

Welcome to Open Studio!



Before commencing your education program with us, we ask that you review and agree to this document, which explains certain expectations and risks associated with your education. If you have any questions or feel you are not able to sign this document, please advise your instructor before starting your education.

CONTEMPORARY
PRINTMAKING
CENTRE

Open Studio ensures that diverse communities have equitable access to its services, resources and decision-making, is non-discriminatory and promotes the goals of anti-racism, access and equity, and takes reasonable steps to ensure its services, programs and decision-making reflect the community it serves. Open Studio has endorsed a policy in support of these principles, which can be found in the Open Studio Guidelines. A copy of the Guidelines is available in the Studio for your reference.

In keeping with Open Studio's commitment to a safe, inclusive environment, students have a right to expect an environment free from:

- Harassment or verbal abuse of any sort, including sexual, racial, or disability based and including threats to persons or property, foul language, or shouting
- Physical abuse, whether real, threatened, or implied, by word or behaviour.
- Unsafe behaviour that may result in injury to a person(s) or damage to the facilities.
- Intoxication of any sort by any person attending, teaching at, or visiting Open Studio.

To ensure an environment that allows faculty and students to focus on the work of the class students have the right to expect:

- Classes to begin and end at the posted or agreed upon time and free from disruption including latecomers and use of cell phones.
- Criticism of work to be delivered in the spirit of productive, positive, useful feedback.
- Prompt and courteous responses to concerns and complaints with action taken when necessary.
- Acceptance of the diversity of opinions, appearance, work, and values within the Studio.

Students, instructors, and all Open Studio users have a responsibility to:

- Behave at all times in a respectful and courteous manner towards others.
- Comply with all instructions on the safe and proper use of equipment in the Studio.
- Be aware that Open Studio has a documented Health and Safety Policy, a copy of which is attached, and ask for assistance with any uncertainty or concern relating to the safe and proper use of equipment.
- Come to class on time and prepared to work.
- Allow others to work undisturbed.
- Clean up their own materials and share in cleaning the Studio after use.
- Participate in keeping the studio safe and secure by locking doors, reporting hazards, and looking out for others. Inform instructors, staff, or a member of the Board of any concerns or issues.

Agreement and Waiver

I confirm that I have read and understand this document and the attached Health and Safety Policy. I confirm that I have a responsibility to conduct myself in a manner that supports the policies of Open Studio. I understand and agree that should I behave without respect for Open Studio's expectations, I may be asked to discontinue my participation in an education program. I agree and accept that the discontinuation of my participation is a discretionary decision to be made by Open Studio or its representative, and I agree to comply with the decision communicated to me. I further understand and agree that in the course of participating in educational programming, I will be exposed to potentially hazardous substances and equipment.

In consideration of my participation in an education program, I hereby release Open Studio and its members, renters, directors, employees, instructors, and students from any liability for any type of accident, injury, loss or damage to

personal belongings, including works completed or in progress, or to life or limb, however caused, including but not limited to any damage, injury, or loss due to negligence, which may occur during the education program.

Open Studio Health and Safety Policy

1) Commitment

The Director, Health and Safety Committee, Executive Committee and Board of Directors together with the staff of Open Studio, consider the health and safety of its staff, members, renters and students a top priority as well as an important component of the working process at Open Studio. It is the policy of Open Studio to provide maintain and promote, as much as is reasonably possible, safe and healthy working conditions on its premises for all of the Open Studio community and visitors.

2) Legislative Compliance

Open Studio will endeavour to provide a hazard-free working environment through compliance with all relevant legislation.

3) Responsibilities

a) Employees.

All employees both staff and instructors are expected to follow safe work practices, to comply with legislative safety requirements, and to take an active role in protecting the health and safety of others, including students.

b) Supervisors

Open Studio supervisory staff, instructors and monitors (i.e. persons who have charge over a workplace or over an employee) are responsible and accountable for the safety of employees, students and visitors within their areas of jurisdiction. They have an obligation to keep themselves informed, to be able to demonstrate competence in health and safety matters, and to inform others about health and safety hazards and safe operating standards and procedures.

c) Members and Renters

All studio members and renters are considered self employed persons while they are working at Open Studio and are required to familiarize themselves with safe studio usage procedures including reading relevant WHMIS information relating to the chemicals they use in the studio. All members and renters are required to meet or exceed all legislated and Open Studio health and safety requirements while on Open Studio premises. Any questions regarding safe studio practices may be directed to the Technical Director while it is not the Studio's responsibility to train or supervise members or renters. Specific safety procedures regarding studio renters are also outlined in the Studio/Renters Contract and the Open Studio Renter Orientation package

d) Contractors

All contractors, subcontractors, and their workers are required to meet or exceed all legislated and Open Studio health and safety requirements while on Open Studio premises.

e) Students

Although students at Open Studio are not legally included in most occupational health and safety legislation, they are required by this Policy to comply with all such legislation and Open Studio health and safety requirements.

f) All Studio Users

Open Studio does not permit pets of any kind in the studio The studio environment is unsafe for animals due to chemicals and products used. In accordance with Open Studio Anti-Racism, Access, and Equity Policy, guide dogs and assistance dogs are exempt from these limitations and are permitted in the studio. In this case, the owner must be aware that the studio uses chemicals that are not safe for animals and brings their animal to the studio at their own risk.

4. Communications

a) Training.

It is the responsibility of all staff, members, renters, instructors and students to be informed of the possible health and safety hazards associated with their particular disciplines. In the case of staff and instructors in supervisory positions or working in the proximity of hazardous chemicals, such persons must be trained in WHMIS and other specialized health and safety legislation. For this purpose they must participate in relevant training sessions as required by the Technical Director and/or Health and Safety Committee.

b) Reporting Problems.

All staff, instructors, monitors, members, renters and students must report any hazardous situation to their immediate supervisor, to a member of the Health and Safety Committee, or to the Technical Director. c) Safety Signage Safety procedures will be posted throughout the shop and are to be followed by studio renters and must be enforced by all supervisors.

d) Health and Safety as an instructional requirement.

It is the responsibility of every instructor at Open Studio to insure that their students are trained to avoid accidents and industrially-caused disease by establishing, enforcing and personally modelling safe and healthy procedures and work habits related to all aspects of studio usage.

e) Closure of Facilities

The Technical Director, and Director individually have the duty and responsibility to immediately shut down or close any piece of equipment or area of Open Studio which they deem to be unsafe, and to keep such facility closed until safe and healthy conditions are restored.

5. Standards

a) Minimum standards.

The minimum acceptable standards for health and safety at the Open Studio are those established by legislation, as well as additional studio health and safety standards, rules and procedures developed where necessary.

b) Compliance and accountability.

Staff, members, renters, and students must familiarize themselves with Open Studio's minimum acceptable health and safety standards and endeavour to comply with them at all times, since they will be held individually accountable for health and safety compliance.

c) Disciplinary action.

Any person (employee, renter or student) who is deemed by the Technical Director, Director, Health and Safety Committee or instructor to be acting in a manner not in compliance with Open Studio's minimum acceptable standards for occupational health and safety may be subject to disciplinary action.

6. The Health and Safety Committee

The Health and Safety Committee of Open Studio shall consist of a minimum of four members: two representing studio renters, one representing studio staff and one representing the Board of Directors who shall act as chair of the committee. At least three of the Committee members must be in attendance for a meeting to be held. The committee will meet quarterly or more frequently as necessary. The purpose of the Committee shall be to identify, evaluate and require a resolution of all problems relating to health and safety in the studio. The members of the Committee shall perform studio inspections quarterly throughout the year. All inspection reports and concerns that cannot be resolved immediately will be recorded on the appropriate forms and forwarded to the Technical Director or Director who will take necessary corrective action as soon as possible. Copies of the reports and solutions to the problems will be discussed where necessary at the next meeting. In the case of a Ministry of Labour Inspection, a member of the Health and Safety Committee may be allowed to accompany the inspection along with the Technical Director. Serious injuries, or accidents or situations which have potential for serious accident must be investigated by a team of at least one committee member and the Technical Director. The minutes of Health and Safety Committee

meetings will be taken, typed and stored for future reference by the chair of the Committee in conjunction with the Technical Director.


signed


signed

Date: 03/10/15

Adopted by the H & S committee 

Adopted by the Board of Directors 