



GENERAL SAFETY GUIDELINES

WHAT THIS SHEET APPLIES TO

Anyone working in the Gordon Center for Creative and Performing Arts.

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 Gordon Center facilities while under the influence of alcohol, marijuana, 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 Performance, Theater, and Dance Department’s Production Manager 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.

EMERGENCY ☎ – x5911 or 207-859-5911