



Performing Arts General Safety Awareness and Codes of Safe Practice

Use Instructions

This section of the Performing Arts Safety Manual contains the:

- Form for recording the General Safety Awareness Training
- Form for recording the Codes of Safe Practice Training
- Code of Safe Practice Matrix
- Codes of Safe Practice

General Safety Awareness Training

Prior to starting work activities or being authorized to access and use facility space, equipment, or tools, all new employees/students/volunteers must receive an initial overview of the department/facility safety plans and complete an orientation to critical emergency response procedures and life safety equipment.

Supervisors/Instructors

Supervisors/instructors must complete all the information blanks at the top of the training checklist: trainee's name; supervisor's/instructor's name; the name of the department, and the name of the facility. Then the supervisor/instructor must review each applicable item on the training record checklist with each new employee/student/volunteer and document the training on the training record checklist. A separate general safety awareness training checklist must be used for each trainee. Even if an employee has been employed in another University department, he or she must complete the performing arts general awareness training. Ensure each trainee signs his or her initials next to each item covered during the training as confirmation the training was completed.

Codes of Safe Practice Training

The Codes of Safe Practice were developed to be used as training tools. The Codes must be reviewed at initial job assignment and should be used in refresher training prior to conducting non-routine tasks, refresher training for those not following safe practices, and/or as a refresher for those returning after an extended absence. Many of the codes will apply to a variety of job titles/tasks. A matrix is located behind the Codes of Safe Practice Training Record form to assist supervisors/instructors in selecting the appropriate codes for each trainee.

Supervisors/Instructors

Identify the processes to which each employee/student/volunteer will be assigned, and then check off the appropriate topics to be covered on the trainee's Codes of Safe Practice Training Record. Use the Codes of Safe Practice matrix to identify the topics that must be completed for each process. The second page of Codes of Safe Practice Training Record has been provided for recording additional training topics not currently included on the training matrix.

We anticipate the Codes of Safe Practice will be reviewed over a period of time. Ensure the date each topic is covered is noted on the training record, and ensure the trainee records his or her initials as confirmation the information was covered and understood.

Employees/Students/Volunteer

Employees/students/volunteers are responsible for reviewing the Performing Arts Safety Manual, reviewing the assigned Codes of Safe Practice, and participating in assigned training sessions. Work with your supervisor/instructor to ensure all required training is completed. Talk to your supervisor/instructor if you have any questions, or if you do not understand the materials. You must initial each topic as the training is completed as documentation that the topic was reviewed and you understood the information provided.

Training Record Retention

Training records must be retained for a minimum of three years as required by the Cal-OSHA IIPP regulation or in accordance with the University's record retention policy.



General Safety Awareness Training Record



Prior to starting work activities or being authorized to access and use facility space, equipment, or tools, all new employees, students, and volunteers must receive an initial overview of the department/facility safety plans and get an orientation to critical emergency response procedures and life safety equipment.

Supervisors / Instructors:

- Review each applicable item on this checklist with all new employees, students, and volunteers.
- Document the training using this form.
- Use a separate sheet for each new employee, student, and volunteer.
- Ensure the trainee signs his or her initials next to each item as it is covered as confirmation of the training.

Employee / Student / Volunteer’s Name: _____

Supervisor / Instructor’s Name: _____

Department: _____ Facility: _____

Topic & Learning Activity	Date Reviewed	Initials
Injury & Illness Prevention Program Provide an overview of the plan, explain how to access the Department or facility specific plan, how to report a hazardous condition, and what an employee’s rights are under the plan.		
Hazard Communication Review how to access relevant Safety Data Sheets, identify and discuss posted warning signs and hazard communication labels.		
Attire and Personal Protective Equipment (PPE) Discuss appropriate work attire for various areas and activities, review the location of PPE, and explain steps to becoming trained and authorized to use PPE.		
Restricted Work Areas Identify restricted or “authorized personnel only” areas including grids, catwalks, confined spaces, or other hazardous work locations.		
Fire Safety Review the location and use of fire alarm pull stations and fire extinguishers and how to activate the fire curtain (when present).		
Emergency Exits and Egress Identify primary emergency exits, evacuation routes, and emergency assembly areas.		
Emergency Contact Information Discuss emergency contact information and location of phones to call 9-1-1 and provide campus phone numbers for Police, Fire, EH&S, and Risk Management.		
Life Safety Equipment Identify the location and discuss the proper use of emergency eyewash and safety shower equipment, first aid kits, and automated external defibrillator (AED).		
Codes of Safe Practice Use the Codes of Safe Practice matrix to select the codes of safe practice to cover based on each employee’s, student’s, or volunteer’s work assignment. Note each code covered on the second page of this form.		



Code of Safe Practice Training Record

Employee / Student / Volunteer's Name: _____

- Check Applicable Operations:**
 Set Construction
 Prop Shop
 Lighting
 Audio
 Special Effects
 Costumes
 Cosmetics
 Front-of-the-house
 Deconstruction
 Theater Maintenance

Supervisor Name: _____

Supervisors/Instructors:	Employees/Students/Volunteers:
<ul style="list-style-type: none"> Identify the type of operations your employee or student will be completing. Refer to the Code of Safe Practices Matrix and identify the topics you must review with the employee/student, and provide documented on-the-job training in regard. Check off the required topics below. Note the date each topic was reviewed. File the completed sign-off sheet and use when additional topics are added. 	<ul style="list-style-type: none"> Review the required Codes of Safe Practices and participate in on-the-job training. Talk to your supervisor or instructor if you have any questions or if you do not understand the materials you are reviewing. Enter the date on which each topic was reviewed and initial to confirm coverage.

Topic	Date Reviewed/Trained	Initials	Topic	Date Reviewed/Trained	Initials
* All faculty, students, and staff are required to review the Performing Arts Safety Manual and the Performing Arts General Safety Awareness Code of Safe Practice.					
<input checked="" type="checkbox"/> Performing Arts Safety Manual*			<input type="checkbox"/> Lockout/Tagout/Blockout		
<input checked="" type="checkbox"/> Performing Arts General Safety Awareness*			<input type="checkbox"/> Material Handling – Forklift Safety		
<input type="checkbox"/> Aerial Work Platforms			<input type="checkbox"/> Material Handling – Loading & Unloading		
<input type="checkbox"/> Confined Space			<input type="checkbox"/> Material Handling – Safe Lifting & Moving Materials		
<input type="checkbox"/> Cosmetics – Theater Makeup			<input type="checkbox"/> Paints, Dyes, Inks		
<input type="checkbox"/> Electrical Safety			<input type="checkbox"/> Personal Protective Equipment		
<input type="checkbox"/> Emergency Action/Response			<input type="checkbox"/> Respiratory Protection		
<input type="checkbox"/> Ergonomics – The Basics			<input type="checkbox"/> Rigging – Counterweight Fly Systems		
<input type="checkbox"/> Eyewash Stations			<input type="checkbox"/> Rigging – Hoists and Winches		
<input type="checkbox"/> Fall Protection – Catwalk Safety			<input type="checkbox"/> Rigging – Ropes, Cordage, and Chains		
<input type="checkbox"/> Fall Protection – Controlled Access			<input type="checkbox"/> Slip/Trip/Fall to Same Level		
<input type="checkbox"/> Fall Protection – Fixed Ladders			<input type="checkbox"/> Special Props – Edged Weapons		
<input type="checkbox"/> Fall Protection – Outside the Catwalk			<input type="checkbox"/> Special Props – Firearms		
<input type="checkbox"/> Fall Protection – Paint Frames			<input type="checkbox"/> Special Props – Live Animals		
<input type="checkbox"/> Fall Protection – Portable Ladders			<input type="checkbox"/> Storage		
<input type="checkbox"/> Fall Protection – Rooftop Restraint			<input type="checkbox"/> Tools & Machines – General Shop Safety		
<input type="checkbox"/> Fall Protection – Scaffolds/ Elevated Work Platforms			<input type="checkbox"/> Tools & Machines – Hand & Power Tools		
<input type="checkbox"/> Fall Protection – Tension Grid			<input type="checkbox"/> Tools & Machines – Saws –Circular		
<input type="checkbox"/> Fall Protection – Trigger Heights			<input type="checkbox"/> Tools & Machines – Saws - Table		
<input type="checkbox"/> Hazard Communication			<input type="checkbox"/> Tools & Machines – Welding/ Soldering/ Brazing		
<input type="checkbox"/> Housekeeping			<input type="checkbox"/>		



Code of Safe Practices Matrix

University of California Performing Arts Code of Safe Practices	Set Construction	Prop Shop	Lighting & Spotlights	Audio	Special Effects	Costumes/Cosmetics	Front-of-the-House	Set Deconstruction	Theater Maintenance
<p>If you are assigned to work within any of the processes identified in the column headings above, you must review the codes of safe practice marked with an “X” with each column. Record the date the code was reviewed on page 2 of the General Safety Awareness Code of Safe Practice.</p>									
1. General Safety Awareness	X	X	X	X	X	X	X	X	X
2. Aerial Work Platforms	X	X	X	X	X			X	X
3. Confined Space	X		X	X	X			X	X
4. Cosmetics – Theater Makeup						X			
5. Electrical Safety	X	X	X	X	X	X	X	X	X
6. Emergency Action/Response	X	X	X	X	X	X	X	X	X
7. Ergonomics – The Basics	X	X	X	X	X	X	X	X	X
8. Eyewash Stations	X	X			X	X		X	X
9. Fall Protection – Catwalk Safety	X	X	X	X	X			X	X
10. Fall Protection – Controlled Access	X	X	X	X	X			X	X
11. Fall Protection – Fixed Ladder	X	X	X	X	X			X	X
12. Fall Protection – Outside the Catwalk	X	X	X	X	X			X	X
13. Fall Protection – Paint Frames	X								
14. Fall Protection – Portable Ladder	X	X	X	X	X	X	X	X	X
15. Fall Protection – Rooftop Restraint	X	X	X	X	X			X	X
16. Fall Protection – Scaffolds/Elevated Work Platforms	X	X	X	X	X			X	X
17. Fall Protection – Tension Grid	X		X	X	X			X	X
18. Fall Protection – Trigger Heights	X	X	X	X	X	X	X	X	X
19. Hazard Communication	X	X	X	X	X	X	X	X	X
20. Heat Illness	X	X	X	X	X	X	X	X	X
21. Housekeeping	X	X	X	X	X	X	X	X	X
22. Lockout/Tagout	X		X	X	X			X	X
23. Material Handling – Forklift Safety	X							X	X
24. Material Handling – Loading and Unloading	X	X	X	X				X	X

University of California Performing Arts Code of Safe Practices	Set Construction	Prop Shop	Lighting & Spotlights	Audio	Special Effects	Costumes/Cosmetics	Front-of-the-House	Set Deconstruction	Theater Maintenance
<p align="center">If you are assigned to work within any of the processes identified in the column headings above, you must review the codes of safe practice marked with an “X” with each column. Record the date the code was reviewed on page 2 of the General Safety Awareness Code of Safe Practice.</p>									
25. Material Handling – Safe Lifting & Moving Materials	X	X	X	X	X	X	X	X	X
26. Paint, Dyes, Inks	X	X			X	X		X	X
27. Personal Protective Equipment	X	X	X	X	X	X	X	X	X
28. Respiratory Protection	X	X			X			X	X
29. Rigging – Counterweight Fly Systems	X	X	X	X	X			X	X
30. Rigging – Hoists and Winches	X	X	X	X	X			X	X
31. Rigging – Ropes, Cordage, and Chains	X		X	X				X	
32. Slip/Trip/Fall to Same Level Prevention	X	X	X	X	X	X	X	X	X
33. Special Props – Edged Weapons		X			X				
34. Special Props – Firearms		X			X				
35. Special Props – Live Animals		X			X				
36. Storage	X	X	X	X	X	X	X	X	X
37. Tools & Machines – General Shop Safety	X	X			X			X	X
38. Tools & Machines – Hand & Power	X	X	X	X	X	X		X	X
39. Tools & Machines – Saws – Circular	X	X			X				X
40. Tools & Machines – Saws – Table	X	X			X				X
41. Tools & Machines – Welding/ Soldering/Brazing	X	X			X			X	X