

SAFETY INFORMATION SHEET

GENERAL SAFETY GUIDELINES

WHAT THIS SHEET APPLIES TO

Anyone working in the Benadicta Arts Center or the Stephen B. Humphrey Theater

RISKS INCLUDE

Personal injury, injury to others, damage to equipment and facilities.

GUIDELINES, RULES, & PROCEDURES

1. Know the location of the nearest first-aid station, phone, fire extinguisher, fire alarm pull station, and fire exit at all times.
2. Horseplay, practical jokes, misusing facilities or equipment, and any other potentially dangerous activities are not permitted.
3. Know the limits of the body and how to prevent muscular injury in the shops, rehearsal, and the classroom. (e.g. When lifting heavy objects, lift with the legs while keeping your back as vertical as possible and ask for help if possible.)
4. No one will be permitted to use the Benedicta Arts Center or the Stephen B. Humphrey Theater facilities while under the influence of alcohol or illegal drugs including any medication which might impair judgment.
5. Any identified safety hazard must be clearly marked and promptly corrected or controlled. (e.g. Approved safety barricades must clearly mark any opening in the stage floor and all personnel must be notified any time barricades are temporarily removed.)
6. The facility must be kept clean and organized AT ALL TIMES. All equipment must be returned to its proper storage after use.
7. Doorways, stairwells, hallways, and aisles must be kept clear at all times.
8. Training and an understanding of manufacturer instructions is essential for safe tool and equipment use.
9. For every accident which requires any attention there should be an accident report filed with the Production Manager, Technical Director, Stage Manager, EHS office, and Security / Life Safety

FOR FURTHER UNDERSTANDING

Rossol, Monona. *Stage Fright: Health and Safety in the Theater—A Practical Guide*. Rev. Ed. New York: Allworth Press, 1991.

EMERGENCY- Contacts: CSB Security at 5000 or 9-911. SJU Life Safety at 911 or 2144.

To report injury that occurred while working for compensation, supervisor/employee use the incident report form and submit completed report to Human Resources, preferably within 24hours.

To report injury that occurred at non-compensated work e.g. Class activity, supervisor/student use the academic injury report form and submit completed report to Environmental Health & Safety office.