SAFETY & SECURITY SERVICES

GradEx Safety Installation Guidelines

Please consider the following during your installation. Further information can be found on your information package.

Activity/Item	Precautions
Emergencies	▪ Do not block emergency exits or emergency equipment. ▪ If there is an emergency, use the red phones for direct contact or use any phone to dial 416-977-600 Ext. 511
Drapery	▪ Fabric curtains, drapes, swags, large banners must be fireproofed off-campus with fire retardant spray ▪ They must not constitute a trip hazard
Installation	**Pre-installation** ▪ Know what is behind the wall (electrical wiring, plywood, concrete etc.). Contact the Facilities Office if you need clarification ▪ Use drop cloths where necessary to protect carpets and floors during painting ▪ Installations may include single-sided tape, nails, and small screws. Double sided carpet tape and foam tape are ***not*** be used, as its removal will permanently damage the wall surface. **Post-installation** ▪ The wall must be returned to its original state after GradEx. ▪ To repair/fill holes, use filler material and fine 320 sandpaper. ▪ Paint must match exactly.
Ladders	▪ Must be stable and in good condition with folding braces properly locked. ▪ Never stand on the top of the ladder; use the second rung down from the top and NEVER the bucket shelf or rear section of the ladder when installing artwork. ▪ Do not lean over sides of the ladder past your belt buckle. ▪ Always maintain a 3-point contact while climbing (2 feet + 1 hand or 2 hands + 1 foot). ▪ Do not use make-shift ladders (e.g. tables or chairs).
Fire & Flame	▪ Use of flammable liquids, explosives, incendiary devices, candles or open flames of any kind are prohibited. ▪ A consultation on the Fire and Flame Policy can be held with the Office of Safety and Security Services at least a week in advance
Electricity and Lighting	▪ Electrical contacts must be insulated, in good condition, and CSA or UCL approved ▪ To prevent trips, all cords, cables and other trip hazards must be taped down using gaffer tape only (provided by A/V Loans). Cable mats may also be used. ▪ No "daisy-chaining" ▪ Ensure that hot bulbs are not near any flammable surfaces to minimize risk of fire and damage to property/artwork
Solvents, toxic chemicals and biohazardous waste	▪ Limit use of organic solvents, consider safer substitutes where possible. ▪ For chemical use, you must first consult with the Office of Safety and Security Services. It will be mandatory that you have a valid MSDS (Material Safety Data Sheet) for the chemical you propose to use. ▪ Chemicals which are toxic or which might reasonably be expected to cause some allergic or other air-borne reactions are strictly prohibited. ▪ Aerosol sprays can only be used in a spray booth. ▪ All biohazardous waste including, but not limited to, bodily fluids (blood, urine and feces etc.) and medical waste etc. that is to be used for installation purposes must receive written permission from Safety and Security Services prior to being brought on OCAD U premises.
Proper Lifting	▪ Use your leg muscles to lift while keeping your back as straight as possible. ▪ Have someone help you lift heavy large or awkwardly shaped items.
Housekeeping	▪ Keep installation area tidy, this is a shared public space for your classmates and visitors. ▪ Don’t have trip or slip hazards (spills, loose cords etc)
Weapons Policy	▪ In accordance with the Criminal Code of Canada, Firearms Act, 1995 and associated regulations, no person, while on property controlled, leased or owned by OCAD U shall store, use, or carry a weapon. ▪ Permission will be given for ceremonial knives carried or used to meet religious obligations and small folding or utility knives used solely for a lawful purpose that are not brandished or worn in such a manner as to cause alarm. ▪ Approval must be granted for an exception to this policy for any representation, replica, reproduction or imitation of a weapon, or a toy weapon, in a process, performance or presentation.

Hand tools	▪ Do not leave hand tools unattended. ▪ Do not daisy-chain or run cords across the floor when using powered hand tools. ▪ Inspect the tool to ensure it is in good condition ▪ Use the correct tool for the job

If you have any inquiries regarding your installation and the guidelines please contact:

Office of Safety and Security Services:

Katie Browning
Health and Safety Officer, Safety and Security Services
647 308 9558
kbrowning@ocadu.ca

Louis Toromoreno
Director, Safety & Security Services
416 992 1672
ltoromoreno@ocadu.ca

GRADUATE EXIBITION

Waivers and Releases

USE OF ARTIST'S OR DESIGNER'S WORK
Licence and General Release

As a participant at GradEx (the "Event"), you may be exhibiting your Intellectual Property as original photographs, sculptures, images, films, audio-visual and digital works, models, fabrications, design prototypes and other artistic works, in any form or media (collectively, the "Work"). OCAD University ("OCAD U") may document your Work through video, photographs, podcasts, models, fabrication design related objects and other materials, in any form or media (collectively, the "Materials").

By signing this document, you are granting certain rights to OCAD U for the Works that you have exhibited at GradEx (the "Event"):

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2. You acknowledge that OCAD U has the further right to publish, share and distribute the Materials with members of the academic community and the public at large for the purposes;
   a. of education or academic endeavors, and
   b. the advertising and promotion of OCAD U

3. The Materials shall, to the extent possible, identify you as the author of the Works. Further, OCAD U shall, to the extent possible, obtain your written consent before modifying, altering or changing any images or recordings of the Works that are captured or incorporated within the Materials, in any manner.

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I have read this License and General Release and I understand its contents.
Name of Artist: _____

Signature:_____ **Date (mm/dd/yy):**_____

Student ID:_____ **Program:**_____

USE OF ARTIST'S OR DESIGNER'S LIKENESS
Consent and Release

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b) the further purposes of advertising and promotion of OCAD U.

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Event: _____ Date (mm/dd/yyyy):_____

Printed Name: _____ Signature:_____

Name of minor/ward/Other Party:_____

Description of the Works (if applicable):_____