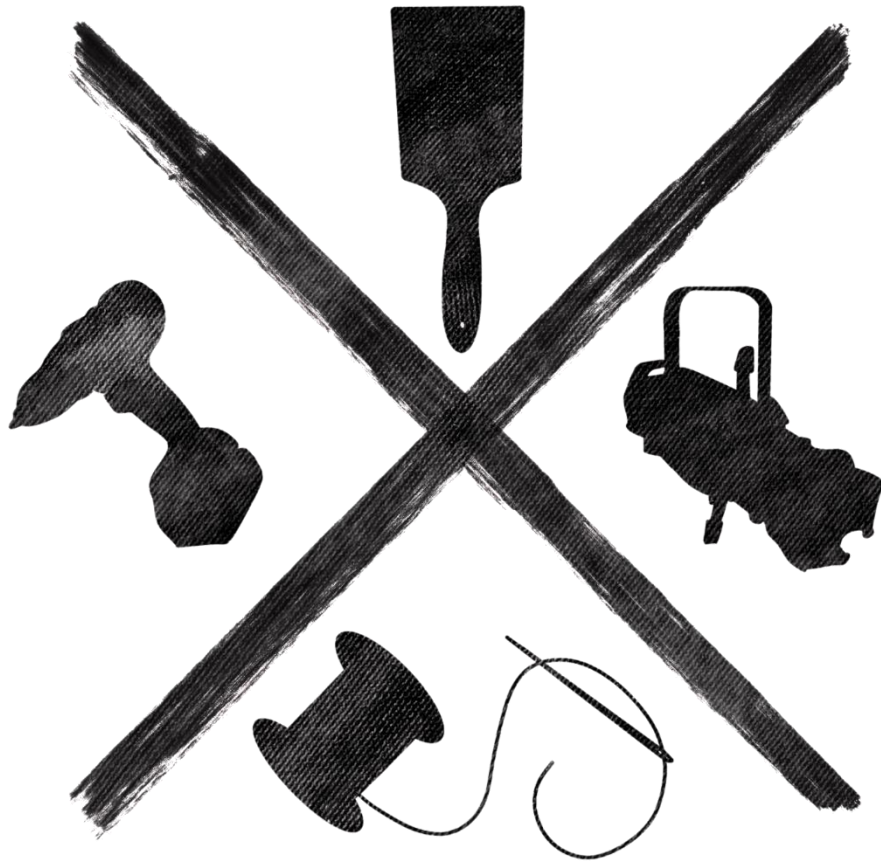


BOERNE HIGH SCHOOL



TECHNICAL THEATRE

Safety Manual
2021-2022

Introduction

Theatres are inherently dangerous places. We work with tools and equipment, which if not used properly, can cause severe damage to a person. We work with saws, paints, chemicals, electricity, and other items which, even with proper use, create potentially dangerous situations. We work on ladders and catwalks at substantial heights. We move very heavy objects; usually in a limited space and frequently with many people around all of whom could be the victim of a moment of daydreaming or thoughtlessness.

The next several pages point out some basic safety rules. Be sure to read all the text on all the pages.

***YOU WILL BE TESTED OVER THE ITEMS IN THIS HANDOUT.

A GRADE OF 100 MUST BE MADE ON THE 12 SAFETY RULES LISTED ON PAGE 3 BEFORE YOU ARE ALLOWED TO OPERATE ANY EQUIPMENT WITHIN THE THEATRE.

IN ADDITION THE LAST PAGE MUST BE SIGNED BY YOU AND A PARENT OR GUARDIAN. ***

RESPONSIBILITIES OF STUDENTS

You as a student are responsible for your own safety. In addition, your actions should not present a hazard to others. It is your responsibility to obey the rules. A good safety record is a valuable asset to everyone. In the accomplishment of the safety policy you are expected to:

- Work according to the safety rules set forth under this safety program.
- Refrain from any unsafe act that might endanger yourself or fellow students.
- Use all safety devices provided for your protection. i.e.: glasses, gloves, etc.
- Know the location of fire extinguishers and first aid kits.
- Be alert to possible safety hazards and report them to your teacher immediately.
- Wear suitable clothing and proper shoes. (Close-toed shoes)
- Report all injuries or accidents immediately to your teacher. No matter how slight.
- Do NOT engage in "horseplay".
- Know your job and how to do it safely.
- Understand that some things may be beyond the scope of this plan. For that reason, you should strive to perform all operations in the safest possible manner.
- Report immediately any unauthorized use of tools or work area to supervisor.
- Be aware of your surroundings and know where and what others are doing around you.

SAFETY RULES

1. NO horseplay, ever, no exceptions!
2. Dress appropriately: No loose-fitting clothing, pull hair back, rubber soled, close toed shoes.
3. Wear safety equipment: Goggles and gloves
4. Use the buddy system: Always have a partner as a spotter
5. Heads up: Always be aware of what is happening around you and warn others of dangerous situations
6. Know the correct way to use a tool and only use it for its correct job
7. Never walk away from a live tool, unplug tools before you walk away
8. Follow directions: listen to the teacher during directions
9. Report injuries immediately to the teacher
10. Cords: Keep cords neat. Do not put in a walking path. Plug into the closest plug.
11. Utility knives: Never cut toward your hand or body. Always close before walking with it.
12. Clean up your area: Put tools away, keep materials neat

AUDIO AND LIGHT BOARDS

Including Spotlight and Booth

The use and care of YOUR audio and light boards is very important. Not only are they expensive pieces of equipment, but they are also NECESSARY to the theatre itself.

1. AT NO TIME SHOULD FOOD OR DRINK BE BROUGHT INTO THE LIGHT OR AUDIO BOOTH. Food and drinks are not allowed anywhere within the theatre.
2. No one should use the light board or audio board without prior approval and training.
3. Only one set of hands should be touching either of the boards.
4. No one should be inside the light or sound booth with you, without Mrs. Stephenson's prior approval.
5. Report anything out of the ordinary immediately to the teacher. (This includes people in the booth, items, disarray...)

LIGHTS AND LAMPS

1. All lighting instruments must have a safety cable attached and all bolts properly tightened.
2. The plug of each lighting instrument must be inspected, and any showing signs of damage must be replaced immediately.
3. Stage cable must be inspected regularly. Any showing signs of damage must be repaired or removed immediately.
4. Do not touch the glass envelope of any stage lamp. If touched, clean the envelope with alcohol.
5. Do not exceed the maximum allowable lamp wattage for a lighting instrument. Over wattage will damage the instrument.
6. All circuiting of lighting equipment will take place with the power off both dimmer and non-dimmer circuits.

LADDERS

Ladders must meet certain requirements under OSHA regulations. Improper use of a ladder can potentially lead to serious injury and possible death.

1. Ladders must be able to support four times the intended load of the ladder, or 3.3 times the intended load for heavy -duty metal or plastic ladders.
2. Steps should be between 10 and 14 inches apart.
3. The steps should be at least 16 inches wide for fixed ladders and 11.5 inches for portable ladders.
4. Metal ladders should have steps with some type of anti-slip surface.
5. Use the ladders in a manner that is comfortable to the user and does not put the user in undue danger of falling.
6. When using tools on a ladder they should be secured to the person when possible. Tools should NEVER be left on the top of a ladder when not in use.
7. Ladders should be free of anything that may cause cuts, snags or scrapes.
8. Wood ladders should not be covered in any opaque coating except for identification labels on ONE side of ONE side rail. This is to allow examination of the state of the wood.
9. There should be at least 7 inches of clearance behind any step on a permanent ladder and 30 inches clearance on the climbing side of the ladder.
10. Ladders should not be moved while in use and the base of the ladder should be kept clear, either by someone supporting the ladder or by barriers to prevent passing traffic from hitting the ladder.
11. Be aware if the ladder is made of conductive material that it should not be used anywhere that electric shock could be a hazard.
12. Never use the top two steps of a stepladder.
13. Only use parts of the ladder that are intended for use as a stepping surface.
14. If there is any damage to a ladder, it should immediately be marked as defective and removed from use.

FLY SYSTEM

The Fly System ("Batten Box") must never be operated by anyone who has not been taught the correct procedures.

General Guidelines:

1. There must be silence on stage when lowering or raising any batten.
2. When operating the fly system, the "fly man" must call "HEADS UP"
3. If you are onstage, the correct phrase to call back is "THANK YOU"

TOOLS

Individual tools will be tested on – each will have specific guidelines that should be followed.

1. If you do not know how to operate any power tool do not use it until you receive instruction.
2. Never work on stage or in the shop alone.
3. Students shall not use unsafe hand tools either personal or school provided.
4. When power tools are designed to accommodate guards, they shall be equipped with guards when in use.
5. Impact tools, such as drift pins, wedges and chisels, shall be kept free of mushroomed heads.
6. Wooden handles of tools shall be kept free of splinters or cracks and be kept tight in the tool.
7. Electric power tools shall either be of the approved double insulated type or grounded properly.
8. Extension cords used with portable electric tools shall be of three wire types and periodically inspected prior to each use.
9. Any defective tool shall be tagged "unsafe - not to use".
10. Unplug portable power tools when not in use.
11. When done using a particular tool, always put it back in its proper place.
12. Tools are not to be removed from shops.

CATWALKS

Catwalks around the theatre are tempting places to hang out. Students are NEVER allowed in these areas unless you have been asked to work in these areas. Dropping things off these areas can result in injury to others and will NOT be tolerated.

1. Students should never hang over railings – falls from these heights would result in serious permanent injury.
2. Tools should be secured to the student when on the catwalk
3. Light fixtures should never have the safety cable removed when you are working on them on the catwalk.

4. Students should not let others on the catwalk or other elevated areas without Mrs. Stephenson's permission.

CLASS TIME ON STAGE

Many times, through this school year I will need to demonstrate or teach on stage. I have a few basic rules for these times on our stage.

1. Wandering off or hiding in places not visible to me is not allowed. I will consider this the same as walking out of class – even if you are still in the building.
2. Food and drink are NEVER allowed in the theatre. The theatre is carpeted, and spilled drinks will make a mess that is difficult to clean.
3. Closed-toed shoes are required to be worn at all times when we are working in the theatre.
4. Talking should be kept to a minimum and only about the project at hand.
5. Never jump up or down from the audience to the stage. Use the stairs on either side of the stage.
6. The edge of the stage is fragile. We do not sit on the edge, nor stand with any part of our feet hanging over the edge. All students should stay behind the floor lights that are on the apron.

CURTAINS

The curtains in the theatre are expensive items that are not able to take frequent abuse from students and actors

1. The grand drape/show curtain should never be gone under, through or around when closed.
2. The legs/blacks should never be touched, unless you are moving them.
3. No curtains should be brought in if the floor is wet.
4. The cyc must NEVER BE touched, EVER.
5. If you must touch a curtain, only touch it from behind. The oils on your hands damage the texture of the curtain.

Final Reminders

This is your THEATRE – only you can prevent it from being abused and mistreated.

- Only you can prevent tools from being stolen or misplaced. I expect and require you to treat our space as you would treat your own (or better yet, YOUR GRANDMOTHER'S) things.
- Only you can prevent damage to equipment and curtains – by not bringing food and drink in the theatre and reminding others to not bring those items in the theatre.
- Only you can prevent bodily injury to yourself and others by following instructions and using tools in a safe manner.
- Horseplay will not be tolerated in the theatre.
- Help me keep everyone safe and our theatre spaces nice for a long time to come.

A handwritten signature in black ink, appearing to read 'Jenna', with a long, sweeping horizontal stroke extending to the right.

Jenna Stephenson
Theatre Director
jenna.stephenson@boerneisd.net

DO NOT RIP THIS PAGE OFF
IT MUST STAY ATTACHED TO THIS SAFETY
MANUAL TECHNICAL THEATRE SAFETY

CONTRACT

I have received, read, understand and agree to follow the rules set forth in the attached SAFETY MANUAL because I recognize the importance of safety and the benefits of good discipline in the technical theatre class. By doing my part to observe these rules, I will be able to participate in the many challenging and rewarding areas of production and design that the theatre offers.

I understand that my failure to follow these rules will result in my not being allowed to participate in the day's activities and could receive a 0 for a daily participation grade. Severe cases could possibly receive a referral and/or In-School Suspension.

Repeated rule violations will result in a parent/teacher conference and possible dismissal from all activities involving the stage.

Student's Name (print)

Parent's phone number

Student's Signature

Parent's Signature

Date

Parent's email

PARENTS: Please list below any medical conditions, which might affect your child's safe participation in Technical Theatre class

PARENTS: If there are any particular tools you would like your child to avoid using, please list them below

