

K-12 Health & Safety Checklist

Visual Arts



*This checklist highlights common problems but there are additional considerations for many art areas.
Locals need to check OSHA regulations for additional requirements (i.e. welding, soldering)

Check your responses to items that apply to your area(s). A question (?) means that the answer could not be determined.

Your Name _____
School Inspected _____

Inspection Date _____
Name of Local _____

<u>General</u>	Yes	No	?	<u>Training</u>	Yes	No	?
1. Inventory of art materials done annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Training on Personal Protective Equipment and safety in arts in crafts provided for faculty and students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Outdated and used materials disposed of properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Training for educators on how to inventory art materials done annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Donated or found materials not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Cleaning staff trained on proper cleaning methods for art areas (i.e. wet methods used in ceramics)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Water-based art materials and procedures (i.e. clean up used whenever possible).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Drawing</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Chemicals used with appropriate personal protection and local exhaust ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Excess pastel dust is discarded by tapping the board, <u>not</u> blowing on it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Personal hygiene practiced (no eating or drinking in classroom, hand washing after using art materials).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Spray fixatives only used outdoors or in explosion-proof booth exhausted to outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Material safety data sheets for all art materials available to staff and students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Oil pastels, charcoal, conte crayon, Cray-Pas, or low-dust pastels are substituted for art pastels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Elementary Art</u>				<u>Ceramics</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Non-toxic art supplies are used. [District uses California Dept of Health list of non-toxic materials: "Art and Craft Materials Acceptable for Kindergarten and Grades 1-6"]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Only pre-mixed clay used to avoid silica exposure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Only water-based markers used, no dry erase or permanent markers that have solvents (Sharpies).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Prepared liquid glazes used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Only food/vegetable dyes w/no significant hazards (coffee, tea, onion skins, spinach, beets) used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Only lead-free glazes and frits used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Only kids' modeling clay used [not dry clay, no sanding of clay sculptures after firing].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Glazes are applied by brush or dipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Student use of sharp tools is carefully supervised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Ceramic area clean up done with wet methods (no dry broom) or HEPA filter vacuums.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Paints used are acrylic or pre-mixed tempera.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Kilns</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. No solvent-based glues/adhesives used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Kilns have two automatic shut-offs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Pottery kilns in classroom areas used only when students not present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Infrared goggles used when looking in hot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 4. Kilns exhaust is regularly tested to ensure proper operation.
- 5. Kiln seal is in good condition.
- 6. Kiln location does not block emergency egress from classroom.
- 7. Kilns exhaust is regularly tested to ensure proper operation.
- 8. Kilns seal is in good condition.

Emergency Equipment and Fire Safety

- 1. The following equipment is provided: Eyewash, emergency shower, fire blanket, ABC fire extinguisher, spill kits for mercury, acids and bases, fully stocked first aid kit.
- 2. Eyewashes provide 15 min. of tempered, potable water @ 4gal. per min..
- 3. Emergency equipment in good condition.
- 4. Eyewashes tested weekly and showers tested every 3-6 months.
- 5. Fire extinguishers fully charged and visually checked every month.
- 6. Access to emergency equipment clear and unobstructed.
- 7. Ground fault circuit interrupters (GFCI) on electrical outlets or circuits located within 6 ft of water sources
- 8. Emergency gas & water shut off switches provided in rooms with 3 or more gas outlets.

Personal Protective Equipment (PPE)

- 1. District provides personal protective equipment.
- 2. Proper gloves and goggles provided.
- 3. PPE appropriate for substances used.
- 4. Face shields available if needed.

Graphic Arts

- 1. Air brushing, including water-based materials, done in spray booth exhausted to the outside.
- 2. Use of 1.5 oz. of rubber cement or thinner during class is done under 1000 cfm window exhaust fan.

- 3. Substitutes for rubber cement (waxers, glue stickers) used when possible.
- 4. Less volatile solvent used for clean up (i.e. mineral spirits vs. rubber cement thinner)
- 6. Solvent-based markers only used in rooms with at least 10 air changes per hour of outside air.
- 7. Computer stations set up ergonomically. Adjustable height work stations and keyboard.
- 8. Rest breaks every 30 minutes of work on the computer..stretching, eye exercises, etc.

Metals (Soldering, casting, welding, forging)

- 1. Appropriate safety goggles used for grinding, buffing and polishing operations.
- 2. Grinding, buffing and polishing machines have dust collectors.
- 3. Machinery is properly guarded.
- 4. Epoxy and other solvent-containing glues only used with local exhaust ventilation.
- 5. Only cadmium-free silver solders used.
- 6. Soldering done under local exhaust ventilation.
- 7. Fluoride-free fluxes used.

Jewelry

- 1. Use lead and cadmium-free solders.
- 2. Only lead-free enamels used.
- 3. Fluoride-free fluxes used.
- 4. Mixing of powdered enamels is done in a spray booth or in a glove box to minimize exposure.
- 5. Sulfuric acid not used for pickling baths.
- 6. Pickling baths have local exhaust ventilation.
- 7. Enameling kilns vented to the outside.
- 8. Infrared goggles used when looking in hot kilns.
- 9. Soldering, annealing, cleaning done under local exhaust ventilation.
- 10. Compressed gas cylinders are secured, not free standing.

Woodworking

- | | Yes | No | ? |
|--|--------------------------|--------------------------|--------------------------|
| 1. Students are carefully supervised while using tools. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. All wood working machines are equipped with operating guards and dust collectors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Machines have power shut-offs within reach of the operator. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Goggles or face shields worn when operating woodworking machines. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Water-based glues used. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Ready-made water-based paints used. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Paint strippers are not used. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Woods that can cause allergies, like cocobolo, rosewood and ebony are not used. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Hearing protection is provided for noisy machinery. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Photography

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|--|--------------------------|--------------------------|--------------------------|
| 1. Adequate dilution ventilation provided for standard processing; local exhaust for toning and color tray processing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Emergency shower/eyewash provided where photo chemicals mixed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Gloves or tongs used when working with developing solutions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Carbon arcs not used as exposure source. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Dichromate salts not used to develop blueprints. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Silver nitrate not sprayed in Van Dyke printing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Selenium and brown/sepia toners used only under local exhaust ventilation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Farmer's reducer is never heated, mixed with acids or exposed to ultraviolet radiation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. All trays covered when not in use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Stained Glass

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. No lead cane sanding in K-12 schools. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Lead cutting techniques do not spread lead pieces or dust. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Painting

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Dry pigment paint mixing not done in K-12 schools. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Students are instructed in dangers of hand-to-mouth contact while painting. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Pointing paint brushes with the lips is not allowed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Oil and Alkyd Paints

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Oil painting done only if classroom has ventilation of 150-200 cfm outside air per person. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Water-based oil paints used when possible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Use baby oil, mineral spirits and soap and water for as much cleanup as possible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Odorless paint thinner or mineral spirits is used rather than turpentine. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Solvents are stored in closed flammable storage containers and solvent soaked rags are placed in tightly covered containers and regularly disposed of. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Spray painting only done within booth exhausted to outside. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Printmaking

Silkscreening:

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Only done at high school level and only when print stations have individual slot exhaust hoods. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Drying racks have local exhaust ventilation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 3. Water-based inks used when possible.
- 4. Lacquer stencils used in explosion-proof slot exhaust hood/spray booth.

Intaglio:

- 1. Face shields, goggles, gloves and protective aprons worn when mixing acid concentrates.
- 2. Ferric chloride used as substitute for concentrated acids.
- 3. Local exhaust ventilation used for:
 - Acid etching
 - Applying varnishes and solvent-based grounds
 - Plate cleaning with solvents
 - Photo etches containing methyl cellosolve acetate
- 4. Aquatinting rosin boxes and spray painting done in explosion-proof enclosure.
- 5. Oil-soaked rags placed in “approved” oily rag waste can tightly covered container and removed daily.

Lithography:

- 1. Prepared etches used.
- 2. Local exhaust ventilation used when roller cleaning
- 3. Local exhaust ventilation used with vinyl lacquers
- 4. Carts used for transporting heavy lithography stone.
- 5. Dichromate not used.

Relief Printing:

- 1. Water relief inks used when possible.
- 2. Exhaust ventilation provided for solvent clean up of oil-base inks.

Textiles (Fibre, dyes, batik)

Dyeing:

- 1. Water dissolved dyes purchased when possible.
- 2. Use dyes in liquid or paste form only.
- 3. Gloves used when handling dyes/dye solutions.

- 1. Wax is heated in double boiler or electric fry pan to reduce fire hazard.
- 2. Wax heated to lowest possible temperature to avoid exposure to lung irritants.
- 3. Ironing of wax is done in front of window exhaust fan or under local exhaust fume hood.

Fibers:

- 1. Storage areas well ventilated to reduce levels of fabric coating off gassing.
- 2. Animal hair/wool from Middle or Far East not used because of possible anthrax contamination.

Sculpture (clay, plaster, stone, wax) (see also wood and metal)

Clay:

- 1. Slip-casting materials avoided (asbestos-like content)

Plaster:

- 1. Plaster casts of body parts done only with use of plaster bandages.
- 2. Particulate masks, gloves and goggles used when mixing plaster.
- 3. Mask and goggles used when modeling and carving.
- 4. Finishing is by brushing/dipping (no spray)

Plastics:

- 1. Plastic resins not used in K-12 schools.
- 2. Window exhaust fan used when heating or machining plastics.
- 3. Dust cleaned by wet wiping/mopping

Stone:

- 1. Use of soapstone avoided (possible asbestos/silica hazard)
- 2. Power tools equipped with dust collectors.

Wax:

- 1. Wax heated using lowest possible temperature.

