

SAFETY INFORMATION SHEET

SCENE SHOP – GENERAL SAFETY

WHAT THIS SHEET APPLIES TO

Anyone working in the Benedicta Arts Center or the Stephen B. Humphrey Theater Scene Shop and associated performance spaces.

RISKS INCLUDE

Being struck by projectiles, bruises, burns, crushing in whole or in part, cuts, dismemberment, electrical shock, exposure to toxic chemicals, eye injuries, falls from high places, hearing damage (instant and delayed), injuries from overexertion (e.g. heavy lifting), poisoning, repetitive motion injuries, and splinters.

GUIDELINES, RULES, & PROCEDURES

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| <ol style="list-style-type: none"> 1. All persons working in the Scene Shop must have the approval of the Department of Theater & Dance Technical Director, BAC Technical Director, Production Manager or Design Faculty. 2. The Scene Shop is closed from 1:00am until 6:00am. There are no exceptions to this rule. 3. Know the locations of the first-aid kit, and fire alarm pull boxes. 4. Know the locations of all fire extinguishers and how to use them. 5. Use of powered tools or equipment (electric or air) requires training on proper operational procedures by the Department of Theater & Dance Technical Director, BAC Technical Director, Production Manager or Design Faculty. 6. No tool with a circular rotating blade (table saw, hand held circular saw, radial arm saw, or power miter saw) may be used without the Department of Theater & Dance Technical Director, BAC Technical Director, | <p>Production Manager or Design Faculty, or Costume Shop Manager in the building.</p> <ol style="list-style-type: none"> 7. When using powered tools or equipment (electric or air) there have to be at least two trained in the shop. Under no circumstances shall someone work alone using powered tools. 8. When spray painting, welding, cutting Styrofoam, or using other applications causing fumes or excessive dust, wear an approved mask or respirator and turn on the exhaust fan. 9. Non-class/lab individuals or groups are also responsible for proper clean up, shop safety, and security during their work calls. 10. Before leaving the shop for the day you must clean up after yourself, this includes sweeping and putting away all tools and supplies used. 11. See also the <i>Safety Information Sheet</i> entitled "Clothing & Personal Protection". |
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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.