

Carnegie Mellon University

# School of Art

## Shop Access Policy:

School of Art Doherty Hall facilities and equipment are primarily for the use of School of Art students (including students from other schools who are currently registered for School of Art classes). Others wishing to use the equipment must contact the appropriate staff.

## Safety Training Requirements:

CMU Environmental Health and Safety **requires** that all student shop users and key holders must complete the following BioRAFT courses online:

[Student Shop Safety](#)

[Hand and Power Tool Safety Training](#)

[Fire Extinguisher Use](#)

[Compressed Gas and Toxic Gas Procedures](#)

Area specific safety training will be conducted by School of Art faculty and staff. Training must be completed before students can access the Wood Shop, Welding Shop, CNC router, Laser Lab, Small Metals Shop, Ceramics Studio, Vacuum Former, Spray Booth and Print Lab. Students are not allowed to use the shops under any circumstances without first completing training.

## Hours of Operation:

Doherty Hall shops are open to student use during staffed or monitored hours. Monitor schedules are posted at the entry of each shop and online at <http://www.art.cmu.edu/facilities/shop-calendars/>

Access to the CNC, Laser Lab and Vacuum Former is limited to a reservation schedule ([available here](#)), and may be booked by appointment via the SoArt Sculpture Technician or Digital and Physical Computing Technician.

## Staff Contacts:

**Sidney Church**, Digital and Physical Computing Technician

[sidneyc@cmu.edu](mailto:sidneyc@cmu.edu)

**Steve Gurysh**, Sculpture Technician

[stevegurysh@cmu.edu](mailto:stevegurysh@cmu.edu)

**Kellie Hames**, Print Technician

[khames@andrew.cmu.edu](mailto:khames@andrew.cmu.edu)

## Emergency Contacts:

For **ALL** on-campus emergencies, call **412-268-2323** or **x82323** on campus phones

CMU Environmental Health and Safety, **412-268-8182** or **x88182** on campus phones

## Shop Safety Rules:

1. **Never work alone** - a supervising SoArt Technician, student monitor or partner must be present at all times.
2. **Training and approval is required** to operate any power equipment.
3. **Before beginning work:**
  - a. **Secure loose clothing** including ties, scarves, and loose sleeves.
  - b. **Remove jewelry.** This includes rings, necklaces, bracelets, lanyards and watches.
  - c. **Secure long hair.** Hair must be contained and pulled back so it cannot come in contact with machinery. This includes beards.
4. **Appropriate clothing is required to enter a shop facility:** Rubber sole shoes with full foot coverage must be worn in the shop. No sandals, open toe shoes, heels or shoes exposing the top of your feet are allowed. Shorts and skirts are prohibited.
5. **Appropriate personal protective equipment must be worn at all times.** This includes safety glasses or goggles, gloves, respirators and hearing protection.
  - a. Gloves **should not** be worn when operating rotary equipment.
  - b. Appropriate clothing, coverings, face shields and eye protection must be worn during hot work.
6. **All guards and safety shields must be secured** and in place prior to operating equipment. Exceptions must receive prior training or assistance from shop staff.
7. **Inspect equipment prior to use.** If equipment does not appear to be operating normally, report the issue immediately to shop staff.
8. Ensure **dust collection** or fume extraction systems have been **turned on** prior to working.
9. **Aisles, exits, and access to emergency equipment** must be kept clear.
10. **No smoking and no food or drink.**
11. **Compressed air** must NOT be used to clean skin or clothing.
12. **Stop** any person you see working unsafely if it is safe to do so. Report continued unsafe practices to the shop staff.
13. **Shop Monitors and Staff** have full authority to prohibit shop or tool access and/or use any time.
14. **Do not distract others.** Concentrate on your task. Distracting others and horseplay is forbidden.
15. **Attend all running machines.** Never ever leave equipment running unattended.
16. **Stay alert, never work impaired.** Do not enter a shop or use equipment while under the influence of drugs, alcohol, and/or while deprived of sleep, or under stress. Notify shop staff if you have an issue that could impair or limit your ability to work safely (seizures, physical limitations, medication, lack of sleep, illness, etc.)
17. **Report** all injuries and accidents to the shop supervisor.
18. **Clean up.** You are responsible for cleaning sawdust, shavings, debris, scrap, etc. and disposing of these materials in the appropriate trash can or recycling bin. You are responsible for putting tools away and leaving the shop in as good if not better condition than when you entered.

**Failure to observe and adhere to university and School of Art safety guidelines may result in loss of equipment or facility access, fines, and/or removal from the program.**

## Wood Shop Material Guidelines:

1. You may only use **dimensional lumber** in the wood shop. Discard any material that is excessively bowed or warped, too small to be safely cut, or is remotely damp.
2. Stock must be large enough to be safely cut using power tools or machinery. Wooden dowels and small pieces should only be cut or sanded with hand tools.
3. **Pressure treated lumber, reused, distressed or found, painted wood is not allowed** to be used in conjunction with any wood shop equipment and is prohibited to be cut or sanded in any of the shops. Care should be taken to see that all wood is free of warps, nails, staples, screws, paint, dirt, or loose knots prior to cutting, sanding, or machined in any way.
4. **Galvanized or painted metal** should never be cut or welded.
5. **Flammable or combustible** materials must be stored in approved flammable storage cabinets.
6. The use of flammable or combustible materials are **limited to designated areas**.
7. **Solvents and chemicals** must be disposed of in designated chemical disposal containers.
8. **All painting, staining, and finishing** should be conducted in the **Spray Booth or on the Loading Dock**.
9. **Paint and solvents are not permitted** in the Wood Shop at any time.
10. **Material storage** is permitted and provided in designated locations throughout Doherty Hall. All materials permitted in the Wood Shop such as wood composites, cardboard, foams and plastics may be kept in C203 for long term storage. Excess metal stock may be stored in the Welding Room on provided storage racks.
11. **Small project storage** is provided for Undergraduates along the C-level hallway in Doherty Hall. Graduate project storage is provided along the D-level hallway leading to the Doherty Hall Loading dock.

For questions regarding materials, storage of projects, and special facilities requests please contact the School of Art Sculpture Technician, Steve Gurysh, [stevegurysh@cmu.edu](mailto:stevegurysh@cmu.edu).