LINFIELD COLLEGE
DEPARTMENT OF THEATRE AND COMMUNICATION ARTS

SAFETY POLICIES AND PROCEDURES MANUAL

REVISED APRIL 2010
SAFETY POLICY STATEMENT

The health and safety of all personnel involved with the activities of this program are of utmost importance and will be given priority over operational matters where and when necessary. The success of the department’s safety program depends on the awareness and cooperation of ALL personnel in understanding, complying with and enforcing the safety rules and regulations of the department. The objective is to reduce the number of illnesses and injuries to an absolute minimum while maintaining the highest operational efficiency possible. Our goal is zero accidents and injuries.

HAZARD REPORTING SYSTEM

If I see a potential hazard, to whom should I report it?

During normal operating hours potentially hazardous situations should be reported to either Ty Marshall or Rob Vaughn. If neither one of them is available, you may report a hazardous situation to any other faculty or staff member in the department. If the hazard is discovered during rehearsal, please give the information to the stage manager, who will include the information in his or her daily rehearsal report. If the hazard presents an immediate danger and no faculty or staff members are available, then contact Linfield College Public Safety at ext. 7233 (SAFE) from a campus phone or 503-883-7233 (SAFE) from an off-campus phone.

What is to be reported?

Both a hazard and an incident should be reported. A hazard is any condition, circumstance or situation that poses the risk of an incident. An incident is any unplanned and unwanted event that results or could have resulted in injury, death or property damage.

EMERGENCY RESPONSE PROCEDURES

For emergency purposes only the address for Ford Hall is 40 SW Keck Circle.

Police Response – In an emergency requiring police action the following procedures should be followed. From an on-campus phone, call 9-911 first. Contact Linfield College Public Safety at ext. 7233 (SAFE) from a campus phone or 503-883-7233 (SAFE) from off campus. There are two emergency call buttons located at the ticket counter in the lobby of Ford Hall. There are also emergency call boxes in various locations on campus. The nearest emergency call box to the theatre is located in the Arts Quad adjacent to the Miller Fine Arts Building. In Mahaffey Hall, there is an emergency phone located in the lobby. Be sure to identify the specific emergency and where it is located.
**Medical Assistance** – In an emergency requiring medical assistance, dial 9-911 when using an on campus phone. Identify the **specific emergency** and **where the injured person is located**. Send someone to the nearest street or building entrance to guide emergency personnel to the correct site within the building.

**AED** – An Automated External Defibrillator (AED) is located in the vestibule by the restroom above the fire extinguisher.

**Fire Assistance** – In an emergency requiring fire assistance, first pull a red fire alarm pull box. There are two in the theatre building. One alarm is located by the sound/light lock adjacent to the front lobby doors. The other is located next to the rear entrance door by the green room and costume shop. Next, dial 9-911 to report the fire to the fire department. Identify the **specific location of the fire emergency**. **(It is important to call the fire department because the fire alarm pull box only notifies those in the building that there is an emergency and the building needs to be evacuated)**. The building also has four fire extinguishers in the following locations:

1) Scene shop by receiving area door,
2) Back hallway by green room door,
3) Vestibule by restrooms,
4) Hearth area adjacent to office #T108.

**Building Evacuation** – In the event of a building evacuation proceed immediately to the designated staging area.

**FORD HALL**—The staging area for the theatre is the grassy island directly opposite the lobby doors.

**MAHAFFEY HALL**—The evacuation area for Mahaffey Hall is the sidewalk in front of Dana Hall.
GENERAL SAFETY PROCEDURES

IF YOU DON’T KNOW, ASK.

Smoking - There is no smoking in the building at any time with the exception of performance related incidents. Smoking is not allowed within 30 feet of any entrance to the building. If you do smoke, please make certain cigarette butts are deposited in an appropriate receptacle.

Alcohol/Drugs/Medication – If you are a work-study student and come to work under the influence of drugs or alcohol this will be cause for dismissal. If you are the member of a class and come to a class crew or lab assignment under the influence of drugs or alcohol this will be cause for failure of that class for which you are present. If you are an actor or crewmember and come to the rehearsal or performance under the influence of drugs or alcohol this will be cause for immediate dismissal from that particular role. If you are under medication prescribed by a physician it is important that you make your supervisor aware of this situation immediately. Do not operate power tools while under the influence of medication.

Exits – Exits must not be covered, blocked or locked. This includes the paths to these exits. Exit signs must not be altered in appearance or illumination in any way.

Flashlights – Know the locations of emergency flashlights in the theatre. Flashlights are located on the main floor at each entrance to the theatre and in each corner of the catwalk. Make sure the flashlights are replaced after use. If a flashlight needs replacement batteries, please notify the supervisor.

First Aid Kits – Know the locations of the first aid kits. First aid kits are located in the following areas:
1. Design Lab (#T103) by the sink;
2. Department Office (#T110) on the shelf next to the wall by the bulletin board;
3. Costume Shop (#T128) on the wall between the costumer’s office and the laundry room;
4. Scene Shop (#T121) on the cabinet located between the technical director’s office and the tool room
5. Dressing Room (T124) on wall by accordion door.

Notify the supervisor if items are missing from a first aid kit or if they are damaged. If blood is involved in treating an injury, rubber gloves must be worn by the person administering aid.

MSDS – Know the locations of the Material Safety Data Sheets (MSDS). MSDS are located in the following areas.
General Steps You Can Take to Avoid Spreading Illnesses (flu, etc.) –
Each of us plays a role in keeping our campus safe and healthy. Careless health hygiene can result in spreading illness to others. This is especially true given the close proximity we work in during rehearsals and performances. You can take three important steps to make sure the flu, colds and other illnesses don’t spread:

• Protect yourself and others by washing your hands often.
• Cover your mouth with something other than your hand when you cough.
• If you are sick, visit your health care provider, and avoid public places where others will be exposed to your illness.

A hand sanitizer dispenser is located in the vestibule between the men’s and women’s restrooms. Wash your hands often!

PERFORMANCE SPECIFIC SAFETY PROCEDURES

Flame – If live flame is to be used on stage during a performance, there must be an assigned crew member standing by with an approved fire extinguisher.

Escape Stairs – Escape stairs must be inspected before each performance. Run lights, glow tape, white paint or other means of marking the escape stairs must be provided to insure adequate visibility for the performers when they are using the stairs.

Food and Drink – properties involving food and drink must be cleaned with soap and hot water immediately after each performance. Food and drink must be stored according to how it is best preserved for health and safety.

Weapons – Any weapon used for a performance must be thoroughly inspected by the technical director and stage manager. For firearms, all actors and crew involved in the handling of these weapons must participate in a training and orientation session. A specific protocol for the handling of weapons both on and off stage will be created in writing with copies given to all relevant personnel.

SCENE SHOP SAFETY PROCEDURES

Personal Protection Equipment (PPE) – Eye and hearing protection MUST be worn at all times. Safety glasses and hearing protection are located in the cabinet next to the doors to the tool room. Regular glasses are not an allowable substitute for safety glasses. Gloves are located in the same cabinet as the hearing and eye protection. Dust masks are available and should be worn when performing tasks that create large concentrations of dust. Dust masks will not protect the user from toxic gases. Dust masks are located in the same cabinet as the other safety gear.
Clothing — No loose or bulky clothing may be worn while working in the scene shop. Roll up long sleeves and tuck in shirrtails. Open toed shoes and bare and stocking feet are not allowed in the scene shop at any time.

Power Tools – Under no circumstances should you operate a power tool that you have not been trained on by the theatre staff. If you are assigned a task that requires you to use a tool you have not been trained on, it is your responsibility to notify the staff to receive training.

Flammables – All flammable materials are located in the yellow flammable cabinet adjacent to the paint area. Once finished with a task, the flammable material must be tightly sealed in its container and stored in the flammables cabinet. Refer to the MSDS for that specific material for proper handling and storage instructions.

Aerial Lift (JLG) – All personnel must be trained in the proper use of the lift before being allowed to operate the device. Fall arrest gear must be used when operating the lift. Refer to lift operator manual for proper connection of fall arrest gear to lift.

Chain Hoist – All personnel must be trained in the proper use of the chain hoist before being allowed to operate the device. Hard hats must be worn while operating the chain hoist. Hard hats are located in the cabinet adjacent to the doors to the tool room.

NEVER WORK IN THE SCENE SHOP ALONE!

LIGHTING SAFETY PROCEDURES

Catwalk – Only authorized personnel may have access to the catwalks. You must be trained on catwalk etiquette and safety before working in this area.

Ladders – Only wood and fiberglass ladders may be used for electrical work. Do not use the top step of any ladder as a standing position. A second person must hold the ladder for stability at all times.

Tools and Equipment – Tools must be tied off to a belt or belt loop when working on a ladder or in the catwalks. Do not leave tools and equipment on top of any ladder.

Lighting Instruments and Cable – All lighting instruments must be hung from specified lighting positions. Do not hang lighting instruments from any pipe designated for soft goods only. Safety cables must be attached to all instruments. Any damage to electrical cables and plugs should be reported to a supervisor. Do not use damaged equipment. Do not attempt to service equipment without shutting off power and unplugging the unit.
SOUND SAFETY PROCEDURES

Operation – Do not operate any piece of sound equipment without training from the sound designer.

Modification – Do not modify sound system parameters or configurations without permission of the sound designer.

Repair – Do not attempt to repair any piece of sound equipment. Notify the sound designer if a piece of equipment needs service.

Equipment Use - All sound design equipment is for production and class use only. No personal projects of any kind are permitted.

Sound Computer – The sound design computer, located in the control room, is for production and sound design class projects only. No other work may be done on this computer.

COSTUME SAFETY PROCEDURES

Equipment – Do not operate equipment without training from the theatre staff. Make certain the irons have been turned off before leaving the costume shop.

Clothing – Open toed shoes and bare or stocking feet are not allowed in the costume shop.

Work Areas – All equipment and supplies must be returned to their proper storage place after use.

NEVER WORK ALONE IN THE COSTUME SHOP!

Please use common sense when working in the theatre or other department areas, focus on what you are doing, and remain calm and follow procedures if an emergency occurs.