



SAFETY INFORMATION

AUDIO AND VIDEO SAFETY GUIDELINES

APPLICABLE TO:

Anyone working in CSULB Theatre facilities or classrooms, facilities used by the Theatre Arts Department.

RISKS INCLUDE:

Personal injury, injury to others and, potentially death, and damage to equipment and facilities.

GUIDELINES, RULES AND PROCEDURES:

- During installation, operation, maintenance, and storage of audio and video equipment, there are many risks and hazards that you may be exposed to.
 - Electrical
 - Proper grounding of Audio and Video equipment will eliminate ground loops that can potentially damage equipment and result in electrical shock.
 - Maintenance of equipment and cable will minimize electrical shock.
 - Check the condition of the cables before plugging into power or unit.
 - Falling risks
 - Procedures from hanging audio and video equipment may require working at significant heights on catwalks, scaffolding, tension grids, grids, aerial work platforms, ladders, scissor lifts, scaffolding, or other elevated work surfaces.
 - Overhead speaker units, other audio equipment, and video equipment (projectors, screens, etc.) can cause severe injuries if not suspended and secured properly.
 - This includes power cabling, network cabling, and rigging elements that must be at a safe distance above the deck and that clears any moving scenery, rolling or flying.
 - Units on tripods or floor mounts
 - Moving risks
 - Equipment can be heavy and cumbersome to move.
 - Equipment may have smooth edges and come in unusual shapes and sizes, which makes handling difficult.
 - Sensory overstimulation
 - When working and or testing equipment:
 - Audio: variation in sound levels may require using of hearing protection.
 - Video: variation in light levels. Make sure you are aware of your surroundings when testing projected images.
 - Video and Projection Equipment
 - Use of equipment may involve placing computer towers and projectors on grids, battens, platforms, etc. and running various cables (power, Ethernet, etc.) to each unit.
 - Many times the units are in elevated positions with access by ladder or lift, and ladder safety, fall protection/restraint, and proper material handling (i.e. body mechanics) should all be reviewed and followed as appropriate.

REFERENCES:

Thomas M. Shorrock, Florida Atlantic University, www.fau.edu/~shorrock, Feb. 3, 2006
University of California Office of the President—Environmental, Health & Safety, Performing Arts Safety Manual
Loyola University, Chicago, Department of Fine and Performing Arts, Safety Information Sheet

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- Cable Management
 - Since the cables being used are varied, i.e. power cable and various network cables, a diagram would be helpful.
 - Make sure to use the shortest possible cable (maintaining slack for position adjustments) to avoid tangles (and potential trip hazards). If only long pieces are available, coil the extra lengths close to the projection equipment (in case moving the unit is required).
 - Group cables together and use tape (floors) or Velcro rip ties or tie line to secure to battens.
 - Never secure cables to support beams or railing.
 - Neatness counts—it will provide easier identification if a cable goes bad and aids in eliminating trip hazards.
 - Inspection of cables to avoid electrical and signal malfunctions should occur regularly.
- Never overload amplifiers.
 - Understand the proper order and procedures in powering up/down audio equipment.
- Never connect audio equipment to the same circuit as lighting instruments.
- Never connect audio equipment to a dimmer (regular or lighting).
- Before hanging equipment, check to make sure everything works
- ALWAYS ask you supervisor or instructor if you have any questions or concerns.

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