January 9th, 2014

TO: Art & Design Faculty
FROM: Jordan Shepard, Instructional Support Technician
RE: Safety Orientation, Shop Hours and Dates of Operation.

Hello Everyone,

The following is our traditional shop orientation letter with some new information added to it. Please read through the information, and if you have any questions or concerns, please feel free to contact me by email at Jordan.Shepard@sjsu.edu, by phone at (408) 924-4357, or just stop by the shop (Art Rooms 104/107). - Jordan

THE SHOP SAFETY TEST

Students who use the shop facilities will be required to pay a $20 fee to take the Shop Safety Test before they can use the facility. The fee must be paid prior to the student taking the Shop Safety Test.

Students may pay at the Bursar's Office, located in the Student Services Center, directly into Fund 62089 with cash or check.

The test and fee are required only once a calendar year, so if your students took the test during the Fall 2014 semester, they will not be required to pay this fee again until Fall 2015. If students paid the fee in Spring 2014, they must pay the fee again for Spring 2015. The shop test is valid for one (1) calendar year.

In order for students to take the Shop Safety Test and use the School of Art & Design Shop Facilities, they must:

- Bring a receipt for the fee paid at the Bursar's Office into Fund 62089. The Bursar's Office **ONLY** accepts cash and checks.
- Be enrollment in at least one 3-unit **Art or Design** course during the spring 2015 semester.

~PLEASE INCLUDE THIS INFORMATION ON YOUR GREEN SHEET FOR THE Spring 2015 SEMESTER~

If any of the courses you teach will require your students to use the school's shop facilities this semester, please make an appointment for your class to view the shop safety orientation video. Following the video, students are required to take a short safety test. The safety test is administered in Art Room 104 by the shop technicians and is required annually. Allow at least an hour and a half for the video and test.

Returning students who passed the safety test last semester need only show proof of their enrollment in a 3-unit Art or Design course in order to have their shop access reactivated.

If a student fails to take or pass the safety test (or the second-chance safety test), you must be present in the shop while the student uses the shop facilities.

Safety tests for Spring 2015 will ONLY be given between January 22rd and February 13th.

HOW TO SCHEDULE A SHOP ORIENTATION

1. Sign up for a time on the orientation schedule located in Room 104A.
2. Call the shop technician at 44357; *please do not leave a time on the voicemail system as it may conflict with a previously scheduled appointment.* Please schedule your orientation at least one (1) day in advance.
3. *Email reservations are not accepted as they may conflict with a previously scheduled appointment.*

4. The video is shown in Room 101, or it can be viewed online (with captions) at:

   http://www.sjsu.edu/atn/services/webcasting/events/shopysafety.html

PLEASE NOTE: The shop technical staff is not responsible for off-site viewing of the safety video and **WILL NOT PROVIDE THE ABOVE LINK TO STUDENTS**. Whether your students watch the video in Room 101 or online, you **MUST** schedule at least 1 hour for your class to take the test **AS A GROUP**. Students will not be granted individual testing sessions.

Please remember that the Safety Orientation Video is only an introduction to shop safety and practice and is not meant to take the place of hands-on instruction by Faculty. If you are not familiar with the tools and equipment in the shops, or have a specific question about a particular tool or process, please contact a shop technician. Technicians are available by appointment to answer questions and help demonstrate tools and processes.

The large shop rooms are limited to a maximum occupancy of 20. If you plan on bringing your class into the shop, please check the occupancy level in the room before you arrive with your class. We encourage all new and returning faculty to stop by the shops to get acquainted with our continually updated facilities.

REMEMBER:

The safety orientation and test are given only during the first 3 weeks of the semester, from **January 22rd to February 13th.**

If a student misses more than three (3) questions on the safety test or fails the Second Chance Test, your presence is required in the shop at all times while that student is working in the facilities.

All students who wish to use the shop facilities **must pass the shop safety test**, no exceptions.

ADDITIONAL INFORMATION:

Material Data Safety Sheets (MSDS) must be on file for all potentially hazardous materials before they can be used in any of the Art & Design facilities. Submit one copy of the material's MSDS to the department in Room 104 and a second copy to the faculty member or technician responsible for the facility where the material will be used. **Please explain this to the students in your classes. *This is a commonly missed question on the shop safety test* and should be discussed with your class prior to the shop orientation.**

DATES AND HOURS OF OPERATION- Spring 2015

NOTE: the operating hours below are based on historic allocations and do not reflect the impact(s) of any budget cuts that may occur. Check the posted schedule outside the shop for updated hours of operation. **Please be aware that clean-up starts 30 minutes before closing.**

MONDAY	9:00 AM – 5:30 PM
TUESDAY	9:00 AM – 7:30 PM
WEDNESDAY	9:00 AM – 5:30 PM
THURSDAY	9:00 AM – 7:30 PM
FRIDAY	9:00 AM – 5:30 PM

January 22rd to May 13th