

Theatre Safety

Tools and Machines – General Shop Safety

All employees and students must receive documented training before operating any type of equipment, machine, or tool in a woodworking or metal shop

Using the machines and tools with respect and caution will considerably lessen the possibility of personal injury. If normal safety precautions are overlooked or ignored, severe injury may result. If you do not understand the task, equipment interfaces, or safety precautions, get advice from your instructor or supervisor

General Safety Guidelines

1. No one is to work in the shop alone.
2. Always ask for assistance if you are unsure about a setup or operation.
3. Only use equipment on which you have been trained, and only for its intended use.
4. Safety glasses are provided and must be worn at all times.
5. Closed-heel, closed-toe shoes must be worn at all times.
6. Long hair must be tied back, secured at all times.
7. No loose clothing, jewelry, or headphones allowed while using tools.
8. Hearing protection is provided and should be used at your discretion.
9. Always report accidents, broken equipment, unsafe conditions to the supervisor.
10. Never leave a running machine unattended.
11. Always disconnect power when changing bits, blades, etc.
12. Always remove wrenches, chuck keys, etc. before turning on a machine.
13. Keep a clean work area, free of clutter and debris. Keep pathways clear.
14. Gloves are available for moving material and hot work only. Do not use gloves when operating motorized equipment.
15. Do not enter the shop under the influence of drugs or alcohol.
16. Before leaving the shop, clean up your work area and replace all tools.
17. Use the “right” tool for the job – know what capabilities a tool has and what other tool options may be available to perform the task at hand. You will need to learn about each piece of equipment in the studio to be able to make informed choices about what is the “right” tool. The “right” tool is normally the safest tool to use.
18. Don’t be in a hurry – make a plan to achieve your task safely before starting work. Think it through first. Remain focused on the task at hand.