



**The University of Iowa
College of Liberal Arts and Sciences**

SCHOOL OF ART & ART HISTORY

SAFETY MANUAL

REVISED: July 2016

THE UNIVERSITY OF IOWA

School of Art and Art History

Studio Art Environmental Health & Safety Policy

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1. General Environmental Health & Safety Policy

Introduction

Each member of the School of Art and Art History (SAAH), whether faculty, staff, student, or visitor, needs to follow University of Iowa policies and SAAH Environmental Health and Safety (SAAH-EHS) Policy. The goal is to develop positive attitudes regarding health and safety among faculty, staff, and students within the studio program. It is essential that all members take an active part to initiate and enforce preventive measures to control hazards associated with art activities.

Purpose

This policy provides general guidelines for the SAAH Studio Division and defines Area-specific safety procedures. Area-specific safety procedures are essential in providing a safe and healthful performance of art activities and the safest possible working and educational environment for faculty, staff, and students. Area-specific safety procedures follow the provisions of the SAAH Environmental Health and Safety Policy and any other applicable local, state, and/or federal regulations.

Goals

The goal of the School of Art and Art History Environmental Health and Safety Policy is to create a safe working environment through the continual development of:

- Safety instruction
- General and Area-specific written procedures
- Supervision
- Training in the use of equipment and materials

General Safety Practices

- Observe normal safety precautions and practice common sense. Individuals are required to know and comply with the School of Art & Art History Environmental Health and Safety (SAAH-EHS) Policy, whether written or oral, while at the University of Iowa.
- Know and follow all safety-related policy statements issued by the SAAH and the University protocols.
- All individuals who are working in, or visiting the various work areas in the School of Art & Art History are to be advised of applicable safety guidelines in order to ensure their safety.
- Observe all posted signs and instructions.
- Comply with assigned safety training where safe work and personal practices are reviewed.
- In the event of an emergency, seek prompt medical treatment for an injured person by calling 911. (After help has arrived, report all incidents to the appropriate Area Head and the SAAH Administrative Office).
- Notify SAAH Administration of incidents such as fires, accidents, chemical spills, or other potentially unsafe conditions for purposes of tracking and improving safety policies.
- Please note carefully the locations of:
Fire exits, fire extinguishers, emergency telephones, first-aid, and emergency eyewash stations.
(If you cannot find them, ask your instructor.)

2. Safety Reporting Structures and Responsibilities

Policy Statement

All faculty, staff, and students have a responsibility to maintain a safe environment for themselves and others. To help assure that a safe environment is maintained, the following safety responsibilities are assigned with the authority to enforce School of Art & Art History safety policies.

Director

- The overall responsibility for safety and health rests with the SAAH Director and his/her designees.

Area Head

- Approve, implement, and communicate all Area-specific policies
- Implement and execute safe practices
- Determine adequate and appropriate training regarding Area-specific practices (includes keeping training records)
- Review syllabi for safety issues and coordinate activities within their own areas
- Arrange safety orientation as applicable regarding visiting artists and demonstrations
- Comply with University and SAAH procedures
- Report incidents to SAAH Administration.

Instructor and Teaching Assistant

- Operate class within the safety procedures
- Actively pursue personal training
- Provide and arrange training for students
- Comply with Area-specific procedures
- Faculty members are responsible for safety and housekeeping in their teaching areas. Where two or more faculty members share a facility, the Area Head designates areas of responsibility.
- Faculty members are responsible for developing, posting, accomplishing and enforcing any special safety precautions particular to their area arising from the nature of their instruction.
- Report incidents to SAAH Administration.

Instructional Services Specialists

- Implement and execute safe practices
- Research and develop safety procedures
- Design and provide training to all studio users
- Supervise student employees
- Comply with Area-specific procedures

Monitor

- Authorized by SAAH Administration to enforce safety policies and procedures
- Provide supervision of students within a studio

All individuals

- Exercise care and be aware of safety issues at all times
- Submit recommendations for the improvement of the immediate academic environment to appropriate instructor and Area Head.

3. Safety Training

Required Safety Training for Graduate Assistants

- All graduate assistants are provided training on any process that they instruct.
- Each area documents the training standards appropriate to their area. This is the responsibility of the Course Supervisor and Area Head.
- Graduate assistants provide process and safety demonstrations to their classes as well as follow-up reminders and more in-depth, hands-on explanations as reinforcement of safety procedures throughout the semester.
- Graduate assistants are expected to demonstrate competency with appropriate processes and equipment BEFORE their teaching assignment begins.
- Graduate assistants are made aware of these expectations at the time of hire by their Area Head. There is a minimum time commitment required for training by each area. Training is scheduled BEFORE the first day of instruction.

Employee Safety Orientation and In-Service Training

- Each employee receives appropriate training on safety matters in order to ensure that all personnel have proper safety knowledge and are using that knowledge.
- New employees receive a safety orientation to any procedure or practice they are to be involved with prior to their involvement.
- All employees receive appropriate training in all safety procedures and practices related to their studio area. This occurs through regular safety meetings, special meetings as needed, on the job observation and training, ICON courses and other ways as deemed necessary.

Required Safety Training for Students

- SAAH students taking a studio art course are required to complete the ICON SAAH General Safety Quiz. This must be completed by the end of the second week of the semester. Students will not be allowed to access the studio lab areas until they have met this requirement.

Responsibility

The Area Head is responsible for developing and implementing all necessary safety training with the assistance of EHS. Training records are kept by the Area Head or his/her designee. Primary Instructor or designee are responsible to ensure students have completed the required General Safety Quiz.

4. Safety Guidelines

Faculty and Instructors

Each faculty member and instructor distributes information to students and departmental employees under their supervision. Their responsibilities include, but are not limited to, the following:

- Explain to students the safety procedures pertinent to their specific academic tasks and/or activities.
- Serve as a role model of good safety practices.
- Supervise the studios and enforce compliance with the SAAH safety policies and legal requirements.
- Assure the safe and appropriate use and storage of materials in the studio areas.
- Require students to use appropriate personal protective devices and clothing as needed for the proposed instruction or activity. Such devices and equipment must be maintained in good repair.
- Inspect instructional areas frequently for identification and prompt elimination of unsafe practices and conditions. Advice and assistance is available from Environmental Health and Safety on campus and from Instructional Services Specialists.
- Seek prompt medical treatment for any student injured by calling 911.
- Notify the Area Head of all incidents involving students, faculty, or staff, even those that do not require medical attention. This information is used statistically to plan future safety policies.
- Assure compliance with OSHA's Hazard Communication Standard of Iowa. This Act (The Right to Know Law) includes three areas of responsibility:
 - GHS (Globally Harmonized System) on file and available in the work area(s)
 - Labeling hazardous chemicals or products
 - Written Hazardous Communication Program and training
(Assistance in assuring compliance will be provided by the Area Head)

Students

- Know all Studio Arts and applicable Area-specific safety policies.
- Seek training in the use of equipment and processes specific to course work. Students are instructed on the appropriate studio standards and basic safety procedures as needed to perform class assignments in a safe manner.
- Only use tools and equipment approved or provided by the supervisor/instructor.
- Obtain proper guidance whenever there is uncertainty about safety procedures for use of a piece of equipment or process.
- Use appropriate safety equipment and guards and work within established safety procedures.
- Report unsafe conditions, practices or equipment to the instructor or Area Head whenever such deficiencies are observed and as often as necessary to assure correction.
- Inform the instructor/supervisor immediately of all injuries or accidents, and assist injured persons in obtaining prompt medical treatment when necessary. Dial 911 in the event of emergency.

5. Quarterly Art Studios Safety Updates

Policy Statement

The primary purpose of the quarterly Art Studios safety updates is to promote an awareness of the working practices and the need to follow those practices as well as produce a safe environment for faculty, staff, students, and visitors. Meetings may occur more frequently if needed.

The updates are a forum to discuss recent issues or incidents that have occurred, plan or discuss peer safety audits, discuss training effectiveness, or review and recommend revisions to the safety policies and procedures.

Procedures

Updates will be directed at the DEO, Area Heads, and Instructional Services Specialists. Training sessions may require meetings in addition to email updates.

Additionally, other specific policy statements are to be reviewed regularly. Topics to be discussed will be determined by the DEO and Area Heads.

6. Hazard Assessment for Personal Protective Equipment (PPE)

Policy Statement

Students are required to use the appropriate personal protective equipment and clothing as needed for the proposed instruction or activity. Such devices and equipment must be maintained in good repair.

- Individuals may be required to use PPE when interacting with potentially hazardous materials or equipment (Common examples of PPE include safety glasses, respirators, dust masks, flame retardant clothing, closed-toe shoes, gloves, etc)

Procedures

- Use mechanical means of minimizing risk whenever possible. (Fume hoods, spray-booths, ventilation, dust extractors, etc)
- Receive training and actively seek appropriate Area-specific policies regarding the use of PPE.
- Individuals may decide they want additional protection from a hazard at a location where it is not required. This voluntary use of PPE is allowed with department approval. (An example of voluntary PPE use is wearing a respirator where one is not required.)

7. Hazardous Materials

Policy Statement

Many visual art techniques involve the use of chemicals. Chemicals should be used with caution because they can be particularly hazardous to human health and the environment if mishandled. When possible, less hazardous materials or techniques should be substituted.

In order to ensure safe working conditions for SAAH students, faculty and staff, a program for education in the proper use, dangers, precautions, needed safety equipment, and other matters relating to the hazardous materials with which they may come into contact, is followed.

Procedures

Hazardous Materials:

- All employees involved with art production are required to complete the ICON course (W32HAZ) via their self-service site, "Hazardous Waste for Non-Labs."
- Students may not bring in any materials/chemicals into any SAAH facilities without expressed written permission from the Area Head or designated Instructional Services staff. All items must be inventoried.
- Individuals should familiarize themselves with the GHS Safety Data Sheets that are located in each area.
- All hazardous materials are identified, properly labeled and inventoried by the Area Head or Instructional Services Specialist.
- All hazardous materials are stored in approved yellow/red "Flammable Cabinets."
(NEVER store hazardous materials in lockers)
- Never handle chemicals for which you have not received complete instruction and specific permission to use.
- Dispose of all used chemicals/materials in the instructed manner.
(NEVER dump any chemicals down the drain)
- No hazardous materials should be disposed of in trash cans or dumpsters.
- Never use aerosols/ fix/ spray paint/ spray adhesives, etc. within 25 feet of the Building or in the building unless in an approved spray-booth.
- Receive training and actively seek appropriate Area-specific policies regarding working with and disposing of potentially hazardous materials, including the use of personal protective devices (see PPE below).
- Report spills immediately to the supervising instructor.

Each Area must demonstrate compliance regarding the following:

- Assure the safe and appropriate use and storage of materials in the studio areas.
- The Area Head is responsible to ensure proper training of all employees and students, including emergency procedures and safe handling practices.
- The Area Head ensures proper training of all employees and students on the safe handling practices of all such materials including typical protective clothing needs, ventilation issues and where to locate emergency showers/eyewash.
- Accidents are reported in the same manner as all work related accidents, in addition to contacting the DEO.

- An accurate inventory must be kept in every Area with hazardous materials.
 - Area Heads or their designees are “hazardous material owners” – these individuals receive training regarding handling and proper disposal.
 - Hazardous material owners meet with the Emergency Preparedness Team Leader to review inventory annually or in the event of a significant change in quantity.

Waste Pick-up:

- Only trained faculty or staff should contact EHS for a pick-up. Students and graduate assistants that handle and collect waste are trained by EHS and supervised by a trained faculty or staff member.
- The School of Art will have pre-scheduled waste pick-up times and locations for the buildings. Only in emergency or special circumstances will EHS be contacted for a special pick-up.
- Every area that generates waste has a satellite waste collection site. Not every area needs one, and some areas share collection sites.
- All waste is properly labeled according to the EHS procedures below.

Labeling Procedures:

1. **Only labels provided by EHS are acceptable.** Labels are obtained free of charge by calling 335-8501 or by printing them online.
2. Each container has a label. The label is attached to the container when it is initially used for waste. The date is filled in when the container becomes full.
3. If not completed online, labels are to be completed in **pencil**. (Pencil is superior to ink pen, due to its resistance to solvent and acid splashes.)
4. Labels contain name, room number, building, department, and date.
5. Wastes that are commingled must list all components in the contents section, including water and all trace materials.
6. Aqueous wastes should have the pH of the solution recorded.
7. All used oils are to be marked with the words, "used oil."
8. Commingled waste containers must have all other labels effaced to avoid identity confusion.
9. If a container holds only the original contents, the hazardous waste label is placed so that the original label is not covered. If a container is too small to facilitate this, the label is placed next to the container for disposal. The label will be applied to an inventory tag attached to each bottle by EHS.
10. For labs that are generating large amounts of the same waste on a continual basis, a waste code may be obtained to save time when completing labels. Call EHS at 335-8501 for more information.

There is a 64-page manual generated by EHS that provides more in-depth information regarding waste management at: <https://research.uiowa.edu/ehs/files/documents/waste/wastman.pdf>

8. Respirator Policy

Policy Statement

Voluntary Use Respirator Facility - At this time, respirator use is not required to perform operations at SAAH where voluntary respirator use is allowed because no overexposure or potential for overexposure to hazardous air contaminants exists under these conditions. Thus, voluntary respirator use focuses on the ability to wear a respirator without aggravating a medical condition and keeping the respirator clean to prevent dermatitis and other skin hazards.

Respirators are devices worn to prevent or minimize the inhalation of contaminants from the ambient air. Respirators (including dust masks) offer effective protection provided they are maintained and used properly..

Departmental employees or students that wish to wear a respirator when no overexposure or potential for overexposure to a hazardous air contaminant exists must comply with the applicable requirements of this voluntary use section of the respirator program. Only employees and students meeting authorization requirements can work using a voluntary use respirator.

- All required SAAH engineering and administrative controls (precautions) will be implemented. Failure to do this with any procedure eliminates the "Voluntary Use Respirator" status of that procedure.

Procedures (Appendix D to Sec. 1910.134 OSHA Standards):

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use may be encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes workers wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer or instructor provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U. S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

9. Equipment and Tools Usage

Policy statement

- Use only tools and equipment approved by your course supervisor/instructor.
- Students may NOT bring in tools or equipment that is not approved into the SAAH.
- Use appropriate safety equipment and guards and work within established safety procedures.
- Report unsafe conditions, practices or equipment to the instructor, Area Head or Instructional Services Specialist whenever such deficiencies are observed and as often as necessary to assure correction.
- Use personal protective devices and clothing as required for the proposed instruction or activity. Such devices and equipment are to be maintained in good repair.
- Seek clarification immediately if instructions or demonstrations are unclear. Students should never use tools or equipment for which they have not received specific permission and complete instruction for safe operation.
- Do not wear earphones/music while using power tools that may interfere with hearing a malfunction or an instructor's emergency alert.
- All Areas keep a current maintenance log that includes routine inspections of guarding and possible equipment malfunctions.
- No students may operate any power equipment or torches while alone at any time.
- Never use machinery or torches while fatigued.
- Act with responsibility to prevent injury.
- Treat equipment with respect and return it to its original condition and location.
- Use correct procedures and observe caution while working with an open flame. (Follow Area-specific training policies)
- Observe posted signs and instructions regarding the required safety and personal protective equipment policies.

Responsibility

- Area Heads or Instructional Services staff (when applicable) grant permission for students to bring in tools or "grant authorization." Approved tools are regularly inspected.
- Area Heads or Instructional Services Staff (when applicable) are responsible for students/faculty demonstrating safe practices when using personal equipment in the studio.
- No unauthorized use of approved personal equipment is permitted.

10. Routine Maintenance Logs

Policy Statement

- All equipment is routinely inspected by (at minimum) the manufacturer's standards to maintain a safe working environment. (All equipment must have the manufacturer's safety equipment in place and functioning properly.) Any modifications or adjustments to safety features are not permitted. No equipment that is not currently deemed safe and operating properly is permitted in the SAAH.
- All equipment is inspected and documented regularly.
- Everyone trained to use equipment safely is able to identify basic equipment malfunctions. (Ex: Broken blades, worn/rubbing belts, loud and unusual noises, spark, etc.)
- **Without specific permission and training do not attempt to repair/ adjust faulty equipment. Malfunctions are reported to the Area Head or the Instructional Services Specialist immediately.**

Responsibility

Documentation of equipment inspection is required to be provided upon audit or investigation. Area Heads or Instructional Services Specialists (where applicable) maintain records of routine maintenance.

11. Lock Out Tag Out

Policy Statement

- To ensure that a machine or equipment is isolated from all potentially hazardous energy, and locked out before employees perform any servicing or maintenance activities where the unexpected energization, startup or release of stored energy could cause injury.
- AUTHORIZED EMPLOYEES - Only authorized employees shall perform lockout on equipment. The School of Art & Art History authorized employees are listed in Appendix A.
- All new employees are instructed on proper use, within 8 weeks of initial employment, before they are allowed to participate in the LOTO program. Each new or transferred employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout procedure.
- ENERGIZED - Connected to an energy source or containing residual or stored energy.
- ENERGY ISOLATING DEVICE - A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy. The term does not include a push button; selector switch, and other control circuit type devices.
- ENERGY SOURCE - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- LOCKOUT - The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensures that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- LOCKOUT DEVICE - A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energization of a machine or equipment.

Responsibility

- AUTHORIZED EMPLOYEES - Each authorized employee will be issued his/her own padlock(s) with key(s). The key(s) for all padlock(s) issued to an authorized employee will remain with the authorized employee at all times during lockout. Only the authorized employee may remove his/her padlock(s). If for any reason the authorized employee is not available and the equipment must be re-energized, only the Studio Coordinator can authorize the removal of the lock(s). When the authorized employee returns back to work, he/she must be notified immediately by the Studio Coordinator that his/her lock has been removed.

12. Fire Safety / “Hot Work” Policy

Policy Statement

Hot work is defined as any operation that produces a flame, heat or sparks such as, but not limited to: welding, abrasive cutting, soldering, grinding, torch work, and brazing activities. The program is intended to reasonably reduce the risk of injury and loss by fire caused by hot work activities. The program requires those who engage in hot work operations to comply with University policy, which incorporates National Fire Protection Association (NFPA) recommendations and OSHA standards.

Rooms approved for hot work in the Visual Arts building:

- Jewelry and Metals Arts studio
- Sculpture foundry
- Ceramics kiln room

Any hot work to be performed outside of approved rooms requires a permit from Risk Management.

Risk Management “Hot Work” Policy: <http://www.uiowa.edu/riskmanagement>

13. Forklift Policy

The purpose of these minimum operating procedures is to ensure the safety of employees and to comply with OSHA requirements regarding forklifts and/or man-lifts.

The Occupational Safety and Health Administration regulates the use of powered industrial trucks in the workplace as detailed in 29 CFR 1910.178. A powered industrial truck is commonly called a forklift.

Only trained and certified operators are permitted to operate a powered industrial truck. No students may operate University-owned forklifts/man-lifts.

SAAH authorized forklift operators:

Adam Krueger (Trainer)	335-1791
Reagan Yoder	335-0607
Tony Sutowski	335-1790
Benjamin Anzelc	335-1989

14. Safety Audits (Internal & EHS)

Policy Statement

Areas update their policies and procedures whenever a new process or procedure is introduced to an Area. All safety documents are kept current and available at all times. The Area Head or their designee will conduct a minimum of one informal and one formal audit annually. This audit process is aided by the SAAH Safety Coordinator or other designee.

Procedures

- The University of Iowa EHS Coordinator will work with the SAAH Safety Coordinator to complete and compile the necessary documentation to fulfill the local, state, and federal requirements regarding safety.
- All EHS audit reports will be reviewed to determine what, if any, changes in the safety program are needed.

15. Globally Harmonized System (GHS) Safety Data Sheets

GHS Safety Data Sheets

In order to ensure chemical safety in the workplace, information about the identities and hazards of the chemicals must be available and understandable to users. OSHA's Hazard Communication Standard (HCS) requires the development and dissemination of such information:

- Chemical manufacturers and importers are required to evaluate the hazards of the chemicals they produce or import, and prepare labels and safety data sheets to convey the hazard information to their customers.
- All employers/institutions with hazardous chemicals must have labels and safety data sheets for those who are exposed and train them to handle the chemicals appropriately.

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The Hazard Classification provides specific criteria for the classification of health and physical hazards, as well as classification of mixtures.

Chemical manufacturers and importers are required to provide a label that includes a harmonized signal word, pictogram and hazard statement for each hazard class and category. Precautionary statements must also be provided.

Safety Data Sheets will now have a specified 16-section format.

EHS Safety Data Sheet (SDS) site: [Safety Data Sheets \(SDSs\) | Environmental Health and Safety](#)

Secondary Containers

- When chemicals are transferred from the original labeled container into a secondary container, the container must comply with labeling requirements.
- Labels must contain two key pieces of information: the identity of the hazardous chemical in the container and the hazards present.

16. Emergency Preparedness Plan / Team

Emergency Preparedness Plan (EPP)

The purpose of this plan is to assist with the planning, education and subsequent response to a major or minor chemical spill. This plan is designed to help put into place the necessary resources to maximize and individual's ability to respond to an incident and to minimize injuries, damage, and disruption to normal operations. Preparedness planning will help individuals judge the difference between a major and minor spill in order to determine whether the spill can be remediated or if assistance from local emergency responders is necessary.

Visual Arts Building Emergency Team Participants

	Name	Office	Department	Office #	Cell #	Home #
Primary Contact	Ben Anzelc	W350 C	Metal Arts	335-1989	319-855-2354	337-9151
Secondary Contact	Anthony Sutowski	W251	Sculpture	335-1790	319-400-0201	351-0291
Alternate Contact #1	Chuck Forsythe	W403	Printmaking	384-0934	612-418-3177	
Alternate Contact #2	Reagan Yoder	W221	Ceramics	335-0601	319-321-8290	
Alternate Contact #3	James Snitzer	E417	PhotoPrint	384-3606	319-471-1395	338-3965

17. Accident Reporting

Policy Statement

While all precautions are taken to avoid injury, accidents may occur. Individuals should seek treatment immediately. All accidents are reported as soon as possible after treatment is rendered. All accidents must be officially reported within 24 hours.

Procedures

- Seek prompt medical treatment for any emergency by calling 911.
- Inform the instructor/supervisor/monitor immediately of all injuries or accidents, and assist injured persons in obtaining prompt medical treatment when necessary by informing instructor/supervisor.
- While in the Studio Arts Building, someone should stay with the injured individual, if possible, and someone else should go to find the security guard on duty and inform them of the emergency promptly.
- Security can assist in first-aid/coordinate emergency services when they are on duty after 10pm M-F.
- After help has arrived, report all incidents to the appropriate Area Head and the DEO as soon as possible.
- Area Heads are responsible for first contacting SAAH Administrator, Pat Arkema, who will contact Risk Management, and then completing the necessary forms/accident report. The DEO and Area Heads must also keep accurate departmental records of all accidents.
- Report even those accidents that do not require medical attention for purposes of tracking and improving safety policies.

SAAH Emergency Contact List

Emergency		911	
Public Safety		319/335-5022	
Risk Management		319/335-0010	
<i>SAAH DEO</i>	John Beldon Scott	319/335-1771	jb-scott@uiowa.edu
<i>SAAH Administrator/ Safety Coordinator</i>	Pat Arkema	319/335-1770	pat-arkema@uiowa.edu
Instructional Services Specialists by Area:			
<i>Jewelry & Metal Arts</i>	Ben Anzelc	319/335-1989	benjamin-anzelc@uiowa.edu
<i>Sculpture</i>	Tony Sutowski	319/335-1790	anthony-sutowski@uiowa.edu
<i>Ceramics</i>	Reagan Yoder	319/335-0607	reagan-yoder@uiowa.edu
<i>Woodshop</i>	Adam Krueger	319/335-1791	adam-krueger@uiowa.edu
Area Heads:			
<i>Dimensional Practice Media, Social Practice & Design</i>	Steve McGuire	319/335-3011	s-mcguire@uiowa.edu
<i>Painting & Drawing</i>	Brad Dicharry	319/335-1797	brad-dicharry@uiowa.edu
<i>Printmaking</i>	John Dilg	uiowa.edu	@uiowa.edu
	John Scott		@uiowa.edu

UI Incident Information Form: [Claims and Incident Reporting | Risk Management, Insurance, and Loss Prevention](#)

18. University of Iowa Emergency Procedures Guide

This document provides a quick reference guide that can be used in preparation for an emergency on campus or in the building. Review and become familiar with this guide before an emergency occurs. People are most effective in an emergency when they are prepared.

This document cannot cover every emergency or all aspects of the emergency. Be sure to check with your facility manager, department manager, or building coordinator for specific building or departmental emergency guidelines and procedures.

WHEN TO CALL 911 – You should call **911** in **ALL** emergencies. Call Public Safety for non-emergency situations at 319/335-5022.

WHAT IS AN EMERGENCY? – An emergency is any immediate threat to life and/or property that requires immediate response from police, fire, or EMS. Some examples of emergencies are crimes in progress, any kinds of fire or visible smoke, or a serious injury or illness.

WHEN REPORTING AN EMERGENCY

- Stay on the line with the dispatcher
- Provide an address, building name, and location – Studio Arts Building, 1375 Hwy 1 West, Iowa City, Iowa
- Provide a telephone number at your location where you can be reached.
- Provide a thorough description of the incident to assure appropriate resources are dispatched

The following numbers are provided for non-emergency situations. Use of these numbers will still provide a prompt response from the responsible agency and keep **9 1 1** lines free for emergencies.

University of Iowa Police - 319/335-5022

Information Technology - 319/384-4357

Facility Management (Work Control) - 319/335-5071

Environmental Health & Safety - 319/355-8501

UI Emergency Procedures Guide: <http://police.uiowa.edu/assets/Uploads/UI-Emergency-Guidebook-CUT-STAPLE-Grey-Scale.pdf>

19. Appendix A

AUTHORIZED EMPLOYEE LOCKOUT TRAINING PROGRAM OUTLINE

The following departmental personnel have been designated as Authorized Employees under the OSHA Lockout Standard. All personnel on this list have been trained to properly perform lockout procedures and the department's specific Lockout Program.

Name	Area	Phone
Anzelc, Ben	Jewelry & Metals	5-1989
Forsythe, Chuck	Printmaking	4-0934
Krueger, Adam	Woodshop	5-1791
Regas, Angela	3D Design/Photo	4-3092
Sutowski, Tony	Sculpture	5-1790
Yoder, Reagan	Ceramics	5-0607