+AH safety procedures for anyone to drive an injured person to the hospital. **Do not put an injured person in your car.** Call an ambulance when medical attention is needed.
8. **Locate any witnesses.** Make sure they remain in a specified location so that you can talk to them after the injured person has been attended to.
9. The Supervisor should be introduced to the injured person and then to any witnesses.
10. The Supervisor should fill out the **SA+AH Incident Report** including any information witnesses may have. Any witnesses should also sign this form.
11. Submit this form to the SA+AH Facilities + Operations Specialist, room FAC 101
12. **For non-emergencies**, strongly encourage the student to **seek medical attention** at the UF Student Health Care Center or student's doctor immediately after the incident. It is SA+AH policy that the student seek medical attention after every incident.

UF BUILDING	UF BUILDING NUMBER
Fine Arts Building A (Library, Office of the Dean)	597
Fine Arts Building B (Gallery)	598
Fine Arts Building C (Main Office, AH, Studios)	599
Fine Arts Building D (Studios, Offices)	269
Old Norman (Art Ed)	101
WARPhaus (Off campus – 534 SW 4 th Ave)	3451
GRADhaus (Off campus – 810 NW 1 st Ave)	3324

CONTACT	PHONE NUMBER
Medical Emergency	911
UF Police	(352) 392-1111
UF Infirmary (afterhours medical concern)	(352) 392-1161
UF Infirmary (afterhours mental health concern)	(352) 392-1575
SA+AH Main Office	(352) 392-0201
UF Workers' Compensation (employees only, grads when engaged in UF work)	1-800-455-2079 (Amerisys)

Injury Reporting Procedures for Employees *(Faculty, Staff, and GTAs engaged in UF work)*

Non-life Threatening Injuries

Before Getting Treatment

Treatment for any non-life-threatening work-related injury or illness must be authorized by the State of Florida's workers' comp contractor: AmeriSys prior to obtaining medical treatment.

FIRST: Fill out the Incident Report Form so you have all the details of the injury.

SECOND: Call 1-800-455-2079 (AmeriSys): If you sustain any non-life-threatening on-the-job injury. AmeriSys is the State of Florida's medical case management vendor.

- AmeriSys will ask for your Location Code. Your Location Code is 0172 (Education)
- They will ask for other info that seems intrusive, but UF has confirmed that the State requires it in order to assign a claim number. They will authorize treatment and set up the initial appointment.
-

THIRD: Call COTA Human Resources at (352)273-3054 as soon as possible thereafter.

* * * * *

Life Threatening Injuries

FIRST: Seek emergency medical assistance immediately (call 911 or get to a hospital) for a life-threatening injury (loss of limb, normal body function loss such as difficulty breathing and extreme bleeding, etc.).

SECOND: Fill out the Incident Report Form so you have all the details of the injury.

THIRD: Call or have someone call 1-800-455-2079 (AmeriSys):

- AmeriSys will ask for your Location Code. Your Location Code is 0172 (Education)
- They will ask for other info that seems intrusive, but UF has confirmed that the State requires it in order to assign a claim number. They will authorize treatment and set up the initial appointment.

FOURTH: Call COTA Human Resources at (352)273-3054 as soon as possible thereafter.