



SAFETY INFORMATION

MAKE-UP AND WIG 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 for Make-up, Hair or Wigs without proper authorization or training.
- No one is permitted to use equipment in the shop alone.
- Always use caution, respect, and common sense with all make-up products and tools.
- Never put pins or needles (or any tool or supplies) in your mouth.
- Always be mindful when using heat appliances: glue guns, hair dryers, flat irons, curling irons, etc.
- 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.
 - Including hair sprays, gels, etc.
 - Check with instructor or supervisor where spraying may take place.
- 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.
- Sensitivity to fragrances, latex, some adhesives and solvents are common allergies.
 - If you are sensitive to the above or have had allergic reactions, test products on the back of your hand before trying on your face.
 - Ask actors if they have allergies before applying any makeup.
 - Use only cosmetic products on your skin. Never use paints, dyes or non-cosmetic substances.
 - Avoid creating clouds of face powder or talcum which can be inhaled.
 - If you want to know more about the makeup product you use, visit product websites for details. Many will offer more disclosure than the labels provide.
 - <https://www.cdph.ca.gov/Programs/CCDPHP/DEODC/OHB/CSCP/Pages/CSCP.aspx>
- Never smoke, eat or drink while handling or applying the makeup.

PERFORMERS: *Hygiene is an important part of health safety for all.*

- *Purchase and use a personal make-up kit if possible.*
- *Everyone must be clean of body, which means no body odor or greasy hair on the artist applying the make-up/hair or the actor you are working with.*
- *Also, please remember, bad breath may be considered part of bad hygiene and, therefore, unprofessional.*
- *Should prepare their faces (and bodies as needed) by washing it with soap and warm water, astringent and moisturizer-if necessary. Check with Make-up supervisor.*

REFERENCES:

Loyola University, Chicago, Department of Fine and Performing Arts, Safety Information Sheet
CSULB, Theatre Arts Department
University of California Office of the President—Environmental, Health & Safety, Performing Arts Safety Manual

EMERGENCY ☎: 911



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- *Must wash any other body area where makeup will be applied before beginning the process-if necessary. Check with Make-up supervisor.*
- *All actors will get into makeup BEFORE carefully getting into costume.*

MAKE-UP ARTISTS

- All make-up artists will wash their hands with warm soapy water before working on an actor and only use clean warm water for water based makeup applications.
- Ensure makeup artists wash their hands between performers.
- Use clean containers of clear water for each performer's makeup application.
- Use tap or distilled water to moisten palettes, brushes or pencils; never use saliva.
- All makeup items and tools must be placed on a towel over the workspace before beginning the process.
- All cream foundation triangle sponges may only be used once and must be tossed after application.
 - Always check crème makeup and lipsticks for a sour waxy smell.
 - If they have a strong odor, they must not be used and thrown away.
- Water base sponges are re-usable and must be washed with hot soapy water after each use, wrung out and left to air dry.
 - Do not put them away wet into the make-up kit or they will sour.
 - All water-based make-up must be left open to air dry after each use or it will mold.
- All makeup and hair utensils must be cleaned thoroughly after each use.
 - Makeup brushes must be sanitized, cleaned in a small amount of brush cleaner in a container, then washed in a separate container with hot soapy water and dried before putting them away.
 - Clean and sanitize makeup pencil sharpeners between users.
 - Never add water to the brush cleaner.
 - Never put makeup brushes away dirty.
- DO NOT use any cake foundation on two or more different actors UNLESS the makeup is cleaned between applications.
- Setting powder and bronzer are the only makeup types that can be used on many individuals, as long as the actors have applied a foundation barrier first.
- Eye shadows, liners and lipsticks can be used on ONE (1) actor until the end of the production. Then they must be cleaned and sharpened before putting them back into stock.
- Any tube makeup must be put on a separate applicator, and the applicator should be tossed after each use.
 - The exception is tube mascara with its own built in applicator.
 - It may only be used by one (1) actor and then discarded at the end of the production.
- Never lend your makeup or tools to anyone and never borrow or accept used make-up.

WIG AND HAIR

- All hair brushes, combs, hairpins and wig caps must also be cleaned after every use.
 - This means clearing them of any hair, washing them in hot soapy water and rinsing them with alcohol.
 - They must be air dried before putting them away.
 - All wigs must only be use with a wig cap.
 - Wig caps may be put into the laundry in the Costume Shop.
- Any type of facial hair, skull caps, sequins or other face product should be disinfected daily after use and especially before use by another performer.

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- Use and approved bactericide for disinfection.
- Spirit gum build-up will prevent face products from adhering to the body.
- All bowls, cups, etc. must be cleaned in warm soapy water after each use.
- For special makeups, putty, wax, beeswax and morticians' wax can all be used to build up a part of the face for theatrical purposes.
 - Collodion can be used to create mock wrinkles or scars.
 - Latex can be made to function in many ways, and it also acts as a glue.
- Spirit gum
 - Spirit gum may be replaced with surgical adhesive when resistance to moisture and excessive motion of the skin are not called for.
 - Spirit gum and latex units may be harmful to the skin when pulling off makeup pieces.
 - Peel them off gently and apply as little solvent as possible
 - Once removed, use oil, emollients or moisturizers as needed to counter the drying effects of solvents.

Clean up – end of day

- *Actors should remove make-up after performance and wash face with soap and water, astringent, and moisturizer.*
 - *If using spirit gum or latex, avoid prolonged skin contact with solvents.*
 - *Replace lost skin oils with moisturizer.*
- Always clean up your work area before you leave—allow time for clean-up.
- All mirrors, countertops, sinks, and faucets must be kept clean and dry at all times.
- All trash must be put into the wastebaskets.
- ABSOLUTELY no food, drink, food wrapping, or drink containers is to be left in the make-up lab at any time.
- All make-up stations' lights and power must be turned off after use.
- All chairs must be returned to their proper station.
- Always make sure BEFORE exiting the make-up lab or wig room that:
 - All lights are off
 - All chairs are put back
 - All counters and sinks are clean and dry
 - All trash are cleared
 - All equipment is properly turned off and unplugged.
 - All doors are locked.

ALWAYS ask your supervisor or instructor if you have any questions or concerns.

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