

TOOLS & MACHINERY

WHAT THIS SHEET APPLIES TO

Anyone using the Gordon Center Scene Shop tools and machinery.

RISKS INCLUDE

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

GUIDELINES, RULES, & PROCEDURES

- Never use a tool or device without proper instruction. Most powered tools require certification and training from the Performance, Theater, and Dance Department 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 an 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. 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 talking to or touching people while they are operating a tool or other piece of equipment.

FOR FURTHER UNDERSTANDING

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