

Policy: CAD Safety Policy

(RIT Policy #) A. Overview

The College ensures faculty, staff, and students have a safe and healthy working and learning environment in all RIT owned and operated laboratories and/or studios. To accomplish this goal, the University developed Studio Safety Training and Laboratory and Chemical Hygiene Safety Programs that include guidelines to ensure safe work practices and training to keep faculty, staff and students current with established guidelines. The Safety Program's primary objectives are to minimize the risk of exposure, injury/illness to employees and students while ensuring that they are provided with appropriate information, support, equipment and training necessary to work safely. EH&S (Environmental Health and Safety) policies/guidelines, are located here <https://www.rit.edu/ehs/labshopstudio-safety-overview>

B. Faculty/Staff Requirement

All CAD faculty/staff that enter, work or teach in an area where they will or may be exposed to hazardous chemicals and/or equipment/situations that have the potential to cause injury MUST complete RIT's online "Studio Safety Training" or print out and retain the completion certificates. This training must be updated annually. *See RIT EH&S link above for safety training and information*

Student training records: Students working in hazardous studios and labs are also required to complete training as specified above. Faculty and staff are responsible for these students, ensuring training is completed and documentation of the training is kept on file as required by RIT policy, federal and state law.

C. Student Requirement

Any student who takes classes or works within a hazardous lab or studio MUST take the required Studio Safety Training annually. Students MAY NOT access hazardous work areas until training has been completed.

1. Student Training

All incoming CAD students MUST complete Studio Safety Training. To facilitate this process, students are instructed to complete required training by their faculty.

D. Buddy System

The “Buddy System” is required for any student, faculty or staff member who works in a hazardous area or with hazardous chemicals/equipment/situations. Individuals cannot work alone in a hazardous space. There must always be another person (buddy) present in case of an emergency. See link below for details.

https://www.rit.edu/ehs/sites/rit.edu.ehs/files/documents/Institute%20Buddy%20System_2024.pdf

A Buddy is someone that meets the following criteria

- Has completed applicable safety training for the lab or studio where they will be working.
- Is an RIT student, faculty or staff member.
- Is available for the duration of the work period.
- Can contact Public Safety in the event of an emergency.

It is critically important that students are NEVER left to work in a hazardous area without supervision or another individual “Buddy” present. Individuals that fail to abide to this policy will lose facility privileges.

E. Additional Requirements

The College and University incorporate other programs requiring training of employees (faculty and staff) and students. These include:

2024-2025 EHS Training Links

Biosafety:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146090

Bloodborne Pathogens:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146094

Formaldehyde:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146099

Gas Cylinder:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146102

Hazardous Communications:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000147180

Lab Safety:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146107

Laser Safety:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146110

Radiation Safety:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146114

Shop Safety:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146117

CAD Studio Safety:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146208

COS – Lab, Bio, Gas Cylinder:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146095

Lab, Studio & Shop Safety for others:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146150

Asbestos General Awareness:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146134

Covid 19 for Health Care (SHC):

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146126

FMS Confined Space:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146127

Generic Confined Space:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146136

Hazardous Contingency Plan:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146138

Hazardous Material Purchaser:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146137

Hearing Conservation:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146140

Interpreter & Captionist:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146145

LOTO other:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146172

LOTO Authorized:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146175

Respiratory Protection:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146151

Blood Clean-up:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146125

Spill Prevention (SPCC):

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146152

Universal Waste:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146159

Walking/Working Surfaces:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146157

Repairable Crystalline Silica:

https://rit.sabacloud.com/Saba/Web_spf/NA3P1PRD0049/common/leclassview/dowbt-0000146163

F. Additional Information

1. Accident or Injury

- **Find a supervisor and/or call Public Safety immediately at 475-3333.**
- Stay calm. Keep injured person warm with a coat or blanket.
- Reassure them that help is on the way and do not move them unless there is danger of further injury if you don't.
- Do not give the injured person anything to eat or drink.
- If bleeding apply pressure to the wound to stop it.

Please reference website <https://www.rit.edu/ehs/student-labstudioshop-accidents-injuries-or-exposures-program> for complete RIT policy, forms, etc.

2. Fire

- If you become aware of a fire or hear an alarm, your priority is to get out of the building. Use the closest exit **do not use elevators**.
- If an alarm is not sounding, pull red fire alarm on your way out, if possible.
- Close doors behind you, if possible.
- Assist mobility impaired persons.
- If your clothes are on fire, stop, drop and roll.
- Quickly cool burns with water and seek medical attention.
- Contact Campus Safety at 475-3333 if injured or alarms are NOT sounding.

3. RIT Alert and Alert Beacons

- RIT Alert allows RIT to contact the community in the event of an emergency by sending messages via Instant Message, text message to cell phones, voice message (mobile or land-line) and e-mail. To learn more about RIT Alert, including instructions on how to update personal emergency contact information, go to <http://www.rit.edu/fa/buscont/massnotification.html>
- Alert Beacons are installed throughout campus and are utilized as another means to disseminate alert messages to the RIT community.
- Please update your personal information to ensure you receive these critically important messages and follow the directions provided to maintain your safety.

4. Additional Help and EHS Support

CAD has two designated Safety Coordinators:

- Will Tracey, 7A-1458, wbtasac@rit.edu
- Kevin Lamark, 7B-4210, kalpph@rit.edu

Please contact one of these Safety Coordinators if you have any safety or safety policy questions/concerns.

You may also contact the RIT Environmental Health & Safety (EHS) office directly with questions or concerns at 475-2040 or via the web at <http://www.rit.edu/fa/grms/ehs/aboutus>

Effective Date: Month Day, Year

Revised 11.19.24