



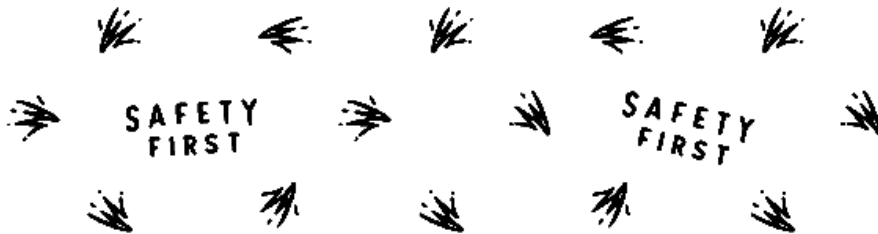
STUDIO SAFETY POLICIES

Employees and ALL persons using The Steel Yard must follow simple and common-sense rules of conduct to ensure their own safety as well as safety of those around them.

Please report any violation or abuse of these policies

Director@TheSteelYard.org

Safety@TheSteelYard.org



EMERGENCY CONTACT:

Police and Fire: 911 or (401) 272-3121

Poison Control: 1-800-222-1222

Steel Yard Emergency Line: 1-508-399-1839

STUDIO SAFETY POLICIES

1. Equipment and Material Safety
2. Storage and use of Compressed Gasses
3. Personal Protective Equipment
4. Hazardous Communication Program
5. Environmental Safety
6. Medical and First-Aid
7. Emergency Action Plan
8. Abuse, Bias, Discrimination and Harassment

Code of Conduct

The policy and intent of The Steel Yard is to provide equal opportunity for all persons regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of your relatives, friends or associates.

- The Steel Yard seeks to foster an atmosphere and environment which encourages individual artistic exploration.
- Our community studios are used by a wide variety of populations, sensitivity and inclusivity are expected at all times.
- The Steel Yard does not tolerate violence, harassment, or hate speech of any kind.
- Everyone must contribute to an atmosphere that respects the other individual and community studio users.

The Steel Yard has a **zero tolerance for abuse, discrimination and harassment** in all programs and activities including personal interactions between community members on and off campus.

Alcohol and Illegal Drugs

Consumption of Alcohol is not permitted by persons using tools and equipment in the shop. Alcohol may not be consumed before or during shop use. Any person consuming alcohol before or during shop use will be told to leave the shop and their future access to the Steel Yard Shop will be subject to review. Illegal drug use is prohibited. Any person found under the influence of illegal drugs or in possession of illegal drugs will not be allowed access to the Steel Yard shop. They will be banned from access to the Steel Yard Shop.

Smoking

Smoking on The Steel Yard site is prohibited. People can smoke off the property, on the sidewalk or designated smoking benches. Cigarette butts and ash should be disposed of in appropriate receptacles.

1. Equipment and Material Safety

Equipment Safety

Persons may only use tools and equipment they have received instruction of proper use. Guards and safety devices must remain on all shop equipment during use. Tools and equipment must be used within specifications and tolerances set by the manufacturer. If equipment needs repair, acts in a peculiar way, or breaks during use, the operator must discontinue use and notify instructor, shop monitor or studio staff immediately. Students, monitors and instructors will not make any repairs to equipment or tools. Steel Yard staff are the only people that will service tools and equipment or contract with a qualified repair specialist.

Storage of General Materials

All materials have designated storage areas- materials should not be stored outside of this space.

- Materials must be stored in a manner that is safe and will not cause injury to anyone in the studio. Heavy objects must be secured so they cannot fall over. If an object cannot stand on its own, it must be strapped down or stored on a rack.
- Students will be provided storage space for works in progress made during a class. Materials that do not fit within the provided space must either be taken home with the student or a special arrangement for storage must be made with the studio staff.
- Persons accessing the shop through Open Studios must provide their own materials and must take work with them at the end of each session.
- Materials can be delivered to the Steel Yard for a personal project. Advance notice of two days must be given to the Studio Director. The Studio Director reserves the right to deny a delivery request. The individual ordering the material is responsible for payment and is only using the Steel Yard as a delivery point. The Steel Yard is not responsible for storage of delivered material. Delivered materials not used in a class must be taken home at the end of the day.
- The Steel Yard is not responsible for damage to material left on site. Material that is left at the Steel Yard may be absorbed into the scrap material or thrown away. Material left in class lockers after class, likewise will be put in the scrap materials area or thrown away.

Lock Out, Tag Out

Do not attempt to repair broken or malfunctioning machine or tool before contacting Studio Director or other Steel Yard Staff.

- In the event that a tool or machine malfunctions or breaks:
- Notify studio staff, your teacher, or TA about the broken or malfunctioning tool or machine.
- Properly shut down tool or machine.
- Disconnect power
- Any mechanism under pressure or tension must be released properly to ensure safety.
- Ensure no one is in harm's way and physically try and operate tool or machine to ensure power is disconnected.
- All energy sources that can activate machine shall be blocked and locked out.
 - Properly Block/lock out power cord with provided blocking device.

- Tag machine/Record on maintenance board.
 - Use provided tag to record the date of malfunction and a brief description of the issue affecting tool or machine.
 - Record date and tool name on maintenance board.

2. Storage and Use of Compressed Gases

Hazards of Compressed Gases- Compressed gas cylinders are a significant physical risk for everyone on site.

- Gases in cylinders are stored under thousands of pounds of pressure per square inch. Sudden release of this energy can:
 - Cause an explosion. Some gasses will self-ignite if they expand too quickly.
 - Turn a cylinder into a dangerous projectile. This release of energy can launch a cylinder, whole or in pieces, in any direction. These projectiles have been known to go through several brick walls before stopping.
- In addition to these physical hazards, gasses used in the studio should be considered toxic, flammable, explosive, oxidizing or some combination of these hazards. All gases should be considered chemically hazardous.

Cylinder Caps

The valve on top of a cylinder is its most fragile part and the greatest source of physical danger. Caps protect the valve on the top of the cylinder and prevent it from being damaged or broken off.

- If gas is accidentally released from the valve while the cap is on, pressure will be released evenly on opposing sides through the two vent holes in the cap. This even release of pressure reduces the chance that the cylinder will become a projectile. Never block these vents.
- Cylinder caps should be secured on the tanks at all times. The *only* exception is when the cylinder is hooked up to a piece of equipment.

Storing Compressed Gases

All gas cylinders that are not being used must be kept in their designated storage area at all times. Cylinders should be tagged as either 'empty' or full, and organized by the gas type.

Cylinders may not be stored in the shop, even temporarily.

- Oxygen can significantly increase the flammable and explosive nature of other gases. Oxygen and fuel gas cylinders must be kept at least 20 feet away from flammable liquids storage.
- All cylinders must have valve caps securely in place.
- Cylinders must be stored upright and secured to a stable support.
- The storage area must be marked with *No Smoking* and *Flammable Gas* signs.

Transporting Compressed Gases

Students are not permitted to disconnect cylinders from equipment or move cylinders to and from the storage area.

- Studio staff, instructors and monitors are the only people allowed to disconnect cylinders from equipment and move cylinders to and from the storage area.
- Never move a cylinder without the valve cap in place. This applies to empty cylinders as well as full.
- Do not drag or roll cylinders. They must be secured to a truck or cart to move them.
- When transporting cylinders, they must remain upright.

Using Compressed Gases

- Cylinders must remain upright while in use.
- All valves and regulators must be in good working condition. Any regulator with a leak must be removed and studio staff must be notified of its malfunction.
- Before attaching a regulator to a cylinder, momentarily crack the valve (open and close the valve immediately). Make sure that the opening the gas is coming out of is pointed away from you and anyone else in proximity. Opening the valve clears dirt or dust that can damage the regulator.
- Students cannot attach or remove regulators from cylinders. Only studio staff, instructors or monitors are allowed to attach or remove regulators.
- Always open valves and regulators slowly to avoid damaging regulators and equipment.
- Always close cylinder valves when a tank will not be in use for more than an hour. In the event of an undetected leak, this prevents a dangerous buildup of gases in the shop.
- Close the cylinder valve and release all pressure from hoses and tools before undoing any connections. If the lines are still under pressure when you undo a connection, the lines could whip around uncontrollably.
- If a regulator or piece of equipment is leaking gas, do not use it. Shut off gas at the cylinder head and alert studio staff, instructor or monitor.
- If a gas cylinder is leaking gas from the valve, remove the cylinder from the shop and contact our gas supplier immediately.

3. Personal Protective Equipment

Eye Protection

Safety glasses or face shields should be worn for protection from impact of particles. Standard eyeglasses or sunglasses do not provide adequate protection- shattered lenses from regular glasses can increase the damage done to the eye.

- Goggles must be worn when a splash from hazardous material exists. They may be worn over prescription glasses.
- Face shields are used when using large volumes of hazardous materials, either for protection from splash to the eye or from flying particles. Face shields may be used in conjunction with goggles for maximum protection from corrosives, debris, and projectiles.
- Some equipment requires lenses that protect from ultraviolet radiation. Refer to equipment safety information to determine proper shade.
- Torch cutting, welding and heating using the oxygen acetylene torch requires a minimum use of a shade 5 lens.

- Welding using MIG or ARC welders require a minimum of shade 11 lens.
- Welding using TIG welders require a minimum shade 12 lens.

Gloves

Everyone using hot metalworking equipment (welders, torches, plasma cutters, blacksmithing forge) must wear leather gloves while working. Do not wear gloves that are not specified for the specific process being used.

- Gloves must also be worn whenever the possibility of skin contact with hazardous materials exists. Before beginning work, determine which gloves or glove material offer the best protection to the chemical being used. This information may be found in the Personal Protective Equipment section of the Safety Data Sheet (SDS) for that chemical.
- There are times when gloves are not to be worn. For example, gloves may get caught while using rotary tools. Gloves may be used before operating a rotary tool, not during, and may be used after use of rotary tool is complete. Example of rotary tools that gloves should not be worn while operating include: angle grinders, bench grinders, and metal chop saw.

Respiratory Protection

Dust created in the studio is a respiratory hazard. Silicosis (also known as Grinder's disease and Potter's rot) is a form of occupational lung disease caused by inhalation of crystalline silica dust, and is marked by inflammation and scarring in forms of nodular lesions in the upper lobes of the lungs. Silicosis (especially the acute form) is characterized by shortness of breath, fever, and cyanosis (bluish skin). It may often be misdiagnosed as pulmonary edema (fluid in the lungs), pneumonia, or tuberculosis.

- The Steel Yard has specialized ventilation equipment, but additional protection should be worn. The N95 dust mask has a 95% filtration efficiency, and protects against solid and non-oil-based particles.
- Safety Data Sheets should be referenced when using a material that poses respiratory hazard. All areas in the Steel Yard shop have processes that require respiratory protection.
- Chemical respiratory hazards require specific protection. Refer to the Safety Data Sheet to identify the appropriate protection

4. Hazardous Communication Program

Hazardous Communication

A chemical is considered hazardous by OSHA if it poses a physical or health hazard. Health hazards may include both acute and chronic health effects. Physical hazards include combustible liquids, compressed gases, explosives, flammables, organic peroxides, oxidizers, pyrophorics, and unstable or water reactive chemicals.

Everyone in the shop has the right and responsibility to know:

- What chemical substances are present in the products they handle.
- What health effects these chemicals are capable of causing in the event of overexposure.
- What precautions are necessary to protect from exposure.

- What physical hazards (fire, explosion) are possible if the product is not handled properly.
- The “Right to Know- Hazardous Communication” poster must be displayed in a visible location in the shop.

Safety Data Sheets

Safety Data Sheets must be on file for all hazardous materials in the shop.

- The “Right to Know- Safety Data Sheet” poster must be displayed with the Safety Data Sheets.
- One copy of these sheets must be available for public use in the studio.
- Whenever possible, SDS information should be obtained from the supplier as a condition of purchase.
- When this is not possible, SDS information should be obtained from the manufacturer.

Hazard List

Each department, or area in the shop must have a frequently updated list of hazardous materials located in that area.

- The Studio Director will maintain a collective list of all hazardous materials on site.

Labeling

All materials must be stored in labeled containers.

- The manufacturer will label containers with chemical names, hazard warnings and the manufacturer’s name and address. Do not remove or deface this label.
- If the product is transferred from one container to another, the new container must be labeled.
- If the material poses a hazard risk, the type of hazard must be identified on the label and what Personal Protective Equipment should be used.
- If the material poses a hazard, the label must also identify the location of the SDS in the shop.

Training

All staff members required to use the studio, must receive training that includes:

- How to recognize hazards
- Hazard evaluation
- How to interpret the SDS information
- The use and function of Personal Protective Equipment or PPE
- General procedures for spill clean-up and proper disposal of chemicals
- Records of training must be kept in the office, on file

Storing Hazardous Materials Safely

Choose appropriate containers. Avoid breakable glass whenever possible.

- Dyes and other powdered materials that come in small paper bags should be transferred to solid containers or sealed plastic bags to avoid tears in bags releasing dust into the air.
- Store materials safely so they will not fall. Hazardous materials should not be stored above eye level (approximately 5 feet).

- Do not store chemicals that can react with each other in close proximity. The reactivity section of the Safety Data Sheet describes the chemical incompatibility of a product.

Using Hazardous Materials

Before using any material, be sure that you are aware of the potential hazards you will be encountering and that you can properly protect yourself and those around you.

- Always consult the SDS before using any material for the first time. If you have used the material before, but never consulted the SDS, read it before using the material again.
- It is important to remember that materials may have both acute toxicity and chronic toxicity. Acute toxicity results from a single, short exposure. Effects usually appear quickly and are irreversible. Chronic toxicity results from repeated exposure over a long period of time. Effects are usually delayed and gradual and may be irreversible.

5. Environmental Safety

Storing Flammable and Combustible Materials

All flammable and combustible materials must be stored in a flammables cabinet or flammable storage room.

- The flammables cabinet should not be located near an emergency exit.
- A “Class B” fire extinguisher must always be within 10 feet of the storage cabinet or room.
- All containers in the cabinet must be sealed. Never improvise a seal by stuffing a rag in a bottle or can- the rag could spontaneously combust as the material oxidizes.
- Do not store brushes, rags or paper in the flammables cabinet. If they are soaked in a flammable liquid, these liquids must be allowed to fully dry before storing or they must be disposed in a self –closing oily waste can.
- Never put anything soaked in a flammable liquid in the trash.

Using Flammable and Combustible Liquids

Flammable and combustible liquids may not be used within 35 feet of a source of ignition.

- Sources of ignition include:
 - Open flames (forges, torches, propane heaters)
 - Hot Surfaces (wood stoves, kiln, radiant heaters)
 - Lit cigarettes, pipes, or cigars
 - Static, electrical and mechanical sparks (motors, welders)
- Flammable and combustible liquids may not be used on any of the welding tables.
- To minimize the danger of a spill, leave large containers in the flammables cabinet. Fill a smaller container and bring it to your work.
- All spills must be cleaned up immediately. Dispose of all materials used to clean up the spill in the self –closing oily waste can.
- Students should not attempt to clean a flammable spill. Notify studio staff, instructor or shop monitor.
- Studio staff should be notified of any hazardous or flammable spills in the shop.

Fire Extinguishers

Everyone in the studio must understand the proper use of a fire extinguisher. As part of the general safety tour that each student, instructor, monitor and staff member must take before they are allowed to access the shop, proper fire extinguisher use is covered.

- To use a fire extinguisher, remove it from the wall mount. Point the nozzle at the base of what is on fire. Pull the pin and squeeze the trigger.
- There are fire extinguishers located throughout the studio building. There is one by the red double doors in ceramics, there is one between the tool room and the grinding room, there is one by the red double doors that lead into the foundry, there is one in the jewelry room by the door to the bathroom and there are two in the foundry.
- Monthly visual inspections of fire extinguishers are done by studio staff. A log book documenting the inspections is kept in the office.

Walking Surfaces

The floor must be kept clear of all materials, scraps, garbage and spills.

- Clean all spills immediately.
- Permanent aisles must be recognizable and unobstructed at all times. Do not block these aisles, even temporarily- you never know when an accident could occur.
- All emergency exits must be unlocked and unbarred while the studio is in use. Nothing may be left to block emergency exits. In colder weather emergency exits may remain closed, but unlocked.
- Emergency exits are clearly marked with exit signs.
- Clear access to the following must be maintained at all times:

- Fire extinguishers
- First aid stations
- Lock Out, Tag Out stations
- Electrical switches and fuse boxes
- Light switches
- Emergency telephone

Working Surfaces

All work surfaces must be cleaned when the user is finished with them. This includes tables, the drill press, ceramic wheels, vises, the torch table and jewelry benches, as well as the area around them.

- Only use work surfaces for their intended purpose. For example:
 - Do not paint objects on welding tables.
 - Do not use welding tables for plaster molds.
 - Do not do any metal work on ceramic tables.
 - Do not use jewelry room for anything but jewelry work. The potential for contaminating the jewelry tools is very high, which is why the jewelry tools are kept separate.

6. Medical and First Aid

First Aid Kits

First aid is just that, an immediate response to an injury. It does not replace professional medical attention. Aside from minor nicks, bruises and cuts, anyone that needs to use the first aid kit is encouraged to seek further medical attention.

General First Aid

A fully stocked first aid kit must be included in the first aid station in each studio classroom. If work is being done off site, a kit must be present at the worksite.

- One fully stocked first aid kit must be present for every 10 people working in the studio.
- The minimum requirements for this kit are:

- 1 - Absorbent compress (32 sq. inches)
- 16 - Adhesive bandages (1 inch x 3 inches)
- 10 - Antiseptic wipes (.5g applications)
- 1 - Burn cream (6- .5 g applications)
- 2 - Pairs medical exam gloves
- 4 - Sterile pads (3 inch x 3 inch)
- 1 - Triangle bandage (40 inch x 40 inch x 56 inch)
- 4 - Bandage compresses (2 inch x 2 inch)
- 2 - Bandage compresses (3 inch x 3 inch)
- 1 - Bandage compress (4 inch x 4 inch)
- 1 - Eye covering patch
- 2 - Roller bandages (2 inch)
- 1 - Roller bandage (4 inch)

Burn Kit and Fire Blankets

A burn kit and fire blanket must be included in the first aid station in the metal/ceramics studio and in the station in the foundry.

- The minimum requirements for the burn kit are:

- 4 - Small burn dressings (4 inch x 4 inch)
- 2 - Medium burn dressings (8 inch x 8 inch)
- 1 - Large burn dressing (16 inches x 24 inches)
- 1 - Bottle burn gel (4 oz.)

Defibrillator

There is a defibrillator (AED) located in the lobby. In the case that the AED needs to be used, please follow the explicit directions posted on the defibrillator packaging. Do not remove pads once the shock has been delivered.

Eyewash

There are disposable eyewash bottles in the first aid cabinet. The disposable eyewash bottles are sterile and each bottle can only be used once. To use a bottle, press down on the top of the bottle. This will break a seal inside the bottle. Remove the cap, place the bottle in front of the

affected eye, tilt your head back and squeeze the bottle. The bottle should then be discarded as it is now contaminated.

- When a person gets a chemical in their eye it is vitally important to begin flushing the eye immediately. Rinsing should last at least 15 minutes. The plumbed eyewash station can provide a continuous flow of clean water to the victim's eye for as long as is needed.
- Anyone that needs to use either the disposable eyewash bottles or the plumbed eyewash station should seek further medical attention. The potential for infection is high as many of the materials in the shop are very dirty. Steel is covered in grease and many times is rusty, particles encountered throughout the shop are usually very abrasive. A scratch to the cornea can be very painful and require an eye patch to be worn for a length of time.
- The plumbed water fountain must be flushed at least once a month for a duration of 15 minutes. This prevents stagnant water or bacteria to build up in the plumbing or anywhere in the eyewash station.

7. Emergency Action Plan

Evacuation Plan

Everyone accessing the studio must be made aware of the evacuation plan.

- Evacuation routes must be posted in the studio.
- In the event of an emergency in the studio:
 - Alert everyone in the building of the emergency.
 - Leave through the nearest possible exit
 - Once outside, everyone should meet by the gate on Sims Ave. If this location is not safe, meet by the gate on Kinsley Ave.
 - Instructors must get a head count to ensure that all participants are accounted for and have exited the building safely
 - Call 911.
 - Once the emergency service has been contacted, call the Executive Director, the Studio Director or the Program Director.

Medical Emergency Plan

In the event of a medical emergency in the studio:

- Do not approach an injured person unless you know the area is safe. Be especially mindful of electrical hazards, as they are not always immediately apparent.
- Do not move an injured person unless it is absolutely necessary to protect them from further injury.
- In case of an emergency, **just call 911**.
- If possible, send one person to the gate on Sims Ave. to direct the EMS when they arrive.
- Once the EMS have arrived, contact the Executive Director, the Studio Director or other staff.

8. Abuse, Bias, Discrimination and Harassment

Purpose

The Steel Yard is committed to creating and maintaining an environment in which all studio users and visitors are treated with respect and dignity. Each internal team member has the right to work in a professional atmosphere that promotes equitable employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, The Steel Yard expects that all relationships among persons at *The Yard* will be business-like and free of explicit bias, microaggressions, prejudice, and harassment.

The Steel Yard has developed this policy to ensure all studio users and visitors can engage in a work environment free of harassment, discrimination and retaliation. The Steel Yard will make every reasonable effort to ensure that all internal affiliates are familiar with these policies and aware that any complaint in violation of such policies will be escalated, investigated and resolved appropriately.

Our Values

At the Steel Yard we believe everyone deserves access to the education, skills and equipment needed to directly improve their conditions and community regardless of their race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, age or previous experience.

Equal Employment Opportunity

It is the policy of The Steel Yard to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The Steel Yard prohibits any such discrimination or harassment.

Diversity, Equity, Inclusion and Access

The Steel Yard acknowledges that continual learning and action are needed to make our campus and programs safe, inclusive, equitable, and just. We commit to reimagine, rebuild and develop programs and systems to counteract the harm caused by structural racism and oppression of all forms. To embrace this ongoing mission, we have created a standing committee of Board and Staff members to explore opportunities for justice in all of our programs and promote equitable practices and learning across the organization.

(Please refer to : *Diversity, Equity & Inclusion Policy for further details*, <https://www.thesteelyard.org/dei/>).

Abuse Tolerance

The Steel Yard has a **zero tolerance for abuse, discrimination and harassment** in all programs and activities including personal interactions between community members on and off campus.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of your race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of your relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassment which includes biased actions, statements, words and/or phrases based on the identities listed above are and will be considered *microaggressions*. Microaggressions in the workplace will not be tolerated and should be reported to The Safety Committee if encountered at The Steel Yard.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

If you believe you have been subjected to sexual harassment or harassment of another form, you must report this to the Executive Director, Associate Director and/or the Safety Committee safety@thesteelyard.org

The Steel Yard Safety Committee

Recognizing the importance of providing and maintaining a safe environment for ALL, The Steel Yard will appoint and maintain a Safety Committee, which will meet quarterly/or as needed to address organizational safety, abuse, discrimination and/or harassment concerns. Once annually, The Steel Yard Safety Committee will meet to discuss what, if any, changes are necessary to The Steel Yard's policies or programming to ensure site and program safety.

When required, the Safety Committee will review safety, abuse, discrimination and/or harassment cases. It will be the obligation of the Safety Committee to determine the severity of any violation and recommend restorative, disciplinary and or legal responses as necessary.

Mission Statement: The purpose of the Safety Committee is to enable The Steel Yard to carry out appropriate organizational function and activities while safeguarding the community against emotional, physical, discriminatory or sexual abuse and/or harassment.

Composition: The Safety Committee will be comprised of the following members in staggered 2-year terms:

1. A member of the Steel Yard's executive team (ED, or Board Officer)
2. An additional organizational Director (Associate, Studio, Public Projects, Development) or a member of the DEI committee
3. A Board Member, Volunteer or HR Staff, Ombuds

Participation: Committee members will uphold the highest standards of professional ethics. Committee members will agree to commit to the required training to adequately fulfill their role on the Safety Committee and to qualify their membership:

- Anti-Racism (Anti-Bias) Training
- Sexual Harassment Training
- Mediation Training

Meetings: The Safety Committee will meet, when necessary, to address a circumstance or respond to the report of any incident or allegation of abuse, safety violation or harassment. Twice annually, The Steel Yard Safety Committee will meet to discuss what, if any, changes are necessary to The Steel Yard's policies or programming to ensure community safety.

Responsibilities: The Safety Committee will be charged with the following duties:

- Applying existing policies and procedures related to safety and risk management issues.
- Responding to allegations of violations, discrimination, abuse or harassment within 15 days of an incident report.
- Consulting with the Diversity, Equity and Inclusion committee to mitigate bias in an anonymous manner when necessary; working with organizational leadership on disciplinary/restorative actions.

HOW TO REPORT

Please Report any and all incidents of harassment to the Steel Yard by one of the following means. Be as detailed as possible about Day(s) and Time(s) of incidents, involved people and nature of the reported abuse, harassment or safety violation:

Contact the Executive Director or the Associate Director.
(Director@thesteelyard.org or Safety@thesteelyard.org)
Director, The Steel Yard, 27 Sims Ave. Providence, RI 02909

Please note: Community members can also print and send digitally crafted notes for anonymity purposes.

What to Expect

If an incident of harassment is reported it will be investigated by the Executive or Associate Director. This investigation may include interviewing any (all) affected parties and witnesses.

The next steps will vary; an investigation could result in exclusion from program participation, termination of employment, a restorative justice (mediation) process, limitations on program participation and/or an assignment of training/restorative measures that the accused must complete prior to future program participation.

Any reported or observed retribution or repeated harassment will lead to immediate dismissal, reinvestigation and review of disciplinary measures.

Enforcement Of Policies

The Steel Yard staff members, board members and volunteers with supervisory capacity are expected to and will be held accountable for the diligent enforcement of all Steel Yard policies. Violations of these policies are grounds for immediate disciplinary action, reassignment from positions (for volunteers, staff and board members) or dismissal. Final decisions related to policy violations will be the responsibility of the The Steel Yard Safety Committee, Executive Director and Board. If this instance specifically relates to a board member, disciplinary action decisions will be further investigated by The Safety Committee.

Reporting Violation Of Policy

In order to maintain a safe environment for all, The Steel Yard staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to safety, abuse, discrimination or harassment or should be directed to the Executive Director or Associate Director.

Failure To Report

Failure to report a prohibited act to the Executive Director or Associate Director as designated in this policy is a violation of the policy and grounds for termination of employment or disciplinary action.

Reporting Suspicions Of Abuse To Law Enforcement Agencies

Any report of inappropriate physical or sexual behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the The Steel Yard Safety Committee and the Police Department, Child Protective Services, or other appropriate agency as necessary.

To Report ANY Violation Of These Policies:

Alert your teacher/studio staff and...

Executive Director

Director@thesteelyard.org

Safety Committee

Safety@thesteelyard.org

Studio Director

Studio@thesteelyard.org

Thank You... Safety First!