



SAFETY INFORMATION

SCENE SHOP – HAND 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, scrapes, cuts, bruises, permanent or temporary hearing damage, splinters, being struck by projectiles, dust exposure and potentially death.

GUIDELINES, RULES AND PROCEDURES:

- Hand tools are often overlooked as safety hazards. Many tools have sharp edges/points, blades, springs, etc.
- All tool users must be trained, certified and proven competent in the use of the tool.
- Always wear eye/face protection and hearing protection and dust masks when appropriate.
- Don't wear bulky gloves to operate hand tools.
- Always use the correct tool for the job. Don't use a tool for a purpose for which it was not intended.
- Never apply excessive force on a tool
- When walking with a sharp-edged tools, point the edge down and away from you. "Don't run with scissors."
- Don't carry sharp or pointed tools in your pocket.
- Never cut towards you when using a cutting tool (i.e. utility knife)
- Never throw tools. Hand them directly to other workers, pointy/sharp side down.
- Report immediately to the Technical Director, Scene Shop Supervisor or Scenic Instructor;
 - If the tool appears damaged. Be sure the tool is in proper working order BEFORE using it.
 - If you damage a tool--DON'T HIDE IT. You don't want to cause injury to the next person using the tool.
 - If a cutting tool appears dull. Don't force a tool to cut if it is dull.
- Tools that may be used:
 - Screwdrivers – know/use the correct size and type
 - Wrenches – pipe, adjustable, groove, combination, locking
 - Ratchets, drivers– know/use the correct size and type
 - Saws – coping, dovetail, jig, miter, hack, combo, keyhole
 - Hammers, mallets, dead-blow, sledge, ballpeen, tack – know the type and uses
 - Pliers – needle nose, adjustable, tongue and groove, locking, lineman
 - Cutting tools – various knives, tin snips, scissors, diagonal cutters, end nippers
 - Miscellaneous: Staplers, glue guns, clamps, staple removers
- If you have any questions or concerns, ask your supervisor or instructor.

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