

13.2.12 Visual Arts Inspection

Item to be Inspected	Safe	Unsafe	Action
Are legible fire exits and route signs easily seen by all?			
Are ceiling and exit doors free of combustible materials such as artwork, posters, paper, etc? As a guideline, no more than 20% of the total wall surface (including boards, cupboards, windows, etc.) to be covered with combustible materials.			
Where there is an exit door, is there a clear path through classroom furniture? As a rule of thumb, the width of the clear path should be the same width as the door(s).			
Are CSA approval labels on all electrical equipment?			
Are electrical outlets, cover plates and wall switches secure and undamaged?			
Are extension cords, in good condition and used for temporary purposes only?			
Are multi-use cords equipped with power bars?			
Do windows open easily and stay open according to their design?			
Are air quality, temperature and ventilation acceptable to meet applicable standards? Concern may be determined by conversation with occupants of the classroom?			
Are ventilation and heating ducts kept unobstructed by books, paper, etc.?			
Are ceiling tiles in place, unbroken and with no sign of mold formation?			
Are the ceiling, walls and floor free of water leaks?			
Are floor tiles or carpeting securely fastened to reduce trip hazards?			

Item to be Inspected	Safe	Unsafe	Action
Are shelves or shelving units firmly anchored to the wall? Storage of all items should follow the following guide: heavy objects on low shelves, light objects on high shelves and breakable objects such as glass items on low shelves.			
Are step stools or small ladders available for accessing stored items on high shelves?			
Is storage on top of wall-mounted cupboards limited to lightweight objects such as empty boxes?			
Do paper cutters have guards in place and is the torsion spring adjusted to hold blade up when released?			
Are First Aid trained stations and attendees available?			

Visual Arts

Are flammable materials such as solvents, solvent-based paints, etc. kept in original containers with legible labels? Small quantities should be encouraged and bulk quantities decanted into safety cans with WHMIS workplace labels.			
Is storage secure, away from heat, acids or strong oxidizers; the preferred storage is in a metal cabinet?			
Is appropriate PPE used when decanting?			
Are signed metal safety cans provided for oily or solvent rags?			
Are flammable liquids stored in an approved safety can with a spring-loaded cap and a flame-arresting device?			
Is adequate general and local exhaust ventilation for the specific process available?			
If solvent paints are used is a local exhaust ventilation provided?			
Are chemical resistant gloves provided for cleanup using solvents?			

Item to be Inspected	Safe	Unsafe	Action
Is airbrushing equipment, spray-painting equipment or aerosol spray containers used and is a spray booth, exhausted to the outdoors, used?			
If acid etching, photo etching and silkscreen painting with solvent-based inks is used, is there local exhaust ventilation?			
Are appropriate gloves, aprons, and chemical goggles available for working with acids?			
Are acid spill kits available?			
Is an eyewash station available with the location clearly marked and is it regularly tested?			
Is pre-mixed wet clay available for use to reduce risk of dust inhalation?			
Are cleanup techniques using wet sponging or mopping in place?			
Are lead free glazes used for kiln firing? Are MSDS available for glazes that contain hazardous materials?			
Are asbestos free heat resistant mitts/gloves available?			
Are tinted goggles/glasses available if kiln firing is available?			
Is local ventilation provided for the kiln? The hood should extend 6" (15cm) beyond the kiln on all sides and kiln must be no lower than 6" (15cm) from the hood?			
Is a fire extinguisher available in the immediate area of the kiln, is a tag attached with the date of the monthly inspection noted?			
Are dust masks available for use when mixing plaster and performing stone sculpture?			
Are CSA approved safety glasses or goggles available for stone sculpture?			
Is local exhaust available for use with epoxy or resins or heating of plastics?			

Item to be Inspected	Safe	Unsafe	Action
Are MSDS available for any hazardous chemicals in use?			
Are CSA approved safety glasses or goggles available for woodworking?			
Are guards installed and used with all power tools used in woodworking?			
Are provisions made for dust removal such as industrial vacuums or dust collector systems for woodworking equipment?			
Dyes and Fibres			
Are local exhaust ventilation and dust masks available if dye powders are mixed?			
Is solvent based or water based dye being used? If solvent based, local exhaust ventilation is required.			
Are appropriate eye protection and gloves available for tie-dyeing process?			
Use of Wax			
Is a thermostatically controlled double boiler, or electric frying pan available for melting wax? No open flame or hot plate should be used.			
Jewelry//Enamelware			
Are fluxes, enamels and solders free of lead, cadmium or fluorides and are MSDS available.			