

The Banff Centre Theatre Arts Accident Prevention Manual

Revised 1-May-2006

John Murrell
Artistic Director/Executive Producer
Theatre Arts Department

1.1.00
THE BANFF CENTRE THEATRE ARTS
SAFETY POLICY

Our basic accident Prevention Policy can be summed up as follows:

"Safety to our employees, the public, other employers and workers on our site is our prime concern. There is no job we do or service we perform so urgent that we cannot take time and use necessary equipment to do it safely."

Accident Prevention can be achieved only through co-operation and an understanding of and adherence to the Safety Rules and Procedures developed by The Banff Centre Theatre Arts Department.

An organization is best judged by the attitude and conduct of all its people. Since Theatre Arts is engaged in public services, we have a particular obligation to carry out these services courteously, efficiently and with proper regard for the safety of ourselves, our fellow workers, the public as well as theatre property.

The Accident Prevention Policy Rules and Procedures of this theatre are designed to achieve the following objectives:

- 1) **prevent accidents**
- 2) **to completely integrate safety with production and operation;**
- 3) **to provide safe working conditions, appropriate safe tools, equipment and protective devices;**
- 4) **to train employees in procedures for the safe performance of their work; and**
- 5) **to enforce compliance to the safety rules and procedures**

John Murrell
Artistic Director/Executive Producer

As an employee of The Banff Centre Theatre Arts Department, I, the undersigned, have read and understand the Theatre Arts Safety Policy Rules and Procedures and agree to abide by them.

Employee Name (please print)

Signature

Date

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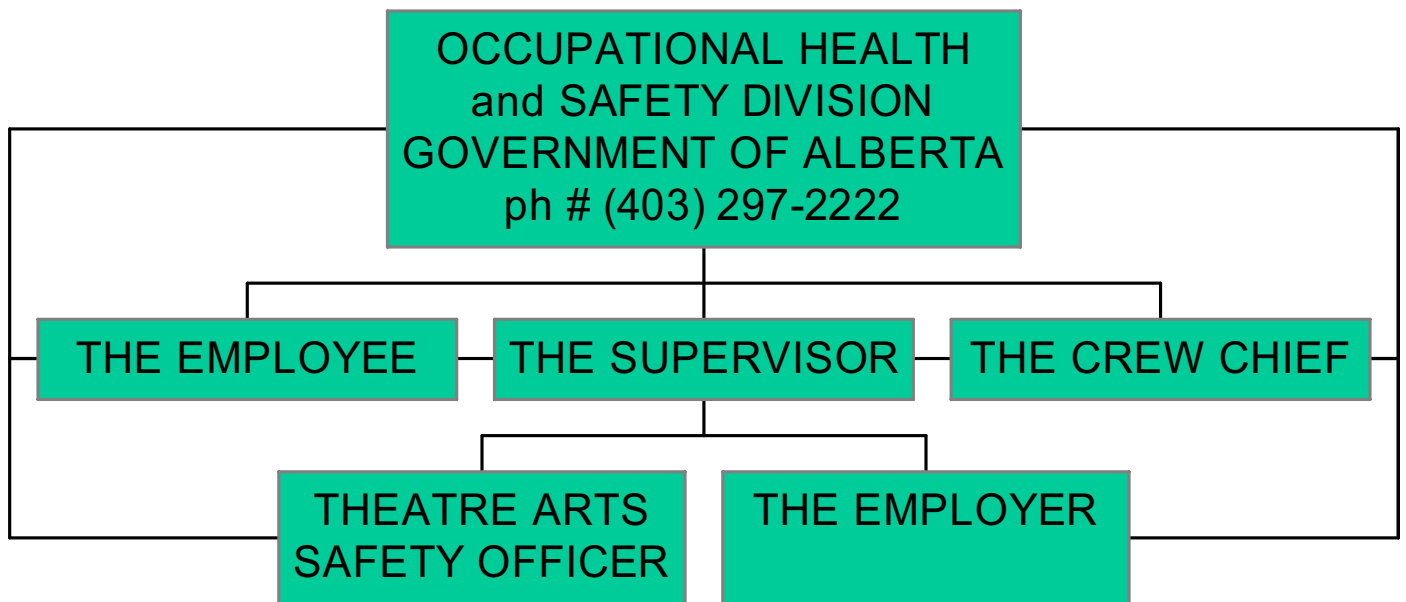
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1.2.00

THE ACCIDENT PREVENTION ORGANIZATION OF
THE BANFF CENTRE
THEATRE ARTS DEPARTMENT



1.3.00 GENERAL

1.3.01

Rules, Regulations and Standards

- 1) *Theatre Accident Prevention Manual* is designed to supplement and not replace existing Local, Provincial and Federal Regulations which apply to particular work areas (e.g. Town by-laws, Occupational Health & Safety Regulations, Transportation of Hazardous Materials, etc.).
- 2) In addition to the general Accident Prevention Rules and Procedures, site-specific supplementary instructions applicable to a specified location may be issued, provided they conform with the intent and spirit of the general Safety Rules and Procedures.
- 3) Employer means a person who employs one or more workers, or a person designated by an employer as his or her representative in a supervisory role.
- 4) Worker means a person engaged in an occupation.
- 5) Occupation means every occupation, employment, business, calling, or pursuit over which the *Occupational Health and Safety Act* has jurisdiction.
- 6) "Competent" in relation to a worker, means adequately qualified, suitably trained and with sufficient experience, to safely perform work without or with only a minimal degree of supervision

1.3.02

Qualifications for Duty

- 1) In the event an employee believes that there exists a danger to that employee preventing him/her from performing assigned work, he/she shall discuss and bring such concerns to the attention of his/her Supervisor. That portion of the job shall be deferred until agreement as to safe procedures can be reached.
- 2) Any Supervisor, having reasonable and probable grounds to believe that an employee under his/her direct supervision is either not competent or is incapable for work assigned, shall prohibit such employees from working.
- 3) Use of intoxicating liquor or drugs by any employee during his working hours is forbidden unless authorized by his employer. Any violation thereof shall be subject to disciplinary action. An employee shall not report to work knowingly under the influence of intoxicants or drugs. Supervisors will be held responsible to ensure compliance to these rules. Refer to bulletin "The Impaired Worker". MSB/34

1.3.03

General Duties of all Employees

- 1) Employees to whom copies of *Accident Prevention Manual* are issued are required to study and become thoroughly familiar with those rules and procedures which govern them. It is important for employees to recognize that the rules must be complied with and that the responsibility for doing so rests with each individual, to which end he shall be given reasonable explanation and instruction.
- 2) An employee who is temporarily attached to a Department shall familiarize himself with the rules and procedures which are applicable for the work he is doing.

- 3) It is mandatory that employees comply with the rules and procedures. Contravention of the Accident Prevention rules and procedures or supplementary instructions cannot be tolerated and any such offence may warrant disciplinary action.
- 4) Employees shall use such appropriate personal protective equipment as is necessary to protect themselves, their fellow employees and the public, and shall exercise proper care and treatment of these devices.
- 5) Employees shall:
 - a) carry out their duties and responsibilities with such skill, foresight, regularity, promptness, thoroughness and care as to eliminate the accidental injury of themselves or of the public and to avoid interruptions or impairment of services and damage to apparatus or property;
 - b) extend their knowledge and prepare themselves for circumstances under which they may be required to assume responsibility beyond the ordinary;
 - c) familiarize themselves with the locations and operation of the various types of fire protection equipment, extinguishers, hoses and alarm systems to ensure that loss by fire hazards is prevented.
- 6) All employees shall promptly report observed abnormal conditions or defects in apparatuses or equipment and shall remove the equipment from service.
- 7) Without exception, an employee who incurs an occupational injury, illness or near miss accident must report it to the First Aider and the Crew Chief or Supervisor immediately. Additional instructions concerning accident reporting are detailed in Section 1.6.00.
- 8) The designated First Aider shall record all reported injuries and accidents on the Personal Injury Accident report form.
- 9) Employees are requested to forward through proper channels any constructive suggestions or improvements of the rules and procedure.

1.3.04

Responsibilities of Employers, Crew Chiefs and Supervisors

Employers, Crew Chiefs and Supervisors shall:

- 1) be responsible to ensure that work is carried out in accordance with safe working procedures and that all Accident Prevention regulations and precautions are complied with;
- 2) issue Rule books, booklets, and instructions where required and instruct and examine the person in the knowledge of the rules. Employers shall ensure employees are aware of the contents of the Accident Prevention manual and shall check periodically to see that the information is being complied with;
- 3) provide supervision over their workers and others working in the physical area of their jurisdiction at all times;
- 4) enforce the Rules. They have the authority to temporarily remove from the work area an employee who willfully and knowingly disobeys the Rules and places himself or others in an unsafe situation;
- 5) prevent the use of defective safety appliances, rigging, tools and material;
- 6) study the safest, most effective and efficient method of doing the work in accordance with the Rules and procedures and ensure the workers who are to be affected by the rules or procedures are made familiar with them prior to the work commencing;

- 7) ensure the proper use and maintenance of all Accident Prevention devices supplied by the Theatre;
- 8) in a situation where the work poses a potential danger to a worker, ensure that the work is done only by a competent worker or by a worker who is not competent working under the direct supervision of a competent worker. Direct supervision means a relationship between a competent worker and a worker who is not competent whereby there is personal and continuous visual supervision of the worker who is not competent by the competent worker and the two workers are readily and clearly able to communicate with each other.
- 9) make certain all fire extinguishing equipment under their jurisdiction is kept in its proper place, properly maintained, inspected and ready for instant use;
- 10) regularly check that first aid kits are kept in the prescribed condition, and that the contents are in accordance with requirements;
- 11) ensure that eyewash stations are current, clean, and in good working order;
- 12) assign a sufficient number of qualified workers to do each job safely;
- 13) delegate a person-in-charge and identify him/her to all employees and others on the job when the Crew Chief or Supervisor is absent from the job site;
- 14) brief all workers on the plan of work, before work is started. When conducting a briefing or "tailboard conference" the following details shall be fully discussed:
 - a) the safe work procedure(s) to be followed;
 - b) potential hazards and the ways to eliminate or protect against them;
 - c) definition of work assignments;
 - d) use of special tools or equipment;
- 15) ensure that job instructions are clearly understood by all employees. The Employer, crew chief or supervisor may conduct additional briefings if the job is complex or a change of plans is required, to ensure that all employee understand each progressive step of the work;
- 16) ensure that workers are not working alone as defined below in section 1.3.06 "Working Alone".

1.3.05

Accident Prevention Communications

- 1) Supervisors shall hold a meeting with their employees once a month to discuss work methods, tools, equipment, etc. and any improvement that could be made to make them safer. The holding of these meetings shall in no way relieve the Supervisors of their responsibility for informally discussing improved work practices, etc. with employees from day to day to ensure safe work performance.

1.3.06

Working Alone

- 1) "To work alone," means to work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.
- 2) Employers shall follow all legislation in accordance with the working alone amendment when employees are working alone (as defined in subsection 28.1 of the OH&S General Safety Regulation).

- 3) If an employer has workers who work by themselves, the Regulation requires the employer to:
 - a) conduct a hazard assessment to identify existing or potential safety hazards in the workplace associated with working alone;
 - b) implement safety measures to reduce the risk to workers from the identified hazards;
 - c) ensure that workers have an effective way of communicating with their employer, immediate supervisor or another designated person in case of an emergency situation; and
 - d) ensure that workers are trained and educated so they can perform their jobs safely.

1.4.00 DISCIPLINARY CODE

1.4.01

General

- 1) The Accident Prevention Rules and procedures will not be new to the experienced worker. He/she not only recognizes them as being for his/her benefit but also knows they are a means of reducing the dangers, which are part of his/her job. He/she avoids injuries to him/herself and to fellow employees by working safely.
- 2) Any employee who willfully or deliberately ignores these rules and procedures or who is found guilty of neglect while carrying out their duties will be subject to the disciplinary measures detailed herein. The degree of discipline shall be in proportion to the gravity of the offence and to the number of previous offenses. Modifying factors may be taken into consideration, such as differences in intent, actual or potential loss to the Department or danger to the employees and the individual's record with the Department. The following disciplinary measures are not intended as a sequential system and can be varied to suit the gravity of the offence:
 - a) oral warnings or reprimands;
 - b) written warnings or reprimands;
 - c) placement on probationary status;
 - d) disciplinary lay-off or suspension varying from one day to one week;
 - e) demotion or transfer to another position;
 - f) discharge from employment.

<p style="text-align: center;">1.5.00 GENERAL ACCIDENT PREVENTION REGULATIONS</p>
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1.5.01

First Aid Supplies

- 1) First aid supplies on the job-site must not be misused.
- 2) Make-up of first aid kits shall conform to the OHS First Aid Regulation.

1.5.02

Housekeeping

- 1) An orderly work place is one of the basic requirements of a safe work place. Tools and materials should be stored in the work area in a safe and orderly manner. Potential hazards shall be removed immediately.
- 2) Every employee shall immediately report any condition which threatens the safety of employees. The employee shall take such steps as are necessary to guard the hazard.

1.5.03

Horseplay

- 1) Employees shall neither initiate nor engage in horseplay, and not respond to the urging of others to do so.

1.5.04

Intoxicating Liquors

- 1) The possession or use of intoxicating liquor on theatre premises or on a worksite is prohibited (unless the occasion is a management sanctioned event and after which workers shall not return to workshop areas.)

1.5.05

Fitness for Work

- 1) Any Crew Chief or Supervisor who has any reason to suspect that an employee is unfit for whatever reason to perform the duties assigned has the responsibility to stop the worker and remove the worker from the area. (See Section 1.4.00).

1.5.06

Tools and Equipment

- 1) All hand and power tools shall be maintained in a safe condition and used in a safe manner only for the purpose for which they were intended.
- 2) Power tools and equipment shall be used only by those employees trained and authorized to do so.
- 3) Damaged or defective tools shall be removed from service and reported to the immediate supervisor.

1.5.07

Protective Clothing and Equipment

- 1) Protective clothing and personal protection equipment that is required; shall be worn by the employees in accordance with instructions.
- 2) It is the responsibility of the employee to maintain in accordance with the instructions protective equipment in a proper state of repair. Items subject to fair wear and tear will be replaced as required.
- 3) Check with your Crew Chief or Supervisor to determine what protective equipment is required in your area.

1.5.08

Clothing, Hygiene and Appearance

- 1) Clothing, hygiene and appearance shall conform to the requirements of the specific work area.

1.5.09

Lifting

- 1) All lifts shall be made with back straight and knees bent.
- 2) Lifting shall be limited to those weights which can be comfortably handled.
- 3) Where heavy or awkward loads are encountered, request assistance.

1.5.10

Fire Protection

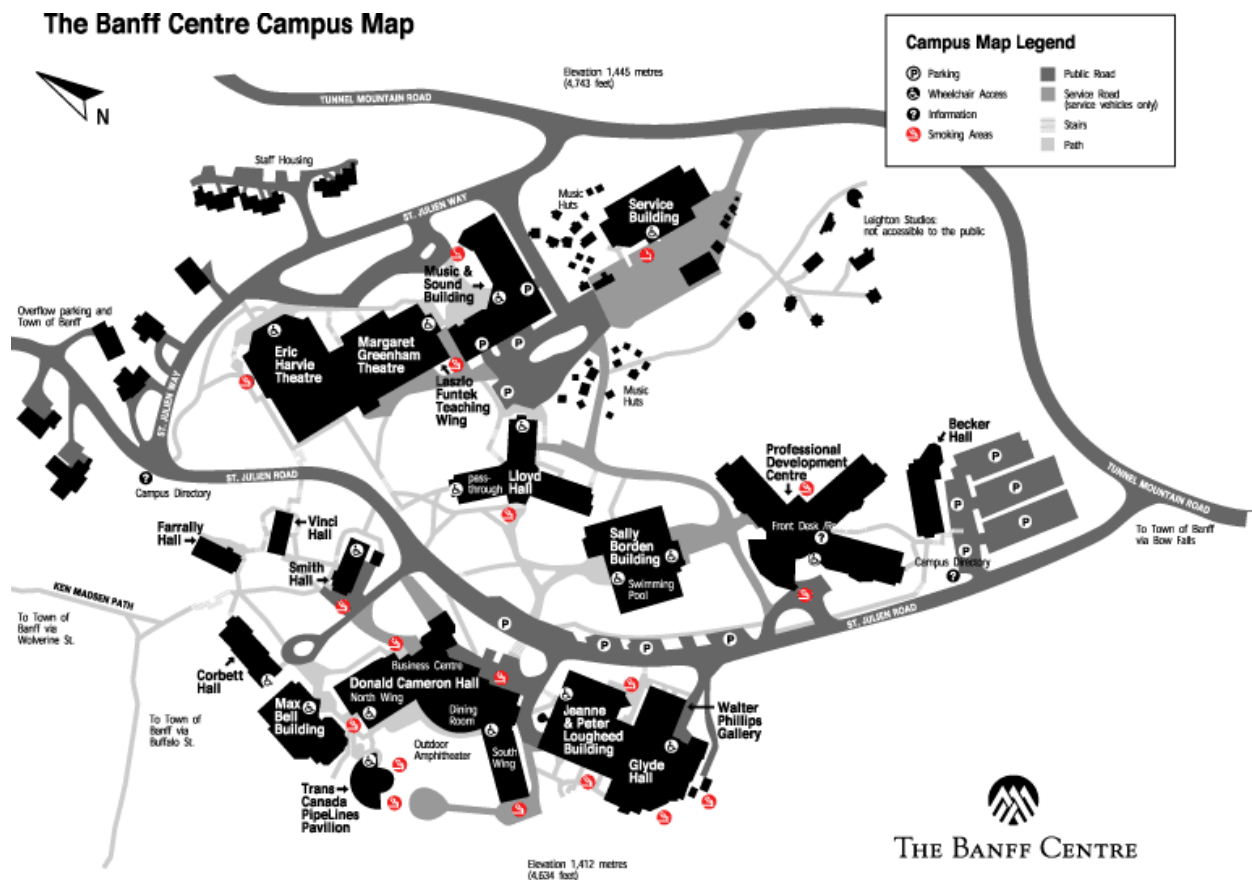
- 1) Employees shall make themselves familiar with fire exits and evacuation procedures and the location and use and type of fire extinguishers and alarm stations within their area of work. **Maps indicating evacuation routes, procedures, and fire extinguisher locations have been included at the end of this Manual.**
- 2) Rules of good housekeeping shall prevail at all times.
- 3) Employees shall report fire hazards to supervisors; report fires directly to the Security Supervisor at local 7777.

- 4) All unsafe, defective or un-serviced fire-fighting equipment shall be reported to supervisors immediately.
- 5) All fire-fighting equipment shall be checked for serviceability at regular intervals.
- 6) Proper handling and storage of combustibile and flammable materials shall comply with WHMIS guidelines.

1.5.11

Smoking

- 1) All Banff Centre buildings, including public areas, classrooms, performance spaces, service rooms, mechanical rooms, front-line service areas, and vehicles are designated smoke free. Smoking is also not permitted in building entrance areas or outside patios where food service is available.
- 2) Aboriginal smudging and sweetgrass ceremonies associated with Banff Centre programs are exempt from the no-smoking policy.
- 3) In order to provide a pleasant atmosphere for guests and staff who choose to smoke, the Centre has created designated outdoor smoking areas, away from main building entrances. A map of these areas can be found below, and on the Intranet at: <http://intranet.banffcentre.ca/staffinfo/>.



1.5.12

Hazardous Materials

- 1) An up-to date inventory of all controlled substances used in the department is maintained by the product name, including where the product is used and the name of the supplier. Inventory shall be the first page on the departmental WHMIS binder.
- 2) Material Safety Data Sheets (MSDS) are maintained and available for every controlled product within the department. The MSDS file shall be available for the reference of all employees and artists. MSDS shall be renewed by the department head at the expiration of the three-year expiration date.
- 3) All WHMIS regulation must be complied with which shall include:
 - a) proper labeling of all controlled products
 - b) worksite labels are applied to all products that are decanted from the manufacturer's container
 - c) the MSDS are current and readily available to everyone
 - d) that personal protection equipment (PPE) is available when any controlled product is being used.
- 4) WHMIS is reviewed at least annually with all employees and artists
- 5) All controlled products are stored in accordance with the regulations and that warning signs are posted appropriately on the storage room doors.

1.5.13

Vehicles and Equipment

- 1) The operation of theatre vehicles and equipment shall be in accordance with Provincial Regulations, Town by-laws and such other regulations set out in this Chapter.
- 2) Theatre-owned or leased vehicles and equipment shall be operated only by those employees trained and licensed for their use.
- 3) No worker or passengers shall be transported in the vehicle unless in an approved seat secured to the vehicle and wearing a seat belt.
- 4) The operator shall wear the seat belt at all times during the operation of the vehicle.

1.5.14

Transportation of Employees

- 1) Seriously injured persons shall be transported for medical treatment by Town ambulance only. Private or theatre vehicles shall not be used for this purpose (unless by authority of management in an emergency situation.)

1.6.00 INJURY AND ACCIDENT REPORTING AND INVESTIGATION REGULATIONS

1.6.01

Employee Occupational Injury/Illness

- 1) Without exception, all occupational injuries, illnesses, or near misses must be reported to the designated First Aider and Crew Chief or Supervisor. This includes minor injuries which involve only first aid treatment.
- 2) Injuries must be reported to your Crew Chief or Supervisor as quickly as possible and not later than the end of the work shift.
- 3) A Workers' Compensation Board claim must be filed for every occupational injury or illness which involves:
 - a) time off from work;
 - b) medical treatment received from a hospital or doctor.
 - c) replacement of personal items which are damaged as a result of an accident (e.g. eye glasses).

1.7.00 OCCUPATIONAL HEALTH AND SAFETY ACT ALBERTA

1.7.01

General

The following are interpretations of those sections of the Act most commonly encountered. It is strongly suggested that you make yourself familiar with the Act itself. Copies of the Act, and the regulations, may be obtained through your supervisor or on the government of Alberta's website.

<http://www3.gov.ab.ca/hre/whs/law/regulations.asp>

1.7.02

The Act

- 1) *Section 2 of the Act lays out the responsibilities for both employer and employee. It charges the employer with taking reasonable and practical measures to ensure the health and safety of workers, and charges the employee to take reasonable care in protecting his own health and safety, and that of his fellow workers and cooperate with the employer for that purpose.*
- 2) *Section 13 of the Act lays out the employer's duties in the event of a serious accident, whether or not the accident results in an injury to an employee, and makes the employer responsible for investigating and reporting the accident to the Occupational Health and Safety Division, Alberta and Workers Compensation Board.*

- 3) *Section 14 states that any witness to an accident must if requested to do so by an Occupational Health and Safety Officer, give a report of the accident.*
- 4) *Section 27 of the Act states that no worker shall carry out work where that worker believes an imminent danger to the health and safety of that worker exists, nor shall a worker carry out any work that would cause an imminent danger to any other worker at that work site. The section describes an imminent danger as "a danger which is not normal for that occupation" or "a danger under which a person would not normally carry out his work".*
- 5) *Section 28 of the Act makes it an offence for any employer to take disciplinary action against a worker who acts in compliance with Section 27.*
- 6) *Section 32 of the Act lays down the penalties which may be assessed against a person who fails to comply with the provisions of the Act, or any regulations under the Act. First offences would bring fines as high as \$150,000.00 or six months imprisonment, or both, and for a second offence fines up to \$300,000.00 or one year imprisonment or both. (It is interesting to note that the act specifically mentions "persons", which means that a worker is just as liable as his employer, depending on the circumstances)*

1.7.03

Joint Work Site Health and Safety Committees

- 1) The Minister of Occupational Health and Safety, Alberta, may order an employer to set up Joint Work Site Health and Safety Committees, where he/she feels that they may be of assistance in ensuring safe and healthy working conditions.
- 2) The purpose of the committees is to assist management in maintaining safe and healthy working conditions. This can be done by consultation, education of the work force, inspection of work areas, investigation of accidents, and recommendations.
- 3) Committees are made up of both labor and management personnel, labor members being selected by their fellow workers and management members being selected by management.
- 4) Make up of the Committees shall be such that management members do not outnumber labor members.
- 5) The Banff Centre has set up a Health and Safety Committee. Know who your committee representative is, and make him/her aware of any Health and Safety problems which may exist in your work area.

1.8.00

SCENERY/PAINT/METAL SHOPS

1.8.01

SAFETY RULES

- 1) Proper attire is required at all times while working in the scenery construction area. Proper attire will be defined as a minimum of long pants and short sleeve shirts. This means no shorts or tank tops are permitted.
- 2) Proper protective footwear will be worn at all times by Scenic Carpenters and Metalworkers. This means **CSA** approved steel toed and steel shanked, all leather upper workboots. Others (e.g. Painters, Propsmakers, Stage Technicians, Facilities Management staff, Production Assistants, etc.) will wear protective footwear while working in these shops when the supervisor deems it necessary.
- 3) All individuals working in the scenery construction areas must wear proper eye protection at all times. Any personnel visiting while construction is underway must also wear eye protection.
- 4) All individuals working in the scenery construction areas must wear proper hearing protection at all times. This means **CSA Class A** ear muffs or ear plugs. Any personnel visiting while construction is underway will wear ear protection if the supervisor deems it necessary.
- 5) Correct air-filtration masks will be worn when toxic substances are being used. Masks will be correctly fitted and tested for a proper seal before work with toxic substances begins. Persons who cannot wear a mask or get a correct seal will not work with toxic substances nor be allowed in proximity to the work being done.
- 6) No loose-fitting clothing or jewelry will be worn by anyone working in the scenery construction areas. This may be interpreted to include very long hair if the Supervisor believes there to be a risk to the individual.
- 7) Dust and Fume extraction systems must be turned on before using tools connected to or associated with those systems.

1.8.02

SAFE WORK PRACTICES

- 1) Protective gloves (leather or mail) will be worn when doing work that presents a risk, as determined by the Supervisor, to the employees hand such as most metal and any carving with sharp knives.
- 2) Beanies or peaked caps with the peak worn to the back will be worn by anyone welding or grinding metal.
- 3) Welders will wear the protective leather apron and cape provided and will check their pantlegs and shirtsleeves periodically for burns.
- 4) A worker shall not perform electric arc welding when another worker may be exposed to radiation from the arc unless the other worker is wearing suitable eye protection or is protected by a screen.
- 5) An employer shall ensure that the maximum number of revolutions per minute of an abrasive wheel or disc, as recommended for safe use in the manufacturer's specifications, is identified on the wheel or disc, and the maximum revolutions per minute of a grinder output shaft is identified on the grinder.

- 6) An employer shall ensure that where a tool rest is installed on a fixed grinder, it is installed in a manner compatible with the work process. It is securely attached to the grinder, and is not set more than 3 millimeters from the face of the wheel, or set below the center line of the wheel.
- 7) A worker shall not do grinding on the side of an abrasive wheel unless the wheel has been designed for that purpose, or adjust a tool rest while the grinder is in motion.
- 8) Hard-hats will be worn if the Supervisor determines that there is a risk from overhead work.
- 9) All workers will clear away cut-offs and debris on an on-going basis to prevent hazardous conditions. In any event, time will be taken at the end of every day to clear out garbage, properly dispose of any flammable and toxic wastes, return unused flammable materials to proper storage places, and at the end of every week to generally inspect and service tools; any defects will be brought to the attention of the Supervisor or his delegate. In other words, GOOD HOUSEKEEPING IS MANDATORY.
- 10) Tools will be operated in accordance with instructions in their manual or according to the instructions of the Supervisor or his delegate. In case of difference of opinion OHS guidelines will take precedence.
- 11) Tools will normally be returned to their place of storage on completion of the immediate project and any debris cleaned up before the employee moves on to a new project.
- 12) Anyone working on a ladder at or above 12' from the floor must have it footed by another person. A worker shall not work from either of the top two rungs of a portable single, extension or stepladder.
- 13) Visitors to the Scenery, Paint and Metal shops will check-in with the supervisor(s) and are not to wander freely without permission or supervision. Tours or visits by groups will be welcomed if prior arrangements have been made so that the shop can be made safe. The Supervisor or his delegate has the authority to refuse access if he deems there to be a risk. Permission will not be unreasonably withheld.
- 14) Workers will not be approached from behind. Establish contact visually then wait until the occupied person has stopped working and shut down whatever machinery he is operating to continue the communication.
- 15) All accidents are to be reported to the supervisor and will be recorded on a Personal Injury Accident Report form.
- 16) Food and beverages must not be consumed in the Scenery/Paint/Metal Shops or Spray booth nor left standing open and exposed to the atmosphere before being consumed. Anyone working in these areas must wash their hands before having coffee etc. or eating food. Water may be permitted in these work areas but only if it is in a sealed screw cap container (sport caps are not permitted)
- 17) Sharps, i.e. matte knife blades, needles, broken glass, etc., shall be collected in a sharps container, labeled as such, and disposed according to Banff Centre Health and Safety policies.

1.9.00 PROPS SHOP

1.9.01

SAFETY RULES

- 1) Personal Protective Equipment will be used according to the work being done and substances being used. This means:
 - a) steel toed footwear when working in the Scenery Shop
 - b) particle masks when doing work which creates fine air-born dust.
 - c) correct air-filtration masks will be worn when toxic substances are being used. Masks will be correctly fitted and tested for a proper seal before work with toxic substances begins. Persons who cannot wear a mask or get a correct seal will not work with toxic substances nor be allowed in proximity to the work being done.
 - d) proper eye protection will be worn while working with tools which present risk of injury or irritation to the eyes. This means face masks or goggles. Proper eye protection will be worn at all times when working in the Scenery Shop. Gloves must be worn when using adhesives, resins, dyes or any substances found to be damaging to skin or which are skin-absorptive.
 - e) armored glove when using sharp knives.
- 2) The spray booth will be used for all work that involves toxic, noxious or irritant substances such as, but not limited to, fiberglass work and spray painting. When using any toxic substance which will be free in the atmosphere, proper respiratory protection will be worn, even when working in the spray booth.
- 3) The Banff Centre is a Non-Smoking work environment.

1.9.02

SAFE WORK PRACTICES

- 1) Vacuum dust collecting equipment will be fitted with appropriate hoods and used adjacent to all work which involves grinding, sanding and polishing such that dust or fine particles are immediately captured.
- 2) All toxic and flammable substances will be put away on completion of the job they are being used for or at least at the end of every day in the proper storage locations provided in accordance to the WHMIS regulations. Toxic and flammable waste will be disposed of in the waste containers provided.
- 3) Information on the hazards of mixing the chemicals used in the shop will be obtained and separate disposal containers provided and clearly labeled if necessary.
- 4) Materials Safety Data Sheets will be collected for all materials used in the shop, their information translated into safe working practices and posted.
- 5) A list of correct filters to be used with the various substances will be conspicuously posted and the attention of everyone working in this area drawn to it.
- 6) Reusable masks will be made available to visiting workers. These masks will be kept in sealed plastic bags when not in use and the hours of exposure kept track of.
- 7) Tools will be operated in accordance with instructions in their manual or according to the instructions of the Supervisor or his delegate. In case of difference of opinion OHS guidelines will take precedence.

- 8) Tools will normally be returned to their place of storage upon completion of the immediate project and any debris cleaned up before the employee moves on to a new project.
- 9) All accidents are to be reported to the supervisor and will be recorded on a Personal Injury Accident Report form.
- 10) Food and beverages must not be consumed in the shop or left standing open and exposed to the atmosphere of the shops before being consumed. Props makers must wash their hands before having coffee etc. or eating food.
- 11) There will be monthly meetings of the Props staff to discuss safety information, work practices etc. These meetings will be called by the Safety Committee.
- 12) All employees will clear away cut-offs and debris on an on-going basis to prevent hazardous conditions. In any event, time will be taken at the end of every day to clear out garbage, properly dispose of any flammable and toxic wastes, return unused flammable materials to proper storage places, and at the end of every week to generally inspect and service tools; any defects will be brought to the attention of the Supervisor or his delegate. In other words, GOOD HOUSEKEEPING IS MANDATORY.
- 13) Sharps, i.e. matte knife blades, needles, broken glass, etc., shall be collected in a sharps container, labeled as such, and disposed according to Banff Centre Health and Safety polices.

1.10.00 COSTUME SHOP

1.10.01

SAFETY RULES

- 1) The Spray Booth will be used for all work which involves toxic, noxious or irritant substances such as, but not limited to, fiberglass work and spray painting. When using any toxic substance which will be free in the atmosphere, proper respiratory protection will be worn, even when working in the spray booth. The correct mask will be worn when toxic substances are being used. Masks will be correctly fitted and tested for a proper seal before work with toxic substances begins. Persons who cannot wear a mask or get a correct seal will not work with toxic substances nor be allowed in proximity to the work being done.
- 2) Rubber gloves will be worn when working with any of these same substances.
- 3) The Banff Centre is a Non-Smoking work Environment.

1.10.02

SAFE WORK PRACTICES

- 1) All toxic and flammable substances will be put away upon completion of the job they are being used for or at least at the end of every day in the proper storage locations provided. Debris, including mixing containers, stir sticks and paper table coverings, will be disposed of at the end of each job. Liquid toxic and flammable waste will be disposed of in the waste containers provided.

- 2) Materials Safety Data Sheets will be collected for all materials used in the shop, their information translated into safe working practices and posted.
- 3) A list of the correct filters to be used with the various substances will be conspicuously posted and the attention of everyone working in this area drawn to it.
- 4) Handling of dyes in solution or fabrics wet with dyes will be done with long rubber gloves and aprons. Dyes in solution must not come into contact with exposed skin as many are absorbed through the skin with effects ranging from narcotic to carcinogenic.
- 5) Reusable masks will be made available to visiting workers. These masks will be kept in sealed plastic bags when not in use and the hours of exposure kept track of.
- 6) Tools will be operated in accordance with instructions in their manual or according to the instructions of the Supervisor or their delegate. In case of difference of opinion OHS guidelines will take precedence.
- 7) All dye containers will be kept closed. The contents are toxic and become very easily airborne. Cleaning up of accidental spills will be done with rubber gloves, eye protection and a respirator.
- 8) Eye protection shall be used when working with a sewing machine to prevent injury caused by breaking needles. Care must be taken in installing the correct needle in sewing machines.
- 9) All electrical appliances (irons, coffeepot, kettle, etc.) will be unplugged at the end of the day.
- 10) All accidents are to be reported to the supervisor and will be recorded on a Personal Injury Accident Report form.
- 11) Food and beverages must not be consumed in the Dye Room or Spray Booth or left standing open and exposed to the atmosphere of the shop before being consumed. Anyone working in these areas must wash their hands before having coffee etc. or eating food.
- 12) Care is to be taken with all work involving lifting and moving of heavy objects, for example:
 - a) heavy boxes will not be stored on upper shelves in the stockrooms;
 - b) heavy costumes or bundles of costumes will not be lifted to the upper storage racks. The ladder provided will be used to carry them up;
 - c) movable racks will not be overloaded.
- 13) There will be regular monthly meetings of the Costume Shop staff to discuss safety information, work practices etc. These meetings will be called by the Supervisor and may, in general, be conducted by the member of the Safety Committee.
- 14) Tabletop boilers for steam irons must be filled with distilled water before being turned on. Failure to do so will not only burn out the element, it may cause the boiler to blow up.
- 15) Sharps, i.e. matte knife blades, needles, broken glass, etc., shall be collected in a sharps container, labeled as such, and disposed according to Banff Centre Health and Safety policies.

1.11.00 ERIC HARVIE THEATRE, MARGARET GREENHAM THEATRE, THE CLUB

1.11.01

SAFETY RULES

- 1) Protective footwear will be worn on the loading floor, while loading and unloading trucks, during show set-ups, changeovers, and strikes. Other times, safety footwear is required as the supervisor deems necessary. This means Class 1, CSA approved safety footwear.
- 2) Proper attire is required at all times while working on stage or on outside performance venues. Proper attire will be defined as a minimum of covered footwear, long pants, and short sleeved shirts. This means that sandals, shorts, and tank tops are not permitted.
- 3) Eye protection will be worn when working with tools which present risk to eyes.
- 4) Hearing protection will be worn while operating grinders, circular saws and other tools which produce a loud noise. People in close proximity will also wear hearing protection.
- 5) Correct air-filtration masks will be worn when toxic substances are being used. Masks will be correctly fitted and tested for a proper seal before work with a toxic substance begins. Workers who cannot wear a mask will not work with, or be in close proximity to, toxic substances.
- 6) Food and beverages are not permitted on stage, unless they are to be used as props in a show. Water jugs may be set up on the side stage during the rehearsal and run of a show.
- 7) Use of open fire and/or pyrotechnics on stage is subject to all local and provincial regulations.
- 8) Where there is a danger of injury to a worker's hands, arms, legs, or the trunk of his body, his employer shall ensure that the worker wear properly fitting hand, arm, leg or body protective equipment (as the case may be) that is appropriate to the work being done, and the nature of the hazard involved. At all times, long pants must be worn.

1.11.02

SAFE WORKING PRACTICES

Grid work

- 1) No work is to be done on the grid without the knowledge of the supervisor.
- 2) Proper illumination is required at all times when employees are working in the grid.
- 3) When work is being completed where there is potential for a fall, a personal fall arresting system is to be used to protect a worker from receiving an injury.
- 4) Whenever work is being performed overhead, hard hats shall be worn by anyone who is in danger of being struck by falling objects.
- 5) Before ascending to the grid, pockets must be emptied and unsecured items such as flashlights and keys should be removed. Workers should take to the grid only the tools required for the job. All tools will be tethered to the worker or to the grid.

- 6) If something is falling, or may fall, anyone aware of this shall immediately yell **"Heads!"** Any persons hearing this warning should not look up; they should cover their heads with their forearms to protect themselves, and remain so until the danger has passed.
- 7) No objects shall be stored or temporarily placed on the grid iron. Proper tethering and/or containers must be provided for those items used during maintenance, set-ups and strikes.
- 8) Noise levels within the theatre must be kept to a minimum to allow communication between the grid and stage while work is being done on the grid.

Loading Floor

- 1) Stage weights are to be stacked one row deep, on the onstage side of the floor. Stage weights must not be stacked higher than the yellow line or 2" below the top of the kickplate. The loading floor will be clear of any objects or materials other than stage weights.
- 2) No weight is to be loaded or unloaded from arbors unless called for by the stage carpenter or head flyman. A loader must verbally confirm instructions by repeating them, and upon completion of task, confirm weights loaded or unloaded from the arbor.
- 3) When the load is not in balance while loading or unloading, there must be a secondary lock or other safety device on the purchase line.
- 4) The rail area below the loading floor where weight is being loaded or unloaded must be clear of personnel before loading/unloading takes place. Also, the warning signs must be in position, hung across the upstage right doorways.
- 5) Spreader plates must be used in the stack of weights on the arbor. Ideally, one plate will be placed for every two feet of weight. In the case where there are not enough plates for this practice, the plates will be distributed evenly in the stack.
- 6) The weights on the arbor must be secured by the top locking nut before the arbor can be moved.
- 7) If loading or unloading of the arbor requires unsafe positioning of worker, the worker shall wear a safety belt, and at least one extra person shall be present on the loading floor.

Flying

- 1) Any load on the fly system shall not be more than forty pounds out of balance. The exception to this would be during the rigging and de-rigging of a piece of scenery or other flown item.
- 2) No pipe shall be moved when workers are on the grid until the workers have been informed of the pipe number and have shouted a "Clear" signal to the stage.
- 3) No pipe shall be moved by a person who has not had training in the safe operation of the system. This will be determined by the head stage carpenter or head flyman.
- 4) If a pipe is being moved at any time other than during a rehearsal or performance, the flyman will make sure that all people on stage are aware, and clear of the pipe, or scenery attached to it before the pipe is moved.
- 5) All cables used to hang scenery must be properly terminated with either nicopress-type sleeves or wire rope cable clips and a thimble. The stage carpenter will ensure that the cables are terminated properly before they are used.

Ladders and Personnel Lifts

- 1) Anyone working on a ladder at or above 12' from the floor must have it footed by another person. A worker shall not work from either of the top two rungs of a portable single, extension or stepladder.
- 2) Any person working on a rolling type A-Frame ladder must have it footed by a minimum of one person. If any person is working on a rolling type A-Frame ladder, the ladder can **ONLY** be moved by one person if the intended path is level, smooth, and has been deemed clear of any and all foreseeable obstructions.
- 3) Any person working on a rolling Personnel lift must have it footed by a minimum of one person. If any person is working on a rolling Personnel lift, the lift can **ONLY** be moved by one person if the intended path is level, smooth, and has been deemed clear of any and all foreseeable obstructions.
- 4) If a personnel lift is used in a stationary position and the outriggers are in the correct orientation and screwed down so that the lift is level, the lift may be used without anyone footing it. If the personnel lift is used in a stationary position and the outriggers are **not** screwed down then it must be footed by one person.
- 5) If any danger from above exists, the people footing the ladder or personnel lift shall wear hardhats.
- 6) All operators of the ladders and personnel lifts shall be adequately trained in the safe operation of the devices and be familiar with their limitations.

Stage General

- 1) When the orchestra pit elevator is lowered, the safety line must be put up across the proscenium and pylons placed around the perimeter of the pit. These precautions will be in place when work is being done on stage, and will be put up following all rehearsals and performances. These precautions may be replaced, in some instances, by a designated person assigned to guard the pit. Also, when the pit is down, there must be enough light to indicate the open pit.
- 2) Tools and machines will be used in accordance with manufacturer instructions.
- 3) All accidents and near misses are to be reported to the supervisor on the stage, and will be recorded on a Personal Injury Accident Report form.
- 4) Everyone will clear away debris and tools as soon as they are done with them to prevent hazardous conditions. **GOOD HOUSEKEEPING IS MANDATORY.**
- 5) Visitors to the stage must check in with supervisors, especially during set-ups and strikes. There are times when it is not safe to wander about the stage.
- 6) All proscenium fire doors will not be propped open or removed.

1.12.00 ELECTRICS DEPARTMENT

1.12.01

SAFETY RULES

- 1) Persons performing work within the jurisdiction of Stage Electrics shall wear personal protective equipment in accordance with the Occupational Health and Safety Act and Regulations. Instances of when such equipment may be required include, but are not limited to, the following:
 - a) operation of power tools and hand tools, requiring eye and ear protection;
 - b) handling of hot objects; i.e. lighting equipment, lamps and luminaires, requiring gloves;
 - c) handling of heavy items, requiring protective footwear,
 - d) situations where tools or other objects may fall from above and endanger persons below, requiring the use of head protection.
- 2) The Banff Centre is a Non-Smoking work environment.
- 3) All accidents are to be reported to the supervisor, and will be recorded on a Personal Injury Accident Report form.
- 4) The Lighting Shop shall be maintained in a clean and orderly condition, free of hazardous obstructions and clutter.
- 5) Work performed on stage is subject to all safety rules and practices for those areas.
- 6) During the focusing of stage luminaires, the following rules apply:
 - a) One person is to have immediate access to either the main lighting console or one of its remote stations at all times in the event power to luminaires needs to be shut down due to an emergency situation.
 - b) Unnecessary noise and conversation shall be kept to a minimum.
 - c) Instructions from the focuser to the lighting operator and ladder crew shall be carried out promptly.
- 7) The Head Electrician or Lighting Technician shall inspect all luminaires for secure attachment and the use of safety cables, as part of each lighting hang
- 8) While in use overhead, frequently used tools shall be securely tethered.
- 9) The use and handling of pyrotechnical devices is restricted by regulations governed by those who possess a valid Pyrotechnics Certificate.

1.12.02

SAFE WORK PRACTICES

- 1) All people working within the Electrics Department should endeavor to take notice of the condition of lighting equipment whenever possible. Some things which require attention include: Cracked lenses, damaged insulation to cables and pigtailed, connectors which rattle when shaken, luminaires which make crackling or buzzing noises, spread or cracked C-clamps and yokes, kinked or frayed safety cables, shutters without handles, loose fasteners, signs of heat or arcing at connectors, malfunctioning mechanisms and missing parts. These conditions indicate a potential hazard, and must be reported as soon as possible to the Head Electrician or Lighting Technician. Faulty equipment must be tagged (with a red tag indicating fault) and removed from service if repairs cannot be made forthwith.

- 2) When work is underway in the front-of-house alcoves, care should be taken to prevent anyone from going beneath the work area. Both overhead workers and the workers on-stage should check this.
- 3) If something is falling, or may fall, anyone aware of this shall immediately yell **"Heads!"** Any persons hearing this warning should cover their heads with their forearms to protect themselves, and remain so until the danger has passed.
- 4) Safe practices and procedures, and any other safety concerns within the Electrics Department, shall be discussed amongst those concerned on an ongoing basis and presented to the Safety Committee.
- 5) Sharps, i.e. matte knife blades, needles, broken glass, etc., shall be collected in a sharps container, labeled as such, and disposed according to Banff Centre Health and Safety polices.

Safe Work Practice for Lead & Lead-free Solder:

- 1) The soldering area must be clear and clear of clutter at all times.
- 2) Fume extraction shall be used when soldering. When using the Hakko units, ensure that the pickup hoods are no further than 2-6 inches from the soldering area, and drawing the fumes away from the worker. Under no circumstances is the fume extraction system to be drawing the fumes toward or past the face of the worker.
- 3) Check to insure the filter for Hakko units hasn't expired (please see Hakko HJ3100 instructions). If required, replace filter unit following manufacturer's instructions.
- 4) Where there is no adequate fume extraction system or ventilation, use a safety-approved respirator or self-contained breathing apparatus.
- 5) Appropriate PPE shall be worn at all times while soldering, including eye protection and supplied lab coat or shop apron. (Coat and apron are to be cleaned as necessary).
- 6) No food or drink is allowed in the immediate area of soldering activity.
- 7) Immediately after completing soldering or when taking any break, hands and any body areas that may have come into contact with the solder or flux shall be thoroughly washed with water and soap.
- 8) The solder/lead waste container is to be clearly labeled as solder/lead waste.
- 9) Do not flick built up solder off the solder iron into the work area. Instead, use a moist sponge to clean the solder tip.
- 10) When breaking for a long period of time, at the end of the day or when a soldering project is completed, the following shall be done:
 - i) Use supplied disposable gloves for all cleanup activities.
 - ii) Unused solder must be returned to the designated storage bins.
 - iii) All large pieces of solder waste are to be picked up and disposed of in the labeled solder waste container.
 - iv) The work area is to be wiped with a damp paper towel to remove all small pieces of solder and flux. The paper towel is then to be disposed of in the the solder/lead waste collection container.
 - v) The floor (in the immediate work area) is to be wiped paper towel which is to be disposed of, as above. Do not dry sweep solder onto the floor or into a trash can. Instead, put solder waste into the solder/lead waste container, (solder/lead cannot be disposed of in regular garbage).
 - vi) Immediately after completing soldering cleanup, hands and any body areas that may have come into contact with the solder or flux shall be thoroughly washed with soap and water.

Ladders and Personnel Lifts

- 1) Anyone working on a ladder at or above 12' from the floor must have it footed by another person. A worker shall not work from either of the top two rungs of a portable single, extension or stepladder.
- 2) Any person working on a rolling type A-Frame ladder must have it footed by a minimum of one person. If any person is working on a rolling type A-Frame ladder, the ladder can ONLY be moved by one person if the intended path is level, smooth, and has been deemed clear of any and all foreseeable obstructions.
- 3) Any person working on a rolling Personnel lift must have it footed by a minimum of one person. If any person is working on a rolling Personnel lift, the lift can ONLY be moved by one person if the intended path is level, smooth, and has been deemed clear of any and all foreseeable obstructions.
- 4) If a personnel lift is used in a stationary position and the outriggers are in the correct orientation and screwed down so that the lift is level, the lift may be used without anyone footing it. If the personnel lift is used in a stationary position and the outriggers are **not** screwed down then it must be footed by one person.
- 5) If any danger from above exists, the people footing the ladder or personnel lift shall wear hardhats.
- 6) All operators of the ladders and personnel lifts shall be adequately trained in the safe operation of the devices and be familiar with their limitations.

<h3>1.13.00</h3> <h2>SOUND & AUDIO DEPARTMENT</h2>
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1.13.01

SAFETY RULES

- 1) Persons performing work within the jurisdiction of Sound Department shall wear personal protective equipment in accordance with the Occupational Health and Safety Act and Regulations. Instances of when such equipment may be required include, but are not limited to the following:
 - a) Operation of power tools and hand tools that require eye and ear protection.
 - b) Use of cleaning agents during maintenance, requiring respiratory, skin and eye protection.
 - c) Handling of heavy items, requiring protective footwear.
 - d) Situations where tools or other objects may fall from above and endanger persons below, requiring the use of head protection.
- 2) The Banff Centre is a Non-Smoking work environment.
- 3) Visitors to the Sound shop shall not proceed into the work areas without being accompanied by the Shop Supervisor. The Supervisor shall ensure that visitors remain clear of hazardous areas and situations within the shop.
- 4) The Sound Shop shall be maintained in a clean and orderly condition, free of hazardous obstructions and clutter.

- 5) Work performed on stage is subject to all safety rules and practices for those areas.
- 6) During any sound setup on stage, the following rules apply:
 - a) Full compliance with all clauses of Section 1.13.02 Safe Work Practices, Ladders and Personnel Lifts.
 - b) Unnecessary noise and conversation shall be kept to a minimum.
 - c) No loud signals shall be fed through the sound system, while there are people in front of speakers.
 - d) Anyone working with monitor systems and in the vicinity shall have proper hearing protection in place.
- 7) The Head Sound Technician or Sound Technician shall inspect all speaker cabinets for secure attachment as part of each sound hang.
- 8) While in use overhead, frequently used tools shall be securely tethered.
- 9) The use and handling of pyrotechnical devices is restricted by regulations governed by those who possess a valid Pyrotechnics Certificate.

1.13.02

SAFE WORK PRACTICES

- 1) All people working within the Sound Department shall endeavor to take notice of the condition of sound equipment whenever possible. Some things that require attention include:
 - a) damaged insulation to cables
 - b) connectors which rattle when shaken
 - c) buzzing noises
 - d) loose fasteners
 - e) signs of heat or arcing at connectors
 - f) malfunctioning mechanisms and missing parts.
 These conditions indicate a potential hazard, and must be reported as soon as possible to the Lead Sound Technician. Faulty equipment must be tagged (with a red tag indicating fault) and removed from service if repairs can not be made forthwith.
- 2) When work is underway in the front-of-house alcoves, care should be taken to prevent anyone from going beneath the work area. Both overhead workers and the workers on-stage should check this.
- 3) If something is falling, or may fall, anyone aware of this shall immediately yell "**Heads!**" Any persons hearing this warning should cover their heads with their forearms to protect themselves, and remain so until the danger has passed.
- 4) Safe practices and procedures, and any other safety concerns within the Sound Department, shall be discussed amongst those concerned on an ongoing basis and presented to the Safety Committee.
- 5) All accidents are to be reported to the supervisor and will be recorded on a Personal Injury Accident Report form.
- 6) Sharps, i.e. matte knife blades, needles, broken glass, etc., shall be collected in a sharps container, labeled as such, and disposed according to Banff Centre Health and Safety polices.

Safe Work Practice for Lead & Lead-free Solder

- 1) The soldering area must be clear and clear of clutter at all times.
- 2) Fume extraction shall be used when soldering. When using the Hakko units, ensure that the pickup hoods are no further than 2-6 inches from the soldering area, and drawing the fumes away from the worker. Under no circumstances is the fume extraction system to be drawing the fumes toward or past the face of the worker.

- 3) Check to insure the filter for Hakko units hasn't expired (please see Hakko HJ3100 instructions). If required, replace filter unit following manufacturer's instructions.
- 4) Where there is no adequate fume extraction system or ventilation, use a safety-approved respirator or self-contained breathing apparatus.
- 5) Appropriate PPE shall be worn at all times while soldering, including eye protection and supplied lab coat or shop apron. (Coat and apron are to be cleaned as necessary).
- 6) No food or drink is allowed in the immediate area of soldering activity.
- 7) Immediately after completing soldering or when taking any break, hands and any body areas that may have come into contact with the solder or flux shall be thoroughly washed with water and soap.
- 8) The solder/lead waste container is to be clearly labeled as solder/lead waste.
- 9) Do not flick built up solder off the solder iron into the work area. Instead, use a moist sponge to clean the solder tip.
- 10) When breaking for a long period of time, at the end of the day or when a soldering project is completed, the following shall be done:
 - i) Use supplied disposable gloves for all cleanup activities.
 - ii) Unused solder must be returned to the designated storage bins.
 - iii) All large pieces of solder waste are to be picked up and disposed of in the labeled solder waste container.
 - iv) The work area is to be wiped with a damp paper towel to remove all small pieces of solder and flux. The paper towel is then to be disposed of in the the solder/lead waste collection container.
 - v) The floor (in the immediate work area) is to be wiped paper towel which is to be disposed of, as above. Do not dry sweep solder onto the floor or into a trash can. Instead, put solder waste into the solder/lead waste container, (solder/lead cannot be disposed of in regular garbage).
 - vi) Immediately after completing soldering cleanup, hands and any body areas that may have come into contact with the solder or flux shall be thoroughly washed with soap and water.

Ladders and Personnel Lifts

- 1) Anyone working on a ladder at or above 12' from the floor must have it footed by another person. A worker shall not work from either of the top two rungs of a portable single, extension or stepladder.
- 2) Any person working on a rolling type A-Frame ladder must have it footed by a minimum of one person. If any person is working on a rolling type A-Frame ladder, the ladder can ONLY be moved by one person if the intended path is level, smooth, and has been deemed clear of any and all foreseeable obstructions.
- 3) Any person working on a rolling Personnel lift must have it footed by a minimum of one person. If any person is working on a rolling Personnel lift, the lift can ONLY be moved by one person if the intended path is level, smooth, and has been deemed clear of any and all foreseeable obstructions.
- 4) If a personnel lift is used in a stationary position and the outriggers are in the correct orientation and screwed down so that the lift is level, the lift may be used without anyone footing it. If the personnel lift is used in a stationary position and the outriggers are **not** screwed down then it must be footed by one person.
- 5) If any danger from above exists, the people footing the ladder or personnel lift shall wear hardhats.
- 6) All operators of the ladders and personnel lifts shall be adequately trained in the safe operation of the devices and be familiar with their limitations.

1.14.00 WIGS & MAKE-UP

1.14.01**SAFETY RULES**

- 1) Good housekeeping at all times. Floors should be kept clear of hair. All Equipment kept clean; including brushes, combs, make up, sponges & wig nets. No cups or food to be kept in the sink area. Sink area must also be kept clean.
- 2) DO NOT use any chemicals without full knowledge of their use.
- 3) All chemicals should be disposed of in the appropriate manner. Hazardous waste disposal forms are available from the Theatre Arts Safety Officer or Safety & Security Dept. At NO time should chemicals be disposed of in sinks.
- 4) Knotting hooks must be used in a responsible manner and left in a safe place.
- 5) Heated equipment should be unplugged after their use and set in a safe area for cooling down. DO NOT use flammable materials or products near heated equipment.
- 6) Acetone should be used in small amounts. Follow Material Safety Data Sheets (MSDS) for proper handling and disposal. Materials containing acetone should be put into a sealed container.
- 7) Brush cleaner should be used in small amounts and sealed when not in use.
- 8) All chemicals are to be kept in the metal cabinet with containers sealed. Cabinet should be locked.
- 9) All accidents are to be reported to the supervisor and will be recorded on a Personal Injury Accident Report form.
- 10) Sharps, i.e. matte knife blades, needles, broken glass, etc., shall be collected in a sharps container, labeled as such, and disposed according to Banff Centre Health and Safety polices.