INTRODUCTION

A safe work environment begins with a proper attitude. This attitude includes having a high respect for all chemicals and developing work habits that will keep personal exposure to any chemical at a minimum. Examples of good habits are avoiding skin contact with chemicals, wearing protective eye goggles, and notifying someone of what you are doing. For more information see EWU EH&S Procedures. This guidance is divided into the following sections:

- Drawing
- Print making
- Watercolors
- Oil painting
- Metal Casting
- Photography
- Ceramics

INSTITUTION OF A CHEMICAL HYGIENE PLAN

In accordance with Washington State Department of Labor and Industries (L&I) and the Washington State Department of Ecology (DOE) regulations, EWU commits to implementing a Chemical Hygiene Plan (CHP) for the Art Department. The CHP is aimed at reducing the risk of employee exposure to hazardous chemicals and proper disposal of potentially environmental hazardous substances. The reduction of risk is achieved through implementation of the CHP by providing employee training on the pertinent components of the CHP. This guidance can be incorporated into the department CHP but does not constitute the CHP by itself. The Department CHP must include the identification of employees and their responsibilities, specific chemicals used in each studio, hazardous waste reduction methods, chemical procurement and specific safety briefings for each studio.

The CHP is under the direction of the University Chemical Hygiene Officer (UCHO) of EWU. The Department CHO will be responsible for communicating the relevant components of the CHP to all employees affected by the CHP. The responsibility of conforming to the guidelines of the CHP will then rest on each individual as they carry out their work in their area. The CHP imposes a long term objective to reduce exposure to hazardous materials, proper handling of chemicals, and should not be interpreted as a short term, or one time directive.

The CHP will apply to all persons using art materials. All instructors and students will fall under the mandate of the CHP. In addition, other persons in these facilities on a regular basis, such as custodial personnel, shall also comply with the protocol set forth by the CHP.

RESPONSIBILITIES

The cooperation of many individuals is needed in order to make EWU art facilities a safe place for employees to carry out their assigned tasks. The following section is devoted to clarifying issues of responsibility among those involved with chemical safety.
**ART SAFETY**

**INTRODUCTION**

**CHAIR, ART DEPARTMENT**
The Chair of the Art Department acts as the Art Departments Safety Representative and Department Chemical Hygiene Officer and will be aware of the types of work being carried out. The safety representative will serve as a role model to coworkers and provide continuing support for the implementation and enforcement of the program. If new chemicals, or art procedures not covered in this guidance are performed, it will be up to the faculty member and Department Chair to provide a written guidance on how to safely perform their duties. This addition to the guidance will be provided to EH&S for review and incorporation into the official guidance document.

**FACULTY AND STAFF RESPONSIBILITIES**
Those who are responsible for instruction in the studio setting are responsible for safety and compliance in the respective area. Faculty will train students on emergency evacuation, safety and waste issues specific to their studios. Additional, responsibilities include; overseeing student and staff safety, report electrical and other building deficiencies to EWU Facilities or EH&S, remove damaged equipment from service, report incidents to EH&S, identify and address any deficiencies or changes that need to be made to this guidance document, provide satellite hazardous waste management, and inform EH&S of hazardous issues such as chemical spills. All faculty and staff who work with chemicals will be considered hazardous waste satellite waste accumulation managers for their area.

**UNIVERSITY CHEMICAL HYGIENE OFFICER (EH&S)**
Responsibilities of the University Chemical Hygiene Officer at EWU include:
- Oversight of all Chemical Hygiene Programs and Plans for the University.
- Confirm the plans are up to date.
- Provide guidance when requested or when deficiencies are noted.
- UCHO or their designate will provide training in chemical protection, chemical use and disposal.

**ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT (EH&S)**
The EH&S Department will provide labels and containers for hazardous waste disposal and provide spill response when needed.

**OTHER DOCUMENTS**
The following Documents are required reading and reference for this program and may be included in the department CHP.

- Hazardous Waste/Hazardous Materials Contingency Plan Guidance 21
- Hazardous Waste Management Guidance 23
- Responsibilities of Hazardous Waste Satellite Accumulation Managers Guidance 24

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