

**Studio: Set up and Equip for Safety.** Looking after the tools and materials you might use in the art centre studio is important.

**EQUIPMENT: What you will need**



Fire extinguisher



Disposable Gloves



Safety Signs



**EYE PROTECTION MUST BE WORN**

Eye protecting goggles



**HALF FACE MASK RESPIRATORY PROTECTION MUST BE WORN**

Face mask



Ventilation Box



Safe power points



Rubbish Bin



Heavy Gloves



First aid kit



Fire Blanket



Trip Point

## SAFETY: How to stay safe

Do not breathe the fumes. Fumes sometimes smell bad or strong. Sometimes they don't smell. You must be careful of anything which has a sign on it that shows you it is poison or that tells you not to breathe in the smell of it.

Always try and use art materials which are safe and gentle on your skin.

If you need to use toxic substances (poison) like Turps or contact adhesive, wear disposable rubber gloves and work in fresh air.

Never leave food or food containers in the same area as studio materials or tools.

Make sure there is a good first aid kit and that several people know how to use it properly - especially eye wash, band aid and badages.

Make sure there are always ventilation masks, disposable gloves, broom and dustpan near by.

Keep the fire extinguisher serviced and ready for action.

Have a fire blanket ready for action.

No smoking near the studio, materials or art work.

No smoking near customers.

## GLOSSARY: Words you need to understand

**Trip-point:** Some something which sits in the space dangerously, like a power cord on the floor, or the corner of a carpet.

## Set up a safe workspace.

### Opening up in the morning

Keep the studio safe and make sure it is always ready for artists to use for a work day.

In the morning before you begin work Turn on lights and the air cooler or heater.

- Make sure there are no cords or turnedup floor coverings.
- These things are called **trip points**.

They are dangerous because they make people fall over.



### First Aid kit

Make sure you know where the first aid kit is kept, and that it is full and ready to use.



### Making it comfortable for artists and workers

When you have made sure the studio space is safe, you can think about some of the other things which make everyone comfortable.

- Fill up the hot water urn or jug. Turn it on.
- Make sure there is cold water to drink.
- Check that toilets are clean and have enough paper in them.
- Make sure rubbish bins are empty enough for the new workday.



### Getting to work

Collect artists, or, when artists arrive:

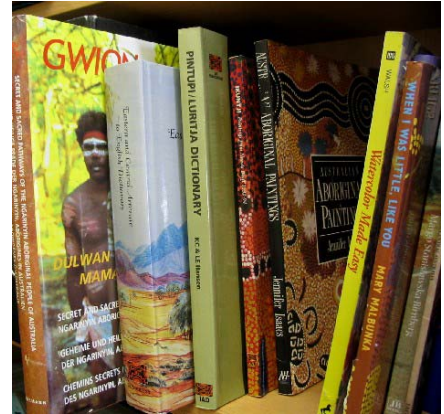
- Greet everyone.
- Ask people what they are up to with their art work.
- Make sure everyone has got something to do or to plan to do.
- Help artists get their materials ready for working that day.



## Resources

Artists need to try new things to keep being creative.  
You can offer:

- art books, magazines, exhibition invitations or each other's art work to look at.
- hold workshops in the studio and play with new and other ways to paint, mix colours, use brushes etc.
- sing, tell stories, listen to music, paint outside.
- go on bush trips, or town trips to art gallery visits.



You need to ask artists about those things they want to try which help them make their art.

## TIPS: Artists need to try new things to keep being creative

Give the artists at your art centre the opportunity to try new and different mediums, materials and art forms. It will inspire new ideas and new ways of doing things. It is important to help artists if they are getting “stale” (sick of doing things the same way).

You can create opportunities for yourselves: going bush, working with kids, doing public art in the community – say the clinic or the shops. Also, attend openings and art gallery exhibitions when possible.

You can talk to a trainer about visiting your art centre to run workshops. The RTOs (Registered Training Organisations) can also offer you formal training.

**Keep talking to the artists about what they might like or want to explore.**