



# SAFETY INFORMATION SHEET

## MAIN CAUSES OF ACCIDENTS

**WHAT THIS SHEET APPLIES TO**

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Anyone working in the Benedicta Arts Center or the Stephen B. Humphrey Theater

**RISKS INCLUDE**

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Personal injury, injury to others, damage to equipment and facilities.

**GUIDELINES, RULES, & PROCEDURES**

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- 1. Lack of proper training.
- 2. Misunderstanding.
- 3. Consciously ignoring safety procedures.
- 4. Poor planning.
- 5. Fatigue.
- 6. Not staying focused on your work or being distracted.
- 7. Hurrying.
- 8. Taking unnecessary risks.
- 9. Using equipment that has not been properly maintained.

**FOR FURTHER UNDERSTANDING**

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Rossol, Monona. *Stage Fright: Health and Safety in the Theater—A Practical Guide*. Rev. Ed. New York: Allworth Press, 1991.

**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.