

SAFETY INFORMATION SHEET

TOOLS & MACHINERY

WHAT THIS SHEET APPLIES TO

Anyone using the BAC Scene Shop or SBH tools and machinery.

RISKS INCLUDE

Scrapes & cuts, broken bones, dismemberment, loss of sight, and even death.

GUIDELINES, RULES, & PROCEDURES

1. Never use a tool or device without proper instruction. Most powered tools require training from Theater & Dance Technical Director.
2. Always read and understand any instruction manuals before use.
3. Do not use tools and machines while under the influence of any medication which might impair judgment.
4. Make sure the device has been well-maintained and is in good working order.
5. ALWAYS wear eye protection.
6. Remove or contain loose-fitting clothing, watch and other jewelry, keys etc. which might get caught in blades or other moving parts. Tie back or contain long hair.
7. Never remove or disable a safety device except in situations where the tool or machine was designed for alternate use in such a manner.
8. Keep your hands at least 6" away from any circular rotating saw blade.
9. Never perform any rips, cross-cuts, or miters "freehand". Always hold the item being cut against the appropriate support.
10. Make all adjustments to any tool or machine with the power off and if possible unplugged (e.g. changing a blade or bit). Remove any adjustment tools (such as a chuck key or hex wrench) before turning the power back on.
11. Only use tools for the job they were intended for. Don't improvise.
12. For larger projects, have an assistant or use clamps and other appropriate means of helping hold pieces in place.
13. No tool should require the use of excessive force.
14. Never work while placing yourself in an awkward or unbalanced position.
15. Do not leave power tools on and walk away from them. Unplug tools when finished using them.
16. Avoid surprising people by not talking to or touching them while they are operating a tool or other piece of equipment.

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.