

KCAI  
SCULPTURE DEPARTMENT

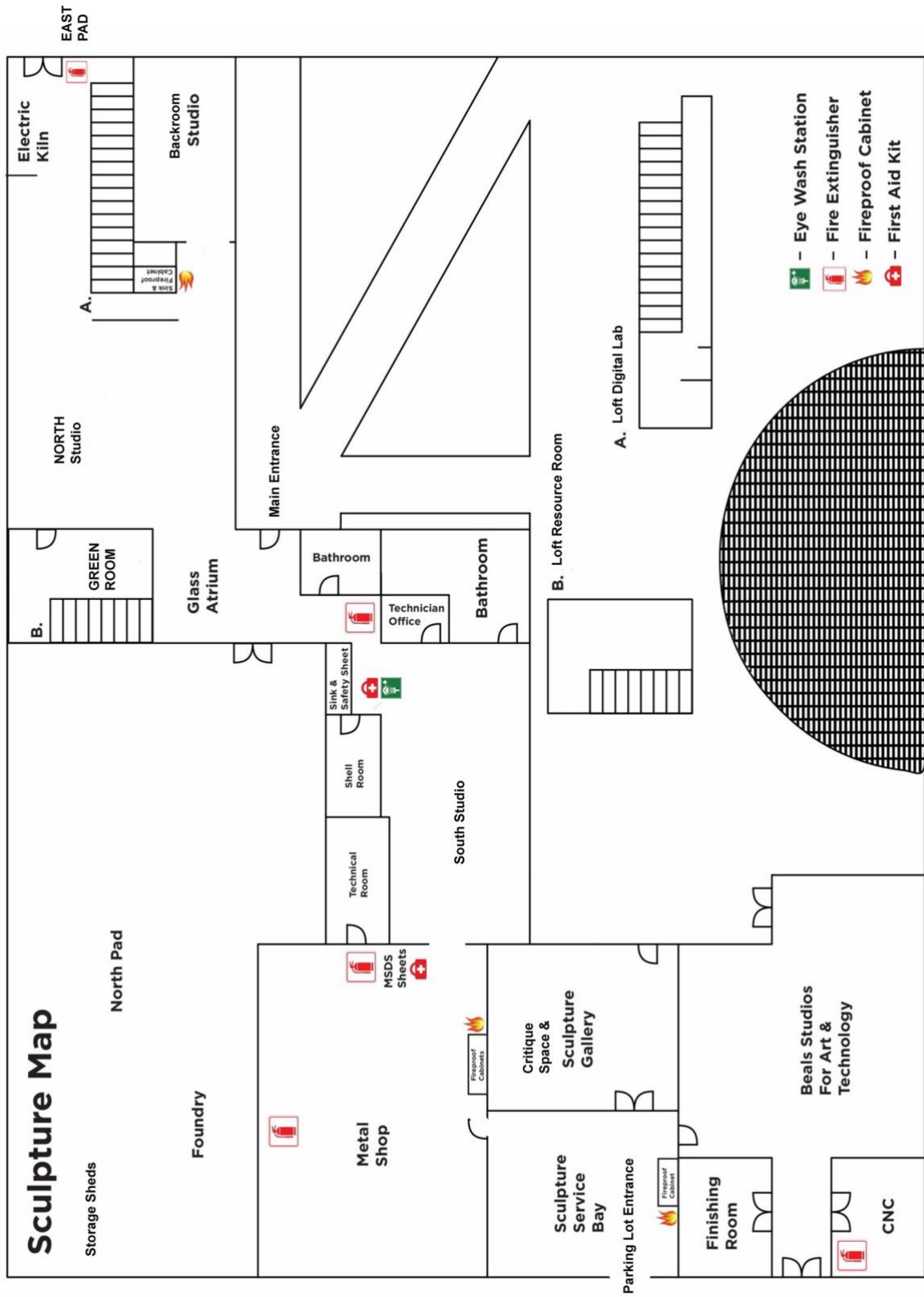
## Safety Manual 2023-24



Kansas City  
Art Institute

Supplemented by Class Instruction and MSDS Sheets  
Updated August 10, 2023





## OVERVIEW

Safety is priority #1, always.

The following information is designed to introduce students, faculty, staff and security to the sculpture department. All faculty and staff should work together in order to ensure that the sculpture department and facilities are operating with the highest precautionary safety level possible.

The goal is make the collective environment in the sculpture department run safely and efficiently. Individual concerns can be raised and addressed on a regular basis with a possible result of revisions to this document.

In order for the following document to have any significance it is necessary that the following procedures **be appreciated, respected and observed** by the KCAI community at large. Capacity is reached at 45 students and additional use of the Volker complex beyond capacity jeopardizes the program, students, faculty and staff.

## PROCEDURES

Every term, students will receive, read and sign a document that acknowledges they understand the safety manual. Only students who sign the document will be allowed access the facilities and equipment in the Volker complex. Students who have completed electives and major sculpture classes in the past are required to meet with the department chair to discuss and meet the requirements for use of the facilities/equipment. The name of every individual who uses the Volker facilities/equipment must be on file in the security office.

Every member of the KCAI community that interacts with the sculpture department with physical use of the facilities/equipment must know where all safety equipment is located. All safety equipment must be kept in working condition and items must be readily accessible. Campus security and campus facilities staff share in responsibility to keep the Volker complex safe and prepared.

Everyone must be aware of their surroundings and take precautions for the potentially hazardous conditions in studio whether or not they are directly responsible for the materials and processes being used.

## LIST OF DEPARTMENT SAFETY EQUIPMENT

Fire alarms	Fire extinguisher	Blankets
Telephones	First – Aid kits	Eyewash station
Exit signs	Safety signage	Security Personnel photos

## NOTICES / MARKERS

Exit signs

Instructions for Stationary Tools and Procedures

**Red and Yellow Safety lines on floors** lead to exits and must be kept clear in order to limit the problem of cluttered studio spaces and exit the studio in an emergency.

**RED and Yellow Safety LINES MUST ALWAYS BE KEPT CLEAR**  
**(Items that obstruct the red/yellow lines may be removed without notice)**

## **MANDATORY SAFETY GEAR**

It is the instructor's responsibility to make sure that students know about specific safety equipment required for each project. However, it is the student's responsibility to acquire said equipment. The sculpture department is unable to facilitate all of the safety equipment required for the students in the department. Face shields and some leathers are supplied however students who consistently use them should supply their own. All students are required to purchase goggles and gloves. Personal gear including respirators and earplugs should not be shared.

## **LIST OF PERSONAL SAFETY GEAR**

Hearing protection, ear plugs and muffs  
Goggles: shatter-proof and splash resistant  
Face shield  
Leather boots/steel-toed boots optional  
Respirator with canisters for dust and fumes  
Leather gloves  
Rubber gloves/chemical protective industrial gloves  
Welding Goggles - #6 Oxy/Ace protection  
Leathers: must cover arms, legs, feet, neck, ankles  
Disposable coveralls with no cuffs

## **PROPER DRESS**

Long Hair tied back  
No loose jewelry  
No open-toed shoes/sandals  
No synthetic clothing when welding; all skin covered.

**SAFETY EQUIPMENT MUST BE USED & APPROPRIATE CLOTHING WORN**  
**(All activities must cease until proper safety equipment is worn & used)**

## **FIRST AID**

Communal first-aid kits should be used only in case of an emergency. Personal kits may be purchased and stored in private studios. List of contents for first-aid kit: band aids, glycerin, disinfectant, hydrogen peroxide, gauze and tape.

## **IN CASE OF EMERGENCY**

### **GET HELP**

**CALL OUT VERBALLY FOR HELP**

**CALL KCAI SECURITY - 931-6666 CALL**

**POLICE - DIAL 911**

### **PULL ALARM**

(Located by Steel Room Single Door exit and Atrium)

## EYE WASH STATION

If any foreign matter has made contact with the eyes, be sure to flush thoroughly for 15 minutes. The eye wash stations are easily operated by pulling open and exposing open eyes to flowing water. Any use of eye wash station must be reported to staff in order to ensure that the container remains full. Green lines on the floor designate area to be clear at all time in front of eye wash stations.

## FIRE EXTINGUISHERS

Any used equipment must be reported in order to ensure that the container remains full.

## IN CASE OF FIRE

**ALERT** all people in area

If possible, identify type of fire and use appropriate remedy.

Otherwise,

**PULL FIRE ALARM** located by Steel Room Single Door exit and Atrium

**EXIT** the facility

**CALL KCAI SECURITY - DIAL 9 then 931-6666**

**POLICE - DIAL 911**

**FIRE DEPARTMENT - DIAL 911**

## MEDICAL CONCERNS

The following is a list of medical concerns that make people vulnerable to the sculpture facilities.

Respiratory infections

extreme stress

asthma

Pregnancy

allergies

recent illness

Visual / hearing impairment

lack of sleep

medications that cause drowsiness

**MEDICAL INFORMATION MUST BE GIVEN TO THE  
ACADEMIC RESOURCE CENTER AND IT IS RECOMMENDED  
THE SAME INFORMATION IS GIVEN TO FACULTY.**

## TETANUS

Students must ensure that they have had a tetanus shot in the last ten years, or they must obtain one within 72 hours after they receive a rusty cut.

## FLAMABLE AND HAZARDOUS MATERIALS STORAGE AND DISPOSAL

Liquid Materials that can cause fire, used rags and spray cans must be stored in flammable cabinets when not in use. Fire hazard materials such as oily rags and empty spray cans are to be discarded in appropriate receptacles located throughout the Volker complex.

## **MSDS SHEETS, LABELS on HAZARDOUS MATERIALS**

Material Safety Data Sheets must accompany all hazardous materials and be filed in the MSDS reference book located in the Steel Room (Metal Shop).

Copies must be made available to technician in order to maintain records for common use. Certain materials are strictly prohibited in the sculpture department, and faculty must approve the use of physical discharges, dead animals, and bio-hazardous materials. In addition, flame work and acids must be supervised.

Labels must be fixed to all containers that contain the hazardous materials.

**MSDS SHEETS MUST BE MADE AVAILABLE TO THE  
DEPARTMENT AND LABELS MUST BE FIXED TO ALL  
CONTAINERS**

## **VISITORS & CHILDREN**

Access to the sculpture facility is limited. The sculpture facilities are intended for those trained in its safe use. Visitors and children must be accompanied by a member of the sculpture community, maintenance department or security. Due to the blinding, flammable and toxic processes involved in the Steel Room, the North Pad and the foundry, guests must get the approval of the faculty in order to visit the facility both inside and out. Maintenance and security have clear access, however, they too must be wary of the potential hazards throughout the department.

**GUESTS NEED FACULTY APPROVAL TO VISIT  
THE VOLKER COMPLEX AND MUST BE ACCOMPANIED BY A  
MEMBER OF THE SCULPTURE COMMUNITY AT ALL TIMES**

## **COMMUNAL FACILITIES**

The Steel Room, North Pad, East Pad, forges, stone, kiln and foundry areas of the sculpture department operate as communal studios. Priority will be given to classes that are scheduled, and any unattended artwork will be removed. All tables must remain clear for communal use. Equipment and tools must be stored properly and ready to use at any time.

**COMMUNAL WORK TABLES MUST BE CLEARED FOR THE NEXT CLASS**

## **GREEN ROOM**

This room is intended to be a clean space and area for lunch/etc. Only clean processes may be used in this room and absolutely no materials may be stored in the room. Materials left behind will be removed and may be discarded. A fridge, microwave, and coffee/tea sideboard is for your use. Work study students shall maintain the room. Clean up after use.

**GREEN ROOM is a CLEAN ROOM**

## **GLASS ATRIUM ENTRANCE**

The atrium is intended to be a place of first impressions that introduces visitors to the sculpture community. Finished works may be displayed in this space for a short period of time. The space is intended to be inviting and informative.

## **CRITIQUE SPACE / SCULPTURE GALLERY**

The critique space is designed to be a clean display area for critiques, class and documentation. Only finished works may be displayed in this space for a short period of time. Pedestals are to be stored in the bay area outside the critique space. Walls and floors must be restored to clean condition after de-installation (patch holes and paint). The floor is to be protected and covered with drop cloths during installation of any material that may cause stains. Do not replace or adjust lighting. Consult the technician or faculty for assistance and supervision when adjusting lighting. The critique space shall be maintained by work study students.

## **LOFT RESOURCE ROOM**

The resource room is for multi-purpose clean work, research, reading, a meeting area and room for final reviews. Sculpture books and certain digital equipment are kept in a locked cabinet and are available for use during class hours in the resource room. Do not take books home, as they are for use during class. Covered drinks are allowed.

## **LOFT DIGITAL LAB**

THIS COMMUNAL SPACE is for your research, meeting area, a flashlight into the future, computers are shared resources: back up files after each work session. NO FOOD OR DRINK allowed at computer stations. Keep the floor area clear, no storage please. As our community becomes accustomed to the new lab, more guidelines may be added.

## **EQUIPMENT & TOOLS**

All tools, machinery, equipment, and materials located in and around the Volker complex are to be solely used by members of the KCAI sculpture department. The sculpture faculty must approve the use of departmental property. Sculpture tools and equipment may not leave the Sculpture facility without permission of faculty or technician.

## **USE OF SCULPTURE TOOLS OUTSIDE OF VOLKER COMPLEX IS PROHIBITED**

## **EQUIPMENT & TOOL DEMONSTRATIONS**

**Attendance required** Reasons for missing demonstrations must be approved by faculty. When appropriate, demonstrations may be rescheduled and given to anyone in need of training to operate any and all equipment in the sculpture facility.

## **DEMONSTRATIONS MUST BE ATTENDED PRIOR TO ANY ACCESS TO USE OF SCULPTURE EQUIPMENT**

## BROKEN EQUIPMENT

Everyone is responsible for the labeling a piece of equipment when it is not functioning. Place a note on the machine and notify the technician and department chair. Problems will be resolved as soon as possible.

**Stationary Equipment:** Only Sculpture faculty and the Technician may teach and permit students to use the department's stationary equipment. All users must be able to demonstrate proficiency before gaining access to all Metal Shop machines, Foundry and Kilns.

**Power Tools (Electric and Pneumatic):** Specific tools are locked and designated for use by the technician and faculty only.

**Hand Tools:** The hand tools located in the steel room are available for the sculpture department on a communal first come, first served basis. All clamps, hammers, brushes, extension cords, and straps are to be used and promptly returned to the cabinet in the Steel Room. The same policy applies to the ladders, scales, vacuums, and miscellaneous equipment. Should this honor system fail, equipment will be locked up and made accessible only during class and monitored hours.

**Personal Tools:** A personal tool kit should be purchased by all members of the sculpture department. Individuals must assume sole responsibility to the equipment they bring into the department and specialized equipment must be approved by faculty.

### List of recommended personal tools:

Tape measure	straight edge/square	mat knife/x-acto
Cordless drill	screw driver set	hammer
Marking tools	awl	chisel set
Pliers	rasps	wire brush
Tin snips	wire cutter	needle nose pliers
Angle grinder	tarp & rope	level

## AUTHORIZED AREAS / EQUIPMENT

Much of the sculpture facility has been locked down and/or is off limits to non-faculty members of the sculpture department, unless permission has been granted. The following is a list of locked down spaces and equipment that is controlled by faculty.

Panel boxes	forklift	cast metal storage	resin catalyst
Table saw	sand muller	cement mixer	storage sheds
Power washer	generator	foundry supply	plasma cutter
Technician's office	gas lines	TIG welders	faculty office
Electric kin			



## VENTILATION

There are many processes that require adequate ventilation in the sculpture department. The following is a list of processes/equipment that require ventilation and the method used.

Wax sculpting	outside
Gas welding	outside or steel room
Stick welding	outside
MIG/TIG welding	steel room portable vent hood
Forge	outside
Foundry pour	outside
Gas burn out kiln	outside
Patina / spraying	outside
Resins	outside
Plaster/concrete	outside
Shell room	respirator required
Sand muller	outside
Sand blaster	self-contained, respirator required
Wood working	outside / central shop or limited spaces inside depending on process

## DISPOSAL & CLEAN-UP

Clean-up of any processes and materials, including finished art, is the sole responsibility of the artist/student. The sculpture department is responsible for its own cleanliness and organization (directly linked to safety), therefore, all unused materials and neglected artworks will be discarded. Heavy items should be broken up and discarded in smaller portions so as to not damage bins and the garbage truck.

**FACULTY MAY CALL A MANDATORY CLEAN-UP WHEN EVER  
THEY DEEM IT NECESSARY  
(All activities will stop until the facility is made clean, functional, and safe)**

## END OF TERM CLEAN-UP

At the end of each term, all artwork must be removed from the sculpture department. Each term ends with an all department clean up that is mandatory for all enrolled sculpture students. Faculty can adjust grades of their students if the end of term clean-up is neglected or disregarded. Over winter break, majors may store personal items in lockers, but studio spaces must be completely empty of all personal belongings.

## STORAGE

All personal tools and equipment must be stored in designated lockers and in designated spaces on the sculpture pad. Only projects being worked on can be stored on working skids, and finished work must find its way off of the sculpture pad at the end of each assignment.

**WORK IN PROGRESS & MATERIALS MUST BE  
LABELED WITH STUDENT'S NAME & DATE**

**ART ON CAMPUS**

Art on campus must have the “Art on Campus Form” signed and on file. All work installed on campus is the artist/student's sole responsibility. If the work is left on campus, administration will bill any student the cost of removing the work by maintenance. The sculpture department does not assume responsibility for any works created on campus by students.

**ART ON CAMPUS IS THE SOLE RESPONSIBILITY OF THE STUDENT**

**STUDIO SCHEDULE & ACCESS**

Students have access to the studio while KCAI studio hours are open, however, Faculty can request that certain equipment and spaces be vacated when demonstrations and critiques are in session. Major classes and Elective classes are given priority during scheduled times. Students who want to work while a class is in session must consult with faculty prior to beginning any disruptive process.

**PRIORITY IS GIVEN TO CLASSES IN SESSION**

**STUDIO HOURS**

As stated in the Campus Security Policy, second, third and fourth year students have access to their personal studio space between 7am – 3am the next day. Please follow instructions from Security Officers when they walk through.

Name of Policy: Studio Hours
Source: Academic Affairs, Campus Security and Student Affairs
Date Revised: July 2021
Form to Complete: N/A

## **Studio Hours Policy:**

Studios are open daily when the college is in session from:

7:00 a.m. to 3:00 a.m. – Animation, Ceramics, Fiber, Filmmaking, Graphic Design, Illustration, Painting, Photography, Printmaking, Product Design and Sculpture

7:00 a.m. to 1:00 a.m. – Foundations\*

\*Studio hours may be extended to 3:00 a.m. during midterms and finals. If hours are extended, students will be notified via email by Academic Affairs.

## **VIOLATIONS**

Any student reported to be in the studio after published studio closing times will be asked to leave immediately. A \$25 late hour fee will be assessed to the student for each late hour violation. Further action may be taken in the event of multiple late hour violations or in cases of late hour violations that may also include violations of the student code of conduct.

## **STEEL ROOM**

Students are advised to communicate with the work study monitor of their activities during evening hours especially in the steel room. It is advised that you complete your work in the steel room before 10 pm for best practices and safety. If you need to weld or cut steel past 10 pm, please coordinate with the monitor on duty so they can be present. Once the monitor leaves, avoid working with dangerous tools in the steel room.

## **BUDDY SYSTEM**

No one may work alone in the studio. The buddy system must be used and only registered sculpture students may act as a buddy. Insurance does not cover friends and family members. All unauthorized people will be asked to leave the studio.

**NO ONE MAY WORK ALONE IN THE STUDIO**  
**(All “buddies” must be enrolled at KCAI in sculpture)**

## **MONITORS**

All work study students, regardless of title, have an important role as extra eyes and ears toward safety. Listen to the work study students and follow their wisdom. Specifically, Studio Monitors have duties listed in the addendum and posted near the restroom. At end of a work-shift, the monitor should walk through and check for any safety violations to report. Monitors are not required to train students at any time or assist students in any process that they are unfamiliar with. Monitors are also able to delegate certain tasks to studio users in regards to cleanliness and safety issues. Monitors are given the authority to ensure and uphold the policies.

## **MONITORS HELP ENSURE THE CONDUCT AND WORK HABIT GUIDELINES OF THE SCULPTURE DEPARTMENT**

### **ADDENDUM**

#### **Work Study Responsibilities**

	Monitor safety in studio
	Monitor Studio use for sculpture students only
	Monitors should stay in the shop area and assist students who appear to be hav
	Monitors should promote Studio Safety Guidelines as stated
	Sweep and Clean
	Supervise clean up at 12:30 AM
	Ask individuals to clean up their area
	Empty all garbage bins to dumpster

#### **Clean Up**

##### **Pad**

	Recoil extension CORDS if not in use
	Close Sand Muller bucket and lock panel box
	Make sure all Oxy/Acetylene tanks are inside studio
	Return Palette Jack, two wheeled dolly, carts SERVICE BAY
	Recoil air hose and return air hoses to compressor
	Collect and store all brooms and shovels
	Store mops/buckets in CUSTODIAL CLOSET

#### **Kilns & Foundry**

	Know status of all kilns
	Which are in use
	Who is using each kiln
	Check for flames in use
	Return all tools to studio
	Wrap garden hose and collect all broom and shovels
	Turn off outdoor lights on pad
	Close and lock conference room door and double glass door

#### **Shell Room**

	Make sure slurry mix is on, covered and running
	Close and lock black double door
	Return all fire suits, helmets, gloves, leggings, and equipment to locker
	Check status of electric kiln
	Make sure nothing is on top and clear area on flammable objects

#### **Conference Room**

	Make sure table is clean, all food and trash removed, light is turned off and both
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#### **Metal Shop**

	Shut down Oxy/Acetylene tanks , wrap hoses and store equipment
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## ADDENDUM

	Shut down compressor valve, drain hoses, remove, wrap and hang hoses
	Store accessories to air equipment
	Clear, sweep and clear surface of all saws, sanders, and stationary tools
	Hang a sign on any equipment that is broken and report to technician
	Shut down MIG/TIG equipment (drain and shut off Argon)
	Coil MIT/TIG cords and store equipment
	Coil all extension cords and hoses
	Return all welding tack hammers, and tools to storage cabinets
	Return all brooms and dustpans to hanger
	Make sure only wood scraps are in wood bin and make sure the pieces fit in the
	Shut mechanical room door.
<b>Overall</b>	
	Report any problems on worksheet via email or in person to the technician and
	Clear house and shut down all lights and equipment

## CONDUCT & WORK HABITS

Smoking is absolutely prohibited in the studio.

Alcohol and drugs are absolutely prohibited.

Food and beverages are to be consumed outside of the shop areas.

Do not rush

Do not work in studio when exhausted or using medications that cause drowsiness

Keep work areas free from clutter

Maintain clear communication with coworkers

The use of earbuds or music headsets while machining is prohibited

Extension cords are to be removed & stored when not in use

It is mandatory to clear and clean work areas before leaving the studio

Keep safety guards in place

Walls in Studio must remain exhibition ready, all art must be on a substrate or alternative surface.

Disconnect power to tools when changing blades and bits

Tag and report broken tools to technician and chair

Tampering with locks and doors is strictly prohibited

Hazardous materials must be approved by faculty and have a corresponding MSDS sheet as well as proper labeling

Visitors and children must have approval and be accompanied by faculty, staff or enrolled student at all times

Only sculpture majors and enrolled elective course students may work in the Volker complex

Demonstrations must be attended prior to operation of any equipment

No equipment is to be removed from the sculpture department

No resource material is to be removed from the conference room or atrium

No one is authorized to work alone in studio.

Any given night, the last two people working must leave at the same time

No open fires

Tools are not available for check out

No forging after 10 p.m.

No hot casting without faculty or staff supervision

No graffiti

Remove all artwork at the end of each term

All approved materials must be stored properly

Use fire-proof cabinets to store flammable materials

**Students will be asked to sign and date a department form that acknowledges they have read, understood, and will adhere to the manual.**