



SAFETY BULLETIN



Welcome. We are glad that you are here!

PLEASE READ THIS DOCUMENT AND PUT IT INTO PRACTICE.

When to ask for help

1. Be physically, mentally, and emotionally prepared for your work shift or please report this to your Job Steward.
2. Preventable incidents are not accidents—they are avoidable through careful actions.
3. You have the right to ask questions about any task that you are asked to accomplish. Clearly communicate with your department head.
4. Always be aware of your surroundings. If a task feels unsafe, stop and ask for assistance.
5. If you make a mistake or cannot complete a task, immediately notify your coworkers and department head.
6. When moving boxes or carts, ensure you or your team can see all sides of the object. If not, ask for help.
7. Push equipment safely across floor transitions at an appropriate speed. Get assistance if necessary.

Safe Movement

1. Do not perform any work that you are not qualified and authorized to perform.
2. Don't let your actions create a safety hazard for yourself or others.
3. Communicate and pay attention to finger and foot placement to avoid pinching and crushing. Watch for shifting objects.
4. Maintain a safe following distance from the person(s) in front of you and be prepared for sudden stops. If you stop, look behind you and be prepared for oncoming hazards.
5. While working above others, take extra precautions to prevent dropping items.
6. If something is falling in your direction, move safely out of its way. Do not try to stop it from falling.
7. Do not jump from elevated platforms.
8. Never sacrifice safety for speed.
9. Avoid twisting injuries and neck and shoulder injuries.
10. Use handrails while ascending and descending stairs.
11. Be aware of ergonomics and repeated motion hazards.
12. Jumping in to help can be dangerous to everyone and everything involved. Please proceed with patience and skill.
13. Remain vigilant when working around moving objects.

Communicating Safely with Co - Workers

1. Keep communication job-related when work is being performed.
2. Communicate loudly and clearly with others verbally. Listen for instructions on how and where to move. If instructions are unclear to you, STOP and ask for help.
3. If you are pushing equipment behind someone, say, "behind you," if they do not respond STOP and say it again. Do not proceed until they acknowledge and respond appropriately.
4. If you place or remove an object, box, or cable behind someone, clearly communicate this to them.
5. If you hear "HEADS," duck and cover from falling objects immediately.

Personal Care & Safety

1. Violence, verbal, emotional, or mental abuse in the workplace will not be tolerated.
2. Be aware of your personal hygiene as you will be working in close proximity with others.
3. Use hearing protection in all appropriate situations.
4. Remain hydrated and take all necessary precautions to avoid heat exhaustion and heat stroke.
5. Do not take anything from the workplace.
6. Horseplay on the job is not allowed.
7. Do not leave items in an unsafe condition.
8. Do not walk away from your work assignment without approval from your department head.
9. Be aware of and take all precautions against biological hazards i.e. blood, spit, urine.
10. Act like a professional even if you are not being treated as one.
11. Make your workplace dignified and make it something that you can be proud of.
12. Please get along with others; we should all be working toward the same goal.

Lifting Safely

1. Lift with your head up, use your thigh muscles and not your back. Keep your spine straight and shoulders back. Establish a strong base of support with your feet. Activate your core stability muscles immediately prior to the lift. Exhale while lifting. Do not hold your breath. Keep objects close to your body to avoid strain. Pivot with your feet rather than twisting at the waist. If unsure about this, ask your department head.
2. When lifting with other people: Make sure that everyone is in position and ready. Make sure that communication is clear on when to lift, how to maneuver, and when to set objects down. Do not drop items. Teamwork is essential for safety and injury prevention. Take all precautions to avoid back, shoulder, hand, and foot injuries.

75% of workplace-related back injuries occur during a lifting task

Reporting

1. Report all safety issues, accidents, and injuries immediately (as soon as safe to do so) to your department head and Job Steward. Do not leave the workplace without doing so.
2. Report suspicious activities, persons, or objects to the appropriate authorities as soon as safe to do so.
3. Know the location and proper use of fire extinguishers, AED devices, first aid kits, and emergency exits.
4. If the equipment that you are working with is damaged or in need of repair, report it to your department head and coworkers immediately.
5. Report slip/trip and fall hazards to your department head and coworkers as soon as safe to do so.
6. Take all precautions to avoid falling off of elevated platforms.

Tools and Gear

1. Wear a hard hat anytime there is a danger of head injury. Utilize chin straps for maximum protection.
2. Wear footwear appropriate for the tasks that you are doing. Avoid and report trip and fall and slip and fall hazards.
3. Use ladders in the manner with which they were intended and maintain three points of contact when working on them.
4. Use tools in the manner with which they were intended.
5. Do not use tools or equipment for which you have not been properly trained or qualified.
6. Use a safety harness anytime there is a danger of falling from elevated positions.
7. Uncapped and unstrapped compressed gas cylinders must be secured immediately as to avoid a mass casualty event.



Safety Resources:

IATSE Training Trust Fund Safety First! <https://www.iatsetrainingtrust.org/safetyfirst>

IATSE Training Trust Fund OSHA 10 & OSHA 30 <https://www.iatsetrainingtrust.org/osha>

UTP Safety Spot Newsletter www.IATSE-115.com > Stagehand Resources > Safety.

Red Cross First Aid App: <https://www.redcross.org/get-help/how-to-prepare-for-emergencies/mobile-apps.html>

Mental Health and Substance Abuse help: **SAMHSA 1-800-662-HELP (4357)** or **Suicide & Crisis Lifeline dial 988**.