DEPARTMENT OF THEATRE AND DANCE

SPECIFIC AREA SAFETY PROCEDURES - AUDIO LABS PA191 AND PA202

1 POLICY
It is the policy of California State University, Fullerton to maintain, insofar as can reasonably be expected, an environment that will not adversely affect the health, safety and well-being of students, employees, visitors, and the surrounding community.

2 PURPOSE.
The purpose of these safety procedures, coupled with the Department of Theatre and Dance General Safety information document, is to make each person using the Audio labs aware of potential hazards which may exist in the labs, how to detect them, how to avoid creating them, how to deal with them should they arise, and what to do in the case of an emergency such as fire or earthquake.

3 SCOPE AND APPLICATION.
These procedures apply to all persons present in the Labs, for whatever purpose. They apply to students, faculty, staff, volunteers, and guests.

4 RESPONSIBILITIES.
4.1 Department
The Department provides the procedures and the safety equipment needed for safe operation and assures such information and equipment is distributed and its use implemented.

4.2 Instructor/Staff.
John Fisher, Kim Neal and Matt Schleicher, assure that safety procedures are followed at all times in the Audio Labs. Any faculty should assure that all safety procedures are being followed.

4.3 Students/Volunteers.
All students must adhere to all applicable safety procedures at all times when working or studying in the Audio Labs. The student should be certain to receive, read, and understand the Department of Theatre and Dance General Safety information and the Specific Area Safety Procedures for the Audio Labs. The student’s agreement to follow safe procedures is a condition of permission to make use of the Audio Labs.

5 EMERGENCIES.
5.1 NEAREST PHONE.
M-F 8-5: PA-105 Production Office, PA139/141A Theatre & Dance Offices
Anytime: First Floor PA101 (old bldg lobby)

5.2 SERIOUS INJURY OR ILLNESS.
>CALL 9-1-1 CAMPUS POLICE.
>NOTIFY YOUR FACULTY OR SUPERVISOR.
>DO WHAT YOU CAN, STAY CALM.

5.3 FIRE.
>CALL 9-1-1 CAMPUS POLICE.
>NOTIFY YOUR FACULTY OR SUPERVISOR.
AUDIO LABS SPECIFIC AREA SAFETY PROCEDURES

5.4 EARTHQUAKE - INDOORS
   >GET IN DOORWAY OR UNDER TABLE OR DESK.
   >FOLLOWING SHOCK, EVALUATE SITUATION.
   IN CASE OF SEVERE SHOCK, CALL CAMPUS POLICE 9-1-1
   TURN OFF EQUIPMENT, EVACUATE BUILDING, ASSIST OTHERS

5.5 UNIVERSITY EMERGENCY PROCEDURES SHEETS.
   Emergency information is available in all department laboratories and offices. Know the
   location of these sheets and acquaint yourself with the information.

5.6 FIRE EXTINGUISHERS.
   Locate nearest fire extinguisher.
   Remember: PULL the pin, POINT the nozzle at the base of the fire, SQUEEZE the handle.

6 REPORTING OF INJURIES AND UNSAFE CONDITIONS.
   6.1 Serious injuries should be handled as 5.2 above. Report immediately.
   6.2 Report minor injuries to the Production Office on the next business day (if the injury happens at night).
   Minor injuries are those which you have treated yourself.
   6.3 Unsafe conditions should be reported immediately to the Production Office. Place HAZARD sign on
   equipment. Possible severe danger (such as that of fire) should be reported to any Department
   faculty or staff, or in their absence, to Campus Police at 278-2515.
   FIRE EMERGENCY: CALL CAMPUS POLICE AT 9-1-1.

7 GENERAL CONDUCT AND REGULATION.
   7.1 Please no horse-play.
   7.2 Do not eat or drink in the Labs.
   7.3 Do not work intoxicated, or when drowsy.
   7.4 If you can avoid it, do not work alone. At night, keep the door to the hallway locked, and do not
   walk to your car alone. Call Campus Police (278-2515) for an escort.

8 TRAINING POLICY.
   8.1 To use the Audio Labs it is necessary that you have passed or are currently enrolled in
   Theatre 387 Audio Techniques.
   8.2 Other persons may use the Labs only by permission.

9 ELECTRICAL SAFETY.
   9.1 Turn off and disconnect all equipment if you smell or see smoke, sparks, or flame. Report
   immediately, or treat as an emergency.
   9.2 Do not use equipment or connectors that have worn or broken insulation. Attach HAZARD sign
   and report immediately.

10 HAZARDOUS MATERIALS.
   10.1 Hazard Communication Program.
   You are entitled to be informed of possible hazards arising from the presence of the Head
   Cleaning Solution in the Lab. For this reason the standardized Material Safety Data Sheet for
   the material is posted in the Labs and is explained in class. Please notify your instructor
   of any way in which you do not understand the MSDS or of any concern you have regarding the
   material described.
10.2 Disposal.

Do not dispose of can or leftover fluid. The Department will arrange for its disposal through the University’s Hazardous Waste Disposal program.

11 PERSONAL PROTECTIVE PROCEDURES.

11.1 Head Cleaning Fluid.

11.1.1 The fluid is not considered to be toxic under normal circumstances. It may be irritating in large quantities.

11.1.2 The fluid is non-flammable, however it should not be exposed to flame.

11.1.3 Wear the splash type goggles when using the head cleaning fluid.

11.1.4 Wash head cleaning from skin or clothing immediately with soap and water.

11.1.5 For eyes: wash head cleaning fluid from eyes with water, seek medical care if irritation persists.

11.1.6 Avoid prolonged inhalation of fumes of head cleaning fluid.

11.1.7 Keep can tightly capped when not in use.

11.1.8 Dispose of used Q-Tips in waste receptacles.

11.2 Razor Blades.

11.2.1 Use only single-sided razor blades as described in class.

11.2.2 Extremely sharp! Use with caution!

11.2.3 Keep protective wrapper around blade when not in use.

11.2.4 Dispose of blades in container marked USED BLADES. Do not throw them away in an ordinary waste basket.

12 SOUND PRESSURE LEVELS.

12.1 Sound pressure level meter (487 students, performance preparation only).

Use the sound level meter to determine sound level. Use the A-weighted, slow response calibration. Your ears are not a standard of measurement, and their sensitivity fatigues with time.

12.2 In the studios.

Avoid listening at high volume levels whenever possible. Do not exceed exposure listed in Table 1 below. Do not use ear plugs to lessen exposure, rather keep volume down.

12.3 Ear phones.

Avoid listening at high volume levels whenever possible. Do not exceed exposure listed in Table 1 below. Be cautious to prevent pops in earphones; remove them when switching equipment on or off, or when plugging in or out any cable.

12.4 On stage.

Do not expose performers or audience to sound levels which exceed those listed in Table 1 below.

8/8/13
### TABLE ONE (from 29 CFR Ch XVII § 1910.95 Table G-16a)

<table>
<thead>
<tr>
<th>Sound Level dBA</th>
<th>Reference</th>
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<tbody>
<tr>
<td>Slow Response, L</td>
<td>duration, T (hour)</td>
</tr>
<tr>
<td>80</td>
<td>32</td>
</tr>
<tr>
<td>82</td>
<td>24.3</td>
</tr>
<tr>
<td>84</td>
<td>18.4</td>
</tr>
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<td>86</td>
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<tr>
<td>104</td>
<td>1.1</td>
</tr>
<tr>
<td>106</td>
<td>0.87</td>
</tr>
</tbody>
</table>

D MUST NOT EXCEED 50

D = 100 \frac{C}{T} FOR SINGLE CONSTANT EXPOSURE

D = \frac{100}{(C_1/T_1 + C_2/T_2 + C_3T_3 + C_n/T_n)} for multiple exposure