



The Bachelor of Fine Art Program



Queen's  
UNIVERSITY

---

## FINE ART (VISUAL ART) PROGRAM STUDENT HANDBOOK

FALL 2023

---

### Table of Contents

ONTARIO HALL BUILDING & BFA OFFICE HOURS .....	1
WELLNESS & STUDENT INFORMATION.....	1
WHO TO ASK.....	2
STUDIO USAGE .....	2
LOCKER USE AND DATES .....	2
END OF TERM CLEANUP AND STORAGE .....	3
STUDIO FEES AND PAYMENTS .....	3
DISPLAY OF ARTWORK IN ONTARIO HALL .....	3
BFA PROGRAM DEGREE REQUIREMENTS .....	4, 5
MARKING .....	6, 7
FALL 2023 TIMETABLE.....	8
PEOPLE IN THE FINE ART (VISUAL ART) PROGRAM .....	9, 10
UNIVERSITY CONTACTS.....	11
FACILITIES IN ONTARIO HALL .....	11
ONTARIO HALL – FOB GUIDELINES .....	12
ONTARIO HALL SAFETY REGULATIONS .....	13
GENERAL STUDIO SAFETY RULES .....	14, 15

---

## ONTARIO HALL BUILDING HOURS

---

**September 5<sup>th</sup> to December 5<sup>th</sup>**

Monday – Friday

7:00 am – 11:00 pm

Access between 9:00 pm – 11:00 pm is by FOB only.

Saturday – Sunday

7:00 am – 11:00 pm by fob only.

Closed on statutory and university holidays

---

## BFA OFFICE HOURS

---

In Person

**Monday/Wednesday/Friday:** 8:30am to 4:30pm (closed for lunch 12:00-1:00pm)

Remote

**Tuesday/Thursday:** 8:30am to 4:30pm (closed for lunch 12:00-1:00pm)

Email: [fineart@queensu.ca](mailto:fineart@queensu.ca)

2<sup>nd</sup> floor, Ontario Hall, 67 University Avenue  
Queen's University, Kingston, ON K7L 3N6

---

## WELLNESS & STUDENT INFORMATION

---

<https://www.queensu.ca/artsci/>

<https://www.queensu.ca/studentaffairs/>

<https://www.queensu.ca/studentwellness/>

<https://www.queensu.ca/artsci/events>

---

## WHO TO ASK?

---

Dr. Norman Vorano, Head of Department, Interim Program Director  
Prof. Alejandro Arauz, Undergraduate Chair  
Brian Hoad, Health and Safety Officer

---

---

## STUDIO USAGE

---

The Art studios in Ontario Hall are for the use of current students in the BFA/Visual Art Program. Unauthorized people will be asked to leave by campus security. As per Ontario Hall's Safety Regulations, please do not work in the building on your own at any time. You should always have a fellow BFA student on the same floor, preferably in the same room. You are encouraged to use a buddy system with your BFA student colleagues. If you do work alone, please utilize the Campus Security Lone Worker Program. To contact the Lone Worker Program, call 613-533-6080 and report where you are working, how long you expect to be there, and if you will require an escort when you leave. You can now use the "Work Alone" feature on the SeQure app and set up automated monitoring. This feature is only available on campus, location services and notifications must be turned on to use this service.

<https://www.queensu.ca/risk/security/sequire-app>

PLEASE NOTE: STUDENTS ARE NOT PERMITTED TO WORK IN ONTARIO HALL AFTER BUILDING HOURS.

---

## LOCKER USE

---

You will need to provide your own lock. The program and the university are not responsible for the lock on the locker or the materials in the locker. For the end-of-year cleanup, lockers must be emptied on the last day of classes. Locks will be cut from those lockers not emptied on the last day of class and the contents become the property of the Program and will be disposed of at the discretion of the Program.

---

## **END OF TERM CLEANUP & STORAGE**

---

Anything left in Ontario Hall past the removal deadline becomes the property of the Program and will be disposed of at the discretion of the Program. Dates are unknown until disposal bins are booked in the fall term. You will be notified by email of the removal deadline.

---

## **STUDIO FEES & PAYMENTS**

---

Fall Studio Fees: The BFA Office will send communication to all BFA students regarding fall term material and studio fees. BFA students must pay fall term studio fees before receiving fall term (2023) course materials. The BFA office will provide additional information after the start of the fall semester.

---

## **DISPLAY OF ARTWORK IN ONTARIO HALL**

---

- \* 4th years must seek approval of their BFA Faculty Supervisor and the BFA Faculty on the floor where their artwork is to be displayed
- \* 1st to 3rd years must seek approval of their BFA Faculty Instructor in conjunction with the Undergraduate Chair for 2-week display periods. Email Prof. Alejandro Arauz – [arauz@queensu.ca](mailto:arauz@queensu.ca)

---

## **BFA PROGRAM DEGREE REQUIREMENTS**

---

### **Fine Art – Major (Fine Art) – Bachelor of Fine Art (Honours)**

ARTF-M-BFH

Subject: Administered by the Department of Art.

Plan: Consists of 72.0 units as described below.

Program: The Plan, alone, or in combination with a Minor in another subject, and with sufficient electives to total 120.0 units, will lead to a Bachelor of Fine Art (Honours) Degree.

#### **1. CORE COURSES (60.0 units)**

- A. 12.0 units in ARTF 127/6.0 and ARTF 128/6.0
- B. 12.0 units in ARTF 227/6.0 and ARTF 228/6.0
- C. 18.0 units in ARTF 337/9.0 and ARTF 338/9.0
- D. 18.0 units in ARTF 447/9.0 and ARTF 448/9.0

#### **2. SUPPORTING COURSES (12.0 units)**

- A. 6.0 units from ARTH 120/6.0
- B. 6.0 units from ARTH at the 200-level

#### **NOTES**

- A. First and second year ARTF courses consist of 12 hours of studio classes plus 12 hours independent studio activities per week; Third and fourth year ARTF courses consist of 24 hours of studio activities per week.
- B. ARTH 227/6.0 or (ARTH 231/3.0 and ARTH 232/3.0) are recommended.

## **Fine Art – General (Fine Art) – Bachelor of Fine Art**

ARTF-G-BFA

Subject: Administered by the Department of Art.

Plan: Consists of 54.0 units as described below.

Program: The Plan, with sufficient electives to total 90.0 units will lead to a Bachelor of Fine Art Degree.

### **1. CORE COURSES (42.0 units)**

- A. 12.0 units in ARTF 127/6.0 and ARTF 128/6.0
- B. 12.0 units in ARTF 227/6.0 and ARTF 228/6.0
- C. 18.0 units in ARTF 337/9.0 and ARTF 338/9.0

### **2. SUPPORTING COURSES (12.0 units)**

- A. 6.0 units in ARTH 120/6.0
- B. 6.0 units from ARTH at the 200-level

### **NOTES**

- A. This Plan, unlike most other General Plans, may not be added to a Major to form a Major-Minor Plan combination.
- B. First and second year ARTF courses consist of 12 hours of studio classes plus 12 hours of independent studio activities per week; Third year ARTF courses consist of 24 hours of studio activities per week.
- C. ARTH 227/6.0 or (ARTH 231/3.0 and ARTH 232/3.0) are recommended courses for Option 2B.

---

## MARKING

---

Marking art can be somewhat more subjective than marking in other fields. All professors and instructors mark differently and emphasize different aesthetic approaches. Each of your professors *must* include in their syllabus their evaluation criteria. Speak to your professor if you are unsure about the criteria being used to evaluate your work. If you have any questions about your marks, ask your professor for feedback. Feedback may take different forms: some professors give feedback during critiques and others might write notes. Remember that faculty office hours are intended to ensure that you can see a professor about any questions you might have.

### BFA MARKING EVALUATION CRITERIA GUIDE

Letter	Grade Point Average
A+	4.3
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D+	1.3
D	1
D-	0.7
F	0

## GRADE DESCRIPTORS

<b>Course Grade</b>	<b>Grade Point Equiv.</b>	<b>Meaning of that grade (in a single course)</b>	<b>Consequences of consistent or average performance at that level across all courses.</b>
A+	4.3	Truly Exceptional	
A	4.0	Outstanding	Meets standard for the Dean's Honour List with Distinction (DHL-D: traditionally top 3%).
A-	3.7	Excellent	Meets standard for Dean's Honour List (DHL: traditionally top 20%).
B+	3.3	Very Good	
B	3.0	Good	
B-	2.7	Reasonably Good	
C+	2.3	Acceptable	
C	2.0	Minimally Acceptable (Honours)	Meets standard for an Honours Degree.
C-	1.7	Minimally Acceptable (General)	Meets standard for a General Degree. Does not meet standard for an Honours Degree.
D+	1.3	Unsatisfactory Pass	Academic Probation and, possibly, further sanctions
D	1.0	Unsatisfactory Pass	Academic Probation and, possibly, further sanctions
D-	0.7	Unsatisfactory Pass	Required to Withdraw (automatic)
F	0.0	Failure. No course credit	Required to Withdraw (automatic)

Note: The Faculty of Arts and Science defines the following GPA thresholds: 1.60 for a General Degree; 1.90 for an Honours Degree; 3.50 for the Dean's Honour List; 3.90 for the Dean's Honour List with Distinction. An average GPA of 0.70 or below for one term results in an automatic requirement to withdraw. Placement on academic probation follows from a term GPA below 1.60.



## FALL TIMETABLE

FALL 2023	COURSES
11:30am - 2:30pm	<b>ARTF 227: Intermediate Fine Art I</b> Drawing: Prof. Dan Hughes Print Media: Prof. Alejandro Arauz <i>Monday through Thursday</i>  <b>ARTF 125: Introduction to Studio Art in Printmaking</b> Prof. Kiki Athanassiadis <i>Fridays</i>
2:30pm - 5:30pm	<b>ARTF 337: Advanced Programs I</b> Painting: Prof. Rebecca Anweiler Sculpture/TBM: Prof. Ella Dawn McGeough <i>Monday through Thursday</i>
4:00pm - 5:30pm	<b>ARTF 447: Individual Programs I</b> <i>Thursdays: see ARTF 447 syllabus for specific dates/details</i>

Week	Date	Event	Notes
#1	05-Sep		<i>Fall term begins September 5</i>
#2	11-Sep		
#3	18-Sep	Visiting Artist: Nathan Meltz	<i>Last date to add or drop courses</i>
#4	25-Sep		
#5	02-Oct	National Day of Truth and Reconciliation	<i>No class</i>
#6	09-Oct	Fall Term Reading Week	<i>No class</i>
#7	16-Oct	Visiting Artist: Kareen-Anthony Feerera	
#8	23-Oct		
#9	30-Oct		
#10	06-Nov		
#11	13-Nov	Remembrance Day	<i>No class (10:30am to 11:30am)</i>
#12	20-Nov		
#13	27-Nov		
#14	04-Dec		<i>Fall term classes end</i>

---

## PEOPLE IN THE FINE ART (VISUAL ART) PROGRAM

---

### BFA Professors

**Rebecca Anweiler** is a Kingston-based painter who completed her MFA at Concordia University in Montreal in 2000, and is an honours graduate of the Ontario College of Art and Design, receiving numerous awards for her work. She taught Drawing and Painting in the Fine Art (Visual Art) Program at Queen's University, as well as at the University of Lethbridge, Alberta and Concordia University, Montreal. A recent recipient of both Ontario Arts Council and Canada Council grants, Anweiler's artwork has been exhibited extensively in Toronto and Montreal, and she has paintings in several public collections including the Agnes Etherington Art Centre, the City of Toronto, and the University of Lethbridge Art Gallery.

- Instructor ARTF 337 painting, ARTF 447 Supervisor

**Alejandro Arauz** is an interdisciplinary artist exploring issues of identity, diaspora, and transplantation through the vernacular of print media, performance, video, collage and painting. Digital applications allow Alejandro to create bridges between mediums to expand on the lineage of his imagery. Alejandro is particularly interested in the Latin American Diaspora within Canada and the USA. Alejandro earned his Honors BFA from the University of Windsor in Canada and an MFA degree from Louisiana State University (Deans Medal Recipient). Alejandro has exhibited in Canada and the USA, in addition to receiving grants and awards from the Ontario Arts Council, Queen's University and Louisiana State University. Alejandro is currently a lecturer in the fine art departments at Queen's University, in addition to completing teaching appointments at the Ontario College of Art and Design University, Nipissing University and the University of New Mexico. Alejandro is knowledgeable in all areas of printmaking, including intaglio, lithography, relief, silkscreen, digital print, digital photography and interdisciplinary methods. He is also well versed and engaged in all matters related to digital and new technologies relevant to print media.

- Undergraduate Chair BFA, Instructor ARTF 227 print media, ARTF 447 Supervisor

**Daniel Hughes** is primarily a Figurative painter. He did his undergraduate degree at OCAD(including a year in Florence, Italy ) and his MFA at the New York Academy of Art working with painters Eric Fischl and Vincent Desiderio. He has exhibited for the last 3 decades throughout Canada, the U.S and London England, Art Fairs include Chicago/Madrid/Toronto and London. Hughes has exhibited in numerous Museum shows including Tha Arkansas Arts centre, Little Rock /Arkansas, The Baker Museum, Naples/ Florida, The National Portrait Gallery Of London/UK, The National Portrait Gallery of Edinborough in Scotland. His adjunct teaching positions have included The Toronto School of Art, OCADU, The Agnes Etherington Art Center and most recently Queens University.

- Instructor ARTF 227 Drawing, ARTF 447 Supervisor

**Ella Dawn McGeough** (b.1982 on unceded territories of the Kwantlen, Katzie, and Semiahmoo Nations) is an artist whose practice negotiates sticky sites of affection & infection, influence & inheritance, obligation & commitment, encounter & entanglement, dreaming & waking, inside & outside, you & me, us & we. Their work is funded by the Social Science and Humanities Research Council and they have received numerous grants from the Toronto Arts Council and Ontario Arts Council, among others. They have participated in exhibitions across Canada, the United States, the Philippines, China, and Europe plus attended residencies at Trelex (Tambopata National Reserve, Peru), Flaggfabrikken (Bergen, Norway), The Banff Centre (Treaty 7 Territory, AB), La Datcha (Berlin, Germany), and Est-Nord-Est (Saint-Jean-Port-Joli, QC). Their writing has been published by Momus, Peripheral Review, Arsenal Toronto/Montreal, CMagazine, and Public Journal, among others. Alongside Liza Eurich and Colin Miner, they edit Moire.ca and recently became a founding member of Peripheral Review's Board of Directors.

- Instructor ARTF 337 sculpture/tbm, ARTF 447 Supervisor

**Kiki Athanassiadis** - I am a practicing artist, visual arts researcher and educator with an interest in social practice. My current research interests lie at the intersection of contemporary art and land-based practices. Those interests have brought me to Cultural Studies at Queen's, to the research-creation stream, where I plan to use the creation of a working flower farm as a site for community-based art practices, workshops, and research into the intersection of art, agriculture, and cultural/social practice. That research will also look at the theoretical frameworks of agro-ecology and land-based social practices. My aim is to approach this project both as an artist and a farmer and engage with the emerging field that sits at the intersection of art and agriculture. I studied architecture at McGill and visual arts at Concordia and York universities where I focused on expanded print practices and print-based installation. I'm also the founder of Pollinator Farm (Windsor, ON).

- Instructor ARTF 125 introduction to studio art

## **TECHNICIANS**

**Brian Hoad:** [bh71@queensu.ca](mailto:bh71@queensu.ca). Head Technician Supervisor, Safety Officer and Painting Technician. Hoad is a visual artist originally from Port Hope. After receiving training as Canadian artist David Blackwood's studio assistant (oil painting, copper etching), he completed a BFAH (visual art) at Queen's University and MFA (visual art) at University of Regina. Brian maintains an independent studio off-campus and supports the Fine Art (Visual Art) program as Technician Supervisor and a Term Adjunct. Brian's artwork responds to an interest in how people have connected with wilderness spaces throughout history. Technically intrigued by historic processes applied in contemporary contexts, printmaking has had the greatest influence on his practice, while he is also knowledgeable in painting and drawing. Brian has completed recent residencies with Critical Mass, the Robert McLaughlin Gallery, and Spark Box Studio, receiving support from The Elizabeth Greenshields Foundation, Ontario Trillium Foundation, and RBC Emerging Artist Project. As Technician Supervisor, Brian supports classes in Painting and Drawing on mainly the third and fourth floors, as well as 447/8 students in their studios. Brian can help with material use, accessing equipment, and studio management. He is the Health & Safety Officer for the building, also responsible for fire safety. All incidents and near misses should be reported to him. As a Term Adjunct, Brian instructs ARTF 101 Fundamentals of Drawing and Painting (for non-BFA students) and is a project supervisor for ARTF 447/8.

**Ryan Laidman:** [ryan.laidman@queensu.ca](mailto:ryan.laidman@queensu.ca). Print and Sculpture Technician.

Sculpture Technician

Ryan supports classes in Sculpture, as well as 4<sup>th</sup> Year students' work in Sculpture. Ryan does not teach but he can advise students on sculpture materials, processes and equipment, in their home studios.

Print Media Technician

Ryan supports class in the Print media studios on the first and second floors, as well as 4<sup>th</sup> Year students in the Print area. Ryan maintains the Print studios and is available to help students who are having difficulty with equipment and to assist in moving lithography stones, etc. Ryan advises students having difficulty.

**OFFICE STAFF**

Michaela Olesova – BFA Program Administrative Assistant. The BFA Office will update students, faculty and staff when more information is available. Email – [fineart@queensu.ca](mailto:fineart@queensu.ca)

---

## UNIVERSITY CONTACTS

---

**Lavonne Hood** – Acting Associate Vice-Principles (Human Right, Equity and Inclusion)

To schedule a meeting with Lavone please contact Ruth Santamaria at: [rls3@queensu.ca](mailto:rls3@queensu.ca).

**Kathryn Vilela** -Academic Advising Lead

[vilela@queensu.ca](mailto:vilela@queensu.ca)

**Student Wellness Services** - [Counselling.services@queensu.ca](mailto:Counselling.services@queensu.ca), [bewell@queensu.ca](mailto:bewell@queensu.ca)  
[wellness.services@queensu.ca](mailto:wellness.services@queensu.ca)

**Susan Korba**– Director, Four Directions Indigenous Student Centre

[korbas@queensu.ca](mailto:korbas@queensu.ca) – 613-533-6970

**Cory Lavery** - Art Reference Liaison Librarian. [lavertyc@queensu.ca](mailto:lavertyc@queensu.ca)

---

## FACILITIES IN ONTARIO HALL

---

**WOOD & METAL SHOPS**

There is a well-equipped wood shop and a metal shop where students can work with gas, arc, MIG welding, or plasma-arc metal cutting. However, for safety reasons the wood shop is not available to

students until they take the **Technical Skills Course/Workshop** in *first-year*, and the metal shop may be used only after students have taken the welding course in *second-year*. Ryan Laidman will help students from all years with technical problems. There are **student monitors** who keep the shops open most evenings and weekends. They are there to ensure student safety, not to teach. A schedule of times the shops are open is posted on the wood shop door.

### **DIGITAL MEDIA LAB (DML)**

Room 208 Ontario Hall. The room has several iMacs, a digital scanner, DSLR cameras, inkjet and laser printers and a paper trimmer. The DMPL hours will be posted on outside of the entrance door.

---

## **ONTARIO HALL – FOB GUIDELINES**

---

### **Access to Ontario Hall after regular business hours will be by FOB only.**

The main University Avenue door and the Lower Rear Accessibility door to Ontario Hall will be open from 7:00 am until 7:00 pm Monday to Friday (9:00 pm for the Fall Term), all other exterior doors will be locked at all times and should only be used for Emergency Exit. Access after regular business hours through the Main entrance door and the Lower Rear door by FOB only (weeknights 9:00pm-11:00pm and on the weekends from 7:00 am – 11:00 pm).

The purpose of this system is to provide students, faculty and staff with sufficient access to Ontario Hall to perform their respective job duties and functions while maintaining a high level of security and restricting access to the general public.

### **IMPLEMENTATION**

1. Upon request ONE fob will be activated for each student/faculty/staff. For first year BFA students one key fob will be available for a deposit of \$20.00 from the main BFA office, room 211 in Ontario Hall.
2. Key fobs/badges are not necessary to exit the Building.
3. Students and employees have access to work areas from 7 a.m. until 11p.m Monday-Sunday. Faculty have access to the building 24/7.
4. Lost key fobs/badges must be immediately reported to Queens Security (613)533-6733 and **Brian Hoad** for deactivation to avoid unauthorized use.
5. All visitors to Ontario Hall are required to check in at the main BFA office, room 211.
6. Each time a door is entered by FOB, the entry is automatically recorded as a matter of record, (i.e., safety and security).
7. No one (students, faculty, staff) should allow an unknown person to enter the building behind them. Fobs are issued for **individual access only**.

8. Failure to comply with these guidelines may result in loss of building access and/or disciplinary action.

---

## ONTARIO HALL SAFETY REGULATIONS

---

PLEASE READ THE FOLLOWING VERY CAREFULLY

For your own safety and the safety of others it is necessary for you to understand and comply with Department Regulations and with those of the Ontario Health and Safety Act as they apply to this building. Painting, Drawing, Printmaking, Sculpture/New Media have specific safety regulations, and your professors will distribute these to you. However, there are a number of regulations for the department as a whole:

1. Under no circumstances are you to obstruct access to Fire Equipment or obstruct passageways as defined by the yellow fire lines on the floors, even temporarily. Do not block EXITS or STAIRWELLS with your art work or materials/art supplies. If items are found in these areas, it is within the department's safety obligations to remove it.

2. There is an Emergency Call Button located at the 1<sup>st</sup> Floor Front Entrance and an ASSISTANCE PHONE on the 3<sup>rd</sup> Floor near the BFA Lounge (OZONE.)

3. If there is a fire alarm, leave the building in an orderly fashion by the stairwells only. Do not use the elevator! Do not return to the building until you are given proper authorization. There are fireproof containers for all oily and solvent permeated rags. Make sure you use these for hazardous waste.

4. Consumption of food or drink is not allowed in Ontario Hall for the duration of pandemic measures.

5. Building hours are: Doors Unlocking: 7:00 am Doors Locking: 11 pm, Monday thru Sunday. YOU ARE NOT PERMITTED TO WORK IN THE BUILDING AFTER USER HOURS. Do not work in the building on your own at any time. You should always have a fellow BFA student on the same floor, preferably in the same room. You are encouraged to use a buddy system with your BFA student colleagues. If you do work alone, please utilize the Campus Security Lone Worker Program. To contact the Lone Worker Program, call 613-533-6080 and report where you are working, how long you expect to be there, and if you will require an escort when you leave. You can now use the "Work Alone" feature on the SeQure app and set up automated monitoring. This feature is only available on campus, location services and notifications must be turned on to use this service.

6. FIRST AID KITS ARE PROVIDED FOR EACH AREA. They are primarily outfitted for minor injuries. In the event of an emergency, call 533-6111 (from an internal phone, dial only 36111.) These phone numbers are posted on safety boards throughout the building.

7. This building is very old and dry, which makes it extremely susceptible to FIRE. Therefore, there is absolutely NO SMOKING permitted anywhere in the building. NO Alcohol on the premises.

8. BICYCLES are not to be stored in the building or attached anywhere on the building. Bicycles are to be parked only in bicycle racks or they will be taken away by security/Physical Plant Services.

9. Under no circumstances are exterior doors or fire doors to be propped open. This is both a Security and a Health and Safety issue.

---

## GENERAL STUDIO SAFETY RULES

---

**PROJECT APPROVAL:** Secure your instructor's approval for all work you plan to do in the studios/workshops. He or she is the one to decide if the work can be done, and will be able to suggest the best, easiest, and safest way to do it.

**CLOTHING:** Dress properly for your work. Remove coats and jackets, roll up loose sleeves. It is advisable to wear a shop apron that is snugly tied and protective shoes.

**EYE/EAR/LUNG PROTECTION:** Wear safety glasses/Face Shield/ear protection/ mask when doing any operation that may endanger your eyes, ears and lungs.

**CLEAN HANDS:** Keep your hands clean and free of oil or grease. You will do better and safer work, and the tools and your project will stay in good condition.

**CONSIDERATION OF OTHERS:** Be thoughtful and helpful toward other students in the class. Be sure that the work you are doing does not endanger someone else. Caution other students that are violating safety rules. Do not move studio furniture/supplies out of other studios or into the hallways. Do not prop studio doors open.

**TOOL SELECTION:** Select the proper size and type of tool for your work. An expert never uses a tool unless it is sharp and in good condition. Inform your instructor/technician if tools are broken, have loose handles, or need adjustment. REMEMBER to unplug all electrical tools after use.

**CARRYING TOOLS:** Keep sharp and pointed tools turned down. Do not swing or raise your arms over your head while carrying tools. Carry only a few tools at one time, unless they are in a special holder. Do not carry sharp tools in the pockets of your clothes.

**USING TOOLS:** Hold tools in the correct position while using them. Most edged tools should be held in both hands with the cutting motion away from yourself and other students. Be careful when

using your hand or fingers as a guide to start a cut. Test the sharpness of a tool with a strip of paper or scrap wood. **DO NOT USE YOUR FINGERS.**

**WORKING SPEED:** Do not rush and tear through your work. A steady and unhurried pace is safest for you and those around you.

**TABLE/BENCH ORGANIZATION:** Keep your project materials carefully organized on your table/bench with tools located near the center. Do not pile tools on top of each other. Never allow edged or pointed tools to extend out over the edge of the work area. Close your vise when it is not in use and see that the handle is turned down. Keep drawers and doors closed and cover all paint/mediums and solvents with airtight spill proof lids and containers.

**FLOOR SAFETY:** The floor should be kept clear of scrap paper/canvas and excessive litter. Keep projects, materials and other equipment you are using out of fire/traffic lanes. Immediately clean up any liquid spills on the floor.

**MATERIAL AND PROJECT STORAGE:** Store and stack your project work carefully in ASSIGNED AREAS only. If storage is overhead, be sure the material will not fall off. Do not leave anything protruding from the end of the storage racks, especially at or near eye level.

**FIRE PROTECTION:** Many finishing materials, varnish, thinners, etc. are highly flammable. Others are toxic. Because of this, it is important that these materials be used only in approved areas. In addition, close containers of finishing materials immediately after use. Use flammable liquids in very small quantities. Be sure all containers are labeled. Dispose of oily rags and other combustible materials immediately in approved metal containers. Secure the instructors/technicians approval before you bring any of your own materials/supplies into the studio/shop.

**INJURIES:** Report all injuries and near misses to your instructor, area Technician or Health and Safety Officer.

**ENVIRONMENTAL PROTECTION:** All Hazardous Waste must be labeled. No hazardous materials are permitted in washrooms. The last person to exit the studio should make sure everything is turned off, lights, water, hotplate etc. When studios are in use, check to ensure the ventilation system is working properly (paper strips.) Good housekeeping should be a priority in every area you work.