LIGHT ROOM SAFETY MANUAL

1. POLICY
"It is the policy of California State University, Fullerton to maintain, in so far 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." To achieve this goal, however, we need the help of every student in the lighting area. Safety is the concern of everyone!

2. PURPOSE
We are in a truly dangerous profession and the hazards must be known to be avoided. The dissemination of this knowledge is a responsibility shared by all of us, whether faculty, staff, or student.

This knowledge is something we agree to share with each other. We will teach you safety procedures and other specialized training that you will require to perform your duties here in the Light Room. In return, you must take responsibility for the continued safe use of the equipment you will be taught to use.

3. SCOPE AND APPLICATION
Anyone and everyone working out of the Light Room, be they faculty, staff, paid student assistants, or those working in the Light Room as part of a class assignment must adhere to this safety document.

4. RESPONSIBILITIES
4.1 The Department of Theatre and Dance is responsible for training you, informing you of safety procedures and maintaining an ongoing source of information on safety procedures.

4.2 The instructors and staff members of the Light Room are responsible for informing you and training you for your daily duties in the Light Room, supervising you in your work, and maintaining safe procedures.

4.3 The Lighting Assistants and students are responsible for informing faculty or staff supervisors of unsafe conditions, or violations of the safety guidelines.

4.4 All are responsible for following the guidelines and protocols contained in this document.
5. **EMERGENCIES**

5.1 In case of life threatening emergencies or accidents – call: 911 immediately. Do not wait to inform a supervisor.

5.2 Time may be critical. If you are alone with the individual who has had the accident--make the call to 911--and call for help if others are nearby. Detail someone to wait in the hallway or lobby for the ambulance/campus police, to give directions.

5.3 University phones may be found in the Light Room, Scene Shop, Paint Shop, Production Office, Stage Mgmt Office and Theatre Offices, etc. as well as many private offices in the building.

5.4 For lesser injuries, and non-life threatening emergencies, inform your supervisor immediately, as well as the Production Office. You may have to fill out an accident report.

6. **TRAINING POLICIES**

6.1 Anyone working in the lighting area, whether they be Lighting Assistants, students in one of the lighting classes fulfilling a course requirement, or theatre department students fulfilling a 478 requirement, must be fully trained in any job they undertake, either by the lighting faculty or staff.

6.2 Rather than listing all of the jobs which require training it is more appropriate to state those that don't. There aren't any to list. Any job that you perform, you must be trained in.

6.3 Training will occur at regular intervals, or as required for specific tasks. This training will be performed by the lighting faculty or staff.

7. **GENERAL CONDUCT AND REGULATION**

7.1 Running, "horseplay", and fooling around are never appropriate when working.

7.2 **NEVER WORK ALONE!** A supervisor must be present.

7.3 **NEVER WORK UNDER THE INFLUENCE OF ANYTHING!** (Be it alcohol, illegal drugs, or even certain prescription drugs.) If you "feel different" (good or bad), your brain is being affected, and so is your reaction time, your judgement, and your inhibitions. Work time is the time for a CLEAR HEAD.
7.4 Never do anything unless you have been trained. Whether it is climbing a ladder, or using a drill, almost anything we do is hazardous if performed without knowledge.

7.5 Regular training sessions are provided by Light Room staff in the following areas:
   7.5.1 Ladders, Scaffolds, and Genie Lift
   7.5.2 Little Theatre Grid
   7.5.3 Little Theatre Louvres
   7.5.4 Counterweight Systems
   7.5.5 Power Tools
   7.5.6 Hanging or Focusing Lighting Instruments
   7.5.7 Use of Lighting Boards
   7.5.8 Patch Panels
   7.5.9 Replacing lamps
   7.5.10 Chemical Usage
   7.5.11 Electrical Safety
   7.5.12 Fire Extinguisher Use

NONE OF THESE JOBS MAY BE PERFORMED WITHOUT A STAFF OR FACULTY SUPERVISOR PRESENT.

7.6 Ask unauthorized persons to leave the work area.

8. FIRE SAFETY
8.1 Location of extinguishers and fire alarms.
   8.1.1 Light Room Area
      8.1.1.1 A fire alarm pull box is located in the hallway to one side of the production office doorway.
      8.1.1.2 A fire extinguisher is located on top of the equipment cabinet in the Light Room.
   8.1.2 Scene Shop
   8.1.3 Little Theatre Stage
   8.1.4 Little Theatre Lighting Areas
      8.1.4.1 Light Booth
      8.1.4.2 Dimmer Room
      8.1.4.3 Slot and Beams
   8.1.5 Production Office
   8.1.6 Arena Theatre and Booth
   8.1.7 Young Theatre
   8.1.8 Hallberg Theatre
8. **FIRE SAFETY (CON’T)**

8.2 What to do in Case of a Fire

8.2.1 Your first priority always is to notify the fire department. Don’t assume that the fire can be extinguished easily, whether by you or others.

8.2.2 Go to the nearest pull box and trigger it. Call 9-1-1.

8.2.3 Inform faculty or staff members that may be present of the location of the fire, and of your notification of the fire department.

When you are with others:

8.2.4 Detail someone to pull the alarm.
8.2.5 Evacuate the area.
8.2.6 Notify any faculty or staff members of the location of the fire, and your notification of the fire department.

Choosing to fight a fire with an extinguisher is a very difficult decision. Don’t attempt it unless you have been trained in the use of a fire extinguisher. It is not an easy or simple task to perform. If there is any doubt in your mind that you cannot put out the fire in 20 seconds or less--DO NOT ATTEMPT IT!

9. **PERSONAL PROTECTIVE DEVICES--WHAT TO WEAR**

9.1 Proper clothing:
9.1.1 Long sleeved shirt
9.1.2 Long pants
9.1.3 Sturdy rubber soled shoes (no open shoes)

9.2 Special Equipment:
9.2.1 Gloves (for certain tasks- provide your own)
9.2.2 Safety glasses (will be provided when necessary)

Numbers 1, 2, and 3 should be worn whenever you report to work.

9.3 Long hair must be tied back or up in a bun.

10. **SAFETY GUARDS ON EQUIPMENT**

None of the equipment in the Light Room is of types necessary to have safety guards. For using Scene Shop equipment, see the Scene Shop Safety Manual. You must be approved to work in that area.
11. LADDERS, LIFTS & SCAFFOLDS

11.1 Ladders
11.1.1 Never use aluminum or metallic ladders when dealing with electricity.
11.1.2 Never work on ladders by yourself.
11.1.3 Never try to move a ladder while you are on it.
11.1.4 When working on an A frame, always have one or two persons standing on the bottom rung as a counterweight.
11.1.5 Never strain to reach something. Straining can spill you off the ladder.
11.1.6 Always make sure spreader bars are locked on any ladder.
11.1.7 Make certain that all four legs or casters are firmly planted on the ground, and never set up a ladder on an angled surface.

11.2 Genie Lift
11.2.1 No one may use the lift until they have been trained and certified by lighting faculty or staff.
11.2.2 Outriggers must always be used.
11.2.3 Never use the lift by yourself.

11.3 Scaffolds
11.3.1 Never assemble or work on scaffolding by yourself.
11.3.2 No one will use scaffolding until they have been trained in proper set-up and use by lighting faculty or staff.
11.3.3 When setting up scaffolds make certain spreader bars are locked, and scaffold decking (planks) are securely placed, and that scaffold unit is level.
11.3.4 When working atop the scaffold:
   11.3.4.1 Do not lean out over the edge to work.
   11.3.4.2 Never pull yourself along by grabbing overhead objects; this may tip the scaffold over.
   11.3.4.3 Never stand while the scaffold is moving.
   11.3.4.4 Never work atop the scaffold without a second person as a counterweight/mover.
11.3.5 When working as a counterweight/mover: Always inform the person atop the scaffold before you do anything - particularly moving!
11.4 **Upright Scaffolding (Cherry Pickers)**
   11.4.1 Never use alone.
   11.4.2 Always use outriggers; always lock the wheels.
   11.4.3 Never use on an un-level surface.
   11.4.4 Never attempt to raise or lower the basket while it is occupied by person or equipment.
   11.4.5 When raising or lowering the basket be certain the rung latches are locked.
   11.4.6 No one shall use the upright scaffolding without proper training and certification by the lighting faculty or staff.

11.5 **Training**
   11.5.1 Training on ladder lift, and scaffolds will occur as needed. If you need training to perform a specific task, you must inform the Light Room staff, who will schedule a training session for you. Training on the upright lift and upright scaffolding may require demonstration by you to the lighting faculty or staff that you are properly aware of the operating methods before you may use them.

12. **ELECTRICAL SAFETY**

12.1 **Extension Cords**
   12.1.1 MAKE CERTAIN POWER IS OFF WHEN DEALING WITH EXTENSION CORDS!

   12.1.2 Report, tag, and turn in for repair any cord showing:
      12.1.2.1 Excessive wear or damage
      12.1.2.2 Cracked or cut casing
      12.1.2.3 Evidence of damage to pins - a melted look, or a blackening of the pins
      12.1.2.4 Smaller internal cables showing around the connector indicating that the casing has pulled loose from the strain relief in the connector

   12.1.3 Cables shall be built in Light Room, or repaired. Do not attempt either without instruction by Light Room staff.

12.2 **Portable Equipment** (Dimmers, devices, etc.)
   12.2.1 Portable equipment may only be hooked up by faculty or staff - but you may be called upon to help.

12.3 **Grounding**
   12.3.1 Most of the equipment we use in the Light Room is grounded - but not all.
12.3.2 When using equipment that is equipped with a grounded (3 pin) plug. DO NOT bend or break off the grounding pin to fit it into a 2 pin cable or receptacle - adaptors may be available for this purpose.

12.3.3 If you should come across a piece of equipment that has been altered in this fashion, report it to the Lighting faculty or staff before proceeding.

13. HAZARDOUS MATERIALS

13.1 Hazard Communication Program
13.1.1 You are entitled to be informed of possible hazards arising from the presence and use of hazardous materials in the work of the lighting laboratory. For this reason standardized material safety data sheets (MSDS) are available for your use.

13.1.2 You will be informed if any hazardous materials are in use. A large portion of the work in the lighting area does not involve the use of hazardous materials. You cannot be penalized for questioning the safety of any material.

13.2 Storage & Labeling
13.2.1 All of our hazardous materials are stored in the locked salmon colored cabinet located next to the desk in the Light Room. All of these items are labeled with the original factory label and are never to be rebottled.

13.3 Protective Equipment
13.3.1 For the most part, the only protective gear required is common sense.
13.3.2 You will be informed of the need for any protective device which may be needed.

13.4 MSDS's
13.4.1 MSDS's (Materials Safety Data Sheets) are on the file for all hazardous materials used in the Light Room. This file is always available for your perusal, however it may not be removed from the Light Room except in cases of emergency.