

California State University Long Beach
1250 Bellflower Blvd., Long Beach, CA 90840 USA

CSULB School of Art Galleries
General Expectations, risks and hazards,
precautions, Personal Protective Equipment
(PPE), and Health/Safety Considerations for
the Art Galleries (Health/Safety Document)

Updated 2022-11-30

**NOTE: All students who wish to use the SOA
Art Galleries must fully familiarize themselves
with this Health/Safety Document.**

NOTE: This Health/Safety Document is provided to all Participants prior

Galleries, and utilization of materials and processes in these spaces, for the purpose of informing Participants of general expectations, risks and hazards, precautions, personal protective equipment (PPE), and health/safety considerations for area-specific facilities, equipment, tools, materials, and processes in SOA Galleries.

CSULB Galleries include the FA2/3 Gallery complex and the SSSC graduate Gallery.

Participants accessing and utilizing facilities and equipment in the SOA Galleries and utilizing materials and processes, will work with, encounter, be exposed to, and work in the presences of facilities, equipment, materials, and processes that come with associated known and unknown risks and hazards including but not limited to those detailed in this Health/Safety Document. Risks associated with the SOA Galleries include but are not limited to risks of physical or psychological injury, pain, illness, for anyone who accompanies the participant in the SOG.5 (i)-Dhe paccop

precautions, personal protective equipment, and health/safety considerations.

Receipt of this Health/Safety Document in no way implies training or authorization to work in the SOA Galleries or to use any of the facilities, equipment, processes, or materials described herein.

Additional Important Notifications

NOTE:

and may be unsafe and dangerous, if taken out of the SOA Galleries, or if same or similar facilities, equipment, processes, and materials are employed in an off-campus setting, particularly in a domestic setting or other setting accessible to untrained users.

Emergency Contacts: SOA Galleries

University Police, Non-Emergency Line: **562.985.4101**

You can also Text **911** to send a text message directly to the University Police Department
Evening Escort Service is available through University Police / Campus Security **562.985.4101**

If injured, notify any available staff member and the School of Art Office FA4-106.
Phone numbers to call **562-985-7907, 562-985-7908, 562-985-7909, 562-985-4118.**

SOA Galleries/Utilization – Participant Levels

Access to and utilization of facilities and equipment in SOA Galleries, and utilization of materials and processes in these spaces, are limited as follows. Every person accessing and utilizing facilities in the SOA Galleries, and utilizing materials and processes in SOA Galleries, does so voluntarily, either as an employee of the university working in accordance with an employment contract, or by request as a Participant.

Participant

Participant is a student currently enrolled in the School of Art in fall or spring semesters or is requesting access over winter or summer terms but may not be enrolled. Participant requests general access to facilities and equipment, and utilization of materials and processes in the SOA Galleries. Limited to the current semester/term.

- x Participant has completed General Safety Training for the SOA Galleries inclusive of receiving and reviewing the General Expectations, risks and hazards, precautions, Personal Protective Equipment (PPE), and Health/Safety Considerations for the

Access/utilization during “after hours” such as weekend hours or extended hours in the late night or early morning is subject to further limitation and requires satisfactory completion of a safety test by the Participant.

Access/utilization to the SOA Galleries may be limited or revoked at any time by CSULB faculty or staff. In addition, due to the equipment and hazards that exist in these spaces, children and minors are not allowed in the SOA Galleries. In addition, Participants are not allowed to have people who are not trained on equipment and procedures to assist them with operating tools or machines.

Participant Level 2 – Other Authorized Participant:

Participant is a person not enrolled in a graduate course or program of study associated with the graduate studios, who requests defined/limited access to facilities and equipment, and utilization of materials and processes in the SOA Galleries. Limited to dates and hours defined by written agreement.

Participant may not be enrolled as a student at CSULB and may be subject to additional agreements defining and limiting the Participant’s status in relation to the University, CSULB, College of the Arts, and/or School of Art.

- x Participant has completed General Safety Training for the SOA Galleries inclusive of receiving and reviewing the General Expectations, risks and hazards, precautions, Personal

General Stipulations/Provisions

Access to and utilization of facilities and equipment in the SOA Galleries, and utilization of materials and processes in the SOA Galleries, is by request of the Participant, must be authorized, requires General Safety Training, may require additional specialized training and/or testing, and is revocable and subject to further limitation. Some facilities, equipment, materials, and processes will require additional specialized training and/or testing prior to access/utilization.

Access to and utilization of facilities the SOA Galleries is limited as appropriate to the Participant's status in relation to CSULB, the College of the Arts (COTA), the School of Art (S

CORE Health and Safety Principles

No one may use any equipment, tools, materials, or processes in the SOA Galleries if they have not been trained on their use by CSULB faculty or staff. Any exceptions to this policy, which are rare, must be by written agreement.

Proper disposal of art materials and chemicals:

- x Food and drink waste can be di05 1B(p3-0.9 (i)-5(h)-0. 8)2s6i2D2h

Common Physical Environmental Hazards – Please be mindful of the following:

- x **Appropriate Attire Caution:** Appropriate attire is important for working safely with any tools or equipment that may have crush/pinch hazards, hot surfaces, or moving mechanical parts. Tie hair back, put hair or beard nets on when needed, avoid overly loose clothing or wearing jewelry or scarves while working.
- x **Bodily Injury Hazards:** can be caused by hand tools, power tools, presses, and other equipment.
- x **Crush/Pinch Hazards:** Are associated with equipment, tools, or furniture that moves or has moving parts, or equipment that exerts pressure or has significant weight.
- x **Ear Injury/Hearing Damage Hazards:** can be caused by loud equipment or tools. The most common example of this is sanding equipment.
- x **Eye Irritation/Injury Hazards:** can result because of projectiles, dust and airborne particulates, potential liquid splatters, tools that can injure eyes, or pr

Conduct/Etiquette

We are working in communal spaces and access may be revoked if you don't share and use spaces safely and with care for others. It is very important to adhere to posted signage and safety protocols, and to be mindful of the directions of staff and faculty. Anyone using the SOA Galleries are expected to conduct themselves in a respectful, responsible, and considerate manner towards all people present in our Campus learning and making community.

- x Anyone using the SOA Galleries must always operate according to safety rules and safe practices as discussed, demonstrated, and documented in courses, instructions, training, and daily operations.
- x All those working in the SOA Galleries must clean up regularly. This is important to avoid potential issues that would limit communal use of spaces, contribute to waste accumulation, or attract pests.
- x Do not leave your personal belongings unattended or in shared spaces for extended periods of time. Communal spaces should be regularly available to other students in the area.
- x Be mindful of your environment and other people using the SOA Galleries. Running or roughhousing is not permitted. Loud music or other sounds are not permitted. Be considerate with strong smells or loud noises that might create issues for others.
- x If someone else tells you that you are operating in a way that negatively impacts them, then you need to stop what you are doing until you can consult with faculty and resolve the matter.
- x Wherever you are working, and whatever you are working with, take appropriate precautionary steps for yourself and your neighbors, use the material in a safe and appropriate way, protect the area where you're working, clean up your mess, and dispose of material waste properly.

Compliance with Law and Policy:

All those present in the SOA Galleries must comply with all university, CSULB, COTA, SOA, CCC, and CAP policies and directives always, including but not limited to the following:

- x CSULB General Policies and Regulations:
<http://catalog.csulb.edu/content.php?catoid=6&navoid=640>
- x CSULB Campus Standards of Conduct:
<http://catalog.csulb.edu/content.php?catoid=6&navoid=640#campus-standards-of-conduct>

At all times, all persons present in the SOA Galleries must comply with all laws and University policies while engaging in activities, and while engaging in all business and conduct with and within the University.

All persons present in the SOA Galleries must comply with all laws and University policies applicable to use of the Campus including, without limitation, laws relating to fire safety and materials use.

Smoke Detectors, and Alarms

as the task is complete. If something or someone seems suspicious to you, even if you're unsure, just call the University Police and let them check it and sort it out.

Understand that when the campus is quiet, activity of any kind seems more out of the ordinary, so whether they've been called or not, the University Police may come through the building just to see what's going on. Because they're generally not expecting to see people in our work areas at odd hours, they might ask who you are and ask a question or two. Keep your cool, show them your ID if they ask (please keep it handy) and let them know why you're on campus. If you're a student, provide the name of your instructor or committee chair, and your course information. If you're here by other arrangement, explain clearly and provide the name of your faculty or staff contact.

General Principles and Expectations

From wearing proper eye protection, to dust masks and respirators, to handling material and operating equipment properly, if you think you might be doing something in an unsafe way, or don't know what is safe or unsafe when it comes to what you're doing, stop and don't proceed until you know how to do it safely and are able to do so.

If you know you're doing something you shouldn't, then you shouldn't.

If you think you might be doing something you shouldn't, then you shouldn't.

If you're doing something you know would really be easier and safer if you had a couple of other people to help you or just be nearby in case you get into a pinch, don't try to do it by yourself. Wait until you can get assistance.

Whenever in doubt, consult first.

Not being able to consult because faculty or staff are unavailable at the moment does not mean that you just get to go ahead with what you want to do. It means you must wait until you can consult. Plan ahead.

Participants may not use any tools, equipment, or materials they have not been trained on.

Participants continually receive program-specific training on processes, tools, materials, and equipment appropriate to creative work, tools, equipment, materials, and processes in their program areas, or in areas they are taking classes in.

Participants must ensure that they have received the necessary training on any tool, equipment, or material BEFORE they use it in the SOA Galleries.

Special exceptions require additional and separate trainings.
Those currently include the following:

Any Use of Ladders (Requires Ladder Training)

Health/safety considerations for area-specific facilities, equipment, tools, materials, and processes in the SOA Galleries.

Installation Materials/Moving Tools

x Ladders

Trip/Slip/Fall Hazard

Crush/Pinch Hazard

Surrounding Awareness Caution

Path/Direction of Force Caution

Bodily Injury Hazard

- o Ladder Usage Requires a separate ladder training. Two trained students must be present during any ladder usage.

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Trip/Slip/Fall Hazard

Surrounding Awareness Caution

- o Make sure all cords, wires, or plugs are not damaged. Never plug in a damaged extension cord or cable.

x Track Lighting

Shock Hazard

Trip/Slip/Fall Hazard

- o Lights must be turned off after use.
- o Gallery and hallway lights may be repositioned, but only with trained ladder usage.

Tools

x Drill Driver, Impact Driver, Cordless Drill

Moving Mechanical Parts (risk of catching fingers, hands, jewelry, clothing, hair, beard)

Laceration/Abrasion Hazard

Crush/Pinch Hazard

Appropriate Attire Caution

Surrounding Awareness Caution

Path/Direction of Force Caution

Projectile Hazard

Inhalation/Respiratory Hazard

Skin Irritation/Damage Hazard

Eye Irritation/Injury Hazard

Ear Injury / Hearing Damage Hazard

Bodily Injury Hazard

- o Use K95 dusk mask and safety glasses, along with hearing protection for extended use.
- o Be aware of where both hands are always.

x Hammer

Path/Direction of Force Caution

Crush/Pinch Hazard

Bodily Injury Hazard

Surrounding Awareness Caution

Projectile Hazard

Eye Irritation/Injury Hazard

- o Wear safety goggles or glasses.

- o Be aware of where both of your hands are always.

x Wall Sander

Laceration/Abrasion Hazard

Path/Direction of Force Caution

Projectile Hazard

Inhalation/Respiratory Hazard

Eye Irritation/Injury Hazard

Bodily Injury Hazard

- o Wear a N95 mask when sanding to prevent inhalation of dust.
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