

# The Fiber Arts Studio at BARN

## Safety & Use Procedures

### 1. Overview

The “BARN – General Safety Guidelines Rules & Procedures” apply all times to the Fiber Arts Studio (Studio). Supplemental safety and usage procedures specific to the Studio are documented herein.

The procedures in section 1 apply to all Program Areas in the Studio. Additional specific procedures for each Program Area may be found in their respective sections (Needle Arts, Sewing, Surface Design, and Weaving & Basketry).

### 1.1 Safety

#### 1.1.1 Location of emergency equipment and information:

- In case of emergency, dial 911; additional emergency numbers are on the wall near the Studio telephone, and should be consulted in the event of any mishap
- Shut off valve for the sprinkler system is located inside the mechanical room, next door to the main entrance to the Studio
- Emergency eyewash station is located in the Dye Room
- First aid kits are located at the Studio front desk and in the Dye Room
- Fire extinguisher is located on the wall next to the main entrance to the Studio

#### 1.1.2 Incident Reporting

All accidents, large or small must be reported immediately to the Instructor, Monitor, or directly to the BARN Staff. If necessary, report the accident to local police, emergency management, and/or ambulance service.

#### 1.1.3 General Safety Information

- If there are any medical or physical conditions that may pose a health hazard, this condition must be brought to the attention of the Instructor or Monitor
- Shoes are to be worn at all times
- When using equipment:
  - Do not work in the Studio alone
  - Do not wear loose clothing (e.g., ties, scarves, shawls, jewelry, loose sleeves)
  - Long hair must be tied back
  - Never use equipment without completion of training and the approval of the Studio or Instructor or Monitor; always ask for help if necessary
  - Never use damaged or malfunctioning equipment; report any malfunctioning equipment to the Instructor or Monitor immediately
  - Never use equipment if you are tired
- Do not sit or stand on tables, counters, or equipment; do not use the furniture or equipment other than for its intended purpose
- Turn off and/or unplug all electrical equipment when not in use

- Always keep aisles, exits, and access to emergency equipment clear
- Always keep Studio clean and clear of dust and debris

Failure to comply with safety rules after one verbal and one written warning will result in prohibited use of the BARN Studios.

## 1.2 Usage Restrictions

Access to the Studio will be available:

- To BARN members who have completed a safety and use training and who have been granted access to the Studio
- To BARN members during monitored Open Studio times
- During a Studio class, to BARN members and non-members who have registered for the class

The Studio will be accessible when the BARN building is open. Specific areas or rooms within the Studio may have additional restrictions, as noted below.

## 1.3 Usage Procedures & Maintenance

In general, the Studio shall be kept clean, organized, and free of clutter and debris. Each person accessing the Studio is responsible for cleaning up after themselves and properly store all equipment and turn off (and/or unplug) all electrical equipment after use (including computers, lights, radios, and fans) before they leave. Failure to do so may result in a revocation of access privileges. Specific areas or rooms within the Studio may have additional or specific procedures, as noted below.

During a Studio class, the Studio must be kept clean in accordance to the procedure outlined by the Instructor. At the end of the class, each work space must be cleaned, and any equipment used must be cleaned and returned, or a replacement fee will be charged.

In order to ensure all equipment remains clean and functional and others' projects are protected, no food, drink, or smoking is allowed in the Studio.

## 2. Needle Arts

### 2.1 Safety

Follow safety rules found in section 1.1. Additional safety notices regarding the use of Fiber can be found in section 5.1.1.

### 2.2 Usage Restrictions

Follow usage restrictions found in section 1.2.

### 2.3 Usage Procedures & Maintenance

Follow the procedures found in section 1.3.

### 2.4 Equipment Availability

Policies related to reserving or renting equipment for personal use outside of a Studio class are currently TBD. At this time, equipment may not be removed from the Studio but may be reserved for use for up to one week.

### **3. Sewing**

#### **3.1 Safety**

Follow safety rules found in section 1.1. The following are additional safety rules for the Sewing areas:

- Sewing equipment must not be used without proper training, the industrial machines can be very dangerous
- Never adjust sewing machine tensioning levers without proper training; ask for help in getting the best stitch on each machine, remember, weight and size of bobbin thread and top thread always need to be exactly matched
- Do not attempt to re-thread an unthreaded machine without consulting the specific threading diagram for each machine
- When sewing for long periods of time, follow the precautions listed in section 5.1.1 to reduce strain on the body

#### **3.2 Usage Restrictions**

Access to the equipment in the Sewing areas are further restricted beyond the general restrictions captured in section 1.2. Additional training on the specialized equipment is required. A notice will be posted with a list of authorized members. Members and non-members who are attending a class, may use the equipment under the direct supervision of the Instructor.

#### **3.3 Usage Procedures & Maintenance**

Follow the procedures found in section 1.3.

#### **3.4 Equipment Availability**

Policies related to reserving or renting equipment for personal use outside of a Studio class are currently TBD. At this time, equipment may not be removed from the Studio but may be reserved for use for up to one week.

### **4. Surface Design**

#### **4.1 Safety**

Follow safety rules found in section 1.1. The following are additional safety rules for the Surface Design areas:

- Always wear personal protective equipment in designated areas

Additional safety notices regarding the use of Fiber can be found in section 5.1.1.

Specific areas within Surface Design have additional safety rules (as noted below).

##### **4.1.1 Dyeing**

Additional safety notices for handling eco dye:

- Clean up spills immediately; never allow eco dye spills to dry
- Handle eco dye powders under hood in dye lab only
- Follow all instructions provided on the safe handling and disposal of eco dye powders
  - Allow shortest possible open time for containers of eco dye powder

- Replace covers carefully
- Transfer contents of containers which can no longer be properly sealed
- Ensure proper disposal of empty containers
- Store personal eco dye pastes in jars labeled with name, date, and contents, and take them home at the end of each work period
  - Do not use studio containers for this purpose
  - Uncovered containers of eco dye paste left in the studio will be disposed of immediately
- Use washing machine and dryer for Studio work, drop cloths, towels, aprons and smocks only
  - To prevent clogging of washing machine, use only a small amount of pre-measured detergent
  - Always lock commercial washing machine. Return washing machine key to designated place promptly after use
  - Remove lint from dryer after each use
  - Any eco dyed or printed fabrics going into the dryer must first be fully processed, including boiling if necessary to remove wax or indigo residue, to avoid contaminating the dryer for other uses
- Supplies stored in the fridge must be in clean, covered containers, labeled with name, date and contents, and take them home at the end of each work period
  - Unlabeled containers will be discarded on a weekly basis
- Step-by-step operating instructions for the steam cabinet are posted on the wall near the steamer and these directions must be followed carefully
- Sink located in hood should be used for work with bleaches, lye (cloqué), and rinsing of loose particulate matter (devoré)
- Wear goggles, gloves and apron when using spray sink to rinse emulsion remover, abrader and degreaser, haze remover, and thiox, and if using power sprayer, wear ear protection
- Turn on ventilation when using stove; turn off stove completely when done

#### 4.1.2 Batik Dyeing

Additional safety notices for Batik:

- Do not melt or use wax inside the Studio building; Batik may only be performed outside
- Never leave hot wax unattended
- Never allow wax to smoke
- Have baking soda available and if wax should ignite throw baking soda on it; do not use water to douse flames
- Cover wax pans with lids when not in use
- Use only the "Batik" iron to remove wax from fabric
- To minimize wax-fume pollution of the air, use paper towels or newspapers on BOTH SIDES of fabric when ironing out wax

#### 4.1.3 Screen Printing

Many of the materials in Screen Printing are non-toxic because they are water based, and certified by the American Arts and Crafts Institute. This includes the inks, extender base, and screen filler. However, everyone with authorized access to this area is advised of these potentially hazardous situations, and is directed to take the following precautions:

- Protective gloves are to be worn when handling photo-sensitive emulsion, emulsion sensitizer, and emulsion remover
- If the use of a solvent such as denatured alcohol, lacquer thinner, or paint thinner is required in screen cleaning or some other process, the material is to be used wearing protective gloves and in a solvent booth
- Haze Remover Paste It is a strong alkaline and will burn skin with prolonged contact and must be used with protective goggles and gloves; in the event of contact with the skin, flush with cold water
- Industrial Hygiene Housekeeping: TBD
- Print tables:
  - Always use a drop cloth and/or plastic to protect print table surface
  - Do not cut on print tables
  - Do not place sharp or heavy objects on print tables
  - Always replace plastic covers after use
  - Do not leave work on print table overnight unless absolutely necessary (and then, leave a note with name, date, etc.; otherwise the work will be removed)
- Wood or Formica design tables:
  - Cut fabric here with scissors only
  - Do not use knives, dyes or adhesives on this table
  - Clean paint, graphite, or ink from tables immediately after use
  - Use rotary cutters or cut mats on plastic mat or cutting board only
- Never leave iron unattended when plugged in; unplug when not in use; empty water from iron when done.
- Never leave a fan running unattended
- Wash drop cloths and plastic promptly after use

## 4.2 Usage Restrictions

Access to the equipment in the Surface Design areas are further restricted beyond the general restrictions captured in section 1.2. Additional training on the specialized equipment is required. A notice will be posted with a list of authorized members. Members and non-members who are attending a class, may use the equipment under the direct supervision of the Instructor.

## 4.3 Usage Procedures & Maintenance

In addition to the procedures found in section 1.3, following are additional procedures for the Surface Design area:

- Only natural dyes may be used
- Clean and rinse sinks after use; always keep sinks clean

## 4.4 Equipment Availability

Policies related to reserving or renting equipment for personal use outside of a Studio class are currently TBD. At this time, equipment may not be removed from the Studio but may be reserved for use for up to one week.

# 5. Weaving & Basketry

## 5.1 Safety

Follow safety rules found in section 1.1. Specific areas within Weaving and Basketry have additional safety rules (as noted below).

### 5.1.1 Weaving

Safety issues related to animal, vegetable, and synthetic fibers:

- Animal Fibers (includes angora, camel hair, horsehair, wool, and others):
  - A risk of anthrax exists from the wool or hair of diseased animals
  - Fibers contaminated with mold, spores, etc. may cause allergic reactions or possibly disease
- Vegetable Fibers (cotton, flax, hemp, jute, sisal, others):
  - Chronic exposure may lead to lung disease, chronic bronchitis and emphysema which may be caused by fungus, mildew, dyes, fiber treatments, etc. in these fibers
  - Flax is toxic if inhaled
- Synthetic fibers (acetate, acrylics, nylon, polyester, rayon, triacetate, others):
  - Inhalation of dusts may cause respiratory effects
  - Avoid formaldehyde-treated fibers

Take these precautions when working with fibers:

- Store fibers in a clean dry location
- Buy washed and disinfected fibers when possible
- Accumulation of dust, lint, and yarn waste can pose respiratory problems and fire hazards
  - Ensure appropriate ventilation and use a dust mask when cleaning
  - Vacuum or sweep around the loom before and after each project
  - Dust, vacuum and wipe-down all parts of the loom before set-up
  - Pick up yarns from floor areas whenever possible.

Take these precautions when weaving, to reduce strain on the body:

- Maintain proper seating height for each weaving procedure; make sure you sit upright with your shoulders parallel to the harnesses while weaving and threading
- Put weight on both feet simultaneously when threading, and alternately for balance when treadling
- When weaving, pull the beater at its exact center and with alternate arms to reduce uneven back strain; knees should drop slightly below hips so that the energy necessary for treadling can be transmitted from the hips and not the back

- If possible, adjust the height of the weaving bench so that your thighs are horizontal to the floor with your feet flat on the floor
- Every hour of weaving, get up and stretch or move around to reduce strain; close your eyes for 30 seconds to rest them
- If you must lift something weighing more than 20 pounds, please bend and lift from your knees

#### 5.1.2 Basketry

- Use caution with knives

## 5.2 Usage Restrictions

Access to the equipment in the Weaving and Basketry areas are further restricted beyond the general restrictions captured in section 1.2. Additional training on the specialized equipment is required. A notice will be posted with a list of authorized members. Members and non-members who are attending a class, may use the equipment under the direct supervision of the Instructor.

## 5.3 Usage Procedures & Maintenance

In addition to the procedures found in section 1.3, following are additional procedures for the Weaving and Basketry area:

- Re-shelve all yarns that were used in the designing, warping, and weaving process - including cones, skeins and spools used at the design tables, warping board areas, bobbin winder areas, and at the loom
- Never apply dye to yarns on the looms or in the weaving studio; use eco dyes ONLY in the surface design print studio or Dye Room (see section 4)
- Move warping boards away from looms after completing the warping procedure.
- Return raddles, lease sticks, steel rods to their storage locations after use.
- All shuttles, bobbins and threading hooks will be assigned in a tool bag at the beginning of class, or project, and all must be returned at end of the class or project
  - Any lost or broken tool must be paid for by the person to whom it was assigned
- Loom benches are personal tool and book storage spaces - never remove articles or tools from someone else's bench

## 5.4 Equipment Availability

Policies related to reserving or renting equipment for personal use outside of a Studio class are currently TBD. At this time, equipment may not be removed from the Studio but may be reserved for use for up to four weeks.