

School of Theatre and Dance Safety Handbook

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I **General:** It is the desire of the School of Theatre and Dance to protect students and employees from accidental injury and damage to health while working for our organization; This matter will receive top priority attention.

1. Responsibilities of Students and Employees

You as a student or an employee are responsible for your own safety and that our actions not present a hazard to others, It is your responsibility to obey the rules. A good safety record is a valuable asset to everyone. In the accomplishment of the safety policy you are expected to:

1. Work according to the safety rules set forth under this safety program.
2. Refrain from any unsafe act that might endanger yourself or fellow work persons.
3. Use all safety devices provided for your protection. i.e.: face shield and ear plugs or muffs.
4. Know location of fire extinguishers and first aid kits.
5. Be alert to possible safety hazards and report them to your supervisor immediately.
6. Wear suitable clothing and proper shoes.
7. Report all injuries or accidents immediately to your supervisor, no matter how slight.
8. No student or employee will report to work under the influence of alcohol or non-prescription drugs. Drinking of alcoholic beverages or taking non-prescription drugs while on the job is strictly forbidden.
9. Not engage in "horseplay".
10. Know your job and how to do it safely.
11. Understand that is beyond the scope of this plan to cover every operation which may be conducted on a given project, and for that reason you should strive to perform all operations in the safest possible manner.
12. Report immediately any unauthorized use of tools or work area to supervisor.
13. Be aware of your surrounding Know where and what others are doing around you.

II Safety Rules and Procedures

1. Personal Protection Equipment

1. Eye and face protective equipment will be worn when grinding, chipping, welding, cutting or when machine or operations present a potential eye or face injury.
2. Where it is not feasible to reduce noise levels, ear protective devices shall be provided and worn.
3. Proper respiratory protective devices shall be provided and used when exposed to harmful dust, gas, vapor, etc.
4. Heavy gloves should be worn when handling wire rope and other rough materials.
5. Wear proper work clothes and shoes. Shirts will be worn in all times.
6. Seat belts shall be worn when operating or riding in state owned vehicles.
7. Riding in the rear of the pickup truck is prohibited.

2. Housekeeping

Housekeeping is the first law of accident prevention and shall be the concern of everyone. Maintenance of a clean work area is required at all times.

1. Rubbish, debris and waste materials are fire dangers and shall be removed from work area. Protruding nails on form lumber are a particular hazard and shall be removed or bent down.
2. Used lumber shall have all nails pulled before stacking.
3. Structural steel, pipes, pipe, bar stock and other cylindrical materials, unless racked, shall be stacked and blocked so as to prevent spreading or tilting.
4. Rigging equipment, when not in use, shall be removed from immediate work area so as not to present a hazard to the employees.
5. Waste material must be kept out of the red and yellow zones at all times.
6. The stage and shops must be swept at the end of each working day.
7. Do not place anything over 3' in length into dumpster. Rubbish and debris are not to go above the top of the dumpster.
8. Keep the loading dock clear of all rubbish and debris.

3. Fire Protection

1. Access to all available fire fighting equipment shall be maintained at all times.
2. Only approved fire extinguishers will be used, they shall be inspected periodically and maintained properly. Job personnel should be instructed in their proper use.
3. Expired or used extinguishers must be removed from service until they are recharged. Replacements should be provided immediately.
4. Smoking shall be prohibited in the theatre including scene shop, at or in the vicinity of operations, light booth and dressing rooms. Duke Hall is a smoke free building.
5. Only approved containers and portable tanks shall be used for the storage and handling of flammable and combustible liquids. These containers shall be properly labeled.

4. Power Tools and Hand Tools

1. If you do not know how to operate any power tool do not use it until you receive instruction.
2. Never work on stage or in the shop alone.
3. Employees shall not use unsafe hand tools either personal or company provided.
4. When power tools are designed to accommodate guards, they shall be equipped with such guards when in use.
5. Impact tools, such as drift pins, wedges and chisels, shall be kept free of mushroomed heads.
6. Wooden handles of tools shall be kept free of splinters or cracks and be kept tight in the tool.
7. Electric power tools shall either be of the approved double insulated type or grounded properly.
8. Extension cords used with portable electric tools shall be of three wire type and periodically inspected prior to each use.
9. Any defective tool shall be tagged "unsafe - not to use".
10. Unplug portable power tools when not in use.
11. When done using a particular tool, always put it back in its proper place.
12. Tools are not to be removed from shops.

5. Air Tools

1. All air tools must be connected to regulators and correctly adjusted.
 2. Do not load or unload air tool with fasteners with the airline connected to the tool.
 3. Never point the tool toward yourself or anyone else, whether it contains fasteners or not.
 4. Operate the tool with the nose squarely against a work piece of proper thickness and away from its edges.
 5. Do not remove, tamper with or otherwise cause the safety system to become inoperative.
 6. Do not operate a tool with a defective or disconnected safety system.
 7. Do not operate a tool with a safety system that sticks or binds.
 8. To prevent unintended tool operation and possible resulting injury, always disconnect the tool from the air line when:
 - a. Loading and unloading the tool
 - b. The tool is left unattended
 - c. Clearing a jam
 - d. Moving the tool to another location
6. Ladders
1. The use of ladders with broken or missing rungs or steps, broken or split side rails or other faulty or defective construction is prohibited. Do not use.
 2. Portable ladder feet shall be placed on a substantial base and the area around the top and bottom of the ladder shall be kept clear.
 3. The side rails shall extend no less than 36 inches above the landing.
 4. Portable ladders in use shall be tied, blocked or otherwise secured to prevent their being displaced.
 5. Check OSHA specifications for job made ladders before using on the job.
 6. Use outriggers on "Talescope". Do not setup or use the "Talescope" without proper instruction and supervision.
 7. Do not setup or use the A-Frame ladder without proper instruction and supervision.
7. Lighting Equipment
1. All lighting instruments must have a safety cable attached and all bolts properly tightened.
 2. The plug of each lighting instrument must be inspected and any showing signs of damage must be replaced immediately.
 3. Stage cable must be inspected regularly, Any showing signs of damage must be repaired or removed immediately.
 4. Do not touch the glass envelop of any stage lamp. If touched, clean the envelop with alcohol.
 5. Do not exceed the maximum allowable lamp wattage for a lighting instrument. Over wattage will damage the instrument.
 6. All circuiting of lighting equipment will take place with the power off both. dimmer and non-dim circuits.
 7. Test each lighting instrument and cable before each use.
8. Welding
1. Welding can only take place outside the theatre on the loading dock.
 2. Welding mask, gloves and jacket must be worn when welding.

3. If you do not know how to operate the welder, do not use it until you have received proper instruction.

9. Vehicle Safety

1. All drivers of state owned vehicles must have a valid Virginia driver's license.
2. The driver of any state owned vehicle is responsible for a pre-driving inspection of the vehicle to check the correct operation of all safety devices. Tail lights and turn signals must be kept clean, visible and operating. All unsafe, inoperable or defective equipment must be reported to the Technical Director.
3. Do not tailgate. Maintain a safe distance from the vehicle in front of you at all times.
4. Posted speed limits will not be exceeded at any time. Keep in mind that a slower speed may be required under certain conditions such as snow, rain, fog, freezing rain, etc.
5. Operating a company vehicle while in an intoxicated condition is strictly prohibited. No alcoholic beverages are allowed in state owned vehicles.
6. Disabled vehicles must be parked completely off the traveled surface of the road.
7. Pop bottles and other trash will be kept out of the cab of all vehicles.
8. When backing be sure no vehicle, person or object is in the way. This may involve getting out of the truck and checking the rear.
9. In selecting a place to turn around, make sure it will accommodate the weight and size of the vehicle.
10. In case of an accident, the driver must not move the vehicle until receiving instruction from the campus police and Virginia State Police.
11. Do not block a dumpster or drive on the grass.
12. Obey all traffic rules and laws.

10. Miscellaneous

1. Aisles and walkways shall be kept clear of tripping hazards.
2. Fire exits should not be obstructed.
3. Spills should be cleaned up immediately.
4. Desk, file and hardware drawers should not be left open.
5. Hardware should be sorted and stored in it's proper place.
6. In the Scene Shop, do not block the elevator equipment door or the fire alarm communicator.
7. Do not block any elevator door.

11. Manual Lifting

1. Get down close to load.
2. Keep your back straight.
3. Lift gradually, using legs.
4. Divide weight and keep material close to body.
5. Get help for bulky or heavy loads.

12. Flammable Liquids

1. Shall be stored in approved containers.
2. Material containers shall be stored in flammable storage cabinets located in the Paint Cage in Latimer-Shaeffer Theatre or the Production Room at Theatre II

3. All liquid containers shall be marked accordingly.
4. No smoking in the area of flammable liquids will be permitted.

13. Flying

1. Give verbal warning before moving battens.
2. When loading and unloading arbors, clear area around lock rail and tie off or immobilize the arbor.
3. Be sure batten is properly weighted before releasing the brake.
4. If you do not know how to operate a lineset, do not touch anything until given appropriate instruction.
5. Never stack stage weights above the height of the toe rail on the loading gallery.
6. Alternate the direction of the stage weights whenever they are stacked on each other.

14. Accidents

1. Report all injuries or accidents immediately to your supervisor, no matter how slight.
2. In the event that medical attention is required, call the campus police at 6911. They will make the determination as to what level of medical attention is necessary.
3. The Division of Risk Management for JMU requires that anyone injured select a panel physician at the time the injury is reported. One of the following must be chosen:
 - a. Staff Physicians, JMU Health Center
 - b. RMH Center for Corporate Health, 498 University Boulevard
 - c. Harrisonburg Family Practice, 1831 Reservoir Street
 - d. Dr Walter Green III, 1031 South Main Street
 - e. Dr James Evans, 101 North Main Street
4. If you are an Employee of JMU and injured on the job, you must fill out an Employer's First Report of Accident form. This report is required by the Virginia Workers' Compensation Act.