

SAFETY INFORMATION SHEET

COSTUME SHOP

WHAT THIS SHEET APPLIES TO

Anyone using the Costume Shop BAC A66

RISKS INCLUDE

Punctures from pins and needles, burns from hot surfaces (steam iron and steamer), cuts from sharp objects e.g scissors and pins.

GUIDELINES, RULES, & PROCEDURES

All persons working in the Costume Shop must have the approval of the Department of Theater & Dance Costume Shop Manager.

1. The Costume Shop is closed from 1:00am until 6:00am. There are no exceptions to this rule
2. Bare feet are NOT ALLOWED FOR ANY REASON in the costume shop the potential for puncture wounds from fallen pins, needles, or dropped scissors is too great.
3. After each work session, unplug the iron, steamer, or any hot plates
4. For safety and security reasons, it is suggested that no one works alone in the costume shop.
5. Do not use spray paints in the Costume Shop. Spray all paints / dyes on the loading dock
6. Anyone working in the costume shop should be aware of the first-aid kit, fire extinguisher and fire alarm pull box locations
7. After each work session, clean excess fabric, thread, and debris from the floor.
8. All flammable materials should be stored properly in the approved flammables cabinet
9. Dispose of solvent soaked rags properly after each work session. After drying (preferably outside) rags can be placed in the proper disposal bin

FOR FURTHER UNDERSTANDING

Material Safety Data Sheets (MSDS) in the Costume Shop.

The costume designer's handbook: a complete guide for amateur and professional costume designers / Rosemary Ingham, Liz Covey
New York: Prentice-Hall Press, 1986, c1983, Miller;TT507 .I46

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.

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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.