



GENERAL SAFETY GUIDELINES

WHAT THIS SHEET APPLIES TO

Anyone working in Runnals Union.

RISKS INCLUDE

Personal injury, injury to others, damage to equipment and facilities.

GUIDELINES, RULES, & PROCEDURES

- Know the location of the nearest first-aid station, phone, fire extinguisher, fire alarm pull station, emergency call box, and fire exit at all times.
- Horseplay, practical jokes, misusing facilities or equipment, risk-taking, and any other potentially dangerous activities are not permitted.
- Know the limits of the body and how to prevent injuries. (e.g. When lifting heavy objects, lift with the legs while keeping your back as vertical as possible.)
- Please report to the instructor or supervisor any pre-existing medical conditions that may affect performance. (e.g. back problems, neurological problems, etc.)
- No one will be permitted to use the Runnals Union facilities while under the influence of alcohol or illegal drugs.
- Understand the influence of any medication which might impair judgment.
- Always use the “buddy system” when doing anything in the building and/or walking home outside of normal business hours.
- Any identified safety hazard must be clearly marked and every effort made to make it accident-proof.
- The facility must be kept clean and organized AT ALL TIMES. All equipment must be returned to its proper storage after use.
- Doorways, stairwells, hallways, and aisles must be kept clear at all times.
- Training, certification, and an understanding of manufacturer instructions is essential for safe tool and equipment use.
- For every accident which requires a Colby Emergency Medical Technician (EMT), a visit to the Garrison-Foster Health Center, or any other hospital emergency room, there should be an accident report filed with the Department of Theater & Dance Technical Director and Colby’s Director of Safety.

FOR FURTHER UNDERSTANDING

Rossol, Monona, The Health & Safety Guide for Film, TV & Theater, 2nd ed., New York: Allworth Press, 2000.

Rossol, Monona, The Artist’s Complete Health and Safety Guide, 3rd ed., New York: Allworth Press, 2002.