

# PRINTMAKING PROGRAM

## HEALTH, SAFETY, AND WELLNESS HANDBOOK

Academic Year 2018-2019

### **ACCESS AND WELLNESS SERVICES**

Students with disabilities, including disabilities that are not clearly evident like chronic diseases or learning disabilities, are encouraged to notify their instructor after class or during office hours. CCA will make reasonable accommodations for persons with documented disabilities. Students should contact the Director of Access and Wellness Services to answer any questions or for assistance. For more information, consult CCA's webpage at: <http://www.cca.edu/students/resources/disability>.

### **LEARNING RESOURCE CENTER**

If you need help with any aspect of this class, whether it is taking lecture notes, completing the 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.

Further resources can be found on their webpage (<http://www.cca.edu/students/resources>) or you may contact them via phone: (510) 594-3756.

Free academic coaching is available to CCA students. Please contact the Learning Resource Center for supplemental help with academic issues, software coaching, or organizational assistance. Both appointments and walk-in hours are available. More information at the webpage:

<https://www.cca.edu/students/resources/appointments>.

### **COUNSELING APPOINTMENTS**

Counseling appointments to discuss personal issues are available free to CCA students. Make appointments with a counselor through the Student Affairs office (510) 594-3666 in Oakland and (415) 703-9570 in San Francisco. More information at the webpage: <https://www.cca.edu/students/counseling>.

### **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 reporting an incident of harassment. In an emergency, call 911.

The Student Sexual Misconduct Policy can be found here: <https://www.cca.edu/students/handbook/harassment>  
<https://sites.google.com/a/cca.edu/deansoffice>

The CCA Cares Form can be found here: <https://sites.google.com/a/cca.edu/deansoffice/home/refer-a-student>

## **SKIN CONTACT - GLOVES AND 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, it is REQUIRED that each student purchase a pair of thick green nitrile gloves. Printmaking students can purchase thick green nitrile gloves from their faculty member or studio manager for \$3 a pair.

## **NOSE AND MOUTH - BREATHING**

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 to even be around these items or in a print studio.

In order to avoid harmful long term and permanent effects, the CCA print studio 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 located in the acid room 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.

To minimize exposure to hazardous materials and harsh cleaners, students must use 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 (denatured alcohol, mineral spirits) are needed to clean certain materials. Students must wear their 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. Please wear a respirator when needing to clean with solvents and when moving the item to the vent booth is not possible.

Always turn on the ventilation in the print studio that you are working in when using noxious materials. Some examples include:

For working in the screen washout area, you must turn on the fan upon entering the room.

When washing out a stone with lithotine in lithography, you must open a window or door AND wear a respirator.

Faculty will instruct you on other specific processes that require a respirator.

NEVER deeply breathe in hazardous materials including solvents, grounds, stencil remover, or the like. Please be aware of how close your face is to these and other hazardous materials when using them and please use the minimal amount necessary.

ALWAYS use a less toxic cleaner when possible.

## **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 glasses provided outside the screen washout room and students must wear them when using stencil remover and degreaser.

Students must also wear protective glasses located in the acid room when using the ferric chloride to etch copper.

Students must also wear protective glasses when mixing nitric acid and gum arabic etches for lithography.

In case of emergency in the Blattner Print Studio/Martinez 2, utilize the eyewash station located in the acid room; in the Letterpress Studio/F103 utilize the eyewash station located at the sink in the front of the studio; in the Screen Studio/F104 & 104A, use the sink in the classroom to flush your eyes.

In all emergency instances, ***immediately dial 911 and then contact Public Safety at 415-703-9510.***

## **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 in the screen emulsion coating room.

## **LEAD EXPOSURE**

The 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 Letterpress Studio as an alternative place to take a snack break after washing hands.

## **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.

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. 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 please make sure that any natural bodily smells are not too strong either.

### **FOOD AND BEVERAGE POLICY**

The consumption of 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 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. 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 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 all emergency instances, ***immediately dial 911 and then contact Public Safety at 415-703-9510.***

If the injury is non-life threatening notify faculty, studio manager, and/or public safety.

### **SECURITY**

CCA Oakland Campus is an open campus, meaning people can easily access the school 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 out and unattended in any of the classrooms. The most common items stolen are laptops, phones, and other expensive devices. However, keep an eye on all of your items as entire

bags or backpacks are taken when thieves are looking for devices and the like.

Lockers, drawers, and flat files that can be locked are available for students in order to safely store 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 415-703-9510.**

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 (usually upon theft or unauthorized access).

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

The door codes are for students currently enrolled in printmaking classes or otherwise have permission to use the print studios during the Fall 2018 or Spring 2019 semester. If you are not enrolled in a class, then you must follow the [Print Studio Access Policy Procedure](#).

**DO NOT SHARE THE CODES WITH ANYONE ELSE.**

## **STUDIO ACCESS POLICY**

The following applies to all print studios in the Blattner Print Studio/Martinez 2, Screen Studio/F104, and the 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 may ask the instructor for permission to work in the studio. Access is at the discretion of the instructor.
- Studio protocols must be respected (i.e., sign up for time slots in letterpress).
- Studios must be left clean.
- 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 submitting a proposal. A proposal should include printmaking course(s) taken at CCA, timeline, media, materials list, and a detailed description of the work to be completed. Proposals should be submitted to the Studio Manager and will be reviewed by the Printmaking Chair.

**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 and Printmaking Chair on a semester basis. Students may also submit a print portfolio to the Printmaking Chair and have an interview to show competence and strong print experience to possibly waive the unit requirement. All students with waived units must go through a studio orientation with the Studio Manager.

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

Please note, there is **no studio access** for any of the Print Studios during the Summer Break or during the 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.

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

**FAILURE TO COMPLY TO THE STUDIO ACCESS RULES WILL RESULT IN REVOKING STUDENT 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 or Stoned. Period.**

Consumption or possession of drugs and alcohol are strictly forbidden in the printmaking 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 can 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 printmaking 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 printmaking 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 POLICY**

During class time and with faculty permission, students may use their personal computers, with the sound off, for image-making purposes only. No email, personal sites, etc.

Cell phones are to be turned off in classrooms and studios at all times. If you are a parent or someone's caretaker, you can keep your phone on vibrate. Texting during class is not allowed. Please do not speak on the phone in studios, as it may distract other working students.

## **MUSIC POLICY**

Noise tolerance levels should be respected and the learning environment preserved. Having music in the studios is a privilege. Please show respect.

## **COMMUNITY STUDIO RESPONSIBILITIES**

It is an important aspect of any print studio that it be maintained in immaculate 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 machine, equipment, or work area they have been using, leaving it in pristine condition. Do not leave garbage or materials behind. Dispose of garbage in bins provided both inside and outside the print studios.

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

## **STUDIO HOURS**

The Print Studios are open from 8am - 12am, seven days a week for the first 3 weeks of classes.

The Print Studios hours shift to 8am-4am, seven days a week after that; in addition, during the last three weeks

of the semester the studios are open 24 hours a day, seven days a week.

### **STUDIO CONTRACT WITH THE PRINTMAKING PROGRAM**

To ensure that all students are aware of the CCA Printmaking Program guidelines and operations, we require a signed copy of the printmaking 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 printmaking program. The contract stands as a reminder and emphasizes the importance that all members of the printmaking program can rely on one another to uphold standards of conduct that will allow for a seamless learning environment.

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

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

### **PRINT STUDIO CONTACTS**

Kate Goyette, Printmaking Studio Manager: [kate@cca.edu](mailto:kate@cca.edu) or 510-594-3619

Michelle Murillo, Printmaking Chair: [mmurillo2@cca.edu](mailto:mmurillo2@cca.edu)

# Printmaking Program Studio Contract 2018

I (print name) \_\_\_\_\_ hereby aknowlege that my participation within CCA print studios will follow the guidlines 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.

Class \_\_\_\_\_

Major/Year \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_