

**BASIC RULES FOR ALL GRAPHIC AND INTERACTION
DESIGN STUDIOS
IN LANIGAN AND TYLER HALL**

1. I will report accidents and injuries immediately. If it is an emergency I will call 911. During class or regular business hours (8-4:30) I will notify my instructor/supervisor or the graphic design office in 32 Lanigan or the art department office in 233 Tyler Hall, or call 315-312-2111 if the accident/injury is minor. If it is after hours or on the weekend I will notify the lab attendant and campus police at 315-312-5555.
2. I will only use approved materials on art/design projects. All paints, sealants, adhesives and other art materials will be supplied by or approved by my instructor or qualified technical staff. I will not use solvents and aerosol spray cans IN OR AROUND THE BUILDING as they are not permitted because they create a health hazard for myself and others. If I need to use these materials, I will see my instructor to gain access to the spray booth in Tyler Hall, which has the proper systems to use these materials responsibly.
3. I will never work alone as I recognize that accidents and criminal incidents are more likely to happen when working alone. I will use the buddy system to be safe.
4. I will never work with potentially dangerous equipment, tools or materials when I am tired, stressed, in a hurry, or impaired as I recognize that accidents are much more likely to happen at these times.
5. When using tools, moving heavy objects, or using chemicals, I will always wear closed-toe shoes (no sandals or crocs) in the work room (Lanigan 33, Tyler 202C and Tyler 228).
6. I recognize that proper eye protection is essential. I will use safety glasses or goggles when working with chemicals, solvents in the Tyler Hall spray booth or when working with or cleaning, hand, and power tools. I will ask my instructor or qualified technical staff about appropriate protection.

7. When using the paper cutter or laminator, I will remove any long necklaces, bracelets, and loose clothing or anything loose that might get caught in the machinery. I will also secure any long hair that can be shaken loose. If I am unable or unwilling to secure or remove loose clothing, jewelry, or hair, I recognize I will be excluded from activities that require this.
8. When using a blade, such as a boxcutter, X-acto knife, utility knife, matte knife or carving tool, I will always point the blade's cutting edge away from my body and hands. I will think about what will happen should the blade slip and be mindful to keep my hand or body out of the path of the cutting edge. I will also be mindful of using sharp blades, as dull blades are more unpredictable. When replacing blades, I will be careful how I handle the blade and will be sure to place dull blades in the proper disposal container located near the tool cupboard in Lanigan 33 or Tyler 202C.
9. I recognize that dust, chemicals, and fumes are dangerous. When using printers, markers, painting/drawing materials or when cutting paper/board, I will always work in a well-ventilated areas to minimize contamination. I will ask my instructor or qualified technical staff if there is a need for appropriate personal protective equipment (PPE). They can answer any questions I may have about proper protection or monitoring services.
10. I will not operate any tool or piece of equipment that my instructor or qualified technical staff have not thoroughly trained me in. If after training, I am still unsure about the safe operation of a tool or any aspect of a procedure - I ask for more help from my instructor or qualified technical staff.
11. I will always clean up after myself. I will wipe down my work area and sweep the floor. I will always leave 5-15 minutes for cleanup, depending on the task.
12. I recognize that print toner cartridges, inks, and dyes are considered hazardous debris. Only studio workers and faculty are allowed to handle

these materials when they need to be replaced. I will not interfere with hazardous debris awaiting proper disposal.

13. I recognize that no dyes or paints should ever go down the drain. I am aware that all waste liquids, like leftover paints or inks, must be collected and disposed of through SUNY Oswego's hazardous waste disposal procedures. I ask for more help from my instructor or qualified technical staff about proper disposal. This includes my checking on how to dispose of any rags and paper towels that are contaminated.
14. I will never hang art projects on building sprinkler pipes or electrical tracks. I will always use an appropriate size/type ladder for hanging projects and will never stand on stools or chairs, especially chairs that have wheels.
15. I recognize that food or drinks are not allowed in the digital studios (Lanigan 34 Lab Side, Lanigan 36, and Tyler 217). I understand that food and beverages are permitted in Lanigan 33, Lanigan 34 lecture side, Lanigan 35, and Tyler 228. I will be sure to clean up after myself if I bring any food or beverages into those spaces.
16. I understand that I may use the refrigerator, microwave, and sink in Lanigan 33. I will be sure that any food is placed in containers/bags with my name and date on it. I also understand that any unlabeled food will be thrown away. I will be sure to clean up after myself — including doing the dishes, putting them away, and cleaning the sink and microwave after using it.
17. I will protect my eyes by looking away briefly from the screen to focus on something in the distance at least once every 20 minutes. I will also not work in the complete dark, as that also causes eye injuries.
18. I will take the time to adjust my workstation so that it is as ergonomic as possible to reduce stress on my body. I know that laptops are not designed to be used for long periods of time and will, instead, take advantage of the more flexible work stations in the lab. This includes repositioning the chair, monitor and keyboard. Ideally this means my elbows can rest comfortably at 90 degrees while using the keyboard,

that the tops of my legs are parallel to the ground, and that the top of the screen is eye level and adjusted at an angle to reduce glare.

19. I will stand up and/or move around for a minute or two every 30-60 minutes when working on a computer.

I have read and understand the Graphic & Interaction Safety Rules. I understand practices with hand and power tools and chemicals and materials can be dangerous and can pose a serious risk of injury. I understand that these rules have been established as a guideline to ensure the safety of all who use the Art Department's Graphic and Interaction Design Facilities. Failure to complete all required safety training and follow these rules or subsequent instructions by instructors or staff will result in the loss of some or all studio privileges.

Signature _____ Date _____