

KENT STATE University Scene Shop General Safety Guidelines (9 / 2015)

- Safety guidelines will be presented throughout the semester. These are basic guidelines.
- Safety is the top priority of the School of Theatre and Dance & applies to all production spaces.
- You keeping alert and focused is the most important element in a safe environment.
- Please tell the shop / stage managers (directors too) of potential hazards that you discover. We rely on your insights.
- Tool operation and scenery equipment will be covered in depth on an item-by-item basis.
- Do not use any piece of equipment without having a qualified person explain it to you.

GENERAL RULES OF THE SHOP AND THEATRE SPACES

1. Take the tour given by a shop manager.
2. Focus on the task at hand: do not let your mind wander.
3. Dress Requirements: - No loose fitting or dangling clothing or jewelry
- Do not wear open-toe shoes or flip-flops... EVER!
- Long hair must be tied back
- Wear clothing that can be soiled with paint, glue, and grease or torn.
4. Add supplemental lighting where scenery or building structures eclipse work light.
5. Never report to work under the influence of drugs, alcohol or controlled substances.
6. Report any injury, no matter how insignificant it may seem, to the scene shop supervisor.
7. Watch your balance and footing (don't over reach).
8. Don't "white knuckle it." Think about the direction and magnitude of suddenly released items.
9. Acquaint yourself with all of the safety and first aid equipment available.
10. Keep your work area clean. Cluttered areas or sawdust-covered surfaces invite accidents.
11. Avoid rushing.
12. Ask questions, especially about safety.

GENERAL RULES OF TOOL SAFETY

1. Be checked out on all hand and stationary power equipment.
2. Use the "right" tool for the task. (Learning how to pick the right tool is part of the learning experience.)
3. Don't force power tools. If something seems unusually difficult, inform the shop supervisor.
4. Only make adjustments to a tool that you have been trained to do. *And, only the shop supervisor will adjust squareness.*
5. When adjusting a tool or changing a blade, unplug it.
6. Never leave a tool running unattended.
7. Keep fingers and body parts as far away from a blade as possible.
8. Make sure that a blade is not touching the material when you start it up.
9. Make sure the tool is at full speed before it engages the material.
10. Reduce the risk of unintentional starting. (Make sure the switch is off before plugging it in.)
11. Store tools properly when you have completed a task.

PERSONAL PROTECTIVE EQUIPMENT (PPE) USE

1. Eye protection is required when using any power tool or while performing any hammering or deconstruction.
2. Hard hats are required in our shop and theatre spaces when people are working overhead &/or loose materials are present.
3. Wear a dust mask in an environment containing significant air borne particles.
4. Wear a respirator when working with vapor producing materials.
5. Hearing protection is required when significant noise is present.
6. The use of gloves is recommended when handling rough materials (vinyl when grease is present).

MATERIAL HANDLING

1. Inspect material before you use it. Gauge potential dangers, like knots, warping, broken off or hidden screws or staples.
2. Secure work. Use clamps or a vice to hold work *when practical.*
3. When removing material from shelving, make sure loose pieces are not resting on it, and don't create an "avalanche."
4. Always get help when moving large or heavy pieces.
5. When working with others, communicate, plan your moves ahead and clear travel paths before moving the material.
6. When working over the heads of others, warn them about loose hardware, materials or tools. Ask them to move.

PLEASE UNDERSTAND THAT YOU ARE REQUIRED TO LEARN, REVIEW AND ADHERE TO THESE BASIC SAFETY GUIDELINES AS WELL AS OTHERS THAT WILL BE COVERED.

Stationary Power Tool Safety Training

Table Saw

- **Always use the guard – adjust it if necessary**
- **Use push stick if fence is within a foot of the blade (keep hands away from blade)**
- **Don't cross-cut on the table saw**
- **Blade should never be more than ½" above work**
- **Always keep material firmly against fence – never "freehand cut"**
- **Never attempt to free a jammed saw blade – turn saw off**
- **Never start saw with material engage to blade**
- **Be aware of kick back**
- **Never use the runoff table as a work area**
- **Only cut clean wood (no screws or nails)**
- **Always restore saw to a neutral position (blade @ 90° to table)**
- **Never walk away from a tool that is running**
- **Report any irregularities to the Scene Shop Supervisor**

Band Saw

- **Guard should be adjusted just above work**
- **Never start cut until saw is up to speed**
- **Don't cross hands when cutting**
- **Use blade brake to stop large bandsaw**
- **Don't cut material 6" or smaller**
- **Only cut clean wood or plastic**
- **Don't force blade when cutting tight radius, make relief cuts as needed**
- **Use material support stand as needed**
- **Keep hands away from blade**
- **Never walk away from a tool that is running**
- **Report any irregularities to the Scene Shop Supervisor**

Drill Press

- **Always clamp work or use fence**
- **Turn off machine to make any adjustments**
- **Always remove chuck key after use**
- **Don't use dull drill bits and don't force the drilling process**
- **Always use the proper type of drill bit for specific materials**
- **Use cutting fluid when drilling metals**
- **Make sure table is tightened before use**
- **Use material support stand as needed**
- **Keep hands away from drill bit**
- **Never walk away from a tool that is running**
- **Report any irregularities to the Scene Shop Supervisor**

Radial Arm Saw

- Don't cut material less than 6" long unless clamped
- Keep fence clear of debris
- Keep work firmly against fence
- Let tool get up to speed before cutting
- Don't cross hands when cutting
- Only cut clean wood
- Only use for cross cutting materials
- When using stop blocks, hold material on same side as stop block
- Keep hands away from blade
- Never walk away from a tool that is running
- Report any irregularities to the Scene Shop Supervisor

Miter Saw

- Don't cut material less than 6" long unless clamped
- Adjust fence to be close to blade
- Always use bevel lock to lock blade
- Pull saw towards you, then tilt down to engage work and push forward to finish cut
- Only cut clean wood
- Use material support stand
- Keep hands away from blade
- Never walk away from a tool that is running
- Report any irregularities to the Scene Shop Supervisor

Stationary Sander

- Never wear gloves when sanding
- Keep work on proper side of sanding disc (so force is down)
- Don't sand materials smaller than 3" x 3"
- Let tool get up to speed before sanding
- Make sure sanding belt is tracking correctly
- Use dust collection
- Use material support stands as necessary
- Keep hands away from sanding belt/disc
- Only sand clean wood
- Wear particle masks and safety glasses
- Never walk away from a tool that is running
- Report any irregularities to the Scene Shop Supervisor

Panel Saw

- Only cross cut material
- Load wood from right side only

- **Don't cross cut wood narrower than 18"**
- **Let tool get up to speed before cutting**
- **Only cut clean wood**
- **Report any irregularities to the Scene Shop Supervisor**

Bench Grinder

- **Adjust tool rest to 1/8" from grinding wheel**
- **Use plastic grinding shields**
- **Don't grind small objects**
- **Let tool get up to speed before grinding**
- **Beware that can become very hot very quickly**
- **Never walk away from a tool that is running**
- **Report any irregularities to the Scene Shop Supervisor**