

TECHNICAL THEATRE SAFETY GUIDELINES

The following guidelines and procedures are designed for those parts of technical theatre which require construction. My first priority when it comes to constructing is to keep you safe.

Develop a Safe Attitude

- Work quietly and give your full attention to the task at hand.
- Never indulge in horseplay or other foolish behavior.
- You must not distract or annoy any person operating/using a tool in the area.
- Never use a tool unless you have been trained on the correct and safe use of the tool and are comfortable with your ability to handle it correctly.

Keep Yourself and the Work Area Neat and Clean

- Fewer accidents occur in areas that are well maintained.
- Prevent slips and falls by keeping the floor clear of clutter and wiping up any spills.
- Wash your hands after class.
- The room is to be kept clean and clear of scraps before, during, and after use.

Dress for the Job

- Don't wear loose clothing, jewelry, or dangling sleeves that can get caught in the machinery.
- Don't wear sandals or open toed shoes. Wear shoes or boots with non-skid soles.
- Tie back long hair or wear your hair under a cap.
- Always use the appropriate personal safety equipment including safety glasses.

Be Aware of General Safety Concerns Related to Proper Work Practices

- All tools may break, causing damage or injury. Students should report any damaged tool to the instructor immediately.
- Tools with mushroomed ends or split handles should not be used as they may splinter or break, causing injury.
- A hammer with a loose head is dangerous because it may fly off and hit a person.
- Nails and screws must be removed from unused material and scraps. If laying around someone could step on them. Serious damage to the tool or personal injury could result if they are put into a power machine. Any person bringing personal wood into the shop will be held responsible for any damage caused due to foreign objects in the material.
- One should never carry nails or screws in their mouth.
- It is very dangerous to strike hardened metal tools together. They may break or chip.
- One should carry tools in the proper manner. Chisels, knives and scissors should be carried with the point down and away from the body.
- All accidents, even small ones, must be reported to the instructor immediately.

- Tools that are not being used should be returned to the storage area immediately.
- All safety guards must be in place on all tools and equipment at all times.
- The instructor must inspect any special setup or attachments before the power is turned on.
- NO PERSON MAY USE ANY TOOL IF THE INSTRUCTOR IS NOT IN THE ROOM/AREA.
- Always shut off a machine and wait for it to stop moving before leaving it
- Always wait for a machine to come up to full speed before you use it.
- Shut off any machine that does not operate properly unplug it and report it to the instructor immediately.
- You are not required to operate any machinery in the shop in order to earn credit in class. You may do the work with hand tools.
- Do not lift heavy objects which are beyond your strength as you may be injured. Secure the assistance of another.
- Two students should be used when handling long pieces of lumber.
- Know the proper and safe procedure for using any tool.
- Know your tools, this will allow you to identify the best and safest tool for a given task.
- Slow and Steady wins the race. There is no incentive for being first done, work on improving your technique, accuracy, and quality of work.
- IF UNSURE ASK FIRST.
- Safety is the responsibility of everyone. If you notice someone whom is violating, or about to violate any safety rule you should bring it to the attention of the person and the instructor.
- Do it right, and do it safe, the first time.

PSE or Personal Protective Equipment refers to materials, clothing, or equipment that is used by the worker to protect them from harm. Students at FALA are expected to wear and follow the prescribed use of Personal Protective Equipment whenever they are constructing.

PPE's include:

- **Safety Glasses**
 - To be worn at all times when constructing.
- **Respirator Masks and Particle Masks**
 - To be worn when sanding, finishing, painting, etc.

- **Rubber Gloves**
 - To be worn when handling chemicals **including** stain and finishing materials.
- **Earmuffs and Earplugs**
 - To be worn when routing, surfacing or whenever excessive noise is present.
- **Hairbands, Hairnets, etc.**
 - To be worn by any student with shoulder length hair.
- **Footwear**
 - Proper footwear is required at all times. Sandals, open toed shoes, slippers, etc. will not be allowed.
- **Clothing**
 - Clothing must be appropriate for the situation. Loose clothing, jewelry, ties, strings, etc., will not be permitted.

General Hand and Power Tools

For small jobs, it sometimes doesn't make sense to spend time setting up large machines. Hand tools and portable power tools are often convenient for these jobs because they set up quickly and easily. They are also small enough that you can take them with you for jobs at other locations. However, hand tools and portable power tools must be handled as the larger machines. Follow these safety rules whenever you use them:

- Use a hand tool only for the task for which it was designed!.
- Always wear safety glasses or goggles.
- Know the tools limitations.
- Follow safe working procedures to reduce the chance of injury.

General Power Tool Safety Rules

Every tool has its rules and precautions that apply to it. In the case of power tools, many of these are the same for each tool every time. Learn these by heart and you'll always be off to a safe start.

Always wear safety goggles or safety glasses with side shields. Use a dust mask for dusty operations, and wear hearing protection if you'll be using the tool for an extended period of time.

Dress right, and remember that looks **don't** count. No loose-fitting clothing, no neckties, no jewelry, no dangling objects of any kind. Long hair must be tied back out of your way.

Make sure your work area is neat and clean and free of any debris that might get in your way or be ignited by hot tools, chips or sparks.

Before you plug in any power tool, **make sure the power switch is off.**

Be sure all appropriate guards are in place and working.

Always turn off and unplug the tool before you make any adjustments or change accessories.

Never use power tools in wet or damp conditions. Never use a tool that is damaged or malfunctioning in any way.

Need an extension cord? Make sure it's a heavy-duty cord and don't use indoor rated cords outside. If the tool has a three-pronged plug, make sure you use a three-pronged extension cord plugged into a three- pronged outlet.

Never use power tools if you are tired, sick, or distracted.

Make sure cutters or blades are clean, sharp and securely in place. Never use bent, broken, or warped blades or cutters.

Never overreach when using a power tool. Stay firmly planted on both feet.

Never rush what you are doing. Always pay close attention. Don't let anything distract you. Think ahead!

When using hand-held power tools, always keep a firm grip with both hands. Losing control creates a hazardous situation. Do not use any tool that is too heavy for you to easily control.

Always use the right tool for the right job. No substitutions allowed! Always unplug, clean and store the tool in a safe, dry place when you are finished using it

Follow these safety rules when using a miter saw:

- Always wear eye protection.
- Make sure the saw is securely bolted to a workbench or a stand designed especially to hold it.
- Always unplug the machine before inspecting or servicing it.
- Carefully inspect the blade for cracks, missing teeth, or other damage before plugging the tool into an outlet. Report any damage to the instructor immediately.
- On many machines, there is a slight, but distinct, movement of the saw head when the power is switched on. Hold the handle tightly.
- Keep all guards in place.
- Use care and common sense when operating a power saw.
- Use one hand to press the power switch. Keep your other hand at least 6 inches away from the blade.
- Make sure the blade is not in contact with the workpiece before pressing the power switch.
- Wait until the blade attains full speed before lowering it into the material.

- When the saw is turned off, the blade will coast (continue to turn) for a time. Keep your hands away from it.
- Wait until the blade has completely stopped turning before raising the saw head and removing the workpiece.
- Remove all scrap and clean your workspace immediately after completing your work.

IN THE EVENT OF SERIOUS INJURY

1. Remain calm, panic will not help at this point.
2. Insure that the damaging factor is no longer a danger to the injured person or others in class. If damaging factor cannot be removed all students shall immediately evacuate the area.
3. Student immediately goes to office to report that there has been an accident in the theatre room requiring medical attention.
4. Another student immediately calls the office to report that there is an accident requiring medical attention.
5. All students return to classroom, removed from injury location.
6. Have all students that witnessed accident write, (individual accounts) what they witnessed.
 - a. What happened?
 - b. What was the probable cause?
 - c. Any other facts that may be noteworthy.
7. School Personnel will administer first aid treatments until emergency personnel arrive.

Note to Students and Parents

In April of 1971 the Congress of the United States made the Federal Occupational Safety and Health Act (OSHA) an official part of the national labor law. The purpose of this law is "...to assure to far as possible every working man and woman in the nation safe and healthful working conditions and to preserve our human resources." This law affects all employees who are working in the building trades where one or more workers are employed. Although our students are not employees of the school, it should be noted that this law affects them as if they were. Therefore, as a student using school equipment, it is just as important to develop safe work attitudes and habits as outlined by this law as it is to develop the vocational skills covered in class.

Read the attached Safety Contract, sign and return to your teacher.

I AGREE TO:

- Act in a responsible manner at all times in the shop facilities.
- Follow instructions given by the instructors and mentors.
- Clean all work areas and put equipment away before being dismissed.
- Follow approved procedures for tool use and receive instructor permission prior to any tool use.
- Wear eye protection *at all times*.
- Know where all safety equipment is located and what should be done in an emergency.
- Know how to get help in an emergency.
- Tie back long hair, remove dangling jewelry, secure loosed clothing, and wear shoes with closed toes.
- Never work on construction without adult supervision.
- Read and practice other safety procedures related to this course.

Safety Contract

I, _____, recognize that the theatre room is a safe place in which to work and learn if I conduct myself in a responsible manner. I agree to assume responsibility for my own safety. I have read and understand my instructor's safety rules. I agree to abide by the safety regulations and any additional instructions, written or verbal, provided by the district and/or instructor.

Student

signature _____ date _____

Parent

signature _____ date _____