

Studios for Art & Design Research Shop Safety Policies

Always follow the safety rules! By working in the Studios for Art and Design Research you grant the studio technicians; department staff and faculty the right to deny admittance if your behavior is deemed unsafe or you do not adhere to the studio's rules.

1. Every time you come in to work make sure you show your Buck ID to the technician on duty either prior to getting to work.
2. Always use the buddy system when there is not a tech on duty. Accidents do happen. You need to have a second person present so that if you become unable to help yourself, the second person can render aid and contact outside help.
3. In an emergency situation call **911 on the pay phone in the hall way or telephone located by the middle door in the Fabrication Studio room 172**, both of these phones reach OSU Public Safety. 911 from your cell phone will reach Columbus Emergency Services. Next, find the technician on duty so that they can make a report. For hours that the shop is open and it isn't too severe you should go to the Student Health Services. <http://shc.osu.edu>
4. For Emergencies you should go to OSU's emergency room.
5. For non life threatening incidents after hours you should go to Martha Moore House Urgent Care.
6. Know the locations of all the fire extinguishers throughout the room. There are fire extinguishers located by each door in the Fabrication Studio, one by the sink in the Projects Studio, one by the doors in the Digital Fabrication Studio, Tool Room and 175 the storage room.
7. There are 2 first aid kits, one by the sink in the Fabrication Studio and one by the sink in the Projects Studio.
8. We always need a three feet clearance to the exit doors in the case of a fire. Do not store any projects or materials in the walkways to the doors in any of the Studios. If there are things stored in these walkways we will remove them and it could end up in the trash. If you need to store larger items please ask Christie and she will help you find a safe place.
9. Always use the dust collection system, which includes opening up the vent gate to the tool you are using and then closing the vent and turning off the system when you are done.
10. Wear all necessary protective gear and clothing. It is mandatory to wear safety glasses, dust mask and shoes that completely enclose your feet whenever you are in the Fabrication Studio. Some shop activities will require additional safety gear. Face shields and earmuffs are available in the Tool Room.
11. Always wear closed toe shoes. No one wearing open toed shoes, flip-flops or high heels will be allowed to work in the Fabrication Studio including your class time.
12. Never attach anything to the pipes, sprinklers, or lighting fixtures.
13. All combustible materials must be stored in the yellow cabinet in the Spray Booth on the 4th floor. Combustible materials found on shelves will be reclaimed by studio technicians and may be picked up during the next tech shift.
14. Use only wood, foam or plexi-glass in the wood area. Use only metals in the metal area of the Tool Room.
15. Only use approved materials. You may not use MDF, treated wood or particleboard. You may not use old previously used wood in the table saw or chop saws: they may have rotten areas, nails or screws in them. Please never put used wood in the scrap wood section that has or had any paint, nails or screws in them. Used wood that has or had any nails or screws in it, as well as any unsafe/uneven boards, should be placed in the blue wood trash bin located next to the far door.

16. Never use compressed air to blow dirt or chips from machinery; it can blow debris and condensation into machines and makes the shavings and particles airborne. In addition, the debris can fly back at the operator and lodge in the skin or eyes. Clean up with a brush and dustpan or a push stick after machine has completely stopped.
17. Do not try to remove foreign objects from the eye or body before seeking medical treatment. If you get chemicals in your eye use the eyewash for 15 minutes. The eyewash is located near the sinks in the Projects Studio and Fabrication Studio.
18. Firmly secure materials with clamps that will be drilled or punched to prevent them from slipping or spinning out of control. Remove keys, chucks, tools, and shavings/trimmings before starting machines so they don't get propelled through the air.
19. Always allow the machine to come to a complete stop before removing your piece. Never remove small scraps from the saw until the blade has come to a complete stop. Use a push stick or broom to remove all scrap from the saw blade but only after the machine has come to a complete stop.
20. Do not wear ties, lanyard, loose clothing, jewelry, gloves, etc. around machinery. You must tie long hair back. Avoid loose fitting clothing, particularly long sleeved shirts, that could get caught in your work or in a saw blade.
21. Courteous behavior is a safety requirement. Please notify anyone standing or working near a tool before you turn it on.
22. Do not work in the shop if you are in a hurry or tired.
23. Do not consume drugs or alcohol before working in the SADR.
24. Do not horseplay in the SADR.
25. Machines must operate with all the proper guards and shields in place.
26. Keep fingers clear of the point of operation on machines. When appropriate use push sticks and never use a rag near machinery.
27. Do not prop open the doors to any of the studios. We have placed swipe access locks on the doors so that only those who are supposed to be in the Studios have access to the Studios. This is to help us keep our tools and equipment and also most importantly to ensure your safety.
28. Before working on a machine check that it is correctly setup for use. Never assume a tool is properly adjusted. Always check the tool prior to use.
29. If the blade or drill bit needs to be changed on a tool, ask a technician to change it.
30. Painting and heavy sanding should be done either out side or in the spray booth. You must wear respirator and goggles in the spray booth when spraying or using any solvents, paints, adhesives, or other chemicals or finishes.
31. Check power tools thoroughly for wear on cords or any damage before using them. If they are damaged, take them to a technician immediately. Tools do break, for the safety of the next person using the tool report any broken tools or equipment immediately to a studio technician.
32. Talk with Christie before engaging in any large-scale projects in the Studios. If needed we will try to find you another location to work.
33. Do not bring questionable materials into the building. No animals can be used in projects.
34. Hazardous objects or installations will be dismantled. Dangerous activity will not be tolerated.
35. The first step in preventing personal injury in the Studios for Art and Design Research is to make sure you are familiar with and can operate the equipment. The number one reason that people get hurt is because they don't know how to properly use a tool and they do so anyways. If you don't know how to use a piece of equipment or a tool please ask a technician to show you. The more you practice with the tools the better and more comfortable you will become with them.

Laser Safety Guidelines:

- 1. Never operate the machine unattended. If you are running a file on the laser cutter you are required to be present for the entire engrave/cut.
If you need to leave your file will be stopped.**
- 2. Make sure the exhaust and air assist are on and functioning. Please find an SADR staff member if you notice that these are not on.**
- 3. Make sure the laser is properly focused and aligned. If anything looks wrong during the cut or your material is warping and running into the laser tube, press the red pause button.**
- 4. Locate the emergency stop button on the lower right hand side of the machine. If anything goes wrong beyond material warping, press the emergency stop button in.**

CNC Safety Guidelines:

- 1. Wear protective gear including eye protection, dust mask, and ear protection. Avoid loose-fitting clothing or dangling jewelry.**
- 2. Keep eyes, hands, hair, and clothing away from the Shopbot and router when it is operating. Tie long hair back. Do not use hands to hold down parts that may come loose as they are cut out.**
- 3. Unplug or shutdown power to the router when changing bits.**
- 4. Listen for changes in sound that may indicate a problem while running the tool. ALWAYS be near enough to the Remote Stop Switch or Space Bar on the computer keyboard to be able to stop the gantries should a problem arise.**
- 5. Use a bit appropriate to the task**
- 6. Avoid unsafe hold down practices that can shatter a bit or allow parts to move during cutting. Use the vacuum table during ALL cuts and reliefs.**