



School of Arts Safety Training

Performing Arts Safety Training Guide

This CSU San Marcos School of Arts (SofA) Safety Training Guide includes information regarding the potential hazards associated in the SofA and trains you to work safely while performing specific tasks. It is important that you adhere to these safety guidelines.

SofA training is provided to students, faculty and staff following; General Industry Safety Order Title 8 3203 (a) 3 Injury and Illness Prevention Program.

You will not be permitted to work or use equipment in the CSU School of Arts:

- Have read this SofA Safety Training Guide
- Have been instructed in hazards by your instructor and have had any questions answered
- Have signed off on the SofA Safety Training Guide

Safety Policy

It shall be the policy of the California State University San Marcos School of Arts that a safe, healthy environment shall be maintained at all times within the department and its program environs, including performance spaces, rehearsal spaces, and shop and other workspaces. This includes controlling and minimizing hazards attendant with the creation of theater and performance. We recognize that many processes, techniques, materials and practices used in the performing and studio arts contain inherent risks to individuals and if those risks cannot be adequately minimized and controlled through proper training, equipment, and use of appropriate precautions; **those things may not be used within our program.**

Furthermore, ignoring precautions and restriction shall not be allowed. No production, installation, or exhibit can ever be considered justification for risk to any member of our program, and no production, installation, or exhibit can be considered successful if someone is injured in its completion.

No activity in the performing and studio arts is completely safe. Safety procedures considered standard in any other industry may not be practical in a performance or studio situation. We must therefore be especially diligent in following safety rules that do apply. **FAILURE TO FOLLOW APPROPRIATE SAFETY RULES AND POLICIES MAY RESULT IN SERIOUS INJURY OR DEATH!**

Handling Safety Issues

It is the policy of Cal State San Marcos SofA Safety Program that no safety concern is unimportant. All personnel and students within the Department are encouraged to



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bring such concerns to the faculty and staff, and especially to the Technical Director. In no way will doing so reflect badly on or be held against the person making the report. Rather, contributing to the health and safety of all personnel is everyone's responsibility.

Restricted Access

A performance space, especially the stage area, is essentially a large machine for producing plays. It contains many hazards, especially to those unfamiliar with the mechanical and physical aspects of a theatre, therefore:

No unauthorized personnel (i.e. anyone other than the cast and crew) shall be allowed backstage during any performance, between call time and 15 minutes after final curtain.

No one is allowed access to the wood shop unless supervisory personnel (faculty, staff or authorized student supervisor) are present.

No one shall be permitted to operate the lift unless another person (faculty or staff or authorized student supervisor) is present.

NO ONE SHALL BE PERMITTED TO OPERATE ANY POWER TOOL IN A PERFORMANCE SPACE OR SHOP SPACE UNLESS A FACULTY MEMBER OR THE INSTRUCTIONAL TECHNICIAN IS PRESENT.

First Aid, Accidents & Reporting

A first Aid kit is maintained in the ARTS 107 (backstage between ARTS 111 and ARTS 101) and may be accessed as needed. Keys to backstage are issued to all faculty, staff and student managers who are all authorized to access the first aid supplies. An additional first aid kit is located in the Wood Shop (ARTS 344).

These kits are intended for First Aid ONLY! In the event of anything OTHER than minor incidents, accidents are to be reported IMMEDIATELY to the supervisor in charge of the area, who shall contact University Police at 911, who are authorized to contact the proper emergency services. If the incident is serious or life-threatening, you should call 911 immediately. University Police should then be contacted as soon as practical. Render whatever first aid can be applied until emergency services arrive to relieve you.

All incidents must also be reported to Risk Management & Safety at x4502.

Emergency Procedures

FOR ANY EMERGENCY INCLUDING INJURY, ILLNESS, FIRE OR AN EXPLOSION, DIAL 911 (UNIVERSITY POLICE) FROM ANY UNIVERSITY PHONE.



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Your call will be answered by an officer at University Police. Public Safety personnel will respond and determine the need for additional assistance.

The following are recommended procedures for various types of emergencies.

Medical Emergencies

- 1. If a SERIOUS INJURY occurs, immediately dial University Police at 911.**
2. Never move a person suspected of serious injury unless it is a life threatening situation such as a fire. Attempts to move an injured person can cause further injury, especially to the spine and neck. Try to keep the injured person warm and still.
3. Persons with severe injuries or illnesses that require emergency department facilities for treatment are to be transported directly to the emergency room by ambulance. Staff employees with less serious conditions should obtain treatment at the Industrial & Sports Medical Center located at 740 Nordahl Road San Marcos CA after notifying Human Resources and Equal Opportunity. Students should seek medical treatment at Student Health Services.
4. Because of infection, minor cuts have the potential to become more serious. Wounds should be washed and dressed.

Fire Emergencies

In the event of a fire, University Police should be notified immediately at 911 and the following actions are recommended.

1. Activate the fire alarm.
2. Put out the fire if you know how to do so without endangering yourself or others. Those that choose to put out small incipient stage fires (no larger than a waste paper basket) must be trained in the proper use of fire extinguishers. If a fire cannot be extinguished within the first 10 seconds leave immediately.
3. If the fire is large and spreading, leave the fire area and prevent the fire's spread by closing the doors behind you.
4. Evacuate the building and await the arrival of Fire Officials. Try to account for everyone inside the building. Do not leave the area until you have been accounted for.
5. Do not re-enter the building until you are told to do so by University Police or the Fire Marshall.



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Chemical Exposure

1. If you spill a chemical such as paint thinners or fabric dyes on your skin:
 - a. Rinse the area with water for at least 15 minutes in the emergency shower located on the west side of the patio area.
 - b. Remove any soiled clothing and jewelry while you are rinsing.
2. If you get a chemical in your eyes:
 - a. Rinse the eyes in the emergency eyewash for at least 15 minutes. The emergency eyewash is located on the west side of the patio area.
 - b. Remove contact lenses while rinsing, don't wait to remove them before you rinse.
 - c. Report the injury to Risk Management & Safety at x 4502.
3. If you inhale a chemical or are overcome by fumes.
 - a. Leave the room and move to fresh air.
 - b. Keep door of room open to vent.
 - c. Do not re-enter a contaminated area.
 - d. Call Risk Management & Safety at x 4502 to report the injury.

Chemical Spills

Risk Management & Safety serves as the campus First Responder for hazardous spills. The general procedure in the event of a spill is to notify a supervisor who will evacuate the area immediately. Call Risk Management & Safety to report the incident and wait for further instruction.

Open Flames

The use of open flames in productions is not allowed on campus.

Combat an Weapons

No stage combat shall be permitted in production or class without training and approval of the performance faculty responsible.

Prop weapons are not toys. They are not to be handled except by authorized person and are the responsibility of the faculty of each production. No one else is allowed to handle any prop weapon.



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Prop weapons shall be secured when not in use, and shall be issued to the actors use them only when required and shall be immediately turned back in to the props person responsible immediately when finished and secured until the next performance.

All prop weapons MUST ALWAYS BE TREATED AS REAL weapons. All guns used as props must be handled as if loaded. All edged weapons must be treated as sharp. Even bated weapons can kill.

Below is the CSU San Marcos regarding weapons, fake or real, on campus:

Firearms, Weapons, or Destructive Devices

Definition:

It is the policy of California State University San Marcos to provide a safe environment for all students, employees, visitors, and guests by enforcing all laws pertaining to firearms, weapons, or destructive devices on campus. The restrictions pertaining to these devices are:

- It is a violation of Penal Code section 626.9 for any person, except as defined in Penal Code Section 12031, to bring or possess any firearm onto any property owned, controlled, or operated by the University without the prior written permission of the President or designee. This authority is delegated to the University Chief of Police.
- It is a violation of Penal Code section 626.10, with specific exceptions as noted within 626.10 of the Penal Code, for any person to bring or possess a dirk, dagger, ice pick, knife having a fixed blade longer than two and one half (2 1/2) inches, stun gun or "Less Lethal Weapon" on any property owned, controlled, or operated by the University without prior written permission of the President or designee. This authority is delegated to the University Chief of Police. A "Less Lethal Weapon" means any device that is designed to, or that has been converted to expel or propel less lethal ammunition by any action, mechanism, or process for the purpose of incapacitating, immobilizing, or stunning a human being through the infliction of any less than lethal impairment of physical condition, function, or senses, including physical pain or discomfort. It is not necessary that a weapon leave any lasting or permanent incapacitation, discomfort, pain, or other injury or disability in order to qualify as a less lethal weapon. Examples would include, but not limited to, BB guns, pellet guns, Airsoft guns, and paint ball guns.
- No person may openly display or expose any imitation firearm, as defined in Penal Code Section 12550, in a public place. **Arts 101 and Arts 111 are the only rooms approved for the use of imitation weapons and firearms for theatrical purposes. All imitation weapons and firearms for theatrical use will be provided by the Technical Director of the School of Arts. Any imitation weapon or firearm brought onto campus and not**



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	<p>issued by the University is a violation of this policy. Any requests for an exception to this policy must be for educational purposes and must be approved one week in advance of the event in writing by the appropriate College Dean (or designee) and the Chief of Police. -No person shall possess for any reason any fireworks, explosives or destructive devices as enumerated in the California Health and Safety Code without prior written permission of the President. -No person shall possess any tear gas weapon to include Mace, CN gas, or CS Gas, pepper spray, or other similar gas weapon containing more than 2.5 ounces net weight of aerosol spray. -No person shall possess any weapon enumerated in 12020 of the Penal Code, to include, but not limited to, billy clubs, metal or plastic knuckles, belt buckle knife, shurikins (AKA Chinese throwing stars), nunchaku, blackjack, sap, or any metal or replica practice hand grenade. -It is a violation of Penal Code 653k to possess or keep in a vehicle a switch blade or gravity knife (A "butterfly knife" for example).</p>
Authority:	California Penal Code sections 12301 through 12311, 626.9, 626.10, 12020, 653k, 12550, 12403.7. California Health and Safety Code sections 12000 through 12692
Scope:	This policy applies to all members of the campus community and visitors or guests on property owned, controlled or operated by the University except as expressly enumerated in the Penal Code and Health and Safety Code.
Responsible Division:	Finance & Administrative Services
Approval Date:	05/12/2011
Implementation Date:	05/12/2011
Originally Implemented:	07/01/1989
Signature Page/PDF:	View Signatures for Firearms, Weapons, or Destructive Devices Policy

Smoking Rules

It is State Law that SMOKING IS PROHIBITED in all State buildings, university vehicles and within 15' of any door or intake.



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Safety Complaints and Hazards

Any perceived safety concerns or hazards, large or small, must be reported to the supervisor in charge of the area who shall take steps to correct the problem or to report the problem to Risk Management & Safety for action.

Electrical or maintenance services to the building shall be referred Facilities Services at x4600.

Wood Shop Safety Rules

The following should be considered as guidelines for working in the Wood Shop area. They have been written and are enforced for your safety, and as such should be followed at all times. If you have any questions regarding the safe operation of any tool or method of construction, please feel free to ask the Faculty or Staff. You are responsible to know and understand all of the following:

1. All persons working in the shops shall be properly attired. This includes long pants and close-toe shoes. Hard-sole shoes should be worn if possible since gym shoes do not afford sufficient sole and toe protection. At no time will anyone wearing a dress, shorts or sandals be allowed to work in the shop area as none of these garments give sufficient protection to the wearer. Also, long hair is to be tied back to avoid any chance of getting caught in moving machinery.
2. The Wood Shop is an eye protection area and safety glasses are required whenever entering this space. In general, when operating any power tool, safety glasses are to be worn. Also when participating in any amount of abrasive sanding or spray painting, respirators are also to be used in addition to safety glasses. Ear protection is available to all students and staff in the shop areas at all times. It is up to the student or staff members to determine when this protection is necessary.
3. Every attempt should be made to keep your work area clean and organized. This means periodically sweeping up excessive waste and returning unnecessary tools to their proper places.
4. There is to be NO SMOKING IN THE SHOP AREAS. No soft drinks or food are permitted in the shop areas.
5. No person shall work in the shops while under the influence of drugs or alcohol. Prescribed drugs which could cause drowsiness, lightheadedness, or disorientation should also not be used. Any student using such prescribed medications should notify both the Faculty and Staff in charge. Any person removed from the shops for the above reason shall not be allowed to return unless authorized by the Faculty.
6. Anytime that you have a problem with any tool or machine, bring it to the attention of the Staff so they may assist you. Never attempt to repair or adjust any machines. If



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a machine or tool is accidentally damaged, bring it to the attention of the Staff. Please do not try to hide or cover up any damages.

7. At no time shall any student operate or attempt to operate any of the following pieces of equipment without permission of the Staff.
 - a. Table Saw
 - b. Radial Arm Saw
 - c. Circular Saw
 - d. Band Saw
 - e. Sabre Saw
 - f. Drill Press
8. Before operating any power tools, make sure all allen wrenches, chuck keys or other foreign materials are clear of the machine's work area.
9. Dangling necklaces or earrings, large rings, long loose scarves or loose sleeves should not be worn in the shop as they may become entangled in moving machinery.
10. Always make sure that all power tools are turned off and the electrical power disconnected before leaving the machine. Never leave an unattended machine running, even for "one second".
11. Always unplug or disconnect from power all power tools before changing blades, bits or attachments.
12. IF YOU DON'T KNOW-ASK! There is no such thing as a dumb question, only dumb mistakes and injuries.

Safety Notices and Bulletins

Safety rules for each of the major power tools in the wood shop are posted near each tool.

NO PERSONS WILL BE ALLOWED TO OPERATE ANY POWER TOOL UNTIL TRAINED AND APPROVED BY THE INSTRUCTOR. All required safety rules must be followed at all times.

Some guidelines for using tools include:

1. Inspect tools before use for any defects such as frayed wires, or damaged hand tools. Remove defective tools from service and have it repaired or replaced.
2. Only use power tools that are properly grounded with a 3-pronged plug or that are double insulated. A power tool with a missing grounding prong shall be considered damaged and be removed from use until repaired.



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Ventilation Systems

The Wood Shop is equipped with certain ventilation systems that shall be used at all appropriate times. These include but are not limited to:

Dust collection system must be operating when the table saw, band saw, or radial arm saw are in use. Training on these tools must include training on the ventilation system.

Spray paint use is only permitted in the patio area where outside airflow exists.

Personal Protective Equipment

In addition to normal permitted work clothing, the shops are provided with personal protective equipment. Use of such equipment is not optional and shall be used at all times when performing associated activities.

Such personal protective equipment shall include:

EYE PROTECTION: safety glasses, goggles or face shields shall be required when operating power tools.

EAR PROTECTION: ear plugs or ear muffs shall be required when operating louder power tools such as radial arm saw, table saw, circular saw, chop saw, or portable grinder at any time, or any percussive tool (pneumatic nail gun), at ALL times. Ear plugs or ear muffs shall be required when operating ANY power tool for extended periods of time.

RESPIRATORY PROTECTION: Use of a dust mask is required for activities creating quantities of dust or if using the dust collection system is not practical for a given activity (i.e. portable tools). Other respiratory protection may be necessary when working with solvents or solvent based chemicals and materials. Please contact Risk Management & Safety for information on appropriate type of respiratory protection available for specific uses.

PROTECTIVE GLOVES: Required when working with solvents or solvent based (no water based) chemicals and materials. Extended exposure to water based chemicals (such as paint) shall also require the use of protective gloves. Refer to MSDS for guidelines as to appropriate PPE.

HEARING PROTECTION: Noise can be generated from a whole range of sources. In the SofA the most likely noise generating sources are portable or fixed machinery such as; drills, saws, etc. Regardless of the source, the effects of noise are predictable and the consequences preventable. The safe level of noise is 85 decibel (8 hour Time Weighted Average) or below. That can be equated to approximately the level in which you would produce as you raise your voice to talk to someone close by. If you are exposed to these levels, you should use hearing protection in the form of plugs or muffs. Contact RM&S if



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you suspect you need assistance in evaluating your noise exposure.

Physical Hazards

Physical hazards in the arts include ultraviolet and infrared radiation, noise, vibration, stress to the muscular skeletal system from repetitive motion or excessive lifting, improperly maintained equipment, and poor storage and process management. They also include injury arising from carelessness and inattention.

You must understand how to control your exposure to radiation sources by avoiding carbon-arc lighting when possible, covering skin surfaces, and wearing appropriate shaded eye protection. If you are welding, it is also important that you screen your work from others so no one will be inadvertently exposed. Radiation intensity decreases quickly with distance so you should increase your distance from radiation sources if possible and keep others away.

Noise is common in arts studios and is produced by such things as woodworking and metal working machinery; hand, electrical, and pneumatic tools; and exhaust fans. The noise level emitted from equipment or processes may be reduced by dampening vibration, isolating noise-producing equipment, or installing sound-absorbing materials. If engineering or preventative maintenance controls are not available to reduce your exposure to noise, hearing protection in the form of earplugs or earmuffs can be worn to reduce noise exposure in noisy environments. You should be aware of the different types of ear protection and the proper use and care of this protection.

Repetitive motion, particularly of the hands, wrists, and arms, can lead to painful inflammation of muscles, tendons, and nerves over time and cause the eventual deterioration of those tissues. The symptoms associated with repetitive-motion disorders can include pain, warmth, swelling, and difficulty moving the joint involved. The continuous, often extreme bending of wrist, elbow, and shoulder joints leads to these disorders. Hand polishing, sanding, drawing and painting in awkward postures, are examples of high-risk repetitive tasks. To prevent these injuries, select appropriate tools lay out your work so you can use more neutral postures (for example, a straight wrist) while performing tasks. You should take frequent rest breaks to stretch muscles and work on alternate tasks. This allows you to use and rest different muscles. You should use as light a grip as possible when holding tools. If you cannot relieve joint pain by taking time off or reducing stress on the joint, you should seek medical assistance. Repetitive motion disorders can be disabling if not treated early.

Back injuries may occur from lifting heavy objects such as sculptures and lithography stones. Use mechanical aids such as hoists whenever possible to move heavy objects. You should lift in pairs if the object weights more than 50 pounds. Proper lifting techniques include: keeping you head up, flexing your knees, keeping your back straight, holding the load close to your body, and lifting with your legs. You should never lift and twist at the same time.



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Fires and electrical shock may be caused by overloaded electrical circuits, extension cords, or power strips or tools that are not properly grounded. To avoid electric shock, use double insulated tools. Reduce the use of extension cords and power strips and use the appropriate hardwired ground fault circuit interrupter (GFCI) protected outlets whenever possible. When an extension cord must be used, purchase the type with a GFCI built into it. If an electrical circuit breaker trips, have the instructor obtain the assistance of your Instructional Support Technician and/or Facilities Services Representative. The circuit may have a short that could lead to a fire.

Rigging

The following rules should be followed when using a lift;

When stage rigging is planned or presently occurring access should be restricted to anyone other than cast and crew.

Make sure work schedules are arranged so that rigging and “flying” scenery is undertaken when no other activities are taking place on stage.

Permit only authorized and trained personnel to rig scenery and operate rigging systems. Make sure that rigging trainees or students have a thorough understanding of stagecraft, have completed prerequisite courses and are closely supervised.

Hold a safety and strategy meeting prior to beginning each work period for the entire crew. If students are involved, review safety procedures and “warning call” terminology.

Clearly define each person’s roll in the rigging procedure. Everyone should precisely what his or her responsibilities are before the action begins.

Firmly establish lines of command. In rigging large pieces of scenery, many hands will be needed, but only one person should be making the decisions for each step of the way.

Order and insist on periods of complete silence on stage, especially during hazardous operations. Crew members will be spread out in a variety of locations in the staging area. Command and response is absolutely critical for safety and success. Never allow noise levels to reach those that could cover up warning calls.

Much rigging work takes place above the floor of the stage. All hands going “overhead” should empty pockets of items that could fall on people below – glasses, jewelry, key and hair ornaments. Secure all tools to workers with a safety line.

Wear safety belts when working on the “grid”.

Never drop anything from the grid to the floor. Ropes and electrical lines must be pulled up, coiled and carried or lowered to stage level.



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Check rigging and have it approved when it is finished. Since faulty rigging can cause serious accidents, only a qualified inspector who you know to be experienced should make the final inspection. In some situations, even paying a private inspectors fee.

Make sure stagehands know they are to report and defective or worn equipment immediately and seek replacements. Never use equipment whose load bearing capacity is not known – especially ropes and wires, turnbuckles, shackles, nuts and bolts. Finally, once rigging is in place and being used, report and discuss any problems during rehearsal notes.

Lifts

- The following rules should be followed when using a lift;
- Only properly trained individuals may operate scissors lifts.
- All lifts must be inspected before use.
- Know the load capacity of the lift and never exceed it.
- To avoid tip over. Lifts may not be traveled unless the basket is in the lowered position.
- Floors must be inspected for holes or objects that could upset the lift.
- Never tie off to the guardrail of a scissors lift. You could pull it over if you fall out.
- Never lean out to the side of a scissors lift. Reset its position if necessary.
- To avoid falling out of the platform. All guardrails must be in place, including entrance mid-rails and chains.
- You must remain on the floor of the platform unless tied off to the structure above.
- Never stand on the toe board or guardrails of a scissors lift.
- Always look up when raising a scissors lift to avoid overhead hazards.
- Lifts must always be operated parallel to edges and holes even when guarded.
- Lifts must always be operated perpendicular to stairways.
- Be sure that electrical cords tied to lifts have enough slack during travel.
- Avoid running over cords during travel.

Ladders

The following rules should be followed when using a ladder:

Before using a ladder, inspect it for faults, such as broken rungs or rails. If it is an extension ladder, inspect the pulleys, ropes and locks for excessive wear. Also, check the footings and pads to make sure they still provide a non-skid surface. If any defect is found, the ladder should be tagged unsafe and taken out of service. If it cannot be fixed, make sure it is disposed of properly.



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When setting up a ladder, make sure the ground it is set upon is level and stable. Do not set the ladder up on an unstable surface or you may find yourself falling over. Do not use bricks, wood or other material to raise the height of the ladder. If it is not tall enough, you are using the wrong ladder.

The ladder should reach a minimum of three feet above the "point of support" and should be secured at this point.

When using extension ladders, abide by the 4:1 rule. This means if you are using a 12 foot ladder, the base should be three feet from the structure. Some ladders provide a picture guide on the ladder itself to assist you in this. When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.

Always face the ladder when ascending or descending, and have both hands free to grasp it securely. If you need tools, they should be carried in a tool belt or pulled up with a rope once you have reached your destination.

Remember the "3-Point Rule": At least two hands and one foot, or two feet and one hand, should be in contact with the ladder at all times.

Keep your body between the side rails of the ladder. This reduces the chance of tipping it over and/or falling off.

Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.

Housekeeping

Poor housekeeping can create an unsafe studio and cause exposure to toxic materials. Instruct students how to clean up spilled materials and spread absorbent to dry wet spots to prevent slipping hazards. It is important that you promptly clean up your work area. At the end of each session, wet mop or vacuum with a HEPA-filtered vacuum if your work could generate highly toxic dusts such as lead, other heavy metals, or silica (fine clay). Dry sweeping re-suspends settled dust and does not remove it. Keep aisles free of obstructions such as chairs, boxes, and waste containers. Do not clutter the studio with combustible materials such as paper and cardboard.



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Performing Arts Safety Training Agreement

I have read this Performing Arts Safety Training Guide. My instructor has trained me in recognizing hazards in the studio or classroom and explained ways to protect myself from exposure to them.

By signing below, I agree that I will not attempt to operate any SofA rigging, tool, or machine until I have received training in its use by a CSUSM SofA faculty or staff member. I also agree that I will not operate any SofA rigging, tool, or machine if there is no CSUSM SofA faculty or staff member physically present to directly supervise such activity. I have read this Performing Arts Safety Training Guide. My instructor has trained me in recognizing hazards in the studio or classroom and explained ways to protect myself from exposure to them.

Name (please print) _____ Date _____

Name (please sign) _____

Instructor or Supervisor _____ Date _____