

# SAFETY

## COMPONENTS OF SAFETY

- **Knowledge** - Proper knowledge of tools, and materials, what they are used for and, how it is used.
- **Common Sense** - General common sense should prevail in the shop. If you are unclear on anything in the shop – ASK for help, that’s what the shop staff is there for.
- **Awareness** - Be aware of what is going on around you. Know where others are generally working and what tools and/or materials they are working with. Know when people are working overhead or below

## PROP AND SET DRESSING STORAGE SAFETY

Prop and set dressing storage has several unique and specific safety concerns: Heights, heavy objects overhead, and lifting. The basic rules are as follows:

- Do not climb the shelves. Use the rolling ladders or small ladders to reach what you need. The shelves were not designed for the momentum caused by climbing on or walking on them.
- When using ladders, make sure that the ladder is lock, secured, and stable before climbing up.
- When on the ladder, be aware of overextending your reach and the possible fall hazard. If the item is out of reach, move the ladder.
- If something is too heavy to move or cumbersome to pull down from a shelf, ask for help.
- When moving objects on shelves, be aware of other things you may be moving as you pull your item. Lots of items are knocked off of shelves and broken from lack of attention.
- Do not spray paint downstairs, there is not enough ventilation. Use the spray booth by the scene shop bay door.
- As you pull items, be neat and place unused items back on the shelf safely and neatly.

## BASIC SHOP SAFETY

- **TOOLS**

What type of tool is it?

- Hand tool
- Power tool
- Specialty tool

What does it do?

- What purpose does each tool serve?
- How is it used?
- Why do we have it?

What is the danger factor?

- What risks are involved with each tool?
- What do you need to watch out for?

Does it look and sound right?

- Does it appear to be in good working order?
- Does it sound funny or not the same as it did or should?
- Are power cords in good condition?

What do you do if something is broken or malfunctioning...?

- **STOP USING THE TOOL!** Report it immediately to shop staff
- **DO NOT PUT IT BACK IN TOOL CRIB!** Tools in need of repair are to be taken out of circulation as soon as a problem is reported, so that they can be repaired to avoid injury and down time.

- **SAFETY EQUIPMENT**

- Safety Zones - A safety zone is a space that should be a reasonable distance between the “operator” and “helpers” and “distractions”.
  - Operator – person handling the tools
  - Helper – someone helping to hold the material
  - Distraction – bystanders watching the work in progress, doing anything to distract the operator and or helper
- Face shields/safety glasses - When and where should you wear eye protection?
  - Woodcutting
  - Grinding
  - Metal cutting
  - Sanding
  - Drilling
  - Mixing liquids
  - Welding

- Ear protection - When and where should you wear ear protection?
  - All the time! The basic rule of thumb is whenever the noise level of the various shop equipment is uncomfortably loud you should wear hearing protection. Prolonged exposure to high decibel noise levels will permanently damage hearing.
- Dust masks/respirators - These should be worn any time the particulate or fumes from your work pose a danger to you.
  - Ventilation - Make sure proper air flow is being used when working if fine particulate or fumes
- Fall Arrest Systems - What is a fall arrest system?
  - It is a harness system that is worn when working in heights over 8 feet which protects you from falling, usually worn when working on the Lyric Theatre trussing.
- Material Safety Data Sheet. The MSDS is the Material Safety Data Sheet. It contains information regarding the safe handling, disposal, and appropriate first aid for various chemicals in the shop
  - If you have a specific question about a chemical that can't be answered from the instructions on the container, please research the chemical prior to using it. All MSDS sheets are free online. The best way to find the information is to search “ (name and brand of chemical) MSDS”
  - If you mix any chemical solution, even if it is a common household cleaner, clearly label the contents of the container and include the date it was mixed.

- **RESPONSIBILITY**

- Be familiar with the Department Emergency Plan and practices.
- Shop safety
  - The shop foreman, the shop staff, and YOU!
- Group safety
  - The shop foreman and shop staff are there to ensure the safety of those in the shop, but in the shop it is necessary to watch out for each other.
- Personal safety
  - Ultimately it falls on YOU, the shop foreman and staff are there to help ensure the safety of those who are working in the shop. They can't be everywhere so YOU need to watch what you are doing and use common sense and shop courtesy.

- Housekeeping
  - Clean up your work area when you're finished each day.
  - Do not leave tools and supplies out unnecessarily.
  - Do not let your work area become too cluttered; this can lead to trip hazards. Clean as you go.
  - Do not leave long sticks in trash barrels. They can poke others in the eyes.
  - Do not block fire extinguishers, doors, or marked tool-safety areas.
  - Keep pathways to fire exits and for crossing the shop clear. It can be dangerous having to carry large items while walking over lumber and trash.
- Lifting and Carrying
  - Lift correctly: Bend your knees and lift with your legs.
  - There is no need for "do it yourselfers" or heroes. Work as a team, carry large and heavy items with a partner.
  - Communicate with others, with your partner and those working around you.
  - Look where you are going, especially through doors and around corners.
  - Be aware of what's behind you.
  - When carrying tall objects like a flat or ladder, lift with one hand high and one hand low. That is, lift with one hand which carries the weight and the other hand extended to help balance the object.
  - When setting down objects, be aware of where your feet are and where your lifting partners feet are to avoid crushed toes.
  - If you are losing your grip, or if something is too heavy, tell the person and take a rest and get a better grip, this is much better than dropping it and having someone suddenly bear the entire weight at once. You will never be asked to carry something too heavy. You will only be asked to lift what you are able to.
  - When you lean scenery or materials against a wall, be sure that the object is a sufficient distance between its base and the wall, so it will not fall back by itself.
- First Aid
  - There is a first aid kit located on the tool room door.
  - Any accident or injury requiring first aid NEEDS to be reported to the shop foreman or your immediate supervisor. If more urgent care is required someone, on staff will accompany the injured party to hospital. The staff member will remain with the injured party until he/she is treated and released. The staff member will then report back to the shop foreman to complete the accident reports.