



**Theater Safety Manual**  
**College of Marin**

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## Introduction

The College of Marin aims to provide and maintain a safe stage environment in its scenery construction and stage areas for students, employees, and visitors. Production activities shall comply with all applicable legislation and health and safety standards.

Faculty, staff, and students in academic departments participate in a variety of production phases, such as design, set construction, props, special effects, costumes, electrics, makeup, acting, and front-of-house activities. All these areas pose a wide range of health and safety risks, including, but not limited to; physical, chemical, and mechanical hazards in the shops; working at height challenges both on and off stage; and material handling risks during set construction, load in, and strike activities.

## Purpose

The purpose of this manual is to educate all participants about potential hazards that may exist in any production on campus. This manual provides staff, faculty, and students who work or participate in the Performing Arts with a general overview of potential hazards and related safe work procedures. This manual aims to familiarize individuals to recognize and understand the risks related to different Performing Arts operations and activities. It provides guidance on when to apply various health and safety measures, following administrative practices (safety training and warning signs), and utilizing personal protective equipment (respirators, safety glasses, and hearing protection).

## Set Construction

### Rigging

Rigging involves using hardware to lift, lower, and secure performance equipment on or above the stage. Various rigging hardware pieces serve different purposes, and understanding their load capacity is crucial. Employees should receive training before operating any rigging equipment. Here are some general safety guidelines for using and maintaining rigging equipment:

1. **Inspect Equipment:** Regularly inspect rigging equipment before use, after alterations, and at regular intervals.
2. **Secure Counterweights:** Ensure that counterweights are securely fastened.

3. Check Ropes: Report and remove any damaged or defective ropes from service.
4. Avoid Knots: Never shorten chains or ropes by knotting them.
5. Load Capacity: Always stay within the safe load capacity of the system.
6. Warn Others: Warn people on the stage and grid before moving any rigged scenery or objects.
7. Maintain control of moving pieces at all times.
8. Catwalk Access: Only access catwalks if trained and authorized to do so.
9. Secure Equipment: Secure rigging equipment when it is not in use.

## Power and Hand Tools

Employees should receive training on the proper use of power and hand tools, including safety features, guards, and required personal protective equipment. While each tool has specific guidelines, here are some safety rules applicable to all tools:

1. **Adhere to all manufacturers' instructions regarding tool use and maintenance.**
2. Before using any tool, inspect it for defects such as frayed wires or damaged hand tools. Remove defective tools from service.
3. Avoid Power Cord Hoisting: Never carry or hoist a power tool by its power cord.
4. Unplug Before Maintenance: Unplug power tools before loading, changing blades or bits, adjusting, or cleaning them.
5. Avoid Wet Surfaces: Do not use power tools on wet surfaces or in wet weather.
6. Guard Integrity: Never alter or remove machine or blade guards.

## Ladders

Inspect portable ladders frequently and maintain them in good condition. Ensure they are free from oil, grease, or other slippery substances. If you find any defects, promptly remove the ladder from service and report the issue to your supervisor. Always place ladders on stable bases to prevent accidents. Remember to avoid using boxes, chairs, or other unstable surfaces as a substitute for a ladder.

## Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) encompasses various types of gear designed to enhance safety during potentially hazardous tasks. PPE includes eye and face protection, headgear,

footwear, hand coverings, respiratory devices, and other equipment to safeguard against injury or illness. Your supervisor will specify the necessary PPE for specific tasks and work areas, providing clear instructions. Training will be offered as needed. As a PPE user, it's crucial to understand and adhere to the provided requirements from training and your supervisor. Don't hesitate to seek clarification if any directions are unclear, always ASK.

## Lifting and Material Handling

Back pain and injuries related to lifting and material handling are common in the Performing Arts industry. Stage pieces, often awkwardly shaped and heavy, pose challenges for proper lifting. Before lifting any load, consider the following:

- Assess whether the load is too large or heavy for you to lift safely.
- Determine if you need a mechanical aid or a partner to assist with lifting.
- Be aware of any tripping hazards along your route.
- Consider whether you can navigate doorways or corridors while carrying the object.

Wear supportive, non-slip, closed-toe shoes to prevent falls during lifting. Protective work boots with steel toe reinforcement and other safety features may be necessary in some cases. Discuss proper footwear with your supervisor or the health and safety coordinator. Use these safe lifting techniques:

- Stand near to the load: Carrying the item as near to your body as feasible lowers back strain and improves balance.
- Lift with your legs: Use your leg muscles to keep your back aligned, which reduces the strain on your lower back.
- Secure grip: Before lifting, get a strong grip on the load to prevent slippage. If the load begins to fall, let it go.
- Lowering safely: Keep the load close to you and use your legs to lower it to the floor.

## Housekeeping

Work areas often become congested during set building and rehearsals. The presence of clutter can lead to slip and fall injuries or even incidents where objects strike individuals. Additionally, clutter poses a significant fire hazard. To promote safety, consider:

- Clean up regularly: After each work session, take the time to clean up the area. Remove any debris, tools, or materials that are no longer needed.
- Dispose of trash properly: Place trash and waste materials in designated receptacles. Avoid leaving trash lying around, as it can obstruct pathways and create hazards.
- Minimize accumulation: Scrap lumber, unused materials, and other items should not accumulate unnecessarily. Dispose of or organize these materials promptly to prevent clutter.

## Storage of Materials

The appropriate storage of materials is critical to the safety of personnel, students, performers, and audiences. Storage techniques should adhere to the following guidelines:

1. Place flammable and combustible products in flammable storage cabinets.
2. Store items at least 18 inches below all sprinkler heads and 36 inches horizontally from them.
3. Store materials at least 24 inches below the ceiling in areas where sprinklers do not exist.
4. Never obstruct exits and block access to firefighting equipment such as extinguishers, hose stations, or alarms.
5. Keep an unobstructed gap of at least 36 inches in all directions from electrical service equipment.

## Shops

Within shop operations, there are inherent risks, exposures and injuries resulting from the use of power tools, tripping hazards, and lifting. It is essential to adhere to safety guidelines, complete training, and use personal protective equipment (PPE). These work areas may produce sawdust, paint spray, upholstery lint, wet glues, finishes, damp dyed fabric, noisy sawing, and gases released during the drying process of castings.

## Power Saws

Operating a saw without having learned and followed safe and proper operating procedures can pose significant risks, the following are some safety guidelines to follow when using various types of saws:

Communication with Instructors and Supervisors:

Always engage in open communication with your instructor or supervisor if you encounter a malfunctioning machine or tool, or if you lack full qualifications to operate a specific equipment.

Appropriate Personal Protective Equipment (PPE):

- Wear the necessary PPE, including safety glasses, goggles, and, when required, a face shield. Note that using a face shield alone does not suffice as proper eye protection.
- When working with power tools and woodworking machines, even if you are not the operator, use hearing protection.
- Follow proper shop attire rules, which include full-length pants (or similar) and closed-toe shoes.
- Use tight-fitting gloves for handling materials; never wear gloves while operating power tools.
- Remove rings, watches, necklaces, and other jewelry, as well as any loose clothing. Store them securely to prevent entanglement.
- Restrain long hair to keep it away from machinery and points of operation. This minimizes the risk of hair getting caught in moving parts.
- Before starting work, inspect tools and machinery to ensure they are safe. Address any issues promptly.
- Before adjusting or replacing components, disconnect all power tools and machinery from their power source. Wait until the machine/tool comes to a complete stop.
- Never leave machinery or power tools running unattended. Always turn them off when not in use.
- Regularly sweep up and remove sawdust and scraps during the work process to maintain a clean floor and minimize slip, trip, and fall hazards. Before leaving the area, perform a final sweep and cleaning.



- Keep saws in excellent condition. Regularly maintain them to ensure efficacy. Follow manufacturer's instructions for lubrication and changing accessories.
- Never operate a saw while under the influence of drugs, alcohol, or medication that may impair your judgment or motor skills.

## Wood and Metal Working Space.

Training in the safe use of all tools and equipment is essential. Good housekeeping techniques are essential for the proper storage of plywood, lumber, metal, and plastics, as well as the organization of fasteners and supplies such as staples, bolts, nails, screws, brads, hinges, glues, molding, sandpaper, and so on. Housekeeping also includes the correct storage of hand and power tools. While in use, power hand tools such as drills, sabre saws, or routers have cords that can run across the floor and cause tripping hazards. Take steps to reduce the trip hazard through cord placement and cord guards.

Reduce fire hazards by keeping metal and woodworking areas well separated. If necessary, use portable shields to keep metal working areas distinct from others. Use sawdust collection systems to lower the risk of fire. Keep flames and other ignition sources away from the woodworking and lumber storage facilities. To remove wood scrapes and sawdust from the woodworking area, sweep the floors on a regular basis.

## Craft Room

The craft room serves as a hub for various crafting activities. It features spray painting or work involving finishes that emit vapor (whether with an odor or not) or generate fine mist should occur within well-ventilated spaces. Water-soluble latex or acrylic paint, along with glaze materials, are standard for painting.

Supplies in the craft area include buckets, pails, brushes, wood combs, and sponges. Worktables facilitate a wide range of projects. Hand tools like pliers, screwdrivers, hammers, saws, clamps, paintbrushes, and airbrushes are readily available. Floral wire, tape, putty, markers, sealers, and paper complete the toolkit. For molding and casting, supplies may include mixing cups, stir sticks, scales, pans, plaster, spray releases, spatulas, plastic tubs, and aluminum sheet pans. Standard items like plaster, tape, glue, spray sealers, stamps, and seals are essential.

However, chemical exposure remains a significant concern in the craft room. Proper training is crucial to understand the physical and health hazards associated with the chemicals used.

Follow safety guidelines, including but not limited to the following:

- **Product Labels and SDS:** Read labels and Safety Data Sheets (SDS) to identify potential hazards.
- **Ventilation Requirements:** Be aware of ventilation needs for the products you handle.
- **Avoid Ingestion:** Refrain from eating or drinking in the work area, and wash hands before consuming food or beverages.
- **Container Handling:** Keep containers closed when not in use.
- **Ignition Control:** Manage ignition sources in areas with flammable liquids.
- **Aerosol Cans:** Never puncture aerosol cans or expose them to high heat.
- **Proper Disposal:** Dispose of products as directed by the manufacturer.
- **Chemical Spill Procedures:** Familiarize yourself with spill procedures for each product

Always be mindful of the potential risks you may cause, as well as the hazards surrounding you, and consult your supervisor and/or the districts health & safety coordinator if you have any questions regarding the policies, procedures, personal protection, or training needs before working in any section of the shop.

## Special Props (Weapons)

Some productions call for stage weapons. These props present specific hazards that involve specific procedures to ensure the health and safety of employees, students, and performers.

There is numerous general safety guidance to follow when using any form of weapon.

## Permission and Notification

- Obtain written authority to use weapons before they are acquired, produced, or utilized. This person could be a member of the Campus Police Department, a Technical Director, a Department Chair, or a producer. Check with your supervisor about departmental procedures.
- Notify Campus Police if guns will be utilized in any production.
- To avoid confusion or issues, notify Campus Police and other building tenants of the proposed weapon use schedule.

- Allow only approved individuals, Performing Arts supervisors, performers, and crew to have access to and handle weapons.
- No personal weapons may be used or brought on site

## Training

- For hands-on weapons training, provide adequate personal protective equipment (PPE). Include in the instruction all weapons policies; how to handle the weapons safely; the use, care, and include actual weapon discharge in the training. Provide further training to individuals in charge of loading, cleaning, inspection, and repair.
- Document all training.
- Allow enough time during rehearsals for the performers to grow familiar with the weapons.

## Storage

- Store all weapons in a locked room
- Restrict access to the weapons storage area to authorized staff only
- Store all weapons in secure areas at the end of each performance

## Use and Handling

- Only use weapons as directed by the choreography in the play.
- Never participate in horseplay on or off stage.
- Only designated crew members are authorized to maintain, load, hand off, receive, and store the weapons.
- Clean weapons immediately after the event and put them in dedicated locked storage facilities.

## Lighting

Working with Performing Arts lighting can be dangerous. Hanging lights with high-voltage electricity can result in injuries, including falls, fires, electrocution, and injuries from falling objects. Furthermore, lighting equipment is heavy and can result in injuries if mechanical aids or safe lifting procedures are not used. This section provides a summary of typical lighting

operations and hazards encountered when installing, maintaining, and storing lights and fixtures.

## Fire Risks

Lighting equipment may burn hot, and the lenses used in the lights can magnify the heat. Using unsafe materials to rig lighting colors or change the shape of the light is a risk. Ensure hot lights have the proper physical clearance of anything potentially flammable (paper, plastics, draperies).

## Risk of Falling from Heights

Hanging and focusing lights at times requires working from heights on catwalks, tension grids scaffolding, aerial work platforms, or other elevated work surfaces. Fall exposures must be recognized at the planning stage, and suitable fall protection systems (guardrails, fall arrest gear, etc.) must be installed and used as needed. Employees and students should be trained in potential fall hazards and the existence or use of necessary fall protection. Staff should adhere to all safety regulations.

## Overhead Lighting

Lighting rigs can be very heavy and cause injuries if they fall. All lights must be properly hung and secure. All lights must be periodically checked for safety to identify loose screws, and bolts that can fall and cause injury. Because of the increased risk of lights falling when lighting equipment is being inspected or moved. Ensure no one in the area is below before continuing with the work. Notify all individuals in the area that overhead work is occurring and maintain a ten-foot clearance.

## Costumes & Cosmetics

Costume designs and materials may expose individual's wearing them to fire, heat stress, and trip/fall hazards while they are wearing the outfits. During storage, the costumes and accessories may cause fire, material handling, and trip/fall hazards.

## Assembling, Altering, and Repairing Costumes

Costumes are often made from a variety of fabrics, accessories, and props. Costume designers should prioritize materials that are comfortable, durable, and non-irritating to the actors' skin. Ill-fitting costumes can hinder movement, cause discomfort, and pose safety risks. Accurate measurements and fittings are essential during the assembly process. Ensure that zippers, hooks, buttons, and other fastenings are securely attached. Loose closures can lead to wardrobe malfunctions during performances. Alterations should not compromise safety. For instance, hems should be at a safe length to prevent tripping, and any sharp pins or needles used during alterations should be securely stored. Performers need to move freely on stage. Alterations should allow for comfortable movement without restricting gestures or dance routines.

Tears, loose seams, missing buttons, or damaged accessories should be promptly repaired. Regular inspections ensure that costumes remain in good condition. Theater should maintain emergency sewing kits backstage. These kits contain needles, threads, safety pins, and other essentials for quick fixes during performances. Before each show, verify that costumes are safe to wear. Check for loose embellishments, sharp edges, or any potential hazards.

Remember, costume safety not only enhances the visual appeal of a production but also contributes to the actors' confidence and overall performance quality.

## Storing Costumes

Storage shelves and the floors in storage rooms should be cleaned prior to storing the materials and then routinely cleaned thereafter. Carpets and furniture should be routinely vacuumed. Improper costume storage can cause falling object hazards, damage fire emergency systems, obstruct exits & presents other hazards in retrieval. How and where storing costumes is important to help prevent the after mentioned hazards.

Labels shall be posted below fire sprinkler systems and other piping systems stating, "NEVER HANG ANYTHING FROM THIS PIPE." Costumes and other materials should be stored 18 inches below sprinkler heads and have a clearance of 36 inches on a horizontal plane out from the sprinkler head in all directions. Exits and exit paths should be kept free of any clutter or obstructions. Nothing should be stored on stairs or landings.

Stored items on shelves should not extend beyond the edge of the shelf itself. If items do, then shelves where items extend beyond the edge there should be a control of preventing those items (i.e., shelf guards, bungee cord, netting). Items that are frequently used should be stored on shelves between the knees and shoulders to optimize lifting.

Step ladders should be used to access higher areas of the storage rooms. The type of step ladder depends on the room. Ensure the step ladder is locked before using and never using a step ladder in the closed position. Step stools are used when a small amount of height is needed to reach overhead shelves. CAL/OSHA states step stools must be sturdy and able to support the intended weight of the task. Use the manufacturer's product sheet to see the ladder's weight maximums.

## Cosmetic Selection

Never apply non skin applicable cosmetic products. Ensure cosmetic products are commercially produced, and the product label is affixed on the product along with the product's ingredients and accompany safety data sheets. Product information should be easily accessible for performers to review. Having this information readily available can help performers not use certain products and minimize the risk of allergic reaction.

## Cosmetic Application

Keeping makeup clean is key to makeup application safety whether it is shared or personal makeup. The following are some ways to keep makeup clean and some general guidelines when sharing makeup.

- Wash your hands before handling makeup.
- Ensure the performer's face is clean before applying makeup.
- Replace makeup regularly.
- Never use expired makeup.
- Keep makeup containers sealed when not in use.
- Use clean brushes for makeup application.

- Never share makeup tools with others.
- Use tap or distilled water to moisten palettes, brushes, or pencils; avoid using saliva.

For shared makeup:

- Use clean brushes only, shared makeup shouldn't be applied directly on your face.
- Do not return applicators to shared makeup containers after use.
- Opt for disposable applicators like brushes and sponges.
- Makeup artists should wash their hands between performers.
- Clean and sanitize makeup pencil sharpeners, reusable brushes, and sponges between use, clean containers with clear water for each performer's makeup application.

## Cosmetic Removal

The appropriate removal of makeup is equally significant to the performers' health as the right application. Avoid using solvents to remove cosmetics, nails, latex, and spirit gum. Never peel off spirit gum or latex since it can remove good skin cells. Instead, softly peel off the gum or latex. Following each performance, remove makeup with cold cream, warm water, and an exfoliating washing product. Following cleansing, use a moisturizing lotion or cream.

## Cosmetic Storage

Storage practices are encouraged to minimize unauthorized access and foster a clean environment. All containers storing makeup should be closed when not in use, makeup should be kept in a secure and temperature-controlled location, makeup should be replaced every six to eight months or per manufacturer recommendation. Any container or makeup with signs of unauthorized use or damage should be reported to the immediate supervisor.

## Front of House

Fire safety, signage, patron safety, pre- and post-performance checks and audience control are just some of the responsibilities for front of house personnel. Actions must be taken in the front of the house with care to ensure a smooth, entertaining and safe theater environment for all visitors.

## Exits

Any point of assembly to an exit or public walkway (i.e., sidewalks) should be free of any obstructions. means of egress should be clear prior to patrons entering the theater and remain clear. Exit doors must be unlocked and draperies or other decor must not obstruct the view or accessibility of exits or walkways. Stairways should not be used to store any materials.

## Patron Safety

Patron safety starts when the first patron has arrived at the theater and ends when the last patron has left the theater. The following is a list of things to ensure patron safety;

Ensure that periodic documented safety inspections are completed, and appropriate corrective action is taken. Emergency & general lighting systems should be routinely inspected and tested. All LED exit signs should be looked at to confirm they are working properly.

Ensure the program has been printed with the proper cautions about the intended usage of:

- Strobe lights
- laser lights
- Other potentially blinding lights

There should be a backup mechanism in place to offer production warnings if the programs are printed without the needed warning information (i.e., announcement before the show starts, signs at the entrance).

## Pre-Performance

Prior to each performance, personnel should verify no hazardous conditions are present, if there are identified hazards they should be corrected immediately and if necessary, cancel the performance and evacuate the building. A checklist should be used to document a pre-performance inspection (see Appendix for checklist).

Facility conditions should be checked for general cleanliness and or any slip, trip or fall hazards. Floors should be dry and carpet level. The floor should not pose any trip/fall hazard's (i.e., brooms left out on the floor, bags in stairwells or walkways) If there are any facility related hazards, efforts should be made to immediately contact the maintenance & operations department to correct the hazard.



## Post-Performance

Personnel should remain on wait until all patrons have left. Additionally, personnel should make sure all exit doors are closed and properly locked, clean-up operations have started, or a time/request has been initiated, any incident reports are completed and filled.

## Set Deconstruction (STRIKE)

Set deconstruction (strikes) and disposal can be chaotic, hazardous aspects of theater operations. Care must be taken to ensure that the stability of set pieces is not compromised as they are deconstructed, creating fall, crush or other hazards.

A strike plan addresses what, who, when, how and safety of the deconstruction process. Set deconstruction should consider the districts sustainability plan when determining what can be re-used versus what is thrown out. A strike plan is advised to address these various variables in detail. The plan should be in writing to minimize confusion. The strike plan includes what areas will be deconstructed and the order the deconstruction will occur (this depends on resources, crew members available).

Areas that may need deconstruction include but not limited to;

Stage Deck	Lighting	Wings
Backstage	Costumes	Audio/sound

The strike plan lays out how deconstruct items will be maintained. The plan defines what will be reused for future production, what will be disposed of into a dumpster or landfill or what will be recycled. Areas for storage should be identified and known. Some things to consider when developing a strike plan are as follows:

Timing of the Strike:

- The strike plan determines when the strike will happen.
- Factors influencing timing include theater availability, crew availability, scene shop access, and safety concerns.
- Studies show that more injuries occur during night shifts or extended work hours.

- Scheduling the strike for the morning after the last performance reduces fatigue-related risks.
- Sometimes production schedules dictate an immediate strike after the final curtain call.

#### Roles and Responsibilities:

- The written strike plan specifies who is involved and their assigned responsibilities.
- A trained and qualified supervisor (e.g., set designer, show carpenter, or technical director) oversees the strike.
- Crew leaders report to the supervisor, ensuring safe coordination.
- Identify crew members (students or professionals) and address safety roles:
- Edge-of-stage safeguards installation
- Personal protective equipment (PPE) management (collection, dispensing, retrieval)
- Safety oversight and rule compliance
- Packaging, storage, and disposal arrangements
- Refreshments provision
- Final walk-through to confirm completion.

#### Safety Measures:

- Advanced planning enhances crew safety. Consider:
  - Scheduled timing (as discussed above)
  - Crew training
    - An explanation of the plan and each team member's tasks. A brief meeting before deconstruction to describe how to handle waste, use tools, and discuss prohibited behaviors.
  - PPE availability
    - PPE needed depends on the task being done (i.e., wearing gloves when handling materials with abrasive edges). Proper PPE should be worn.
  - Proper tools
    - Appropriate tools should be used in the manner in which they were designed.
  - Minimizing distractions

- Minimize distractions during deconstruction to reduce the risk of injury. Turn off music and limit access to personnel. If students are present, ensure they follow safety rules and are supervised.
- Rest breaks and refreshments.
  - Take regular breaks and recharge before continuing deconstruction activities.

#### Chemical Waste Disposal

Most used organic solvents such as acetone, methanol, turpentine, toluene, etc are considered hazardous wastes and cannot be disposed in regular trash or poured down drains. Contact the district's Health and Safety Coordinator if you have questions regarding proper hazardous waste handling and disposal procedures.

## Theater Maintenance

Theater maintenance can be often overlooked. However, best maintenance practices are important for providing safe entertainment for students, staff, faculty and patrons. Effective maintenance begins with routine inspections. These inspections involve a cycle of steps, from initial observations to verifying corrective action effectiveness. If outcomes are not as expected, re-evaluate and implement new corrective plans. In dynamic environments like theaters, ongoing inspections are crucial for identifying hazards. When hazards have been identified take the proper steps to correct them.

Who will do the correcting is often dictated by what needs correcting. This may include putting in work request to maintenance & facilities, or outsourcing work to outside vendors. Inspections may be conducted by regulatory agencies such as Cal-OSHA compliance officers (employee safety and health), Department of Industrial Relations (elevators), and the State Fire Marshall (fire and life safety). In-house inspections may be done by Performing Arts personnel, health & safety coordinator, Maintenance & Facilities Department, Keenan.

Even if corrective measures or inspections are being completed by another department or staff, it is important that the Performing Arts department tracks and monitors the status of corrective actions taken/needed, inspection reports documented and maintained.

Cal-OSHA mandates routine inspections for all work areas. In-house personnel handle most routine inspections, with frequency based on environmental dynamics. Some inspections occur in-house (e.g., shops), while others involve outside experts (e.g., annual fire extinguisher, tension grids, and rigging inspections). Document hazards identified during inspections and the steps taken for correction. Customized checklists can be found in the appendix, that record both safe and unsafe conditions. A corrective action log tracks outstanding action. Temporary measures (e.g., barriers, equipment removal) address immediate hazards. Counsel personnel exhibiting unsafe behavior and investigate causes. Permanent corrective action may require policy development and training.

## Preventative Maintenance

Preventative maintenance is necessary on multiple items including but not limited to:

### Stage Curtains:

- Routinely look at stage curtains for signs of wear, tear, dirt and other damage. Repair minor tears and holes. Periodically clean the curtains by either brushing or vacuuming. If the curtains are not flame-retardant material the curtain should be retreated by a certified company. They must be retreated every two years to five years.

### Counterweight Fly System:

- Competent Performing Arts personnel should inspect and maintain the fly system on an annual basis. Arrange for an inspection by an outside expert at least every three to five years. Maintain records of all inspection and servicing activities.

### Catwalk & Tension Grid:

- Schedule periodic tension grid inspections with outside specialists in line with the manufacturer's specifications, or at least once every three years. Remember that the outside expert inspections are in addition to the routine inspections performed by Performing Arts professionals. Maintain a record of all inspections and service operations.

### Shop Power Tools:

- Follow manufacturer instructions found in the owner's manual on the correct maintenance schedule for specific power tools.

Costume shop Steam Irons and Sewing Machines:

- Follow the maintenance schedule detailed in the owner's manual for each machine. Depending on the equipment, maintenance may be completed by outside vendors.

# Appendix A - Safety Checklist

## Inspection Checklist Sample

Location/area:

Date:

Inspected by:

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	Fire Prevention, Emergency exits, Emergency Response	Yes	No	N/A	Suggested Corrective Action
1	Emergency guideline book posted.				
2	Fire doors are unlocked and kept closed.				
3	Emergency exit doors are visible and free of obstructions.				
4	Exits are properly marked and illuminated.				
5	Fire extinguishers, alarms, AEDS, are free of obstruction.				

6	Occupancy limits are posted near main exits.				
7	Evacuation maps are posted where required.				
8	First aid kits are fully supplied.				
	<b>Storage. And Hanging Objects</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Suggested Corrective Action</b>
9	Storage shelves are not overloaded.				
10	Cabinets are secured from tipping.				
11	Materials are stored to minimize unnecessary climbing, reaching, and bending.				
12	No storage is within 18' of sprinkler heads. (24" from ceiling when no sprinklers).				
	Heavy, awkward items are stored on shelves located between knee and shoulder height.				

	Prop weapons are secured in locked cabinets/rooms.				
13	Flammable materials are stored away from ignition sources in NFPA-approved containers / cabinets.				
	<b>Electrical hazards</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Suggested Corrective Action</b>
13	Cords and plugs are in good condition; no exposed internal wires or taped wires.				
14	Extension cords are only used temporarily.				
15	Outlets and switches cover plates are present.				
16	Breakers and fuse switches identified.				
17	Electrical panels are free of obstruction, have clearance of 30' on sides and 36' in front.				



	Walking Surfaces, Stairways, Ramps, corridors	Yes	No	N/A	Suggested Corrective Action
18	Work areas and aisles are free of trip/fall hazards.				
19	Walkways are clear of all materials (i.e., cords, wires, equipment)				
20	Carpets and rugs are secure and in good condition				
21	Stairways, ramps and corridors are illuminated.				
	General Safety	Yes	No	N/A	Suggested Corrective Action
	Personnel are wearing appropriate PPE for tasks being completed (gloves, glasses, goggles, clothing, ear plugs).				
22	Step stools and ladders are available to facilitate reaching items stored overhead.				

23	Sharp and pointed tools are shielded to prevent accidental injury.				
24	Good housekeeping practices are in place.				
	Work areas where chemicals are present are free of food and beverages.				
25	Safety data sheets are accessible.				
26	Chemical containers are labeled to identify the contents and specific hazard				
	Waste containers are closed and properly labeled regarding waste and accumulation dates.				

	OTHER	Yes	No	N/A	Suggested Corrective Actions