

Artwork Presentation Safety and Compliance

Otis College of Art and Design **Health and Safety Training Series**

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Where can I find the needed information?

- Website: <http://www.otis.edu/exhibition-facilities-use-contracts>
- Artwork Installation / Presentation Guide
 - Includes directions for when to file a Contract and outlines common safety guidelines
- Exhibition & Facilities Use Contract
 - Separate versions for artwork exhibition and filming projects; can be filled out on-line or by hand

Website View – linked from EH & S website

EXHIBITION & FACILITIES USE CONTRACTS



www.otis.edu/exhibition-facilities-use-contracts

EXHIBITION & FACILITIES USE CONTRACTS - EVERYTHING YOU WANTED TO KNOW BUT MAYBE WEREN'T SURE ABOUT

Why would I need one?

While you think your artwork is fine to be displayed or installed as is, you may inadvertently violate Fire Code ([link](#)) or Health & Safety Code ([link](#)) regulations, and in order to keep the campus in compliance, your work will be reported to your academic department for prompt abatement or even be dismantled.

Your instructor will validate the scope of your project, but it may not be enough! By filing a Contract, you also receive confirmation from your department chair and Environmental Health and Safety Manager will further review the execution, integrity, compliance, and damage or injury risks of your artwork. Think of it as insurance policy for your project!

Links to the Guide
and Contract
documents

Okay, so when and how will I need to file a Contract?

First, check the **Artwork Installation / Presentation Guide** ([pdf](#)) for directions, necessary precautions, and common mistakes to avoid.

Second, choose the Contract that's right for you:

- Exhibition & Facilities Use Contract ([pdf](#)) - for on-campus **exhibitions, installations, presentations, and performances**
- Exhibition & Facilities Use Contract ([pdf](#)) - for on-campus **photography and filming** projects

Last, print and sign the completed Contract, as well as collect the signatures of your instructor and department chair, and lastly from the Environmental Health & Safety Manager. You WILL be held responsible to the terms of your Contract!

How do I know if I need to file a Contract?

When would you need to file an Exhibition & Facility Use Contract?

Peter Zaretskiy
Environmental Health & Safety Manager
310 846-2609

Answer the following nine questions while bearing in mind all steps you must take to complete your project:

1. Are you holding a performance, demonstration, or any other interactive activity on campus?
 Yes No
2. Do you plan to take photographs or record video or audio media on campus outside of studio or classroom space?
 Yes No
3. Are you planning on using any indoor hallways or lobbies, or any of outdoor walkways, open public spaces, or lawn area?
 Yes No
4. Will your set-up include wall brackets, suspensions, anchors, mounting supports, or will need painting of indoor space?
 Yes No
5. Are you using outlet or battery source powered devices as part of your exhibition, performance, or activity?
 Yes No
6. Will the set-up and exhibition of your artwork, followed by restoration of used space take more than 1 hour to complete?
 Yes No

7. Will your artwork be included as part of a group project or a joint exhibition?
 Yes No

8. Will of your artwork exhibition, presentation, or performance, require use of props or any visual or sound special effects?
 Yes No

9. Will your project include use of any hazardous substances or can foreseeably pose a risk for injury or damage upon completion?
 Yes No

If you answered "Yes" to **any** of the above questions, please submit a Contract for approval

If you answered "No" to **all** of the above questions, you do not need to file a Contract

Consider the following points while you answer:

- what materials are you going to use
- how you are going to put your art piece together
- where, when, and for how long you plan for your exhibition to take place
- how will your clean-up and restore the space you used

Questions? Contact Peter Zaretskiy, Environmental Health & Safety Manager at 310 846-2609.

Note: willful safety and/or code violations may result in Code of Conduct review, per Otis' Code of Conduct policy.



Directions are found in the appendix to Artwork Installation / Presentation Guide

Prompt for a decision process for **when** to file Contracts

Questions focus on common risks

If in doubt, it is always better to have an approved Contract!

Commonly observed issues

- Lit candles, smoke machines, and burning incense are not permitted as part of exhibitions and performances.
- Suspending items from fire sprinkler and electrical conduit lines is not permitted; suspending from beams and wall-mounted brackets may require further review.
- Three-dimensional sculptures and installations cannot block any walkways.
- Artwork installation may not involve damaging any permanent walls, removing doors, or making any similar changes to floors, windows, and ceilings.
- Students are responsible for the storage and security of their artwork while it is not on display.


Additional notes

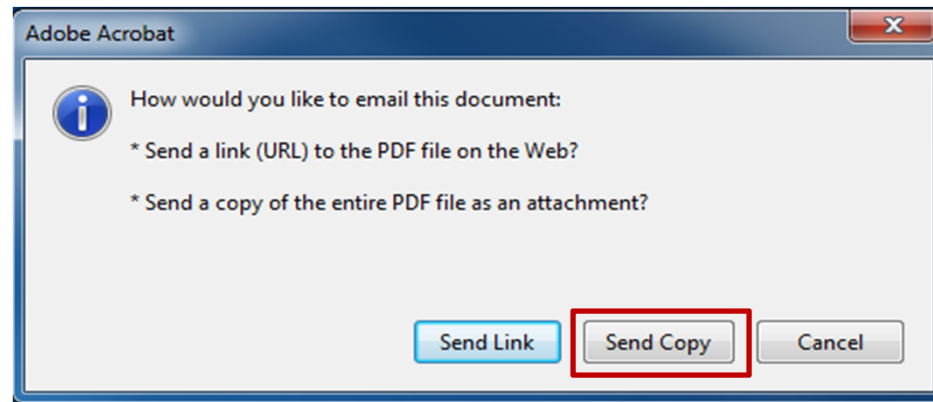
- Diagrams of proposed exhibition and its placement are required!
- Group exhibitions can submit one Contract with all information available.
- Must have all signatures before submitting Contracts for EH & S review.
- Do not submit Contracts for review on a day of installation.
- Artwork exhibited without a Contract and posing a clear and present health or safety risk will be reported and may be subject for removal!

Thank you and please direct any follow-up questions regarding this presentation to pzaretskiy@otis.edu

Please proceed to the next slide for instructions on how to receive a certificate of training for this presentation

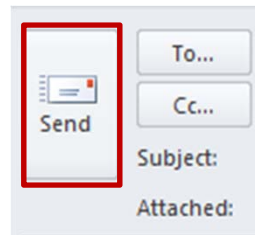
Instructions for Submitting the Environmental Health and Safety On-line Training Confirmation Form

- Fill out all required fields and select the title of the completed training module from the drop-down menu box
- Click the “**Attach form to e-mail**” icon 
- Once a pop-up window will appears, click “**Send Copy**”



Instructions for Submitting the Environmental Health and Safety On-line Training Confirmation Form

- A new Outlook E-mail message will appear with your Confirmation Form as an attachment; be sure to put pzaretskiy@otis.edu as one of the recipients and the click “**Send**” to complete the process!



- Please note that reviewing this presentation alone is not a good substitute for attending the training itself, as additional discussion of topics along with Q & A are often not fully covered by the slides. Training sessions covering various health and safety topics will be regularly announced.

**Environmental Health and Safety
On-Line Training Confirmation Form**

Click the link below to start

[http://www.otis.edu/sites/default/files/EHS Online Training Certificate.pdf](http://www.otis.edu/sites/default/files/EHS_Online_Training_Certificate.pdf)