

**STANDARD OPERATING PROCEDURES**

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**SOP No. 24.01.99.W1.03AT WTAMU Scene Shop Procedure**

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Environmental Health and Safety at WTAMU is composed of two distinct but integrated environmental safety departments that report to the Vice President of Research and Compliance.

Academic and Research Environmental Health and Safety (AR-EHS) is responsible for research and academic related compliance, which includes laboratory and academic research and the associated compliance committees. Fire and Life Safety (FLS-EHS) is responsible for fire related compliance and conducts fire and life safety inspections of campus buildings and assists with the testing all fire detection and suppression systems.

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**1. Introduction**

The WT Theatre Scene Shop is the production facility of the Theatre program within the Art, Theatre & Dance Department of the Sybil B. Harrington College of Fine Arts and Humanities.

Students enrolled in practicum courses and WT theatre production assistants provide the bulk of the labor in the various technical shops.

The shop introduces students to the tools, materials, procedures and techniques used in scenic construction, lighting, costumes, properties, and sound.

Technical theater work, by nature, is physical, and the use of power equipment is more dangerous than general classroom work. This SOP details some of the important safety guidelines to follow while working in the shop. Adherence to this SOP ensures a safe working environment for all persons in the shop.

**2. Purpose**

This procedure is written to ensure oversight and operations of the WTAMU Theatre Scene Shop are conducive to a productive environment for faculty, staff, students, and visitors. This procedure advises and provides guidance for compliance with regulations that apply to all public buildings on the WTAMU campus and all WTAMU facilities. This will help prevent occupational exposures to potentially harmful contaminants and situations.

**3. Scope**

This procedure applies to the West Texas A&M University Theater Scene Shop, and to all employees and students of the University who have access or work in the shop.

**4. Procedures**

4.1 Yearly inspections:

Annual inspections and evaluations of WTAMU Theatre Scene Shop, work areas, and related equipment should be performed by EHS to ensure safe operation, cleanliness, and effective performance of the environmental control systems, laboratory work areas, and related equipment. This will reduce the risk of potentially harmful exposure to faculty, staff, students, and visitors. Records will be kept and maintained by the WTAMU Theatre Scene Shop and/or EHS documenting all investigations, evaluations, and maintenance operations.

#### 4.2 Training:

The Principal Investigator (PI), Designated Faculty/Instructor, and EHS will also conduct inspections and training for safe operations of processes and equipment used in conjunction with any WTAMU Theatre Scene Shop activity, faculty/student research, or public exhibition.

##### Available Training:

- Shop/process specific SOPs should be maintained by the PI or faculty/instructor.
  - Online general safety training available through TrainTraq for faculty and staff.
  - Online general safety training available through WTClass for students.
  - Online general safety training available through the external training gateway for visitors and exhibitionists.
  - Shop specific training conducted periodically through the course of normal teaching activities (maintained by shop faculty/supervisor).
- The PI or designated faculty/instructor will maintain record keeping and retention for future reporting and evaluations. All record keeping and retention will be in compliance with A&M policy and the specific discipline. The format for this process will be defined by EHS and the PI or designated faculty/instructor.

West Texas A&M University Environmental Health and Safety will follow the Texas A&M University System Policy 33.05.02 Required Employee Training. Staff and faculty whose required training is delinquent more than 90 days will have their internet access terminated until all trainings are completed. Only Blackboard and Single Sign-on will be accessible. Internet access will be restored once training has been completed. Student workers whose required training is delinquent more than 90 days will need to be terminated by their manager through Student Employment.

#### 4.3 Emergency Actions:

In the case of emergency or injury, call 911. SOP 24.01.01.W1.02AR WTAMU Hazard Communications Program outlines reporting protocols of hazards in the teaching and research areas.

#### 4.4 Hazardous Material Spill:

Spills of hazardous materials (acids, solvents, etc.) should be confined in a safe manner, if possible. Spill containment techniques include diking or enclosing the spill, covering the spill with absorbent material, ventilating the area, closing the door to the spill area, etc. It may be necessary to unplug electrical equipment or turn off sources of ignition in the event of a solvent or flammable liquid spill.

In case of a hazardous material spill:

- Alert others in the immediate area and evacuate the area if necessary.
- If the spill cannot be handled safely by Theater Department personnel, notify EHS for cleanup.
- Report the following details if known:
  - location of the spill,
  - chemical or product name,
  - approximate quantity spilled, and
  - other pertinent information

#### 4.5 Chemical Exposure:

The following procedures should be followed in the event of chemical exposure. In all cases, the incident should be reported to faculty, regardless of severity. Also refer to Injury/Illness procedures in the next section.

##### Chemicals on Skin:

- Immediately flush the affected area with water for no less than 15 minutes. Remove any contaminated jewelry or clothing to facilitate removal of residual material.
- If medical attention is needed, call WTAMU EHS x2270 and explain what chemicals were involved.
- Review SDS for any delayed effects.

##### Chemicals in Eyes:

- Flush eyes with water for at least 15 minutes. Hold eyelids open and rotate eyeballs so all surface areas can be rinsed. Use of an eyewash station is desirable so hands are free to hold the eyes open.
- If applicable, remove contact lenses while rinsing. Do not attempt to reinsert them after rinsing.
- Seek medical attention regardless of severity. Call EHS and explain what chemicals were involved.
- Review SDS for any delayed effects.

##### Chemical Inhalation:

- Provide fresh air (open windows, close chemical containers, provide fans).
- If symptoms (headaches, nose or throat irritation, etc.) persist and medical attention is needed, call WTAMU EHS x2270 and explain what chemicals were involved.
- Review SDS for health effects.

#### 4.6 Injury/Illness:

If someone is injured while visiting, working or attending classes at WTAMU Theater Scene Shop, it is important that the incident be reported as described below. In all cases, if the injury is serious, call 911 immediately!

- Employees
  - Employees who suffer any work-related injury/illness must report the incident immediately to their supervisor and complete an Incident/Injury report. Supervisors are responsible for signing the form and assisting with the incident investigation.
  - If the injury is not serious or life-threatening but still requires medical attention, the employee should proceed to the nearest hospital or clinic, or to their personal physician for evaluation and treatment.

- NOTE: A copy of the Injury/Illness report must be submitted to the Assistant VP or Risk Management within 24-48 hours of the incident.
- Visitors
  - Immediately notify EHS of any injury or illness involving visitors.
- Students:
  - In case of medical emergency, on-campus students should call 911. Students who suffer an injury or become ill during classroom activities should notify the course instructor or graduate assistant immediately and report to the Student Health Services for evaluation and treatment. If the injury or illness is related to on-campus activities or an unsafe condition in a university building that may require follow-up by EHS personnel the student must complete an Incident/Injury report.
  - If the injury occurs during classroom activities, the course instructor or graduate assistant should complete an Incident/Injury report and forward a copy to EHS regardless of whether or not the student reports to the Student Health Services. Even minor injuries should be reported since these may indicate trends and/or the need for corrective actions.

#### 4.7 Other Concerns:

Any pregnant students, or students planning to become pregnant, should consult their health care provider to determine what, if any, additional precautions are needed based on their individual situation. It is the responsibility of the student to communicate their needs to the PI/Instructor and Vice President for Student Affairs as soon as possible in order for risk-reduction to begin when it can be most effective, and to determine if additional modifications are necessary. While the university cannot mandate that the student notify that she is pregnant or is planning to become pregnant, the university strongly recommends that students provide notification so appropriate steps can be taken to ensure the health of both parent and child. To communicate health circumstances or to request additional information, please contact the Vice President for Student Affairs.

## 5 WTAMU Theater Scene Shop Safety Rules

### 5.1 General Safety Rules:

- The most obvious safety rule is to be careful.
- Pay attention to the work being conducted and do not rush.
- Repetitious jobs are more likely to cause a false sense of safety.
- Do not hurry and do not cut corners regarding safety practices.

No person shall work in the shop 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.

### 5.2 Proper Attire

- **Do** not wear loose, long, or baggy clothing.
- **Do** tie back long hair.
- **Always** wear shoes that cover the whole foot; no sandals.

- **Do not** wear long or large jewelry.
- **Do** wear clothes that protect you from sawdust, paint and dirt.
- Long sleeves made of cotton are **required** for welding.

### 5.3 House Keeping (A Clean Shop is a Safe Shop)

- **Do** clean up the work area at the end of the workday.
- **Do not** leave tools and supplies out unnecessarily.
- **Do not** let work areas become cluttered with tools and materials.
- **Do not** leave long items sticking out of trash cans.
- **Do not** block fire extinguishers, doors or safety equipment.
- **Do** keep pathways to fire exits clear.

### 5.4 Hazard Control Measures:

The shop will provide you with safety equipment. If you have any questions or doubts, ask the Technical Director or Scene Shop Foremen. Your safety is our concern. We will never knowingly put you in a position to be over exposed to hazardous situations or materials. We welcome questions if you have any. We will attempt to explain things to you. Feel free to request safety equipment. Our goal is to make you safe and comfortable when performing duties in the shop. The Shop is equipped with Engineering and Administrative controls as well as PPE (personal protective equipment).

- Engineering Controls:
  - Include: isolation and ventilation. Isolation means separating the hazardous operation from exposed personnel—either by distance or by placing barriers.
  - Ventilation controls include use of either general exhaust (dilution) or a local exhaust system. Dilution ventilation involves bringing in clean air to dilute the contaminated air and exhausting the diluted air to the outside via exhaust fans. Note: An open door/window or recirculating fan does not provide adequate ventilation for toxic gases and vapors. Local exhaust ventilation involves collection and removal of contaminants near their source so it is much more efficient and effective for some operations. Examples of local exhaust systems include spray booths, canopy exhaust hoods, chemical fume hoods, and specially designed slot exhaust ventilation.
- Work Practice or Administrative Controls:
  - Include: change in process, substitution, training, good housekeeping and good work practices. Process changes include changing from a paint spraying operation to paint brushing to minimize aerosol production. Substitution means using a less hazardous material or process instead of a more hazardous one (e.g., use of water-based paints instead of solvent-based paints or use of lead-free glazes and enamels). Additional examples include: flooring in the shop should be wet mopped instead of sweeping which can disturb settled dust and cause it to become airborne, and proper storage of materials (keeping solvent containers closed when not in use, proper labeling of chemical containers, etc.).
- Personal Protective Equipment (PPE):
  - Include: use of respirators, hearing protection, eye protection (glasses or goggles), hand protection (gloves), face protection (face shield), and foot protection. See PPE and Clothing section of this SOP for additional information.

- NOTE: Suitable eye protection is required in all shops where there is a risk of chemical splash, flying particles or optical radiation (infrared and UV light).
  - Respirators (The use of respirators must be in compliance with WTAMU Respiratory Program)
  - Review 24.01.01.W1.27AR: WTAMU Personal Protective Equipment Procedure or discuss with your faculty/instructor for more information on proper use and available PPE.

### 5.5 Health Hazards:

SDS information is supplied in several locations in the shop (Please review where the closest yellow binder to your work area). A safety data sheet and a material safety data sheet are the same thing — documents that accompany hazardous chemicals and substances and outline the dangers, composition, safe handling, and disposal of said chemicals and substances. Read and understand all the information concerning any product you use.

The shop is equipped with a spray hood for the use of any hazardous materials; use it for any hazardous fumes.

When welding, use all the proper clothing and safety equipment. The bright blue light from welding is an eye hazard. A brief glance will not hurt, but do not stare at it.

### 5.6 Use of Power Tools:

Each power tool has its own set of safety rules. They are safe when properly used, but they can cause serious accidents when misused. You will be trained on each power tool before you use it. In general, power tools have rotating parts that can catch on clothing, hair, or jewelry. Power tools can throw debris, so eye or face protection is necessary. Hearing protection from loud noise is also often necessary. Make sure the work surface and floors are clear, and get EVERYTHING ready before you hit the ON switch.

Each of the following tools will not be operated without documented training by the shop staff:

Table Saw	Power Sanders
Radial Arm Saw	Welding Equipment
Power Miter Saw	Circular Saw
Band Saw	Jig Saw
Drill Press	Any Pneumatic Power Tool

Always make sure that all power tools are turned off before leaving the machine. Never leave an unattended machine running, even for "one second".

Always unplug or disconnect from power all power tools before changing blades, bits, or attachments.

### 5.7 Handling Scenery – Lifting and Carrying Objects

- Lift correctly, bend your knees and lift with your legs.
- Communicate with each other.
- If it is too heavy, ask for help.

- If you need to stop and set it down, say so.
- Be aware of your environment.

### 5.8 Ladders:

Working on ladders presents a potential for a fall. If you must use a ladder, always have someone there to foot and hold the bottom for you. Do not stand on the top step of any ladder. Before you get on a ladder, make sure that all four legs are firmly on the floor. Remember not to leave tools and hardware or anything heavy on top of a ladder. This will lead to the next person who moves the ladder getting hit in the head by a falling object. When you are working above on a ladder you must take extra precautions. You need to be aware of overhead scenery and lighting instruments and the electrical cable. Do not have loose items in pockets that may fall and whenever possible, tools should be attached to you. If you can't attach tools, extra precautions must be made to keep people below aware of you and your work.

### 5.9 Fire Safety:

- No smoking in the Fine Arts Complex. When smoking outside, use the ash cans (University Smoking Policy is not within 50 feet of entrances).
- Most of the materials in the shop are combustible.
- Paint solvents etc., are highly flammable and are kept in the flammable cabinet.
- Know where the fire exits are in the shop.
- Know where the fire extinguishers are and how to use them. (Please contact WTAMU Fire and Life Safety at 2134 for fire extinguisher training)
- Welding and grinding produce sparks. Paper, sawdust, oil, and all flammable items must be moved away from the work area during these procedures.

### 5.10 Working in the Theater Spaces:

- Working with the Fly System: When you are the person responsible for raising and lowering scenery or equipment it is your responsibility to make sure that people are out of the way, that all hazards are cleared and that everyone on stage knows that you are about to move something in or out (down or up) on stage. This should be a loud verbal warning so all can hear you over all other work going on at the time. This goes for lifting a bucket up to the catwalk to moving a counterweight batten. Yes, you must watch the rope you are pulling and the object that it is moving at the same time.

Do not use any rope or hardware or cable that is worn or in questionable condition to fly anything that is heavy or could lead to a hazardous situation. We do not want to endanger the lives of anyone. If you have a question always ask someone who knows.

- Working Above: Whenever you are to work on the catwalk, the grid, the loading platform, or any other overhead space, all tools must be secured so they can't fall. Loose change and items in your pockets can cause serious injury if dropped from twenty feet. They should be removed before you ascend. You are responsible to make sure the people working beneath you know you are above them, and whenever possible they should be cleared from the area. If by chance an accident occurs and you do drop something, you should yell "HEADS!!!!"

Do this clear and loud so people know where the warning is coming from and can scatter out of the way of danger. If you are below and hear "HEADS" yelled, get out of the way. Do not let curiosity get the best of you and look up to see what is falling.

If you need to work above in an area that does not provide railings and there is a possibility of a fall that could cause injury, you must wear proper fall protection equipment. You will be trained in the correct use of this equipment.

- Production Strike: This is where a lot of dangerous work goes on in a short amount of time. Make sure you are aware of all the things going on around you. The fast work pace and the extra enthusiasm you will find does not change the need to pay attention and follow all the rules for working in the theater and with power tools. Pay extra attention to hardware in wood and debris on the floor.

#### 5.11 Compressed Gas Cylinders:

Compressed gas cylinders must be properly secured in an upright position at all times by means of an appropriate stand, chain, or strap. (This includes empty cylinders.) The protective valve cap should remain in place until the regulator is attached. Some other safety precautions for gas cylinders are listed below:

- When moving cylinders, keep them in an upright position and use a cylinder cart or hand truck. Cylinders must be properly secured with a chain or strap, and have the protective valve cap in place while being moved. Do not roll or drag cylinders. Avoid dropping cylinders or allowing them to strike one another.
- Do not use oxygen fittings, valves, or regulators for other types of gases. Always use the proper valve connections.
- Cylinders containing flammable gases such as acetylene must be stored separately from oxidizers (oxygen) by either a 20 foot distance or by a non-combustible 5 foot high barrier. The only exception to this is an oxy-acetylene welding cart.

## 5. Record Retention

No official state records may be destroyed without permission from the Texas State Library as outlined in [Texas Government Code, Section 441.187](#) and [13 Texas Administrative Code, Title 13, Part 1, Chapter 6, Subchapter A, Rule 6.7](#). The Texas State Library certifies Agency retention schedules as a means of granting permission to destroy official state records.

West Texas A&M University Records Retention Schedule is certified by the Texas State Library and Archives Commission. West Texas A & M University Environmental Health and Safety will follow [Texas A & M University Records Retention Schedule](#) as stated in the Standard Operating Procedure [61.99.01.W0.01 Records Management](#). All official state records (paper, microform, electronic, or any other media) must be retained for the minimum period designated.

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### Related Statutes, Policies, or Requirements

- 24.01.01.W1.02AR WTAMU Hazard Communications Program.
- 24.01.01.W1.19AR WTAMU Reproductive Risks Procedure.
- 24.01.01.W1.24AR WTAMU Lockout/Tagout Hazardous Energy Procedure.
- 24.01.01.W1.27AR: WTAMU Personal Protective Equipment Procedure

**Contact Office**

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