

# Eastern Connecticut State University

## Harry Hope Theatre General Policies

**In an emergency situation, contact 911 first and then contact the school's police department at 465-5310**

**General Philosophy:** While we want our students to develop new skills and levels of confidence, a student shall not be required to perform any activity that makes him or her feel unsafe.

### **Things you must do at all times**

- Use common sense
- Behave in a safe and responsible manner
- Immediately report all accidents to appropriate faculty or staff members

Things that may not be done without special permission from the facility's Technical Director:

Work in any technical capacity without reading the document **Specific Safety Rules and Policies for Working in this Environment** and signing a document

- Engage in activities involving live flames – both open and guarded – (including, but not limited to, matches, candles, sterno, oil lamps, butane or propane torches, cigarette lighters, and cigarettes);
- Engage in activities involving pyrotechnic effects (including, but not limited to, fireworks, starbursts, firecrackers, flash pots, smoke pots, smoke cookies, flash paper, and blank ammunition rounds);
- Engage in activities involving weapons and firearms (including, but not limited to, guns, starter pistols, pistols, rifles, knives, swords, and other weapons);
- Suspend or fly personnel and performers;
- Suspend items over the audience or performing area;
- Use oil, chemical and/or dry ice foggers;
- Weld;
- Employ any unusual stage effect that may raise health or safety concerns.

**Things that may not be done unless you have received adequate training and once trained only under the supervision of a designated faculty or staff member:**

- Use ladders, lifts, chain hoists, or block and falls.
- Use power tools, pneumatic tools, or hand tools that are dangerous to use or produce a safety related outcome, such as draw knives and swaging tools;
- Install, connect, run, or test lighting or sound equipment;
- Conduct electrical repair work including but not limited to the testing or re-circuiting of same;
- Rig or pre-rig scenery;
- Shift or move scenery;
- Use flammable and/or toxic chemicals;
- Dispose of chemicals;
- Run atmospheric and/or "special" effects
- Work on the catwalk

**Before proceeding with any other activity, students must consult with the appropriate designated faculty or staff member to determine if the presence of a designated faculty or staff member is necessary in the space where the activity is being performed.**

**Special permission is required to work in this facility prior to 8:00 AM and after 11:30 PM**

**Please lock this facility when not in use**

January 2005

# Specific Safety Rules and Policies for Working in The Harry Hope Theatre

**1 - Personal Protection Equipment:** You must wear proper eye protection equipment when operating all power tools. Long hair must be tied back in a manner that it will not accidentally get caught up in your work activities or in the machinery with which you are working. Oversized necklaces and jewelry should be removed. You must protect your body from unnecessary dangers by wearing appropriate clothing and footwear. Working in open toed shoes and sandals is not permitted. Other personal protection equipment should be worn when appropriate. Consult Job Hazard Analysis sheets posted in the scene shop.

**2 - Lifting, Pushing, and Pulling:** Many workplace injuries are the result of improper lifting, pushing, or pulling of heavy objects. Load-in, strike, scenery installation, dangerous or large scale scenery shifting, loading of large scale materials, equipment, and scenery may not be performed without the supervision of a designated faculty or staff member.

- When lifting objects, do not lift with your back. Squat down, use your leg muscles, and keep your back straight.
- If the object appears to be too heavy or awkward, ask for help.
- Never slide objects on shelving above your head unless you can see the surface of the shelf.
- When moving objects from one area to another, use a cart, hamper, or hand truck. Do not carry heavy objects any great distance in your arms.
- When pushing or pulling objects like rolling scenery units, always exert pressure gently. If the unit seems too heavy for you to move by yourself, ask for assistance.
- Do not slide objects across the floor by pushing with your foot – knee and ankle injuries may result if the object is too heavy or stops suddenly. Sliding or dragging objects along the floor may also damage the paint and stage floor as well.
- When a number of people are lifting and moving a heavy object, someone should count the lift. Call “Stop” if you observe, or are having, a problem.
- To avoid hitting objects and persons when carrying long items, always be aware of the length of the item behind you and out of sight.

**3 – Fatigue:** Fatigue is a serious safety concern that should be considered during all stage productions. The following guidelines should be followed to avoid fatigue.

- Get appropriate rest. Most people require 8-9 hours of sleep per night.
- Take frequent breaks while working. Repetitive or long work sessions can reduce one’s ability to concentrate on the work at hand.
- Plan ahead. Having your building materials and equipment ahead of time can increase efficiency and reduce the work time required.
- Know when to stop working. Recognize signs of fatigue – loss of concentration, slow reaction times, memory loss – and cease work for the day.

**4 - Heat Stress:** Stage lighting can produce significant amounts of heat. Make sure to drink plenty of liquids during work sessions, rehearsals, and performances to replace lost fluids. Water and/or sports drinks are recommended. Avoid excessive amounts of caffeinated beverages such as coffee, tea, or caffeinated soft drinks.

**5 – Housekeeping:** Work areas should not become congested during rehearsals and set building. Clutter makes it difficult to move around and can be a fire hazard.

- To prevent accumulation of materials, trash should be removed daily.
- Place trash in proper receptacles, preferably in metal containers.
- Clean up after each work session, rehearsal, and performance.
- Avoid accumulating scrap lumber and materials.
- Store tools in the proper areas when not in use.
- Clean spills as they occur.

**6 – Floors:** Floor hazards include but are not limited to: wet floors due to painting, spills and cleaning; obstructions including tools, power cords, air hoses, and materials; and scenery.

- Stay alert to changes in work conditions. Be particularly aware of any platforms designated as unsafe to walk on.
- Clean spills as they occur.
- Place all scrap and debris in proper waste receptacles. Do not allow staples, nails, or screws to protrude from any scrap. Remove them or bend them over.
- Label unattended safety issues. Install barrier railings.
- Clean up tools, materials, and obstructions when finished with a project or when leaving it for an extended period.
- Block off entrances to wet painted floor areas.
- Put away cords and hoses when the job is completed.
- Do not block aisles, hallways, fire exits, doorways, fire doors, fire equipment or electrical panels.
- Notify a designated faculty or staff member of any unsafe condition promptly.
- Open traps used in performance will be identified during technical rehearsals. Training on their use and safety must be covered in the pre-technical rehearsal safety session.

**7 - Storage and Disposal of Materials:** Consult with a designated faculty or staff member for storage or disposal guidelines and policies.

**8 - Low Light Levels:** Low light levels are present when lighting equipment is being focused, cues are being written, during rehearsals, as well as performances. **EXTREME CAUTION** should be used in these conditions. Blackouts may occur at any time. Lighting preparation, including tuning, lamping and wiring, the hanging, installation, focusing of lights, and other activities involving lights may not be performed without the supervision of a designated faculty or staff member.

- Sound off when stage lights are going to black.
- Use a flashlight when necessary.
- Stop all hazardous activity during low light levels.
- If a blackout occurs and you cannot see anything, stop where you are.
- Provide running lights for major pathways whenever possible.

**9 - Noise Levels:** Loud noise levels are present both in shops and on stage. These noises may come from machine tools as well as the theatre sound system and special effects. Prolonged exposure to loud sound levels can severely damage or impair one's hearing. Even short-term exposure to extremely loud sound levels can severely damage or impair one's hearing. Initial testing of light and sound, and re-circuiting of same, any significant change to light and sound levels and installation, and setting of

maximum levels for light and sound may be not performed without the supervision of a designated faculty or staff member.

- Wear ear protection when operating, or in the vicinity of, loud machinery and tools.
- Wear ear protection when exposed to loud and prolonged sound from audio systems.
- If in doubt, use hearing protection.
- Do not expose actors or audience to sound levels in excess of 100 decibels (dBA) peak level. In addition, posted written notice must be provided to the audience if sound levels will exceed 90 dBA.

**10 - Overhead Work Areas:** There are many overhead work areas in the facility. These include ladders, lifts, platforms, grids, catwalks, and galleries. No work should be conducted in overhead work areas without the supervision of a designated faculty or staff member. There is always a chance that something or someone may fall from an overhead work area. Exercise caution when working overhead as well as below.

- The area below you must be clear of all personnel when working out over the catwalk railing. This includes, but is not limited to, the hanging, focusing, and gelling of lighting equipment.
- Sound off that you are working overhead. Announce the situation of loose tools or hardware.
- If practical, secure all tools and equipment when working overhead.
- Stay inside catwalks and railings when working overhead.
- Call “heads” if you drop something.
- If you do not feel safe working at heights, stop, and inform a designated faculty or staff member.
- Do not drop objects from heights; lower them down with a rope.
- Do not look up if someone calls “heads.” Take immediate measures to protect your head.
- Do not leave unsecured tools or materials unattended in overhead work areas.

**11 – Rigging:** Rigging and running scenery for stage use can be a dangerous task. There are many hazards that can cause serious damage and/or injury. All persons using or conducting other activities around or near any of the stage rigging systems must first be trained in safe use and operation. Rigging may not be performed without the supervision of a designated faculty or staff member.

- Do not use the rigging system without proper training.
- Do not operate the rigging system unless you can see the moving objects or are in direct communication with a spotter who can see them.
- Be sure that loads are properly balanced. If loads are unbalanced, special procedures apply.
- Do not leave a line set while it is unlocked.
- Test all running rigging before each performance or rehearsal.
- In a performance situation, only move lines on cue. Moving a line before a cue could cause severe injury or damage to persons and property on stage.
- Observe all spike marks.
- Remove any spike marks that are no longer in use.
- If you are unsure about any aspect of the rigging system, ask a designated faculty or staff member.
- Properly dress and coil all lines.
- Always check for an unexpected load on purchase lines or “hemp” lines before unlocking/untying.

**12 - Electricity and Electrical Safety:** Electricity is present everywhere in the shop, stage, and studio areas. The risk of electrical shock is present at all times due to constant changes in work areas, lighting positions, and heavy use of electrical equipment and accessories. Electrical work is to be limited to working on theatre lighting equipment and soft wired circuits. No electrical work is to be conducted on the building's hard wired system. Disconnect or unplug any electrical circuits prior to working on them.

- Electrical repair work may only be performed under the supervision of a designated faculty or staff member.
- Electrical rigging and circuiting is only to be performed by trained lighting crew members and under the supervision of a designated faculty or staff member.
- Only properly grounded tools, cords, and equipment may be used.
- Check all equipment and cords for damage before use. Do not use a cord with a missing ground prong. Have the connector replaced before using.
- Remove damaged equipment from use, tag it, and notify a designated faculty or staff member.
- Be alert for extension cords on the floor and in work areas.
- Do not overload extension cords.
- Be aware of overhead and floor-mounted lighting fixtures and power cables in stage areas.
- Gloves should be worn when focusing lighting equipment or changing lamps.
- Safety lines should be attached to wrenches and tools when working overhead.
- No electrical equipment that is not part of the regular inventory may be used without permission of a designated faculty or staff member.
- Know the capacity of circuits. Do not overload.
- Use the shortest extension cable possible.
- Never coil or wrap cable around pipes or raceways.
- Ensure that all electrical cabling is clear of stage rigging.
- Notify a designated faculty or staff member of any hazardous electrical condition.

**13 - Power Tools:** Power tools include large machine tools as well as portable, hand-operated power tools. Extreme caution should be used when operating and making adjustments to these tools. You must have safety training for a power tool before using it. Power tools may not be used without the supervision of a designated faculty or staff member

- Students are not required to operate power tools.
- Never carry a portable power tool by the cord.
- Never yank the cord from an outlet. Disconnect it by pulling on the plug.
- Keep cords away from heat, oil, water, and sharp edges.
- Keep cords, hands and clothing away from moving parts of the tool (*i.e.*, blades, bits, and cutters).
- Disconnect tools when not in use, before servicing, and before changing bits, blades and cutters.
- To avoid accidental starting, do not hold your finger on the switch while carrying a plugged in tool.
- Inspect tools and cords for damage and defects before each use.
- Do not use a damaged tool. Tag it and turn it in to a designated faculty or staff member.
- Do not remove, alter, or disable any guard or safety device on any power tool without permission and supervision of a designated faculty or staff member.
- Wear safety glasses or goggles when using any power tool.

- Wear ear protection when using loud power tools.
- All operators of power tools must be trained in proper use and safety of the tool prior to operating it.
- Allow the tool to reach full speed before use. Stay with it until it stops. Do not leave a running machine.
- Do not restart power tools until they have come to a complete stop.
- Inspect materials before use. Remove screws, nails, staples and the like before cutting into used woods.
- Make any necessary adjustments to power tools with the power turned off. Unplug portable tools before making adjustments.
- All special setups must be checked by a designated faculty or staff member before power is turned on.
- Stand to the side of the power tool when turning it on. Do not stand directly in line with the blade or other moving devices.
- Observe safety space. Only the operator is permitted within the working area around a machine.
- Keep the power tool and related work area clean.
- Repairs to shop power tools are only to be made by qualified shop staff.
- Do not wear large rings, jewelry, loose sleeves or anything that can become entangled in moving parts. Long hair must be tied back.

**14 - Pneumatic Tools:** Pneumatic tools run from compressed air. Pneumatic tools may not be used without the supervision of a designated faculty or staff member.

- Eye protection is required when using any pneumatic tool or nozzle.
- Eye protection is required when working near (typically within the same room) someone using any pneumatic tool or nozzle.
- Never point a pneumatic tool toward yourself or another person.
- Never carry a pneumatic tool by the hose.
- Never carry a pneumatic tool with your finger on the trigger.
- Disconnect the tool when not in use or while loading or unloading fasteners or paint.
- Inspect the tool and hose before use.
- Always double check that quick couplers are properly connected before releasing the hose.
- Report any damaged tool to your supervisor, tag it, and remove it from service.
- Do not disable the safety mechanism on any pneumatic staple gun.
- Limit air pressure to 100 psi for air guns.
- Compressed air shall not exceed 30 psi using a constricting nozzle, 10 psi for cleaning and blowing off clothing.
- Shut off any air compressor before leaving a workspace. Disconnect all hoses from the compressor when leaving the workspace.

**15 - Hand Tools:** Hand tools are often overlooked as safety hazards. Be careful. Many tools have sharp edges, blades, springs etc. that may cause severe injuries. Hand tools of this nature may not be used without the supervision of a designated faculty or staff member.

- Use the proper tool for the job. Do not force the tool.
- Maintain tools in good condition. Report damaged tools to a designated faculty or staff member.
- Store and carry tools properly. Put them away when you are done.
- Be sure your hands are as free of dirt and grease as possible.

- When using or carrying a sharp-edged tool, point the sharp edge down and away from you. Do not carry sharp or pointed tools in your pockets.
- Wear proper safety equipment.

**16 – Ladders:** The use of ladders in shop and stage areas is common. Falls from ladders can cause severe injury. Objects falling from ladders can also cause severe injury. Safe ladder practices are essential at all times. Ladders may not be used without the supervision of a designated faculty or staff member.

- Students are not required to climb ladders.
- Check ladders for broken or damaged parts before use. Never use a damaged ladder. Report any damaged ladder to a designated faculty or staff member and remove it from service.
- All ladders are equipped with a label identifying their capacity. Confirm that the ladder you will be using is properly sized for the weight that it will be carrying.
- Do not place a ladder in front of a door that opens onto the ladder unless the door is blocked open, locked from access, or guarded.
- Do not place ladders on boxes to obtain extra height.
- Always face the ladder when ascending or descending.
- Do not stand on the top two treads of a ladder. (Most ladders include the warning statement, “This Is Not A Step.”)
- **Never leave anything on top of a ladder or on the steps of a ladder unattended.**
- Do not lean or overreach from a ladder.
- Do not straddle the space between a ladder and another object.
- Make sure the ladder is fully open and the spreader is locked.
- Never reposition a ladder while you are on it.
- Store ladders in their proper location after use.
- Do not use a ladder on an uneven surface.
- Do not use a ladder unless someone else is present in the area.
- If practical, tools used atop a ladder should be tethered. Advise others when loose tools or hardware are being used atop a ladder. Call “Heads” if you drop something.

**17 - Personnel Lifts:** Personnel lifts can be dangerous without proper training and techniques. The use of lifts, ladders, chain hoists, and any overhead work area may not be performed without the supervision of a designated faculty or staff member.

- Students are not required to use the personnel or other lifts.
- The unit must be used on a flat and level surface.
- Outriggers must be properly extended and locked before entering the basket.
- Do not exceed the maximum load rating. This includes the operator and all equipment in the basket.
- Only one person is allowed in the basket.
- Do not climb, stand or sit on the basket railings.
- Do not lean ladders against the lift. Never apply a side load force to the unit by pushing or pulling from the basket or by hanging heavy wires or cables over the side.
- Do not move the personnel lifts when the basket is raised, except under special circumstances and with the explicit approval and supervision of a designated faculty or staff member.
- Do not use a lift near overhead electrical lines or obstructions.
- Do not stand under the loaded basket.

- Never use the lift without someone else present in the area.
- If practical, tools used in the personnel lift must be tethered. Advise others when loose tools or hardware are being used. Call “Heads” if you drop something.
- After use, return the lift to its storage area.

**18 - Lighting Equipment and Overhead Lighting:** The use of stage lighting equipment involves the risk of electrical shock and burns from coming into contact with hot metal and glass. Do not use or handle any lighting equipment without proper training and authorization. Lighting preparation, including tuning/lamping, circuiting, wiring practicals, and the hanging, installation, focusing of lights, and other activities involving lights may not be performed without the supervision of a designated faculty or staff member.

- The rigging of lighting equipment is to be done only by trained lighting crew members under the supervision of a designated faculty or staff member.
- Wear gloves when handling hot lighting equipment and changing lamps.
- All electrical, ladder, lift and rigging rules apply while you are working with lighting equipment.
- Replace unused gel, cable, lights, and accessories to proper storage areas when work is finished.
- Report any damaged equipment to a designated faculty or staff member. Attach a tag describing the damage/problem.
- Unplug lighting instruments before changing lamps.
- Safety cables are required on all stage lighting equipment and accessories, including top hats, barn doors, metal gel frames, scrollers, etc.
- Do not attempt to repair or modify any lighting equipment without proper supervision.
- Large rings, loose jewelry, etc. should not be worn when working with lighting equipment.
- All lighting equipment must have a safety cable. (As noted above, top hats and barn doors must be attached to the lighting equipment's safety cable.)
- Use cardboard gel frames whenever possible.
- Completely dry your hands before touching electrical switches, plugs, or receptacles.
- Allow at least six feet eight inches clearance to floor under any lighting instrument hung over audience seating or aisles. A designated faculty or staff member must approve the hanging of anything below eight feet, and warning signs must be placed at the entryways.
- Report any unsafe condition to a designated faculty or staff member.
- Signs by the theatre entrance must be posted whenever strobe lights are to be used.

**19 - Audio/Visual Equipment:** The use of audio/visual equipment includes the risks of electrical shock, burns and physical injury from coming in contact with hot metal, glass, electrical connectors and cables, both hanging and on the floor. Do not use or handle any audio/visual equipment without proper training and authorization. Sound installation, connection, testing, and other light and sound work may not be performed without the supervision of a designated faculty or staff member.

- The rigging of audio/visual equipment is to be done only under the supervision of a designated faculty or staff member.
- Electrical repair work is only to be performed by trained and qualified personnel.
- All audio/visual cables in working and walking areas must be properly dressed and taped down.
- Replace unused equipment, cable, and accessories in proper storage areas when work is finished.

- Clearly tag or label any damaged equipment and report it to a designated faculty or staff member.
- Report any hazards to a designated faculty or staff member.
- Wear ear protection when exposed to loud and prolonged sound from audio systems.
- If in doubt, use hearing protection.
- Do not expose actors or audience to sound levels in excess of 100 decibels (dBA) peak level. In addition, posted written notice must be provided to the audience if sound levels will exceed 90 dBA.
- Safety cables are required on all hanging audio/visual equipment.

**20 - Chemicals, Chemical Hazards, and Chemical and Other Spills:** Solvents and other chemicals are used in shop and stage areas. Many of these chemicals produce toxic fumes and gasses and are extremely flammable. The key to safe chemical usage is to be aware of information on the physical and health hazards of chemicals, safe handling precautions, and emergency and first aid procedures. The use of flammable and toxic chemicals and disposal of all chemicals require the supervision of a designated faculty or staff member.

- Contact the school's Safety Department if there is a fire or medical attention is needed or if there is a release to the environment (*i.e.*, soil, waterways, sewer, etc.). As noted in the Introduction, **in an emergency situation, contact 911 first and then contact the school's Police Department at 46(5-5310).**
- Know the products with which you are working. Read the labels on any chemical product before using it. Further information may be found in the Material Safety Data Sheet ("M.S.D.S."). Contact designated faculty or staff members of the relevant space for location of M.S.D.S.
- Wear the proper protective clothing and equipment for the job.
- Each chemical container bears a manufacturer label with the chemical name(s), hazard warnings, and the manufacturer's name and address. Labels must not be removed or defaced. If the product is transferred from one container to another, the new container must be labeled with the product name, the names of all hazardous chemicals and/or the five most predominant chemical constituents, the Chemical Abstract Service (CAS) number for each chemical, and appropriate hazard warnings. The new container should be tagged with an appropriate NFPA label as per ECSU Hazard Communication Program that is explained at the following website address:  
[http://www.easternct.edu/depts/env\\_saf/safetyhazardcommunication.htm](http://www.easternct.edu/depts/env_saf/safetyhazardcommunication.htm)
- Rags, brushes and rollers used to apply oil based or flammable based materials such as paint, paint thinner, and many adhesives should be disposed of in the shop's air tight disposal bin.
- Never purchase or bring any chemical product into the facilities without also bringing a current M.S.D.S. If an M.S.D.S. is not received with a product, the purchaser must obtain the M.S.D.S. within a reasonable amount of time.
- Prevent ingestion of chemicals. Wash your hands often and especially before eating, drinking, or smoking. Do not eat, drink, or smoke around chemicals.
- Keep your work place clean.
- Solvents such as paint thinner, lacquer thinner, alcohol, and acetone may only be used in designated areas, in extremely limited quantities and only under proper supervision.
- Use nonflammable materials like water-based paint whenever possible. Water-based or latex paints are less hazardous and allow for easier clean-up and disposal than oil-based paints.
- Buy as you need it. Quantities should be limited to the amount necessary for the work in progress.
- Spray paints may only be used when there is an adequate supply of fresh air.

- Spray paint cans are under extreme pressure and could rupture when exposed to fire. Never puncture aerosol cans or expose them to high heat or other stresses. Read and follow the manufacturer's label and precautions on aerosol cans.
- Empty solvent and spray paint containers require special disposal. See a designated faculty or staff member.
- A disposable dust/particle mask is recommended when spraying latex and acrylic paints.
- Protective gloves must be worn when handling chemicals.
- Eye protection must be worn when handling chemicals.
- Certain chemicals require the use of a protective apron, and one must be worn when appropriate.
- Smoking or open flame is not permitted when working with chemicals. Control all ignition sources in areas where flammable liquids are used.
- Planning for chemical spills is essential. Before beginning work with chemicals, be sure that the appropriate types and amounts of spill clean-up materials and personal protective equipment are immediately available.
- In case of a chemical spill, notify a designated faculty or staff member immediately.
- The following are general guidelines for cleaning up spills: Immediately alert others in the area, and evacuate the area if necessary; contaminated clothing must be removed immediately and the skin flushed with water for no less than fifteen minutes; clothing must be laundered before re-use; if a volatile, flammable material is spilled, immediately warn others in the area, control sources of ignition, and ventilate the area.
- Waste chemicals must be disposed of properly. For example, paints and thinners should not be mixed with general trash or poured down the drain. See a designated faculty or staff member before disposing of chemicals. The disposal of hazardous waste must conform with ECSU's policies explained on the school's website:  
[http://www.easternct.edu/depts/env\\_saf/safetyhazardouswaste.htm](http://www.easternct.edu/depts/env_saf/safetyhazardouswaste.htm)
- **Activities with chemicals that require a respirator may be performed only by designated faculty or staff members who have been trained, test-fitted, and certified to use a respirator.**
- Vapors from flammable liquids ignite readily when mixed in certain proportions with air in the presence of an ignition source and could result in an explosion. Flammable and combustible liquids vaporize and form flammable mixtures with air when in open containers, when leaks occur, or when heated.

**21 – Paint:** Most paints used with scenery are low toxicity, acrylic or latex water-based paints. However, spray paints and enamels are sometimes used. These paints can create health as well as safety hazards. Caution should be used when spraying any type of paint. As noted above, use of flammable or toxic chemicals and disposal of all chemicals require the supervision of a designated faculty or staff member.

- Read the labels. M.S.D.S. are available. Ask designated faculty or staff members of the relevant space for location of M.S.D.S.
- It is recommended that all individuals present during the spraying of acrylic and latex paints wear a particle mask and goggles.
- Spray paints (cans) may only be used under special circumstances and generally must be used outdoors.
- Goggles should be worn when painting overhead or using spray cans.
- Clean up paint spills immediately.
- **Clean up buckets, brushes and rollers when finished painting.**
- Block access to wet painted floor areas.

- Label all containers of site-mixed paint as to the types of paint present.
- No paints – even water-based paints – may be disposed down any drain.
- Special procedures apply when washing paintbrushes; consult a designated faculty or staff member.

**22 - Props and Decoration:** Special permission from the Technical Director must be obtained when using the following materials for use in the construction of scenery: rigid plastic foams (Styrofoam, foamcore board, polyurethane foam), flexible foams (flexible polyurethane, upholstery foams), cardboard, and any material that emits significant amounts of toxic vapors when heated.

- Stage properties are excepted from the above prohibition, provided that: (a) they are less than five feet tall; (b) they are used as properties during the performance; and (c) they are not present in significant quantities so as to present a hazard.
- Decorative materials (including, but not limited to, curtains, draperies, streamers, fabrics, cotton batting straw, hay, vines, leaves, stalks, tress, and moss) may be used only if they are noncombustible or flame resistant or have been rendered so with commercially available products.

**23 – Emergency Egress:** All parts of the means of exit must be available for immediate, emergency use.

- Exits and aisles to exits may not be obstructed by anything at any time, including, but not limited to, scenery, lighting, properties, backpacks, sitting personnel, or overflow seating.
- Aisles and corridors must be unobstructed and kept free of flammable or combustible materials.
- Rehearsal or performance organizers must inspect the means of exit immediately prior to any event and remove any obstructions at that time.
- Exit doors must not be locked, chained, or constrained in any way that impedes or prevents use from the inside.
- Users must take care to ensure that the exit discharge is also unobstructed (*e.g.*, not blocked by dumpsters or vehicles, no materials stored against the exit door, all snow removed). Should there be any blockage of the exit discharge, the school’s safety department must be contacted immediately.
- All exit signs must be clearly illuminated and unobstructed at all times; exit signs may not be covered or disconnected from the electrical supply.
- The width of a means of exit cannot be blocked or reduced. All passageways leading to an exit must be at least the same width as the exit opening.
- Draperies or similar decorative hangings cannot obstruct the view of, or the access to, an exit.
- Mirrors cannot be placed near an exit in any manner that may confuse those trying to exit.
- Exits cannot be used for any other purpose other than a means of exit. Spaces within a stairway enclosure are not to be used for storage of any materials.
- All hallways and doors leading to furnace, electrical, and machine rooms must be kept clear at all times. A three-foot clear area and a means of access must be maintained in front of circuit breaker panels and dimmers. No unauthorized storage is allowed in furnace or machine rooms.

**24 – Fire Extinguishers:** Fire extinguishers must be kept in their designated locations and must not be blocked or obstructed by scenery or property storage.

- Crew members must be familiar with the location of extinguishers.

- Stage managers and house managers must ensure that extinguishers are present and charged prior to any public performance.
- Fire alarm pull stations, enunciators, smoke detectors, and emergency lighting stations must not be covered or obstructed in any way.

**25 - Cosmetics.** Products approved for makeup use have been tested extensively for toxic hazards. Only these products should be used. Old containers of makeup could contain bacteria and should be discarded. Always wash your face and hands before and after applying cosmetics. If you are using makeup from a “communal” makeup kit, use a clean brush to apply such makeup. Shared makeup should not be applied directly to your skin. Makeup artists should wash their hands, as well as any sponges, brushes, or other applicators, between actors. When removing spirit gum or latex, avoid prolonged skin contact with solvents. Moisturizers can be used to replace lost skin oils and to help guard against dermatitis. Guidelines for specific types of makeup appear below.

- Creme sticks should be sliced with spatulas onto individual papers. They should be labeled and removed individually for touch-ups.
- Lipsticks can be sliced and labeled as well, but for long running shows, individual lipsticks should be used.
- Powders may be preferable to pancakes because they create a less viable environment for bacteria. Powders should be used in the smallest containers available in order to individualize usage.
- Individual packages of mascara, eyeliner, and eye makeup should be used if possible.
- Disposable brushes and sponges should be used and can be distributed to individuals at the beginning of a run. If reusable sponges are used, they should be disinfected prior to use.
- Any type of facial hair, skullcaps, sequins, or other face product should be disinfected prior to use by a new performer. Use an approved bactericide for disinfecting. These types of products should be stored in labeled individual bags between performances.

**AGREEMENT ON SAFE WORKING PRACTICE FOR  
THE HARRY HOPE THEATRE**

**In order to protect the health and safety of all who work or study at Eastern Connecticut State University's Harry Hope Theatre and Scene Shop, it is required that anyone who utilizes the scene shop facilities at Eastern Connecticut State University read and sign this agreement.**

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- I have read a copy of the Department of Performing Arts' **Harry Hope Theatre General Policies** as well as a document entitled **Specific Safety Rules and Policies for Working in The Harry Hope Theatre** and I understand the Rights and Responsibilities and General Considerations outlined there. I agree to work in accordance with these policies.
- I understand a student shall not be required to perform any activity that makes him or her feel unsafe.
- *If I am unsure of something I will ask*
- **I understand that many shop operations can accidentally result in airborne projectiles; I therefore agree to wear safety glasses at all times while working with, or in close proximity of, power tools.**
- I will be sure that all guards and safety devices on power tools and machinery are properly adjusted and utilized when I use the tools or machinery.
- I will use proper techniques with all tools and equipment at all times.
- I understand that noise in the shop may exceed safe levels at times. I will be alert to this and will wear hearing protection when appropriate.
- **I understand that many sawing, sanding and similar operations can produce dangerous amounts of dust. I will be alert to this and will wear a dust mask when appropriate.**
- I will read the labels on all products that I use.
- I will consult with a supervisor before using any product or material—or beginning any process—that creates noxious vapors or mists, for example, spray painting, welding, spraying adhesives.
- I will consult with a supervisor concerning proper techniques when disposing of any toxic or hazardous material.
- I understand that it is impossible to work safely in an unnecessarily cluttered and unkempt area. I will place scraps and loose hardware in proper receptacles and will keep the floor clear of debris.
- I will not allow nails, screws, or other sharp objects to protrude out of anything I build or any scrap.
- I understand that no list of safety regulations can address every potential danger. I will strive to exercise common sense and to be alert for potential dangers. I will think about what constitutes safe practice and will participate in updating these regulations.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_