

**SAFETY & SECURITY POLICY**  
Adopted May 9, 2005

**POLICY SAFETY & SECURITY**

OVERVIEW: This policy outlines the general safety and security requirements and procedures for the daily operations of all aspects of the Art Center's activities.

- This policy should be annually reviewed and revised as needed by all the Committee Chairs, then presented to the Board of Directors for approval.
  - This policy is included in the Orientation package for all new board members and instructors. The attached form shall be signed to acknowledge policy contents.
  - Any condition posing a potential safety or security problem should be reported immediately to the Facilities Chair.
    - The Facilities Chair will maintain a log of safety and security items, and address the each problem as needed.
    - In the event that item resolution costs exceed \$100, The Facilities Chair will present an estimated budget to the Board of Directors for approval.
    - The Facilities Chair will report safety and security status to the Board of Directors.
- 1) Fire Safety:
- a) Exit doors are to remain unlocked during hours of operation.
  - b) Fire extinguishers shall be clearly accessible and properly maintained
  - c) Combustible materials shall be stored appropriately:
    - Paints, solvents are to be stored in the Solvent Locker
    - Avoid storing combustibles within 24" of source of ignition.
- 2) Hazardous Operations (Use the "buddy system": never attempt potentially hazardous operations alone.)
- a) Ladders
    - i) Use common sense when using a ladder.
    - ii) Follow ladder's guidelines and maximum weight ratings (posted on ladder).
    - iii) Never stand on ladder's top rung or highest platform of ladder.
    - iv) Always have an additional person(s) secure ladder during use.
    - v) Always stand firmly on rungs and keep one hand placed on ladder.
    - vi) Do not lean or cause ladder to tilt or tip.

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b) Lifting

An object may not look heavy or awkward but, after you have held it for a short time, you may find it is increasingly difficult to hold. Awkward objects may not be heavy, but may cause you to twist or turn inappropriately. You are better off not moving an object than moving it without proper assistance. Not only can you hurt yourself, you may also damage the object.

- i) Plan before you start. Be prepared. When you move an object, know where it is going and have that area prepared. Also have the path between where you are and where you are going clear of obstructions. Check the object. Is it secure and stable, or are there sections which may detach or loosen as you carry it? Can you grip it securely? Are there sharp edges? Is it top-heavy?
- ii) Seek assistance. Never lift or move anything weighing over 30 pounds by yourself.
- iii) Use appropriate equipment for lifting and moving (protective gloves, dollies)
- iv) Hold item close to body, using your legs to lift rather than your back.

3) Hazardous Materials

Chemicals, paints, solvents, spackling paste and cleaning supplies are dangerous on several levels. They may be carcinogenic or mutagenic, flammable or poisonous. Carefully read all container labeling concerning specific regulations that define handling hazards and correct storage and handling. Use appropriate Personal Protective Equipment (PPE) as needed.

**The do's and don'ts of using chemicals**

In order to avoid problems with chemicals, the following commonsense rules should be observed.

- Become familiar with the chemicals you use and find out the potential dangers.
- Don't use a chemical unless you have checked the health and safety data relating to it.
- There are rules for the storage and disposal of chemicals. Some of these are legal requirements. Ensure that you are familiar with these rules and that you can abide by them.
- Proper labeling is critical. Make sure that all chemicals are properly labeled and that the label is as informative as possible.
- Never pour chemicals into containers that can be mistaken for food or drink containers.
- Make sure you understand the particular hazards of the chemicals you are using. For example, if you are using solvents, ensure you are working in a well-ventilated area with an exhaust fan unit, if necessary. You may also need to use a respirator.
- Food and chemicals should never be near each other. If you have been using chemicals, always wash your hands before eating.
- If you are having an area sprayed for pests, check the health and safety data on the chemical. If necessary, clear the area of people while the spraying is done, and for the appropriate time afterwards.
- Display a notice or notices prominently warning the public and staff of any work being carried out that may present a danger or hazard.

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a) Personal Protective Equipment (PPE)

1. **Dust masks** (Provided by the Art Center) – **Respirators** (Provide your own)

There are many substances that can threaten health through inhalation. Such threats may be short or long term and can result in mild aggravation to, for example, the respiratory tracts or be life threatening.

Use a dust mask when exposure to airborne substances (dust and particulates) is expected.

If you have experienced sensitivities to certain chemicals, or are anticipating exposure to dangerous solvents, use of an appropriate respirator is recommended. These can be purchased at the local hardware store. Some respirators come with filters specific for different kinds of solvents.

2. **Protective Gloves** (Provided by the Art Center)

Use the latex gloves provided for painting, glazing, and cleaning operations.

3. **Eye protection**

There are many ways in which eyesight can be damaged. Splintering glass, dust, sprays, solvents and mold spores can all enter the eyes and cause damage. In cases where there is likely to be material which could enter the eyes, safety glasses should be worn.

4. **Protective footwear**

In some instances, problems can be caused by inappropriate footwear. Injuries can be caused by slipping, by dropping heavy or sharp objects, by corrosive chemicals or hot water, or by stepping on sharp objects.

Where possible, footwear should be solid, closed at the toe, and cover the whole foot; and if you are working with electrical tools, have non-conductive soles.