

SECTION 3
**RULES FOR USE OF
TECHNICAL FACILITIES AND EQUIPMENT**

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Within the Internal Responsibility Framework laid out in Section Two, students, staff and faculty share responsibility for workplace safety. The first and most fundamental responsibility is to be awake, alert, and aware of the dangers to self and others when working with technical facilities and equipment.

3.1 STUDIO RULES

FIRE SAFETY

1. No smoking anywhere in the building.
2. One portable partition per person on the studio floor. No curtains or solid partitions under the mezzanine which interfere with the passage of light and movement of air. No permanent partitions or locked enclosures.
3. The fire lanes in the studio must be kept completely clear at all times. Pay attention to alarms. Be aware of evacuation procedure.
4. Don't obstruct the sprinkler heads and don't prop open the fire doors.
5. No soldering irons, torches, or heating elements in the studio. Power tools may not be used in the studio.
6. Bicycles must be left outside the building.

WORK SAFETY

7. To avoid repetitive strain injury, be aware of your ergonomic position and supports. When working late, take breaks for food and exercise to remain alert.
8. Beware of thieves visiting the building; keep your locker locked and don't leave valuables unattended.
9. Aerosol sprays may be used in the attic spray room only, not in the studio or the stairwell. In the event the spray room is out of order, all spraying is to be done outside, protecting the asphalt from overspray.
10. Sharps (exacto blades, broken glass, etc.) must be disposed in designated container and never put into general trash collection.
11. All accidents which result in injury must be reported to the Dean's Office using *Form 4F: Accident Report*, and if urgent by phone to the Director of Environmental Health and Safety.

RESPECT AND CONSIDERATION FOR OTHERS

12. If you make a mess, clean it up, eh?
13. No plaster, cement, and concrete may be mixed in the studio. Use the Construction Lab downstairs.
14. The Green Room (HD4) is used regularly as a classroom, so projects and materials may not be left there.
15. If you listen to music, use earphones to avoid disturbing others.
16. Keep food items in a sealed container to discourage furry predators.
17. Alcohol is not permitted in the building, except at special events with a liquor permit.

EXHIBITION ROOM

18. Use Fall Protection procedure when working at heights over 3 meters.
19. The large partitions may not be turned on their side.

3.2 MODEL|WOOD SHOP RULES

ACCESS

1. Only the wood shop supervisor may operate machinery while being alone in the shop. Wood shop assistants, faculty members, students and visitors may not operate machinery while alone in the shop.
2. Only persons who have completed the shop orientation may use the shop. This applies to students, faculty, and staff. No exceptions.
3. No more than 10 people (including supervisors) may be in the shop at any time. "Supervisors" refers to: (1) Model Shop Technician Regan Southcott, or (2) student shop assistants during posted hours.
4. Minor machines (band saw, drill press, sander) cannot be used unless a supervisor is present in the shop.
5. Major machines (thickness planer, table saw, jointer, radial arm saw) may not be used without approval each and every time from Regan. They may not be used after he leaves.
6. Closed-toe shoes are required at all times. Long hair must be tied back. No dangling jewelry.

OPERATION OF MACHINERY

7. If you do not know the proper use of a tool or machine, ask Regan for instruction.
8. Turn on the dust collector just before using a machine, and turn it off immediately after.
9. Wear eye protection at all times.
10. Use a push stick when working close to blades.
11. Do not leave a machine running unattended.
12. Do not rush.
13. Do not talk while using a machine, or talk to a person using a machine.
14. Recycled materials may not be used without approval from Regan.
15. Return all blades and guards to their safe operating position.
16. Clean up wood scraps and sawdust from the machine and the floor.
17. If you notice something that needs repair, report it immediately to Regan or in writing if he is not present.

AFTER HOURS

18. The shop is open in the evening only during peak periods in the term.
19. Only minor machines and hand tools can be used after Regan has gone for the day.
20. Student shop assistants are scheduled to facilitate longer access hours to the shop. They are not responsible for making judgment decisions on using equipment nor for teaching users proper procedures.
21. All machines must be turned off if the assistant is not present.
22. A shop assistant cannot permit access to the shop outside the scheduled hours.

CNC MACHINERY

23. When the CNC machine is in operation, everyone in the wood shop must wear hearing protection.
24. Wood shop assistants are not responsible for any supervision or assistance in the use of the CNC machine. Users of the CNC should consult with ABL Technician Emanuel Jannasch or the CNC student assistant regarding protocols and safety requirements.

3.3 RULES RELATING TO DESIGN-BUILD ACTIVITIES

ORIENTATION

Persons who have not completed the design-build orientation may not participate in design-build activities. This includes faculty, sessional instructors, consultants and students.

SUPERVISOR RESPONSIBILITIES

Every design-build project shall have a designated Worksite Supervisor, who is capable of ensuring a safe job site. Designation as Worksite Supervisor requires approval of the Faculty Safety Coordinator and/or Model Shop Technician. The Worksite Supervisor must be present throughout the design-build activity.

S/he is responsible for:

1. Ensuring that persons are appropriately trained before authorizing them to carry out work.
2. Keeping a record of people trained to safely operate dangerous equipment.
3. Supervising all work and ensuring that no untrained person operates dangerous equipment or carries out dangerous operations.
4. Ensuring that all students use required personal protective equipment.
5. Maintaining all equipment in a safe working condition with protective devices in good operating order.
6. Conducting a daily check on power tools.
7. Ensuring that appropriate first aid is available.
8. Promptly reporting accidents or incidents to the Office of Environmental Health and Safety and copying the Dean's Office.

STUDENT RESPONSIBILITIES

1. You may only undertake dangerous activities when authorized by the Worksite Supervisor. While carrying out such tasks, you shall follow the direction of the Supervisor, observe safety rules, and never work alone at the job site.
2. Personal protective equipment (closed-toe shoes, safety goggles, etc.) must be worn at all times while working with tools. Do not wear gloves, loose-fitting clothing, baggy sleeves, or dangling jewelry that could become entangled in machinery.
3. Do not use any power tool until you have been trained in safe operation techniques by the Supervisor. Ask the Supervisor if you do not know the proper use of a tool or piece of equipment.
4. Do not rush. Do not talk when using power tools.
5. Do not cut recycled materials without approval from the Supervisor.
6. Return all blades and guards to their safe operating position. Disconnect power before making adjustments to power tools. Do not service energized equipment.
7. Keep work site clean and tidy. When not in use, store tools, equipment, and supplies properly. Clean up after you complete your work.
8. Do not cut material that contains nails, screws, knots, or other imperfections.
9. If you notice something that needs repair, report it immediately to the Worksite Supervisor.

ACCIDENTS AND INCIDENTS

Accidents which result in personal injury and incidents in which any person might have been injured must be reported to the Director of Environmental Health and Safety by phone if the matter is urgent or, if not urgent, using the Accident Report Form.