



SARD STUDIO  
**HEALTH + SAFETY**  
MANUAL

## I. INTRODUCTION

The following manual addresses health and safety within the School of Architecture and Design at LAU and it particularly relates to studios and studio practices. The School studio staff, administrative assistants and administration work with the Operations Office to install safety equipment and procedures. The School of Architecture and Design at LAU considers health and safety particularly within its studio practices of the highest importance. Providing and maintaining a safe and healthy working environment and the use of safe work methods and practices at all times is a priority. The School strives to set a good example by being observing and aware of applicable guidelines and procedures as a part of our art and design-making practices. All students, faculty and staff are expected to report unsafe conditions and/or situations know and follow safe working practices. This includes obeying applicable guidelines and working in a way that promotes the health and safety standards.

## II. SAFETY COMMUNICATION

Faculty members teaching SArd studios receive this manual and review safety information with students at the start of each semester. Students are asked to inform their instructor if they have an allergy related to the materials used in the studio.

## III. SAFETY SIGNAGE

Much of the content in the safety manuals are posted publicly on signboards in related studio areas by the Department responsible for the space. The same signage system is used throughout the School for posting information and identifying safety equipment.

## IV. HOUSEKEEPING

Students and faculty are responsible for general pick-up after each working/ studio session. However, for larger overall cleaning tasks contact the department's administrative/academic assistant to coordinate with the Hospitality Office.



### EMERGENCY CALLS

**University nurse:** Byblos Ext. 2179 / Beirut Ext. 1132

**Security:** Byblos Ext. 2105 - 2146 - 2163 / Beirut Ext. 1100

**HR office:** Byblos Ext. 2156 - 2174 / Beirut Ext. 1735

**Red Cross:** 140

**Operations:** Byblos Ext. 2119 - 2246 / Beirut Ext. 1010



## V. HAZARDOUS STUDIO MATERIALS

Studio courses require the use of various materials in art and design making processes. Some materials are provided by department responsible for the studio course. Such materials include, but are not limited to: chemicals used in the photography wet labs; clay and glazes used in the ceramics studios; or pigments used in the printmaking studios. Such materials should be purchased through the responsible staff, Chair/Associate Chair or Administrative Assistant. The minimum quantity of materials needed should be ordered and purchased in the smallest practical container size in order to reduce risk of spills or fire. Unlabeled or improperly labeled materials should not be ordered. Students should do the same for the materials they purchase and use for class projects. For examples students are required in some studios to purchase paints, thinners, fixatives or adhesives. Prior to bringing potentially hazardous materials into the campus, students must first have approval from their instructor.

## VI. STORAGE AND LABELING

If not already labeled, containers of studio materials should have a label that

outlines the contents clearly. Read labels carefully. Follow precautionary advice and wear recommended proper personal protective equipment. 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. Do not use recycled food containers. All containers must be labeled with chemical name, using the HMIS label.

## VII. WASTE DISPOSAL

Artists may produce waste materials that need special 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.

**Waste Acrylic or Latex Paint** pints 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 or 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 in coordination with the department's Administrative/ Academic Assistant in coordination with House Keeping.

**Other Materials** such as PCB Containing ballast materials, batteries containing mercury / cadmium, Fluorescent Lamps and High Intensity Discharge Lamps, computer monitors and fire detectors that are not working, contact the department's Administrative/Academic Assistant to collect, fix and/or dispose of properly in coordination with House Keeping.

## VIII. SPILLS

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. Contact the department's Administrative/Academic Assistant if any amount over this must be disposed.



## IX. PERSONAL PROTECTIVE EQUIPMENT (PPE)

**Gloves** are the most basic way of preventing skin problems. Faculty can advise accordingly.

**Eye Protection** varies depending 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. Radiation Shields: Careful selection of welding and soldering eye protection is a complex issue and should be done with instruction from qualified personnel. Contact lenses do not provide eye protection. Chemicals trapped in this space cannot readily be washed off the surface. Students, faculty and staff exposed to chemicals should not wear contact lenses.

**Dust Masks** should be worn by anyone working with the following:

Dusts; Abrasive blasting; Dry grinding and polishing; Dry mixing or clays and glazes; Powdered carving and chipping of stone, Cement; Powered sanding or sand blasting; Clay mixing; Heat, fumes and other emissions; Mists; Aerosol spraying or air brushing; Solvent vapors and/or gases; Acid etching; Photochemical processes; Screen printing; Brush and palette cleaning; Power spraying (all types).

## X. SPRAY BOOTHS

A spray booth is a designated ventilated area for students to use spray paint, fixative, adhesives for art and design projects. Spray booths will be provided in the renovated Gezairi building (Beirut campus) and in the Architecture building Fabrication Lab (Byblos campus).

## XI. LIFTING HEAVY ITEMS

Faculty or students should not lift heavy items; they should rather contact the department's Administrative/ Academic Assistant to coordinate with the Supply Office to use the proper necessary moving equipment or assistance.

## XII. EYEWASH STATIONS

Emergency eyewash stations are available in the Fabrication Labs where dust is common and the Photography Wet Labs where chemical use is common. The stations are identified with appropriate signage. If a foreign material lodges in the eye, the eye should be rinsed with large amounts of water for 15 minutes. Students, faculty and staff should acquaint themselves with the locations of the eyewash stations and, if needed, contact the department's Administrative/ Academic Assistant to coordinate with the Health Services Office (Infirmary). Supervisors in areas with eyewash stations need to flush eyewash stations once a week for at least 3 minutes to prevent standing water in the pipes that can become contaminated with bacteria growth.

### **XIII. MEDICAL EMERGENCIES, SAFETY AND SECURITY**

First-aid is available on campus by a qualified staff. If you are present or witness a medical emergency, report it directly to the Health Services Office (Infirmary) for medical attention.

#### **BEIRUT**

WKSC, GF  
Ext. 1040

After hours: call ext. 1500 for first-aid assistance.

#### **BYBLOS**

Student Center, GF  
Ext. 2040

After hours: call ext. 2500 for first-aid assistance.

Any injury that takes place in studio setting should be reported by email to the respective Chair/Associate Chair of the Department.

Studio staff and department Administrative Assistants do have small first aid boxes for minor incidents. 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. General information on health services at LAU can be accessed at:  
<http://students.lau.edu.lb/hhw/services/>

General information on safety and security at LAU can be accessed at:  
<http://students.lau.edu.lb/hhw/security/>

### **XIV. AFTER HOURS SECURITY POLICY AND PROCEDURE**

Students who wish to stay overnight in studios should send an email to the respective Administrative Assistant who will then inform the Chair /Associate Chair and LAU Security. Students are not allowed to stay overnight alone. The email request should include the following information:

Name of Course:

Instructor:

Date of Permission:

Maximum Time of Stay:

Location:

List of Students:

Name of Responsible Student:

### **XV. SAFETY RESOURCE**

The Artist's Complete Health & Safety Guide by Monona Rossol is available at both the Byblos and Beirut Library.

### **XVI. CERAMICS, SCULPTURE, PRINT MAKING, PAINTING, PHOTOGRAPHY STUDIOS / FABRICATION AND DIGITAL LABS**

Specific Safety Rules are posted in each of the studios while safety information regarding the Fabrication and Digital Labs are posted in the labs or can be found in the Fabrication and Digital Lab User Handbook:

<http://sard.lau.edu.lb/files/fabrication-digital-lab-handbook.pdf>

#### **BEIRUT**

Ceramics: Nicol Hall [NH] B103

Sculpture: SFA 2206

Silkscreen: NH B102

Photography: SFA 1106

Painting: SFA 0204

Fabrication and Digital Lab: OG 103A

#### **BYBLOS**

Ceramics and Sculpture: ARC 104

Photography: Frem 301A

Painting: ARC 103

Fabrication and Digital Lab: ARC 106

## XVII. CONTACTS

### DEPARTMENT OF ART & DESIGN

BYBLOS: **Melissa Plourde Khoury**, Associate Chair, ARC 501B, Ext. 2339,  
melissa.plourde@lau.edu.lb

**Rouba Abi Assaad Hakim**, Academic Assistant, ARC 503, Ext. 2521,  
rouba.abiassaad@lau.edu.lb

BEIRUT: **Randa Abdel Baki**, Chair, Nicol 508, Ext. 1706, randa.abdelbaki@lau.edu.lb

**Mary Kassab**, Senior Academic Assistant: Nicol 535, Ext. 1748,  
mary.kassab@lau.edu.lb

### PHOTOGRAPHY STUDIOS

BYBLOS: **Pierrot Daou**, Lead Photography Lab Coordinator, Frem 304, Ext. 2183,  
pierrot.daou@lau.edu.lb

BEIRUT: **Samir Andrea**, Senior Photography Lab Manager, Ext. 1230,  
sandrea@lau.edu.lb

### FABRICATION AND DIGITAL LABS

BYBLOS: **Shaker Azzi**, Senior Fabrication Lab Supervisor, ARC 105, Ext. 2370,  
shaker.azzi@lau.edu.lb

BEIRUT: **Issam Abboud**, Senior Fabrication Lab Supervisor, OG 103A, Ext: 1155,  
issam.abboud@lau.edu.lb