

California College of the Arts
Printmedia Program
HEALTH, SAFETY, AND WELLNESS HANDBOOK
Academic Year 2019-2020

STUDIO HOURS

8am-12am for the first 3 weeks of classes

8am-4am for the next 10 weeks of the semester

24 hours for the last 3 weeks of the semester

STUDIO MANAGER

Kate Goyette: kate@cca.edu, office phone: 510-594-3619

PRINTMEDIA CHAIR

Michelle Murillo: mmurillo@cca.edu

HEALTH & SAFETY IN THE PRINT STUDIOS

SKIN CONTACT - GLOVES & CLOTHING

Printmaking requires the use of hazardous materials that are harmful to your health if improperly utilized. Students must wear thick, green nitrile gloves while handling hazardous materials including solvents, acids, strong cleaners, or other chemistry.

For your safety, the studio provides shared community nitrile gloves and each student is strongly encouraged to purchase a pair of their own thick green nitrile gloves. Printmaking students can purchase thick green nitrile gloves from their faculty member or studio manager for \$5 a pair.

NOSE & MOUTH

Some printmaking processes require the use of hazardous materials that emit toxic fumes; through extended exposure these hazardous materials can greatly harm your health. Repeated exposure to fumes and particulates greatly increases the chance of permanent chemical and material sensitivities, rendering you unable to use or be in the proximity to these items.

In order to avoid harmful long term and permanent effects, the CCA Print Studio policy requires students to use the vent hood and/or to wear a respirator when handling noxious hazardous materials. Proper ventilation is a requirement when working in the studio to protect your own individual health and to protect the health of other students, faculty, and staff.

Consult with your faculty member or studio manager for recommendations if you are unsure when you should wear a respirator or what respirator you should purchase. Respirators should be kept in an airtight container and replenished with clean filters regularly.

In order to protect your lungs from dust particulates such as rosin powder, it is required that students wear a dust mask; the studio provides dust masks located in the acid room to wear when using the rosin box. Please make sure no one else is in the immediate area surrounding the rosin box or that others working nearby while the rosin box is in use are also wearing dust masks. Please keep and re-use your dust mask.

To minimize exposure to hazardous materials the studio has provided vegetable oil and Windex to clean and degrease studio tools such as rollers, ink knives, plates/blocks, and inking slabs. Always clean up after yourself when done working in the print studio, including the tools you used, surfaces you've worked on, and press beds and handles.

Sometimes solvents (i.e. denatured alcohol, mineral spirits) are needed to clean certain materials. Students must wear thick green nitrile gloves when doing so and must strive to use the minimum amount of the required solvent. When possible, please move to the vent booth to clean items such as plates, knives, and rollers. If you are unable to move to the vent booth, then please open a window and/or door - remember to close the window or door when finished to keep the studios secure.

Always turn on the ventilation in the print studio that you are working in when using noxious materials. NEVER deeply breathe in hazardous materials including solvents, grounds, stencil remover, rosin powder, or other similar substances. Please be aware of how close your face is to these and other hazardous materials when using them and please use the minimal amount of hazardous materials necessary.

EYES

Students must wear protective glasses to shield their eyes from caustic or irritating materials that can potentially splash back into your face.

There are two eyewash stations located in the Print Studios for use in an emergency: one is located in the Blattner Print Studio/Martinez 2 in the acid room and the other is located in the Letterpress Studio/F103 at the sink in the front of the studio. If you are working in the Screen Studio/F104 & 104A, use the sink in the classroom to flush your eyes.

In all medical emergencies, **immediately dial 911 and then contact Oakland Public Safety Patrol at 510-385-1821.**

EARS

Constant exposure to excessive noise can cause hearing loss. Ear protection is REQUIRED when using the power washer or hose in both screen washout booths. Earmuffs and foam earplugs are located next to the doorway that leads to the washout room. Please keep the door to the darkroom/washout room closed to keep the hearing of others on the ground floor of Founders intact.

LEAD EXPOSURE

The Book Arts & Letterpress Studio (F103) houses lots of beautiful lead type. However, lead dust can cause serious harm when ingested or inhaled. Lead is not readily absorbed through the skin, but lead dust transferred to hands, skin, or clothing can easily be transferred to the mouth by eating or drinking. For your safety - eating, drinking and gum chewing are not allowed in the Letterpress Studio. Avoid applying lip balm or gloss as well or any action where you may move lead dust from your hand to your mouth, eyes, or nose. Students must thoroughly wash their hands after handling type, and may wish to use a barrier cream. A bench is located right outside the Book Arts & Letterpress Studio as an alternative place to take a snack break.

CLOTHING REQUIREMENTS

No open toed shoes are allowed - no sandals, no crocs. This will protect your feet if a heavy, sharp, or toxic material is accidentally dropped on your feet. **Access to the Print Studios will be revoked if you show up wearing any open toed shoes - no exceptions.**

All students with long hair must tie it back or keep it under a hat to avoid it getting trapped in presses, guillotines, or other dynamic equipment.

The Print Studio encourages students to purchase their own apron to protect your clothing and skin from chemicals and irritants that are present in the print studio. However, there are community aprons in each print studio for use as well.

SCENT FREE ENVIRONMENT

Scented products and perfumes can pose a health and safety risk to members of our community especially in combination with other substances and materials that we are exposed to in studio environments. Please do not use scented products in classes and studios. Do not wear perfume or cologne to school, and also please make sure that any natural bodily smells are minimal.

FOOD AND BEVERAGE POLICY

The consumption of non-alcoholic beverages is permitted during class in the Blattner Print Studio/ Martinez 2 and the Screen Printing Studios, but eating during class time is not permitted in any studio. Do not eat on the main table and working surfaces in the Clean Room located just inside Martinez 2. Please consider taking a break, stepping outside, and enjoying your meal or snack at a nearby picnic table or in the A2 Cafe, or eat on the counter next to the coffee maker and sink if the weather is inclement. For beverages consumed in Martinez 2 and Screen, please use a closed or lidded container to avoid contamination with toxic materials and to minimize any inadvertent messes.

Students are NOT ALLOWED to eat or drink in the Letterpress Studio/F103 due to the presence of lead dust. A bench out front is provided as a place to eat at instead.

FIRST AID

Always know where the first aid kits are located in each Print Studio. Basic first aid kits in Blattner Print Studio/Martinez 2 are located in the Clean Room next to the front door and in the Etching Area as you walk into the acid room. There is also a full trauma kit located above the sink/coffee area in the Clean Room. In the Screen Classroom/F104 the first aid kit is located to the right as you walk into the room. In the Letterpress Studio/F103 the first aid kit is located to the right as you walk into the room.

In the case of a medical emergency, **immediately dial 911 and then contact Oakland Public Safety Patrol at 510-385-1821.**

In a non-life threatening emergency on the Oakland campus, notify your instructor, the studio manager, or call the Oakland Public Safety Patrol at **510-385-1821.**

SECURITY

CCA Oakland Campus is a closed campus (meaning only CCA community members are allowed on the grounds and you must always carry your CCA ID), but is accessible by walking onto school grounds from the street. As a result, we experience repeated thefts and trespasses; therefore, students, faculty, and staff must all be vigilant and certain security measures must be observed.

NEVER leave your personal belongings unattended in any of the classrooms. The most common items stolen are laptops, phones, and other electronic devices. However, keep an eye on all of your items as entire bags or backpacks are taken and are not always recovered.

Lockers, drawers, and flat files that can be locked are available for students in order to safely stored materials. However, it is strongly recommended that students bring home their personal belongings each day.

Your help with studio safety will make a difference! Please close doors around the perimeter of buildings if they are propped open, and help look out for people not authorized to be on campus. If you see someone unfamiliar poking around, you should report this to the studio manager, faculty, and/or public safety.

Please use the buddy system at night and do not work alone, especially at night.

Call Public Safety if you see anyone suspicious around the studios or if you would like an escort to walk you around or off campus at 510-385-1821.

Doors that have key code locks on them should be closed when class is not in session. Door codes are changed each semester and at the discretion of the Studio Manager.

Please note the door codes at the start of each semester and store them in a safe place.

NEVER SHARE THE CODES WITH ANYONE ELSE.

The door codes are for students currently enrolled in printmaking classes or otherwise have permission to use the print studios during the Fall 2019 or Spring 2020 semester. If someone is looking to gain access to a print studio, they can contact the Studio Manager.

STUDIO ACCESS POLICY

The following applies to all Print Studios in the Blattner Print Studio/Martinez 2, Screen Studio/F104, and the Book Arts & Letterpress Studio/F103.

All students working in the print studios should adhere to the following guidelines:

- Currently enrolled students in printmaking courses have studio priority.
- Students must have taken a class in the specific studio area in order to be given access if not currently enrolled in a class - see Continued Studio Access below for more info.
- Students must work during designated studio hours.
- During scheduled classes students wanting to work in a print studio in use may ask the instructor for permission to do so. Access is at the discretion of the instructor.
- Studio protocols must be respected (i.e. clean up after yourself, return tools to their proper places, store any work away when done for the day).
- Studios must be left clean, all work must be put away in flat files or lockers. Do not leave your projects or materials out in the Print Studios.
- Students who do not follow shop guidelines or conduct themselves professionally will lose their studio privileges.

CONTINUED STUDIO ACCESS

Undergraduate Students are encouraged to continue to take print classes. With permission, studio access may be granted to students who have successfully completed a printmaking course at CCA. Studio access to the area the student has studied is permitted by contacting the Studio Manager who will determine eligibility for continued access. Students may be asked to submit a proposal that includes printmaking course(s) taken at CCA, timeline, media, a materials list, and a description of the work to be completed.

Graduate Students are encouraged to take at least one unit with appropriate faculty who currently teach in the technical area desired. After successfully completing the unit, studio access is granted to the area the student has studied by permission of the Studio Manager on a semester by semester basis. Students may also arrange to meet with the Studio Manager to determine eligibility based on past printmaking experience and a sample of prints.

Under no circumstances do **CCA Alumni** have access to the Print Studios.

People outside of CCA are not permitted to work in the print studios under any circumstances.

There is **no studio access** for any of the Print Studios during the Summer Break or Winter Break.

Do not share storage lockers or flat files with students not enrolled in print classes or alumni.

Do not share key codes with any alumni or non-enrolled students.

FAILURE TO COMPLY TO THE STUDIO ACCESS RULES WILL RESULT REVOKED ACCESS - NO EXCEPTIONS.

SMOKING POLICY

The college prohibits smoking inside all buildings and facilities and prohibits smoking in outdoor areas controlled by the college up to 50 feet from ANY college facility.

The policy applies to all college visitors, students, and employees (including faculty, staff, and student employees). It is the responsibility of every member of the CCA community to comply with the policy.

On the Oakland campus, smoking is permitted **ONLY** in the designated smoking shelter. The smoking shelter is located at the lower edge of the campus, close to the Broadway main campus gate. All smoking materials must be disposed of in the appropriate receptacles.

ALCOHOL AND DRUG POLICY

DO NOT WORK IN THE PRINT STUDIOS DRUNK, STONED, OR BUZZED.

Consumption or possession of drugs and alcohol are strictly forbidden in the Printmedia Program. Students engaged in such activity will be reported to the administration for disciplinary action. The proper function of the Print Studio and its equipment cannot tolerate those under the influence of any drug. Please notify faculty and the Studio Manager if you are taking any prescribed medication that may hinder your ability to operate machinery.

Alcoholic beverages are not part of the teaching and learning process at CCA, and it is inappropriate to serve or consume alcoholic beverages as part of an official class or studio activity. Alcoholic beverages may be served to those 21 years of age or older at approved campus events.

Violation of the printmaking program policy on alcohol and drug use, especially when attending class and using equipment or machinery will result in students being denied access to the studio. No exceptions.

GRAFFITI AND VANDALISM

Graffiti is vandalism – do not do it. This includes tagging, stickers, and altering the studio, furniture and equipment in any way. Students who vandalize school property will be disciplined by the school. This may result in suspension or expulsion.

BICYCLES AND SKATEBOARDS

Bicycles and skateboards are prohibited inside the Print Studios and all other CCA buildings. This is to ensure clear passage and to retain an optimum working environment, free of hazards. Bicycles or skateboards found in the print studios will be removed. The Printmedia Program is not responsible for lost or stolen bicycles and skateboards. Bicycles should be locked to one of the racks outside, and skateboards should be kept in a locker outside.

PERSONAL ELECTRONICS & MUSIC POLICY

Cell phone and personal computer use will be determined by your instructor during class time.

During non-class time, the Print Studios cell phone use policy asks you to have phone conversations at a low volume or to take it outside where your call will not disturb other students, faculty, or staff. Additionally, you are not permitted to talk on your phone or text while using the equipment in the shops, including presses, guillotines, or washout booths. This is to ensure safe usage and to avoid any accidents that may cause you bodily harm or severely damage the equipment.

When using your personal computer or CCA computers or phones in the Print Studios, please be mindful of the noise and how it may be disturbing other students, faculty, or staff. Offices are located across all parts of the campus, so please be considerate when it comes to noise even when a class is not in session.

COMMUNITY STUDIO RESPONSIBILITIES

It is an important aspect of any print studio that it be maintained in a consistently clean condition. To help perpetuate this environment, we expect all students to assist in general maintenance of the print facilities. It is the responsibility of each student to clean any equipment, tools, or work area they have been using, leaving it in the condition they found it - or even better. Do not leave garbage or materials behind. Dispose of garbage in bins provided both inside and outside the print studios. Do not leave your work out on the tables in the Print Studios. Place any work away in your flat files or lockers. Keep in mind that the Print Studios are shared spaces that accommodate many students, so please be considerate and pick up after yourself.

Each student is responsible to participate in end of the semester cleaning functions with your class, organized by the Studio Manager and assigned by faculty. Failure to participate in the end of the semester studio cleaning can result in lowering of semester grades, and also may prohibit future studio access.

ACCESS AND WELLNESS SERVICES

Providing access to a diverse student population is embedded in the philosophy of California College of the Arts. We recognize disability as an aspect of diversity that is integral to society and to the campus community. Accordingly, CCA's Access/Disability Services collaborates with students, faculty, and staff to advocate for inclusive and sustainable learning environments.

The mission of Access/Disability Services is to ensure that all students can access the learning environment at CCA. Access/Disability Services accomplishes this by ensuring students with disabilities have equal access to educational opportunities at CCA and by providing all students access to disability support services and viable health insurance coverage to maintain their health.

For more information, consult CCA Access/Disability Services Portal page at:
<https://portal.cca.edu/thriving/dean-students/access-disability-services/>.

LEARNING RESOURCE CENTER

If you need help with any aspect of your class work - whether it is taking lecture notes, completing writing assignments, preparing for the exams, or reading a text critically - your first resource should be the Learning Resource Center which is located in Irwin Hall, Room 207. Free academic coaching is available to CCA students, and any supplemental help with academic issues, software coaching, or organizational assistance. Both appointments and walk-in hours are available. More information can be found on the Learning Service Portal page at: <https://portal.cca.edu/learning/learning-resources/>

COUNSELING APPOINTMENTS

Counseling appointments to discuss personal issues are available FREE to CCA students. Make appointments with a counselor through the Student Affairs office in Oakland at (510) 594-3666 or in San Francisco at (415) 703-9570. More information is available at the Counseling Services Portal page:
<https://portal.cca.edu/thriving/counseling/counseling-services/>.

SUPPORT SERVICES

All members of the CCA community are responsible for protecting and maintaining a community in which the freedom to learn can be enjoyed by all. Please see the following links if you need support or assistance in the following areas:

For instances of harassment, refer to the Student Sexual Misconduct Policy at:
<https://portal.cca.edu/thriving/student-handbook/student-sexual-misconduct-policy/>

For instances of incident where students are in need of support, refer to the CCA Cares Form at:
<https://portal.cca.edu/thriving/dean-students/cca-cares/>

For information and resources in relation to Diversity & Inclusion at CCA, and a list of student-led community support groups at CCA, refer to:
<https://portal.cca.edu/essentials/office-president/presidents-diversity-steering-group/diversity-resources/>

STUDIO CONTRACT WITH THE PRINTMEDIA PROGRAM

To ensure that all students are aware of the CCA Printmedia Program guidelines and operations, each student is required to sign a copy of the Printmedia Program Contract. This contract states that the student has read this handbook and pledges to follow the principles stated in it. As a practical vehicle this will allow faculty and staff to know that the entire program is well aware and understands the regulations of the Printmedia Program.

The following contract must be signed before a student may use any of the Printmedia Program facilities.

Please return the signed contract to the Studio Manager at the start of each semester.

Printmedia Program Studio Contract 2019 - 2020

I (print name) _____ hereby aknowledge that my participation within CCA Print Studios will follow the guidelines and safety procedures as described within this document. I will work to create an inclusive and supportive environment while respecting the shared facilities. I understand that if I am found in violation of any of the guidelines described above I will receive comparable disciplinary action and/or be held financially liable for damages if they occur. Subsequent actions may result in dismissal from the Print Studios.

Course: _____

Instructor: _____

Major/Year: _____

Signature: _____

Date: _____