Scene Shop Procedures

Responsibilities

All Graduate Student Employees, Federal Work-study Employees and students working with the Department of Theatre Scene Shop staff must:

1. Understand and comply with University and Theatre Department safety instructions, whether written or oral, when performing assigned work duties.
2. Use only tools and equipment approved or provided by the instructor/supervisor.
3. Receive the proper training for each tool and equipment by a qualified instructor/supervisor prior to using tool or equipment.
4. Use appropriate safety equipment and guards, and work with established safety procedures.
5. Report unsafe conditions, practices, or equipment to the instructor/supervisor whenever such deficiencies are observed and as often as necessary to assure correction.
6. Inform instructor/supervisor immediately of all injuries or accidents and assist injured person in obtaining prompt medical treatment when necessary.
7. Accident Reporting
   Complete Accident report Form CS-13 <http://www2.binghamton.edu/ehs/generalsafety/generalsafetydocuments/Accident_Report_Form.pdf> within 24 hours and hand copy to Technical Director, who will forward copy to Department office and EH&S.

Training

Each Instructor will provide area specific training as part of the course instruction. Consideration for safety compliance will be included in evaluation of student work. Training must be completed prior to using equipment. Training will include:

- Location of emergency equipment such as eyewash stations, fire extinguishers, fire pull stations, etc.
- How to locate and use personal protection equipment in shop.
- Exits and evacuation routes.
- Chemical storage and waste disposal procedures.
- Location of chemical inventory, material safety data sheets and area specific standard operating procedures or methodologies.
- A record of area specific training, including the trainee’s signature, shall be maintained.

Standard Operating Procedures

Personal Protection

Students are required to use personal protective equipment but the University is not required to provide. It can be a course requirement to purchase approved PPE.
Eye Protection
- All people in shop areas, including visitors, must wear appropriate ANSI approved eye protection when eye hazard work is being done. Standard prescription eyeglasses are not sufficient.
- Face shields and/or standing guards must be available where face or neck protection is required.
- Welding goggles or mask must be work when welding.

Protective Clothing
- Scene Shop students must wear sturdy, closed-toe shoes (no sandals/open toe).
- Clothes appropriate for a lumber/steel construction site should be worn while working in the Shop or on stage.
- No loose clothing that can get caught in machines.

Personal Hygiene
- Do not prepare, store, or consume food or beverages in the Scene Shop or on stage.
- Smoking is not allowed anywhere in the Fine Arts Building. If smoking outside the building, you must be at least 25 feet from any door, window, air intake or trash can.
- Do not apply cosmetics in the Scene Shop or while working on stage.
- Do not smell or taste chemicals.
- Long hair and loose clothing must be constrained.

Housekeeping
- Keep work areas clean and free from contamination. Each work area should be cleaned at the end of each workday or period by students, faculty and staff responsible for the area.
- Maintain minimal equipment on working surfaces.
- Maintain clear exits and aisles.
- Keep storage items out of hallways and stairwells.

Equipment Operation
- Equipment must be maintained in a state of good repair.
- When equipment malfunctions or is damaged it must be tagged out and taken out of service until it is repaired by a qualified technician.
- All personnel must be trained in proper operation of all equipment including control devices designed to operate in conjunction with the equipment.
- Use equipment only for intended purpose.
- Require machine guards must be in place prior to equipment operation and should not be removed except to perform equipment maintenance/adjustments.
- Be aware of power ‘kill’ switches in Shop. One is next to each of the three garage doors and by the Technical Directors office.

Personal safety
- No one should work alone. Always have at least one other person with you if only to notify 911 in case of emergency.

Eyewash Stations
- Must meet the requirements of ANSI Z358.1-2009
- Eyewash stations are located near the sinks in the Main Scene Shop and the Watters Scene Shop.
In case of Emergency:

- **Accident:** Call 911 from a campus phone (777-2393 from cell phone) – Identify yourself, say where you are (building and room number/name) and say “I want to report an accident”. Answer any questions they may have. Stay at the location until first responders arrive.

- **Injury:** Call 911 from a campus phone (777-2393 from cell phone) – Identify yourself, say where you are (building and room number/name) and say “I want to report an injury”. Answer as many of their questions as you can. Stay with the injured person to keep them company and try to keep them relaxed. If you have First Aid training, supply to the extent of your training. Get out of the way of first responders.

- **Fire:** Pull nearest alarm pull box then call 911 from a campus phone (777-2393 from cell phone) – Identify yourself, say where you are (building and room number/name) and say “I want to report a fire”. Exit building. The official University policy is to only attempt to use fire extinguishers if you have been trained in their use.

### Fire Extinguishers

<table>
<thead>
<tr>
<th>Fire Class</th>
<th>Geometric Symbol</th>
<th>Pictogram</th>
<th>Intended Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Green Triangle</td>
<td>![A_extinguisher]</td>
<td>Ordinary solid combustibles</td>
</tr>
<tr>
<td>B</td>
<td>Red Square</td>
<td>![B_extinguisher]</td>
<td>Flammable liquids and gases</td>
</tr>
<tr>
<td>C</td>
<td>Blue Circle</td>
<td>![C_extinguisher]</td>
<td>Energized electrical equipment</td>
</tr>
<tr>
<td>D</td>
<td>Yellow Star</td>
<td>None</td>
<td>Combustible metal</td>
</tr>
</tbody>
</table>

- All use of Fire extinguishers must be reported to the Technical Director (7-2363) who will report to EH&S (7-2211) to be sure extinguishers are fully charged when needed.
- Only individuals who have completed fire extinguisher training and are comfortable that they can safely discharge the unit should try to use extinguishers.
- In the Main Scene Shop, fire extinguishers are located:
  - CO\(^2\) (BC) – foot of stairs to TD office
  - Dry Chemical (ABC) – next to door into loading dock
  - H\(^2\)O (A) – next to door into hallway behind Chamber Hall
- In Watters Scene Shop, fire extinguisher is located:
  - Dry Chemical (ABC) – West wall entrance under light switches
  - Note: there is a second ABC extinguisher outside the Shop – hallway shared with Casadesus Hall
- On Watters Stage, fire extinguishers are located:
Dry Chemical (ABC) – Stage right and left at the top of the stairs leading to ground floor – in hose cabinets

- On the Chamber Hall Stage, fire extinguishers are located:
  - Dry Chemical (ABC) – Down Stage right side wall – in hose cabinet
  - CO₂ (BC) – Up Stage left back wall – in hose cabinet

- On Concert Theatre Stage, fire extinguishers are located:
  - Dry Chemical (ABC) – Down Stage left side wall – in hose cabinet
  - Dry Chemical (ABC) – Up Stage right back wall – in hose cabinet

- In Studio A, fire extinguishers are located:
  - CO₂ (BC) – House Left of booth next to entrance door

- In Studio B, fire extinguishers are located:
  - Dry Chemical (ABC) – Up Stage left near back wall, on floor
  - CO₂ (BC) – Up Stage left on back wall

Fire Alarm Pull Stations

- If in the Main Scene Shop, Chamber Hall stage or Concert Theatre stage:
  - In hallway next to garage door from shop to Chamber Hall
  - In Hallway next to garage door from Shop to Concert Theater

- If in Watters Shop:
  - West end in hallway across stairwell from small freight elevator
  - West end near fire doors heading towards vending machines
  - East end in hallway on opposite side, to left as you leave Shop
  - East end in Casadesus Lobby
  - East end other side of fire doors heading towards Main Theatre Office

- If in Studio A:
  - Wall opposite vending machines
  - East of Studio A behind fire doors (just backstage of door)

- If in Studio B:
  - North Hallway behind Studio B next to stairs down
  - West Hallway outside of Studio B just backstage of fire doors

Automatic External Defibrillator (AED)

An automated external defibrillator (AED) is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.

With simple audio and visual commands, AEDs are designed to be simple to use for the layman, and the use of AEDs is taught in many first aid, first responder, and basic life support (BLS) level cardiopulmonary resuscitation (CPR) classes.

The official University policy is:
The AED may be used by:

- Employees trained in the proper use of AED’s (i.e. University Police, Environmental Health and Safety, Harpur’s Ferry Student Volunteer Ambulance, Health Services Staff, Athletic Training staff, Campus Recreation Staff, Emergency Response Team, etc.)
- Additional staff as identified by the PAD Program Coordinator.
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card.

Volunteer Responder Responsibilities:

- Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. Volunteer responders can assist in emergencies, but must only participate to the extent allowed by their training and experience. Volunteer responders may have training adequate to administer first aid, CPR and use the AED’s deployed throughout the campus. These responders are encouraged to contribute to emergency response only to the extent they are comfortable.

AED’s in the Fine Arts Building are located:

- Outside Main Scene Shop, near Chamber Hall Garage Door
- Near Anderson Center Box Office between entrance doors and sliding window
- In Watters Lobby next to FA-133
- At south end of 2nd floor Grand Corridor
- Ground Floor near FA 29

The University Emergency Preparedness Procedure Packet is located on the bulletin board across from the sign-in cards.

Evacuation Procedure Information

Faculty, staff, and students whose offices are on the first and second floors of Fine Arts are to proceed by the most direct avenue out the Main Doors located on the first floor of Fine Arts, east side (Pegasus sculpture over doors). If there is need to get more distance from the building you should then proceed to the knoll that is on the east side of the Administration Building and east side of the main drive. This location will be the gathering place for the Theatre Department.

Faculty, staff, and students whose areas are on the basement level of Fine Arts (Anderson Center) should proceed by the most direct avenue out the loading dock door which is located at the north-east corner of Fine Arts (Anderson Center). If there is need to get more distance from the building you should then proceed to the knoll that is on the east side of the Administration Building and east side of the main drive. This location will be the gathering place for the Theatre Department.

Muster Point:

The knoll on the east side of the Administration Building and east side of the main drive. This location will be the muster point for the Theatre Department.
Shelter-In-Place Procedures

Faculty, staff, and students whose offices or work areas are on the first and second floors of Fine Arts would proceed to the elevator located in the Anderson Center Wing just west of Studio B or at the second floor crossover between the old north west wing of Fine arts and the Anderson Center. They should take this elevator to the Sub Basement which will be the meeting place for Theatre faculty, staff, and students. If it is not advisable to use the elevator or the elevator is not working, the stairs located just west of the elevator should be taken to the Sub Basement. This area just outside of the elevator and in the rear of the trap rooms of the Chamber Hall and Concert Theater will be the meeting place for the Theatre Department.

Faculty, staff, and students whose offices or work areas are on the basement level of Fine Arts (Anderson Center) should proceed to the elevator located in the Anderson Center Wing just west of the Costume Shop (B40). They should take this elevator to the Sub Basement which will be the meeting place for the Theatre Department. If it is not advisable to use the elevator or the elevator is not working, the stairs located just west of the elevator should be taken down to the Sub Basement. If you are located closer to the north side of the Anderson Center, you might take the stairwell that is located on the hallway that connects the Box Office and the Anderson Center Reception Room. Take this stairway down to the Sub Basement. The area in the rear of the trap rooms of the Chamber Hall and Concert Theater will be the meeting place for the Theatre Department.

Material Safety Data Sheets

The department on Environmental Health and Safety maintains Materials Safety Data Sheets (MSDS) for all chemicals at Binghamton University in accordance to the Hazard Communication Program. It is recommended that all labs maintain hard copies of MSDS specific to their lab. During an emergency Principal Investigators must be able to provide emergency personnel a copy of the MSDS. Anyone working with a chemical must have access to the MSDS for that chemical.

The MSDS for the Scene Shop are stored in the Technical Director’s Office – FA-97A

The updated requirement for (M)SDS’:
Beginning in 2013, OSHA will require that Material Safety Data Sheets comply with the Globally Harmonized System for Chemical Information and Labeling (also known as "GHS"). Many laboratory chemical vendors have already made this transition to this system, which improves the consistency and understandability of the information on the MSDS. Note also that under the GHS, the official term for MSDS becomes "Safety Data Sheet". If you would like more information on this topic, please contact EH&S at 777-2211.

Chemical Inventory

A hard-copy of the Scene Shop Chemical Inventory is stored on the Flammable Storage Cabinet in the Paint area.

Updated 08/14/2014