

Dickinson

Theatre Arts Safety Plan

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I. Introduction

Dickinson College is committed to providing a safe workplace for all personnel involved in its theatre arts programs and a safe environment for the people using and visiting its theatres. The Department of Theatre and Dance, and the Department of Environmental Health and Safety have developed this plan as a systematic way of involving administration and Theatre Arts Personnel in identifying and eliminating hazards that may develop.

For purposes of the Theatre Arts Safety Plan, the terms “Theatre Arts Personnel” includes the College faculty, employees, student employees, and students who participate, other than solely as audience members, in any theatre or dance programs offered by the College. By way of examples, the term includes, but is not limited to, directors; stage members; performers; lighting, costume, set, and sound designers; fly crew; electricians and electrical crew; lighting and sound system operators; set artists; makeup artists; painting crew; and special effects technicians.

The most basic principle of the Theatre Arts Safety Plan is that no task is so important that any Theatre Arts Personnel must violate a safety rule or be put at risk of injury or illness in order to get the job done.

The following safety plan is designed to acquaint Theatre Arts Personnel with their safety-related tasks when working in theatres on the campus of Dickinson College. Theatre Arts Personnel should read, understand, and comply with all provisions of this plan as it describes the responsibilities of Theatre Arts Personnel and outlines the policies and programs that have been developed for safety.

These policies and procedures have been developed for safety and to make the Dickinson College campus community compliant with OSHA safety standards. In some areas, the policies and procedures set forth by the College go beyond what OSHA standards require in order to better protect employees.

This document will hereafter be known as the Dickinson College Theatre Arts Safety Plan (TASP).

A copy of the Dickinson College Theatre Arts Safety Plan will be distributed to all Theatre Arts Personnel at the time they become involved in any theatre function, with addenda being provided anytime changes within the TASP are made. In addition, safety information will be posted in the office of the Technical Director, including notices required by law, notices of safety training provided at the College, and other information that may help to create a safe working environment. Information about off-site training programs that may be of interest may also be posted in the Technical Director’s office.

A. Scope and Application

All Theatre Arts Personnel working or participating at College-owned theatres and performing arts spaces must comply with this document.

B. Responsibility

1. Theatre safety within the College shall be under the oversight of the **Provost of the College**.

2. **The Director of Environmental Health & Safety:**

- works with administrators and other employees to develop and implement the appropriate safety policies and practices
- monitors procurement, use, and disposal of chemicals
- ensures that appropriate audits are conducted
- seeks ways to improve the TASP
- schedules information and general training sessions
- maintains a resource file of references and publications on safety matters
- writes, or assists Technical Directors in writing standard operating procedures pertinent to safety needs

3. **The Department Chair** is responsible for theater safety in his or her department as it relates to academic productions, and he or she ensures that action is taken to correct work practices and conditions that may result in the release of hazardous materials or energy.

4. **The Technical Director** has primary responsibility for safety in the workplace. As it relates to academic productions, the designated Technical Director is the professor in charge of the production. The Technical Director has a primary responsibility for implementing the TASP within the theater, and:

- Ensures that adequate resources in terms of personnel time, funds for safety equipment and training, and program commitment from management are available to implement the safety program.
- Ensures that training specific to the theater's procedures and equipment has been provided to Theatre Arts Personnel.
- Ensures that the required level of personal protective equipment is available, in working order, and that specific training in its use has been provided
- Ensures that accidents are investigated and corrective action is taken to prevent recurrence of the hazardous conditions or behaviors, with reports to the Dickinson College Workplace Safety Committee.
- Ensures that records of injuries and illnesses are maintained and copies are provided to the Human Resources Office.
- Provides regular, documented theater safety and housekeeping inspections including routine inspections of emergency equipment (e.g. – inspection of tools and equipment including fall arrest harnesses, stocking of first aid cabinets)
- Periodically observes work performance of Theatre Arts Personnel to check for compliance with safety rules contained or referenced in this program.
- Sets a good example for employees by following established safety rules and attending training.

- Provides information to the Director of Environmental Health & Safety or the Dickinson College Workplace Safety Committee suggesting changes in work practices or equipment that will improve safety.
- Keeps copies of all records, Material Safety Data Sheets, handbooks and safety information in the Technical Director's Office.
- Coordinates scheduling of testing theatre facilities and equipment with the Director of Facilities Management.
- Ensures that facilities and training for use of any material being ordered is adequate
- Promotes the safety of visitors within the theater.
- Prepares emergency response procedures for dealing with incidents that may result from the unexpected exposure of personnel or the environment to a hazardous material or release of energy
- Maintains the inventory of hazardous materials used under his or her supervision, and maintains knowledge of current legal requirements involved with each regulated chemical.
- Oversees the handling of chemical waste pending proper disposal

5. **The Theater Worker** must be alert to and aware of the hazards of the tasks which he or she is completing and

- Maintain a thorough understanding of the TASP
- Plan and conduct each operation in accordance with the TASP
- Report all incidents, whether involving personnel, equipment, or facilities to their Technical Director

6. **The Director of Facilities Management** has the responsibility for the continuous operation of theaters and performing arts spaces, including engineered safety devices, and:

- Regularly tests (or contracts for services to test) and maintains safety equipment and ventilation systems.
- Regularly tests (or contracts for services to test) and maintains elevators and personnel lifts.
- Maintains fire extinguishers
- Tests sprinklers, fire pump, and fire alarm system
- Reviews construction, modification, and renovation plans for safety design

7. **The Department of Public Safety** has general responsibility for personal safety and:

- Schedules and conducts fire drills and emergency and disaster drills
- Responds to medical incidents, provides treatment and assessment and determines the appropriate transportation
- maintaining inventory records of prop weapons as provided by the Technical Director.
- approves the use of pyrotechnics and smoke in performances in consultation with the Director of Environmental Health & Safety.

C. Availability

The Dickinson College Theater Arts Safety Plan must be readily available to all Theatre Arts Personnel through the Technical Director or the Director of Environmental Health & Safety, and should be provided as a handout to all new Theatre Arts Personnel.

D. Plan Review

The Dickinson College Theater Arts Safety Plan will be reviewed periodically from its effective date by the Director of Environmental Health & Safety.

II. Hazard Recognition / Reporting

Hazard recognition and reporting are an important aspect of the accident and illness prevention program. Management is responsible to: perform job hazard analyses to identify ways to eliminate or control hazards, inspect common hazards, review injury records to determine problems, and to investigate accidents thoroughly to evaluate circumstances for unsafe acts or conditions. If an accident and illness prevention program is to be effective in practice, it cannot just be a set of rules and procedures imposed on personnel by management. Theatre Arts Personnel are a valuable resource in making the program a success by discovering and eliminating hazards and making practical work rules. Their knowledge comes from a day-to-day presence in the workplace. Theatre Arts Personnel are responsible to:

1. Follow established safety rules contained in this program, safety standards, and training received.
2. Report unsafe conditions or actions to the Technical Director as soon as they become aware of them.
3. Report **ALL WORK-RELATED INJURIES AND ILLNESSES** to the Technical Director and the Human Resources Office promptly regardless of the severity.
4. Report all near misses to the Technical Director promptly.
5. Encourage co-workers by their words and behavior to use safe work practices on the job.
6. During normal work, observe work performance of co-workers and help educate new personnel in safe ways to perform the work.
7. Make suggestions to the Technical Director or Director of Environmental Health & Safety about changes to work practices or equipment that may improve safety.

III. Safety Training

A comprehensive theater arts safety training session will be offered periodically to Theatre Arts Personnel working in theater spaces on the campus of Dickinson College. This training will review the contents of the Theater Arts Safety Plan as well as provide hands-on training for the equipment and processes used within the theater. When new or updated equipment or processes are implemented, training on the equipment or processes must be completed before its use.

Safety training will include, but not be limited to:

1. Power tools
2. Electrical equipment
3. Hydraulic lifts
4. Overhead operations including:
 - a. Lighting/Audio units
 - b. Folt Truss
 - c. Counterweight Rigging System
5. Fire Safety
6. First Aid

IV. Control Methods

A: ENGINEERING CONTROLS

Dickinson College is committed to controlling workplace hazards that could cause injury or illness to Theatre Arts Personnel. All work processes will meet the requirements of state and federal safety standards where they have specific rules about hazards or potential hazards in the workplace. Whenever possible facilities and equipment will be designed or modified to eliminate exposure to hazards.

B: ADMINISTRATIVE CONTROLS

Where engineering controls are not possible, work practice controls will be instituted to prevent exposure to the hazard.

Your Technical Director will inform you if you are affected by one or more of the following Dickinson College Safety Programs, and provide you with access to the program. Affected Theatre Arts Personnel will be required to complete safety training and utilize the exposure control methods in the next section, in accordance with the following Dickinson College Safety Plans:

1. Personal Protective Equipment Plan

All personnel who wear personal protective equipment are required to comply with this plan.

2. Hearing Conservation Plan

All personnel with noise exposures equal to or exceeding an 8-hour time weighted average (TWA) of 85dBA must comply with this plan.

3. Respiratory Protection Plan

All personnel who wear respiratory protection are required to comply with this plan.

4. Fall Prevention Plan

All personnel performing work with a fall potential greater than four feet must comply with this plan. This includes but is not limited to personnel using aerial lifts, ladders, scaffolds, and those working at elevated heights or on roofs.

5. Hazard Communication Plan

All personnel who work with hazardous materials are required to comply with this plan.

6. Fleet Policy

All personnel who use a college owned, leased, or rented vehicle for college business will be required to comply with this plan.

These safety plans and others are accessible via the Environmental Health & Safety website (<http://www.dickinson.edu/about/offices/environmental-health-and-safety/>) or by contacting the Department of Environmental Health & Safety at 717-245-1495. The Technical Director can also provide a copy of each plan upon request.

C: PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Occupational Safety and Health Administration (OSHA) requires employers to protect their employees from workplace hazards. One primary method for achieving this requirement is to develop workplace procedures and practices – such as those within the TASP – to remove and/or minimize hazards. In theater arts, it is not always possible to eliminate a hazard through engineering or administrative controls – Therefore, Personal Protective Equipment becomes the means for satisfying this requirement and successfully establishing a safe work environment.

The following summary has been provided to you as a means of identifying hazards involving certain work tasks, locations, and job titles and the exposure controls required to reduce those hazards.

When you are **welding/brazing/cutting with torch**, you must be wearing the following PPE:

- Goggles with proper tinted lenses
- Welding helmet
- Leather gloves
- Ankle-length pants
- Leather boots
- Apron (as needed)
- Respiratory Protection (as needed)
- Local exhaust ventilation is required.

When you are **soldering**, you must be wearing the following PPE:

- Safety glasses
- Ankle-length pants

When you are **working with hazardous chemicals**, you must be wearing the following PPE:

- Follow manufacturer's recommendations or contact the Environmental Health & Safety Department for guidance.

When you are **cleaning up glass**, you must be wearing the following PPE:

- Safety Glasses
- Cut-resistant Gloves

When you are **spraying chemicals above your head**, you must be wearing the following PPE:

- Chemical Splash Goggles
- Chemically Resistant Gloves

When you are **scraping wood**, you must be wearing the following PPE:

- Safety Glasses
- Cut-resistant Gloves

When you are **carrying wood**, you must be wearing the following PPE:

- Cut-resistant Gloves

When you are **working inside the spray paint booth (not glove box)**, you must be wearing the following PPE:

- Spray Booth Respirator (approved by the Department of Environmental Health & Safety)

When you are **relocating items**, you must be wearing the following PPE:

- Cut-resistant Gloves
- Heavy load carts must be used when transporting large and/or heavy items

When you are **working with secondary voltage**, you must be wearing the following PPE:

- Electrically Nonconductive Safety Shoes (Rubber Soled Shoes)
- Fiberglass ladders where needed
- Class A Helmet (Required if there is a chance of electric shock to the head)

When you are **operating hand and/or portable powered tools**, you must be wearing the following PPE:

- Safety Glasses
- Hearing Protection (if needed)
- GFCI extension cords must be used where needed
- All guards must be in place
- Shoes that completely cover the foot

When you are **cleaning lights and/or lens above your head**, you must be wearing the following PPE:

- Safety Glasses

When you are **focusing a light**, you must be wearing the following PPE:

- Cut-resistant Gloves
- Heat Gloves (if needed)

When you are **changing a light bulb overhead**, you must be wearing the following PPE:

- Safety Glasses
- Cut-resistant Gloves
- Heat Gloves (if needed)

When you are **exposed to noise exceeding an 8-hour average of 85dBA**, you must be wearing the following PPE:

- Hearing Protection

When you are **operating a travel spotlight**, the following PPE is strongly recommended:

- Long-sleeved shirt
- Cut-resistant Gloves

When you are **operating the fork lift**, you must be wearing the following PPE:

- Seat Belt
- * Only personnel trained by Dickinson College in fork truck operation may operate this vehicle

When you are **operating the aerial lift**, you must be wearing the following PPE:

- Personal Fall Arrest System (this includes the scissors lift if a PFAS is required per manufacturer's guidelines)
- * Only personnel trained by Dickinson College in aerial lift operation may operate this vehicle

When you are **using a College owned, leased, or rented vehicle**, you must be wearing the following PPE:

- Seat Belt
- * Tobacco in College vehicles is prohibited
- * The driver of any College vehicle is not permitted to use a cell phone while driving.

V. General Standard Operating Procedures

The following basic safety rules have been established to help make Dickinson College's theaters a safe place to work. These rules are in addition to specific safety rules established for particular jobs (which are listed elsewhere in the TASP policies and other Dickinson College Safety Programs). Failure to comply with these rules is a serious breach of college policy and subject to disciplinary action that might include termination of employment or termination of participation in all Theatre Arts programs at the college.

1. Mechanical guards must be kept in place at all times when machinery is being operated. Do not remove or disengage any safety device or safeguard.
2. No person may operate a piece of equipment unless the person has been trained, except for training purposes, during which time they must be supervised by trained personnel.
3. Use personal protective equipment whenever required. PPE must be worn correctly. Make sure all personal protective equipment is in good working condition.
4. When climbing any of the ladders to the Mather's catwalk, a personal fall arrest system must be used.
5. Obey all safety warning signs, out of order signs, and restricted areas.
6. Theatre Arts Personnel should familiarize themselves with all exits in their work area.
7. Working under the influence of alcohol or illegal drugs will result in disciplinary action up to and including termination. All such action requires joint review by the immediate Technical Director and the Office of Human Resources.

8. Firearms are not permitted on College property; this includes prop weapons unless expressly approved by the Department of Public Safety. [see Appendix D: Dickinson College Firearms and Weapons Policy for more information]
9. Smoking is prohibited in all theatres; smoking outside of buildings is permitted no closer than 20 feet from any entrance or exit.
10. Horseplay, running, and fighting are prohibited.
11. Good housekeeping is an important part of accident prevention. Clean up spills immediately. Replace all tools and supplies after use. Do not allow trash and debris to accumulate where they will become a hazard. All fire exits must remain free of obstructions and unlocked from the interior of the building.
12. Clean up spilled liquid, oil, or grease immediately and dispose of rags in a special container. Contact the Department of Environmental Health & Safety for assistance.
13. Because of the nature of our business care must be taken with show-time hazards. The Theatre Arts Personnel and visitors are at danger during these times from tripping, falling, and running into obstructions. Always tape wires and rugs. Always use as much safety light as the show will allow (red lights). All exit signs; aisle lights and seating lights must remain on and should not be dimmed.
14. When the theater is not in use or is closed for the night, a “ghost light” should be placed on stage to protect persons from falling off the edge of the stage or otherwise tripping.
15. Always call “heads up” when you see a falling object.
16. Replace worn or damaged electrical cables and electrical lights.
17. Remove from service any device that is not in working order by manufacturer’s specifications.
18. Pile materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, heaters, fire fighting equipment, electric lighting, power panels, valves, etc.
19. All stored materials must be stacked properly on a firm and even foundation. Stacks must not be allowed to reach a hazardous height, and where possible, stacks must be cross-tied or braced for support.
20. Place trash and paper in proper containers and not in cans provided for cigarette butts.
21. Do not tamper with electric controls or switches.
22. Temporary or permanent storage of materials should be avoided within three feet of any electrical panel. Panel doors should be CLOSED.
23. Only trained personnel may operate the electric pit lift at the ATS Auditorium.
24. Only trained personnel may operate the counterweight system.
25. Only trained personnel may load/unload weight from the counterweight system.

VI. Specific Standard Operating Procedures

NOTE: Mather’s Theatre houses a single-purchase counterweight system.

A: FLY RAIL, BATTEN AND ARBOR WEIGHTING AND RIGGING

The Fly Rail system is important within the theatre, but if it is not operated correctly, it presents serious danger of injury or death. Because the system is used to suspend large loads above the stage floor, proper training in its use is absolutely imperative. Therefore, no

personnel may use or manipulate any portion of the Fly Rail system without first receiving training and approval from the Technical Director. The Technical Director must inspect and approval all rigging before use.

The selection of rigging materials should be based upon the size and type of load, as well as the environmental conditions of the workplace. Chains, wire rope, and fiber rope may all be used, but the Technical Director must approve of the rigging plans before the tasks are performed. In addition, all rigging material must be checked for defects and should be disposed of immediately if defects are found to prevent future use. NOTE: The load capacity must never exceed the manufacturer's specifications!

1. Only personnel trained by the Technical Director may work the fly system.
2. Do not operate the rigging system without a spotter present. During a show, the fly rail should have a ground person spotting the line in and out. This person needs to have communications with the fly person. Spotters must stand at least 10 feet away from the rail.
3. Anything attached to a fly bar must have a safety cable attached.
4. Both the loading and lock rail should be clean and free of obstruction.
5. When loading or unloading a batten, the operating rope should be tied off.
6. Battens cannot be flown without making an announcement including what is moving and in what direction. (e.g. – “First electric coming in.” or “Scrim going out.”). Personnel on the stage floor must acknowledge the announcement by responding “thank you.” The battens may not be flown unless that acknowledgement is made by those on the stage floor.
7. Maintain visual contact with a moving piece at all times.
8. During loading of weights on the loading rail, personnel must keep the area below clear of personnel. When loading and unloading, a ground spotter must ensure no one walks within 10 feet of the area.
9. When loading a batten or arbor in a counterweight system, it is imperative to control the balance of a set by following a specific order of loading:
 - 1) Batten should be flown in and the set/equipment should be attached. Loading set/equipment in pieces and counterweighting them each time is best so the system does not get too out of balance.
 - 2) Counterweight should be added from loading bridge
 - 3) Weight should be tested and adjusted if necessary
10. When unloading a batten or arbor in a counterweight system, it is imperative to control the balance of a set by following a specific order of unloading:
 - 1) Arbor should be unloaded, then
 - 2) Batten should be unloaded
11. **DO NOT ATTEMPT TO CATCH A RUNAWAY BATTEN/ARBOR!**
12. Personnel holding the pipe must stay with the batten until told to let go of batten.
13. Personnel must not remove or load any item until receiving the Master Rigger's OK to remove or load batten.
14. Do not stack loading weight above the stop rail of the loading floor.
15. Fly personnel on the lock rail answer only to the Master Carpenter, and Master Electrician. In many cases, this may be the Technical Director.

16. Loading personnel answer only to the Master Fly Person.
17. HEADS UP CALL MUST BE USED FOR ALL FALLING OBJECTS.
18. Overhead work should be done only during times of rigging.
19. Empty all pockets before going overhead to ensure that nothing could fall to the stage.
20. All tools must be secured to workers with safety lines during overhead work.
21. Never drop anything from overhead to the floor.
22. All aircraft cables, shackles, quick links and ropes must be checked for defects before use. If defects are noted, the defective items must be destroyed or disposed of immediately.
23. Battens must be at pipe weight and gridded when not in use.
24. All hoisting must be done with a safety chain, clove hitch, or bowline.
25. Everything attached to a light (including but not limited to barn doors and gel cases) must be secured and attached with a safety cable before being raised.
26. Regular inspections of rigging and overhead lighting should be performed.
27. Items suspended above the audience must be approved and inspected daily by the Technical Director.
28. At no time should a job be performed that endangers personnel.
29. The counterweight system should be inspected by an ETCP certified rigging inspector annually.

B: ELECTRICITY & LIGHTING EQUIPMENT

Electric shock occurs when the body becomes part of an electric circuit, with current entering the body at one point and leaving at another. The severity of the shock received depends on the amount of current flowing through the body, the path of the current through the body, and the length of time the body is in the circuit. The following table shows the general relationship between the amount of current and the degree of injury for a 60-cycle hand-to-foot path of one second’s duration of shock. **NOTE:** most electrical circuits can provide, under normal conditions, up to 20,000 milliamperes of current flow!

CURRENT	REACTION
1 Milliampere (.001 amp)	Perception Level
5 Milliampere (.005 amp)	Slight shock felt, not painful but disturbing
6-30 Milliampere (.006-.03 amp)	Painful shock, “let-go” range
50-150 Milliampere (.05-.15 amp)	Extreme pain, respiratory arrest, severe muscle contraction
1000-4300 Milliampere (1-4.3 amp)	Ventricular fibrillation
10,000+ Milliampere (>10 amp)	Cardiac arrest, severe burns, probable death

1. Only properly grounded tools, cords, and equipment may be used.
2. Personnel should not attempt electrical repairs without proper training.
3. Check all equipment and cords for damage before use.
4. Do not overload dimmers or extension cords.
5. Only 12-3 wire and cable may be used in theatrical lighting installation.
6. Use the shortest extension cable possible.
7. Gloves should be worn when focusing lighting equipment or changing a lamp.
8. Theater circuits are rated at 20 amps - DO NOT OVERLOAD.

9. All lighting and electrical equipment must have a functioning safety cable attached. Top-hats and Barn-doors must be attached to the lighting equipment with safety cables.
10. Lighting gels, filters, patterns, and gobos must be properly installed in a holder and be made out of appropriate materials made for lighting usage. Other materials may overheat and may be a fire hazard.
11. Return unused gel, cable, lights, and accessories to proper storage areas when work is finished.
12. Unplug lighting instruments before changing lamps.
13. Use test lamps when checking light plugs.
14. When using strobe lighting in a performance, warnings should either be posted in the program or on the entrance door, or should be announced prior to the beginning of the show.
15. Personnel must be trained before being authorized to work with lighting circuitry, dimmers, and instruments.

C: LOW LIGHT LEVELS, NOISE LEVELS, & OTHER HAZARDS

1. Use caution in low light level situations. Use a flashlight when necessary.
2. Red lights should be placed around the stage to prevent accidents, and these lights should remain on at all times.
3. If a blackout occurs and you cannot see anything, stop where you are.
4. Provide running lights for major pathways whenever possible.
5. Wear hearing protection when operating or in the vicinity of loud machinery and tools.
6. Wear hearing protection when exposed to loud and prolonged sound from theater audio system. Earplugs are available in the Technical Director's office.
7. Commercially available fog and smoke machines are the only acceptable devices for use in focusing lighting equipment and creating fog/smoke effects on stage. At no time should smoke bombs, loose dry ice, or fire extinguishers be used for these effects. The use of fog and smoke machines must be approved by Public Safety.
8. Tape down all cables that could cause a person to trip. Use carpets that are taped on all sides. Where applicable, use yellow cable path tape.
9. Be aware of changes in working areas.
10. Clean up and properly store all tools, material, and ladders when you are finished with a project.
11. Alert others of obstructions.

D: LADDERS

Ladders should be inspected frequently and maintained in good condition. They should be free from slippery materials. Defective ladders should be removed from service until they are repaired or replaced. When using ladders, provide as much light as possible in the working space. **Treat both portable and permanent ladders in the same manner!**

For more information, Theatre Arts Personnel may obtain the Dickinson College Fall Prevention Plan by consulting their Technical Director or the Director of Environmental Health & Safety.

1. Before use, visually inspect equipment for mechanical defects. Documented ladder inspections should be performed quarterly (see Appendix A for inspection checklist).
2. Do not use a ladder as a brace, a workbench or for any purpose except for climbing.
3. Follow all safety rules as posted on the ladder (e.g.—if it cautions against using the top rung of a ladder, do not use it!)
4. Never exceed the weight limit posted on the ladder.
5. Make sure all locks on the ladder are secure before attempting to climb it.
6. Always face the ladder when climbing up or down.
7. Do not rush up or down a ladder – be sure of each step
8. Always place ladders on stable bases – use a spotter if necessary.
9. Only one person is allowed on a ladder at a time.
10. Always maintain three points of contact when climbing a ladder. (e.g.- two hands and one foot)
11. If you use a ladder to get to a roof or platform, the ladder must extend 3 feet above the landing.
12. Set a single or extension ladder with the base one-quarter of the working ladder height away from the support.
13. Never use boxes or barrels to extend the reach of a ladder.
14. Do not leave tools on a ladder
15. Never drop or throw tools to another worker.
16. Do not carry heavy loads up a ladder.
17. Tools must be secured to the worker or equipment with a safety line.
18. Never leave paint or other materials on a ladder.

E: PERSONNEL LIFT

For more information, Theatre Arts Personnel may obtain the Dickinson College Fall Prevention Plan by consulting their Technical Director or the Director of Environmental Health & Safety.

1. Visually inspect the personnel lift before use and alert the Technical Director of potential problems. Personnel lifts are professionally inspected quarterly.
2. Only trained and authorized personnel should operate the personnel lift.
3. Outriggers (if equipped) are required at all times when the personnel lift is elevated.
4. Do not move the machine while the platform is raised.
5. Personnel must stay on the platform inside of the workbasket during operation of the personnel lift. Never sit, stand, or climb on the guardrails.
6. Do not exit the platform of the personnel lift while raised.
7. Keep the platform of the personnel lift clear of debris.
8. Tools must be secured to the worker or equipment with a safety line.
9. Never drop or throw tools to another worker.
10. Never exceed the maximum capacity limit identified on the lift.

F: HANGING AND FOCUSING LIGHTING EQUIPMENT

1. Catwalks are equipped with railings built to regulations to protect from falls. Catwalk railings should never be removed unless alternative fall protection is employed. The Technical Director is responsible to ensure the safety of the catwalk.
2. Catwalks often hold other dangers including low light levels, trip hazards, and low-hanging beams/ducts. Always use extreme caution. Hard hats are available for use when working on the catwalk.
3. Scaffolding is sometimes used for theatrical work, specifically for hanging and focusing lighting equipment. OSHA standard 29 CFR 1910.28 applies strict requirements for the use of scaffolding. The Technical Director is responsible to ensure that scaffolding is used safely and correctly and to inspect scaffolding before its use.
4. When working in the lighting grid, personal fall arrest systems should be used.
5. When hanging and focusing lighting equipment, all pockets should be emptied before work is done. Tools should be secured to the worker or lift with safety lines.
6. When cutting gels for lighting equipment, all guards should be used on the paper cutter.

For more information on fall prevention, consult the Dickinson College Fall Prevention Plan, which can be obtained online or by contacting the Technical Director or the Director of Environmental Health & Safety.

G: BENDING / LIFTING

1. Do not lift while standing on slippery surfaces.
2. Get help if the load is too heavy or awkward to lift alone.
3. Make sure you have a good handhold on the load.
4. Avoid long forward reaches to lift over an obstruction.
5. Avoid bending backwards to lift or place items above shoulder.
6. Do not lift while in an awkward position.
7. Use mechanical devices such as hand trucks or carts to do lifting and moving.

H: PROPS AND DECORATION

Decorative materials include curtains, drapes, streamers, fabrics, cotton batting, straw, hay, vines, leaves, stalks, tress, moss, and similar items. When pyrotechnics or open flames (e.g. candles) are used, decorative materials may be used only if they are noncombustible or flame resistant, or have been rendered so with commercially available products. Personnel who need assistance with identifying and using appropriate decorative materials should contact their Technical Director for more information. Questions can be directed to the Department of Public Safety.

I: STRUCTURAL ISSUES ON SETS

Set designs which include steps, ladders, or traps should be approved by the Technical Director before use. Changes in elevation within the set design should always be

properly marked with phosphorescent glow tape. Pits and traps should be marked with signs or blocked off when not in use. Safety railings shall be used when set design permits. The rise and run of steps shall meet industry standards of acceptable use.

J: SPECIAL CONCERNS FOR WOOD PRODUCTS

The use of treated wood should be avoided. The Environmental Protection Agency and the Consumer Product Safety Commission recommend the following precautions when working with treated wood:

1. Cut, sand, and machine treated wood outside. Wear proper personal protective equipment (dust mask, goggles, gloves)
2. Clean up all sawdust, scraps, and other construction debris thoroughly and dispose of. Treated wood should not be composted, mulched, or burned.
3. Wash all exposed areas of the body – especially the hands – after working with treated wood. Thoroughly wash with soap and water prior to eating, drinking, using tobacco products, or using the restroom.

K: TOOLS

Tools should only be used if they can be used properly and the user has received any necessary training. Technical Directors should review the operation of the equipment, being sure to point out guards and other safety features. The owner's manual for each tool **MUST** be read before its use!

Some basic guidelines for the use of tools include:

1. NEVER alter or remove any guards or safety features
2. Inspect tools before use to check for defects. Remove defective tools from service immediately.
3. Never carry a power tool by its cord, and never unplug tools by pulling on the cord.
4. Power tools should be unplugged before making adjustments, changing blades, or loading them.
5. Never use power tools on wet surfaces or in wet weather.
6. Always observe surroundings for co-workers and students.
7. Return tools to storage when not in use.
8. Clear the working area of tools when finished with a project.

L: CHEMICAL HAZARDS

Theatre Arts Personnel must be aware of information on the physical and health hazards of chemicals, safe handling precautions, and emergency and first aid procedures.

1. Paints, Inks, Pigments, and Dyes

- Obtain MSDS sheets on all hazardous materials
- Use water-based products whenever possible
- Use premixed paints and dyes whenever possible

- Avoid dusty procedures unless performed under a local exhaust
- Use spray paints or dyes only under local exhaust conditions or outside (e.g. paint booth in basement of Montgomery)
- Never use lips to make a point on a paintbrush
- Wash hands before eating, drinking, smoking, or going to the bathroom
- Store flammable liquids in a flammables cabinet.
- Read and follow manufacturer's labels and precautions on containers
- Paints, Inks, Pigments, and Dyes must be disposed of correctly. The central accumulation area is located in the Rector Science Complex. Contact the Director of Environmental Health & Safety at 717-245-1495 if you need assistance.

2. Plastics

- Plastics are used for a variety of applications and processes. Always follow manufacturer's labels and MSDS instructions when applicable.

3. Chemical Spills

- In the event of a chemical spill, immediately alert other personnel in the area and contact the Department of Public Safety (717-245-1111) and the Director of Environmental Health & Safety (717-245-1495).
- See the Chemical Hygiene Plan for more information.

M: PYROTECHNICS

All use of pyrotechnic devices before an audience must conform to the following standards and regulations: NFPA 160, NFPA 1120, NFPA 1123, and NFPA 1126.

A Fire Prevention Permit from the Department of Environmental Health & Safety is required for any Pyrotechnic Special Effects Performance. In some cases, a permit is required from the Borough of Carlisle and/or the Pennsylvania State Fire Marshal, which the Department of Environmental Health & Safety will coordinate with the Code Enforcement Officer for Carlisle Borough. There may be a fee for these services.

Public warnings regarding the use of pyrotechnics must be posted.

A demonstration of the effect will be required from the department of Public Safety and/or the local fire marshal to determine the safety of the device and its use.

In addition, a written plan for the usage of pyrotechnics and smoke generation must be received and approved by the Director of Public Safety and the Technical Director.

The plan should include the following information:

- Name of the person, group, or organization sponsoring production.
- Date and time of day of production
- Exact location of the production

- Person responsible for firing pyrotechnics (e.g. – pyrotechnic operator)
- Qualifications and experience of pyrotechnic operator
- Confirmation of any applicable state and federal licenses held by the operator or assistant
- Evidence of the permittee’s insurance carrier
- Number and types of pyrotechnic devices and materials to be used
- Diagram of the grounds or facilities where production is to be held, including point of pyrotechnic firing, fallout radius for each device used, and lines of audience restraining.
- Material Safety Data Sheets for pyrotechnic materials used
- Certification that all costumes, set, scenery, and rigging materials are flame-retardant
- Contact Public Safety with dates and times of usage for smoke/haze machines. They can assist with deactivating necessary smoke detection systems and providing a fire watch.

The manufacturing, storing, or igniting of any fireworks, explosives, or rockets is prohibited. For more information contact the Director of Public Safety.

N: LASER USAGE IN THEATRICAL PERFORMANCES

Only Class 1 and Class 2 lasers (without magnifiers) are permitted in theatrical productions. For more information, contact the Director of Environmental Health & Safety at 717-245-1495.

O: WEAPONS POLICY

All members of the College community, including faculty, staff, and students, as well as visitors to Dickinson College, are prohibited from possessing firearms, explosives or weapons (hereafter collectively referred to as “weapons”) on the premises of the College or in any building under College control or at any College-sponsored event without the explicit authorization of Dickinson College, whether or not a federal or state license to possess the same has been issued to the possessor.

Faculty or staff legally permitted to possess weapons in the Commonwealth of Pennsylvania, Carlisle Borough, may do so on College property only to the extent that such possession is necessary as part of an academic or research activity. Such use must have received prior written approval by the Chief, Department of Public Safety. Weapons may also be used during meetings of College-sanctioned groups or College-sanctioned events, where the use of the particular weapons is a required part of the curriculum or activity (i.e. martial arts classes/clubs; fencing classes/clubs; theatrical events, etc.) Such use must have received prior written approval by the Chief, Department of Public Safety.

For more information see Appendix D: Dickinson College Firearms and Weapons Policy.

PROP WEAPONS:

The Theatre & Dance department does not “lend” out prop weapons under any circumstances.

Prop weapons must be locked up at all times, except during rehearsals and shows.

P: USING COSMETICS

1. Products approved for makeup use have been tested extensively for toxic hazards. As such, only these products should be used for stage productions.
2. As a general rule, each performer should have his or her own makeup. If using a “communal” make-up kit, performers should use a clean brush or their hands to apply.
3. Whenever possible, use disposable brushes and sponges and separate cream sticks and lipsticks onto individual papers.
4. Facial hair, wigs, skullcaps, sequins, and other face products should be disinfected before usage.
5. Makeup artists should make a practice of washing their hands between actors. Sponges and brushes should be washed after use on each individual.

Q: FATIGUE

Fatigue is a serious safety concern. During performance runs and during the weeks leading up to performances, personnel may put in long hours that lead to fatigue. Follow these guidelines to avoid fatigue.

1. Get proper rest. The average person requires 8-9 hours of sleep per night.
2. Limit drugs that might contribute to fatigue (cold/allergy medications)
3. Take frequent breaks while working. Repetitive or long work sessions reduce one’s ability to concentrate on the work at hand.
4. Do not skip meals. Meals provide the necessary nourishment to remain actively engaged on the job.
5. Plan ahead. Having building materials and equipment ahead of time can increase efficiency and reduce required work time.
6. Drink plenty of fluids. Stage lighting can be especially hot.
7. Know when to quit. Recognize the signs of fatigue – loss of concentration, slow reaction times, or memory loss--and stop for the day.
8. Students shall not work alone at night. Students working alone during the day may not work at heights over four (4) feet.

VII. Site Specific Standard Operating Procedures

NOTE: The Cube and Site are for dancers and theatre students who are working on their course requirements and projects. After their needs have been met and at the discretion of the T&D department faculty and staff, the spaces will be released on a first-come, first serve basis.

A. Cubiculo (40 W. High St, 2nd Floor)

- All rehearsal requests must be made with the academic administrator for the Department of Theatre & Dance, located in the Montgomery House. Phone: 717-245-1239
- The High St. door and rear alley door shall remain locked at all times. A key may be obtained from the information desk at the Holland Union Building. ID is required to obtain a key.
- No one is permitted on the roof of the building.
- Haze and fog machines are permitted; however, due to the sensitivity of the smoke alarm system, prior notice must be given to Cumberland County dispatch.
- Work lights are located on the right, inside the Black Box and the Dance Studio. Stage lights are located in the stage manager's seating area and can be used for rehearsal and class.
- Students may use the storage rooms for equipment and props related to academic dance work, but all storage rooms must remain locked.

B. The Site (25 W. High St.)

- Personnel entering the dance studio for class or rehearsal shall enter and exit through the building's rear doorway, facing Dickinson Avenue.
- Card access will be granted to students involved in class or rehearsal.
- For emergency purposes ONLY, there is a second exit located in the opposite corner of the room. This exit leads to an inside hallway and then exits to High St. This door is for residents of 25 W. High St and emergencies only.

VIII. Emergency Procedures

Preshow announcements identifying the location of exits in the event of an emergency are required.

A: IN CASE OF INJURY

1. If you are injured, promptly report the injury to the Technical Director & Stage Manager or Human Resources.
2. In case of serious injury, do not move the injured person unless absolutely necessary. Call **EMS** immediately by dialing **911**. Only provide assistance to the level of your training.
3. In case of serious injury where the injured person is located in a hard to reach area or movement is a problem (Catwalks, Roof, etc.) inform **911 Operator** of the problems so **Fire Department** can be dispatched.

4. Theater employees are not required to perform first aid as part of their job duties. In the event of an injury where first aid is needed, contact the Department of Public Safety at 717-245-1111.

B: IN CASE OF FIRE

1. If you discover a fire, pull fire alarm, and evacuate the building. Notify a Technical Director as soon as possible. Evacuations will follow the rules listed below.
2. If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may attempt to put it out with a fire extinguisher, if you are trained to do so. Theater employees are not required to use a fire extinguisher as part of their job duties. If the fire grows or there is thick smoke, do not continue to fight the fire. Instead, pull the fire alarm and evacuate the building.
3. Go to the designated gathering point and verify that all are accounted for. If any person(s) is missing, do not reenter the building. Notify the emergency responders that a person(s) is missing and may be in the building.

C: IN CASE OF RIOTS, BOMB THREATS, OR HOSTILE CLIENTS

In the business we provide we could experience the problems of riots, bomb threats, or hostile clients. Theatre Arts Personnel should familiarize themselves with the enclosed procedure so they may carry them out safely and expeditiously. All threats must be taken seriously. Following the list of guidelines listed below will help you during these times:

1. REMAIN CALM!
2. If you observe a suspicious object, DO NOT HANDLE THE OBJECT!
2. In the event of riot, or bomb threat, go to a safe area and notify Public Safety at 717-245-1111 immediately! If the threat is made by phone, use the Bomb Threat Report Form (Appendix C) to record as much information as possible.
3. When dealing with a hostile client, remain polite and courteous and try to help the client understand the problem. Remember not to take the situation personally. Notify police if necessary.
4. In case of a bomb threat, TURN OFF RADIOS. Do not operate any power switch and do not activate the fire alarm.
5. In case of a bomb threat, notify the house manager, police, and fire departments
6. Evacuate the theater if required by police, using directions for evacuation found below.
7. Notify your Technical Director and get assistance during these times. In an emergency, the Public Safety Officer on the scene is the college official in charge.

WHAT NOT TO DO

1. Do NOT panic!
2. Do NOT go looking for the bomb! EVACUATE THE AREA!
3. Do NOT give any information about the bomb threat to anyone except authorized College Personnel.

4. Do NOT give any statement to the media. Press releases will be coordinated from the College Media Relations Department.

D: BUILDING EVACUATION PROCEDURES

1. Building evacuations occur when an alarm sounds and/or upon notification by Public Safety. **During an Emergency Building Evacuation every occupant must exit the building immediately after hearing the alarm or being advised by Public Safety.**
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. DO NOT PANIC! Remember that elevators are reserved for physically challenged persons. DO NOT use elevators in cases of fire or earthquake!
4. Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel. Know your area assembly point.
5. DO NOT return to an evacuated building unless told to do so by Public Safety.

E: IN CASE OF A TORNADO

Tornadoes will most likely come out of the South and Southwest.

Stay away from glass windows or doorways. Move to the lowest floor of the building (HUB basement). Take a radio, flashlight, and, if applicable, a cell phone. If there is an audience in the theater, you should move as many of them as you can to these locations, starting with the balcony first, and then the main house from under the balcony. Remaining audience members can then be moved to the areas of best protection.

F: IN CASE OF EARTHQUAKE

There will be no advance warning of an earthquake. The shaking will be your only warning.

If you are inside a building:

1. Drop under a desk or table, cover your head, and hold on. Stay away from windows, heavy cabinets, fly system, and glass dividers.
2. When the shaking stops, assess damage and available evacuation routes, and then begin an evacuation of the area to the designated gathering spot.
3. Evacuation should proceed as quickly as possible since there may be aftershocks.
4. Technical Directors should account for all personnel.
5. Check for injuries and provide assistance in evacuation of injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
6. If a gas odor is present, notify a Technical Director to turn gas off at the gas main.
7. No one is permitted to re-enter the building once the evacuation is complete.
8. Do not touch downed power lines or objects touching downed power lines

9. Do not use the phone except for emergency use.
10. Turn on a radio and listen for public safety instruction.

If you are outside:

1. Stand away from building, trees, telephone and electric lines.
2. Stay away from underpasses
3. Stay in a safe area.

APPENDIX A

Ladder Inspection Checklist

Ladder No. _____ Location _____ Date _____

Ladder Substance: Wood _____ Aluminum _____ Steel _____ Fiberglass _____

Ladder Style: Single _____ Extension _____ Step _____ Platform _____

Other: _____

Ladder Type: _____

Inspection

Side Rails: Good _____ Bad _____ Need Testing _____

Comments: _____

Rungs or Steps: Good _____ Bad _____ Need Testing _____

Comments: _____

Hardware:

	Good	Need Repair
Slide Guides	_____	_____
Rung Locks	_____	_____
Safety Shoes	_____	_____
Pail Shelf	_____	_____
Spreader Braces	_____	_____
Truss Rods and Blocks	_____	_____

Rivets: Missing _____ Loose _____

Comments _____

General Overall Condition: Good _____ Fair _____ Poor _____

Comments _____

Signature: _____

Date: _____

APPENDIX B

Personnel Lift Inspection Checklists

APPENDIX C

BOMB THREAT REPORT FORM

Instructions: BE CALM, BE COURTEOUS, LISTEN, And DO NOT INTERRUPT THE CALLER. **IF POSSIBLE; NOTIFY PUBLIC SAFETY** while the caller is on the line.

Date: _____ Time started _____ Time Hung Up _____

Exact words of person placing the call: _____

QUESTIONS TO ASK?

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. What will cause it to explode? _____
6. Why did you place the bomb? _____

Try to determine the following: [**circle as appropriate**]

Caller's Identity: Name Address Male Female Adult Juvenile Age ___yrs.

Voice: Loud Soft High Pitch Deep Raspy Pleasant Quiet Intoxicated

Other: _____

Accent: Local Not Local Foreign Region/Nationality

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Other: _____

Language: Excellent Good Fair Poor Foul Other: _____

Manner: Calm Angry Rational Irrational Coherent Laughing
Incoherent Deliberate Emotional Righteous Intoxicated

Background noises: Office Machines Factory Machines Bedlam Music Trains
Animals Quiet Voices Mixed Street Traffic Airplanes
Party Laughing in Background Other: _____

Action to take after the Caller hangs up: Notify your Technical Director, and Public Safety. TALK TO NO ONE other than instructed by Public Safety.

Employee Theatre Safety Plan Acknowledgment Form

I acknowledge that I have received, read, and understand the policies outlined in the Theatre Arts Safety Plan. I agree to conform to the rules and regulations of Dickinson College as described in this plan, which is intended as a guide to Theatre & Dance policies and procedures. I understand that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract between Dickinson College and me, and that either I or Dickinson College may terminate our employment relationship at any time, with or without cause.

Employee Name (Printed)

Employee Signature

Date

NOTE: Please give this completed form to your supervisor for filing in your personnel file.

****EMPLOYEE COPY****

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Employee Signature

Date

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****COLLEGE COPY****