



# 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
<b>Emergencies</b>	<ul style="list-style-type: none"> <li>Do not block emergency exits or emergency equipment; this could impact evacuations</li> <li>If there is an emergency, use the red phones for direct contact or use any phone to dial 416-977-600 Ext. 511</li> </ul>
<b>Drapery</b>	<ul style="list-style-type: none"> <li>Fabric curtains, drapes, swags, large banners must be fireproofed off-campus with fire retardant spray</li> <li>They must not constitute a trip hazard</li> </ul>
<b>Ladders</b>	<ul style="list-style-type: none"> <li>Must be stable and in good condition with folding braces properly locked.</li> <li>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.</li> <li>Do not lean over sides of the ladder past your belt buckle.</li> <li>Always maintain a 3-point contact while climbing (2 feet + 1 hand or 2 hands + 1 foot).</li> <li>Do not use make-shift ladders (e.g. tables or chairs).</li> </ul>
<b>Fire &amp; Flame</b>	<ul style="list-style-type: none"> <li>Use of flammable liquids, explosives, incendiary devices, candles or open flames of any kind are prohibited.</li> <li>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</li> </ul>
<b>Electricity and Lighting</b>	<ul style="list-style-type: none"> <li>Electrical contacts must be insulated, in good condition, and CSA or UCL approved</li> <li>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</li> <li>No "daisy-chaining"</li> <li>Ensure that hot bulbs are not near any flammable surfaces to minimize risk of fire and damage to property/artwork</li> </ul>
<b>Solvents, toxic chemicals and biohazardous waster</b>	<ul style="list-style-type: none"> <li>Limit use of organic solvents, consider safer substitutes where possible.</li> <li>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.</li> <li>Chemicals which are toxic or which might reasonably be expected to cause some allergic or other air-borne reactions are strictly prohibited.</li> <li>Aerosol sprays can only be used in a spray booth.</li> <li>All biohazardous waste including bodily fluids (blood, urine and feces etc.) 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.</li> </ul>
<b>Proper Lifting</b>	<ul style="list-style-type: none"> <li>Use your leg muscles to lift while keeping your back as straight as possible.</li> <li>Have someone help you lift heavy large or awkwardly shaped items.</li> </ul>
<b>Housekeeping</b>	<ul style="list-style-type: none"> <li>Keep installation area tidy, this is a shared public space for your classmates and visitors.</li> <li>Don't have trip or slip hazards (spills, loose cords etc)</li> </ul>
<b>Hand tools</b>	<ul style="list-style-type: none"> <li>Do not leave hand tools unattended.</li> <li>Do not daisy-chain or run cords across the floor when using powered hand tools.</li> <li>Inspect the tool to ensure it is in good condition</li> <li>Use the correct tool for the job</li> </ul>

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
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### Acknowledgement of Installation Guidelines

I acknowledge that OCAD University ("OCAD U") and its authorized representatives provided relevant safety installation guidelines. I have read and understand all GradEx safety installation guidelines and will abide by these regulations at all times.

Name of Artist: \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

Student ID: \_\_\_\_\_ Program: \_\_\_\_\_

# GRADUATE EXHIBITION

## 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"):

1. OCAD U and its authorized representatives shall have the right to create and copy the Materials which capture and incorporate the whole of, or any part of, your Work.
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.

I hereby agree to indemnify and hold harmless OCAD U and its authorized representatives for any damages, liabilities and costs that may arise by reason of any claim or allegation against OCAD U for exercising its rights to the Materials under this agreement.

I confirm that I have full authority to grant this License and General Release. Further, I confirm that my Work has been originally and lawfully created by me and the use, modification, play or reproduction of my Work by OCAD U will not give rise to any third party claims for infringement or violation of copyright, trademark or any other right of any third party, or to any third party claims including libel, defamation, violation of privacy or contract breach.

I have read this License and General Release and I understand its contents.

Name of Artist: \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yy): \_\_\_\_\_

Student ID: \_\_\_\_\_ Program: \_\_\_\_\_

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



I acknowledge that OCAD University ("OCAD U") and its authorized representatives create original video, photographs, podcasts and other materials (collectively, the "Materials") that document GradEx (the "Event").

I understand that the Materials may capture the personality, voice-recording, or an image of me while I attend or participate in the Event.

I further acknowledge and agree that the Materials may be shared, used or distributed in any form or media by OCAD U for the purposes of:

- a) education and academic endeavors', and
- b) the further purposes of advertising and promotion of OCAD U.

I understand that OCAD U has the exclusive, world-wide, royalty-free rights, including all copyrights and moral rights, to the Materials created by OCAD U at the Event and hereby grant to OCAD U, and its authorized representatives, the irrevocable right to produce, copy, reproduce, perform and publish the Materials pertaining to me recorded during my participation of the Event.

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

I waive any right to inspect or approve the Materials. I understand that all use and sharing of the Materials by OCAD U is in adherence with OCAD's Privacy and Information Collection Policy found at: [www.ocadu.ca/privacy](http://www.ocadu.ca/privacy).

I further acknowledge that OCAD U cannot control unauthorized sharing, use or distribution of the Materials by persons other than OCAD U and its authorized representatives. I expressly release OCAD U and its authorized representatives from any and all claims I may have for any other cause of action relating to OCAD U's sharing, use or distribution of the Materials. Any claims I may have concerning unauthorized sharing, use or distribution of the Materials must be pursued by me against the unauthorized entity or person. OCAD U disclaims any responsibility for such unauthorized sharing, use or distribution of the Materials by persons other than OCAD U and its authorized representatives.

Event: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of minor/ward/Other Party: \_\_\_\_\_

Description of the Works (if applicable): \_\_\_\_\_