

# PEPPERDINE UNIVERSITY PRODUCTION SAFETY PROCEDURES

## CENTER FOR THE ARTS SAFETY HAZARDS AND SAFE WORKING PRACTICES

### USE OF SCHOOL PRODUCTION FACILITIES

1. It is the policy of the Pepperdine University to maintain a reasonably safe environment for its students, academic appointees, staff, and visitors. University operations shall be conducted in compliance with applicable regulations, and when appropriate, with accepted health and safety standards.
2. The CFA will provide all faculty, staff, student employees, students, and volunteers, participating or enrolled in Arts' activities, training in safety and use of hand and power tools, equipment and accessories for lighting, rigging, audio, painting, and construction activities.

#### GENERAL INFORMATION:

1. Never work alone in any theatre or shop. Work with a partner who can find help if needed.
2. Rigging, construction, painting, and strikes are not permitted in any shop area after midnight and before 8:00 A.M.
3. Students may work in stage and shop areas performing construction, rigging, and painting activities between the hours of 8:00 A.M. and midnight only when the Technical Director or another qualified supervisor is present.
4. Rigging must be tested for a clean, smooth operation prior to each usage.
5. A technical supervisor or qualified staff member must be present when lights are being rigged and struck.
6. The Technical Director or a qualified member of the faculty or staff must be present when scenery is being built, rigged, moved, struck, or weights are being changed on the counterweight system.
7. The Technical Director or a qualified technical supervisor must be present for all technical rehearsals.

8. All staff and students operating power or hand tools must have completed a safety orientation administered by a designated shop supervisor.
9. All staff and students participating in an Arts production (cast & crew) must be given a theatre safety orientation prior to the start of technical rehearsals. The Technical Director coordinates all safety training.
10. All staff and students must read a copy of the School's **Safety Hazards and Safe Working Practices and** must agree to comply with these regulations prior to any work in the Production Studio or stage areas.
11. Any injury requiring first aid or other medical treatment must be reported to the Technical Director by the next working day.
12. Appropriate medical care must be given at once for all injuries. Participants are urged not to second guess injuries. Medical assistance can be obtained by calling Public Safety at ext. 4441. Students are expected to have adequate medical insurance. The CFA has no financial responsibility for emergency or other medical care. Students are expected to make provisions for proper medical coverage through individual medical insurance plans.
13. Participants are urged to **THINK SAFETY** at all times. Failure to follow the safety rules could result in serious injury or death. Do not take chances. If in doubt, **ASK**. If a procedure or situation in the shop or theatre seems dangerous, **ASK**. Report all unsafe conditions to your supervisor. Safety suggestion forms are available in the scene shop.
14. Smoking is prohibited in all CFA Buildings.
15. Food and drink are prohibited in the theatres, control rooms, and shop.

## **SHOP INFORMATION**

Report to your supervisor any medications taken prior to workdays.

1. No tools or equipment (including brooms and mops) may be taken from any shop without prior approval from a shop staff member.
2. The shop will be cleaned each day at the end of each lab session and at the end of each load-in and load-out day. All persons present at that time must participate in the clean-up.
3. You should come to work ready to work. Always report your arrival to the shop staff immediately.

4. Clothing, etc. may be stored only in the areas designated.
5. All work in the Scene Shop outside the normal shift must be coordinated through the Technical Director.
6. Do not attempt to use any machine or tool before being fully trained by the Shop Staff. It is your responsibility to ask for assistance if you are not familiar with how to use a particular piece of equipment.
7. Remove adjusting keys and wrenches before turning tool on.
8. Keep the floor around the machine and work area free from debris and scraps.
9. While operating any power tool absolute concentration is a must. Talking or allowing others to talk to you while performing a job can distract. If a conversation is necessary, turn off the machine.
10. Use the right tool. Don't force the tool or attachment to do a job for which it was not designed.
11. Don't force the tool to cut at a faster rate than is appropriate for the tool.
12. Allow machines to come to a complete stop before making adjustments.
13. Disconnect the power when servicing, changing blades, bits, and cutters.
14. Clean equipment and work area thoroughly with brush and vacuum and return tools to their proper storage compartments. All machines and benches must be brushed down, and tables cleaned by user after every phase of work.
15. Any machine or hand tool found to be out of order should be reported immediately to the Shop Staff. Do not attempt to sharpen or repair tools yourself.
16. Do not use the shop facilities except during authorized hours. The shop doors should remain locked at all times when not in use. Never leave the shop unattended with the doors open.
17. **Never operate any tool while under the influence of drugs, alcohol, medication or if you are exhausted.** Do not work if you might be putting yourself or others at any risk of injury.
18. Wear hard soled shoes. No sandals, open toed footwear or high heels, or bare feet permitted.

19. Tie back loose clothing and hair, remove jewelry, and roll up sleeves when working with power tools.
20. Wear a safety shield or goggles when using any power tool.
21. Wear hearing protection (muffs or plugs) in conditions designated by a staff member.
22. Any work done in the shop or theatres must be cleaned up before leaving.
23. Power tools, the counterweight system, or any power equipment (stage lift, power curtain, etc.) may be operated only by those persons who have demonstrated proficiency and are checked-out in the safety book in the Production Studio to do so.
24. In case of any injury or accident notify the staff immediately.

#### POWER TOOLS, HAZARDS AND SAFE WORKING PRACTICES:

Power tools include large fixed machine tools in addition to portable hand operated power tools. These tools can be dangerous, as they have electrically operated blades and cutters. Extreme caution should be used when operating and making adjustments to these tools. You must have safety training for a power tool before using it.

1. Never carry a portable power tool by the cord.
2. Never yank the cord from an outlet, disconnect it by pulling on the plug.
3. Keep cords away from heat, oil, water and sharp edges.
4. Keep cords, hands and clothing away from moving parts of the tool (i.e. blades, bits, and cutters).
5. Disconnect tools when not in use, before servicing, and before changing bits, blades and cutters.
6. Make any necessary adjustments to power tools with the power turned off.
7. To avoid accidental starting, do not hold finger on the switch while carrying a plugged in tool.
8. Inspect tools and cords for damage and defects before each use.

9. Do not use a damaged tool, turn it in to your supervisor. Do not repair it yourself.
10. Do not remove, alter or disable any guard or safety device on any power tool.
11. Wear safety goggles when using any power tool.
12. Wear ear protection when using loud power tools continuously.
13. All operators of power tools must be trained in proper use and safety of the tool prior to operating it. The shop staff will keep a list of people authorized to use power tools.
14. Allow the tool to reach full speed before use. Stay with it until it stops. Do not leave a machine running.
15. Do not restart power tools until they have come to a complete stop.
16. Inspect materials before use. Remove screws, nails, staples or other material before cutting into used woods.
17. All special setups must be checked by your supervisor before power is turned on.
18. Stand to the side of the power tool when turning it on. Do not stand directly in line with the saw blade or other moving devices.
19. Observe safety space. Only the operator is permitted within the working area around a machine.
20. Keep the power tool and related work area clean.
21. Repairs to shop power tools are only to be made by qualified shop staff.

#### GENERAL RULES FOR STATIONARY POWER TOOLS:

1. Do not operate a machine without its safety guards in place and in good working order.
2. Think through all operations carefully before starting the machine.
3. Before the power is turned on, remove all tools, wood scraps, or other materials from the saw table. Vibration of the machine may cause a tool to move into the path of a revolving blade.

4. Check the setup of the machine for each job carefully before turning on the machine.
5. Never leave a machine unattended while it is still running. Do not overreach. Keep proper footing and balance at all times. Obtain help when handling long or broad pieces of wood or other materials. Make sure that spectators do not stand directly in line with revolving cutters or stock. While machine is running, be alert to sounds that it is not operating properly. If it does not sound “right” shut it off and get help from the shop supervisor.
6. Once a machine has been turned off do not use a stick or your hands to slow down or stop moving parts.
7. Do not stand behind the table saw operator.

#### GENERAL RULES FOR PORTABLE POWER TOOLS:

1. Do not use a tool until you are trained and authorized to do so.
2. Use only a tool that can handle the job adequately.
3. When a power tool is not in use disconnect it at the outlet. It is not completely safe to trust snap switches. When you disconnect the tool from the outlet, do not pull the plug from the receptacle by pulling its cord.
4. Hold tool firmly with both hands. Use a vise or clamp to hold work whenever possible.
5. Do not run tool while carrying it at your side.
6. Use eye protection when operating a power tool.

#### PNEUMATIC TOOLS, HAZARDS AND SAFE WORKING PRACTICES:

Pneumatic tools run from compressed air. Safe use and thorough knowledge of these tools is required before use. Our pneumatic tools consist of nail guns, staple guns, air nozzles, ratchets and sprayers.

1. Eye protection is required when using any pneumatic tool or nozzle.
2. Never point a pneumatic tool toward yourself or another person.
3. Never carry a pneumatic tool by the hose.

4. Disconnect the tool when not in use or while loading or unloading staples or paint.
5. Inspect the tool and hose before use.
6. Report any damaged tool to your supervisor and remove it from service.
7. Do not disable the safety mechanism on any pneumatic staple gun.
8. Compressed air shall not exceed 100 PSI for air guns.
9. Compressed air shall not exceed 30 PSI using a constricting nozzle.
10. Compressed air shall not exceed 10 PSI for cleaning and blowing off clothing.
11. Compressed air shall not exceed 40 PSI for sprayers.

#### WELDING, HAZARDS AND SAFE WORKING PRACTICE:

Welding is only to be done by trained staff members and students. Assistance is required at times. Follow your supervisor's instructions at all times. There is a risk of electrical shock, burns, toxic fumes and cuts.

1. Use an approved respirator when welding metals with toxic components.
2. Wear the proper eye protection when welding, brazing, soldering, grinding or chipping.
3. Arc welding produces ultra violet light. Make sure all exposed skin is covered and the proper eye protection is worn.
4. Wear gloves when handling hot metals and during welding procedures.
5. Do not weld in a wet environment.
6. Clean up water spills promptly.
7. Do not weld when flammable materials are in use.
8. Watch for sparks which may ignite something in the area: protect surrounding combustibles from hot metal spark contact.
9. Remain in area for an hour after welding and cutting operations have ceased to watch for smoke or flame from an ignited source.

10. Have a portable fire extinguisher available when welding or hot cutting of metals.

11. Obtain a hot work permit from Public Safety prior to welding and contact Public Safety upon completion.

#### FLOORS, HAZARDS AND SAFE WORKING PRACTICES:

Floors in the shop and stage are often covered with many hazards and obstructions due to flexible work areas in the building. Some of the floor hazards associated with the floor include, but are not limited to: open traps in stage floor, wet floors due to painting and spills, obstructions including tools, power cords, air hoses, materials, and scenery.

1. Stay alert to changes in work conditions.
2. Clean up spills as they occur.
3. Do not leave open traps unattended. Install railings.
4. Clean up tools, materials, and obstructions when finished with a project or when leaving it for an extended period of time.
5. Block off entrances to wet painted floor areas. Do not block of exits.
6. Put away cords and hoses when the job is completed.
7. Do not block aisles, hallways, fire exits, doorways, fire doors, fire equipment or electrical panels.
8. Notify shop supervisor of any unsafe condition promptly.
9. Use caution when moving objects in, around and out of the stage and shop areas.
10. Alert others of obstructions.

#### CHEMICALS, HAZARDS AND SAFE WORKING PRACTICES:

Many solvents, adhesives, and enamel spray paints are used in the shop and stage areas. Many of these chemicals produce toxic fumes and gasses and are extremely flammable. Consult the M.S.D.S. for proper handling and hazards of each specific chemical.

1. Know what you are working with. Read M.S.D.S. on chemical before using it.
2. Wear proper protective clothing and equipment recommended in the MSDS by the manufacturer for the job.
3. Prevent ingestion of chemicals. Wash your hands. Do not eat, drink or smoke around chemicals.
4. Keep your work place clean.
5. An approved respirator is required when spraying latex and acrylic paints.
6. Protective gloves must be worn when handling chemicals.
7. Eye protection must be worn when handling chemicals.
8. Smoking or open flame is not permitted when working with chemicals.
9. In case of any spill, notify the shop supervisor.
10. Waste chemicals must be disposed of properly. See the shop supervisor.
11. Material safety data sheets are on file in the scene shop for all products in use.
12. Flammable products are to be stored in safety cans and in flammable storage cabinet.

#### AIR QUALITY, HAZARDS AND SAFE WORKING PRACTICES:

Air quality in the shops and stages can vary depending on several conditions. These conditions include but are not limited to: dust from power tools mists from water based latex and acrylic paints, smoke from welding operations, chemical and CO<sub>2</sub> based fogs from fog machines.

1. CO<sub>2</sub> fog can be dangerous if breathed. It physically displaces oxygen necessary to support breathing. CO<sub>2</sub> fog is heavier than air and seeks low areas. Do not lie down in the fog. Avoid breathing the fog.

#### NOISE LEVELS, HAZARDS AND SAFE WORKING PRACTICES:

Loud noise levels are present both in the shop and on stage. These noises come from machine tools in addition to the theatre sound system. Prolonged exposure to loud and continuous levels of noise can severely damage or impair one's

hearing.

1. Wear ear protection when operating or in the vicinity of loud sources of noise.
2. Wear ear protection when exposed to loud and prolonged sound from theatre audio systems.

#### PROPS:

1. When lighted candles, lanterns or other sources of ignition are used on stage, a crew member must be assigned to hold an approved fire extinguisher and view the entire scene for any emergency situation. A battery operated "flame" is always a better safety choice.
2. Stage properties involving food and drink must be cleaned with soap and hot water after each performance. Food used on stage and eaten by actors must be stored according to how it is best preserved for proper health and safety.

#### OVERHEAD WORK AREAS, HAZARDS AND SAFE WORKING PRACTICES:

There are many overhead work areas in the shop and various theatres which include: ladders, lifts, platforms, grids, and catwalks. There is always a chance that something or someone may fall from an overhead work area. Be cautious when working overhead as well as below.

1. Sound off that you are working overhead.
2. Secure all tools and equipment when working overhead.
3. Stay inside catwalks and railings when working overhead.
4. Sound off if you drop something.
5. Inform your supervisor if you do not feel safe working at heights.
6. Do not drop objects from heights, lower them down with a rope.
7. Empty unsecured objects from your pockets before climbing to grid or catwalks.
8. Use safety lines and harnesses at all times when working in unprotected areas.
9. When changing weight at a loading gallery above the stage floor, the floor

must be cleared to the proscenium arch before any weight is moved. Sound off when starting and when finished.

10. Do not leave unsecured tools or materials unattended in overhead work areas.

#### RIGGING, HAZARDS AND SAFE WORKING PRACTICES:

Rigging and running scenery for stage use can be a dangerous task if not trained in the safe operation of the rigging system. All persons using or conducting other activities around or near any of the stage rigging systems must first be trained in safe use and operation. There are many hazards that can cause serious injury and damage. Weights are loaded above, scenery is constantly moving in or out and obstructions and weight limits are always present.

1. Do not use the rigging system without proper training.
2. Do not operate the rigging system without a spotter present.
3. Be sure that load is properly balanced.
4. Do not leave a line set while it is unlocked.
5. The attachment of scenery to batten shall be done under the supervision of an authorized member of the shop staff.
6. Changing weights shall be done under the supervision of an authorized member of the shop staff.
7. When changing weights at a loading gallery above the stage floor, the floor must be cleared to the proscenium arch before any weight is moved. Sound off when starting and when finished.
8. When loading a batten, always load the batten first, the arbor second.
9. When unloading a batten, always unload the arbor first, the batten second.
10. Sound off when moving a line set in or out.
11. Do not move a line set without warning persons working on the grid.
12. If a line set runs away and is too heavy to safely stop, warn all present and take cover.
13. The lock rail should be labeled with what is on each line set and what line set

is not to move.

14. Test all running lines before each show.

15. In a performance situation, only move lines on cue. Moving a line before a cue could cause severe injury or damage to persons and property on stage.

16. Observe all spike marks.

17. If you are unsure about any aspect of the rigging system, ask your supervisor.

18. Rigging must be tested for a clean, smooth operation prior to each usage.

#### LADDERS AND SCAFFOLDS, HAZARDS AND SAFE WORKING PRACTICES:

The use of ladders in the shop and stage areas is a common occurrence. Falls from ladders can cause severe injury to one's self, just as a falling object from a ladder can cause injury to one's self, as well as others. Safe ladder practices are essential at all times.

1. Check ladders and scaffolds for broken or damaged parts before use. Never use a damaged ladder or scaffold. Report any damaged ladder or scaffold to your supervisor and remove it from service.

2. Only one person on a ladder at a time.

3. Do not place a ladder or scaffold in front of a door that opens onto the ladder unless the door is blocked open, locked from access, or guarded.

4. Do not place ladders on boxes to obtain extra height.

5. Always face the ladder when ascending or descending.

6. Do not stand or work on the top two steps of a ladder.

7. Never leave anything unattended on top of a ladder or scaffold, or on the steps of a ladder.

8. Do not lean or overreach from a ladder or scaffold.

9. Do not straddle the space between a ladder and another object.

10. Make sure the ladder is fully open and the spreader is locked. The outriggers must be in place and locked down when using scaffolding.

11. Never reposition a ladder or scaffold while you are on it.
12. Store ladders in their proper location after use.
13. Do not use a ladder or scaffold on an uneven surface.
14. Do not use a ladder without someone else present in the area.

#### LIFTS, HAZARDS AND SAFE WORKING PRACTICES:

The genie personnel lift can be dangerous without proper training on its use. Extreme caution should be used before operating this system, as damage to property, as well as self and others, can occur.

1. Students must be trained to use the genie lift.
2. The unit must be used on a flat and level surface.
3. All stabilizers must be properly extended and locked before entering the basket.
4. Do not exceed the maximum load rating of 300 pounds, this includes the operator and all equipment in the basket.
5. Do not operate the genie lift on an elevated platform, scaffold, truck bed, or extended platform.
6. Only one person is allowed in the basket.
7. Do not climb, stand or sit on the basket railings.
8. Do not lean ladders against the lift. Never apply a side load force to the unit by pushing or pulling from the basket or by hanging heavy wires or cables over the side.
9. Do not move the genie lift when the basket is raised.
10. Do not operate near overhead electrical lines or obstructions.
11. Do not stand under the loaded basket.
12. Never attempt to use the lift without someone else present in the area.
13. After use, coil the power cable and put it in the basket return the lift to its

storage area.

14. Tie off when working in the elevated basket.

#### ELECTRICITY, HAZARDS AND SAFE WORKING PRACTICES:

Electricity is present everywhere in the shop and stage areas. The risk of electrical shock is present at all times due to the constant changes in work areas, lighting positions, and heavy use of electrical equipment and accessories.

1. All electrical repair work is only to be performed by trained and qualified staff employees.
2. Electrical rigging is only to be performed by trained lighting crew members and under staff supervision.
3. Only properly grounded tools, cords, and equipment may be used.
4. Never run extension cords through doorways, windows or holes in walls.
5. Check all equipment and cords for damage before use.
6. Remove damaged equipment from use and notify your supervisor.
7. Be alert for extension cords on the floor and in work areas.
8. Do not overload extension cords. Use one power tool per cord.
9. Be aware of overhead and floor mounted lighting fixtures and power cables in stage areas.
10. All shop, stage, ladder, lift and rigging rules apply to electrical safety.
11. Gloves should be worn when focusing lighting equipment or changing lamps.
12. Safety lines should be attached to wrenches and tools when working overhead.
13. Hard hats must be worn when people are working overhead and when battens are being rigged at the deck level.
14. Rings, jewelry, watches etc., should not be worn when working with lighting equipment.
15. Theatre circuits are rated at 20 amps. Do not overload.

16. Only 12-3 wire and cable may be used in lighting installations.
17. Use the shortest extension cable possible.
18. Never coil or wrap cable around pipes, raceways, or drop boxes.
19. Do not use fiberglass sheathed "twofers"- in floor positions.
20. Coil drop box multi-cables on the grid deck. Do not lay them on top of any of the counterweight system rigging hardware. (i.e. loft blocks or steel aircraft cable.)
21. All lighting equipment must have a safety cable. Attach first, disconnect last.
22. Snoots and barn-doors must be attached to the lighting equipment's safety cable.
23. Use paper gel frames whenever possible.
24. Completely dry your hands before touching electrical switches, plugs or receptacles.
25. Lockout/ tagout electrical boxes prior to performing authorized electrical work.
26. Notify your supervisor of any hazardous electrical condition - protect others from accidental contact until the hazard is corrected.

#### LIGHTING EQUIPMENT, HAZARDS AND SAFE WORKING PRACTICES:

With the use of stage lighting equipment in the theatre, there comes the risk of electrical shock and burns from coming into contact with hot metal and glass. Do not use or handle any lighting equipment without proper training and authorization.

1. The rigging of lighting equipment is to be done only under staff supervision.
2. Wear gloves when handling hot lighting equipment and changing lamps.
3. All electrical, ladder, lift and rigging rules apply while you are working with lighting equipment.
4. Replace unused gel, cable, lights, and accessories to proper storage areas when work is finished.
5. Clean up electrical equipment and accessories from stage and electrics room.

6. Store equipment on proper pipes in electric room.
7. Report any damaged equipment to your supervisor and tag it.
8. Unplug lighting instruments before changing lamps.
9. Safety cables are required on all stage lighting equipment and accessories.

#### LIGHTING AREAS:

1. Do not leave any kind of materials or other equipment on top of stair steps or on any size ladder.
2. Do not leave gel frames, wrenches, tools or supplies on the top of battens, scenery, light gutters or anywhere they might fall and could create a very dangerous situation.
3. Lighting equipment is to be hung from proper lighting pipes or bolted to fixtures which will accept lighting equipment (NOT water pipes, for example) and must be securely tightened. When hanging equipment over audience areas, a safety cable is to be attached.
4. Wrenches must be tied or clipped to a belt loop or belt when you are working overhead.
5. When using a power hoist, a ladder based on wheels, or scaffolding outriggers must be used for stability, or at least one person assigned to "hold" the ladder to aid in stability.
6. Open toed shoes, sandals and the like are not acceptable clothing for work in the shops, on the stages or for performances.
7. Frayed electrical cords and exposed wires around electrical plugs, switches or plugs should be reported to a supervisor.
8. Do not work alone in any theatre or shop. Always have a partner to get help if needed.
9. When servicing any electrical equipment. make sure power is locked OFF, or better yet, unit is unplugged - and in control of person servicing the equipment.

#### LOW LIGHT LEVELS, HAZARDS AND SAFE WORKING PRACTICES:

Low light levels are present when lighting equipment is being focused during rehearsals and performances. Extreme caution should be used in these conditions as vision is greatly impaired. Blackouts may occur at any time.

1. Use caution in low light level situations.
2. Sound off when stage lights are going to black.
3. Use a flashlight when necessary.
4. Stop all hazardous activity during reduced light levels.
5. If a blackout occurs and you can not see anything, stop where you are.
6. Provide running lights and/ or emergency lighting for major pathways whenever possible.

#### AUDIO EQUIPMENT, HAZARDS AND SAFE WORKING PRACTICES:

With the use of audio equipment in the theatre there comes the risk of electrical shock, burns and physical injury from coming in contact with hot metal, glass, electrical connectors and cables, both hanging and on the floor. Do not use or handle any audio/visual equipment without proper training and authorization.

1. The rigging of audio equipment is to be done only under staff supervision.
2. All electrical, floor, hand tool, ladder, lift, lighting, low light level, noise level, obstruction, orchestra pit, overhead work area and rigging rules apply while you are working with audio/visual equipment.
3. All electrical repair work is only to be performed by trained and qualified staff employees.
4. All audio cables in working and walking areas are to be properly dressed, secured and taped down.
5. Relocate unused equipment, cable and accessories to proper storage areas when work is finished.
6. Clean up electrical equipment and accessories from stage.
7. Store equipment in appropriate cabinets and rooms designated for audio equipment.
8. Report any damaged equipment to your supervisor and tag.
9. Report any hazards to your supervisor.

10. Safety cables are required on all hanging audio equipment.

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#### GENERAL THEATRE INFO:

1. Exit doors, passages out of the theatre and anywhere people may travel to exit a building must not be covered, chained shut, or blocked ( inside or out) for any reason and must be kept clean, clear of obstructions and lighted at all times.
2. EXIT lights must not be altered in appearance or illumination for any reason.
3. Exit stairs must be lighted and checked before each performance. Glow tape, white paint and other ways of preventing injury on stairs may also be used.
4. Theatres and rehearsal spaces must be left with "work" lights on for simple illumination after scheduled hours. **DO NOT LEAVE A REHEARSAL OR THEATRE SPACE IN TOTAL DARKNESS.**
5. Open holes, orchestra pits, traps and the like, no matter how deep, must be protected with barriers and warning signs when not in "performance conditions".
6. Access to the stage in Smothers Theatre is only permitted from backstage. Access from the front of the stage is strictly prohibited. The use of temporary steps, ladders or chairs to access the front of the stage is strictly prohibited. Jumping or climbing off the stage is also prohibited.

#### ORCHESTRA PIT, HAZARDS AND SAFE WORKING PRACTICES:

The orchestra pit is a hydraulic elevator. When lowered it creates a 14 foot hole in the stage floor. Proper precautions should be followed to assure the safety of all personnel present when pit is operated.

1. Do not operate the pit without proper training.
2. All safety guards must be in place before the pit is moved, i.e. fences and ropes.
3. Lock the pit out when working below, when the pit is used in a semi-permanent position, or when platforms or materials are supported by the pit.
4. Be sure that all items on the pit are within floor boundaries before lowering it.

5. Allow the pit to stop completely before opening basement doors or removing safety ropes or fences. 6. Do not bypass any safety devices or switches on the pit or basement doors.

7. Do not operate the pit without someone else present in the area.

8. Stay with the pit controls until the pit has come to a complete stop.

9. Sound off before moving the pit so others will be prepared.