

# DEPARTMENT OF DESIGN

## Health, Safety and Security Policy

*DRAFT; v2*  
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## TABLE OF CONTENTS

1.	<b>INTRODUCTION/ Purpose</b> .....	page 3
2.	<i>“Using this manual”</i> .....	page 3
3.	<b>Situation Response: Overview</b> .....	page 4
4.	Assistance Resources .....	page 5
5.	Constituent Responsibilities .....	page 6
6.	General and Personal Safety .....	page 7
7.	Building Evacuation Procedures & Practices .....	page 8
8.	Hazardous Materials (Haz-mat) .....	page 8
9.	First Aid.....	page 9
10.	Accident Prevention.....	page 8
11.	Safety Inspection .....	page 10
12.	Accidents .....	page 10
13.	Departmental Studio Policies .....	page 10
	<i>A. RUT and MCL Bldg access</i> .....	page 10
	<i>B. General Policies: all studios, classrooms and spaces</i> .....	page 11
	<i>C. Interior Design classrooms/ CAD labs (RUT221,222)</i> .....	page 11
	<i>D. RVRC (RUT 206, 207a,b, 208)</i> .....	page 10
	<i>E. Undergraduate studios (MCL 324-330)</i> .....	page 12
	<b>Appendix A. Accident Occurrence Report form</b> .....	page 16
	<b>Appendix A.2. Accident Occurrence Report form, involving 3<sup>rd</sup> party</b> .....	page 17

## INTRODUCTION

*The Williams-Steiger Occupational Safety and Health Act of 1970 became effective on April 28, 1972. The purpose and policy of this act is "to assure, so far as possible, every working man and woman in the nation safe and healthful working conditions and to preserve our human resources."*

### **1. Purpose**

Under the *Occupational Safety and Health Act* of 1970, the Department of Design is required to provide a policy and arrangements for the health, safety, and security of its students and employees. Faculty are also required to provide a 'local' safety policy for their studio operations and activities, to the end that they extend beyond what is described herein. These separate local policies will be attached to syllabi for specific classrooms and environments.

The departmental health, safety and security policy depends upon the active involvement of all groups and individuals. This document serves to outline and explain policies, responsibilities, and courses of action for eventualities where the health, safety or security of faculty or students may become an issue.

The document has been formulated in an attempt to ensure the health and safety of all members of the Department of Design as far as is reasonably practicable; it also aims to achieve efficient utilization of resources, and at the personal level, provision of beneficial working conditions.

### **2. Using This Manual**

This manual is intended for reference by the administration, faculty and students in the Department of Design. It does NOT try and describe many 'large' practices for better living, but does seek to comprehensively cover the health and safety situations students involved in programs the Department of Design administers. This manual is regularly reviewed, revised, and updated as missing information, developing events, and resource capabilities of the department are identified.

Throughout the manual, the reader will find various 'topics' of coverage, followed (often) by lists of specific details, actions which should be taken, or steps for remedy. In these listings:

- Items listed in roman numeral form (1, 2, 3...), at the extreme left, denote "Major Topics" of areas which this Health and Safety Manual covers; these items are indicated in the Table of Contents.
- Items listed in capital alphabetic characters ("A", "B", "C", etc.) indicate particular aspects or facets of any of the 'major topics', above; these do not represent a hierarchically-based order, but simply describe the range and scope of coverage of the topics presented.
- Sub-Items denoted by numbers (1, 2, 3...) represent a hierarchically-based plan of activity; the item listed as 1 should occur first, 2 should occur next, and so on.
- Sub-Items denoted with a dash (-) represent non-hierarchical information; no item listed is necessarily more important than a following or less important than a preceding, item; it is simply a descriptive method to indicate the range of actions, duties or responsibilities.
- Statements presented in **BOLD** should be considered standards/ expectations/ or 'orders'; in the eventuality of this occurrence, this is the expected behaviour that **MUST** occur.
- Statements presented in 'regular' roman type represent narrative, commentary, suggestion, and items which represent 'best, most responsible practice.'
- Statements or words presented in *italics* represent concepts/ facts/ or terms which are characteristic and deserving of special emphasis; they don't themselves, require any specific responsive action, but do denote key concepts or vocabulary which is/are useful in describing the event which has occurred.

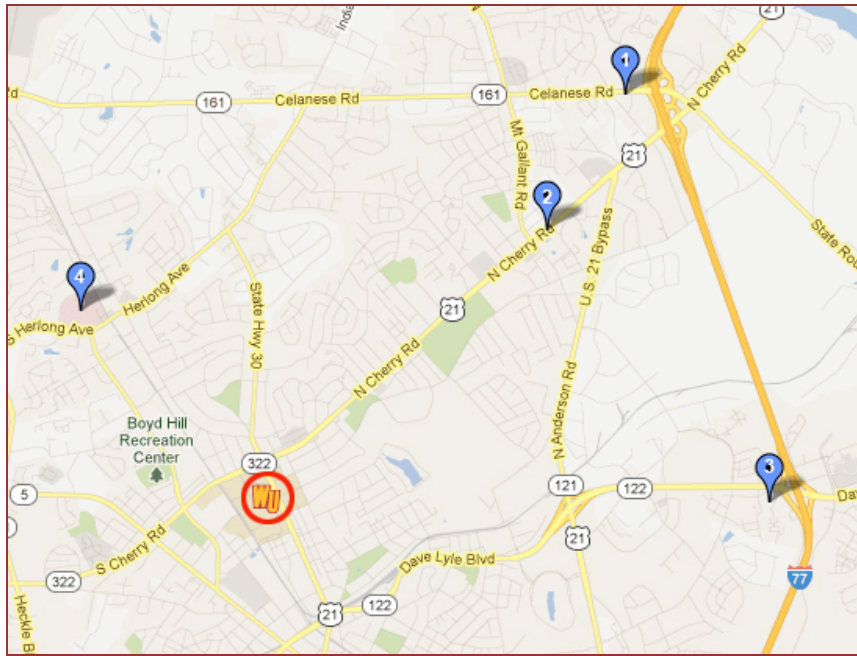
### 3. Situation Response: a brief overview

If...	You should...
...the fire alarm sounds	<b>Evacuate the buildings immediately.</b> Do not re-enter the buildings until given permission to do so by Public Safety.
...you discover a fire	<b>Activate the Fire Alarm Pull nearest to you.</b> Warn others in your immediate area. Leave the building immediately. Inform the faculty, if present, and campus Public Safety at #3333.
...a tornado warning is issued	<b>Take cover immediately.</b> If in McLaurin: proceed to the basement/ ground level and remain there until advised otherwise. If in Rutledge: proceed to the inner hallway on your floor and keep well away from windows and doors. If you are unable to reach the hallway take cover under sturdy furniture or move to an inner room space away from windows.
... you spill/ discover a spill of <b>DANGEROUS MATERIALS</b>	<b>Open doors or windows to allow for maximum ventilation.</b> Warn others in the area that spillage of a corrosive or a flammable material has taken place. Use paper towels, rags or other appropriate material to clean up spill, disposing of these in the outside trash container. Inform a faculty member or the Dept. office (if at night, inform Public Safety at # 3333).
... someone sustains an injury	<b>1. Small injuries</b> – first-aid may be administered in the studio or in the clinic. <b>2. Serious injury</b> – <u>Daytime</u> : Report the incident to the faculty member in charge. Call Public Safety, telephone x-3333, and contact the Design office, #3686. <b>3. Nighttime</b> - Call Public Safety immediately, telephone # 3333
... <b>Bomb Threat</b>	Do not approach, disturb or touch the suspect item; report discovery of suspicious objects to Campus Police, x-3333. If you are informed of a bomb threat, <b>leave the area immediately.</b>
... Earthquake	<b>Seek refuge away from windows, shelves and heavy equipment, preferably a doorway or under desk or table.</b> Once the shaking stops, be aware of any structural damage around you. Evacuate the building if possible.
... Active Shooter	<b>Lock and barricade classroom doors, turn off lights; have everyone seek protective cover and lie down outside of fields of fire.</b> Avoid windows and open public places. Call campus police (x-3333) but do NOT pull fire alarm.
...Nuclear Accident	<i>Ummm...</i> <b>Stay indoors</b> until instructed otherwise by emergency personnel. Close windows, doors, turn off fans, air conditioners, heat pumps and forced-air heat. Go to the lowest enclosed level – ground floor or basement – you can get to.
... <b>Zombie Apocalypse</b>	Stockpile canned goods, gasoline, shotgun shells. Find a motorcycle helmet or hardhat and put it on. Limit travel to daylight hours, making use of open spaces and avoiding alleyways, cellars, or other confining, claustrophobic situations. <b>Avoid getting zombie blood, saliva or other secretions on you.</b>

#### 4. Assistance Resources

<b>Emergency telephone numbers:</b>	
Design Office – 343 MCL	323- <b>3686</b>
VPA Dean’s Office – 133 MCL	323- <b>2323</b>
Health Services – 114 CRAW (closes @ 3:00pm, M-R)	323- <b>2206</b>
Dean of Students	323- <b>4503</b>
Public Safety – Good Bldg	323- <b>333333</b>
Riverview Medical Clinic (Urgent Care) 1393 Celanese (across from Outback) <b>(1)</b>	<b>329-3103</b>
Doctor’s Care • 2174 Cherry Rd (near Bi-Lo) <b>(2)</b>	<b>325-8280</b>
Piedmont East Urgent Care 760 Addison (near Target) <b>(3)</b>	<b>329-1930</b>
Piedmont Hospital 222 S. Herlong <b>(4)</b>	<b>329-1234</b> or <b>800-578-4555</b>
York Co. Health Department (DHEC)	<b>909-7300</b>
Poison Control Hotline	<b>1-800-922-1117</b>

- if located on campus, phone numbers listed in **BOLD** are all that needs dialed in case of emergency... saves you time. If you're using your cell, you need to dial the whole thing, plus, maybe, the area code... why are you still reading? Get dialing...



**Locations of various off-campus assistance centers, relative to WU.**

## **5. Constituent Responsibilities**

It is the responsibility of the College of Visual and Performing Arts administration to provide, as far as is reasonably practical, safe working conditions for its students and employees. At the department level, each chair is responsible for ensuring that the 'local' (departmental) health, safety, and security policy is adhered to by the students and faculty. There are three main divisions of responsibility:

- A. Chair
- B. Faculty
- C. Students

### **A. Chair's Responsibility**

- Establish and facilitate the department health, safety and security policy.
- Ensure that both faculty and students are aware of their individual responsibilities regarding health, safety and security.
- Ensure that the health, safety and security policies are updated, as needed, and depending on acquisition of new resources, studio spaces, equipment, etc.
- Provide regular inspections of facilities, making note of conditions or situations that would be of concern to the health, safety, and security of faculty, students or others.
- Ensure that conditions identified in #4 (above) are reported to the appropriate university officers for action.
- Ensure that accident occurrence reports are submitted to the appropriate university officer for action.

### **B. Faculty Responsibility**

Faculty are responsible individually to the chair for specific aspects of health, safety and security. They are responsible for ensuring safe conditions for work within those areas of the department under their control (typically classrooms, offices, common areas, and especially any of these when the faculty member is present). The faculty must attempt to ensure the safety of all students under their supervision by:

- Informing students of their individual responsibility regarding health and safety within the department's individual studios and buildings.
- Performing routine inspections in the classrooms, particularly noting items or conditions that could affect the health, safety, and security of students; reporting these items to the Department Chair for action.
- Ensuring that all materials, equipment, and machinery purchases conform to recognized standards regarding the Health and Safety policy within the department.
- Reporting all accidents and/or incidents that could have resulted in a serious accident, to the chair. (See *Accident Report* format, Appendix A.)
- Train students in the safe use and maintenance of any machinery, tools, and equipment in the classroom.
- Assuring that students are instructed in the safe handling, storage and disposal of any hazardous materials that may be used in the classroom or studio environment.
- Ensuring that the appropriate protective clothing is worn by students involved in the use of machinery, equipment and chemicals, i.e. goggles, face visors, breathing masks, overalls, etc
- Maintaining the "no smoking" policy.
- Ensuring that he or she is fully aware of the Health and Safety regulations and the procedure for reporting and recording accidents. Also, the directions regarding the safe evacuation of students in an emergency location of fire extinguishers, exits and other safety measures;
- Informing the chair of hazardous conditions or situations
- Informing their students of the evacuation point to be used (from the studio concerned) and procedures to be followed in an emergency;
- Informing students of the nearest first-aid or medical equipment;

- Indicating the location of all fire extinguishers in the studio and/or the adjacent hallway.

Faculty who observe a student in violation of the policies established in this document are responsible to instruct that student to cease such action.

This information and instruction must be presented to each of the faculty's student groups at the beginning of each semester or at the induction of any new student group. Every new student joining a class must be given the safety information and instruction by the faculty concerned.

### **C. Student's Responsibility**

All students are required to ensure the safety of themselves or others by:

- Only using tools and equipment for which they have received training from the faculty or professional instructor, and using those tools in a safe, responsible manner that does not present a dangerous situation to others.
- Immediate and responsible action to unsafe circumstances, especially as described in the "Situation Response Chart" (Section 2); evacuating the buildings immediately if a "Fire Alarm" is sounded.
- "Being alert and aware" of the circumstances of their immediate environment at all times. This includes concern for one's own safety, as well as the perceived safety and security of their fellow students and of the environment they are in (classroom, hallway, or anywhere on campus). *Note item 5, below.*
- Adhering to particular rules for the various classrooms (see section 11 for specifics)
- Keeping personal tools and equipment in good repair;
- Adhering to the "no smoking" rule in studios and buildings;
- Not consuming, or bringing into the studios, workshops, or any building, any alcoholic beverage or controlled substance.
- Using the appropriate protective clothing when using machinery, i.e. goggles, head bands, overalls, etc. Also, to ensure that loose ties, belts, cuffs, jewelry and long hair are properly secured or tucked in

## **6. GENERAL AND PERSONAL SAFETY**

Both RUT and MCL are available for access 24/7; supposedly only for Fine Art and Design majors. But entry to the building is possible anyone from the surrounding environs – regardless of major or even whether or not they are a student – anyone can potentially gain access to the buildings and spaces. Daylight hours provide the best security, but often Fine Art or Design majors will work at night. In these isolated situations the student should be reminded to be vigilant, and aware of their surroundings, and pay special attention to any people who seem suspicious, uneasy, or out of place in the environment.

- **Trust your 'spidey-sense':** If something "feels wrong", something probably is wrong.
- You should never work alone. A minimum of 3 people is recommended to work in a studio/ classroom after 10:00pm.
- **Be aware** of your surroundings! Giving the appearance of not paying attention and not being alert is what offenders look for in a victim.
- Pay special attention to any people who seem suspicious, uneasy, or out of place in the environment. People unfamiliar with the environment are suspicious enough, but even familiar people – after hours – can get a bit strange.
- Always tell someone where you'll be and what time you are going to return; keep a cell phone handy with contact numbers in speed dial.
- Do not wear headphones while working at nights.

- If you find yourself in a situation with an assailant, don't be afraid to loudly call attention to what the assailant is doing. Yelling "Help!", "Get your hands off me", or "This man is bothering me" might be effective.
- Clogs, high heels, and tight skirts are hard to run and fight in. Capes, scarves, and long necklaces are easy to grab; having a logo or type-glyph emblazoned on your chest, in all likelihood, does not actually make you impervious to harm. Consider modifying your clothing.
- Avoid being on the street alone if you are upset or under the influence of drugs or alcohol.
- If you are being followed: cross the street, change directions, keep looking back so the person knows you can't be surprised. Enter a residence hall, library, etc. Look for a crowded area.

## **7. BUILDING EVACUATION PROCEDURES & PRACTICES**

In the event of a fire occurring, the following procedure is advised:

### **A. Those members of the faculty or staff who are on site should:**

1. **SOUND THE FIRE ALARM.** This may be done by activating the alarm buttons. Should the alarm not sound, try another call point or instruct the departmental office to inform all extensions in the building of the existence of fire and the need for evacuation.
2. **CALL PUBLIC SAFETY WITHOUT DELAY. Dial 3333** and give the location, size and type of fire.
3. **ENSURE THAT THE FIRE DEPARTMENT IS MET ON ARRIVAL AND GIVEN FULL INFORMATION.**

### **B. WHEN THE ALARM SOUNDS THE BUILDING MUST BE EVACUATED.**

1. Faculty in charge of classes must instruct their students to leave the building as soon as the alarm is heard.
2. Faculty should assume responsibility for supervising the evacuation. Should the alarm not sound, they should initiate the evacuation, notify other faculty to do the same, and notify the secretaries to inform all extensions in the building of the existence of fire and the need for evacuation.
3. Any electrical equipment should be turned off/ unplugged - only if time permits.
4. Doors and windows should be closed, if possible.
5. The evacuation should proceed quietly but quickly, making use of all available exits.

### **C. AFTER EVACUATION, STUDENTS, FACULTY AND STAFF MUST REPORT.**

Students should report to the faculty in charge of their class and staff should report to the person to whom they are normally responsible. The Fire Department should be informed if anyone is known to be missing.

### **D. DO NOT RE-ENTER THE BUILDING UNLESS GIVEN PERMISSION BY THE PUBLIC SAFETY OFFICERS.**

All staff are requested to familiarize themselves with the locations of the fire alarm call points and the emergency exits as well as the mode of operation and positions of the extinguishers.

## **8. HAZARDOUS MATERIALS (Haz-Mat)**

Safety Policy in relation to hazardous materials involves the utilization of procedures so that risk to health and safety is minimized at all stages of storage, distribution use and disposal.



Security arrangements for the storage of hazardous materials and limitations on the quantities stored, issued or purchased must be observed.

## **SAFE HANDLING OF CHEMICALS**

### **Storage**

Chemicals coming into contact with each other may cause violent reaction or evolution of toxic vapors. Storage should therefore be so arranged that different chemicals are kept physically separated.

### **Instructions**

Instructions and procedures for handling of chemicals must be absolutely clear and precise and must be provided on wall charts in each studio and workshop.

### **Containers and Materials**

All containers and materials should be clearly marked to indicate properties, hazards and proper handling methods. Any unmarked containers or materials should be reported so that appropriate action may be taken.

### **Exposure**

Students in courses in the Department of Design have a more limited exposure to chemicals than in traditional 'Fine Arts' classes. Nonetheless, many of the creative processes or materials carry with them chemical adjuncts or processes that could pose significant health risks to all students. A common sense approach to the use of chemicals is simply that: if you can smell it, then you're being exposed to it and it is having a physical or physiological effect on you. If you can't smell it, but others seem to be able to, then it's affecting your brain.

By itself, exposure to chemistry may not be avoidable: design markers typically use xylene as the vehicle medium; any media that does not clean up with water, will involve the use of some other, even more nasty chemical to clean the brushes or spills. Rubber cement and RC 'thinner' contains Heptane (anything with ingredients ending in "-ane" or "-ene" should be considered as potential causes of skin irritation, nausea, gastrointestinal complications, brain damage, birth defects). If exposure cannot be avoided, the potential effects of the chemistry can at least be mitigated by being sure the item is used only in large, open, well-ventilated spaces; open doors or, if possible, windows, make use of air movers (fans), and take occasional breaks from the environment in order to get fresh air.

If symptoms appear: take a break. If symptoms persist or worsen a few hours later, seek medical advice either from Crawford Hall, or from one of the medical treatment facilities indicated earlier in the manual.

## **9. FIRST AID**

The provision of first aid equipment is a necessity. Its purpose is twofold: in the case of serious injuries, to prevent deterioration in the patient's condition before seeing a doctor; and in the case of minor injuries, to prevent serious complications arising. Small injuries should not be ignored, especially cuts, as blood poisoning can result; worse, there's the very real possibility you will drip blood on your project, which would be an immediate downgrade for 'craft.' The best action is to get first aid for all injuries.

### **Eye Injuries**

Immediate treatment is essential for all eye injuries. Serious damage may be caused by an untrained person probing around in an endeavor to remove a foreign body.

If the exposure is chemical in nature, flush the eye with water for at least 5 minutes, cover the eye with a moist towel, and then get thee to a medical center.

In the case of foreign matter ('shrapnel') becoming embedded in the eye, or any other type of eye injury which cannot be given first aid treatment, the eye should be covered and – again - get thee to a medical center.

In either case, if medical attention is sought, have a roommate, classmate, or someone else drive you to the facility.

## **10. ACCIDENT PREVENTION**

It is the responsibility of the Department of Design to provide safe working conditions for its students and employees. The best way to respond to an accident is to prevent it from happening in the first place (which... technically isn't a 'response', but just go with me here). Faculty, staff and the student body should report any potentially dangerous situation as soon as it becomes apparent. Any hazard noted should be reported to the Design Office or to the chair immediately. Prevention also involves safety education. In addition to training programs, each faculty member, whether full-time or part-time, must provide information and instruction to students regarding accident prevention, dangers associated with specific equipment used in a class, and treatment procedures.

Safety information and instruction must be presented by the faculty to their student groups at the beginning of each semester or at the induction of any new individual group of students.

Faculty and students should ensure the general tidiness, cleanliness and housekeeping of the working environment, and the maintenance of equipment. Faculty must ensure that only authorized and/or adequately trained individuals be allowed to use or operate dangerous machines and equipment.

- If chemical splashing or burning of the person occurs, the affected part must be treated immediately with large quantities of cold water. Proper medical treatment must be sought after giving this emergency care.
- All splashes and spills must be cleaned up immediately; this is best done by means of washing away with running water, blotting with an excessive number of paper towels, or using cleaning equipment (chemicals and towels, water, or brooms and dust pans).
- Appropriate protective equipment and storage/disposal facilities must be provided for items that are a required part of a classroom experience. Where there is the risk of eye injury, goggles or glasses should be worn.
- Containers should not be used for anything other than their original contents. But if container re-use is unavoidable, such containers should always be clearly re-labeled to reflect the accurate contents.

## **11. SAFETY INSPECTION**

Regular inspections of the Department of Design, its departmental plant, equipment and amenities will be carried out by the Department Chair and/or by faculty using the space(s).

### **Scope**

In assessing facilities, the faculty should be aware of, and note any areas of concern, toward the following:

- Electrical fixtures (incl. wall sockets, lighting)
- Machinery – Access and Guards
- Ventilation equipment (incl. windows, vent grilles)
- Access to fire doors and exits

- Hallway and aisleway obstructions
- First Aid Boxes (location and supply stock)
- General organization and tidiness of studio
- Hand tools and equipment safety
- Flooring
- General noticeable hazards
- Hazard warning notices

## **12. ACCIDENTS**

- A. In this Policy Statement, 'accidents' are defined as incidents that have caused or might reasonably be expected to have caused injury to persons and/or damage to property.
- B. The departmental procedure for reporting accidents must be adhered to, ensuring that the relevant information about accidents, especially those involving personal injury, is recorded for insurance and record purposes.
- C. Following the occurrence of an accident, apart from immediate attention to an injured person or persons and necessary safety precautions to assure the safety of others, care should be taken to seal off the area without clearing up, alteration, or removal of equipment or materials until inspection has been carried out by public safety officers.
- D. The area should only be reinstated to its normal working condition after obtaining specific approval from the chair or public safety officer.
- E. Any accident to a member of the faculty, staff or student must be reported immediately to the department office or to the chair. In the event that neither are available, the accident must be reported to public safety.
- F. An accident form must be completed by the faculty in charge of the area in which the accident occurred. These are available from the department office. The completed form must be submitted to the chair. Faculty should also report "near miss" accident situations to the chair, as these presuppose a dangerous situation exists. See Appendix A.

## **13. Specific DEPARTMENTAL STUDIO POLICIES**

### **A. Access to Rutledge & McLaurin Buildings**

During the official semester dates (first day of class to the last day of class), design majors have 24-hour access, seven days each week, to most Rutledge building facilities. Student access to the facilities outside of the regular official semester dates is a special privilege and requires the permission of the chair of the department. No access is permitted during official office closures, breaks, or at a time when design courses are not being offered.

As the university's student insurance does not cover the period between the official semester dates, any student wishing to secure the chair's approval to continue their art projects during the vacation periods must agree to the conditions described on the vacation access form. (See Appendix C.)

The names of students requesting permission from the chair to access Rutledge will be forwarded to Public Safety. Any student that has not signed the vacation access form and received permission from the chair will be told by Public Safety officers to leave the building.

### **B. General; policies, all studios, classrooms and spaces**

- No spray-mount, spray paint, or other aerosol media is permitted within the buildings, classrooms, or studios
- No painting, drawing, or physical modification of any part of the studio, interior or exterior (includes walls, doorways, ceilings, etc.).
- No screws or nails in walls, ceilings, etc. Nothing may be hung from or bound to overhead pipes in classrooms, studios or hallways, or from window ledges.
- Alteration of electrical, telephone, or computer network equipment or fixtures in classrooms or studios is not permitted.
- Tampering with or otherwise modifying the entrance door and lock mechanism is prohibited.
- No items are to be stored in the hallways (outside classroom or studio doors). Items found outside of studios will be disposed of by custodial staff. This includes bicycles, skateboards, furniture, student projects.

**C. Interior Design Classrooms/ CAD labs (RUT 221, 222)**

- Labs shall be used only during supervised and posted hours.
- Food and drink are prohibited.
- Students are NOT to change/alter/add to or otherwise tamper with ANY computing equipment, scanners, peripherals, or electronic equipment. Do not turn off the power strips.
- DO NOT SAVE ANY work on the computer's local hard drives. They are cleaned routinely. Student work can be safely saved to the "Z" storage space. Students are encouraged to archive their work in more than one location, whether using Department computers or their own hardware.
- Students may have access to INDS/ CAD labs for various courses in the program. However, access 24/7 to these facilities is not permitted until the student has passed INDS 300 and is enrolled in INDS 325.
- Students are expected to follow all instructions given by the faculty regarding use of the CAD labs, or that may be posted in the labs, when utilizing the computer facilities.
- Failure to follow any of the above guidelines will result in the revocation of all future privileges for use of the computer labs.
- Only Interior Design majors, or students enrolled in a course which is assigned to meet in these classrooms, are permitted in these rooms; friends, roommates, significant others, etc. are not permitted into the rooms.

**D. Rutledge Visual Resource Center (RVRC) (RUT 206, 207a,b, 208)**

- Food and drink are prohibited anywhere in the lab environment; this includes travel mugs, water bottles...
- Students shall not change/alter/add to or otherwise tamper with any program or portions of programs at any time. Electronic and computing equipment shall not be moved, network cables not unplugged or re-positioned, mice and keyboard orientation not changed. I cannot emphasize this enough...
- Do not save any work on the computer's local hard drives. They are cleaned routinely. Student work can be safely saved to the "Turnstile" server. Students are encouraged to archive their work in more than one location, whether using Department computers or their own hardware.
- Do not turn off the power strips.

- Students are expected to follow all instructions given by the lab monitors, or that may be posted in the labs, when utilizing the computer facilities.
- **All printouts made, whether from a printing device or photocopier, must be accounted for via RVRC “copy cards.”** This includes mis-prints and error prints, and does not consider the intended use of any printout. Copy cards are available from the RVRC supervisor and from the Department of Design office (343 McLaurin), and are distributed by instructors in classes.

#### **E. Undergraduate Student Studios (MCL324-330)**

*The provision of student studios by the Department is a distinctive, attractive advantage of Winthrop University. Use of such a space is privileged, neither obligatory nor assumed, and can provide an important environment supporting and encouraging student creativity and achievement. As such, the use of these studios by selected undergraduate students is subject to certain procedures, limitations and oversight. Failure to adhere to or abide by these policies will result in a loss or denial of studio occupancy, and may encumber additional penalties as well.*

- All undergraduate studio in MCL are “shared” spaces; use of the spaces, and any advantages or penalties invoked, are borne equally by all studio occupants regardless of “fault.”
- A studio “deposit” of \$40 is required of each studio occupant. “Squatting” is not permitted, and studio occupants allowing access or use of their studio to anyone who has not paid the deposit risks loss of studio privileges for all users of the room.
- This deposit is refundable, pending passage of an “Exit Inspection” and return of the studio key to the design office at the conclusion of the term of occupancy. Any damage or alteration to the interior or exterior of the studio will be deducted from the “studio deposit.” All refunded deposits are based on furnishment of the original receipt showing studio deposit. All refunds must be resolved by the end of the occupancy period (May 10th).
- Contents (including furniture) of the studio at the time of occupancy may not be removed or replaced. All items the student brings to the studio should be removed prior to the “Exit Inspection”. Any items left in the room after May 11th will be disposed of without regard to intention, and may result in a loss of studio deposit. Summer occupancy/ use of studios over the Summer term is not permitted.
- Period of occupancy runs from the time the space is awarded (in Fall semester) until May 10th of that same academic year. Terms of occupancy include that students: – must be a formally declared VCOM-GD or Illustration major through the period of occupancy. – must have passed VCOM 300/Specialization Review in their program of study. – maintains enrollment as a full-time student during the period of occupancy.
- Department faculty and staff have the right of entry to any studio at any time they feel it is necessary to do so.
- studio occupants must otherwise abide by all rules and regulations issued by Winthrop regarding space use, including limitations on smoking, alcohol, noise, pets, cooking, etc. (see *WU Student Handbook*, pg. 24)
- studios are not to be used for the establishment, shelter, or commission of any independent enterprise, commercial or criminal.
- neither Winthrop University nor the Dept. of Design assumes any responsibility for the personal property of studio occupants; any appliances, electronics are to be placed at the sole risk to the occupant. This includes threats of fire, flood

(or other elemental hazard), theft, vandalism, voltage surge, negligence, etc. Occupants are encouraged to consider purchasing a separate "renter's insurance" rider.

- any damage or malfunction within the studio should be immediately reported to the DoD office.
- occupants must further abide by the terms and regulations set forth in the *WU Student Handbook* regarding conduct and behavior, use of space, appropriate use of technology, and so on.

### **Other Powered Machines**

There are principles which should be applied to all powered machines to prevent injury.

- (a) Adequate training in the operation of each machine is essential.
- (b) The machine should be set up correctly and all nuts, bolts, and clamps necessary to the safe operation should be secured.
- (c) Guards should always be used and correctly adjusted. Always report any defect in this respect. Never use the machine unless the guards are correctly positioned.
- (d) No loose or flapping clothing, finger rings or gloves should be worn when using a machine.
- (e) Never interfere with or distract another person who is operating a machine.
- (f) Never attempt to clean, adjust, oil or repair a machine unless you have been clearly instructed and authorized to do so.
- (g) When attending to the machine make sure it is switched off and that no one can turn it on while you are working on it.
- (h) Never try to stop moving machinery with your hands or body.
- (i) Keep the floor around the machine clear of scrap, shavings and metal chips.
- (j) Do not run into or around the studio workshops.

### **Non-Powered Machines**

This term applies to machines that are powered by the operator. These machines can be much more dangerous than powered machines as many people have the mistaken idea that the machine is more under the control of the operator and therefore accidents are less likely to occur.

- (a) If work can be done more safely by a mechanically powered machine this option should be considered.
- (b) When blanking or shearing tools are set in hand presses effective fixed guarding should be provided.
- (c) All guards must be in position whenever the machine is being worked.

### **D. ELECTRICITY**

All electrical apparatus should be properly constructed, installed and maintained.

#### **Temporary Wiring**

Many times a "temporary" situation is allowed to continue so that it becomes eventually a permanent condition. Temporary wiring should only be allowed to exist where repair action is already in hand, to secure the position by conduit or similar protection.

### **Defects in Installation and Apparatus**

Nobody should interfere with, tamper with, or attempt to repair any electrical equipment unless he is an electrician and is authorized to do so. Everyone should make a practice of reporting immediately any defects in an installation or apparatus which may come to his notice. Cracking or perishing of the cable insulation, loose joints in conduits, damaged fuse box and switch covers, damaged plugs or loose pins, faulty sockets and detached earth/ground wires are instances of some of the more common defects.

### **Portable Electric Tools**

Anyone who uses a portable electrical tool when he knows it is not properly earthed [grounded?] is breaking the law. All voltage, including mains voltage, is potentially dangerous. Mains voltage causes paralysis of the muscles which means that if a person is holding a live conductor, he cannot release it. For this reason, if there is ever cause to believe that a person is receiving an electric shock attempts should never be made to drag that person away with the bare hands. The electrical supply should be switched off immediately if the main supply switch is nearby. If not, and as time is precious, a piece of material (like overalls) should be thrown around the victim to pull him away, or he should be pushed away from the live conduct with a poor conducting material like a length of wood. Accidents involving portable electric tools arise commonly from damage to or deterioration of the insulation of the cable and from faults in the plug or the socket. If such conditions become apparent they should be reported immediately. The way in which these tools are stored has a great bearing on the wear incurred by the parts. The frequent and regular testing of portable electric tools for each continuity by means of a suitable instrument is recommended.

### **Sockets**

The wiring of sockets in the studio and workshops should be the province of a skilled electrician. Whenever a socket is encountered where the cable moves freely at its entry point into the socket or where the individual conductors are visible outside this entry point, it is almost certain that the socket is reaching a dangerous condition and requires attention.

**APPENDIX A: Accident Occurrence Report**

**WINTHROP UNIVERSITY PROPERTY LOSS/INCIDENT REPORT**

Date of Loss: \_\_\_\_\_ Department: \_\_\_\_\_

Loss Location (provide complete address if off-campus): \_\_\_\_\_

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Who was notified: Police: \_\_\_\_\_ Public Safety: \_\_\_\_\_

Was the Loss Related to Construction \_\_\_\_\_ Contract Work: \_\_\_\_\_

If so, please provide Name of Project and Job Number: \_\_\_\_\_

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Was this a Special Event if so please list: \_\_\_\_\_

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Description of Loss/Incident, Extent of Damage, and Action Taken/Status of Repairs:  
(Attach all supporting statements such as official reports, photographs if available or other information for this report)

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**INJURY INFORMATION:**

Type and Extent of Injury Known: \_\_\_\_\_

Name of Injured Party: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name and Address of Attorney: \_\_\_\_\_

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**APPENDIX A.2: Accident Occurrence Report**

**If A Third Party Is Responsible:**

Name of Person Responsible for Loss: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
If the responsible party is a Student, please check here: \_\_\_\_\_

**If Property Was Leased/Borrowed:**

Owner/Lessor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Department : \_\_\_\_\_

**WITNESSES:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

REPORTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**If A Third Party Is Responsible:**

Name of Person Responsible for Loss: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

If the responsible party is a Student, please check here: \_\_\_\_\_

**If Property Was Leased/Borrowed:**

Owner/Lessor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Department : \_\_\_\_\_

**WITNESSES:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

REPORTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_