

## TOOLS & MACHINERY

### WHAT THIS SHEET APPLIES TO

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Anyone using the Runnals Union Scene Shop tools and machinery.

### RISKS INCLUDE

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Eye injuries, scrapes, cuts, & punctures, hearing damage, and respiratory problems.

### GUIDELINES, RULES, & PROCEDURES

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- Never use a tool or device without proper instruction. Most powered tools require certification and training from the Department of Theater & Dance Technical Director. For tools and machines where certification is not required, read and understand any instruction manuals before use.
- Do not use tools and machines while under the influence of any medication which might impair judgement.
- Make sure the device has been well-maintained and is in good working order.
- ALWAYS wear eye protection. Hearing protection and dust masks are strongly recommended when appropriate.
- Remove or contain loose-fitting clothing, watch and other jewelry, keys etc. which might get caught in blades or other moving parts. Tie back or contain long hair.
- Never remove or disable a safety device except in situations where the tool or machine was designed for alternate use in such a manner.
- Keep your hands at least 6" away from any circular rotating saw blade.
- Never perform any rips, cross-cuts, or miters "freehand". Always hold the item being cut against the appropriate support.
- Make all adjustments to any tool or machine with the power off (e.g. changing a blade or bit). Remove any adjustment tools (such as a chuck key or hex wrench) before turning the power back on.
- Only use tools for the job they were intended for. Don't improvise.
- Use holding clamps when necessary.
- No tool should require the use of excessive force.
- Never work while placing yourself in an awkward or unbalanced position.
- Do not leave power tools on and walk away from them. Unplug tools when finished using them.
- Avoid surprising people by not talking to or touching them while they are operating a tool or other piece of equipment.

### FOR FURTHER UNDERSTANDING

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Parker, W. Oren, R. Craig Wolf, and Dick Block, Scene Design and Stage Lighting, 9<sup>th</sup> ed., New York: Wadsworth Publishing, 2008.