**Technical Theatre Safety/Policy Sheet**

The following safety rules/policies and conditions apply to those areas of the Alhambra High School Auditorium and/or equipment designated as potentially hazardous.

**GENERAL SAFETY RULES**

1. Rough play is forbidden in ALL areas of the auditorium and little theater.
2. Listen and be aware of your surroundings at all times.
3. Wear appropriate work attire: comfortable, non-baggy clothing and close toed flat shoes.
4. Ask for help when carrying or lifting heavy or oversized loads.
5. NEVER pull on or wrap yourself up in stage curtains.
6. NEVER use any tool, climb ladders, or operate any type of equipment without authorization from the Technical Director or her designated representative.
7. No cellphones, electronics, or headphones are permitted while in theatre and shop spaces.
8. When in doubt, ask before doing or touching anything.

**SAFETY RULES FOR SCENE SHOP**

1. Clean and orderly work areas and equipment are fundamental to accident and fire prevention. All work areas and equipment are to be cleaned and placed in order by each user at the end of use or the end of each work period.
2. NEVER operate any kind of tool or equipment for which you have not been trained.
3. The scene shop may not be used unless the Technical Director or her designated representative is on duty. NEVER be alone in the scene shop.
4. Machines with guards are to have guards in place when tool is in use.
5. Any tool is to be used only for the purpose for which it was designed.
6. NEVER point a tool or power tool at yourself or another person.
7. NEVER play with power tools.
8. Defective tools must not be used. Turn them in for repair/replacement.
9. All accidents, including minor injuries, and all hazardous conditions are to be immediately reported to the Technical  Director or her designated representative.
10. Eye protection and gloves are to be worn at all times by all individuals using regular or power equipment that generates dust and/or fragments.
11. Jewelry, neckties and any apparel, which in the opinion of the Technical Director is hazardous, must not be worn while working with standard or power tools. Jewelry hanging loosely from the neck, ears, or wrists must NEVER be worn when working with power tools. Long hair must be held back securely when working with power tools.
12. Do not climb ladders without a spotter.
13. Ask for help when carrying or lifting heavy or oversized loads.
14. Wear gloves when handling wood.
15. Give individuals working with tools space. Do not crowd someone working with tools.
16. Always shout “NOISE!” before operating a power tool that generates dust/fragments and/or loud noises. Wait for those around you to respond “CLEAR!” before using the tool.

**SAFETY RULES FOR LIGHTING/SOUND AREAS**

1. NEVER operate any kind of tool or equipment for which you have not been trained.
2. NEVER go into the catwalk or fly space without authorization from the Technical Director or her designated representative.
3. NEVER work unsupervised, especially when working on the catwalk, in the fly, or on ladders. NEVER work alone in the theatre.
4. Never change a lamp, repair an instrument, or work on any piece of electrical equipment while it is still plugged in. Focusing a light while wearing gloves is the only exception.
5. Eating or drinking near the light board, sound board, and lighting equipment is forbidden.
6. Do not climb ladders without a spotter.
7. Before going up a ladder to the catwalk or fly, empty your pockets of loose change, keys, etc.
8. All tools must have a safety tie line attached to your body when working in the catwalk or fly over the stage or over the  house.
9. At the end of each work day, all tools and materials are to be returned to their proper places and all areas left clean.

**SAFETY RULES FOR RIGGING SYSTEM**

1. NEVER unlock or pull on rigging ropes without direction.
2. Wear gloves when operating rigging ropes.
3. Do not allow rigging weights to crash down. Control them to a slow stop.
4. Tie off ropes when reweighting.
5. NEVER go into the catwalk or fly space without authorization from the Technical Director or her designated representative.
6. NEVER work unsupervised, especially when working on the catwalk, in the fly, or on ladders. NEVER work alone in the theatre.

**PROFESSIONAL BEHAVIOR**

* 1. Seek out ways to be helpful.
  2. Recognize the importance of the task at hand and take an aggressive role in devising effective and efficient solutions.
  3. Collaborate on methods for solving problems. Be involved as a “team player.”
  4. Take directions and notes on a task; remember and apply them.
  5. Be conscientious and strive to improve.
  6. Be trustworthy without constant supervision.
  7. Be at all scheduled rehearsals and to be on time ready to work. Do not underestimate the value of your presence.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the Technical Theater Safety Policy Sheet in its entirety and agree to all rules, policies, and procedures herein. I give my child permission to engage in all activities involving the scene shop, rigging system, sound and lighting areas with the understanding that they will be trained in tools, uses, and safety procedures of these areas.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the Technical Theater Safety Policy Sheet in its entirety and agree to all rules, policies, and procedures herein.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_