



SAFETY INFORMATION SHEET

TOOLS AND MACHINERY

TO WHAT AND TO WHOM THIS SHEET PERTAINS

Everyone using the shops and stages In the Department of Fine and Performing Arts

RISKS OR CONSEQUENCES

Includes but not limited to eye injury, scrapes and contusions, skin punctures, hearing damage, amputation, crushing and respiratory problems.

BEST PRACTICES, RULES & PROCEDURES

- Never use a tool or device without proper instruction. Most powered tools require certification and training from the Fine and Performing Arts Department Technical Director and/or Faculty
- Do not use tools and machines while under the influence of any medication that might impair judgment.
- Always Inspect tools and machinery before you use it. Make sure the power cord is grounded and in tact. Make sure all guards and protection devices are in working order before turning on the machine.
- ALWAYS wear eye protection. Hearing protection and dust masks when appropriate.
- Remove or contain loose-fitting clothing, necklaces and other jewelry, keys etc. that might get caught in blades or other moving parts. Tie back or contain long hair.
- Never remove or disable a safety device or guard unless the tool or machine was designed for alternate use in such a manner. Consult manufactures intended use for the tool.
- Only use tools for the job they were intended to do. Never use a screwdriver for a pry bar or a wrench for a hammer.
- Always turn off the power or unplug the tool before changing blades and accessories.
- Remove chuck keys from drills before you turn it on.
- Never use excessive force on any tool.
- Use holding clamps when necessary.
- Always use the fence to support your cut on the table saw, radial arm and chop saws.
- Always keep your work area clean and free of obstructions while cutting. Stay balanced with feet firmly planted during the cutting.
- Never walk away from tools that are running. Unplug and put away tools when you have finished with them.
- Avoid startling or surprising persons while they are operating equipment.

FOR FURTHER STUDY

Scene Design and Stage Lighting by W. Oren Parker, R. Craig Wolf, and Dick Block (**Hardcover** - May 15, 2008)

Scenic Art for the Theatre, Second Edition: History, Tools, and Techniques by Susan Crabtree and Peter Beudert (**Paperback** - Dec 16, 2004)

SCENERY FOR THE THEATRE Revised Edition The Organization, Processes, Materials, and Techniques Used to Set the Stage by Harold; Cole, Edward C. Burris-Meyer (**Hardcover** - 1971)