



La Salle Theatre Safety Manual

Introduction

Theater is incredible! If you are reading this you probably think it's pretty neat too; and if not, then thank you for the opportunity to hopefully persuade you a bit. ☺

Theater is fun. It's creative, it's collaborative, and for many of us who are part of the program it is a life-changing experience. At its best self, theater can be a family. It can make us better human beings and by extension make the world a better place.

I know, sounds pretty cool, huh?

It is important here at La Salle to create a brave, inclusive community for all students. A big part of that, specific to what we do in the theater, is keeping everyone safe. Safety is paramount to us. It is the expectation of everyone in the program, educators, students, paid professionals, volunteers, etc., to put the safety of each other and themselves before the work. There is a saying, "The show must go on!" However, it's important to recognize the "show", the department, the program only exists because of the people in it. Without you there is no show. So, being purposeful in our safe practices is one of the most important aspects of our work and interactions in the theater.

The policies here are not intended to be exhaustive and will not cover every possible iteration or situation. They are a basic outline using the space, materials and tools we have here on campus. **Safety is a mindset.** We are looking out for each other and ourselves. Our hope is to inspire everyone in the program to practice this mindset so it becomes a habit, a way of doing what we do.

So, with that, let's get into it. Oh...yeah...any questions, any concerns or comments, ideas for corrections or updates, please let Mr. Shelton know at mshelton@lsprep.org.



Safety Policy

It is the policy of the La Salle Theatre Department that a safe, healthy environment shall be maintained at all times within the program and its environs, including performance

spaces, rehearsal spaces, and shop and other work spaces. This includes controlling and minimizing the various hazards intrinsic with the creation of theatre. We recognize that many processes, techniques, materials, and practices used in the theatre contain risks to individuals; if those risks cannot be adequately minimized and controlled through proper training, equipment, and use of appropriate precautions, **THOSE THINGS MAY NOT BE USED WITHIN OUR PROGRAM.** Seriously, it's a no-no. Some of you reading this may be new to La Salle Theatre. One of the many incredible things about theater students is they are super creative and imaginative. *Just because you can think of it, doesn't mean you should do it.*

No activity in theater is completely safe. Safety procedures considered standard in any other industry may not be practical in a performance situation. We must therefore be especially diligent in following safety rules that do apply. **FAILURE TO FOLLOW APPROPRIATE SAFETY RULES AND POLICIES MAY RESULT IN SERIOUS INJURY!** Therefore, failure to follow required safety rules may result in immediate, temporary and possibly permanent expulsion from a given activity, class, or production. We love you, we want you to be part of our theater family and part of that is being responsible and safe not only with the equipment we use but in the way we interact with and treat each other and ourselves.



In addition, ignoring precautions and restrictions will not be allowed. All students within the La Salle Theatre Program will be required to take appropriate safety training and use appropriate safety items and procedures when working in the theater. I know I said this in the introduction. It's important enough to repeat again. While the old adage, "The show must go on" is still widely accepted; at La Salle Theatre no performance or production is worth an injury. Our students are our top priority, **NOT THE PERFORMANCE.**

It is an expectation that all adults, including volunteers and students working in the program, no matter their role, are familiar with these safety procedures and responsible for enforcing them with each other.



Handling Safety Issues

It is the policy of La Salle Theatre Department that no safety concern is unimportant. All personnel and students within the Department are encouraged to bring such concerns to the faculty and staff, and especially to the **Theater Director**. In no way will doing so reflect badly on or be held against the person making the report. Rather contributing to the health and safety of all personnel is everyone's responsibility and is to be honored.

This is true for adult staff members and volunteers as well. Please take all concerns to the **Theater Director** and/or **Alanna O'Brien** La Salle Principal. There is a process both internally and with the state of Oregon which La Salle and its community must follow.

This next part is super important so if you've scanned until this point please stop here to really focus. I'll do a quick count down.

One.
Two.
Three.
Ready?

Safety issues extend beyond simply the equipment we use and our practices with them. It includes the physical, spiritual, mental and emotional health of ourselves and each other. The following sections come from the La Salle Student Handbook.

“Students, staff and parents are expected to conduct themselves in a manner which contributes to a positive school environment and that demonstrates respect for one another and which supports the faith formation mission component of the school, as well as supports the formation of those beliefs with students. Any activity or behavior that may be considered discriminatory, intimidating, bullying, including cyber bullying, should be avoided.”

“Harassment is **unwanted** nonverbal, written, graphic or physical behavior directed at an individual or group on the basis of race, color, sex or any other status protected by applicable nondiscrimination law, or **unwelcome** behavior of a sexual nature. It is illegal when:

- The behavior is unwanted and/or unwelcome.
- The behavior causes harm or is severe in nature.
- The behavior is repeated, pervasive or persistent.”

“Harassment, may be based on but is not limited to the protected class status of a person. “Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion,

sex, sexual orientation, national origin, familial status, source of income or disability.”

“Bullying is a form of violence; aggressive behavior that is intentional and involves an imbalance of power or strength. Although definitions can vary, it usually includes: attack or intimidation with the intention to cause fear, distress or harm that is either:

- Physical (hitting, punching, pushing, etc.)
- Verbal (name calling, teasing, mocking, etc.)
- Psychological (rumors, social exclusion, relational aggression.)”

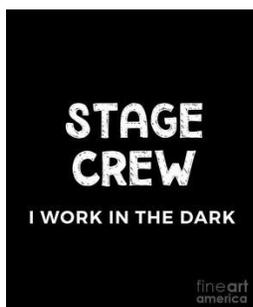
“Harassment, intimidation, or bullying is defined as an act that:

- Substantially interferes with a students’ educational benefits, opportunities or performance.
- Takes place on or off school property, or at a school event (such as rehearsals, construction work days and/or performances even if those are off campus).
- Has the effect of:
 - Physically harming a student or damaging a student’s property.
 - Knowingly placing a student in reasonable fear of physical harm or damage to the student’s property.
 - Creating a hostile educational environment, including interfering with the psychological well-being of a student.”

“Cyber bullying is the use of technology to harass, humiliate, or threaten someone. Sexting is sending, receiving or being in possession of sexually explicit or sexually suggestive images or video via cell phone, tablet or computer.”

Please refer to the La Salle student handbook for additional information, procedures and school responses to violations responses to violations.

https://www.lsprep.org/apps/pages/index.jsp?uREC_ID=1010940&type=d&pREC_ID=1320179



Restricted Access

A theater space, especially the stage area, is essentially a large machine for producing plays. It contains many hazards, especially to those unfamiliar with the mechanical and physical aspects of a theater. THEREFORE:

- * No unauthorized personnel (*i.e. anyone other than Cast, Crew & Authorized Parent Volunteers and adult staff members*) shall be allowed backstage during any performance, between call time and 15 minutes after final curtain.
- * No one is allowed access to the theater unless supervisory personnel (*faculty and/or staff*) are present. The access doors will be locked during all non-use hours. Only when the theater space is needed (*for a class, school event, rehearsal or performance*) will access be allowed.
- * No one shall be permitted to work alone in the theater space. In case of injury or incident, there must be another person present to render aid or seek assistance. This includes all the wonderful, amazing and essential parent helpers and volunteers.
- * NO ONE SHALL BE PERMITTED TO OPERATE ANY POWER TOOLS IN THE SHOP or THEATER SPACES UNLESS this person has received proper training **and** THE TECHNICAL DIRECTOR, ARTISTIC DIRECTOR OR PAID STAFF MEMBER (*who has been trained in using the equipment*) IS PRESENT! This includes equipment in the Costume Shop.
- * There are times when a group of students will need to use equipment to work on a class assigned or production assigned project. This is totally fine as long as the students have reserved the space ahead of time and a trained La Salle staff member or parent volunteer is present.

**THERE
WILL
BE
DRAMA**

*and jazz hands

First Aid, Accidents, and Reporting

Several First Aid kits are maintained at the theater. All staff, volunteers and students will be trained on the use of and location of the First Aid kits. The **Theater Director** and **Technical Director** are responsible for seeing that it is maintained and kept stocked. These kits may be accessed as needed; but, preferably only the **Technical Director** or student **Stage Manager(s)** should use these kits.

These kits are intended for First Aid ONLY! In the event of anything OTHER than minor incidents, accidents are to be reported IMMEDIATELY to the Theater Director if present and/or the supervisor in charge of the area, who shall contact the proper emergency services and follow through with the procedures specific to La Salle Prep. If the incident is serious or life- threatening, you should call 911 immediately. Render whatever first aid can be applied until emergency services arrive to relieve you. While waiting for emergency services to arrive you should make sure doors are opened, if not already, and the space is clear for easy and direct access by emergency personnel.

All incidents must also be reported to the Theater Director, Mr. Shelton after the fact who will then report to the Principal of La Salle Prep.

FIRE EMERGENCIES

In the event of a fire, call 911 IMMEDIATELY: The following actions should also take place.

1. Activate the fire alarm.
2. Put out the fire if you know how to do so without endangering yourself or others. NO STUDENTS ARE REQUIRED OR SHOULD EVER ATTEMPT TO FIGHT FIRES. Those faculty or paid staff that choose to fight small, incipient stage (*no larger than a waste paper basket*) fires must be trained in the proper use of fire extinguishers. If a fire cannot be extinguished within the first 10 seconds, leave immediately! Only staff or a certified adult is allowed to use the fire extinguishers or attempt to put out a fire. There are multiple fire extinguishers backstage of the La Salle Theater. They are located in the rooms both stage left and right of the wing exits.
3. If the fire is large or spreading, leave the fire area and prevent the fire's spread by closing the doors behind you.
4. Evacuate the building and await the arrival of Fire Officials. Try to account for everyone inside the building. Do not leave the area until you have been accounted for.
5. **Do not re-enter the building until you are told to do so by the fire officials.**

CHEMICAL EXPOSURE

Dangerous chemicals should never be used within the La Salle Theater program. However, the nature of theater work requires some chemicals, such as paint, glues, hair spray and other products and fabric dyes to be used. In ALL cases in which a chemical is being used, please follow these safety steps:

1. If you spill a chemical such as paint thinners or fabric dyes on your skin:
 - a. Rinse the area with water for at least 15 minutes.
 - b. Remove any soiled clothing and jewelry while you are rinsing.
2. If you get a chemical in your eyes:
 - a. Rinse with water for at least 15 minutes, rinsing from the nose outward to avoid contaminating the unaffected eye.
 - b. Remove contact lenses while rinsing. Don't wait to rinse until after you have removed your lenses.
3. If you inhale a chemical or are overcome by fumes:
 - a. Leave the room and move to fresh air.
 - b. Keep door of room open to vent.
 - c. Do not re-enter a contaminated area.
 - d. If symptoms do not subside, seek medical attention immediately.



Chemical Spills

The general procedure in the event of a spill is to notify a supervisor (*Technical Director if available*) who will evacuate the immediate area if necessary. If necessary the Technical Director will make a determination on whether to call in the local hazmat team (*if needed*).

La Salle Theater does not make it a practice to use hazardous materials beyond occasional spray paints, latex paints and various chemical based cleaners, glues & adhesives. No student or adult should ever bring in materials or chemicals that have not been approved by the Theater Director and La Salle Administration.

All chemicals (paints, adhesives) are stored in a separate and locked room backstage right of the theater main stage.

Fire Control and Use

Fire is always a hazard in the Theatre. To minimize this problem, the following shall be adhered to at all times:

All technical personnel and students **MUST**, and all actors **SHOULD**, be trained in the location and use of fire extinguishers in the backstage areas as well as location and activation of the overhead fire suppressant system. La Salle Theater is an older building with rich history. It does **NOT** have a fire curtain backstage, therefore appropriate personnel should activate the overhead fire suppression system.

Open Flames:

THE USE OPEN FLAMES IN PRODUCTION IS STRONGLY DISCOURAGED! And some school and city policies **PROHIBIT** the use thereof:

THAT SAID:

The use of open flames shall be permitted when necessary for production **ONLY WITH THE APPROVAL OF THE TECHNICAL DIRECTOR** who is responsible for training and overseeing personnel handling the effect. If necessary, the TD shall consult with and obtain permission from School Administration and/or the City Fire Marshal before effects can be obtained and used. **IF EITHER THE TECHNICAL DIRECTOR OR THE FIRE MARSHAL DISAPPROVES THE FIRE EFFECT, NO MATTER HOW SMALL, SHALL NOT BE PERMITTED.**

At any time open flames are in use, at least one crew person shall stand by offstage with a fire extinguisher at hand the entire time the open flame is present, and that shall be that **PERSON'S SOLE DUTY AT THAT TIME!**

Combat, Weapons & Props

ACTORS and DIRECTORS:

No stage combat shall be permitted in production or class without training and approval of the Theatre faculty.

PROPS:

Prop weapons are **NOT** toys. They are **NOT** to be handled **EXCEPT** by authorized persons and are the responsibility of the Props master of each production and/or the assigned Weapons Handler. **NO ONE ELSE IS ALLOWED TO HANDLE ANY PROP**

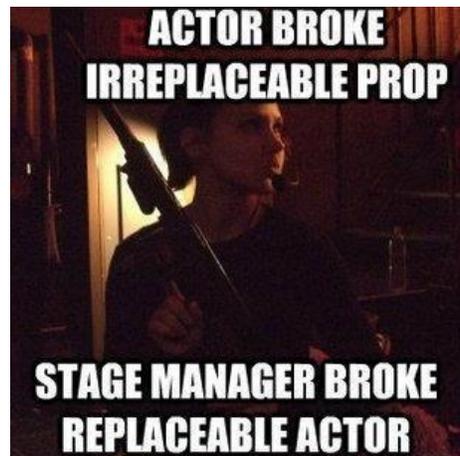
WEAPON! This extends to and includes students in theater classes who meet in the theater space during school hours. All prop weapons (and props in general) are off limits to students without the expressed consent and approval of the Theater Director or Theater faculty.

Prop weapons shall be secured when not in use, and shall be issued to the actors using them only when required, and shall be immediately turned back in to the props person responsible immediately when finished; the weapon shall then be immediately secured until the next performance.

All prop weapons **MUST ALWAYS BE TREATED AS REAL** weapons (*which in fact they are*). All guns used as props must be handled as if loaded; all edged weapons must be treated as sharp.

Safety Complaints and Hazards

Any perceived safety concerns or hazards, large or small, **MUST** be reported to the supervisor in charge of the area, and/or the Technical Director, who shall take steps to correct the problem or to report the problem to the appropriate school authorities for action.



Electrical and/or maintenance issues will be referred to appropriate maintenance crew.

Scene Shop Safety Rules

LA SALLE THEATRE DEPARTMENT WAREHOUSE RULES:

The following should be considered as guidelines for working in the Theatre Shop areas. They have been written and are enforced for your safety, and as such should be followed at all times. If you have any questions regarding the safe operation of any tool or method of construction, please feel free to ask the Faculty or Staff. You are responsible to know and understand all of the following:

1. All persons working in the shops/stage space shall be properly attired. This includes long pants, shorts (*when approved*) and close-toe shoes. Hard-sole

shoes should be worn if possible since gym shoes do not always afford sufficient sole and toe protection. At no time will anyone wearing a dress or sandals be allowed to work in the shop areas as none of these garments give sufficient protection to the wearer. Also, long hair (*depending on the work being done by the student*) is to be tied back to avoid any chance of getting it caught in moving machinery.

2. The Scene Shop is an eye protection area and safety glasses are required whenever entering this space. In general, when operating any power tool, safety glasses are to be worn. Also when participating in any amount of abrasive sanding or spray painting, respirators are also to be used in addition to safety glasses. Ear protection is available to all students and staff in the shop areas at all times. It is up to the student or staff members to determine when this protection is necessary.
3. Every attempt should be made to keep your work area clean and organized. This means periodically sweeping up excessive waste and returning unnecessary tools to their proper places. **It is KEY to return tools to proper places so yourself and others who may need to use the tools, know where to find them.**
4. No person shall work in the shops while under the influence of drugs or alcohol. Prescribed drugs which could cause drowsiness, lightheadedness, or disorientation should also not be used. Any student using such prescribed medications should notify both the Faculty and Staff in charge. Any person removed from the shops for the above reason shall not be allowed to return unless authorized by the Faculty.
5. Any time that you have a problem with any tool or machine, bring it to the attention of the Staff so they may assist you. Never attempt to repair or adjust any machines. If a machine or tool is accidentally damaged, bring it to the attention of the Staff. Please do not try to hide or cover up any damages.
6. At no time shall any student operate or attempt to operate any of the following pieces of equipment without permission of the staff.
 - a) Table Saw
 - b) Radial Arm Saw
 - c) Circular Saw
 - d) Band Saw
 - e) Sabre Saw
 - f) Drill Press

- g) Any pneumatic power tool
7. Before operating any power tools, make sure all Allan wrenches, chuck keys or other foreign materials are clear of the machine's work area.
 8. Dangling necklaces or large rings, long loose scarves or loose sleeves should not be worn in the shop as they may become entangled in moving machinery.
 9. Always make sure that all power tools are turned off and the electrical power disconnected before leaving the machine. Never leave an unattended machine running, even for "one second".
 10. Always unplug or disconnect from power all power tools before changing blades, bits, or attachments.
 11. IF YOU DON'T KNOW - ASK! There is no such thing as a dumb question. Seriously. You matter more than a specific project. Of course we have deadlines to meet; but your safety or the safety of others should never be placed at risk for the sake of a deadline or being unwilling to ask a question.

Safety Notices and Bulletins

Safety Bulletins will be posted on the Crew bulletin board in the theater tool shop. The Artistic Director and Technical Director will also have copies.

Safety rules for each of the major power tools in the Scene Shop will be posted in the TOOLS OPERATIONAL BINDER in the Scene Shop (Vanhook Nook). NO PERSONS WILL BE ALLOWED TO OPERATE ANY POWER TOOL UNTIL TRAINED AND APPROVED BY THE TECHNICAL DIRECTOR. Likewise, personnel and students must be trained and approved before being permitted to operate any powered costume shop equipment. All required safety rules must be followed at all times. Some guidelines for using tools include:

- Inspect tools before use for any defects such as frayed wires, or damaged hand tools. Remove defective tools from service and have repaired or replaced.
- Only use power tools that are properly grounded with a 3-pronged plug or that are double-insulated. A power tool with a missing grounding prong shall be considered damaged and be removed from use until repaired.

- Never carry a power tool by its cord. Avoid wrapping cords too tightly around tools for storage to prevent damage to strain relief grommets.
- Unplug power tools before loading them, changing blades or bits, making adjustments, or cleaning them. Follow all manufacturer's instructions for handling and adjusting.
- Defective, damaged or unsafe equipment must be removed immediately from service if damage occurs or is detected.
- Dull tools are unsafe and can damage the person who is operating the equipment or project being worked on. Maintain your tools and always use sharp cutting blades.
- NEVER ALTER OR REMOVE ANY MACHINE OR BLADE GUARDS OR DISABLE ANY SAFETY FEATURE.



MSDS

Material Safety Data Sheets (MSDS) for chemicals and materials used in the shops will be maintained by the Technical Director, the Theater Director and are available at any time on request to all persons in the theatre area. Workers in the shops, students and paid assistants are required to follow safety guidelines on each sheet for each material and chemical. If you do not understand or have questions

about anything in any MSDS, or about any process, see the Technical Director or Theatre Director for clarification.

Work Requiring Training

Many of the processes and systems in the theatre complex pose hazards while in use. Before students and staff are permitted to use them, they must be trained and approved by the appropriate supervisor of the area. These processes include but are not limited to:

Use of power tools in the Scene Shop:

- Table Saw
- Radial Arm Saw
- Band Saw
- Stationary Drill Press
- Portable Drills and Drill Motors
- Bench and Portable Grinders
- Pneumatic-powered Nailers and Staplers
- Electric and Gas Welders
- Chop Saw
- Circular Saw

Theatre Systems:

- Lighting Control Boards
- Sound Control Boards
- Curtain control operation

For students in the Technical Theater and Production class, you will be trained on each of these items. For students involved in the fall, winter and spring productions who are not in a Technical Theater class, you will be trained by the Theater Faculty or trained Adult or Student Lead prior to being allowed to use the above items.

Ventilation Systems

The Scene Shop is equipped with certain ventilation systems, which shall be used at all appropriate times. These include but are not limited to:

Spray paint use is only permitted to be stored in the Scene Shop. It may only be used outside or with permission and under supervision of the Technical Director and/or Theater Director, with ventilation system running, doors open and the use of ANSI approved filter masks. If such a mask is not available, painting cannot be done until appropriate equipment is obtained.

Personal Protective Equipment

In addition to normal permitted work clothing (see Scene Shop Safety Rules, Item 1) the shops are provided with personal protective equipment. Use of such equipment is not optional and shall be used at all times when performing associated activities.

Such personal protective equipment shall include but is not limited to:

EYE PROTECTION: safety glasses, goggles, or face shields shall be required when operating power tools.

EAR PROTECTION: ear plugs or ear muffs shall be required when operating louder power tools, such as radial arm saw, table saw, circular saw, chop saw, or portable grinder at any time, or any percussive tool (pneumatic nail gun), at ALL times. Ear plugs or ear muffs shall be required when operating ANY power tool for extended periods of time.

HARD HATS are available and must be used while overhead rigging is taking place.

BREATHING PROTECTION:

Spray painting is only permitted in the spray booth with an evacuation system running, or while wearing a ventilation mask rated for spray paint or outside in the cafeteria courtyard. Dust masks are required for activities creating quantities of dust or if a dust collection system is not practical for a given activity (i.e. portable tools.)

PROTECTIVE GLOVES are required when working with solvents or solvent based (non-water based) chemicals and materials. Extended exposure to water based chemicals (such as paint) shall also require the use of protective gloves. Refer to MSDS for guidelines as to appropriate equipment.

NOTE: *Please see attached COVID-19 PPE requirements for Theater Education and Production.*

Recommendations for Re-opening School Theater Programs -

https://higherlogicdownload.s3.amazonaws.com/SCHOOLTHEATRE/7f9e7fa8-aa41-4033-b6a3-1ce9da6a7b6f/UploadedFiles/HPVMgpNDTw2FWro1JLiL_EdTA_ReOpen_Guide_2020_FINAL.pdf

Shure Microphone Cleaning Guide -

https://service.shure.com/s/article/how-should-i-clean-my-microphone?language=en_US

Production Lighting in a Post Pandemic World: *A Collaborative Document*

Musical Theatre Educators' Alliance: Resources for Teaching Amidst COVID-19

<https://www.musicaltheatreeducators.org/covidresources>

NFHS Aerosol Study Recommendations: <http://www.osaa.org/today/article/1802/view>

Epilogue

I know this is a lot. However, this document, like all aspects of what we do here, is intended to keep everyone safe and enhance the experience for every participant who walks through our doors. La Salle Prep Theater is a special place. A unique place with a deep history going back almost fifty years.

We always strive for excellence but we believe that needs to be done by holding tightly to our faith, edifying each other and being purposeful in our commitment to authentic relationships. If we can build a community overflowing with love and genuine relationships, holding each other in care to be the highest versions of ourselves, the natural extension of this purposeful environment will be one of beauty, excellence and authentic experiences.

Thank you,
Mr. Michael Shelton |
Theater Educator | Director |
mshelton@lsprep.org