

# SAFETY INFORMATION SHEET

## DRESSING ROOMS & GREEN ROOM

### WHAT THIS SHEET APPLIES TO

Everybody who uses the Dressing Rooms & the Green Room.

### RISKS INCLUDE

Burns from steamer, static guard fumes, contact with make-up, powder, hair spray.

### GUIDELINES, RULES, & PROCEDURES

1. Know the location of the nearest first-aid kit and fire alarm pull boxes.
2. Know the location of the nearest fire extinguishers and how to use them.
3. Only trained persons may use the steamer and/or steam iron (Trained by the Costume Shop Manager).
4. When using static guard, **NEVER** spray clothing on an actor, **ALWAYS** remove garment, hang and spray.
5. It is desirable for each actor to own a make-up kit. Never lend or accept make-up from anyone. This is for reasons of hygiene.
6. Store make-up in a cool place. Refrigerate for extended periods of time.
7. Replace old make-up regularly. Most make-up can be kept from 6 months to a year. **MASCARA** should be replaced **EVERY 3 MONTHS**.
8. Read and understand the manufacturers' directions of any new product.
9. Wash hands before and after applying make-up. Make-up artists should wash their hands before starting on another actor.
10. Sponges and brushes should be washed after use on each individual. Use warm, soapy water and allow drying thoroughly.
11. Prepare face by washing with soap and water, apply astringent then moisturizer.
12. Moisten brushes or pencils with clean tap water, not with saliva.
13. Avoid aerosol products whenever possible. If using large amount of hairspray, do so in a well ventilated area.
14. Avoid creating clouds of face powder that can be inhaled. Do not use old face powder.
15. When removing spirit gum or latex, avoid prolonged skin contact with solvents.
16. Replace lost skin oils with moisturizer.
17. Immediately remove make-up after performance. Use Noxzema or soap and water, astringent and moisturizer.
18. Clean up your area in the dressing room and put your make-up kit in a safe place. Notify the Stage Manager if soap or paper towels are in low supply.

### FOR FURTHER UNDERSTANDING

#### EMERGENCY- Contacts: CSB Security at 5000 or 9-911. SJU Life Safety at 911 or 2144

To report injury that occurred while working for compensation, supervisor/employee use the [incident report form](#) and submit completed report to Human Resources, preferably within 24hours.

To report injury that occurred at non-compensated work e.g. Class activity, supervisor/student use the [academic injury report form](#) and submit completed report to Environmental Health & Safety office.