

Workshop Safety Regulations

All students should take reasonable care to ensure the safety of themselves and all other persons when using the workshops, equipment and/ or substances within it.

Workshops are open Monday, Tuesday & Thursday from 9.00am until 4.30pm and on Wednesdays & Fridays from 9.00am – 4.00pm. All workshops will be locked after these times.

***All times are subject to change but you will be informed with as much notice as possible.**

Unsupervised work is not permitted in any of the workshops outside of workshop times.

All staff and students have a responsibility to behave appropriately when using departmental equipment and workshops. This includes wiping down surfaces, putting equipment away and in the appropriate place, unplugging and turning off equipment, wiping any spillages be it floor or work surface. Looking out for others by reminding people to wear their masks, aprons, gloves, footwear and goggles, unplug trailing leads and reporting hazards as necessary.

Training must be received from a member of staff, before any equipment can be used. It is not acceptable for a student to show another student how a piece of equipment works. Only when you have received training and been certified safe and competent should you then use the equipment. You must keep within the university's traffic light system of equipment usage. Please see Lloyd or Sharon who will show you how to safely operate equipment and certify you competent.

Any students from other courses wishing to use surface pattern equipment and workshops must have an induction from a trained member of staff. They are not permitted to have access to these workshops until such training has been given. Any friends wanting technical help and advice can do so by booking a time with an appropriate member of staff.

Electrical equipment should be PAT tested before being brought onto Institute property.

All students who are working in the studio / in the building after 5.00pm MUST sign in & out on reception, in the case of a fire and also for Estates to know who is where in the building. It is preferable that there is always more than one person in the studio, after hours.

Appropriate Clothing

You are strongly advised to not wear new or expensive clothing when using the workshops, as they may become damaged. You are required to tie long hair back and avoid any loose fitting clothing and accessories/ scarves.

Appropriate shoes with covered toes must be worn in all workshops. Sandals and flip flops are not permitted in the workshop and you will be asked to leave. Steel toe cap boots are available to any student who comes to the workshop in inappropriate footwear.

Appropriate safety wear will be provided which includes:

Aprons must be worn with specific textile processes and you are encouraged to wear an apron at all times as best practice. Certain processes will require suitable overalls during your time in the workshop.

Protective gloves must be working when working with any chemical substances in the workshop. There are several types available for your use:

Disposable nitrile gloves are used when handling dye stuffs, binders and thickeners. These gloves are latex free and non-allergenic. **Please inform a technician of any related allergies.**

Chemical resistant gloves are used when handling corrosive and caustic chemicals. They can also be used when washing out your printed and dyed fabrics.

Heatproof gloves are used for the loading and removal of work in the steamers and large baker. They are also useful for handling work from the heat press, which can become hot during busy workshop sessions.

Safety goggles are available to use when mixing chemicals.

Protective visor and ear defenders must be worn in Wash Room whether your washing screens or not.

Supplied safety wear must not be removed from the workshop.

Handling of Chemicals and Liquids

The following hazard symbols and labels must be observed:

 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

Some of the dyes and chemicals within the department are potentially dangerous; both in powder and paste form and the following should always be practised:

- Wear appropriate protective clothing, safety wear and sensible shoes.
- Clean up any spills immediately, using a damp cloth and plenty of warm water. Clean rags can be found in the print room, under the sink in dye lab & middle print table, and dirty cloths need to go straight in the washing machine or dirty laundry container.
- Use appropriate LEV extraction when weighing out all powdered chemicals and dye stuffs.

If chemicals come into contact with skin and eyes, seek medical attention immediately.

Substances must not be bought into the department without informing a technician. A safety data sheet must be provided for every substance agreed.

Storing your chemicals and dyestuffs

When inducted into the department (and subsequently each year) students will receive 5 clear plastic pots to use. The pots are to be cleaned and returned at the end of each year.

Clear plastic pots, with lids, are provided by the department for you to use. All dyestuffs should be clearly labelled as follows:

- Your name and year group.
- The date.
- The contents, including all dyestuffs and auxiliary chemicals.

Health and Wellbeing

Students and staff who are at particular risk are those who suffer from skin complaints, such as eczema, and respiratory problems, such as asthma. Other groups at a higher risk are pregnant or breast feeding women.

If you have any doubts or concerns regarding your health or wellbeing in the workshop, please seek advice from the departmental safety data sheets located with the technician in the store. Further advice should be sought from your own GP.

Waste Disposal

Waste Stream	What to do
Dry Mixed Recycling (paper, plastic, cardboard, cans)	Please put in the green DMR bins around campus. DMR is included in our routine collection.
Non Recyclables (general waste)	Please put in the General Waste bins around campus. General Waste is included in our routine collection.
Paper	Please put in the green Paper bins around campus.
Textiles	Please put in the green Textiles bin in studio.
Glass	Glass bins are available in the main bin stores at the back exit of Dynevor campus.
Hazardous / Chemical Waste	The department has separate waste containers for Acid, Dysperse, Pigment, and Reactive waste. Through the workshop programme, you will be told the appropriate containers to use.
Batteries	The following batteries can be placed in the recycling boxes available in the reception areas, 6V, D, C, AA, AAA, 9V, button cell.

Cost of waste

As a course the chemical waste alone cost £618 for 2017/18 (the equivalent of 65m of silk twill).



General accidents and in the event of a fire

General Accidents

All accidents must be reported to a first aider and an accident form must be completed. Please ask at reception for first aiders, or dial 3285 for reception using the phone in dye lab.

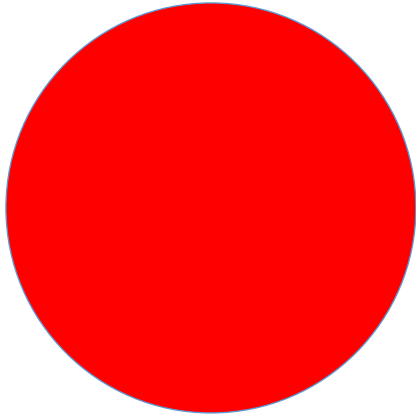
In the event of a fire

Please ensure that you familiarise yourself and are aware of the following:

- Where your fire exits are at the beginning of term.
- All the available exits from the room you are working in.
- The nearest and safest exit routes are shown by an illuminated green fire exit sign.
- The position of fire alarm activation points in case you need to raise the fire alarm.
- Do not use fire extinguishers to prop open doors or anything else.
- Your fire assembly point is located in the main car park all surface pattern students are required to meet by the spaces marked 27-28 where a register will be called.
- Inform staff if you feel that someone may be missing.
- You are to remain with staff at the designated area until official authorisation has been given to re-enter the building. This will either be from the senior fire officer or faculty management.

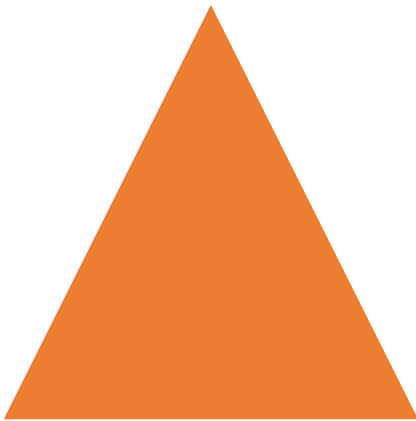
Fire alarm testing usually takes place on a weekly basis, usually an afternoon at 2.00pm, if it goes on longer than expected it is not a test and you must vacate the building.

Traffic light system



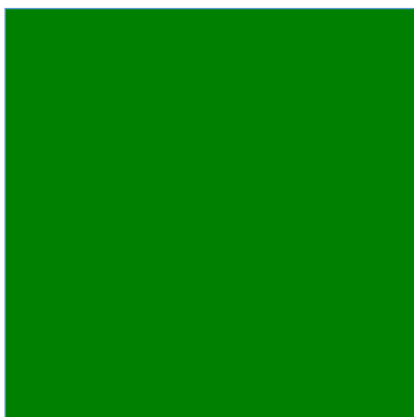
Red machine

**Strictly no student
access**



Amber machine

**Once trained,
operation under
supervision only.**



Green machine

**Once trained, Open
access.**