

Introduction

In accordance with Washington State Department of Labor and Industries (L&I) and the Washington State Department of Ecology (DOE) regulations, Eastern Washington University (EWU) implements a Chemical Hygiene Plan (CHP) for all departments and divisions that use hazardous chemical, including the Art Department. The CHP is aimed at reducing exposure to hazardous chemicals and ensuring proper disposal of potentially hazardous substances. The CHP increases staff, student, and visitor safety and helps to protect the environment.

The CHP is under the direction of the Chemical Hygiene Officer (CHO) of EWU. The CHO will be responsible for communicating the relevant components of the CHP to all employees affected by the CHP. The responsibility of conforming to the guidelines of the CHP will then rest on each individual as they carry out their work in their area. The CHP imposes a long-term objective to reduce exposure to hazardous materials and should not be interpreted as a short term, or one-time directive.

The CHP will apply to all persons using art materials. All instructors and students will fall under the mandate of the CHP. In addition, other persons in these facilities on a regular basis, such as custodial personnel, shall also comply with the protocol set forth by the CHP.

Responsibilities

Many individuals need to work together to ensure the Art Building is a safe place to learn and work. The following section clarifies the responsibilities regarding chemical safety.

Environmental Health & Safety

Environmental Health & Safety (EH&S) is responsible for ensuring employees and students are kept as safe as possible at EWU. They are also responsible for ensuring all state and federal regulations regarding health, safety, and hazardous materials are followed. EH&S is responsible for:

- Assisting departments and studios as they develop CHPs.
- Providing health and safety training to all members of the EWU community.
- Informing departments and studios when relevant regulations are updated.
- Assisting departments and studios with implementation and maintenance of chemical inventories.
- Maintaining copies of all EWU health and safety documents and ensuring they are archived according to state requirements.

Chair of the Art Department

The Chair of the Art Department acts as the Art Department Safety Representative. They must be aware of the types of art projects being created. The Chair should serve as a role model to coworkers and provide support for improving safety in the department. The Chair is responsible for:

- Working with faculty to evaluate the hazards of new chemicals or procedures and developing written procedures to ensure the continued safety of people and the environment.
- Sending procedures to EH&S for review and retention.
- Scheduling department safety meetings, ensuring faculty are trained in relevant regulations, and reviewing safety concerns.

Faculty

Studio instructors are responsible for safety and compliance in their studios. Faculty are responsible for:

- Understanding the hazards for any chemicals they use or processes they perform.
- Ensuring documented procedures are in place for the use of chemicals or potentially hazardous processes.
- Making sure any appropriate, functional safety equipment is present when needed for chemicals or processes.
- Complying with regulations about hazardous materials use and disposal.
- Ensuring anyone in the studio is aware of the hazards present and the steps they need to take to minimize exposure to the hazards.
- Training students on safe work practices, waste disposal, and emergency procedures
- Notifying the Chair before bringing new chemicals onto campus or starting new processes that could be hazardous.
- Reporting all incidents that occur to EH&S
- Notifying the Chair and EH&S if they identify safety issues.

Students

Students are responsible for their conduct in the art studios. They must follow the instructions they receive from their instructor or advisor.

Students should report any safety issues to their instructor or advisor.

Studio Waste

Specific waste information is available in the documents for different art materials, this section provides general information relevant to all art disciplines.

Much of the waste generated in the studio will fall into the Hazardous Waste definition according to Washington State. **Do not put studio waste down the sink or into the general trash unless you have approval.** Waste should be collected and stored in provided containers; EH&S will remove and dispose of the waste when containers are full.

It is important not to overfill waste containers! There should be some space at the top of the waste container when it is “full”.

Anyone responsible for the operation of a studio on campus must attend annual hazardous waste training from EH&S. This training is required to make sure that the university follows all state and federal regulations.

Other Documents

The following Documents are required reading and reference for this program and may be included in the department CHP.

- Hazardous Waste/Hazardous Materials Contingency Plan Guidance
- Hazardous Waste Management Guidance
- Responsibilities of Hazardous Waste Satellite Accumulation Managers Guidance
- Art Safety – Drawing

- Art Safety – Ceramics
- Art Safety – Metal Casting
- Art Safety – Oil Painting
- Art Safety – Photography
- Art Safety – Print Making
- Art Safety – Watercolor

Revision History

Rev	Affected Page(s)	Change Description
0	New	Basic Guidance published July 2012
1	All	Update to new format, 4/28/2017
2	All	Update and edit, remove duplicate information found in other documents, 5/4/2020