



SAFETY INFORMATION

COSTUME SHOP SAFETY GUIDELINES

APPLICABLE TO:

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

RISKS INCLUDE:

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

GUIDELINES, RULES AND PROCEDURES:

- No one is permitted to operate any machinery, equipment or tools without prior training and approval.
- Anyone working in the Costume Shop should be aware of the 1st aid kit, fire extinguishers and fire alarm pull box locations.
- No one is permitted to use equipment in the Costume shop alone.
- Always use the buddy system since we work late hours in the Theatre.
 - Always walk with a buddy to and from your car after crew call.
 - Never stay alone on campus working without notifying a buddy of:
 - Your whereabouts
 - When you leave
 - When you arrive home safely
- Always use caution, respect and common sense with all sewing, cutting and pressing tools.
- Never put pins or needles (or any tool or supplies) in your mouth.
- Never use a sewing machine without the needle guard in place.
- Always use caution when cutting with sharp scissors, blades or cutters.
 - Keep your fingers out of the way.
 - Keep the sharp edge away from your body
 - Do not run or play with any cutting objects
- Always use proper protection and ventilation when handling or using spray paints, glues, dyes, etc.
 - Face mask, correct gloves, eye protection, work smock, surface covering, etc.
 - Includes Static Guard – DO NOT use when costume is on person.
 - Read directions of any new product.
 - If unsure, ASK.
- Never touch the tip of a hot glue gun or glue itself with your fingers while it is being used (powered on). You will get burned.
- Always clean up your work area before you leave.
 - Allow time for clean-up
 - Return all tools to their proper location.
 - If you are going to return later, clean up anyway.
- ALWAYS make sure that all equipment (sewing machines, irons, coffee maker, radio, lights, etc.) is properly turned off BEFORE exiting the Costume Shop.

REFERENCES:

Loyola University, Chicago, Department of Fine and Performing Arts, Safety Information Sheet
Rossol, M: Stage Fright, Health & Safety in the Theater, Allworth Press, 1991
CSULB, Theatre Arts Department, Costume Shop

EMERGENCY ☎: 911



CSULB – Theatre Arts Department - COTA



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- Always make sure that the appropriate lights are on/off before leaving.
- ALWAYS make sure that all the doors are locked before leaving (if you are the last to leave or no one else is in the shop).
- ALWAYS ask your supervisor or instructor if you have any questions or concerns.

REFERENCES:

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