

# Hazard Communication Program

## KSU Theater Scene Shop

### General

- Employees/students shall have access to all Material Safety Data Sheets.
- Employee/students shall be trained in how to read and utilize MSDS.
- Employee/students shall be trained on all Scene Shop and Theater hazards.
- Employee/students shall be trained in proper selection and use of PPE.
- Safety and Health information shall be posted on the load in doors to McCain Auditorium.
- Safety and Health Information and records shall be updated on a semi-annual basis.
- Safety and Health policies and programs shall be reviewed on an annual basis.
- All containers shall be labeled with Product Name and applicable warning.
- Disciplinary Actions:
  - 1<sup>st</sup>/2<sup>nd</sup> offense    Verbal Warning
  - 2<sup>nd</sup> offense        Written Warning
  - 3<sup>rd</sup> offense        1 day suspension without pay
  - 4<sup>th</sup> offense        Termination or a letter grade of "F"

### Material Safety Data Sheets (MSDS)

- Every material in the Scene Shop must have an MSDS on file.
- MSDS are on file in the Scene Shop Office.
- MSDS shall be consulted for proper handling and PPE requirements of materials found in the Scene Shop.
- Employee/students working in the Scene Shop shall be trained to read and utilize MSDS.
- No product shall be used until an MSDS is on file and has been read and approved by the Faculty Technical Director.
- Failure to follow MSDS policies is a serious offense and disciplinary actions will be taken.

### MSDS Acquisition Procedures

- Consult Chemical Inventory Log in MSDS book for current list of products and phone numbers for MSDS acquisition.
- MSDS should be requested with all phone orders.
- MSDS are available from both Manufacturers and Suppliers.
- MSDS may be faxed to 785-532-3814.

### Materials Labeling Process

- All containers shall be labeled clearly with the Product Name and Warnings.
- Labels are not required if product will be used in it's entirety during the working period. If it's to be stored overnight or longer container must be labeled.
- Do not cover manufacturer labels with paint, tape or other media; labels must be able to be read.
- Remove old labels, including manufacturer's labels, prior to reuse of container.

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### **Personal Protective Equipment Regulations and Training**

#### **General**

- All Scene Shop Employees, Lab and Drama Participation students shall comply with Personal Protective Equipment regulations
- All KSU Theater Faculty and Staff shall comply with Personal Protective Equipment regulations
- All Visitors shall comply with Personal Protective Equipment regulations.
- All PPE shall be inspected by user before each use. Damaged or defective equipment must be marked and removed from service.
- Employee/students shall consult MSDS for proper PPE before using new materials.
- Employee/student owned PPE must be inspected and approved for service by the Faculty Technical Director before use in the scene shop.
- Failure to follow PPE regulations and is a serious offence and may result in termination for employees and failure in class for Lab and Drama Participation students.

#### **Head Hazards**

- No head hazards requiring PPE have been identified in the Scene Shop.

#### **Hand Hazards**

- Employee/students shall know how to identify, don and doff appropriate nitril, neoprene, general purpose leather, and welding gloves. Latex gloves are not permitted.
- Employee/students shall know where and how the above gloves are properly stored.
- Employee/students shall know which type of glove to wear for each task (consult MSDS or ask Supervisor)

#### **Eye, Face and Ear Hazards**

- Employee/student shall know how to don and doff safety glasses, safety goggles, face shields, flash goggles and welding helmets as necessary.
- Employee/student shall know how to don and doff ear muffs and disposable ear plugs.
- Employee/student shall know how the above PPE are properly stored.
- Employee/student owned eye protection must meet and display “ANSI Z-87.1-2003” or better to be permitted for use in the Scene Shop.
- Safety glasses shall be worn at all times when employee/students are in the scene shop regardless of activities they are participating in. Safety Glasses shall be worn under face shields and welding helmets.

#### **Foot Hazards**

- Employee/students shall wear closed toed shoes at all times. Flip-flops, sandals and thin-soled shoes are not allowed.
- Preferred shoes meet ANSI Z-41 standards that include hard soled steel-toed boots or shoes.

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Power tools include large stationary machines and portable hand operated tools. These tools can be dangerous due to the electricity and air driven blades and cutters. Use caution while using and making adjustments to these tools. All personnel, students and volunteers using these tools shall have received training, passed the tool qualification process, and have signed documents on file before they are allowed to work in the shop.

### **General Rules for Stationary Power Tools:**

- 1) Safety Glasses are required when using all power tools in the Scene Shop and ancillary spaces.
- 2) Do not operate a machine without safety guards in place and in good working condition.
- 3) Think through all operations carefully before starting the machine; Think Twice, Measure Twice, Cut Once.
- 4) Before power is turned out, remove all other tools, materials and scraps for the saw, cut off and work tables.
- 5) Check the setup of the machine carefully for each job before turning the machine on.
- 6) Never leave a machine unattended while it is still running or coasting.
- 7) Avoid over reaching. Keep proper footing and balance at all times.
- 8) Ask for help when handling long, wide, or awkward pieces. Designate your job assignments before starting the operation.
- 9) Make sure spectators and workers do not stand directly in line with revolving cutters or stock. Concentrate on what you are doing, not on the spectator.
- 10) While using the machine, listen to it. If it does not sound right, turn it off and get help from a supervisor.
- 11) Do not use hands, stick or other material to slow down or stop a coasting blade.
- 12) Do not cut, drill or shape until motor is at top speed.
- 13) Always disconnect power supply (unplug from wall outlet or air hose) before servicing or changing blades.

### **General Rules for Portable Power Tools:**

- 1) The following rules are in addition to those above.
- 2) Use only a tool that can handle the job adequately.
- 3) Inspect tool for proper setup and working condition before starting motor. Report any damaged machine to supervisor.
- 4) When a power tool is not in use, unplug it. Do not pull the plug from the receptacle using the cable, pull on the plug only.
- 5) Hold the tool firmly with both hands. Use a vise or clamp to secure work whenever possible.
- 6) Do not run tool while carrying it.

**In the following section, all rules are in addition to those in the sections above.**

### **Radial Arm Saw**

- 1) Hold stock against fence using your left hand while pulling blade with your right. Do not cross your arms or hands in front of the blade.
- 2) Do not use guard to pull blade.
- 3) Do not reach in front of turning blade to remove or adjust material.
- 4) Turn off breaker when servicing or changing blade.
- 5) Face shield and hearing protection recommended.

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### Table Saw

- 1) Set blade approximately ½" above material.
- 2) Guard must be in place at all times except when using machine to make dado cuts.
- 3) Guard may only be removed under the supervision of the Shop Supervisor or Technical Director.
- 4) Use push sticks as needed. Replace push sticks as they wear out.
- 5) Never let go of the material while cutting.
- 6) Return blade to 90 degrees when finished with beveled cuts.
- 7) Hearing protection recommended.

### Band Saw

- 1) Set guard to clear material by approximately ½".
- 2) Change blade as needed.

### Drill Press

- 1) Clamp work to table; do not attempt to hold material in place with hands.
- 2) Use scrap wood under the piece being drilled to prevent drilling in to table.
- 3) Use cutting oil when drilling steel.
- 4) When using vise, clamp it securely to the table. Do not drill in to vise.
- 5) Face shield recommended.

### Power Miter Box (Chop Saw)

- 1) Lock blade position before cutting.
- 2) Use table extensions to help control material.
- 3) Do not let go of the handle until blade has made a full stop.
- 4) Always return blade to starting position.
- 5) Make sure tool is resting firmly on ground and will not roll around.
- 6) Face shield recommended.

### Sander

- 1) Keep work securely on table.
- 2) Do not wear loose jewelry or clothing when using this machine.
- 3) Use nuisance dust masks.

### Shaper

- 1) Know which way the blades must turn to cut.
- 2) Use finger boards whenever possible.
- 3) Make sure machine is resting firmly on the ground and will not roll around.
- 4) Face shield required, hearing protection recommended.

### Wood Lathe

- 1) Make sure material is securely installed before turning on motor.
- 2) Always rotate material one for rotation before starting motor.
- 3) Make sure material is turning at proper speed before cutting.
- 4) Face shield required.

### Abrasive Steel Miter Box

- 1) Clamp work securely before cutting. Double Check!
- 2) Do not attempt to secure material with hands only.
- 3) Do not use blade to grind edges of steel.
- 4) Make sure tool is resting firmly on ground and can not roll around.
- 5) Face shield and hearing protection required.

### Dry Cut Steel Chop Saw

- 1) Clamp work securely before cutting. Double Check!
- 2) Do not attempt to secure material with hands only.
- 3) Use welding screens to prevent steel shavings from scattering.
- 4) Make sure tool is resting firmly on ground and can not roll around.

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- 5) Face shield and hearing protection required.

### **Bench Grinder**

- 1) Use vise grip to maintain control of material when necessary.
- 2) Do not attempt to secure material with hands only.
- 3) Tool rest should be no more than 1/8" from grinding wheel.
- 4) Use welding screens to prevent steel shavings from scattering.
- 5) Face shield and hearing protection required.

### **Scroll Saw**

- 1) Make sure blade is secure before operating machine.
- 2) Secure base to work table.
- 3) Nuisance dust mask recommended.

### **Circular Saw**

- 1) Blade should be through material by approximately 1/2".
- 2) Secure material to work bench before cutting.
- 3) Use guide whenever possible.
- 4) Use both hands to operate tool.
- 5) Face Shield recommended.

### **Jig Saw**

- 1) Use correct blade for the job.
- 2) Be aware that blade is often exposed and out of sight.
- 3) Keep hands at least 6" from blade.
- 4) Secure material so it will not move while cutting.

### **Hand Drill (Corded and Battery powered)**

- 1) Make sure bit is secured and properly adjusted in chuck.
- 2) Recharge batteries in proper chargers only.

### **Hand Sander**

- 1) Use nuisance dust masks when necessary.

### **Router**

- 1) Feed cutters through work from proper direction.
- 2) Always test on a piece of scrap first.
- 3) Face shield and hearing protection required.

### **Reciprocating Saw**

- 1) Make sure material will not move or shift during cutting.
- 2) Make sure blade is properly adjusted and secure before cutting.

### **Roto-Zip**

- 1) Install proper blades only.
- 2) Be aware that blade sticks out other side of material and is exposed.
- 3) Face shield required.

### **Cut Awl**

- 1) Practice cutting on scrap before attempting project.
- 2) Oil machine before and after each use.

### **Handheld Steel Chop Saw (Demolition Saw)**

- 1) Be aware of where sparks are flying during cutting.
- 2) Do not use near flammable materials.
- 3) Make sure material will not move or shift during cutting.
- 4) Face shield and hearing protection required.

### **Handheld Grinders**

- 1) Be aware of where sparks are flying during cutting.
- 2) Do not use near flammable materials.
- 3) Make sure material will not move or shift during cutting.

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- 4) Face shield and hearing protection required.

### **Welders**

- 1) Opens doors to assist in ventilation when possible.
- 2) Use welding screens to protect other shop personnel from exposure to arc flash and metal spatter.
- 3) Welding screens must be used to protect pedestrian from arc flash and metal spatter when outside shop doors are open.
- 4) Check all settings carefully before welding.
- 5) Always announce “welding” in a strong voice before striking the arc.
- 6) Welding must stop ½ hour before end of work call.
- 7) Make sure metal spatter does not contact flammable materials or scenery.
- 8) Turn off gas at end of work sessions.
- 9) Welding jacket, welding face shield and welding gloves required.

### **Oxy-acetylene Torch**

- 1) See Oxy-acetylene Torch guidelines for specific instructions.
- 2) All staff and students shall receive training in the use of this tool and shall pass a written exam before using.

### **Pneumatic Stapler and Nailer**

- 1) Load only with appropriate fasteners.
- 2) Unplug from airline before servicing or changes fasteners.
- 3) Never point tool at anyone else, even if it’s not plugged in.
- 4) Do not defeat safety catch.

### **Compressor**

- 1) Turn off at wall switch at end of each work day.
- 2) Drain airline once a month.
- 3) Caution, motor may be hot.

### **Road Box Compressor**

- 1) Turn off at wall switch at end of each work day.
- 2) Drain air tank daily.
- 3) Caution, motor may be hot.

### **Paint Frame**

- 1) Make sure nothing is in the way before moving paint frame.
- 2) Do not move frame with anyone on it.
- 3) Before starting frame, announce “paint frame moving” in a strong voice.
- 4) Make sure materials are secured to paint frame before moving.

### **Orchestra Pit Lift**

- 1) Make sure nothing will fall or roll while lift before moving lift.
- 2) Do not allow anyone to get on or off lift while is it moving.
- 3) Do not operate in a darkened theater.
- 4) Before moving lift announce “Orchestra pit lift moving” in a strong voice.
- 5) Install safety rope across proscenium before moving lift.
- 6) Always check with McCain staff before using lift.

### **Extension Cords and Air Hose**

- 1) Inspect hose and cords for wear and loose connections before each use.
- 2) Never defeat grounding device.
- 3) Never coil around arm, coil in hand only.

# Hazard Communication Program

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General					
Production:					
Director			Scenic Designer:		
Stage Manager:			Costume Designer:		
Technical Director:			Lighting Designer:		
Properties Master:			House Manager:		
Provide a brief description of the effect.					
Dates/Times of Technical Rehearsals:			Dates/times of Performances:		
Stage Manager					
Attach a detailed step-by-step description of how effect is used and controlled.					
Attach a ground plan detailing the set up of the scene including:					
Action of scene					
Location/method of lighting effect					
Location/method of extinguishing effect					
Location of personnel with fire extinguishers					
Wardrobe:					
Provide a brief description of all costumes on stage at the time of the effect.					
What steps have been taken to flame retard costumes?					
Technical Director					
Provide a brief description of all scenery on stage at the time of the effect.					
What steps have been taken to flame retard scenery?					
Stage crew in charge of storage and set up:					
Storage location of effect materials:					
Name(s) of stage crew stationed by fire extinguishers:					
Who trained the crew and when?					
House Management					
Who trains Ushers for emergency situations?					
When are they trained?					
Are warning signs posted for audience members?					

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Notes:				
Please see Production Handbook for specific rules concerning Smoking and Live Flame.				
Stage Manager must include a report about the effect in each rehearsal or performance report.				
A copy of this worksheet and accompanying materials will be provided to the KSU Fire Inspector.				
Smoking and Live Flame are not permitted in N007, N008, N017 or the Purple Masque Theater.				

# Hazard Communication Program

## KSU Theater Scene Shop

Name:

Date of injury:

When and where did the incident take place?

Please describe how injury/accident occurred. Be specific.

Please describe any injury.

What can be done to prevent such an event in the future?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Completed form is to be filed with the Safety Officer for KSU Theater.