Theatre and Shop Safety Procedures

GENERAL SAFETY PROCEDURES

1. **Do not perform any act that you feel is unsafe or beyond your capabilities**. If you need help, ask for it.
2. **Dress appropriately**. Wear appropriate work clothes and shoes. Tank tops, sandals, and shorts are not allowed. Long pants and non-slip, closed-toe shoes shall be worn in all shops. Long hair shall be tied back. Loose clothing and jewelry should not be worn while working with any machinery or tools.
3. **Report all injuries to your immediate supervisor**.
4. **Report all unsafe working conditions, equipment, or conduct** to your immediate supervisor. Supervisors shall report ALL unsafe working conditions to the A&L Technical Director for correction.
5. **Horseplay or pranks are prohibited on the job**. Do not distract or talk to persons operating tools or equipment.
6. **Comply at all times with all known federal, state, and local safety laws** as well as OSHA, CSULA and A&L Productions Safety Program regulations and codes.
7. ***Never work alone***.
8. Every precaution shall be taken to minimize the amount of airborne contaminants including dusts, mists, and vapors, especially within enclosed structures, particularly **no aerosol spray paint indoors**.
9. **Smoking and tobacco use, including electronic cigarettes, is prohibited on campus and in all University buildings**. Smoking is not allowed in any rehearsal, performance, class, or in any of the performance venues.
10. **No food, drink, or chewing gum is allowed in any of the classrooms, theatres, booths, dressing rooms, backstage, onstage, or in the seating areas.** Water is allowed only in sealed, plastic containers, such as bottled water or sports bottles. Keep all food and drink in the greenroom or outside only.

PPE – PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) will be supplied in all areas requiring its use.

PPE must be worn properly as per the following:

Eye Protection:

Impact spectacles: Provide moderate protection against small flying debris. They do not protect against chemical vapors or splash. To be used when using most saws and scene shop cutting devices. *Located on the PPE/First Aid wall outside the tool room.*

Splash Goggles: Provide some protection against chemical splash, dust, and vapors. To be used to protect eyes when handling chemicals, power sanding, spray painting, or whenever a fine particle/dust hazard exists. *Located on the PPE/First Aid wall outside the tool room.*

Face Shield: Provides limited protection to the face against chemical splashes and flying debris. Normally used to shield face from sparks with the grinders or metal cutting blades. *Located on the PPE/First Aid wall outside the tool room.*

Radiation Eye Protection: Welding and cutting operations can emit infrared and ultraviolet radiation, which can cause injury including burns and blindness. To be used when using any welding equipment. *Located with the welding equipment.*

Hearing Protection:

Ear plugs or ear muffs (*both located on the PPE/First Aid wall outside the tool room*) are to be used to protect against excessive noise. Excessive noise is defined as greater than 85 decibels for 8 hours, 90 decibels for 4 hours, 95 decibels for 2 hours, or 100 decibels for 1 hour. Excessive noise can cause progressive and irreversible hearing loss. Loud, explosive noise can cause immediate and permanent hearing loss.

Protective Clothing/Gloves:

Protective gloves (*in PPE/First Aid wall for leather gloves, in the paint area for latex and chemical gloves*) and **coveralls/aprons/paint shirts** (*paint shop*) are available for job assignments that need them, such as painting, rigging, focusing, etc. Always wear safe and sensible type clothing for your work assignments. Safety shoes (steel-toed) are recommended to prevent injury to your feet. No high-heeled shoes, open-toed sandals, flip-flops, cowboy boots, etc. shall be worn in any shop, including the costume shop.

Respirators:

Respirators will be worn in any case where inhalation or ingestion of hazardous materials is possible. Three types of respirators are *located in the cabinet outside the tool room*:

White dust (N95) masks are for nuisance dust and large particles, such as sawdust
All-Grey (R95) disposable masks are for use with fine airborne and organic particles, such as chemical vapors and paint particles suspended in air (spray paint)
Grey Mesh masks are for protection from welding fumes only.

Respirators shall only be worn after proper training and with the consent of the Shop Supervisor. All work requiring use of a respirator will be performed outside of all buildings whenever possible and in a fashion that restricts contaminants from entering any structure, building or ventilation system; *i.e. Use spray paint outside and away from buildings!*

PPE will be properly cared for according to directions on packaging or given by Shop Supervisor

HOUSEKEEPING PROCEDURES

The last 15-20 minutes of each person's work shift or of each class should be spent cleaning work areas and putting away materials and tools from the day's projects.

If you can't find anything to clean up, you can always sort hardware, sweep the shop floors, take the trash out, or sweep and mop the stage.

Paint clean up at the end of the class will bottleneck. Clean your paint tools as you go during classes or throughout the day or work session.

1. **Everyone is responsible** for keeping their work area(s), tools, safety equipment, and other work materials neat and organized and properly maintained and stored.
2. **Keep all aisles, exits, and safety equipment, such as fire extinguishers, clear** of debris, electrical cords, hoses, equipment, scenery, props, costumes, etc. Keep all electrical panels and fixed ladder landings clear for 30" in all directions.
3. **Clean up spilled liquids and waste debris immediately** to prevent slips and falls.
4. **Take the time to return things to where they belong** when you are finished using them.
5. **Do not place heavy objects on top shelves or overhead (anything over 6'-0"),** unless they are securely fastened and protected from falling, especially during an earthquake.
6. **Clean up sawdust promptly and frequently. Place in trash cans with liners only**.

HAZARDOUS COMMUNICATION PROCEDURES – YOUR RIGHT TO KNOW

1. ***Right To Know**:* It is the responsibility of all employees, students, independent contractors, and volunteers to learn and practice the information provided under the right to know training and other safety programs. They must know how to read and understand material Safety Data Sheets (SDSs) and know where they are located. If a question arises concerning hazardous chemicals after reading the SDS and the label, seek additional information from your supervisor.
   A. **The SDS binder is located in the Scene Shop**. A copy of the SDS binder is also located in the A&L Technical Director's office.
   B. Use the SDS to supplement a product's label and instructions for use. Be familiar with any health hazards associated with products in use, and know the protective equipment that the SDS recommends. Do not remove or alter product labels.
2. **Know the materials and hazards associated with all products you work with**. Read all labels containing manufacturers information and warnings.
3. **All containers of hazardous substances will be labeled**, marked, or tagged with the identity of the hazardous substance. If labels are missing, notify your Supervisor. Paint mixes will be labeled with show name, paint formula, and date of mixing.
4. **Wash your hands after using hazardous materials or chemicals**, especially before eating.
5. **Be careful not to inadvertently wipe your eyes**, nose, or mouth, especially if your gloves or protective clothing are contaminated.
6. **Never wash your skin with solvents**, mineral oils, or industrial detergents. Use soap and water or approved waterless hand cleansers.
7. *If any question arises as to the safety of any substance, notify your teacher, your supervisor, or the A&L Technical Director.*

STAGE AND SHOP MACHINERY PROCEDURES

1. **Do not operate or use any tool or stage equipment until you have received safety instructions from the A&L Technical Director or other qualified university personnel on how to do so**.
2. **All training on power tools, theatre equipment and certain specific tasks shall include verbal and experiential training *as well as* written verification of such training.** This training shall be provided by the A&L Technical Director or other qualified university personnel. Records of such training will be kept by the A&L Technical Director.
3. **Any work** which involves the use of these tools or equipment will be performed only during normal business operating hours and ***only* when an employee supervisor is present and performing in a supervisory capacity.**
4. **Never operate any tool or machine unless all guards and safety devices are in place** and in proper operating condition. Tool guards are installed for your safety. It is against the law to tamper with them or make them inoperative.
5. **Keep all tools in working condition**. Never use defective tools or equipment. Always check equipment and tools for potential hazards prior to use. Report any defective tools or equipment to your instructor, your immediate supervisor, or to the A&L Technical Director.
6. **No one is to operate or use tools or equipment which have been tagged "Do Not Operate" or "Out of Order" until repairs have been made**. *(See Lockout/Tag Out Procedures.)*
7. **Do not make repairs to machinery or equipment** unless you are trained and authorized to do so. Always disconnect power sources to tools or equipment before making adjustments or repairs, during set-up operations, when cleaning or clearing a jam, or when changing blades or bits.
8. **Do not operate machinery with moving parts while wearing loose fitting clothing, jewelry,** such as watches or finger rings, or with long hair, which might become entangled in the equipment. Remove jewelry, roll up sleeves, and secure hair.
9. **Do not distract or talk to others while they are using machinery**. If you are operating the equipment, stay focused on the task at hand.
10. **Use the appropriate personal protective equipment (PPE)** such as eye protection, hearing protection, or respirator if needed. Gloves shall not be worn when operating any machine, unless their use has been approved by the A&L Technical Director.
11. **Check your materials carefully before proceeding**. Make sure there are no nails or flaws before running the material through saws, jointers, sanders, routers, or other power equipment. Keep your body out of the line of proceeding materials in case of kickback. Stand to one side.
12. **Do not setup or use any jig** unless it has been demonstrated and approved by the A&L Productions Technical Director and/or your qualified supervisor.
13. ***Do not leave equipment on while unattended.***