



SAFETY INFORMATION

SCENE SHOP – GENERAL TOOL SAFETY

APPLICABLE TO:

All persons working in the Scene Shop or doing related work in a specific performance space.

RISKS AND/OR CONSEQUENCES INVOLVED:

Broken bones, dismemberment, loss of sight, eye injuries, electric shock, scrapes, cuts, bruises, falls, poisoning, exposure to toxic chemicals, respiratory problems,, crushing, permanent or temporary hearing damage, splinters, being struck by projectiles, dust exposure and even death.

GUIDELINES, RULES AND PROCEDURES:

- Check in with shop supervisor upon arrival. No one is permitted to operate any tool without authorization.
- All tool users must be trained, certified, and proven competent in the use of the tool.
- Never use tools and machines under the influence of any medication that may impair judgment.
- Always wear eye/face protection, and hearing protection and dust masks when appropriate.
- Each power tool has its own set of safety rules. Make sure you read the instructions of the tool before using.
- NO ONE is allowed to work alone when using power tools or equipment--there must be a minimum of two certified persons working in the shop.
- Never alter or remove any part of any tool.
- NEVER operate an unguarded power tool.
- Always use the correct tool for the job. Never use a tool for a purpose for which it was not intended.
- Always turn power tools off before walking away. Make sure that the tool has come to complete stop.
- Always report immediately to the Technical Director, Scene Shop Supervisor or Scenic Instructor, if:
 - A tool appears damaged. Be sure the tool is in proper working order BEFORE using it.
 - You damage a tool--DON'T HIDE IT. Better to be safe now than sorry later.
 - A cutting/boring tool that appears dull. Don't force a tool to cut/bore if it is dull.
- Always turn off and unplug a tool before changing a blade, bit, cutters or belt or making adjustments. REMEMBER, if you've been using the tool, the blade or bit may be hot and you can burn your fingers.
- Remove chucks keys from drills before turning it on.
- Always disconnect the air supply when loading pneumatic tools, i.e. staplers.
- Always use the fence to support your material on the table saw, radial arm saw and chop saws.
- Always secure work materials with vises, clamps, screws or nails before any cutting or drilling.
- Never force any tool, hand or power.
- Never attempt to clean away saw dust or chips while the tool or machine is running.
- Never use your hands to sweep away saw dust or chips—use a bench brush or hand brush.
- Always ask your supervisor or instructor if you have any questions or concerns.

REFERENCES:

Thomas M. Shorrock, Florida Atlantic University, www.fau.edu/~shorrock, Feb. 3, 2006
The Center for the Arts, University at Buffalo, "Scene Shop Safety Manual", May 3, 2010
Loyola University, Chicago, Department of Fine and Performing Arts, Safety Information Sheet
CSULB Theatre Arts Department, Scene Shop

EMERGENCY ☎: 911