

# SAFETY INFORMATION SHEET

## REHEARSALS – GENERAL SAFETY

### WHAT THIS SHEET APPLIES TO

In-class and after-hours rehearsals by faculty, staff and students. Spaces covered include the Benedicta Arts Center, the Stephen B. Humphrey Theater, the Lobby, the Greenroom, and ad hoc rehearsal spaces selected by event leaders.

### RISKS INCLUDE

Physical and vocal damage due to improper warm-up procedures; illness due to poorly controlled temperature in rehearsal spaces; injury due to obstacles in the space or poor lighting; injury due to badly choreographed movement; injury due to slips and falls or heavy lifting; and injury due to inappropriate rehearsal clothing.

### GUIDELINES, RULES, & PROCEDURES

1. No movement or voice work should be attempted without an appropriate warm up.
2. Event supervisors (student, faculty, or staff) should make certain that the space is unobstructed and well lighted.
3. Event supervisors should make certain that the floor is clean and dry. This is especially true if actors must work in bare feet (discouraged).
4. All participants, including non-class acting volunteers, should familiarize themselves with the particularities of the rehearsal/ performance space.
5. Anyone who takes a rehearsal space into complete darkness must inform participants that it is about to happen.
6. No individual should attempt to move heavy objects without assistance.
7. Participants with special health concerns must inform the event supervisor.
8. All militant movement must be choreographed by a qualified fight choreographer.
9. Appropriate footwear and clothing should be worn at all times. Bare feet are discouraged at all times unless you are in the dance studio.
10. Flames may not be used for any reason, see the *Safety Information Sheet* entitled "Fire Protection & Fire Safety".
11. Know the location of the nearest first-aid station, phone, fire extinguisher, fire alarm pull station, and fire exit at all times.
12. Rehearsal space should be left in the condition in which it is found, or better.
13. There is no smoking in CSB / SJU Buildings

### 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.