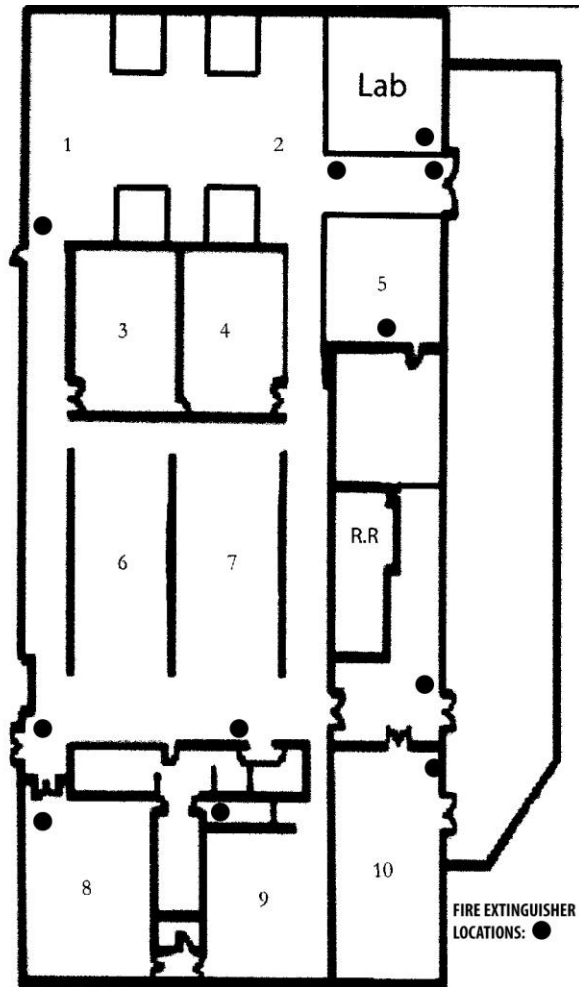


FOUNDATION MATERIALS & SAFETY MANUAL

- Limber up your muscles before engaging in any prolonged close work; computer work can be deceptive in this way. Use proper posture and be reminded that prolonged watching of the screen can be deleterious to your eyes. Typing and mouse work can bring on carpal tunnel syndrome just as easily in this line of work.
- As with all work get adequate lighting; when engaged in close work rest your eyes by focusing on distant objects regularly.
- Noise pollution can be harmful so wear ear plugs around loud equipment. Courtesy to others mandates, also, that open music is forbidden; it can be distracting from studio concentration.
- Students should take any necessary measure to prevent contaminants from entering the body; the smaller the substance particulate the chances for it to enter the body through mouth, nose, lungs, eyes, or pores increases. Therefore, use eye protection, dust masks, respirators, and rubber gloves, appropriately, when contact is likely to occur.
- Acrylics may be washed in light soap and water, watercolors are bound in Gum Arabic thus water-cleaned, and oils soluble in small amounts of linseed oil and cleaned with Turpenoid or vegetable oil and cleaned up with soap and water.
- The only solvents permitted in this building are alcohol, mineral spirits, Turpenoid, linseed oil, walnut oil, olive oil, and Simple Green and are stored only in the solvent cabinet and are to be disposed of under proper OSHA guidelines. Rags are to be kept in appropriate storage containers and disposed of regularly (every week).
- Inks for printmaking contain finely ground pigments and should never be left out on slabs or rollers just as a matter of studio courtesy. Hand cleaners such as GOOP and Orangeoil will be provided for the relevant studios. Ventilation should be used whenever such substances are a part of the work.

- Excessive contact with charcoal dust and graphite is unhealthy and when necessary dust masks should be employed. The most serious hazard from large scale drawing will occur when using spray fixative. Spray fixative should only be used outdoors, never in the building, and only with the proper breathing protection (respirator and ventilation). The person applying spray fixative may be adequately protected but others in the vicinity may not so please be aware of and considerate of your neighbors. Your instructor will demonstrate the use of the aerosol can if they deem it necessary.
- Smoking increases the likelihood of damage from exposure to most toxic materials so it is advisable to refrain from smoking in the same area drawing are being fixed.
- From a practical if not health standpoint, many of these substances are also flammable; please exercise common sense around them.
- Fire extinguishers are located at strategic points around the building.



- An Eyewash stand is located in the East and West Hallway of the Foundation Building.
- In general, and in the likelihood of an emergency rely on first aid and the door monitors and call security at 931-6666.
- Woodshop safety is covered in the orientation, but an additional caution is to remind you of the required use of safety goggles and guards at all times around machine tools likely to raise particles, sawdust or chips; respirators and ventilation when/if dealing with exotic woods. A minimum of two adults in the Woodshop is a requirement for its use.

- When using hot glue guns be reminded to avoid dripping hot glue to avoid burns. When working with plaster apply a liquid glove of petroleum jelly to exposed skin (and hands) to avoid alkali burns; and as a parting medium. Plaster should be allowed to dry and never poured down sinks or toilets.
- Likewise, solvents from brush cleaning for oil should be disposed of properly.
- Your instructor will demonstrate how to use a mat knife safely. Pay attention and please try to be alert when using blades of any kind.
- Recycling: it is likely that salvaged materials will be recycled in several projects this year. Consult your instructor as to their safety and aptness. There are blue bins in Foundation for recycling of plastic, paper, and metals.
- Studio instructors do not encourage the consumption of drinks or food within the studio from reasons of practicality, hygiene, and health (you are ingesting whatever is in the studio's atmosphere).
- Shoes and proper attire are required at all times in the studios.
- First Aid stations are located in the offices and next to the Eyewash Station in the East Hallway. You are reminded to use ladder safety and common sense around electrical outlets.
- Alcoholic beverages are not to be consumed in the studios or in the premises. Tobacco smoking is also prohibited.

Hazardous Materials and Emergency First Aid Procedures

* Never give anything by mouth to an unconscious person.

** Remove contact lenses before flushing.

*** If not breathing, clear airway, begin mouth-to-mouth artificial respiration

- Silicon Rubber Part A
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: Wash off with water.
 - Inhalation: Remove from exposure. ***
 - Ingestion: Seek immediate medical attention.

- Silicon Rubber Part B
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: Wash off with water.
 - Inhalation: Remove from exposure. ***
 - Ingestion: Seek immediate medical attention.

- Alkyd Resin
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: Wash off with water.
 - Inhalation: Remove from exposure. ***
 - Ingestion: Dilute by drinking large quantities of water* and contact Poison Control.

- Sodium Silicate Resin
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: Wash off with water.
 - Inhalation: Remove from exposure. ***
 - Ingestion: Dilute by drinking large quantities of water* and contact Poison Control.

- Sairbond
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: Wash off with water.
 - Inhalation: Remove from exposure. ***
 - Ingestion: Seek immediate medical attention.

- Sairbond 32
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: Wash off with water.
 - Inhalation: Remove from exposure. ***
 - Ingestion: Seek immediate medical attention.

- Greenpatch 421
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: Wash off with water.
 - Inhalation: Remove from exposure. ***
 - Ingestion: Seek immediate medical attention.

- Raw Fireclay
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: N/A
 - Inhalation: Remove from exposure. ***
 - Ingestion: Seek immediate medical attention.

- Insulating Refractory Bricks
 - Eyes: Flush with water for fifteen minutes. **

- Skin: Treat abrasions/cuts with first aid.
 - Inhalation: Remove from exposure. ***
 - Ingestion: Seek immediate medical attention.
- Refractory Bricks
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: Treat abrasions/cuts with first aid.
 - Inhalation: Remove from exposure. ***
 - Ingestion: Seek immediate medical attention.
- Highheat Firebricks
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: Treat abrasions/cuts with first aid.
 - Inhalation: Remove from exposure. ***
 - Ingestion: Seek immediate medical attention.
- Iron Oxide Pigment
 - Eyes: Flush with water for fifteen minutes. **
 - Skin: Wash off with water and soap.
 - Inhalation: Remove from exposure and call doctor. ***
 - Ingestion: Dilute by drinking large quantities of water* and seek immediate medical attention.
- Silica Sands
 - Eyes: Flush with water immediately and seek medical attention. **
 - Skin: N/A
 - Inhalation: Remove from exposure. ***
 - Ingestion: N/A
- Wood Dust
 - Eyes: Flush with water immediately. **
 - Skin: N/A
 - Inhalation: Remove from exposure. ***
 - Ingestion: N/A
- Organic Solvents
 - Eyes: Flush with water for fifteen minutes, roll eyes and lift lids frequently. **
 - Skin: Wash off with water and soap, remove exposed clothing.
 - Inhalation: Remove to fresh air. ***
 - Ingestion: Give two glasses of water and induce vomiting. * Seek immediate medical attention.
- Cutting Fluid
 - Eyes: Hold eyelid apart and flush entire surface with water. **
 - Skin: Wash off with water and soap.

- Inhalation: Remove to fresh air. *** Seek immediate medical attention.
- Ingestion: If conscious dilute by drinking large quantities of water. *
- Petroleum Lubricant
 - Eyes: Hold eyelid apart and flush entire surface with water for fifteen minutes. **
 - Skin: Wash off with water and soap.
 - Inhalation: Remove to fresh air. ***
 - Ingestion: Dilute by drinking large quantities of water- do not induce vomiting. *
- Aerosols
 - Eyes: Hold eyelid apart and flush entire surface with water for fifteen minutes. ** Seek medical attention.
 - Skin: Wash off with water and soap and remove exposed clothing.
 - Inhalation: Remove to fresh air. ***
 - Ingestion: Dilute by drinking large quantities of water- do not induce vomiting. *

General Power Tool Safety Rules

1. Wear appropriate clothing. Remove coats, ties or scarves, and roll up loose sleeves. Long hair must be tied back. Rings may get caught in machines or in hand held power tools and should be removed. **SAFETY GLASSES AND FACE SHIELDS MUST BE WORN WHILE USING ANY ELECTRIC TOOL.** Hearing protectors and dust masks are available and required for use when needed.
2. You must be wide awake and alert. Never operate a machine when you are ill or tired.
3. Think through the operation before performing it. Know what you are going to do and what the machine will do.
4. Plan out the stages of the operation and be aware of each part of the process.
5. Never remove or adjust safety guards without permission from the instructor or technician.
6. Use approved push sticks, push blocks, feather boards and other safety devices. Some operations may require the use of a special jig or fixture. Allow for the extra time needed to prepare a jig and make the proper set up adjustments.
7. Keep machine tables clear of tools, stock, and project materials. Also keep the floor clear of scraps and debris.

8. Allow the machine to reach full operating speed before starting to feed the work.
9. Feed the work carefully and only as fast as the machine will easily cut.
10. **MAINTAIN THE MARGIN OF SAFETY** specified for each machine. This is the minimum distance your hands should ever come to the cutting tool while in operation.
11. When you are operating the machine, you are the only one in control of it. Start and stop the machine yourself. If someone is helping you be sure they understand what they are expected to do.
12. Do not allow yourself to be distracted while operating a machine. Do not startle or distract others operating machines.
13. If a machine blade is dull, out of adjustment or not working properly, shut off the power and inform the instructor or the technician.
14. Do not use machines for trivial operations especially on small pieces of stock. Use hand wood working tools. Do not play with machines.
15. When the operation has been completed, shut off the machine. Wait until the blade stops before leaving the machine or setting up another cut. **NEVER** leave a machine running unattended.

SAFETY RULES BY DISCIPLINE

Painting and Printmaking

The painters' and printmakers' art is filled with potential hazards: exposure to the powdery dusts raised as artists mix dry pigments; inhalation of toxic substances as they use acids or etching and solvents to mix, thin, airbrush, spray paint or even just applying brush to canvas; and sketching, planning work or even tidying up in a studio filled with the vapors of clean-up materials and drying canvases and prints. In addition, many of the products artists use are flammable. The major defenses against such hazards, therefore, a judicious choice of materials and provisions of adequate ventilation.

Understanding Where Hazards Lurk:

- Pigments
 - Avoid all forms of lead pigments such as flake white, lead white, and lead chromate (chrome yellow). Accidental ingestion and inhalation of these pigments in even minute amounts may cause serious poisoning.
 - Generally speaking, unless unusually stringent precautions are taken, including the use of an enclosed glove-equipped mixing box, powdered pigments should be avoided.
 - With commercially prepared paints, careful washing of hands, fingernails, and work surfaces is advised in all cases.
 - Many commonly used inorganic pigments contain other toxic compounds, the most hazardous include:
 - All cadmium pigments and those containing chromates (zinc, strontium and lead). These compounds are suspected carcinogens.
 - All pigments containing cobalt, manganese, and mercury. Chronic exposure to manganese can cause a nervous disorder resembling Parkinson's Disease. One form of cobalt violet (cobalt arsenate) is so toxic, it should never be used; other cobalt pigments can affect the heart.

- Pigments containing toxic contaminants. Lamp black, for example, may cause skin cancer if it is contaminated with polycyclic aromatic hydrocarbons.

- Solvents
 - Varnishes, lacquers, thinners and cleaners, and painting techniques based on spraying (air guns, brushes and spray cans) expose artists to large amounts of hazardous solvents. Many of these produce short-term narcosis (symptoms such as dizziness, headaches, nausea, loss of coordination) and long-term damage to lungs and other organs. The most hazardous include:
 - Solvents, varnishes or lacquer thinners containing toluene, xylene, or glycol ethers. All three can be absorbed through the skin, and may cause kidney, liver, and reproductive system damage, as well as depressing the central nervous system. Glycol ethers may also cause anemia.
 - Methyl alcohol (methyl hydrate) which can also be absorbed through the skin, is used for dissolving shellac. It produces headaches, nausea, and eye irritation, and should be replaced with ethyl alcohol (denatured alcohol) or iso-propyl alcohol (rubbing alcohol).
 - Methylene Chloride (methylene dichloride or dichloromethane) is present in the more powerful solvent mixtures for removing paint and varnish. It breaks down in the body to form carbon monoxide, interfering with the blood's capacity to carry oxygen, and has been known to cause fatal heart attacks and is a suspected carcinogen.
 - Dry-cleaning and degreasing fluids (chlorinated solvents) such as carbon tetrachloride, perchloroethylene, tetrachloride and ethylene dichloride may cause severe liver and kidney damage, and are suspected of causing liver cancer.

- Acids
 - In addition to corroding the skin, acids may form deadly gases when combined with other substances. For example, when artists combine hydrochloric acid with potassium chlorate to produce Dutch Mordant, they also produce chlorine gas. Artists who use nitric acid for etching are exposing themselves to highly toxic nitrogen dioxide gas.

Minimizing the Risks:

1. Ensure Adequate Ventilation.
 - a. Acid etching, photo etching, and silk-screen printing with solvent based inks require special local exhaust ventilation (for example, slot hoods).
 - b. For lithographic and intaglio printmaking, where hazardous exposure occurs mainly during plate cleaning and general cleanup, dilution ventilation (a window exhaust fan) is usually sufficient.
 - c. For oil painting with turpentine or mineral spirits, working a few feet away from a window exhaust fan is adequate in most circumstances.
2. Use Respirators and Spray Booths.
 - a. Artists who insist on mixing their own colors from powdered pigments, or who use them for encaustic techniques, should use a NIOSH* approved toxic dust respirator.
 - b. Artists who work with air-brushing and spray painting techniques should use a spray booth or a respirator NIOSH has approved specifically for spraying.
3. Protect Area from Fire and Explosions.
 - a. Do not store concentrated acids near solvents or other organic materials.
 - b. Have on hands a Class ABC multipurpose dry chemical fire extinguisher and know how to properly use it.
4. Wear Protective Clothing and Equipment.
 - a. Remember: "Do as you outer- add acid to water."
 - b. When working with solvents, use gloves or barrier creams.

*National Institute of Occupational Safety and Health

Pottery and Ceramics

Potters and ceramists need to guard against three categories of hazards: those related to the mixing of clay, those related to mixing and application of glazes and colorants, and those related to the firing process. In all three categories, inhalation hazards pose the most serious risks.

Understanding Where Hazards Lurk:

- Clays
 - Clays can contain three major contaminants; silica, talc, and asbestos. All three are easily inhaled as potters mix dry clays and break up dry grog.

Minimizing the Risks:

1. When mixing clay and glazes from dry material always wear a NIOSH approved dust mask or respirator.

Sculpture

The materials most widely used for sculpting include clay, plaster, wax, stone, and plastics. Some of the obvious risks are common to several materials: for example, the dangers of flying splinters and chips. However, there are also specific risks associated with each medium.

Understanding Where Hazards Lurk:

- Plaster
 - One of the less obvious hazards in working with plaster casting is the potential for causing serious burns from the casting of body parts as heat builds up in the mold during the setting process.
 - Exposure to plaster dusts is another, though lesser, hazard. Plaster of Paris (calcium sulphate) irritates the eyes and to some extent the respiratory system.
 - Plaster additives may irritate the skin or cause inhalation problems.
- Wax
 - While most natural waxes are not hazardous in themselves, fire and decomposition problems occur when they are heated.
 - Flammable vapors create serious fire hazards in the presence of exposed heating elements on hot plates or stoves, or near open flames.
 - When overheated, the waxes decompose into strong lung irritants.
 - Foundries sometimes use chlorinated waxes, such as the extremely hazardous polychlorinated terphenyls, which are chemically related to polychlorinated biphenyls (PCBs). Such waxes may produce the severe skin disease known as chloracne, as well as cancer, liver and possibly reproductive system damage.
 - The solvents used to remove wax can also be a problem. Carbon tetrachloride and benzene are so hazardous they can be lethal, and should not be used.

Minimizing the Risks:

1. Eliminate as many hazards as possible.
 - a. When working with stone, plaster, or clay, avoid asbestos contaminated material.
 - b. Observe fire precautions.
 - c. Never use an open flame (or hot plate with exposed elements) to heat wax.
 - d. Never overheat wax; use the lowest temperature possible.
 - e. Never work with chlorinated waxes.
2. Protect yourself against inhalation hazards.
 - a. If you work with plastic resins, use specialized local exhaust ventilation as specified in a reliable reference source.
 - b. Pneumatic and electric tools should be equipped with portable dust collectors.
 - c. Respirators are a last resort. If you must use one, be sure it is approved by NIOSH for the particular substance you are using.
3. Use protective clothing and equipment.
 - a. Wear, as necessary, such safety equipment as goggles and a face shield, hearing protectors, and non-asbestos gloves.
 - b. Keep long hair, jewelry, and clothing away from moving machinery parts.

Wood

Artists who work with woods are subject to the same variety of occupational diseases found among industrial woodworkers. Most risks come from repeated inhalation of wood dusts. However, the solvents present in stripping, gluing, and finishing materials also pose health risks, and of course there are dangers associated with woodworking machinery as well.

Understanding Where Hazards Lurk:

- Wood Dusts
 - The most serious source of long-term health problems is the repeated inhalation of wood dusts, which can lead to chronic respiratory diseases.
 - Adenocarcinoma, a form of nasal cancer, has been shown to strike 7 in every 10,000 hardwood workers annually, usually forty years after initial exposure.
 - Woods such as cocobolo, ebony, African mahogany, mansonia, rosewood, and satinwood can cause skin and

respiratory irritation and allergic reactions. Many other tropical woods present problems as well.

- Woodworkers who develop pneumonia like symptoms that include shortness of breath, chills, fever, and weight loss may have been working with South American boxwood, cork oak, or redwood. While most people recover completely from a first attack, repeated attacks may lead to permanent lung scarring.
 - Beech, iroko, Western red cedar and teak can induce severe asthma.
 - Dusts raised while working with particle board, plywood and other composite forms are particularly dangerous because they contain formaldehyde glues and resins, which release formaldehyde.
 - Formaldehyde can cause skin and respiratory irritation, allergic reactions and is suspected of causing cancer.
- Glues
 - Glues contain a number of substances irritating to skin, eyes, and the respiratory system. If their dusts are inhaled or ingested, they can also be toxic.
 - Formaldehyde-resin glues are among the most hazardous, because when sanded, they may decompose into formaldehyde, which is irritating to skin and a known carcinogen.
 - Epoxy glues may cause skin, eye, and respiratory irritation and allergic reactions.
 - Contact adhesives containing hexane are extremely flammable and, with repeated exposure, may cause nerve damage. Those containing methyl chloroform can, and high levels of concentration, provoke heart problems.
- Chemicals
 - Stripping, painting, and finishing often require the use of products containing solvents, most of which can induce loss of coordination, dizziness and nausea. Furthermore, most solvents are flammable.
 - Methylene chloride, present in many paint strippers, can affect heart rhythm, induce heart attacks and may cause cancer. When heated, it decomposes into lethal phosgene gas.
 - Caustic soda can cause severe burns, and is highly corrosive in contact with skin and eyes.

- Preservatives may contain pentachlorophenol, arsenic compounds and creosote, all of which are suspected of causing cancer and reproductive problems.
- Machinery
 - In addition to the obvious hazards associated with sharp and rapidly moving machinery such as saws, drills, lathes, and sanders, power driven tools create a few hazards not everyone thinks to avoid.
 - Vibrating equipment used for long periods of time without rest periods can cause “white fingers”, a numbness of the fingers and hands that can result in permanent circulatory damage.
 - Most woodworking machinery produces high levels of noise. If it is necessary to raise your voice to be heard two feet away, the noise of the machinery is loud enough to cause hearing impairment.

Minimizing the Risks:

1. Protect yourself against inhalation of dust and fumes.
 - a. Equip all dust- producing machinery with efficient dust collectors.
 - b. When working with particle board and plywood, exhaust dusts to the outside, away from other air-intake systems.
 - c. Ensure good exhaust ventilation.
 - d. Respirators are a last resort. If you must use one, be sure it is approved by NIOSH for the particular substance you are using.
2. Wear protective clothing and use protective equipment.
 - a. Never operate machinery without machine guards.
 - b. Use safety goggles and hearing protectors. Wear gloves when working with solvents.
 - c. Keep long hair, jewelry, and clothing away from moving machinery parts.

Extra Measures:

- Inspect machinery and the work area regularly for electrical hazards.
- Follow standard fire prevention practices.
- Avoid products containing formaldehyde whenever possible

Kansas City Art Institute

Departmental Health and Safety Manual



Supplement



The Kansas City Art Institute strives to provide a safe and secure environment for students, faculty, staff and visitors. The Office of Director of Safety and Security encourages and solicits the assistance and cooperation of the entire campus community in our attempts to make the campus a safe place to work, live and play.

This supplemental information and your department's safety manual will help create a safe and secure environment.

CALLING CAMPUS SECURITY

Contacting Campus Security is convenient and easy. KCAI Campus Security can be reached by dialing: **816-931-6666**. KCAI in-house phones dial **(9) 931-6666**. Kansas City Missouri Police, Kansas City Fire Department and Emergency Medical Services (EMS) can be reached by dialing **9-1-1** for emergency situations.

ACCESS CONTROL SYSTEM

Your ID card is your access control card for entry into many campus buildings. It is important that you have an updated student identification card and carry it with you while on KCAI properties. ID photos should be kept up to date to allow campus security to properly identify students, staff and faculty. Stop by the security office anytime to update your ID.

SECURITY CAMERAS

The KCAI Safety and Security Department is committed to enhancing the quality of life of the campus community by integrating the security industries best practices. An important component of a comprehensive security plan, using state-of-the-art technology, is video monitoring. Security cameras are located both inside and outside the buildings.

RESIDENCE HALL SECURITY

The Living Center is equipped with a card access system. Identification cards are activated allowing only authorized residents and employees into the building. In addition to Campus Security's regular patrol, an officer is assigned to a fixed post in the Living Center lobby during

designated days and times. Security cameras are located inside and outside the building.

PERSONAL SAFETY ESCORT SERVICE

Campus Security provides escorts for persons walking on campus or traveling from the campus to the parking areas during all hours when personal safety is a concern. Call 816-931-6666.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Information about crime prevention and other personal safety related topics is shared with the KCAI community by email, fliers and through training seminars.

EYE WASH STATIONS



Eye wash stations are located throughout the campus buildings. They are green in color and properly marked. Campus Security will provide group or individual eye wash training upon request. Call Director of Safety & Security: 816-802-3399.

EMERGENCY SHOWERS



Know the location and proper use of emergency showers that are located in the various departments.

FIRST AID KIT



First Aid Kits are located at key locations throughout the buildings. Make yourself aware of their locations. Campus Security maintains the First Aid Kits. Contact an officer or the security office if a kit in your department is low or out of a particular item.

MEDICAL EMERGENCY

In case of emergency, KCAI staff and faculty are NOT authorized to transport students to a hospital. We will notify EMS in every medical emergency. A student has the right to refuse treatment. Upon refusing, EMS personnel will request a signature of affirmation.

FIRE SAFETY

The fire alarm has a steady siren with a high tone, indicating personnel must evacuate the building due to a possible fire.

1. In all cases of a possible *FIRE*, activate the nearest fire alarm to warn the other occupants.
2. Call the Kansas City Fire Department immediately (**9-1-1**) and contact KCAI Campus Security at 816-931-6666. Give the location of the fire (Building name and address and location of the emergency), type of fire (if known) and if there are any injuries.
3. When the building fire alarm sounds, immediately go to the nearest emergency exit. Regroup at your department or buildings rally point.

FIRE EXTINGUISHER TRAINING

Residence assistants at the Living Center and Security personnel are provided with this training. Security will provide group or individual fire extinguisher training upon request. Call Director of Safety & Security: 816-802-3399.

FIRE DRILLS

Fire drills are conducted in all buildings during September and January of each year.

FLAMMABLE STORAGE CABINETS



These cabinets are designed to save traveling time, minimize exposure and seal off flammable liquids when temperatures become too high.

**SEVERE WEATHER
DESIGNATED CAMPUS BUILDINGS**

The following buildings are designated locations for your safety in the event of a tornado warning or severe weather:

Advancement & Alumni (A&A): go to the basement

Baty House (Liberal Arts): go to the basement

Beals Studio: Don't use the Elevator, go to Vanderslice basement

Cafe' Nerman: Don't use the Elevator, go to Vanderslice

basement Carriage House: go to either the basement of A&A or

Mineral Hall Ceramics: go to the basement

East Building: Inside the lower level or go to the Vanderslice basement, Don't use the Elevator. Fiber Warehouse: go to classroom A

Foundations: go to the basement of Ceramics/ Plant Services

Area H&R Block Artspace: Don't use the Elevator, go to

basement area Illustrations: go to the center of the building

Irving Building: go to the basement, North end of building

Jannes Library: Don't use the Elevator, go to the

basement

Living Center: Don't use the Elevators, go to the lowest level of the South tower

Mineral Hall: go to the basement

Paint Studios: Don't use the Elevator, go to basement or lowest

level Sculpture: go to Vanderslice basement

Vanderslice Hall: Don't use the Elevator, go to the basement

Note: Kansas City's emergency sirens are tested, weather permitting, at 11:00 a.m. on the first Wednesday of each month.

MSDS – MATERIAL SAFETY DATA SHEETS Department's Responsibilities



Material Safety Data Sheets (MSDS's) are required as part of the KCAI Department of Safety & Security program to meet compliance with the OSHA Laboratory Standard, and the OSHA Hazard Communication Standard.

- Material Safety Data Sheets (MSDS) must be obtained for all hazardous supplies and chemicals used in the departments. A binder will be centrally stored with this information and safety procedures. Make yourself aware of the binder's location.
- Material Safety Data Sheets will be maintained by each department. This book will be available at all times to persons working in that area. Make yourself aware of the material in a MSDS.
- A copy of all updates and additional sheets will be sent to the KCAI Safety & Security Department (to maintain a backup file).

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How to Obtain an MSDS (Material Safety Data Sheet)

- 1) Keep and use the MSDS which is shipped to you with a chemical, or use the MSDS which is forwarded to you or your department.
- 2) Use WWW Internet access to find an MSDS for a chemical or product. MSDS information is now widely available on the World Wide Web.

SIRI MSDS Index: <http://hazard.com/msds2> (SIRI MSDS Index.)

MSDS Links: <http://hazard.com/msds/links.html>

- 3) To find a MSDS for your chemical or product, use your department's MSDS collection. Often it is kept in a large, yellow three-ring binder and can be located in your department's library or other common use area.

Hazardous Material Labels

To help you identify hazards when handling hazardous material, Federal Law requires all hazardous chemicals to be clearly labeled. These labels summarize the information provided in the MSDS, and must never be damaged, covered or removed.

HMIS (Hazardous Material Information System)

The system communicates chemical hazards through a system of color and numeric coding. The colors on the label represent the specific type of hazard: Blue represents the health hazard, red indicates the material's flammability and yellow represents its reactivity. The number inside

each color indicates the level of danger associated with each hazard (0 = minimal hazard, 4 = severe hazard).

The labels final section uses an alphabetical code to designate the Personal Protection equipment (PPE) required for handling the material safely. A PPE key will usually accompany the label, although some chemical have additional requirements listed on the MSDS. This label also provides information on the chemical's likely routes of entry into the body, the organs it affects, and the specific health and physical hazards associated with the material.

Special Precaution Symbols

OXY = Oxidizer ACID = ACID ALK = Alkali COR =

Corrosive HAZARDOUS WASTE MANAGEMENT AND

UNIVERSAL WASTE

Contracted services handle the Institute's hazardous waste disposal. Call Plant Services at 802-3437 for details.

INDIVIDUAL RESPONSIBILITY



The cooperation and involvement of students, faculty, and staff in a campus safety program is absolutely necessary. All individuals must assume responsibility for their personal safety and the security of their personal belongings by taking simple, common-sense precautions.

Students, faculty and staff should have their vehicles registered with the Department of Safety and Security. Both parking and bicycle permits are available at "NO COST". Vehicles should be kept locked at all times and valuables stored out of view.

Everyone should be alert to unusual or suspicious persons or activities and immediately report these incidents to the Campus Security at 816-931-6666.

Take advantage of the safety programs and services provided by KCAI.

ASSOCIATES

KCAI Security enjoys an excellent working and cooperative relationship with the Kansas City Fire Department, Fire Marshall's Office, Kansas City Missouri Police Department and other campus police/security agencies, with memberships in International Association of Campus Law Enforcement Administrators, Missouri Association of Campus Law Enforcement Administrators and Metro-Central Security Group.

KCAI COMPLIANCE

COMPLIANCE WITH THE CAMPUS SECURITY ACT - DOE federal law. Student Right to Know and Campus Security Act of 1990 (Jeanne Cleary disclosures). Annual Report furnishes statistics concerning the occurrence on campus of criminal offenses reported to local police agencies, or to any official of the institution who has significant responsibility for student and campus activities. Information can be located on the KCAI Webpage (www.kcai.edu).

CAMPUS SEX CRIMES PREVENTION ACT - to inform the campus community how to obtain local law enforcement information on registered sex offenders.

COMPLIANCE WITH NEW DOMESTIC SECURITY LEGISLATION - KCAI has **established procedures to follow regarding subpoena and Patriot Act requests.**

DRUG-FREE WORKPLACE ACT OF 1988 - KCAI is in compliance and in support of the Drug-Free Workplace Act of 1988.

MISSING PERSONS POLICY - Students living on-campus: A suspected missing student should be reported to campus security immediately. In compliance with federal laws, if after investigation the student is determined to be a missing person, the appropriate law enforcement agencies and the student's emergency contact will be notified within 24 hours. If a student is under the age of 18, KCAI is required to contact a parent or guardian. If a student is over the age of 18, KCAI is required to contact the emergency contact identified by the student to the college. Students living off-campus: A suspected missing student should be reported to campus security immediately. If after investigation the student is determined to be a missing person, the appropriate law enforcement agencies will be contacted within 24 hours.

PERSONAL AUTOMOBILES POLICY - KCAI liability insurance does not provide any protection for employees (including student workers) while using personal automobiles on KCAI business, since state laws require individual automobile owners to carry liability insurance. In the event of an accident, the individual's insurance provides primary coverage. KCAI insurance is secondary only for the benefit of KCAI and not the individual.

EMERGENCY ALERT SYSTEM

The KCAI Campus Alerts system allows the Kansas City Art Institute to contact you during an emergency. The system is your personal connection to real-time updates, instructions and other important information. To enroll for RAVE emergency notification safety services copy and paste the following link: <https://www.getrave.com/login/kcai>. Please follow the instructions to register your mobile device. If you have concerns about the privacy of your information, please review the emergency alert privacy policy.

Emergency alerts may be disseminated via:

- text messaging to subscriber cell phones
- electronic distribution through e-mail
- posting of hard copies in public areas
- posting on KCAI websites (Internet and intranet)
- local media outlets.
- voice message distribution through KCAI phone system

ADDITIONAL SUPPORT INFORMATION

Go to www.kcai.edu Campus Safety under Student
Life/Housing.

Director Safety & Security