



SAFETY INFORMATION

SCENE SHOP – POWER 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, crushing, permanent or temporary hearing damage, splinters, being struck by projectiles, dust exposure and even death.

GUIDELINES, RULES AND PROCEDURES:

- No one is permitted to operate any power tool without authorization or supervision.
- 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 instruction mounted by the tool. Make sure you read and understand the instructions of the tool before using.
 - Tools include, and is not limited to: table saw, radial arm saw, drill press, disc and belt sander, band saw, cold saw, compound miter saw, and wood lathe.
- Never work alone when using power tools or equipment--there must be a minimum of two certified persons working in the shop. NO ONE is allowed to work alone using power tools.
- Never alter or remove any part of the 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.
- Never disturb (speak to or touch) anyone who is working with a power or pneumatic tool. Wait until the job is finished and tool turned off before talking.
- Always turn 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:
 - The tool appears damaged. Be sure the tool is in proper working order BEFORE using it.
 - You damage a tool--DON'T HIDE IT. You don't want to cause injury to the next person using the tool.
 - A cutting/boring tool appears dull. Don't force a tool to cut/bore if it is dull.
- Make sure that the switch is OFF before plugging in any power tool.
- Always turn off and unplug a tool before changing a blade, bit, cutters, or belt or making adjustments.
- 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. Make sure the tool has come to a complete stop.

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



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- Never use your hands to sweep away saw dust or chips—use a bench brush or hand brush to avoid slivers.
- Never use gloves while using power tools since they may get caught in moving parts.
- Inspect material before working. Remove all nails, staples, screws or other foreign objects that may fly out or foul in the tool.
- Always ask your supervisor or instructor if you have any questions or concerns.

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