

The Protect Yourself! Studio Checklist

This checklist will help you to identify and avoid potential hazards in your studio or art school.

Emergency Exits

1. There should be at least two clearly visible escape exits on every floor or in every large room. The exits should be unlocked and signposted.
2. Escape ways leading to emergency exits should be clear of obstacles.
3. Suitable fire extinguishers should be within easy reach, and in appropriate locations.

Passageways and Barriers

4. Passageways should be clearly marked for safe movement of people and materials.
5. Passageways should be cleared of obstacles.
6. Proper handrails and barriers should be provided for stairs, near floor openings, at windows or near dangerous materials and processes.

Housekeeping and Storage

7. Convenient storage racks for tools, raw materials, parts and products should be provided.
8. Vacuum or wet mop dusty surfaces. Clean up chemical spills or other slipping hazards.
9. Establish a cleaning routine. Make a roster.
10. Clear the workroom of junk and unnecessary materials.

Waste Disposal

11. Provide metal bins with lids.
12. Provide proper drainage of waste material, eg sink filtration systems.
13. Store waste in separate containers and dispose of professionally.

Machine Guards

14. Attach proper guards to all moving parts of machines and equipment.
15. Learn all emergency stop procedures.

Electrical Safety

16. Provide effective grounding for all electrical equipment.
17. Avoid running a tangle of wires and cables. Keep cords off floors, away from machinery and water.
18. Repair or replace frayed cords or exposed wires.

Ventilation

19. Provide adequate general ventilation.
20. Provide suitable, safe and effective local ventilation.
21. Insulate or screen heat-producing machinery or equipment.

Lighting

22. Improve daylight conditions by properly locating machines or skylights.
23. Improve general artificial lighting. Provide spot lighting. Avoid fluorescents or use 'daylight tubes'.
24. Eliminate glare or reflections that can cause eye strain.

Noise

25. Reduce noise at the source. Use properly designed, maintained and adjusted tools or machines.
26. Isolate or screen the source of noise.
27. Reduce noise reflection by raising the ceiling or using sound-absorbing materials.

The Protect Yourself! Studio Checklist

Hazardous Substances

28. Only buy properly labelled products.
29. Label all hazardous substances.
30. Enclose or isolate dust-producing machines.
31. Completely enclose sources of hazardous gases or vapours. Seal all containers.

Handling of Hazardous Substances

32. Change work method to reduce exposure to hazardous materials, eg use safer chemicals.
33. Wear suitable protective clothing and gloves to avoid direct contact with hazardous materials.
34. Where hazardous materials are used, install a shower and eye fountain.

Protective equipment

35. Use appropriate types of protective goggles, face shields, masks, hearing protection, safety footwear, helmets, gloves.
36. Regularly monitor and maintain protective equipment. Store masks in plastic bags and change filters regularly.

Lifting and Posture

37. Use levers, pulleys or other mechanical measures to avoid strenuous work and uncomfortable work postures.
38. Store heavy items at a convenient and safe height.
39. Provide or seek training in safe lifting techniques, ie use legs rather than backs when lifting.

Height of Work Surface

40. Avoid bending postures when standing by raising the height of equipment and work surfaces.
41. Avoid work requiring high hand positions when standing, by providing foot stands or platforms.
42. Provide work tables of suitable height when seated to avoid too high or too low hand positions.

Chairs

43. Provide chairs or benches of the correct height or make seat height individually adjustable.
44. Choose the seat surface and cushion for comfort and support.
45. Provide chairs with a backrest of proper size which provides lower back support.

Health and Safety Education

46. Provide or seek health and safety training about chemical handling, safe alternatives and protective equipment. Obtain MSDSs and keep them on hand.
47. Provide adequate posters and health and safety signs.

Fire

48. Flammables should be kept away from flame, heat.
49. Approved safety cans or kettles for solvent storage.
50. Approved storage cabinet for flammables.

Hand Tools

51. Choose tools of appropriate size and shape for easy and safe use.
52. Improve tools or use locking devices to reduce gripping or handling force.
53. Make sure that tools are maintained and repaired properly and that no faulty tools are used.

The Protect Yourself! Studio Checklist

Repetitive Tasks and Stress

- 54. Take frequent rest breaks from repetitive work.
- 55. Vary tasks to avoid overuse injuries.
- 56. Avoid overlong working hours.
- 57. Take short breaks as well as longer breaks for meals.

Toilet and Washing Facilities

- 58. Provide sufficient toilet facilities close to the work area.
- 59. Provide sufficient separate hand washing facilities with soap and hand cleaner.
- 60. Ensure that toilet and washing facilities are regularly cleaned and in good sanitary condition.

Meal Facilities

- 61. Provide safe drinking water and other beverages.
- 62. Provide a separate, comfortable and hygienic room for meals.
- 63. Ensure that food, drink and cigarettes are not consumed in the work area where toxic chemicals are used.

Reach

- 64. Put materials within easy reach, using racks or shelves if necessary.
- 65. Place frequently operated switches within easy reach.
- 66. Make different switches easily distinguishable from one another, eg colour coded or reposition.

Emergencies

- 67. Provide first aid equipment and a list of emergency contact numbers.
- 68. Post evacuation plan procedure.