



## SAFETY INFORMATION

### SCENE SHOP – GENERAL SAFETY GUIDELINES

#### **APPLICABLE TO:**

All persons working in the Scene Shop or doing related work in a specific performance space.

#### **RISKS AND/OR CONSEQUENCES INVOLVED:**

Broken bones, dismemberment, loss of sight, eye injuries, electric shock, scrapes, cuts, bruises, falls, poisoning, exposure to toxic chemicals, crushing, permanent or temporary hearing damage, splinters, being struck by projectiles, dust exposure and even death.

#### **GUIDELINES, RULES AND PROCEDURES:**

- The Technical Director or Master Carpenter or Scene Shop Supervisor:
  - Must approve any work in the Scene Shop.
  - Will require certification on proper operational procedures for all power or pneumatic tools use.
  - Will directly supervise all tools with a circular rotating blade (table saw, radial arm saw, hand held circular saw, power miter saw, abrasion saw)
- Make sure you are appropriately dressed for work and have the proper PPE for the work call.
- No food or drink are allowed during lab time. Breaks will be provided for long calls.
- Don't rush and don't cut corners on safety.
- Keep work area clean and free from excess scrap materials and other tools and items.
- Make sure there is adequate light and ventilation to work.
- Make sure there is room to work on and around the project.
- Maintain a balanced and safe operating position – both feet should be on the ground.
- Support large pieces on tables or sawhorses, or ask for assistance.
- Be courteous and safe since there may be many people working in the shop at the same time. Do not rush or rush someone else. Be aware of other individuals working in the shop.
- Hands are the most susceptible to injury--be aware of your hands and fingers in relation to the tool used.
- When spray painting, welding, cutting Styrofoam or using applications causing fumes or excessive dust, wear an approved mask or respirator and turn on the exhaust fan or work outside in the scene dock.
- A clean shop is a safe shop: Leave the shop the way you found it or better.
  - Make sure you leave time at the end of the date to clean your work area
  - Put away all tools and leftover materials used.
  - Place all waste matter in the appropriate bins.
- Always report all accidents, incidents, near misses and defective equipment to your supervisor or instructor.
- Know where all the fire alarm pull boxes and fire extinguishers are located.
- Know the location of the first-aid kits and other safety gear. Any injury must be reported immediately.
- Think, practice and develop safety habits. Think safe, be safe!
- If you have any questions, ask your supervisor or instructor.

#### **REFERENCES:**

Thomas M. Shorrock, Florida Atlantic University, [www.fau.edu/~shorrock](http://www.fau.edu/~shorrock), Feb. 3, 2006  
The Center for the Arts, University at Buffalo, "Scene Shop Safety Manual", May 3, 2010  
Loyola University, Chicago, Department of Fine and Performing Arts, Safety Information Sheet  
CSULB Theatre Arts Department, Scene Shop

**EMERGENCY ☎: 911**