

# Visual & Performing Arts Safety Manual

## Safety Policy

It shall be the policy of the California State University San Marcos Visual and Performing Arts that a safe, healthy environment shall be maintained at all times within the department and its program environs, including performance spaces, rehearsal spaces, and shop and other work spaces. This includes controlling and minimizing hazards attendant with the creation of theater and performance. We recognize that many processes, techniques, materials and practices used in the performing and studio arts contain inherent risks to individuals and if those risks cannot be adequately minimized and controlled through proper training, equipment, and use of appropriate precautions, **THOSE THINGS MAY NOT BE USED WITHIN OUR PROGRAM.**

Furthermore, ignoring precautions and restriction shall not be allowed. No production, installation, or exhibit can ever be considered justification for risk to any member of our program, and no production, installation, or exhibit can be considered successful if someone is injured in its completion.

No activity in the performing and studio arts is completely safe. Safety procedures considered standard in any other industry may not be practical in a performance or studio situation. We must therefore be especially diligent in following safety rules that do apply. **FAILURE TO FOLLOW APPROPRIATE SAFETY RULES AND POLICIES MAY RESULT IN SERIOUS INJURY OR DEATH!**

## Handling Safety Issues

It is the policy of Cal State San Marcos VPA Safety Program that no safety concern is unimportant. All personnel and students within the Department are encouraged to bring such concerns to the faculty and staff, and especially to the Instructional Support Technician. In no way will doing so reflect badly on or be held against the person making the report. Rather, contributing to the health and safety of all personnel is everyone's responsibility.

## Restricted Access

A performance space, especially the stage area, is essentially a large machine for producing plays. It contains many hazards, especially to those unfamiliar with the mechanical and physical aspects of a theatre, therefore:

No unauthorized personnel (i.e. anyone other than the cast and crew) shall be allowed backstage during any performance, between call time and 15 minutes after final curtain.

No one is allowed access to the stage area or the wood shop unless supervisory personnel (faculty, staff or authorized student supervisor) are present.

No one shall be permitted to operate the lift unless another person (faculty or staff or authorized student supervisor) is present.

**NO ONE SHALL BE PERMITTED TO OPERATE ANY POWER TOOL IN A PERFORMANCE SPACE OR SHOP SPACE UNLESS A FACULTY MEMBER OR THE INSTRUCTIONAL TECHNICIAN IS PRESENT.**

### **First Aid, Accidents & Reporting**

A first Aid kit is maintained in the ARTS 177 (backstage between ARTS 111 and ARTS 101) and may be accessed as needed. Keys to backstage are issued to all faculty, staff and student managers who are all authorized to access the first aid supplies. An additional first aid kit is located in the Wood Shop (ARTS 344).

These kits are intended for First Aid ONLY! In the event of anything OTHER than minor incidents, accidents are to be reported IMMEDIATELY to the supervisor in charge of the area, who shall contact University Police at 3111, who are authorized to contact the proper emergency services. If the incident is serious or life-threatening, you should call 911 immediately. University Police should then be contacted as soon as practical. Render whatever first aid can be applied until emergency services arrive to relieve you.

All incidents must also be reported to Risk Management & Safety at x4502.

### **Emergency Procedures**

**FOR ANY EMERGENCY INCLUDING INJURY, ILLNESS, FIRE OR AN EXPLOSION, DIAL 3111 (UNIVERSITY POLICE) FROM ANY UNIVERSITY PHONE, OR IN EXTREME EMERGENCY DIAL 911.**

Your call will be answered by an officer at University Police. Public Safety personnel will respond and determine the need for additional assistance.

The following are recommended procedures for various types of emergencies.

#### **Medical Emergencies**

1. If a SERIOUS INJURY occurs, immediately dial University Police at 3111 or dial 911.
2. Never move a person suspected of serious injury unless it is a life threatening situation such as a fire. Attempts to move an injured person can cause further

injury, especially to the spine and neck. Try to keep the injured person warm and still.

3. Persons with severe injuries or illnesses that require emergency department facilities for treatment are to be transported directly to the emergency room by ambulance. Staff employees with less serious conditions should obtain treatment at the Industrial & Sports Medical Center located at 740 Nordahl Road San Marcos CA after notifying Human Resources and Equal Opportunity. Students should seek medical treatment at Student Health Services.
4. Because of infection, minor cuts have the potential to become more serious. Wounds should be washed and dressed.

### **Fire Emergencies**

In the event of a fire, University Police should be notified immediately at 3111 and the following actions are recommended.

1. Activate the fire alarm.
2. Put out the fire if you know how to do so without endangering yourself or others. Those that choose to put out small incipient stage fires (no larger than a waste paper basket) must be trained in the proper use of fire extinguishers. If a fire cannot be extinguished within the first 10 seconds leave immediately.
3. If the fire is large and spreading, leave the fire area and prevent the fire's spread by closing the doors behind you.
4. Evacuate the building and await the arrival of Fire Officials. Try to account for everyone inside the building. Do not leave the area until you have been accounted for.
5. Do not re-enter the building until you are told to do so by University Police or the Fire Marshall.

### **Chemical Exposure**

1. If you spill a chemical such as paint thinners or fabric dyes on your skin:
  - a. Rinse the area with water for at least 15 minutes in the emergency shower located on the west side of the patio area.
  - b. Remove any soiled clothing and jewelry while you are rinsing.
2. If you get a chemical in your eyes:
  - a. Rinse the eyes in the emergency eyewash for at least 15 minutes. The emergency eyewash is located on the west side of the patio area.

- b. Remove contact lenses while rinsing, don't wait to remove them before you rinse.
  - c. Report the injury to Risk Management & Safety at x 4502.
  
3. If you inhale a chemical or are overcome by fumes.
  - a. Leave the room and move to fresh air.
  - b. Keep door of room open to vent.
  - c. Do not re-enter a contaminated area.
  - d. Call Risk Management & Safety at x 4502 to report the injury.

### **Chemical Spills**

Risk Management & Safety serves as the campus First Responder for hazardous spills. The general procedure in the event of a spill is to notify a supervisor who will evacuate the area immediately. Call Risk Management & Safety to report the incident and wait for further instruction.

### **Open Flames**

The use of open flames in productions is strongly discouraged. That said: The use of open flames shall be permitted when necessary for production **ONLY WITH THE APPROVAL OF THE FIRE MARSHALL**. At any time that open flames are in use, at least one crew person trained in the use of fire extinguishers shall stand by offstage with a fire extinguisher at hand the entire time the open flame is present, and that shall be that person's sole duty.

### **Combat and Weapons**

No stage combat shall be permitted in production or class without training and approval of the performance faculty responsible.

Prop weapons are not toys. They are not to be handled except by authorized persons and are the responsibility of the faculty of each production. No one else is allowed to handle any prop weapon.

Prop weapons shall be secured when not in use, and shall be issued to the actors using them only when required and shall be immediately turned back in to the props person responsible immediately when finished and secured until the next performance.

All prop weapons **MUST ALWAYS BE TREATED AS REAL** weapons. All guns used as props must be handled as if loaded. All edged weapons must be treated as sharp. Even bated weapons can kill.

## **Smoking Rules**

It is State Law that SMOKING IS PROHIBITED in all State buildings, university vehicles and within 15' of any door or intake.

## **Safety Complaints and Hazards**

Any perceived safety concerns or hazards, large or small, must be reported to the supervisor in charge of the area who shall take steps to correct the problem or to report the problem to Risk Management & Safety for action.

Electrical or maintenance services to the building shall be referred Facilities Services at x4600.

## **Wood Shop Safety Rules**

The following should be considered as guidelines for working in the Wood Shop area. They have been written and are enforced for your safety, and as such should be followed at all times. If you have any questions regarding the safe operation of any tool or method of construction, please feel free to ask the Faculty or Staff. You are responsible to know and understand all of the following:

1. All persons working in the shops shall be properly attired. This includes long pants and close-toe shoes. Hard-sole shoes should be worn if possible since gym shoes do not afford sufficient sole and toe protection. At no time will anyone wearing a dress, shorts or sandals be allowed to work in the shop area as none of these garments give sufficient protection to the wearer. Also, long hair is to be tied back to avoid any chance of getting caught in moving machinery.
2. The Wood Shop is an eye protection area and safety glasses are required whenever entering this space. In general, when operating any power tool, safety glasses are to be worn. Also when participating in any amount of abrasive sanding or spray painting, respirators are also to be used in addition to safety glasses. Ear protection is available to all students and staff in the shop areas at all times. It is up to the student or staff members to determine when this protection is necessary.
3. Every attempt should be made to keep your work area clean and organized. This means periodically sweeping up excessive waste and returning unnecessary tools to their proper places.
4. There is to be NO SMOKING IN THE SHOP AREAS. No soft drinks or food are permitted in the shop areas.

5. No person shall work in the shops while under the influence of drugs or alcohol. Prescribed drugs which could cause drowsiness, lightheadedness, or disorientation should also not be used. Any student using such prescribed medications should notify both the Faculty and Staff in charge. Any person removed from the shops for the above reason shall not be allowed to return unless authorized by the Faculty.
6. Anytime that you have a problem with any tool or machine, bring it to the attention of the Staff so they may assist you. Never attempt to repair or adjust any machines. If a machine or tool is accidentally damaged, bring it to the attention of the Staff. Please do not try to hide or cover up any damages.
7. At no time shall any student operate or attempt to operate any of the following pieces of equipment without permission of the Staff.
  - a) Table Saw
  - b) Radial Arm Saw
  - c) Circular Saw
  - d) Band Saw
  - e) Sabre Saw
  - f) Drill Press
  - g) Any pneumatic power tool
8. Before operating any power tools, make sure all allen wrenches, chuck keys or other foreign materials are clear of the machine's work area.
9. Dangling necklaces or earrings, large rings, long loose scarves or loose sleeves should not be worn in the shop as they may become entangled in moving machinery.
10. Always make sure that all power tools are turned off and the electrical power disconnected before leaving the machine. Never leave an unattended machine running, even for "one second".
11. Always unplug or disconnect from power all power tools before changing blades, bits or attachments.
12. IF YOU DON'T KNOW-ASK! There is no such thing as a dumb question, only dumb mistakes and injuries.

### **Safety Notices and Bulletins**

Safety rules for each of the major power tools in the wood shop are posted near each tool.

NO PERSONS WILL BE ALLOWED TO OPERATE ANY POWER TOOL UNTIL TRAINED AND APPROVED BY THE INSTRUCTOR. All required safety rules must be followed at all times.

Some guidelines for using tools include:

Inspect tools before use for any defects such as frayed wires, or damaged hand tools. Remove defective tools from service and have it repaired or replaced.

Only use power tools that are properly grounded with a 3-pronged plug or that are double insulated. A power tool with a missing grounding prong shall be considered damaged and be removed from use until repaired.

Never carry a power tool by its cord. Avoid wrapping cords too tightly around tools for storage to prevent damage to strain relief grommets.

Unplug power tools before loading the, changing blades or bits, making adjustments, or cleaning them. Follow all manufacturers' instructions for handling and adjusting.

Defective, damaged or unsafe equipment must be removed immediately from service if damage occurs or is detected.

Dull tools are unsafe and can damage the operator or work. Maintain your tools and always use sharp cutting blades.

NEVER ALTER OR REMOVE ANY MACHINE OR BLADE GUARD OR DISABLE ANY SAFETY FEATURE.

## **MSDS**

Material Safety Data Sheets (MSDS) for chemicals and materials used in the shops are maintained by the Visual and Performing Arts Administrative Coordinator and are available at any time to all persons in the performing arts area. Workers in the shops, student and paid assistants are required to follow safety guidelines on each sheet for each material and chemical. Copies of MSDS are also available in the shop area. If you do not understand or have questions about anything in any MSDS, or about any process contact Risk Management & Safety for clarification.

## **Work Requiring Training**

Many of the processes and systems in the theatre complex pose hazards while in use. Before students and staff are permitted to use them, they must be trained and approved by the appropriate supervisor of the area. These processes include but are not limited to:

Use of power tools in the Wood Shop:  
Table Saw  
Radial Arm Saw  
Band Saw  
Stationary Drill Press  
Bench Grinder  
Circular Saw  
Mitre Saw  
Portable Drills and Drill Motors  
Pneumatic powered Nailers and Staplers

Theatre Systems:  
Stage Rigging  
Lighting Control Boards  
Sound Control Boards  
Hydraulic Lift

### **Ventilation Systems**

The Wood Shop is equipped with certain ventilation systems which shall be used at all appropriate times. These include but are not limited to:

Dust collection system must be operating when the table saw, band saw, or radial arm saw are in use. Training on these tools must include training on the ventilation system.

Spray paint use is only permitted in the patio area where outside air flow exists.

### **Personal Protective Equipment**

In addition to normal permitted work clothing, the shops are provided with personal protective equipment. Use of such equipment is not optional and shall be used at all times when performing associated activities.

Such personal protective equipment shall include:

**EYE PROTECTION:** safety glasses, goggles or face shields shall be required when operating power tools.

**EAR PROTECTION:** ear plugs or ear muffs shall be required when operating louder power tools such as radial arm saw, table saw, circular saw, chop saw, or portable grinder at any time, or any percussive tool (pneumatic nail gun), at ALL times. Ear plugs or ear muffs shall be required when operating ANY power tool for extended periods of time.

**HARD HATS:** are available and must be used while overhead rigging is taking place.

**RESPIRATORY PROTECTION:** Use of a dust mask is required for activities creating quantities of dust or if using the dust collection system is not practical for a given activity (i.e. portable tools). Other respiratory protection may be necessary when working with solvents or solvent based chemicals and materials. Please contact Risk Management & Safety for information on appropriate type of respiratory protection available for specific uses.

**PROTECTIVE GLOVES:** are required when working with solvents or solvent based (non water based) chemicals and materials. Extended exposure to water based chemicals (such as paint) shall also require the use of protective gloves. Refer to MSDS for guidelines as to appropriate PPE.