

UNION COLLEGE

THEATRICAL HEALTH AND SAFETY SELF-EVALUATION CHECKLIST

I. General Considerations

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Who is the management representative responsible for health and safety at the theater? _____			
2. Is there an evaluation procedure for new materials, productions, and special effects?	()	()	()
3. Are there material safety data sheets on products and chemicals in use maintained at the theater?	()	()	()
4. Is there right-to-know training conducted for all employees?	()	()	()
5. Are there special procedures for the health and safety of child actors?			

II. Fire Safety

1. Are there written emergency procedures?	()	()	()
2. Are the emergency exits clearly marked/illuminated/accessible?	()	()	()
3. Is the sprinkler system functional?	()	()	()
4. Are there appropriate fire extinguishers?	()	()	()
5. Are the fire extinguishers in good condition and checked regularly?	()	()	()
6. Is there a working fire alarm system?	()	()	()
7. Are there working smoke alarms?	()	()	()
8. Are there appropriate fireproof curtains, props, sets, and costumes as required?	()	()	()

III. Theater Conditions

A. Stage Conditions

1. Is rigging safely secured?	()	()	()
2. Are props safely secured?	()	()	()
3. Are lights safely secured?	()	()	()
4. Are trap doors and pits adequately marked?	()	()	()
5. Are the grooves in the floor clearly marked?	()	()	()
6. Are electrical outlets recessed?	()	()	()
7. Is electrical wiring secured on floors and walls?	()	()	()
8. Are electrical cords clearly marked?	()	()	()
9. Are elevations clearly marked and safe?	()	()	()
10. Are raked stages used and safe?	()	()	()
11. Do stage floors have adequate resiliency?	()	()	()
12. Are the stage floors dry and cleared of slippery material?	()	()	()
13. Are the stage floors free of splinters, nails, or worn-out floorboards?	()	()	()

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
B. Lighting			
1. Are the stage lights properly focussed, angled and located?	()	()	()
2. Is there adequate lighting backstage?	()	()	()
3. Are there adequate precautions for strobe lights?	()	()	()
C. Stairways			
1. Are the treads and backstage stairs maintained in good condition?	()	()	()
2. Are the stairwells properly illuminated?	()	()	()
3. Are the alleyways clear of litter and obstacles?	()	()	()
D. Stage Conditions			
E. Stage Traffic			
1. Are entrances and exits well choreographed and rehearsed?	()	()	()
2. Are on-stage movements well choreographed and rehearsed?	()	()	()
F. Stunts/Stage Combat			
1. Are there written procedures?	()	()	()
2. Are stunts and combat carefully choreographed and planned by qualified personnel?	()	()	()
3. Is there adequate training and rehearsal time?	()	()	()
4. Are there padded landing areas for jumps over 6 feet?	()	()	()
D. Special Effects (Fogs, Fire, Smoke, Etc.)			
1. Is there a written plan for pyrotechnics?	()	()	()
2. Is there hearing protection for noise, (e.g. firearms or explosions)?	()	()	()
3. Are materials chosen for optimal safety?	()	()	()
4. Are protective fire gels for skin and hair used in fire scenes?	()	()	()
5. Is sand and artificial snow free of contaminants?	()	()	()

V. Miscellaneous

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. First Aid/Medical Procedures			
1. Are there approved first aid kits available?	()	()	()
2. Are there emergency medical procedures?	()	()	()
3. Is there a list of local physicians and medical facilities	()	()	()
B. Make-up			
1. Are there individual make-up kits for each performer?	()	()	()
2. Are ingredients listed on makeup?	()	()	()
3. Is there appropriate ventilation for aerosols (e.g. hairsprays)?	()	()	()
C. Who is the assigned House Manager? _____			
1. Have they been trained in audience evacuation?	()	()	()

****IF YOU DO NOT KNOW THE ANSWER TO A CHECKLIST ITEM PLEASE CONTACT****

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