St. Olaf College Theatre 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.
Who to Call...
List of responsible persons.

Todd Edwards... 507-786-3817
Brian Bjorklund... 507-786-3242
Theatre Office 507-786-3240
Campus Public Safety 507-786-3666

****If this is a life threatening emergency****
Call 911 First
Hazard Identification

HAZARDS!!!

Spray Adhesives, Paints, Stains, Acetone, Alcohol, Break Cleaner...

SAFETY PRECAUTIONS...

*Spray Booth*
*Latex or Chemical Resistant Gloves*
*OSHA/ANSI approved Eye Protection*
*Flammable Storage Cabinets*
*Particle Masks for Airborne Irritants*
HAZARDS!!!

*Personal Lift, Scaffolds, & Ladders*

SAFETY PRECAUTIONS...

*Theatre Safety Video*

*TH-240 & Work-study Orientation*

*Outriggers on Scaffolds and Lift*

*Rolling Ladders have Spring Loaded Safety Casters*

*OSHA approved Ladder, Lift, and Scaffold Training by Campus Safety Officer- Starts Fall 2011*
Scaffold and Lift Units
HAZARDS!!!

Stage Lighting (Hot Surfaces, Overhead Hazards, Hang/Focus)

SAFETY PRECAUTIONS...

*Theatre Safety Video*
*TH-240 & TH-250*
*Work-study Light Crew Orientation*
*Safety Cables, Strain Relief (electrical cables), Proper Wiring*
*Safety/Fall Arrest Harnesses for All FOH/Catwalk Work*
HAZARDS!!

Hydraulic Forestage/Orchestra Pit

SAFETY PRECAUTIONS...
* Locked Lift Controls *
* Safety Rope and Aisle Blockers. 
HAZARDS!!!

Single Purchase Fly System

SAFETY PRECAUTIONS...

* Theatre Safety Video *
* TH-240 & TH-250
* Work-study Light Crew Orientation *
* Use of Rated Hardware Only *
* “Rigging Bible” *
* Yearly In-House Inspections / 5yr Outside Professional Insp. *
More Hazard Identification

HAZARDS!!!

Handheld and Stationary (Powered & Manual) Tools

SAFETY PRECAUTIONS...

*Theatre Safety Video*
*TH-240 & TH-250
*Tool Orientation and Checklist*
*Work-study and Light Crew Orientation*
*Tool Maintenance and Inspection*
*Repair/Replace Worn and Broken Tools*
*Sharp Blades and Bits*

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Just A Few More Hazard Identifications...

HAZARDS!!!

Welding

SAFETY PRECAUTIONS...

*Theatre Safety Video*
*TH-240*

*Tool Orientation and Checklist*
*Work-study Orientation*

*Fire Blankets, Welding Area Shields, Proper Jackets, Gloves, Helmets*

*Fire Extinguisher- Also no Welding 30min before end of day*
*Students Nonstructural Welding Only*

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*Contact appropriate emergency contact/personal.

* Call Campus Public Safety if necessary

* Call 911/Local Authorities if Necessary.

*Treatment by Professional Medical/Emergency Personal if Necessary.

Employee Training & Communication

* Orientation and Instruction to Production Areas, Tools, and Materials.
* Theatre Safety Video.
* Tool Orientation Check List.
* TH-240 Class.
* Campus Wide Safety Committee.
- Special Training Sessions (i.e. Ladder Training, Safe Lifting, etc...)
* MSDS Information.
Record keeping

* Orientation Check Sheet.
* Safety Video Quiz
* TH-240 Class Records.
Tool Orientation Checklist

The purpose of this document is to ensure that all work-study students have a proper introduction and orientation to the tools and equipment most used in the St Olaf Theatre Scene Shop. This is not a proficiency check.

By signing below, I __________________________ acknowledge that I have been shown the proper use and safety of the tools listed below.

**Hand Tools**

<table>
<thead>
<tr>
<th>Tool</th>
<th>Checked Off</th>
<th>Date</th>
<th>Inst. Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hammers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric Drill</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cordless Drill/Screw Gun</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jig Saw</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circular Saw</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grinder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Router</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reciprocating Saw</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Stationary Power Tools**

<table>
<thead>
<tr>
<th>Tool</th>
<th>Checked Off</th>
<th>Date</th>
<th>Inst. Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Saw</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radial Arm Saw</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compound Miter Saw</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Band Saw</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panel Saw</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Student Signature: __________________________ Date: ____________
Safety Video Information

#1 Recommended Video

PLAY IT SAFE: INTRODUCTION to THEATRE SAFETY

Narrated by David Fenner

Both an overview of important OSHA laws and an often humorous look at the basic safety guidelines that every student and theatre worker needs to know. It may also reduce your instructor/staff liability when used as suggested. Video guide and sample test questions included.

Partial list of topics:
- Intent of OSHA laws
- How to report an emergency
- Purpose of fire curtain
- Three categories of fires and extinguisher use
- Flame retardant
- Safe use of make-up
- Blood injuries
- Ventilation
- Dangers of Fimo and SCULPY
- Hearing protection
- Clean shops

Responsibility of teachers and staff
- Evacuation procedures
- Protection of audience members
- Real flame on stage
- Basics of counterweight operations
- Gloves, respirators and goggles
- Chemical hazards
- Hazards of smoke/fog and “cracked oil”
- Hot glue gun hazards
- Welding dangers …
- … and many more!

ISBN: 1-883779-14-6  82 minutes  Divided into 6 easy-to-show segments
VHS Color $148  Closed Captioned
# Injury Reporting Form

## St. Olaf College Department of Theatre
### General Injury Report

<table>
<thead>
<tr>
<th>Injured Person’s Name</th>
<th>ID #</th>
<th>Date of Birth</th>
<th>Today’s Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Campus Address</th>
<th>Campus Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Home Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Time of Accident</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
</tbody>
</table>

**Full Description of the accident including specific location and activity involved in at the time of the incident.**

(Use the back of this sheet if additional space is needed.)

Please circle specific body part injured.

- Right
- Left

**Injuries**

Describe full extent of injuries, no matter how minor.

---

I certify that the information in this report is a complete and accurate description of the incident.

<table>
<thead>
<tr>
<th>Witnesses Name(s)</th>
<th>Campus Address</th>
<th>Campus Phone</th>
</tr>
</thead>
</table>

**Follow Up**

- Follow up Information
- Follow Up Date

Further Follow-up Recommended yes / no

If so, what?

Injured Person’s Signature

Date

Signature of Person Completing Forms

Date
St. Olaf Shop...
St. Olaf Shop...
St. Olaf Shop...
St. Olaf Shop...
Health and Safety Equipment...

MSDS, First Aid, Eye & Ear Protection, Flammable Storage, Marked Fire Extinguishers...
Health and Safety Equipment...

Health and Safety Equipment...

Filtered Paint Booth.
Health and Safety Equipment...

Whole Shop Dust Collection and Filtration System... Wood and Steel.
St. Olaf College Department of Theatre

http://www.stolaf.edu/depts/theatre/welcome.html