MICA

Employee Safety Training Orientation

You Can Never be too Prepared.

2009-2010

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For all hazards, safety issues, health concerns, etc.
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For EHS documentations, trainings, policies
www.mica.edu/ehs

For Emergencies dial 911 AND then 443.423.3333
To report an incident dial 443.423.3333
To report a first-aid injury dial 410.225.2363
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The Maryland Institute College of Art (MICA) considers no aspect of its operations more important than the safety and health protection of its students, faculty, staff, guests, and visitors. We will insist on providing and maintaining a safe and healthy working environment and the use of safe work methods and practices at all times.

We will work diligently to eliminate any risks of injury and any exposure to hazards, maintain safe and healthful working conditions, develop and adhere to proper operating practices and procedures designed to prevent injury and illness, and observe federal, state, local and campus safety and health regulations.

Health and safety is the responsibility of everyone at MICA. We must all remain cognizant of safety and health concerns and set good examples by always being aware of and observing applicable guidelines and procedures as a part of our normal daily routine. Support for campus-wide safety and health must be apparent from all of the MICA leadership. It is expected that everyone will work to identify and correct hazards and exposures.

All students, faculty and staff are expected to report unsafe conditions and/or situations, know and follow safe working practices including obeying applicable guidelines and regulations, and will work in a way that promotes the safety and health standards developed and sanctioned by the college.

We urge all members of the MICA community to make our safety and health program an integral part of their daily operations. Only then will the reduction of risks, exposures, accidents and injuries become not just an objective, but a part of our culture.

President

Date

Vice President of Operations

Date

Associate Vice President of Operations

Date

Environmental Health and Safety Manager

Date
Environmental Policy
## Department Overview

### SAFETY PROGRAM

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<th>Administration</th>
<th>The <strong>Environmental Health and Safety (EHS) Manager</strong> is responsible for the following:</th>
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<td>- Plan, implement, and manage programs to reduce or eliminate occupational injuries, illnesses and financial losses.</td>
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<td>- Develop accident-prevention and loss-control systems and programs for incorporation into operational policies of organization.</td>
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<td>- Manage and coordinate, through subordinate supervisory personnel, activities for safety programs.</td>
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<td>- Identify and appraise conditions that could produce accidents and financial losses and evaluate potential extent of injuries resulting from accidents.</td>
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<td>- Conduct or direct research studies to identify hazards and evaluate loss producing potential of given system, operation or process.</td>
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<td>- Direct and coordinate, through subordinate supervisory personnel, activities of operations department to obtain optimum use of equipment, facilities, and personnel.</td>
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<td>- Coordinate safety activities of unit managers to ensure implementation of safety activities throughout organization.</td>
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<td>- Compile, and analyze and interprets statistical data related to exposure factors concerning occupational illnesses and accidents and prepares reports for information of personnel concerned.</td>
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<td>- Maintain liaison with outside organizations, such as fire departments, mutual aid societies, and rescue teams to assure information exchange and mutual assistance.</td>
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<td>- Devise methods to evaluate safety program and conducts or directs evaluations.</td>
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<td>- Evaluate technical and scientific publications concerned with safety management and participates in activities of related professional organizations to update knowledge of safety program developments.</td>
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<td>- Collecting data and information for analysis and preparing presentations and reports.</td>
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<td>- Prepares annual EHS budget</td>
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<td>- Oversees and implements campus safety and environmental programs, including and upkeep of EHS equipment, maintenance boards, managing hazardous materials and waste, working with safety and environmental contractors, and working with various academic departments.</td>
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<td>- Assist in managing campus-wide sustainability initiatives.</td>
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The EHS Manager is the main administrator of the Safety Program acting as the representative of both the **Vice President of Academic Affairs**, who has the overall responsibility for faculty and students in the classroom and studios, and the **Vice President of Operations** who has overall responsibility for the physical plant and all other staff and administration personnel.

The **Department Chairs, Department Heads, or Department Technicians and/or Managers** will have the responsibility to abide by and oversee all health and safety policies and procedures, as well as, to report all hazards to the **EHS Manager** and/or the **EHS Committee**. These personnel must also specify, implement, manage and maintain health and safety procedures pertinent to their particular areas.

### ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE

| **Purpose** | The purpose of the **Environmental Health and Safety Committee (EHS Committee)** is to monitor the Safety Program and act as a conduit between the faculty, staff and the administration. Information on health and safety hazards, accidents, recommendations, etc. are channeled to the EHS Committee. Similarly, health and safety policies are transferred to the staff via the EHS Committee. |
| **Activities** | In addition, the EHS Committee participates in many of the activities of the safety program such as inspections, accident investigation, education, developing recommendations, record keeping, approving use of new materials, etc. |
| **Structure** | The EHS Committee is made up of faculty, staff and student representative(s). Members serve staggered terms of two years to allow diverse viewpoints and for continuity of activities. New members are required to have an orientation training session of safety in the arts. The **EHS Manager is chief administrator and Chair of the EHS Committee.** |
| **Monitoring** | Each committee rotates to inspect particular areas of the school and **can be identified wearing an EHS badge**. Their duties will be to perform monthly walk-thru of their areas to monitor health and safety issues and to follow-up on any specific hazards reported to the committee. Tracking of these issues will be done via either the **Studio Hazards Check List** or **Notice of Hazard Form**, to be reviewed at EHS Meetings. The **Inter-Department Incident Report Forms** is for reporting Emergency response and interdepartmental communication and is not produced from this department. |
| **Meetings** | Environmental Safety Committee meetings are held at least once a month during regular working hours. Attendance is mandatory. |
SAFETY INSPECTIONS AND MONITORING

Staff Involvement
One of the best ways to identify potential hazards is through regular inspections. Faculty and staff should carry out daily, informal inspections noting such problems as spills, failure of a ventilation system, hot plates left on, uncapped containers, etc. If a solution to the problem can not be found immediately, then notify the department head, proper tech, or administrative assistant for follow-up. Staff and faculty should report significant EHS problems to the Health and Safety Committee, either via e-mail at ehs@mica.edu, by calling and leaving a message at 410-462-7593, or by using EHS reporting forms.

Documentation
Forms for written follow-up are available electronically on the Portal on the EHS page as PDF files as well as in the appendix of this manual. Incident and hazard reports can be initiated by any member of the community and will be reviewed by the EHS Committee.

Professional Involvement
Twice a year, the EHS Coordinator will complete a walk through safety inspection. The Coordinator may request an outside professional to make an independent survey or accompany him/her on the walk through. Various things will be looked for concerning both OSHA and NFPA regulations. MICA uses Star Consultants, a health and safety firm for our professional team.

ENVIRONMENTAL HEALTH AND SAFETY EQUIPMENT

The following list of types of health and safety equipment installed throughout the school is to be maintained by the Operations department, department Technicians, and student monitors.

Flammable Chemical Cabinets
All areas are equipped with cabinets for storage of flammable chemicals including personal flammable chemical containers over one pint. All containers must be labeled with chemical name, using the HMIS label, student name and date.

CHEMICAL SPILL CLEANUP MATERIALS

Are located in flammable storage cabinets or elsewhere as posted.

SOLID AND LIQUID WASTE DISPOSAL CANS
are located throughout Classrooms and Independent studios.

SAFETY SHOWERS and EYE WASH STATIONS: installed throughout school in areas where MSDS require

VENTILATION EQUIPMENT: Both general dilution and local ventilation are employed. Areas are currently being analyzed and upgraded as needed in existing facilities or with new construction. (2003 onward)

DISPENSERS or BOARDS FOR PPE (Personal Protective Equipment) for:
EYE PROTECTION: Impact resistant glasses.
                Splash Goggles.
                Face shields.
                Radiation shields

EAR PROTECTION: Earplug Centers
                Earmuffs.

SKIN PROTECTION: Coveralls or Chemical Resistant aprons.
                Heat Resistant Leather Gloves and
                Coveralls
                Gloves, solvent resistant nitrile.
                Latex Gloves, disposable.
                Cloth Work Gloves

LUNG PROTECTION: Dust Masks
                Respirators

FOOT PROTECTION: Rubber Boots

SIGNAGE: Most information in the Safety Manuals is posted publicly on signboards in
each department area. The same signage system is used throughout the
school for posting information and identifying safety equipment.

EMERGENCY AND FIRE EXIT LANES: These are laid out by EHS Coordinator where needed. FacMan is to
maintain the repainting of all lanes. This is done on a rotating and annual
basis, usually during August.

HEALTH AND SAFETY CENTERS: These “Right to Know” centers contain all or some of the following:

1. MSDS (MATERIAL SAFETY DATA SHEETS) with Chemical
   inventory lists in yellow loose-leaf binder.
2. DEPARTMENT SAFETY and/or OPERATIONS MANUALS.
3. TABLE OF POTENTIAL HAZARDS
4. PERTINENT HAZARD SIGNAGE
5. SMALL FIRST AID KIT
6. EMERGENCY phone numbers and information.
7. ‘YOU ARE HERE’ maps.
8. QUICK REFERENCE EMERGENCY ACTION PLAN
9. NOTICE OF HAZARD FORM/ INCIDENT REPORT FORM

HOUSEKEEPING CENTERS: These centers contain brooms, push brooms, bench brushes and dustpans for
student and departmental use. Policy for Housekeeping and Building
Services will be posted. These centers are also used by and maintained by
Building Services.
HAZARD COMMUNICATION


| Purpose | Its purpose is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees. |
| Communication | The law requires employers to complete an annual chemical inventory and communicate information concerning the potential hazards and appropriate protective measures to employees. |
| Who is covered? | The law covers all employees in the workplace that may have an exposure to any hazardous substance. Art teachers in the United States have a unique challenge arising from the fact that they and their students work with products and materials which can be dangerous if not used in a safe manner. Art teachers should formally transmit to students hazard communication training about the dangers of classroom materials and processes. |
| What is a hazard? | Hazard is defined as an exposure that poses a physical or health hazard. Chemical manufacturer and importers shall evaluate chemicals produced by them to determine if they are hazardous. Employers are not required to evaluate chemicals. “Physical hazard” is one for which there is scientifically valid evidence that the chemical is a combustible liquid, a compressed gas, an explosive, a flammable substance, an organic peroxide, an oxidizer or an unstable (reactive) or water-reactive substance. “Health hazard” is one that includes: cancer causing toxins, reproductive toxins, irritants, corrosives, sensitizers, organ target toxins as well as agents that may damage lungs, skin, eyes or mucous membranes. |
| Material Safety Data Sheets | Chemical manufacturers must develop a material safety sheet for each hazardous chemical they produce or import. MSDS’s are not required for non-hazardous products, although many manufacturers of art materials provide MSDS’s for their non-hazardous products with a statement that the product is non-hazardous. The MSDS’s are kept centrally, in the Environmental Health and Safety Office, located in the Operations area on 2nd floor of the FireHouse Building, as well as in the areas where the products are used. In addition, the MICA College store keeps an extensive library of MSDS’s of products they sell. |

HAZARD COMMUNICATION

Training

Each MICA employee that works with or is potentially exposed to hazardous chemicals and substances will receive Basic Training on the Hazard Communication Standard and the safe use of chemicals, and a review of the MICA Employee EHS Manual. Immediate supervisors will
provide additional training for employees whenever a new hazard is introduced into their work area. A refresher Annual Training must be conducted annually, is organized by the EHS Coordinator. Workshops are organized that are specific to individual departments or groups of staff.

Further information on the contents of the Hazard Communication Standard (Right-to-Know) or MICA’s EHS policies and program and the material safety data sheets is available from the EHS Coordinator or EHS Committee.

### Manuals

EHS Manuals are available on the MICA EHS page on the MICA Portal as well as in hard copy in offices.

1. All Employees receive a copy of the MICA EMPLOYEE HEALTH AND SAFETY MANUAL.

2. Separately available to all employees are copies of the QUICK REFERENCE EMERGENCY ACTION PLAN.

3. The STUDIO EHS MANUAL contains general guidelines for classroom and independent studios throughout campus. All studio faculty and students must be familiar with contents.

4. DEPARTMENT HEALTH AND SAFETY MANUALS contain specific information that you, as an employee are required to know for working in your area. Each faculty member and shop tech at MICA is given an instructor’s copy of the Department Manual for their particular area or department. These contain guidelines for teaching students.

   This is a reference guide to be used for teaching. All students are encouraged to purchase and use this book too.

6. Full detail of MICA emergency and health/safety policy may be found in either the CRITICAL INCIDENT MANAGEMENT PLAN or the ENVIRONMENTAL HEALTH AND SAFETY POLICY MANUAL available from supervisors.

### PROCEDURES FOR PURCHASING MATERIALS

Knowledge of Art Materials

Knowledge of the art materials being used, their hazards and the proper way to use them, is essential to having a safe program.

Labels and Labeling

OSHA, as part of its Hazard Communication Standards, requires that employers have proper labeling on containers and have Material Safety Data Sheets (MSDS’s) for all hazardous substances purchased.

It is the responsibility of the Shop Techs or a designated Health and Safety Monitor to maintain labeling of all containers throughout the department. A hazard assessment label using the NFPA (National Fire Protection Association) or the HMIG (Hazardous Material Information Guide) will
be applied to all department containers. Secondary containers shall also be identified with this system directly or through clearly posted color-coding. All employees and students must be trained to understand this labeling system.

**Personal Chemicals**  
Students must identify all personal secondary containers clearly with contents and their name. **All previous labeling on recycled containers should be removed first. Do not use recycled food containers without first removing all labels.**

**Purchase Procedure**  
Material purchased by individuals for petty cash reimbursement, or ordered with a departmental purchase order number, is required to obtain a **Material Safety and Data Sheet (MSDS)** from the supplier as a condition of purchase. For new materials, the MSDS should be obtained in advance of the order, to evaluate the material for hazards.

In order to ensure that MSDS’s are obtained when needed, indicate in writing on the order form that a MSDS is required for this product. When you receive the MSDS, review it with your students and/or staff. Keep a copy for your files and **forward remaining copies to the EHS Coordinator in the Firehouse.**

**Students**  
Prior to bringing outside materials into the college, students must first have approval from their supervisor. They are only allowed to bring in materials that the college can **safely** accommodate.

**GENERAL GUIDELINES FOR PURCHASING**

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>1. Order the minimum amount of material needed and purchase in smallest practical container size in order to reduce risk of spills or fire, and to minimize waste disposal costs.</th>
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<tr>
<td>2. Do not purchase unlabeled, or improperly labeled products.</td>
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<td>3. Do not rely on the term “non-toxic;” consult the MSDS for detailed information.</td>
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<td>4. Exercise a purchasing bias in favor of products displaying Good labels and whose manufacturer responds to requests for further information.</td>
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<td>5. Read labels carefully. Follow precautionary advice and wear recommended proper personal protective equipment.</td>
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<td>6. Advise students to do the same for the materials they purchase and use for class projects.</td>
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WASTE MANAGEMENT AND WASTE DISPOSAL PROCEDURES

Waste Disposal

Artists may produce waste materials that need disposal. Non-hazardous materials or waste can be placed directly in the trash for disposal in ordinary landfills. Some raw materials, however, are classified as hazardous waste and require special disposal procedures.

Legally, everyone has to properly dispose of hazardous waste. This includes companies, schools, colleges, and even individual artists. MICA is classified as a “Very Small Quantity Generator” (VSQG) of hazardous waste. This is because we only generate less than 100 kgs per month.

Types of Waste

Following is a description of the types of waste that MICA may produce.

Waste Solvents from classroom painting studios, or independent and graduate studios are collected from the oily waste disposal cans located throughout these areas. Facilities Management collects this solvent and stores waste solvents for pick-up by a professional recycling company (Bishop Associates).

Spent Photo Chemicals are processed through a silver recovery unit in the photo lab. The silver is then sold to an outside vendor. Photographic Film and Paper are collected in the Photo Department. The waste is picked up and recycled for the silver content by an outside vendor.

Fluorescent Lamps and High Intensity Discharge Lamps
are collected and then picked up for recycling. Businesses are not allowed to throw these types of lamps in the trash. Virtually 100% of the raw materials (mercury) of the standard fluorescent can be re-used in other products and services.

**PCB Containing ballast materials** are collected and then picked up for proper disposal of the PCB capacitor waste.

**Batteries** containing mercury and cadmium are collected Facilities Management at designated areas and then taken to recycling drop off. Car batteries are **not** collected for disposal at the college.

**Waste Acrylic or Latex Paints** are best disposed of by painting out the waste paint onto cardboard or other disposable surfaces and discarding in the regular trash. Small amounts left in the container can be left out to dry and then disposed of in the regular trash. Do not run liquid down a drain to discard. It is illegal to throw containers of liquid paint in the trash.

**Leftover Hazardous Materials** such as oil based paints, Solvents, acids, cleaners, resins, adhesives, and other chemicals are collected twice a year by Facilities Management and placed in the hazardous waste collection area. Waste materials are sorted and packed by a hazardous waste disposal company and taken to a licensed incinerator for disposal.

**Computer monitors** and **fire detectors** must also be collected and disposed of properly because of small amounts of lead vapor and radioactive material respectively.

Call Facilities Management’s Office Manager, x261, for additional pick-up of these materials and addition to the bi-annual pick-ups.

**Storage and Labeling Requirements for Hazardous Waste**

These specific storage and labeling requirements should be used for hazardous waste:

1. Keep hazardous waste containers closed except to add or remove waste. After adding or removing waste, remove funnels and replace the container’s lid.

2. When waste is first put into the container, a hazardous waste label must be attached to each container with the words “HAZARDOUS WASTE”, a clear description of the waste, the date the waste is first put into the container (accumulation start date).

3. Store waste in containers made of material compatible with the waste to prevent deterioration of the container. (Example: Don’t store acids in metal containers.)

4. All hazardous waste stored on the facility grounds must
be inspected weekly for leaks or deterioration. Each area having waste will keep a log of inspection results. Department techs are responsible for keeping these records.

5. Do not store incompatible hazardous wastes in the same area. Strong acids and organic solvents are an example of incompatible materials that need to be separated. You may refer to the Material Safety Data Sheets for reactive concerns about the chemicals being stored.

6. Twice a year hazardous waste collection boxes will be placed in designated locations. Notices will be e-mailed to inform everyone that they can place their waste articles in these boxes for collection. The waste will be collected by Facilities Management and placed in a locked hazardous waste collection area to be picked up by Bishop Associates for proper recycling.

7. At any time during the year if you have waste to dispose of contact Facilities Management at x261 or email at facman@mica.edu. The Office Manager in Facilities Management will keep appropriate records and an inventory of waste being stored in the collection area.

Emergency Spill Equipment

All generators of hazardous waste are required to have equipment available to respond to emergencies involving their hazardous waste and/or materials. The equipment will be checked periodically by supervisors, techs, or the EHS Coordinator to ensure proper operation in the event of an emergency.

Small spills

Emergency spill response kits for small spills are located at Health and Safety Centers or are kept in hazardous materials storage cabinets located throughout the school. Depending on location Small Spill Kits may contain:
- Absorbent pillows or pads.
- Absorbent powders for solvents, acids, or alkalies.
- Nitrile Gloves for Hazardous Waste Pickup. (The type of glove may vary with location and products used.)
- Disposal Bags for isolating and removing Spill Cleanup Materials.

Clean up small spills immediately. If you see flammable or toxic liquids in the studios or shop, use chemical absorbent pads or absorbent powders. Pads and spill kits are located in hazardous chemical storage cabinets. Small spills include up to a pint of solvents or less than one cup of acids.

Large spills

Any amount over this is considered hazardous waste and must be disposed of by trained personnel or a hazardous waste collection company. Contact Facilities Management for larger amounts. Use personal protective equipment as needed (see section in Quick Reference Emergency Procedures).

PERSONAL PROTECTIVE EQUIPMENT

There are some processes, techniques and visual qualities that can’t be achieved without employing chemicals and practices that contain hazards. This section details general precautions that need to be taken.
What is it?

Personal protect equipment (PPE) includes respirators, gloves, face shields, goggles, ear plugs and earmuffs, hard hats, protective clothing, back belts and wrist supports.

Use of PPE

Before deciding to use PPE you should investigate and try other methods of control such as the substitution of a less toxic material or less hazardous techniques, ventilation and other environmental controls. Please refer to the material safety data sheet for the recommended use of PPE.

Gloves

Gloves are often the most important way of preventing skin problems. Gloves are available that can protect you against most skin hazards. They are to be worn when handling hazardous materials and or extreme heat or cold. The correct type of glove material should be selected based on the material safety data sheet. Disposable latex or vinyl gloves offer protection from most powders, aqueous-based products and biohazards.

One problem with gloves is that there is no one type of glove that will protect against all chemicals. Therefore you have to choose a type of glove for the particular chemical with which you will be working. You should also check with the glove manufacturer if there are any questions. Departments will provide appropriate gloves to employees in areas where gloves are required. Consult Techs or EHS Coordinator with any questions regarding glove selection.

Eye and Face Protection

The type of eye or face protection required depends on the hazard. Generally four types are considered:

Safety glasses effectively protect the eye from solid materials (dust and flying objects) but are less effective at protecting the eyes from chemical splashes to the face.

Splash Goggles should be worn in situations where chemicals are handled or liquid splashes to the face are possible. Goggles form a liquid seal around the eyes, protecting them from splashes to the face.

Face Shields: When handling highly reactive substances or large quantities of chemicals, corrosives or poisons, goggles with a face shield should be worn.

Radiation Shields: Careful selection of welding and soldering eye protection is a complex issue and should be done with instruction from qualified personnel.

Contact Department Tech, Head, or Chair for specific recommendations.

Contact Lenses

Contact lenses do not provide eye protection. The capillary space between the contact lenses and the cornea may trap material present on the surface of the eye. Chemicals trapped in this space cannot readily be washed off the surface. If the material causes pain in the eye, or the contact lens is
displaced, muscle spasms will make it very difficult to remove the lens. 
*Persons exposed to chemicals should not wear contact lenses*

**Foot Protection**

Employees who are exposed to foot hazards such as: heavy lifting and moving, falling objects, general construction and foundry work should wear NIOSH approved footwear safety shoes. These are the employees’ responsibility to purchase. See the Director of Administrative Services for assistance in locating safety footwear vendors.

Rubber boots are provided by departments for tasks where water is in copious use as for floor maintenance.

**Hearing Protection**

Whenever possible excessive noise will be reduced by engineering changes and administrative controls. Under OSHA standards, if sound levels exceed 85 dB over an eight-hour period, hearing protection must be provided to employees.

Areas that require hearing protection are the Wood and Sculptural Metal Shops, power blaster area in the Print Shop and pneumatic tool craving area in Rinehart. Departments should be aware of noise hazards in their areas. Areas with high noise levels will be tested. Earplugs or earmuffs will be provided in high noise areas.

*Please note that personal music headphones such as Walkmans, etc. do not provide protection and must not be worn over ear protectors that are inserted into the ear.*

**Back Belts**

Back injuries account for nearly 20% of all injuries and illnesses in the workplace and cost the nation an estimated 20 to 50 billion dollars per year. NIOSH (The National Institute for Environmental Safety and Health) has taken a look at the effectiveness of using back belts and has concluded that there is a lack of scientific evidence that back belts work. Workers wearing back belts may attempt to lift more weight than they would have without the belt. A false sense of security may subject workers to greater risk of injury.

Workers should practice good lifting techniques and reduce bending and twisting motions.

NIOSH believes that the decision to use back belts should be a voluntary decision by both the employers and employees. Back belts should not be a mandatory job requirement. Employees may purchase back belts. See the Director of Administrative Services for assistance in locating safety footwear vendors.
Lifting of heavy equipment or materials is a common cause of back injuries. *Precautions*

Whenever possible use mechanical devices such as a two wheeler to move heavy objects.

Never lift weights that are too heavy. For men ages 20 to 35, the maximum should be 55 pounds; for women 33 pounds. The maximum weight for older and younger people is less.

The lifting method most generally recommended is to flex your knees, keep your back straight and, with the weight close to your body, and lift so that you don’t twist your spine. Hold your stomach in as this will give you back support.

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**EMERGENCY EYEWASH AND SHOWERS**

**Eyewash stations**

(Eyewash station installation will continue for 06 spring semester.) Emergency eyewash stations are available in all buildings throughout campus and are identified with appropriate signage. When a foreign material lodges in the eye, rinse with large amounts of water for 15 minutes and call a doctor. Acquaint yourself with the locations of the eyewash stations in each area and how they operate before they are needed. Be prepared to help someone else wash their eyes quickly in the event of an accident since they may not be able to find or operate the station. Supervisors in areas with eyewash stations need to flush eyewash stations once a week for at least 3 minutes. This prevents standing water in the pipes to become contaminated with bacteria growth.

**Safety Showers**

There is an emergency safety shower located in the Printmaking Department in Dolphin Building, 1st floor and one in Rinehart, in the Station Building. If splashed with a corrosive or irritating chemical, stand under the shower and start the water flowing. Then remove contaminated clothing. Rinse for at least 15 minutes. Call a doctor and have MSDS available for a reference. A serious chemical accident is not time for modesty. Strip contaminated clothing and rinse thoroughly.
The EHS office recommends the use of **positive air pressure respirators** (PAPRs). These respirators do not require medical tests before use or fit testing. All departments are encouraged to purchase and maintain a PAPR respirator for procedures that suggest the use of respiratory protection. Currently, there are no known procedures carried out by employees of the Maryland Institute which involve situations subjecting employees to higher toxicities than known government-regulated PELs and/or TLVs.

The following regulations apply to negative-pressure respirators if an employee requests the use of one of these.

In some situations employees of the facilities department will have a situation where the use of a respirator is required to perform their job responsibilities. Before any employees are authorized to use a respirator, you must be suitably trained and a medical evaluation must be obtained by your physician to determine the ability of the employee to wear the respirator selected by MICA. A fit testing must be completed and evaluation on the ability to use the equipment must be documented.

Respirators should be selected on the basis of hazards to worker is exposed. It is important that you know precisely what contaminant is in the air and its physical form (gas, vapor, particle or fume) before you choose filters and cartridges.

*There are two basic types of respirators; air supplying and air purifying.*

- **Air supplying respirators** (SAR) provide a source of untainted air for the wearer to breathe. These respirators are expensive and are needed only in cases of oxygen deficiency or with materials that are immediately dangerous to life or health.

- **Air purifying respirators** remove the toxic materials from the air you breathe. The cartridges contain chemicals to remove the contaminating...
gases or vapors. Filters that entrap the particles remove particulate matter (dust, metal fumes and mists).

**Respirator Care**

After using your respirator you must clean and disinfect it before using it again. Be sure to remove all filters and cartridges and keep them dry during cleaning.

Wash all components of the respirator in a mild detergent solution.

- Rinse everything thoroughly in clean warm water.
- Hand dry components with a clean, lint free cloth or let them air dry.
- Once the respirator is completely dry, reassemble it.

- The respirator should be kept in a plastic storage bag or another container that will provide protection against physical damage, contamination, dust, sunlight or extreme temperatures. Store so that the facepiece and exhalation valves rest in a normal position. This will prevent distorting the rubber or plastic.
- Cartridges that have been opened but not completely used should be stored in airtight containers.

**Equipment or Processes which Require respiratory PPE.**

Consider the use of dust mask and/or respirators for the following. Unless adequate local ventilation has been provided, anyone working with the listed equipment or processes should check with their supervisor, instructor, or tech for recommendation on appropriate respiratory protection.

**Dusts**
- Abrasive blasting
- Dry grinding and polishing
- Dry mixing or clays and glazes
- Powdered carving and chipping of stone, cement
- Powered sanding
- Use of silica based clays in ceramic shell mold making, clay mixing or sand blasting

**Heat, fumes and other emissions**
- Burnout kilns
- Ceramic and glass paint kilns
- Enameling and slump ing kilns
- Hot dye baths
- Metal melting and casting
- Paint removing and torches or heat guns
- Soldering
- Welding

**Mists**
- Aerosol spraying
- Air brushing
<table>
<thead>
<tr>
<th>Power spraying (all types)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solvent vapors and/or gases</td>
</tr>
<tr>
<td>Acid etching</td>
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<tr>
<td>Electroplating</td>
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<tr>
<td>Photochemical processes</td>
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<tr>
<td>Plastic resin casting</td>
</tr>
<tr>
<td>Screen printing</td>
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<tr>
<td>Brush and palette cleaning</td>
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</tbody>
</table>

### Medical Exams

OHSHA’s respiratory protection regulation (29 CFR 1910.134) requires a medical evaluation of each employee before assigned to wear a respirator. This is done to determine if there are any medical reasons you should not wear a respirator. These factors may include heart and lung problems, asthma or even claustrophobia.

In order to complete the exam:

1. The Department Head must fill out a **Patient Care Authorization Form** with their Department Head’s approval. Forms are in the back of this manual and can be copied.

2. **The Department Head will phone to make an appointment for the employee at Mount Royal Medical Associates** for a “baseline respirator exam”. Appointments can usually be scheduled within 48 hours.

The baseline appointment includes:

- Reviewing a health history questionnaire
- Patient’s vital signs taken
- Pulmonary function test (spirometry)

**Mount Royal Medical Associates**

410-225-8855  
1501 Mount Royal Avenue  
Baltimore, Maryland 21217

3. The Physician will sign the bottom of the authorization form and indicate if the employee is, or is not, approved for fit testing and the wearing of a respirator.

4. The employee will return the completed **Patient Care Authorization Form** to the Department Head.

5. A copy of the **Patient Care Authorization Form** will be given to the Human Resources Manager for billing purposes. When the Mount Royal Medical Associates bill is received MICA Human Resources will pay the bill using the department account number indicated on the Patient Care Authorization Form.

### Fit Testing

All employees wearing respirators must be fit tested before using a respirator. This service is available through the EHS Coordinator, Ext 0220 for an appointment. Respirators may be purchased at the College Store. Trained personnel do the fit test with appropriate equipment. An employee
may schedule the test through his/her Department Head or Tech. A form (available from Tech or HR Office) must be filled out to verify the fit testing. At time of the fit testing the employee will be given instructions as to the care, cleaning, repair and storage of the respirator.

Pending: MICA Student Respiratory Policy

MICA is committed to providing as healthy and safe an environment as possible for our students. Students are strongly encouraged to use a respirator during certain art applications.

Before you use a respirator please follow these steps:

Ask your instructor what type of respirator and cartridge (filter) should be used for each art application you will be using.

We encourage a respiratory medical exam prior to using the respirator to ensure that you can use one safely. The exam consists of filling out a health history questionnaire, a nurse evaluation and a spirometry (pulmonary function test).

Call Mount Royal Medical Associates at 410-225-8855 to schedule the exam, inform them you are a student at the Maryland Institute College of Art and would like to make an appointment for a Student Respiratory Exam. The cost of the exam is approximately $60 and will be paid by you at the time of the appointment. If the exam indicates a condition that warrants further medical attention you will be referred for a physician exam, on the same day, for an additional cost of $50.

Mount Royal Medical Associates is located at 1501 Mount Royal Avenue, Baltimore, MD 21217, 410-225-8855.

Prior to using the respirator you will need to be fit tested, there is no charge for this service. As everyone cannot wear the same type of respirator, two models will be available for you to test. Students may be fit tested without charge at the college store. Call x286 for an appointment.

During your appointment you will be fit tested with two different respirators to determine which will provide the best fit. You will also be given instructions on the maintenance, care and cleaning of the respirator.

You may purchase the appropriate respirator at the MICA College Store. The cost of the respirator and cartridges will be approximately $26 to $30.

MEDICAL EMERGENCIES:
FIRST AID PROCEDURES

Medical Emergencies

Minor first aid may be self-administered. NO MICA EMPLOYEE IS REQUIRED TO GIVE FIRST AID AS A CONDITION OF EMPLOYMENT.

If you are present or witness a medical emergency, your first responsibility so to immediately summon professional medical attention. Immediately
notify a guard at a Lobby desk or call Campus Safety at x333 for first responder emergency assistance. Give an accurate description of the nature of the emergency. Wait with the victim or in the area of the emergency, if safe, until an officer from Campus Safety arrives.

**Serious Incident**

In the case of an emergency due to a more serious injury or illness, first call for emergency assistance from the Department of Campus Safety at x333.

Designated Community Safety personnel are trained first aid responders, and render this service as part of their job duties. Let the officer from Campus Safety determine whether Baltimore City paramedics should be called.

**Critical Incident**

Call 9-911 for Baltimore City paramedics where obvious medical treatment is required or whenever large amounts of blood and/or infectious materials are present. Then immediately report the injury to a guard or call Campus Security at x333. An individual must assess on a case basis what distinguishes serious from critical.

**Cleanup**

If there is blood in the area, rope off the contaminated area. The Community Safety officer on the scene will notify Building Services for a custodian to come and properly cleanup the infectious material. Please refer below to Blood Borne Pathogens Training for additional information. Only trained personnel from Building Services should attempt to clean up blood, etc from a serious or critical medical incident.

**MICA Policy**

Detailed policy is available in the MICA Critical Response Incident Management Plan. The complete plan is available from EHS Office via the Executive Assistant to the Vice President for Operations.

Condensed procedures are available in the EHS manual: Quick Reference Emergency Procedures.

**After-hours work**

The basic rule of first aid assumes that staff, faculty and students are not working alone. There must always be someone around to get help in case of an emergency. The security guards do routine checks but if you are staying after hours inform them that you will be working alone so they can make periodic checks in your working area.

**First Aid Kits**

Small first aid boxes are located at Health and Safety Centers located in classroom and independent studio areas.

Each department or area should designate someone to be responsible for the inventory of the small first aid boxes. Minor medical supplies for small first aid boxes may be ordered with departmental budgets via Rudolph’s Office Supplies.

All first-aid supplies must be kept in sanitary conditions. The contents of the boxes must be limited to simple supplies such as various sizes of bandages, antiseptic wipes, instant cold packs, sterile gauze and cloth tape. In addition each box should contain:

- Disposable gloves
- An airway resuscitator
- One combination eye shield and face mask
• Plastic bag for disposal of hazardous waste.

**Larger first aid kits** are located at Community Safety desks. Designated security personnel are trained First Responders. **Call x333 for first responders medical emergency assistance from Campus Safety.**

**Medications**

No medication should be kept in the first aid boxes. Some departments may have their individual supply with an administrative assistant. Aspirin and ibuprofen may be purchased in the college bookstore.

**Bloodborne Pathogens**

Employees who have the potential to come in contact with human blood or body fluids during the course of their work duties are required to receive Bloodborne Pathogens training. All Security personnel and all Building Services personnel receive this training annually. If there is a an exposure, should be reported immediately via Exposure Control Form available from the Building Services Office or the Environmental Health and Safety Office.

Bloodborne Pathogens are microorganisms present in human blood that can cause disease in humans. Human Immunodeficiency Virus (HIV) which causes AIDS (acquired immune deficiency syndrome, and hepatitis B virus (HBV) are some examples of these microorganisms. Employees who potentially could come in contact with these viruses are those who work in the building services, facilities, community safety, or shop-techs. The College is required to provide a workplace free from recognized hazards that could cause death or serious bodily harm to employees. With required safety standards, proper training and the use of protective equipment, these actions will reduce potential accidents. Those employees interested in taking an active roll in reducing the risk of contacting these viruses should consider the Hepatitis B vaccine. Those individuals who are interested in the Hepatitis B vaccine should contact Maryland General Clinic (Mt.Royal Medical Associates) to setup an appointment to receive the vaccine. The Hepatitis B vaccine is a series of three shots. First shot, then 1 – 2 months later, then second shot, and 4 – 6 months later the third shot. There is no cost to the employee for this protection. The College will be billed for the vaccine. If you have questions regarding the vaccine call Human Resources.

**Hepatitis B Vaccine**

**WORK RELATED INJURIES and MEDICAL TREATMENT**

**Medical Treatment**

If you are an employee, or work-study student and you are injured on the job you may receive medical treatment at:

*Mount Royal Medical Associates*
1501 Mount Royal Avenue
410-225-8855
If you are injured on the job, you should call for an appointment. The clinic is open from 8:30 AM to 5:00 PM.

The clinic requires the **Workers Compensation Patient Care Authorization Form** located in the back of the manual. This form is not required in the event of an emergency or after hours.

*Directions*: Mount Royal Medical Associates is one building north of the Bunting Building’s north parking. The entrance is in the rear of the building. They are affiliated with Maryland General Hospital.

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**After Hours Emergencies**

After hours or for major medical emergencies, go directly to the emergency room at:

Maryland General Hospital.
827 Linden Avenue
410-225-8100

*Directions*: From MICA neighborhood to Maryland General Hospital – Go south on Howard, right on Monument and right on Linden. Or go south on Eutaw Street and left on MLK and right on Linden. The emergency entrance is located in the middle of the block on Linden St.

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**EMPLOYEE INJURY/ILLNESS REPORTING PROCEDURES AND FORMS**

Any accident that causes injury, damage to or loss of property *must* be reported to Campus Safety and Health and Safety Committee. All necessary forms are available for copying in the back of the manual or from the Human Resources Office. Some may be kept in or near the first aid boxes. See section on reporting procedures for work related injuries and illness of employees. This does not include students except those employed as work-studies.

**First Report of Injury**

A First Report of Injury is a legal OSHA requirement. It is the equivalent to the OSHA 101. As soon as the supervisor becomes aware of any work related injury they need to fill out a “**First Report of Injury**” form. Any injury or illness that is work related and requires more than minor first aid treatment must be reported using this form. Please read the instructions on the back of the form. Keep a copy for your department files and send the original and copies to the Human Resource office. *This should be completed within 24 hours.* If the work place accident is serious and results in a fatality, or the hospitalization of three or more individuals, the reporting must be completed with eight hours. This information is then forwarded to OSHA and the insurance company.

**Investigation Report And/Or Interdepartmental Incident Report Form**

The Supervisor’s Investigation report or Incident Report Form are for MICA use. It is used as a means to follow-up an accident and to identify and prevent future incidents or accidents. A Department Chair or Head, or a member of the EHS Committee is responsible for the completion of this form. A copy is for
department files and remaining copies are forwarded to the EHS Coordinator, Operations, Firehouse. This should be done within 24 hours.

Investigation Reports are monitored by the EHS Committee. Investigations into the cause of the accident, or illness, can result in recommendations that may prevent a reoccurrence. If minor problems are reported, investigated and their causes corrected, then the more serious problems might be prevented.

Worker’s Comp Patient Authorization

This form is required by Mount Royal Medical Associates if a worker is to receive care and treatment for a work related injury or illness. The injured employee must take this form with him/her to the clinic. The form serves two purposes; it ensures that unauthorized care is not given and it facilities billing. The form, however, is not required in an emergency situation of after hours when care is given at Maryland General Hospital.

STUDENT INJURIES NOT WORK STUDIES

Obtaining medical Treatment

If a student is injured or becomes ill and requires emergency medical care, contact MICA Security at x333 or from off campus, dial 443-423-3333. If ambulance service is not required, transportation to the emergency room may be provided if an officer is available. All students are required to maintain some form of health insurance. Medical treatment is available by appointment at the following locations at the student’s own expense or with coverage from their own insurance policy.

By appointment:

Mount Royal Medical Associates
1501 Mount Royal Avenue
410-225-8855

After hours emergencies:

Maryland General Hospital
827 Linden Avenue
410-225-8100

BUILDING ACCESS/PERSONAL SAFETY

Security/Escort Services

The MICA CAMPUS SAFETY telephone number is x355.
The 24 hour Fox SAFETY desk is x245.
The 24 hour emergency line to the Fox desk is X333.
Call 443 423 3333 from off campus for Emergency assistance.
Individuals who would like escort service to their car from a classroom building may request service by calling Community Safety.

**After Hours Security Policy and Procedure**

Access to MICA buildings uses an ID Card swipe system called MICARD. Community Safety encodes all MICARDS with individual levels of access. Faculty and Staff have 24 hour access to most buildings.

A late night security policy is in effect at MICA. MICA public access doors are locked at 8PM, Monday through Friday; 5PM Saturday and Sunday. Community members may gain access by showing your MICARD to guard at lobby desk. Students, faculty and staff should carry their MICARD ID card or class registration receipt at all times on campus.

This policy is intended to prevent individuals that have no connection to MICA from wandering the buildings late at night. In an emergency situation it identifies specific employee and students who are working late at the college.

**FORMS RELATED TO EMPLOYEE HEALTH AND SAFETY MANUAL**

Copies may be made from the forms in the back of this booklet, or you may obtain copies from the Human Resource Office, Lower Level, Annex Building.

List of forms:

- First Report of Injury
- Accident Investigation Report
- Worker’s Comp Patient Care Authorization
- Notice of Hazard
- Inter-department Incident Report Form
- Studio Hazard Checklist

**SAFETY RESOURCES**

*The Artist’s Complete Health & Safety Guide* by Monona Rossol

All new and transfer students will receive a copy of this book. All students are responsible for the information contained in the book. Faculty will use the book as a reference for safety issues.
MICA Library has a number of resource books on safety including:

**Books**

*Artist Beware*, by Michael McCann  
*Health Hazards Manual for Artists*, by Michael McCann  
*Making Art Safely*, by Merie Spandorfer, Deborah Curtiss and Jack Snyder  
*Overexposure, Health Hazards in Photography*, by Susan Shaw and Monona Rossol  
*Stage Fright: Health and Safety in the Theater*, by Monona Rossol  
*Ventilation: A Practical Guide*, by Nancy Clark, Thomas Cutter, Jean Ann McGrane

**Periodicals**

*Art Hazard News*, Center for Safety in the Arts. A newsletter published six times a year on various topics related to health and safety in the arts.

**Videos (pending)**  
(available in Media Library and EHS Office.)

*Art Safety: Hazards and Precautions*  
*Carpal Tunnel Syndrome, Relief and Prevention*  
*Street Smart, Street Safe: Self Defense*  
*Hazard Communications*  
*Bloodborne Pathogens*

**STUDIO HAZARDS CHECK LIST**

Date: ___/___/____
Name: ___________________________
Bldg: ______ Flr: ___ Area: ________ Studio #: _____

**Housekeeping:**

- organize and cleanup individual studio space.
- sweep individual space.
- organize, clean, sweep area outside individual studio.
- no debris on floor.
- no pile up of unwanted stuff or discarded projects.
  - no blocked fire lanes or exit areas.
- remove all bulk trash to dumpsters provided.
  - no overloading outlets.
- place filled trash cans in hallway for Building Services
  - no hot appliances, coffee pots, hot plates.
- notify facman@mica.edu to empty red solvent containers.

**Fire regulations:**
- no fire lanes or exit areas.
- no hanging curtains at entrances
  - (unless approved flame retardant fabric).
- no obstructions interfering with sprinkler system.
- no hanging objects from pipes or lights.
- no pile up of paint rags in studio (remove to red step cans).
- no lights covered with fabric.
- no improper use of extension cords.
- no overloading outlets.
- no improper wattage in light fixtures.
- no hot appliances, coffee pots, hot plates.

**Health and Safety:**
- no power equipment left unguarded or in disrepair.
- no unlabeled toxic materials:
  - (label all chemical containers with name/ date).
- no turpentine.
- no open containers of solvents or jars of brushes uncovered.
- no food jars or secondary containers without relabeling.
  - (label clearly with contents/ name / date)
- no storing of solvents or flammable material in studio.
  - (use flammable storage cabinets for quarts or larger)
- no food or eating in studio.
- no alcohol, beer, wine, etc.
  - **other unsafe conditions noted on reverse side of form.**

Evaluation by: __________________________ Title: ______________________________

**INTER-DEPARTMENT INCIDENT REPORT FORM**

Use this form to document any type of routine incident or critical emergency incident. Each department involved should appoint a representative to report on the status of the incident. Forward this documentation to the next department on the list and the Environmental Health and Safety Office at ehs@mica.edu. (Save this form, fill it out, re-save, and then send.)

<table>
<thead>
<tr>
<th>CAMPUS SAFETY:</th>
<th>DATE/TIME:</th>
<th><a href="mailto:dbukiew@mica.edu">dbukiew@mica.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td>INCIDENT ID #:</td>
<td></td>
</tr>
<tr>
<td>LOCATION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NATURE OF INCIDENT:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**FACMAN:**
NAME: 
DATE/TIME: facman@mica.edu

**RESIDENCE LIFE:**
NAME: 
DATE/TIME: kbaker@mica.edu

**BUILDING SERVICES:**
NAME: 
DATE/TIME: mnewton@mica.edu

**STUDENT AFFAIRS:**
NAME: 
DATE/TIME: mpatters@mica.edu

**ENVIRONMENTAL HEALTH AND SAFETY:**
NAME: 
DATE/TIME: ehs@mica.edu

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**NOTICE OF HAZARD**

✔ You are Required to Fix the Following Safety Violation ✔

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE:</th>
<th>LOCATION:</th>
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</table>

**TYPE OF HAZARD**
Check only one - Complete additional forms for other violations.

- HOUSEKEEPING ☐
- FIRE CODE / REGULATIONS ☐
- HEALTH & SAFETY ☐
- SECURITY ☐
**VIOLATION / HAZARD:**


**SOLUTION / PRECAUTION / RECOMMENDATION:**


**PLEASE ADDRESS THIS VIOLATION IMMEDIATELY**

**DISPOSITION OF VIOLATION:**

1\textsuperscript{st} REVIEW DATE: ________ CONTINUED: ________ RESOLVED: ________

2\textsuperscript{nd} REVIEW DATE: ________ CONTINUED: ________ RESOLVED: ________

**ISSUING AGENT:**

HEALTH & SAFETY COORDINATOR- __________________________________________

CAMPUS SECURITY OFFICER- __________________________________________

FACILITIES MANAGEMENT- __________________________________________

INSTRUCTOR/DEPARTMENT HEAD- ______________________________________