

## **P6781 SAFETY, ART EDUCATION LABORATORIES**

### **BOARD POLICY:**

**Art laboratories shall be equipped with safety devices and all precautions shall be taken to maintain and protect the health and welfare of pupils. The administration shall initiate activities to implement safety standards.**

Administrative Implemental Procedures:

1. The Coordinator of Art Education will initiate requests for maintenance and cooperate with Plant Facilities personnel to rectify any safety problem in art education laboratories in the secondary schools.
2. Safety guard devices shall be used on all circular saws, grinders, pug mills, polishing wheels, radial arm saws, planers, jointers, and any other power tools for which a safety device has been designated and accepted as standard.
3. All exposed drive belts on air compressors and power tools must be covered with appropriate safety guards.
4. Centrifugal casting machines shall have protective shields surrounding machine.
5. No pupil will be allowed to work with molten metals unless protected with gloves and face shield.
6. No pupil will be allowed to work with grinders, polishing wheels, or hot metals without eye protective devices.
7. Installation of kilns in school buildings
  - a. Kilns shall be provided with 3-foot clearance from combustible material on all sides and a clear area above kiln to ceiling; except that a noncombustible wall of masonry can be used in lieu of 3-foot clearance on sides.
  - b. Kilns shall be installed on noncombustible bases.
  - c. Electric kilns shall be provided with a cone shutoff control.
  - d. Gas kilns shall be equipped with an automatic shutoff control (photo electric cell).
  - e. Kilns shall be operated only during school hours.
  - f. Pupils shall not operate kilns.
  - g. Kilns shall be disconnected (if plug in type) or shut off at breaker (if connected directly). In the case of gas fired kilns, an in-line gas cock shall be provided within one foot of the kiln.
  - h. Under no circumstances shall combustible material be allowed on the kiln inside the 3-foot clearance area or between the noncombustible wall surrounding the kiln.
  - i. Kilns shall be properly ventilated.
8. Storage of oxygen and acetylene gases shall be limited to two cylinders of each per laboratory and shall not be located less than 20 feet from open flames, except in specifically approved storage facilities.

9. Installation of oxygen and acetylene manifolds and storage of compressed gases shall be completed by these recommendations:
  - a. Oxygen acetylene manifolds are to be located so that any combustible material, grease, or oil is at least 20 feet away.
  - b. When special approved storage facilities are not used, the aggregate capacity of each manifold should be limited to six cylinders—three of oxygen and three of acetylene. No more than two cylinders of each are to be connected to the manifold, and one cylinder may be kept in storage at the same location. All cylinders are to be anchored securely.
  - c. Piping from cylinder hookup to welding area is to be of rigid iron or steel.
  - d. Flame arrester is to be located near cylinder hookup and shutoff valve is to be provided in each line near the welding area.
  - e. Each manifold supply is to be separated by at least 20 feet, or if located in the same area be separated by brick or cinder block wall at least five feet high.
10. The spraying of paint or other combustible materials must be done in laboratory areas that were designed and are approved for that purpose.
11. All paint and thinners shall be stored in an approved metal cabinet with doors.
12. Oily and soiled wiping cloths will be contained in an approved flip top waste can.
13. The teacher shall be responsible for teaching the safety rules for the handling of all tools in the laboratory prior to the pupil's using the hand tools and power tools. The pupil must show evidence of being knowledgeable of the safety rules prior to using the tools.
14. All furnished safety devices, protective apparel, etc., should be requested on the art education budget by the building departmental chair. The departmental chair's request will be given high priority.

Administrative Responsibility: Learning Services

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