Kansas City Art Institute
Product Design
Safety Manual

OVERVIEW

SAFETY FIRST — ALWAYS!

The following information is designed to introduce students, faculty, and staff to the safe use of Product Design Studios. All students, faculty, and staff should work together to ensure that Product Design facilities are operating with the highest precautionary safety level possible. The goal is to maintain a clean and healthy working environment in the Product Design department.

Individual concerns may be raised with the Department Chair at any time to ensure that every individual is able to use the facilities safely.

KCAI EMERGENCY ALERT SYSTEM

The Safety and Security Department of Kansas City Art Institute has partnered with Rave Mobile Safety to provide an emergency notification service (KCAI Campus Alerts). Our goal is to communicate vital information to each member of our community within minutes of an emergency. We strongly encourage students, faculty, and staff to login to the KCAI Campus Alerts (Rave Wireless) to add a cell phone number that can receive text message alerts.
KCAI Campus Alerts will send you an e-mail and text message in the event of emergencies and weather-related closures only. You can add up to 3 email addresses and 3 phone numbers (such as daycare, family, or friends) who can all be notified when a KCAI Campus Alert is sent.

Please visit www.getrave.com/login/kcai

GENERAL SAFETY

Access to the Product Design building (Irving) is by keycard. Should your ID not function properly, please contact the campus security (816) 931-6666. Always carry your ID with you. Please do not interrupting classes by knocking on the door. All visitors to the facility must be chaperoned by a student or faculty member.

Never let strangers in the building, if there is suspicious activity, please contact campus security immediately.

Campus security is available 24/7

■ They can escort you to your car or around campus

■ They can jump-start your car

■ They can open your car if keys are locked in it

Security contact number is (816) 931-6666

STUDIO SAFETY & MAINTENANCE

Regular studio hours are from 6:30am–3:00am, seven days a week during the Fall and Spring semesters.

Each Product Design student receives a dedicated workspace. Students use their studio space to cultivate a rigorous design process and facilitate the flow of creativity. Please respect your peers by not playing loud music, not using someone else's workstation, tools, or supplies, and keeping your workspace clean and organized. You are responsible for your space. You are also responsible for any mess you may create in all department work areas.

Basic Rules of studio life:

■ Respect equipment, the building, and all items in the building, along with the property of other students

■ Do not tamper with or approach someone else's workspace unless invited by that student

■ Do not leave any food or drink in studio—all food and drinks should be thrown in the trash or taken home immediately. If this is abused, then food and drink will not be permitted in the studio

■ Any moving of studio furniture must be approved by your instructors or department Chair

■ Keep the sinks and kitchen area clean. Take home all dishes after use, do not leave messes on the counter or sink

■ Recycle all you can recycle. Take care to place recycling in its proper container

■ Only use spray adhesives and spray paint in the Central Shop spray booth, not in your studio spaces or on the sidewalks

■ When cutting, make sure you cut on a cutting board and nowhere else! Pick up your mess after you leave the cutting area, making sure all scraps are placed in recycling or trash

■ Do not climb on ladders or any furniture in the building. Consult with your professor or department Chair if you need to use a ladder for any reason

■ All Xacto blades must be thrown away in the designated containers located in each studio and NOT in trash bins, chairs, tables, or on the floor

■ All power reels hanging from the ceiling need to stay clear of the walkways, as they could be a safety hazard. Please reel the cords when not in use

■ Smoking and vaping are only allowed in the designated campus areas

■ Do not prop exterior doors open.

■ Take the last 15minutes of every class meeting , or more if needed, to clean and organize the studio

Studio Cleanup

■ Put any works-in-progress in your own work area or designated community fabrication space.

■ Sweep the floors

■ Put away tools and organize your workspace to be ready for your next class

■ Throw away all scrap material or put in the cardboard scrap bin IF it is reasonably usable

■ Close doors and turn off lights if you are the last person to leave the studio

Rolling Monitors

Rolling monitors are for studio lectures, student presentations, and critiques.

- Monitors must be turned off when not in use

- Do not stand on the monitor cart

- Do not remove any monitor from the studio without permission from the department Chair

- Students are allowed to use monitors for preparing for presentations and other educational uses

- Students are individually responsible for any damage done to monitors. Any problems or damage should be reported immediately to the department Chair

Studio Computers

- Do not eat or drink around any studio computer equipment, scanners, or tablets

- Software or hardware problems should be reported immediately to the campus technology help desk: (816)802-3502 or helpdesk@kcai.edu

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.

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 safe sheltering in the event of a tornado warning or severe weather:

Beals Studio: Go to Vanderslice basement

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

East Building: Inside the lower level or go to the Vanderslice basement, Don't use the Elevator

Fiber Warehouse: go to classroom A

Foundation: go to the basement of Ceramics/ Plant Services Area

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

Illustration: 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

Painting 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 at 11am on the first Wednesday of each month

MSDS – MATERIAL SAFETY DATA SHEETS

- 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).

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.

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