**Workshop Safety Rules**

**The following rules apply to the scene shop, costume shop, any back stage area, and the stage deck.**

*Complete theatre safety rules can be found in the Safety Manual – please familiarize yourself with them.*

1. All persons working in the scene shop or constructing or moving scenery on stage shall be properly attired. This includes: long pants, close-toed shoes *(hard-sole shoes should be worn if possible since gym shoes do not afford sufficient sole and toe protection)*, and long hair is to be tied back. At no time will anyone wearing a dress, shorts, sandals, dangling necklaces or large rings, long loose scarves or loose sleeves be allowed to work in the scene shop or on stage.

2. When operating any power tool, safety glasses are to be worn.

3. When participating in, or in the vicinity of, abrasive sanding or spray painting, respiratory masks are to be used in addition to safety glasses.

4. Ear protection should be worn for prolonged periods of exposure to loud machinery.

5. Protective gloves are required when working with solvents or solvent based (non-water based) chemicals and materials.

6. Work areas must be kept clean and organized; periodically sweep up excessive waste and return unnecessary tools to their proper places. Before operating any power tools, make sure all allen wrenches, chuck keys or other foreign materials are clear of the machine's work area.

7. No drinks, food or gum are permitted in the scene shop. Bottled water is permitted as long as it is kept out of the way of an immediate work space.

8. District and school rules apply regarding smoking, alcohol, drugs, weapons, etc.

9. A person using medications which could cause drowsiness, lightheadedness, or disorientation may not work in the shop or construct scenery on stage.

10. At no time shall anyone enter the scene shop unless an authorized district employee is in attendance, *even* if the doors are unlocked.

11. At no time shall anyone operate or attempt to operate any power tools or machinery without the appropriate training, and liability waiver.

12. No one shall work alone in the scene shop. In case of injury or incident, there must be another person present to render aid or to assist.

13. Never attempt to repair or adjust any machines. If a machine or tool is accidentally damaged, or if there is a problem with the operation of a machine or tool, bring it to the attention of the authorized district employee.

14. Always disconnect the power before changing blades, bits, or attachments.

15. Always make sure that all power tools are turned off and the electrical power disconnected before leaving the machine.

16. NEVER leave an unattended machine running.

***Anyone removed from the shop for a breach of rules shall not be allowed to return unless authorized by theatre staff.***