



## SAFETY INFORMATION

### BASIC ELECTRICAL SAFETY GUIDELINES

#### **APPLICABLE TO:**

All persons using the theatrical lighting systems for the Theatre Arts Department class labs.

#### **RISKS AND/OR CONSEQUENCES INVOLVED:**

Death or injury by electrocution to self and others. Damage to equipment and facilities.

#### **GUIDELINES, RULES AND PROCEDURES:**

- If you are unsure of a procedure or have a question, ASK your instructor or supervisor.
- No one is permitted to work with stage lighting and electrical equipment without training and authorization.
- Only CSULB Facilities Mgmt. Electricians are allowed to perform work associated with the building. If there is an electrical problem, notify your supervisor immediately. DO NOT ATTEMPT to correct the problem.
- Never make repairs on electrical equipment without supervision. Improperly wired equipment may cause electrocution resulting in fire, serious personal injury or death.
- All electrical work, including changes, must be reviewed and pre-approved by the Master Electrician.
- Always unplug equipment before inspecting for problems.
- Electrical equipment may NEVER be used in any fashion other than intended by the manufacturer.
- If any electrical equipment is damaged or not working properly, stop using it, tag it, and alert the Master Electrician or instructor immediately. Do NOT put it back into the inventory.
- At any time when an instrument is energized (“on”), keep your hands off until you are sure that it is firing correctly.
- STOP WORK and IMMEDIATELY INFORM YOUR SUPERVISOR if there are:
  - Circuit breakers are tripped and/or fuses blown
  - SPARKS or a HISSING, CRACKLING SOUND from an instrument or cable or connector
  - Strange burning smell or smoke from the instrument or cable or connector.
  - An electrical equipment, tool, appliance, cable or connector feels warm.
  - A tingling sensation or minor shock is felt when contacting the equipment, cable, connector or tool.
  - Exposed or frayed insulation or wires in cable or equipment.
- All electrical connections must be made using UL approved connectors. Electrical tape is not a suitable connection method.
- All power circuits, stage circuits, tools, and lighting equipment must be grounded.
- Use the proper extension cable for the work at hand.
- Never connect multiple extension cables and surge protection devices (power strips) together.
- If in doubt, ASK!
- ALWAYS ask your supervisor or instructor if you have any questions or concerns.

#### **REFERENCES:**

Thomas M. Shorrock, Florida Atlantic University, [www.fau.edu/~shorrock](http://www.fau.edu/~shorrock), Feb. 3, 2006  
Loyola University, Chicago, Department of Fine and Performing Arts, Safety Information Sheet  
CSULB Theatre Arts Department, Lighting Lab  
University of California Office of the President—Environmental, Health & Safety, Performing Arts Safety Manual

**EMERGENCY ☎: 911**