

FGCU Art Studio Self-Audit for Occupational Health, Workplace Safety, and Environmental Compliance

Authority

Florida Administrative Code Chapter 284.50 requires divisions of State government to implement a comprehensive safety program including regular and periodic inspections, and promotion of safety awareness.

Purpose

The University well recognizes the level of knowledge and experience faculty members bring to their classes to ensure the continuing safe operation of teaching studios at FGCU. The intent of this assessment is to document that laboratory activities reflect compliance with University and other (OSHA, CDCs, ANSI, etc) widely accepted safe laboratory practices. Environmental Health and Safety will report the results of this survey to the appropriate division heads, and use the information provided in planning for training and other programming in the coming year.

Directions

Any person responsible for an art studio or who instructs a studio section of a class shall complete a copy of this survey for that activity. Please complete this form within 20-days of receipt. If this is not possible, please notify Environmental Health and Safety within this time with an alternative schedule.

Mark your response to each question in the boxes to the right of the question. Questions may be answered Yes or No, or one of the other options as appropriate. Some questions provide the option "In Progress" to indicate an item you are currently working on implementing. Other questions provide the option "Not Applicable" for questions that do not relate to your activities. All questions provide an option to ask EH&S to contact you to follow-up. Contact Environmental Health and Safety at extension 1414, or email to Rhonda Holtzclaw if you have questions or would like additional information.

Definitions

Studio: a program using chemical materials in artistic educational activities, more than one program may utilize the same physical spaces

Participant: a student, volunteer, or employee working in a studio

Responsible Person: The faculty member, instructor, or other individual with the responsibility and authority for activities conducted within a studio program. Individuals may be a Responsible Person for more than one program.

Studio Information

Responsible Person : _____ Studio Program Location(s): _____

General

	Yes	No	In Progress	Please Contact me About This
1. Do you have accessible written procedures for spill clean up in your studio?				
2. Do you have accessible written procedures for equipment used in your studio?				
3. Do you have an accurate inventory of your chemical agents in your studio?				
4. Is information available on allowable exposure limits for chemicals in your inventory?				
5. Do you limit access to the studio to people you directly supervise, or to those trained to recognize the hazards present and the practices and techniques required for working safely?				
6. Are walkways and safety equipment kept clear of obstructions?				

Equipment

	Yes	No	Not Applicable	Please Contact me About This
7. Do all woodworking machines have protective shields permanently in place?				
8. Are sawdust collectors present?				
9. If respirators are used, have they been properly fit-tested?				
10. Are high-pressure gas cylinders leak tested with soapy water upon receipt and after attaching a regulator?				
11. Are high-pressure gas cylinders secured with chain or canvas straps around the top 1/3 of the cylinder or are they placed into non-tip bases?				

Chemicals

	Yes	No	In Progress	Please Contact me About This
12. Are chemical containers legibly labeled for contents?				
13. Do you label containers with non-hazardous materials (e.g. Water) to avoid confusion?				
14. Do participants keep all chemical containers closed unless in active use?				
15. Are chemicals stored at shoulder height or lower?				
16. Are signs posted with the appropriate hazard classes in chemical storage areas?				
17. Are all chemicals in your inventory free from signs of chemical or physical change?				
18. Have you completed an exposure and risk assessment appropriate to the volume and hazard level for each chemical in your inventory?				

Operations

	Yes	No	Not Applicable	Please Contact me About This
19. Are chemical waste containers closed, labeled for contents, and include the words "Hazardous Waste"?				
20. Are participants trained in proper disposal methods for all materials in use?				
21. Are containment and spill clean-up kits readily available for the hazardous materials used in your studio?				
22. Have you minimized wastes by using alternative chemicals or processes?				

Personal protective Equipment (PPE)

	Yes	No	In Progress	Please Contact me About This
23. Are safety glasses, face shields, protective gloves, & other types of PPE readily available for all users?				
24. Is ventilation adequate in all sections of the studio?				
25. Are ear protectors available in noise producing areas?				
26. Are artists allowed to work alone for long periods of time without a check-in system in place?				
27. Are all participants trained in proper methods for acquiring emergency assistance?				
28. Are emergency numbers posted by telephones?				

Training

	Yes	No	In Progress	Please Contact me About This
29. Have you trained participants in their responsibility for responding to spills of materials in your studio?				
30. Have you trained participants on regulations for managing hazardous wastes?				
31. Have you trained participants in safety procedures and hygiene appropriate for their work?				
32. Does instruction include the toxic effects of art materials on the body?				

Ergonomics

	Yes	No	Not Applicable	Please Contact me About This
33. Are cushion mats available for use when standing for long periods?				
34. Do chairs provide adequate back support, adjustable seat angle, and height adjustability?				
35. Is regularly used equipment installed to prevent awkward body positions during use?				
36. Is an adjustable tray provided for the keyboard and pointing device at each computer?				