

It is your responsibility to know the rules. Ignorance is not an excuse.
By working in the shop or on the stage you agree to abide by these rules.
Breaking the rules will not be tolerated and will be dealt with accordingly.
If you have any questions ask a faculty or staff member.

A. Proper Attire

1. closed-toe shoes, no sandals, no flip flops
2. no baggy clothing
3. no dangling jewelry
4. long hair must be tied back

B. Use of Personal Safety Protection

1. goggles
2. ear protection – plugs or headsets
3. gloves
4. particle masks
5. hard hats
6. proper welding gear – long sleeves, welding hood, welding gloves, pants
7. when welding is occurring – never watch without the proper welding hood

C. Health and Safety

1. no smoking, alcohol, illegal drugs
2. if using over the counter medicines that cause drowsiness you must inform the in-charge faculty and staff immediately
3. know where the first aid kits are located
4. know where the fire extinguishers are located
5. any use of the first aid kits needs to be mentioned to the faculty and staff
6. no iPods or other personal music devices are to be used in the scene shop
7. when lifting an object, lift with your legs not your back

D. Cleanliness

1. sweep your work surfaces and dispose of all scraps before leaving
2. place any tools you have used in their proper locations before leaving
3. assist as often as possible in overall shop/hall/stage/house sweeping

E. Help and General Assistance

1. if you don't know something - ASK
2. know where the in-charge faculty and staff offices are located
3. report any problems to the faculty and staff
4. anytime you feel unsafe or unsure, inform a faculty or staff member immediately

F. Proper Conduct

1. No running in the shop, in the hallway, in the theatre spaces or on the catwalks
2. Be aware of your surroundings...people, tools, moving equipment, etc.
3. No horseplay

G. Power Tool Usage

1. if you are unfamiliar with a certain tool make it known to the faculty/staff or shop assistants immediately
2. make sure the tool is free of all chuck keys, allen wrenches, or foreign materials before operating
3. never leave a tool running unattended
4. when using hand-held power tools make sure they stop moving before placing them on the work surface
5. when working with wood, be aware of its condition...nails, knots, staples, etc.
6. when cutting or grinding metal be aware of where your sparks are flying
7. all tool safety guards need to be in place when possible
8. all defective tools are to be reported to the faculty or staff immediately
9. when changing blades always unplug the tool first
10. when preparing to cut/weld, make others around you aware by shouting "Cutting" or "Welding"

H. Paint Area and Painting

1. flammables cabinets should never be left open; remove the items you need and then immediately close the cabinet
2. no fire in or around the paint area
3. spray painting must be done outside with a ground cloth, be aware of overspray

I. Stage Usage

1. back stage work lights must be left on until proper back stage running lights have been rigged
2. use of technical gear by anyone other than the crew member assigned is not permitted
3. only persons directly involved with the performance will be allowed back stage
4. all stage management staff must have a working flashlight when using stage lighting conditions
5. bare feet or stocking feet on stage must be approved by the faculty and staff every day of rehearsal until the production has opened; in addition, stage management must sweep every night
6. live flame on stage requires an attendant on each side of the stage equipped with a fire extinguisher; at least one attendant must have clear sight of the flame at all times

J. Lighting and Sound

1. all cables need to be taped and or carpeted if lying on the floor
2. all cables need to be secured by tie lines if hanging overhead
3. all overhead lighting or sound equipment must be secured with safety cables
4. entry into the catwalks during performances is forbidden
5. wrenches used overhead must have a leash attached to a personal belt
6. never leave loose objects overhead or in the catwalks
7. if a given task requires loose objects overhead be sure to call “Beware: loose objects overhead”
8. if dropping an item from overhead you must yell “Heads”; onstage persons—protect your head, do not look up