studio 119 **GRAPHIC DESIGN**

best practices and safety policies

DEPARTMENT OF VISUAL ARTS
GRAPHIC DESIGN | ART HISTORY | STUDIO ARTS

General Guidelines for working in the Studio

Studio space is not to be considered a large dorm room, it is not a hotel, it is not a restaurant or lounge. Studio space is instead, a specialized area to do design work, study design, discuss and evaluate design projects, work on individual projects or as members of small design teams. An overall look of professional organization and sensitivity to design should therefore be reflected in the physical environment of the studio. It should be truly functional and aesthetically interesting workspace.

A general concern for safety and health well-being should guide all use of materials, equipment, decisions of design making and general etiquette when working in the studio environment.

Studio Hours are:

Weekdays—8:00 a.m. – 9:00 p.m.
Weekends—12:00 noon – 5:00 p.m.

- The studio phone is for emergency use only.
- A blue emergency phone is also located outside in the walkway between the two main art buildings.
- A first aid kit is located on the wall outside and immediately to the right as you face the studio entrance door.
- Cover used exacto blades with tape before disposing of them in the trash cans.
- You are responsible for cleaning up your own work areas, including cut off paper and matt board left in the finishing/paper cutting areas.
- Return books and magazines to their proper location in the library after using.
- Clean up all food remnants from snacks or meals.
- Do not eat in the computer lab.
- Clean up any spills.

In general;

Leave the studio in better condition than when you started.

Be Courteous of others

Be Respectful of others.

Ask if you don't know.

Studio SAFETY

General Studio Policy

The Studio requires a few preventive measures to ensure a safe and healthful environment. Common causes of accidents include the following:

Slipping, tripping, falling
Burning, cutting, and pinching
Improper lifting and handling
Unobservant and inattentivness
Dangerous electrical wiring
Exposure to toxic substances
Horseplay

The Studio building is not a sterile working environment; common studio hazards can be extra dangerous when you ignore them. Always use common sense when safety is a concern.

Good Housekeeping Practices

Many Studio accidents are caused by poor housekeeping practices. By keeping the Studio floor both neat and clean, you can eliminate most slipping, tripping, and falling hazards. Report or repair tripping hazards such as defective tiles, boards, or carpet immediately.

Clean spills and pick up fallen debris immediately. Even a loose pencil could cause a serious falling injury.

Keep Studio equipment, facilities, and machines in good condition by only using them for the jobs they were intended for.

Hazardous Objects and Materials

Unauthorized hazardous objects such as knives and firearms are not permitted in the studio. In addition, hazardous chemicals and materials should not be stored in the Graphic Design Studio. Instead they belong in designated cabinets in the Printmaking or Painting studios. Hazardous materials include, but are not limited to, the following:

Carcinogens Combustibles Flammables Gas cylinders Oxidizers Reactives

Preventing Cuts and Punctures

Cuts and punctures happen when people use everyday Studio supplies without exercising care. Follow these guidelines to help reduce the chance for cuts and punctures:

When sealing envelopes, use a liquid dispenser, not your tongue. Be careful when using exacto knives, scissors, staplers, letter openers, and box openers. Any of these items could cause a painful injury and should only be used for their intended purpose. Avoid picking up broken glass with your bare hands. Wear gloves and use a broom and a dust pan. Place used blades or broken glass in a rigid container, such as a box, before disposing in a wastebasket.

Preventing Machine Accidents

Only use machines that you know how to operate. Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving directions. In addition, follow these guidelines to ensure machine safety:
Secure machines that tend to move during operation. Do not place machines near the edge of a table or desk.

Ensure that machines with moving parts are guarded to prevent accidents.
Do not remove these guards. Defective guards should be replaced.
Unplug defective machines and have them repaired immediately. Do not use any machine that smokes, sparks, shocks, or appears defective in any way.
Close hand-operated paper cutters after each use and activate the guard.
Take care when working with copy machines. If you have to open the machine for maintenance, repair, or troubleshooting, remember that some parts may be hot. Always follow the manufacturer's instructions for troubleshooting.

Some items can be very dangerous when worn around machinery with moving parts. Avoid wearing the following items around machines within unguarded moving parts:
Loose belts, Jewelry, Long, hair, Long, loose sleeves, Scarves, Ties

Preventing Slips and Falls

The easiest way to avoid slips and falls is to pay attention to your surroundings and to avoid running or rushing. Be aware of added risk of falling when entering a building if outside weather is rainy or otherwise wet.

Preventing Stress

To reduce stress and prevent fatigue, it is important to take mini-breaks (not many breaks) throughout the day. If possible, change tasks at least once every two hours. Stretch your arms, neck, and legs often if you do the same type of work for long periods of time. Rest your eyes often by closing them or looking at something other than the work at hand. For a quick pick-me-up, breathe deeply several times by inhaling through your nose and exhaling through your mouth. In addition, always try to eat your lunch somewhere other than your desk or design table.

Examples of stress-relieving exercises that can be done at your desk include the following:

Head and Neck Stretch:

Slowly turn your head to the left, and hold it for three seconds. Slowly turn your head to the right, and hold it for three seconds. Drop your chin gently towards your chest, and then tilt it back as far as you can. Repeat these steps five to ten times.

Shoulder Roll:

Roll your shoulders forward and then backward using a circular motion.

Upper Back Stretch:

Grasp one arm below the elbow and pull gently towards the other shoulder. Hold this position for five seconds and then repeat with the other arm.

WristWave:

With your arms extended in front of you, raise and lower your hands several times.

Finger Stretch: Make fists with your hands and hold tight for one second, then spread your fingers wide for five seconds.

Equipment Safety

As mentioned earlier, common Studio machines, such as the following, require special safety consideration: copiers, microwaves, papers shredders, paper cutters, and computers. Be sure you know how to operate these machines before using them, and never use one of these machines if you think it is defective. Other Studio equipment that requires safety consideration includes furniture such as file cabinets and shelves, desks, and chairs.

File Cabinets and Shelves

Because file cabinets and shelves tend to support heavy loads, treat them with special care. Follow these safety guidelines for file cabinets:

Open only one drawer at a time to keep the cabinet from toppling. Close drawers when they are not in use. Do not place heavy objects on top of cabinets. Be aware that anything on top of a cabinet may fall off if a drawer is opened suddenly. Close drawers slowly using the handle to avoid pinched fingers. Keep the bottom drawer full. This will help stabilize the entire cabinet.

In addition, follow these safety guidelines for Studio shelves:

Place heavy objects on the bottom shelves. items and the ceiling. Never climb on shelves (even lower shelves). Use an approved ladder.

Desks

Follow these safety guidelines for Studio desks: Ensure that desks do not block exits or passageways. Ensure that glass-top desks do not have sharp edges. Do not climb on desks. Use an approved ladder.

Chairs

Safety guidelines for Studio chairs include the following: Do not lean back in Studio chairs, particularly swivel chairs with rollers. Do not climb on any Studio chair. Use an approved ladder. Make sure that your chair's back support position and seat height are comfortable. Take care when sitting in a chair with rollers. Make sure it does not roll out from under you when you sit down. Repair or report any chair damage that could be hazardous. Do not roll chairs over electrical cords.

Ladders

Always use an approved ladder or stool to reach any item above your extended arm height. Never use a makeshift device, such as a desktop, file cabinet, bookshelf, or box, as a substitute for a ladder.

Follow these guidelines when using ladders:
Do not load a ladder above its intended weight capacity. Place ladders on slip-free surfaces even if they have slip-resistant feet. Secure the ladder if a slip-free surface is not available. Secure a ladder if its location could cause an accident. Keep areas around ladders clean and free of debris. Do not use a ladder in front of a door unless the door is locked and barricaded.

In recent years, computer screens or Video Display Terminals (VDTs) have received much attention concerning nonionizing radiation levels. Tests prove, however, that VDTs do not emit harmful levels of radiation. Improper work station arrangement combined with repetitive motion, however, may contribute to visual and musculoskeletal fatigue.

Cumulative trauma disorders, such as carpal tunnel syndrome may result from the stress of repetitive motion. Therefore, it is very important to arrange your work station properly and to take breaks frequently.

Your seating position at work is important to your comfort and safety. To reduce the painful effects of repetitive motion, follow these guidelines when working with computers:

Always sit up straight. Make sure your chair is adjusted to provide adequate support to your back. Place your feet flat on the floor or on a footrest. Lower legs should be approximately vertical, and thighs should be approximately horizontal. The majority of your weight should be on the buttocks. Ensure that there is at least 1 inch of clearance between the top of your thighs and the bottom of the desk or table. Keep your wrists in a natural position. They should not rest on the edge of the desk. Keep the front edge of your chair approximately 4 inches behind your knees.

Keyboards:

Position computer keyboards so that the angle between the forearm and upperarm is between 80 and 120 degrees. Place the keyboard in an area that is accessible and comfortable.

Wrist Support:

Use wrist supports made of a padded material. The support should allow you to type without bending your wrists.

Document Holders:

Keep documents at approximately the same height and distance from your face as the VDT screen.

What to Do
During an Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If Indoors

DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.

Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.

Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.

Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If outdoors

Stay there.

Move away from buildings, streetlights, and utility wires.

Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If trapped under debris Do not light a match. Do not move about or kick up

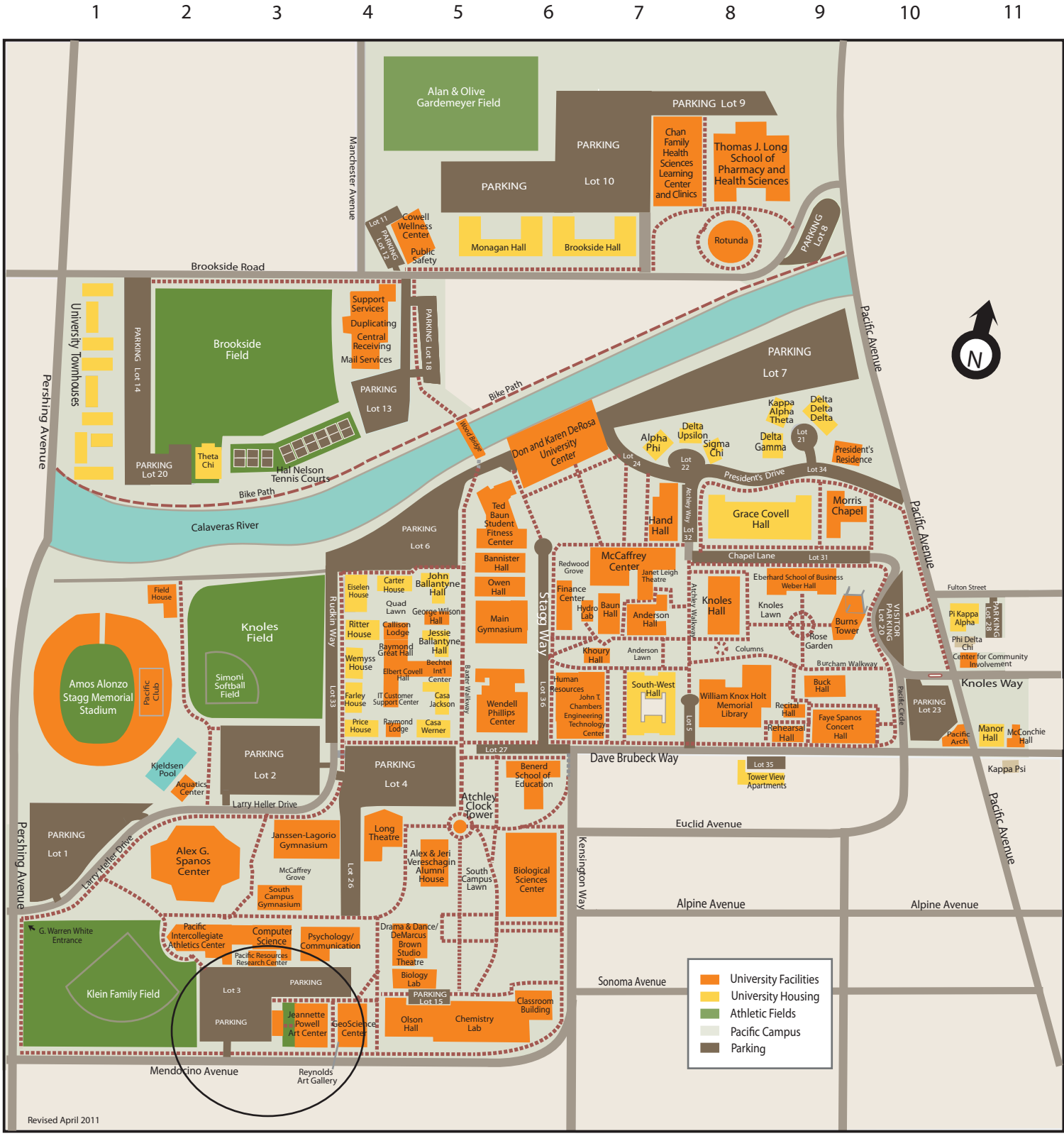
dust. Cover your mouth with a handkerchief or clothing.

Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

If in a moving vehicle

Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.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Alan & Olive Gardemeyer Field
PARKING Lot 9
PARKING
Lot 10
Chan Family Health Sciences Learning Center and Clinics
Thomas J. Long School of Pharmacy and Health Sciences
Rotunda
PARKING Lot 8
Manchester Avenue
Lot 11
PARKING Lot 12
Cowell Wellness Center
Public Safety
Monagan Hall
Brookside Hall
Brookside Road
University Townhouses
PARKING Lot 14
Brookside Field
Support Services
Duplicating
Central Receiving
Mail Services
PARKING Lot 18
PARKING
Lot 13
Bike Path
Wood Bridge
Pershing Avenue
PARKING Lot 20
Theta Chi
Hal Nelson Tennis Courts
Bike Path
Calaveras River
Don and Karen DeRosa University Center
PARKING
Lot 7
Pacific Avenue
Kappa Alpha Theta
Delta Delta Delta
Alpha Phi
Delta Upsilon
Sigma Chi
Delta Gamma
Lot 21
President's Residence
Lot 24
Lot 22
President's Drive
Lot 34
Ted Baun Student Fitness Center
Hand Hall
Atchley Way
Lot 32
Grace Covell Hall
Morris Chapel
PARKING
Lot 6
Bannister Hall
Owen Hall
Main Gymnasium
Chapel Lane
Lot 31
Redwood Grove
McCaffrey Center
Janet Leigh Theatre
Finance Center
Hydro Lab
Baun Hall
Anderson Hall
Knoles Hall
Eberhard School of Business
Weber Hall
Knoles Lawn
Burns Tower
Rose Garden
Columns
Khoury Hall
Anderson Lawn
Atchley Walkway
Fulton Street
Pi Kappa Alpha
Phi Delta Chi
Center for Community Involvement
PARKING Lot 28
VISITOR PARKING Lot 20
Burcham Walkway
Knoles Way
Pacific Circle
PARKING Lot 23
Buck Hall
Recital Hall
Rehearsal Hall
Faye Spanos Concert Hall
Manor Hall
McConchie Hall
Pacific Arch
Kappa Psi
Field House
Knoles Field
Simoni Softball Field
Amos Alonzo Stagg Memorial Stadium
Pacific Club
Eiselen House
Carter House
John Ballantyne Hall
Quad Lawn
George Wilson Hall
Ritter House
Callison Lodge
Jessie Ballantyne Hall
Raymond Great Hall
Wemyss House
Bechtel Int'l Center
Elbert Covell Hall
Farley House
IT Customer Support Center
Casa Jackson
Price House
Raymond Lodge
Casa Werner
Rudkin Way
Lot 33
Baker Walkway
Stagg Way
Lot 36
Wendell Phillips Center
Lot 27
Human Resources
John T. Chambers Engineering Technology Center
South-West Hall
Lot 5
William Knox Holt Memorial Library
Kjeldsen Pool
Aquatics Center
PARKING
Lot 2
Larry Heller Drive
PARKING
Lot 4
Benerd School of Education
Dave Brubeck Way
Lot 35
Tower View Apartments
Atchley Clock Tower
Euclid Avenue
PARKING
Lot 1
Pershing Avenue
Alex G. Spanos Center
Janssen-Lagorio Gymnasium
McCaffrey Grove
South Campus Gymnasium
Lot 26
Long Theatre
Alex & Jeri Vereschagin Alumni House
South Campus Lawn
Biological Sciences Center
Kensington Way
Alpine Avenue
Alpine Avenue
G. Warren White Entrance
Pacific Intercollegiate Athletics Center
Computer Science
Psychology/ Communication
Pacific Resources Research Center
Drama & Dance/ DeMarcus Brown Studio Theatre
Biology Lab
Klein Family Field
Lot 3
PARKING
PARKING
Jeannette Powell Art Center
GeoScience Center
PARKING Lot 15
Olson Hall
Chemistry Lab
Classroom Building
Sonoma Avenue
Mendocino Avenue
Reynolds Art Gallery
University Facilities
University Housing
Athletic Fields
Pacific Campus
Parking
N
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Emergency Phones

Campus Police, Fire, Medical
209.946.3911

Physical Plant
209.946.2541

Brett DeBoer
209.762.7376