

Photographs in Michigan Tech publications, web sites, and magazines are used to convey an image of the University to the outside community. For photographs taken in University laboratories and work areas, safety is an important element of the image conveyed. Students or employees photographed in laboratories should wear the level of personal safety equipment that would be considered by the community, such as industry, as the norm for the setting. This may result in a different level of protection than what is actually required for the activity. For example, a student in a photograph is holding a beaker which contains only water, but viewers of the picture may have no knowledge of the beaker's contents. To convey the proper image of safety, this student should be wearing the level of safety equipment appropriate for a chemical laboratory. Similar standards apply to photographs in other work settings.

#### PROCEDURE

The following procedure shall be followed in an effort to ensure an appropriate image of safety for photographs taken in University laboratories and work areas:

- The lab supervisor or lab occupants shall ensure the space has been made safe by relocating chemicals from the vicinity of the photo shoot and shutting down unnecessary equipment.
- The photographer shall work with the laboratory supervisor or lab occupants to identify the appropriate personal safety equipment worn in the laboratory and the appropriate safety equipment for the activity being portrayed in the photograph.
- Artistic photographs of individuals shall not be taken in areas or situations where it would appear personal protective equipment is required.
- Below is a list of personal safety equipment which is considered the norm for typical activities in the types of labs or work spaces identified. The photographer and lab supervisor or lab occupants shall consider this information in selection of the appropriate safety equipment to be worn for the photograph. This list will serve as a guide to the photographer and lab personnel in working with the subjects to depict a scenario in which safety is a priority.

#### Chemical and Biological Laboratory/Activities

- Safety glasses w/side shield or chemical goggles (goggles are needed if activity depicts pouring fluids)
- Gloves if the activity depicts handling hazardous materials
- Lab coat

#### Machine Shop, Automotive Shop or Mechanical Laboratory/Activities

- Safety glasses w/side shields or face shield
- All jewelry should be removed
- If welding – proper welding attire
- Occupants should ensure that the appropriate machine guards are in place

#### Electrical Laboratory/Activities

- For activities involving soldering or rotating machinery, safety glasses with side/shields should be worn
- If activity involves only wiring, for all circuitry over 50V a face shield and gloves are required
- All jewelry should be removed

#### Construction site/Field work

- Safety glasses with side shields
- Hard hat when appropriate
- Hearing protection when appropriate