

STUDIO SAFETY PROCEDURES & GUIDELINES



ALLATOONA HIGH SCHOOL AUDIO VIDEO TECHNOLOGY & FILM BROADCAST VIDEO PRODUCTION CAREER PATHWAYS

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Introduction

It is no fun being injured. The Staff and Administration at Allatoona High School DO NOT want to see any of our students get hurt during the course of their education in Audio/Video Technology and Film and/or Broadcast Video Production. This safety program of rules, procedures, and guidelines was developed to help YOU, the student, work under safer, more desirable conditions.

In order for this, or any other program to be successful, THE RULES MUST BE FOLLOWED and the guidelines taken seriously. Cooperation is a big factor in safety. You must be constantly aware of your fellow students' actions as well as your own. Only in this way can we have a safe place in which to study, work, learn, and create.

These rules, procedures, and suggestions will help make sure your time with Allatoona High's AVTF program is a positive, happy, accident-free learning experience.

General Studio Safety Rules

1. NO HORSEPLAY of any kind around cameras, props, scenery, or equipment.
2. No running with scenery, props, flats, or any studio equipment.
3. Only ONE PERSON on a ladder at a time
4. Pick up heavy objects by squatting down and lifting with the legs rather than bending over and using your back.
5. Two or more persons are to be used to carry a load when its size and weight demand it.
6. Unauthorized personnel must not attempt to repair or test electrical equipment while the power is turned on.
7. Clamp flats that are standing for any length of time. If you leave a flat leaning against a wall or supporting structure for a short period be sure it is leaning at an angle sufficient to prevent falling.
8. When the studio is not in use, secure all equipment with cables coiled out of the way. This prevents trips and falls, especially by visitors unfamiliar with the studio.
9. Do not stack cases, props, boxes, or crates so they might fall.
10. Do not leave "S"-hooks, C-clamps, or tools on ladders. They could cause a fall.
11. ALWAYS USE GLOVES when removing or replacing hot bulbs (lamps) from studio lighting units. TURN YOUR HEAD AWAY when pulling a bulb (lamp) from its socket. Because television lights get so hot, NEVER touch a quartz-halogen, tungsten or HMI bulb with your hands! Naturally occurring skin oil will cause the lamp to overheat, melt, or EXPLODE.
12. When pushing something, use your leg muscles. When pulling something, use your back and arm muscles. Pushing instead of pulling prevents back sprains and muscle injuries.
13. When walking in the studio and especially when carrying loads that obstruct your vision, be careful not to trip over cables and electrical extension cords lying on the floor. Be sure to warn others of this danger.
14. If water, oil or any other liquid falls on the floor, wipe it up immediately. Wet spots cause falls.
15. If any cords are on the floor and will need to be there for an extended amount of time, tape down the cords or secure them out of the way.
16. Do not have food, drinks, or candy in the lab, near any equipment, in the control room, or studio.

17. Wear clothing that is appropriate for the job. Wear shoes that enclose the foot. Avoid sandals and slip on shoes when operating equipment that moves or rolls like studio cameras.
18. Only operate the equipment in dry surroundings. Do not operate or plug in any electrical equipment while you are on a wet surface. Keep the equipment dry. Do not operate the cameras in the rain.
19. Be sure the vents and openings on any piece of equipment are uncovered and not blocked in any way. The vents and slots in the cabinet are necessary for ventilation and protect the equipment from overheating.
20. Keep audio at a safe listening level. The audio is too loud if you have to shout so someone five feet away from you can hear you speak. Turn the volume down.
21. Always carry equipment in a case from location to location.
22. Report all accidents – to a student or equipment – immediately to the teacher.
23. Make sure all equipment is turned OFF before plugging it into an electrical outlet. When removing a plug from an electrical outlet, make sure the equipment is also switched OFF.

The Impact of Getting Hit

1. Stay out from underneath suspended loads and overhead work.
2. Stand clear when you hear warnings from someone working overhead.
3. Warn unauthorized personnel away from the danger areas.
4. Take care that tools or other materials do not fall from overhead work.
5. When operating a camera in the field, keep one eye open to watch for hazards and one ear tuned to listening for warning sounds of approaching hazards.

Electrical Hazards

1. Be on the lookout for worn electrical insulation.
2. Do not plug in or operate any piece of equipment that has a damaged cord or exposed electrical wire.
Report a damaged cord to the teacher.
3. Keep all switchboxes and fuse boxes closed.
4. NEVER let electrical cords get wet with water or oil.
5. Report overheating electrical equipment at once.
6. DO NOT tinker with electricity or attempt to repair electrical equipment unless it is your job.
7. Make sure you know the proper TYPE of fire extinguisher for electrical fires, WHERE it is located, and HOW to use it. Electrical fires require a Class C fire extinguisher.
8. In case of fire, notify the teacher immediately. If you are using a fire extinguisher, aim it at the base of the fire from about 8-feet away. Pull the pin, squeeze the trigger, and spray in a side-to-side manner until all flames are out. Avoid inhalation of the fumes.
9. When outside, use plastic bags and electrical tape to protect connections from water.
10. Always tie an overhand knot at the connection between two electrical extension cords.

Storage

1. Be certain that everything is in its proper place.
2. Do not attempt to remove or replace objects in high places that are too heavy or too large for you to handle.
3. Keep aisles and walkways clear.
4. Watch out for other props, scenery, and equipment when moving items in and out of storage areas.

Ladders

1. Be sure your ladder is resting on a firm, skid-proof base. When possible, have a second person steady the ladder.
2. Do NOT overreach while on a ladder. It is easier and safer to climb down and move the ladder over a few feet.
3. Face the ladder and grip firmly with both hands while climbing and descending. Never try to climb or descend too fast.
4. Check ladder rungs AND your shoes for any mud, grease or slippery substances.
5. Keep metal ladders away from electrical cords and connections to avoid a shocking experience.
6. Always use the correct size and type of ladder for the job.
7. Make sure your ladder is in good, safe mechanical condition.

Stepladders, Lighting Ladders, and Lifts

1. Always open the ladder wide enough so that the spreader locks itself in the open position.
2. NEVER stand on the top rung of a stepladder. Always use a ladder that is tall enough to let you stand at least two steps below the top rung.
3. Always make certain that the feet of the ladder are on a firm, level foundation.
4. NEVER lean a stepladder against a wall and use it as a straight ladder.
5. Resist the temptation to overreach when on a ladder. It's much safer to climb down and move the ladder to the proper location.
6. NEVER use a defective ladder. Resist the urge to patch up a ladder with wires or makeshift steps "until we get another one."
7. Do not leave anything lying on a ladder. A serious fall could result.

Lighting Ladder / Lift

1. Do not use the lighting ladder in any circumstance where it requires a pushing force on the part of the person on the ladder. It will roll out from under the person atop of it.
2. Always set the brakes on the lighting ladder after positioning it and before you climb.
3. Jack lifts, Hi-Lifters, scissors jacks, and cherry pickers are all extremely dangerous lifting devices. Stay away from them until you have been thoroughly trained in their operation.
4. Raise the lift to the lowest point needed for the person to be elevated. Climb to the basket using the attached ladder when using the Hi-Lifter.
5. Always engage safety chains and harnesses when provided. Be sure gates and other access points are closed and locked while in the basket or on the platform.
6. Never let persons unfamiliar with these devices attempt to operate them.

Hands

1. Before handling materials, inspect for splinters, jagged edges, burrs, rough or slippery surfaces. Materials in those conditions should be reported.
2. Get a firm grip on the object.
3. Keep the fingers away from pinch points, especially when setting materials down on the floor or against walls, posts, or other materials.
4. Wipe off greasy, wet, slippery or dirty objects before handling them.
5. Keep hands free of oil and grease.
6. Always wear any protective equipment that is recommended for the job.
7. Treat cuts and burns to the hands and fingers immediately!
8. Do not touch the electrical switches or the equipment with wet hands.
9. Do not insert your hands or other objects into the openings or vents in any piece of equipment; you could shock yourself, short out the equipment, or damage parts.

Five Basic Rules to Remember

1. No horseplay with props or equipment.
2. No running with props, scenery, flats, or equipment.
3. Two persons are to be used when the size and weight of a load demand it.
4. Do not tinker with technical electronic equipment while “hot” unless you have been trained to do so or are being instructed by the engineer/teacher. At no time are power tools or test equipment to be used by students unless authorized by the teacher.
5. Report all unsafe conditions, equipment, and people to the teacher. If you see someone being unsafe, you are permitted to inform that person immediately and the teacher later. You have a responsibility to do your part to keep from being injured. Some of the ways you can achieve this have been presented to you in this booklet. Your cooperation will protect YOU.

Student Safety Contract

Student Name: _____ Date: _____

I understand that I must secure a score of 100 on the Safety Test in order to be able to work in the TV studio and to work with the camera equipment.

My Score on the Safety Test was: _____

I, _____, understand that it is no fun being injured or disabled. No one wants to see any of our students get hurt during the course of their education in Audio/Video Technology and Film and/or Broadcast Video Production. I understand this safety program of rules, procedures and suggestions was developed to help me work under safer and more desirable conditions.

I promise that I will follow these rules and take the suggestions seriously. I understand that my refusal to follow the safety rules and suggestions could result in disciplinary action or immediate removal from the project I'm working on and I will be assigned an alternate assignment.

Student Signature: _____