

## Safety Rules for *Stage Craft* and *Stage Lighting & Sound Production*

1. Wear proper clothing. For example, relatively close fitting long pants and sleeved shirts, close toed and hard soled shoes. No clothing or jewelry that is flowing or has loose straps or cords (tuck these away). When working on stage wear hard hats if people are working in the grid above.
2. Use protective-safety wear: eye goggles, ear plugs or muffs, dusts masks, face shields, aprons and gloves.
3. Long hair should be tied back or kept under a hat so it does not get caught in tools.
4. Use a push stick when needed. Be sure blades are kept at proper height and hand guards in place.
5. Arrive to work sober; well rested (a good night's sleep); not emotionally upset.
6. Only use tools you have been instructed and checked out on. Use the proper tool for the job at hand. Refer to Tool/Process Chart below.
7. Stay focused when using tools, do not let yourself be distracted.
8. Lift with your knees and not your back. If you cannot lift an item by yourself, then get help until item can be lifted easily by all involved. If an item is still too heavy, use a proper tool for lifting.
9. When carrying a heavy item with someone else, call out beforehand if you need to put the item down quickly.
10. Keep work areas clean of debris.
11. When working where noxious fumes or fine dust is occurring, be sure area is well ventilated and use dust mask or respirator.
12. Know where first aid kits and eye wash stations are kept. Report any injuries to Campus Safety & Security.
13. If working on something electrical and you do not know what you are doing, then DO NOT do it. Ask for instruction from Faculty or Staff who can teach you proper safety protocol/process.
14. Use tools covered with plastic or rubber when working with electricity.
15. Use wood or fiberglass ladder when working with electricity.
16. Disconnect/unplug tools or equipment when changing blades; bits; removing stuck pneumatic nails/staples; or removing lamp from a lighting instrument.
17. Don't touch bare wires with bare hands.
18. When changing a lamp in a lighting instrument, be sure to use a clean cloth removing and placing lamp keep the glass envelope contained if accidental breakage occurs and to keep the new lamp clean.
19. When working above people, call out any vertical movement of equipment, tools or hardware. Call "HEADS" if you drop something. Warn people below when working with loose equipment, tools and hardware.
20. Use proper rigging equipment, hardware and knots & hitches when flying or dead hanging scenery, lighting and sound equipment.

# Tool & Process Checkout Chart

Name: \_\_\_\_\_

Please be sure Justin Carroll, CCRI Technical Director or Prof. Luke Sutherland check you out and initial this chart as you learn each tool or process.

Date	Tool	Proficient	Fair	Needs improvement	Checked out by 1 <sup>st</sup> time	Checked out by 2 <sup>nd</sup> time	Checked out by 3 <sup>rd</sup> time
	table saw						
	electric mitre saw						
	radial arm saw						
	circular saw						
	jig saw						
	sawzall						
	band saw						
	cordless drill						
	½" power drill						
	drill press						
	drywall screw driver						
	planer						
	router						
	pneumatic hammer						
	pneumatic brad tacker						
	pneumatic stapler m c						
	pneumatic stapler n c						
	belt/disk sander floor m.						
	hand sander						
	belt sander						
	disk sander						
	grinder						
	biscuit joiner						
	hang & circuit instrument						
	focus an instrument						

