

Safety Inspection Checklist

THEATRICAL HEALTH AND SAFETY SELF-EVALUATION CHECKLIST

The Safety Committee developed this form to assist staff in identifying and when necessary, correcting safety hazards. If you come across hazards that need to be corrected, please submit a work order to Maintenance using the following link: <http://xmweb.socc.edu/> Please remember to logon as a guest for this.

Please send completed form to: Kyle Croy

Completed By: _____ Phone extension: _____

Date: _____ Building Inspected: PAC

| GENERAL CONSIDERATIONS | YES | NO | COMMENTS |
|--|-----|----|----------|
| 1. Is there an evaluation procedure for new materials, productions, and special effects? | | | |
| 2. Are there material safety data sheets on products and chemicals in use maintained at the theater? | | | |
| 3. Is there right-to-know training conducted for all employees? | | | |
| 4. Are there special procedures for the health and safety of child actors? | | | |

| FIRE SAFETY | YES | NO | COMMENTS |
|---|-----|----|----------|
| 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? | | | |

| THEATER CONDITIONS | YES | NO | COMMENTS |
|---|-----|----|----------|
| 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? | | | |

| THEATER CONDITIONS | YES | NO | COMMENTS |
|---|-----|----|----------|
| 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? | | | |

| LIGHTING | YES | NO | COMMENTS |
|---|-----|----|----------|
| 1. Are the stage lights properly focused, angled and located? | | | |
| 2. Is there adequate lighting backstage? | | | |
| 3. Is black light output low in ultraviolet (UV) radiation? | | | |
| 4. Are there adequate precautions for strobe lights? | | | |

| STAIRWAYS | YES | NO | COMMENTS |
|--|-----|----|----------|
| 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? | | | |

| FIRST AID/MEDICAL PROCEDURES | YES | NO | COMMENTS |
|---|-----|----|----------|
| 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 | | | |