1. **POLICY**
   The Department Scenic Lab is a facility which supports courses in scenic design and technical production. Its function is to provide practical application of the artistic and technical skills which cannot be taught in the traditional lecture/classroom format. It's environment must not adversely affect the health, safety and well-being of students, employees, visitors, and the surrounding community.

   The laboratory also provides scenic support (scenery, properties, machinery, etc.) for the Department of Theatre and Dance Production Program. This is accomplished by organizing and supervising the lab in a manner which closely resembles a professional scenic supply facility. The student is placed in a safe, closely supervised environment which fosters a positive attitude, sense of theatre discipline, and challenges the student's skill level.

2. **PURPOSE OF SAFETY PROCEDURES**
   The purpose of this policy is to acknowledge the dangerous equipment and materials.

3. **SCOPE & APPLICATION**
   This policy and its regulations applies to all faculty, staff, students and visitors during any activity at any time in the Scenic Lab (PA154). The only exceptions are when the space is shut down for a tour, showing, etc. If in doubt about exceptions check with the Scenic Lab Supervisor, the Asst. Supervisor or the faculty involved.

4. **RESPONSIBILITY**
   4.1 The Department of Theatre and Dance is responsible for compliance with all federal, state and Department safety codes and regulations as well as other fire regulations and health standards. The Department accepts the safety of all persons at all times in all department activities as its most important goal.

   4.2 Faculty are responsible for setting policy; selecting and approving materials, equipment and procedures; safety training in the classroom, special training sessions as needed; regular safety inspections of the lab and its equipment; the safe design, construction, and use of all scenery and properties provided and approved by faculty for use on stage (this excludes all one act classroom scenery and properties which are the responsibility of the Acting/Directing faculty).
4. RESPONSIBILITY (con't)

4.3 Staff are responsible for following and carrying out the Scenic Lab safety policy. This includes: using approved tools, supplies and procedures only; requesting and maintaining MSDS file and hold all equipment instruction/operation manuals; provide additional safety training as needed and requested; report all unsafe procedures, equipment, activities and materials to the faculty; support faculty instruction, maintain and hold student safety forums; be trained in emergency first aid/CPR; maintain all equipment and work areas; be aware of and seek out safe and new equipment, materials and procedures.

4.4 Student Assistants and students are responsible for following the established policies. All students will actively participate in accident prevention.

5. EMERGENCIES

5.1 Phones are located in the Scenic Lab and in the Scenic Lab Supervisor’s office. Call 911 to report an emergency. Notify your supervisor immediately.

5.2 Follow emergency procedures sheets which are posted on the bulletin board by the main entrance door to the Scenic Lab - PA154. Be familiar with these sheets and the information they contain.

5.3 Report any cuts, falls, electrical shocks or any other injuries to your supervisors immediately. They are trained in emergency first-aid and call 911 if needed.

6. REPORTING OF INJURIES AND UNSAFE CONDITIONS

6.1 Report all injuries and unsafe conditions to your supervisor immediately. All unsafe equipment will be removed from service and tagged.

7. GENERAL CONDUCT AND REGULATIONS

7.1 Each worker/student shall use proper reasoning and care to prevent injury to him/herself and to others. All are expected to work in a safe manner and in accordance with both the spirit and the letter of the Scenic Lab Safety Policy.

7.2 Do not perform any act that you feel is unsafe or beyond your capabilities. If you need help, ask for it.
7. **GENERAL CONDUCT AND REGULATIONS**

7.3 Each worker/student is responsible for housekeeping in his/her work area, which includes:

a. Store tools and materials when the job is finished.
b. Clean spills immediately.
c. Keep work area in an orderly fashion.

7.4 Keep all aisles, exits and safety equipment such as fire extinguisher clear of debris, electrical cords, hoses, equipment, etc. Keep all electrical panels clear for 30" in all directions.

7.5 Personal Protective Equipment (PPE) will be supplied in all areas requiring its use. PPE must be worn properly as per the following:

7.5.1 Eye protection will be worn during: operation of any machine or power tool, use of hand tools which may cause debris to fly, handling of chemicals or paints, welding, or when in any area where these operations are present.

7.5.2 Proper footwear shall be worn at all times. No high heeled shoes, open toed sandals, or thongs shall be worn in any shop.

7.5.3 Gloves are provided for worker/student protection. Appropriate gloves shall be worn when handling any material which will cause injury. Gloves will NOT be worn during operation of machinery or in areas where gloves contacting moving machinery hazards exist.

7.5.4 PPE will be properly cared for according to directions on packaging or given by Shop Supervisors.

7.5.5 You will be informed when and if a respirator is necessary. Respirators shall not be worn by any personnel without proper training. Respirators shall not be worn without consent of Faculty or Staff. **ALL WORK REQUIRING USE OF A CARTRIDGE TYPE RESPIRATOR WILL BE PERFORMED OUTSIDE OF ALL BUILDINGS AND IN A FASHION THAT RESTRICTS CONTAMINANTS FROM ENTERING ANY STRUCTURE OR BUILDING. THIS WORK INCLUDES USE OF OIL OR LACQUER BASE PAINT AND AEROSOL SPRAY PAINTS.**
7. GENERAL CONDUCT AND REGULATIONS (con't)

7.5.6 Dress appropriately. Wear appropriate work clothes. Loose clothing, open-toed shoes, and hanging jewelry should not be worn. Long pants shall be worn.

7.5.7 Report **ALL** unsafe conditions to your immediate supervisor. Supervisors report **ALL** unsafe conditions to the faculty.

7.5.8 Report **ALL** injuries to your immediate supervisor. Supervisors report **ALL** injuries to the Production Manager.

7.5.9 Never operate any machine unless all guards and safety devices are in place and in proper operating condition.

7.5.10 Keep all tools in working condition. Never use defective tools or equipment. Report any defective tools or equipment to your immediate supervisor.

7.5.11 Do not operate machinery if you are not authorized to do so or have not had proper training.

7.5.12 Be aware of and stay clear of others operating machinery.

7.5.13 The use of, or being under the influence of, intoxicating beverages or drugs while on the job is prohibited.

7.5.14 Comply at all times with all known federal, state and local safety laws as well as Scenic Labs regulations and codes.

7.5.15 Horseplay and other inappropriate behavior will not be permitted.

7.5.16 Never work alone.

7.5.17 Every precaution shall be taken to minimize the amount of airborne contaminants including dusts, mists, and vapors.
7. **GENERAL CONDUCT AND REGULATIONS** (con't)

7.5.18 Welding

a. Welding and cutting with OA torch will only be done by qualified and trained personnel. No painted or galvanized materials will be welded.

b. Metal will only be cleaned with rags and Simple Green.

c. Welding screens shall be in place and traffic patterns set by your supervisor.

d. Welding fume exhausting machine shall be used at all times.

7.5.19 Food or beverages shall not be stored, prepared or consumed in the Scenic Lab by any person at any time.

7.5.20 Dust shall be kept to a minimum by use of the following:

a. Minimal sanding.

b. Sweeping with sweeping compound.

c. Use of dust collector.

d. Vacuuming whenever possible.

e. Use of a tack or damp rag

f. Compressed air shall not be used for dust removal.

7.5.21 No worker/student tools or equipment shall be brought into or used in the Scenic Lab without faculty inspection and approval.

7.5.22 No signs shall be posted without faculty approval.

8. **TRAINING POLICY**

8.1 All workers must be trained in the use of any potentially dangerous procedure or piece of equipment. No one will use any tool or piece of equipment without proper training signified by the completion of a safety training certificate.

8.2 Training will be conducted in the classroom by the instructor as part of the class. Training for the use of limited use equipment (i.e., spray painting and welding equipment) will be conducted as needed by qualified staff or faculty.

8.3 The above training will include the use of all necessary/required personal protective equipment (PPE).
9. FIRE SMOKING REGULATIONS
   9.1 FIRE SAFETY
      9.1.1 USE NO FLAME. Nothing we do requires an open
      flame, other than welding in the Scenic Laboratory and
      certain stage effects.
      9.1.2 KNOW LOCATION OF FIRE EXTINGUISHERS AND
      ALARMS.
   9.2 UNIVERSITY SMOKING POLICY
      Smoking is not permitted on campus.

10. PERSONAL PROTECTIVE EQUIPMENT
    10.1 OSHA or NIOSH approved safety glasses are required in the
    Scenic Lab at all times. (Note Sec. 3)
    10.2 Proper clothing and footwear (see section 7.5)
    10.3 Respirators, hearing protection, full face shields, gloves, welding
    hoods, etc. may be needed depending on the project, your
    supervisor will establish procedure.

11. SAFETY GUARDS ON EQUIPMENT
    11.1 All Scenic Lab equipment is properly guarded. Do not bypass
    any guard if any guard appears to be damaged do not use the
    piece of equipment. Notify your supervisor.
    11.2 All special set ups must be approved by your supervisor.

12. LADDERS, LIFTS, SCAFFOLDS
    12.1 GENERAL CONDITIONS OF USE FOR LADDERS, LIFTS, AND
    SCAFFOLDS
    12.1.1 Warning Labels. Read all warning labels attached to the
    ladder, lift or scaffold. Follow the directions given on
    the labels.
    12.1.2 Inspect the device. Visually check the ladder, lift or
    scaffold before using. Do not use it if you suspect
    there is some problem; immediately notify your faculty
    or supervisor of any problem you suspect.
12. LADDERS LIFTS AND SCAFFOLDS (con't)

12.1.3 Tag the device. When a problem with a device makes it unsafe, "tag" it with a sign marked "Dangerous. Do Not Use" until the problem is corrected. Faculty and staff shall determine if a tag may be removed.

12.1.4 One person. Only one person at a time may mount a ladder, lift or scaffold.

12.1.5 Moving. Do not attempt to move the ladder, lift or scaffold while on it.

12.1.6 Leaning. Do not lean out over the edge of the ladder, lift or scaffold to try to reach something; get off and move the ladder, lift or scaffold.

12.1.7 Dropping items. Be careful not to drop anything from the ladder. It is dangerous to those who may be below you near the ladder.

12.1.8 Stay out from below persons working on ladders, lifts and scaffolds. The danger of something being dropped or falling always exists.

12.1.9 Electrical work. Metal ladders, lifts and scaffolds should not be used around electrical circuits.

12.1.10 General condition. Ladders, lifts and scaffolds should be in good, clean, condition, with no broken parts, loose joints, or sharp edges. They may not be painted.

12.1.11 Use proper equipment. Do not use chairs, stools, boxes, etc., as a platform to work from; use a ladder.

12.2 PORTABLE LADDERS (STEP LADDERS)

12.2.1 Support. Ladders must be erected on flat, level, secure surfaces. None of the feet may be blocked up on anything to level the ladder. Ladders which may possibly slip must be secured in place or held.

12.2.2 Opening. The ladder should be fully opened and both spreaders locked.

12.2.3 Top platform. Do not use the top platform as a step.

12.2.4 Use steps only. Do not mount the rear, or support, side of the ladder.

12.2.5 Care and storage. Ladders should not be dropped or banged around. They should be inspected after any abuse. They should be stored in a dry, reasonably clean place and not piled under anything.
12.3 PERSONNEL LIFT (GENIE LIFT)
   12.3.1 Training. Training is required before this device may be used.
   12.3.2 Support. The lift must be used on a level, secure surface. All outriggers and bracing must be used in accordance with the lift's instructions.
   12.3.3 Basket. Do not climb outside the basket at any time except to enter or exit when the lift is fully compressed.
   12.3.4 Lifting objects. Do not use the lift as a crane to lift anything into place. Tools and instruments weighing not more than 50 pounds, carried inside the basket, may be raised along the worker.
   12.3.5 Care and storage. The operating key should not be left in place when the lift is stored. The lift and its parts should not be dropped or banged around. All parts should be properly stored when not in use. Periodic inspection and maintenance will be performed by the Lighting/Audio Technician and noted in a log.

12.4 SCAFFOLDS (ROLLING)
   12.4.1 Do not use.

13. ELECTRICAL AND PNEUMATIC EQUIPMENT

   See attached handout on electric and pneumatic tool safety.

14 HAZARDOUS MATERIALS
   14.1 You are entitled to be informed of possible hazards arising from use of glues, lubricants and welding gases used in this lab.

   14.2 You will be informed of these hazards by your instructor or supervisor. If you want or need additional information, Material Safety Data Sheets (MSDS) are available in the lab and in the Production Office, PA 105.