

# Safety Manual

## St. Olaf College Theatre Department

### Safety policy

It shall be the policy of the St. Olaf College Theatre Department that a safe, healthy environment be maintained at all times within the Theatre Department and its environs, including performing spaces, rehearsal spaces, shop, and other work spaces. This includes controlling and minimizing hazards attendant with the creation of theatre. We recognize that many processes, techniques, materials, and practices of the theatre contain inherent risks to individuals; 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 restrictions shall not be allowed. No production can be considered justification for risk to any member of our program, and no production can be considered successful if someone is injured in its completion. Procedures considered standard in any other industry may not be practical in a performance 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. Therefore, failure to follow required safety rules may result in immediate temporary and possibly permanent expulsion from a given activity, production, or class.

### Handling Safety Issues

It is the policy of St. Olaf College that no safety concern is unimportant. All personnel and students within the Theatre Department are encouraged to bring concerns of hazards, large or small, to a supervisor and/or the Technical Director, who shall take steps to correct the problem or to report it to the appropriate college authorities for action. In no way will doing so reflect badly on, or be held against the person making the report. Contributing to the health and safety of others is everyone's responsibility.

### General Safety Rules for the Scene Shop

The following should be considered guidelines for working in the shop areas, and should be followed at all times. Any questions regarding the safe operation of any equipment, tools, or methods of construction should be addressed to the Technical Director or other faculty.

- All workers must wear proper attire. This includes close-toed shoes.
- Hard-toed shoes should be worn if possible, as gym shoes do not provide sufficient sole and toe protection. No one wearing a dress or sandals be allowed to work in the shop. Long hair should be tied back, as it can become entangled in machinery. Dangly jewelry, and loose scarves and sleeves should also be avoided, as they are also at risk of entanglement.

- The scene shop is an eye and ear protection area and thus, safety glasses and ear protection is required in the space. In general, when operating any power tool, safety glasses and ear protection should be worn. Eye and ear protection is located by the first aid kit.
- While participating in abrasive sanding, spray painting, or other air- polluting activities, irritant/dust masks (NOT RESPIRATORS due to OSHA Respirator Concerns and Campus Policy on respirator use) should be used in addition to safety glasses. The vent hood and or paint booth should be turned on.
- Protective gloves are required while working with solvents or solvent (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 (located near the first aid box) for guidelines as to appropriate safety gear.
- Keep work areas neat and organized. This entails sweeping or vacuuming periodically and returning tools to their designated spaces when finished with them.
- Smoking, food, and beverages (other than water in a closed container) are not permitted in the shop. NOTE: Smoking is not permitted in any building on the St. Olaf campus.
- No person shall work in the shops while under the influence of drugs, alcohol, or prescribed drugs which cause drowsiness, lightheadedness, or disorientation. Should a worker need to take medications with the aforementioned effects, staff should be notified. Any person removed from the shops for this reason, shall not be allowed to return without faculty approval.
- If you don't know- ask! Avoid stupid mistakes by asking questions.

### **Power Tool Guidelines**

- Inspect tools before use for any defects such as frayed wire, or damaged hand tools. Remove defective tools from service until they are repaired or replaced.
- Only use power tools that are properly grounded and double insulated with a three-pronged plug. Consider a power tool with a missing grounding prong damaged, immediately report it to a supervising authority who shall then remove it from use.
- 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 them, changing bits or blades, making adjustments, or cleaning them. Follow all manufacturer's instructions for handling and adjusting.
- Defective, damaged or unsafe equipment must be removed immediately from service.

- Dull tools are unsafe and can damage operator or work. Maintain your tools and always use sharp cutting blades.
- Bring any problems with tools or machines to the attention of the staff for assistance. Never attempt to repair or adjust machines. If a tool or machine is accidentally damaged, bring it to the attention of the staff. Please do not try to hide or cover up any damages.
- Before operating any power tools, make sure all allen wrenches, chuck keys, or other foreign materials are clear of the machine's work area.
- 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 if for "one second".
- Before students and staff are allowed to use potentially hazardous tools, they must be trained and approved by a supervisor. These tools include, but are not limited to, saws, the drill press, grinders, pneumatic tools, rigging and fly systems, lighting control boards, sound control boards, and the lift. At no time should an attempt be made to operate any of these tools by anyone who has not been instructed and directed by the Technical Director or a supervisor.
- Never alter or remove any machine or blade guards or disable any safety feature.

## Ventilation Systems

The Scene Shop is equipped with certain ventilations systems, which shall be used at all appropriate times. These should be switched on during dusty operations. There is a dust collection system connected to all stationary power tools which should be utilized while using these tools. Finally, there is a ventilation hood and portable fume extractors which should be turned on while welding or during any other toxin-producing activity. NOTE: portable fume extractors are for WELDING ONLY, DO NOT USE WITH PAINTS, SOLVENTS, ADHESIVES, etc...

## Fire Control and Use

An element of hazard always accompanies the use of fire in the theatre. To minimize this, all technical personnel and students must, and all actors should memorize the locations of fire extinguishers and be trained in their usage (see Fire Extinguishing Training guide). If a fire cannot be extinguished within approximately ten seconds, everyone should safely evacuate under the guidance of the Stage Manager and/or Technical Director. If possible, cut the fire curtain cord before leaving the stage. Activate the fire alarm immediately, if it has not yet set itself off. NOTE: The use of open flames in theatre productions require the written permission from the Technical Director.

## Combat and Weapons

No stage combat shall be permitted in production or class without training and approval of the overseeing theatre faculty. Prop weapons are not toys, and should not be used as such. They are not to be handled by anyone except authorized persons and they are the responsibility of the Props Master and/or a designated Weapons Handler. No one else is allowed to handle the prop weapons. The weapons should be secured while not in use, and shall be issued to actors only when required. Afterwards, they must go back into the possession of the responsible props person, who will immediately secure the weapon until the next performance. All prop weapons must always be treated as real weapons (which they indeed are). All guns used as props must be handled as if loaded; all edged weapons must be treated as if sharp.

## Restricted Access

A theatre space 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 cast and crew) shall be allowed backstage during any performance between call time and 15 minutes after a final curtain. No one is allowed to work without prior authorization or supervision by trained personnel. In case of injury or incident, there must be another present to render aid or seek assistance. No one shall be permitted to operate any power tool in the scenery shop unless supervisor or authorized personnel are present. The same applies to equipment in the costume shop. No one is authorized to gain access to the catwalk without proper training (fall protection) from the theatre staff. Any person leaving the catwalk to focus instruments must be wearing a safety harness and must have that harness securely fastened to the hand rail (and not to conduit).

## First Aid, Accidents, and Reporting

First Aid kits are located in the scene shop and in the costume shop. These kits are intended for first aid use only. Anything other than minor incidents and accidents must be immediately reported to the Technical Director and/or the supervisor, who shall then contact Public Safety at x3666, who are authorized to contact the proper emergency services. Render whatever first aid can be applied until emergency services arrive. Following each incident, an accident form must be filled out. These forms can be obtained from the Technical Director or on the Theatre Department web site.

## Emergency Procedures

For any emergency, including injury, illness, fire, or an explosion, dial x3666 for Public Safety. In an extreme emergency, dial 9-911. The following are recommended procedures for various types of injuries:

### Medical Emergencies:

- In case of a serious injury, immediately dial x3666 to reach Public Safety, or dial 9-911.
- First aid can be administered or medical transport can be arranged.

Never move a person with a suspected serious injury, as you may cause further damage to their neck and/or spine.

- Try to keep the injured person warm and still.

- Persons with severe injuries or illnesses that require emergency treatment should be transported to the hospital. Less serious conditions should be treated in Health Service, located on the first floor of the administration building.

#### Fire Emergencies:

- Call 9-911 immediately.
- Access the situation and take measures to safely control the fire if possible. **DO NOT PUT YOURSELF OR OTHERS IN DANGER.**
- If possible, locate and use a fire extinguisher, and use as established in the Fire Extinguisher Training guide.
- If the fire is spreading, leave immediately and prevent the fire's spread by closing doors behind you.
- Evacuate and await the arrival of Fire Officials. Try to account for everyone who was in the building. Do not leave the area until you have accounted for everyone.
- Do not re-enter the building until you are told to do so by Public Safety, a member of the Emergency Response Management Team (ERMT), or a city fire official and/or Campus Security.

#### Chemical Exposure:

- If you spill a chemical (e.g. paint thinner or dye) on your skin, rinse the area with water for 15 minutes or as specified on the product's instructions or MSDS. Remove soiled clothing or jewelry while you're rinsing. Locate the proper MSDS sheet and identify correct treatment.
- If you spill a chemical in your eyes, rinse with water for at least 15 minutes, rinsing from the nose and outward to avoid contaminating the non-affected eye. Remove contact lenses while rinsing, but not before rinsing.
- If you inhale a chemical or are overcome by fumes, leave the room and seek fresh air. Keep the door open to vent the room. Do not re-enter a contaminated area. If symptoms do not subside, seek medical attention at Health Services or the hospital.

# Fire Extinguisher Training

## Introduction

Fire extinguishers are a first line of defense, only if used properly, and under the right conditions. Fire extinguishers are appropriate for fires such as stovetops, oven fires, small appliance fires or fires in wastepaper baskets.

## The Fire Triangle

Oxygen, heat and fuel make up the fire triangle. This is important to understand because we extinguish a fire by removing one of the three parts of the triangle.

- Oxygen makes up about 21 % of our air. To sustain a fire, a ratio of 16% oxygen or greater is needed.
- Fuel can be any combustible or flammable material and may be a solid, a liquid, or a gas.
- Heat is needed both to ignite the fire, and also to sustain it.

## Classification of Fuels

- Class A- woods, paper, cloth, trash, and plastics
- Class B- flammable liquids: gasoline, oil, grease, and solvents
- Class C- electrical: energized electric equipment (as long as it's plugged in, it falls in this category)
- Class D- combustible metals: magnesium, potassium, and sodium

## Types of Fire Extinguishers

### 1.) Pressurized Water- Class A only

- Water stored under air pressure- 2.5 gallon cylinder
- Discharge approximately 1 minute, with a range of 10-20 feet
- Cools the fire by removing the heat.

## 2.) Dry Chemical- Classes A, B, and C

- Dry chemical (ABC, BC) stored under nitrogen pressure
- Discharge approximately 8-15 seconds, range 6-15 feet
- Smothers fire by removing the oxygen

## 3.) CO2 (carbon dioxide)- Classes Band C

- CO2 stored under pressure
- Discharge approximately 8-15 seconds, range 3-5 feet
- Extinguished fire by reducing the amount of oxygen around the fire
- NOTE: Because CO2 reduces the oxygen content of the air, use only in well ventilated areas to avoid suffocation
- NOTE: CO2 can cause severe chemical burns and freezing of body parts. Do not hold the horn- grip the handle part of the extinguisher.

\*\*\*\* NOTE: All fire extinguishers in the Theatre Building are Class ABC. \*\*\*\*

## How to Use Fire Extinguishers

### Components of the fire extinguisher:

- Cylinder- holds extinguishing agent and expelling gases
- Handle- used to carry and hold the extinguisher
- Trigger- when pressed, releases extinguishing agent through hose and nozzle
- Nozzle or Horn- agent expelled through these items
- Pressure gauge- shows pressure of the extinguishing agent stored in the cylinder. This must be green. Fuel can be any combustible or flammable material, and may be solid, liquid, or gas.
- Pin- locks trigger to prevent any accidental discharge

## Fighting Fires

### PASS Procedure

- Pull the pin- this unlocks the operating lever and allows the agent to discharge from the extinguisher
- Aim low- point the nozzle at the base of the fire
- Squeeze the lever- discharge the agent from the extinguisher, release the lever and the discharge
- Sweep from side to side- move carefully toward fire, keeping extinguisher aimed at the base of the fire. Keep sweeping until fire is out.

Never turn your back on the fire. If the fire is not extinguished after completely discharging the extinguisher, exit immediately.

Before you attempt to fight a fire. call 911 and report the following: 1.) Your name

2.) Your location

3.) The emergency situation

4.) A call back telephone number

Never fight a fire if:

1.) You don't know what's burning

2.) The fire is spreading rapidly beyond the spot where it started 3.) You don't have adequate of appropriate equipment

4.) You may inhale toxic smoke

5.) Your instincts tell you not to

Always position yourself with an exit or means of escape at your back before you attempt to use an extinguisher to put out a fire.