

# Lyrical Opera Theater



## *SAFETY MANUAL*

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INTRODUCTION.....	3
BASIC STAGE SAFETY: .....	3
FIRE SAFETY:.....	4
INJURY REPORTING: .....	4
SAFETY TRAINING:.....	4
STAGE FLOOR AND WORKSPACES.....	4
LADDERS.....	4
GENERAL EQUIPMENT USE .....	5
ELECTRICAL AUDIO, VIDEO EQUIPMENT AND CABLES.....	5
<i>NOISE LEVELS</i> .....	6
<i>LIGHTS</i> .....	6
PROJECTION SCREEN.....	6
LIFTING AND MATERIAL HANDLING .....	7
<i>Follow these safe lifting techniques:</i> .....	7
<i>Proper Lifting Techniques:</i> .....	7
<i>Lifting Unbalanced loads</i> .....	8
<i>Loads overhead or away from the body:</i> .....	8
<i>Other Useful Safety Tips:</i> .....	8
PROPS.....	8
CHANGES IN ELEVATION .....	9
COSTUMES .....	9
<i>Safety and Costume Care Procedures:</i> .....	9
COSMETICS – THEATRICAL MAKEUP .....	10
<i>General Guidelines for Keeping Makeup Clean:</i> .....	10
<i>Guidelines for shared makeup:</i> .....	11
HOUSEKEEPING .....	11
<i>Public Illness, Contagions, Communicable Diseases</i> .....	11
<i>Housekeeping Hygiene practices:</i> .....	12
<i>Medical Emergencies</i> .....	12
FRONT OF HOUSE .....	13
<i>Patron Safety During Performance</i> .....	13
<i>Fire Extinguishers, Fire Alarm Pull Stations, and Fire Hose Stations:</i> .....	13
<i>Facility Conditions</i> .....	13

<i>In an Emergency</i> .....	13
<i>Fire Emergencies</i> .....	14
<i>Power Outage Emergencies</i> .....	14
ERGONOMICS – THE BASICS .....	14
<i>Preventative measures:</i> .....	15
<i>Heat Illness</i> .....	15
<i>Basic Guidelines</i> .....	15
<i>Protect Yourself</i> .....	15
SET BREAKDOWN .....	16

## INTRODUCTION

The very nature of theater involves safety hazards. Backstage crew, performers, and sometimes even the audience can be at risk. Within the theater, there is lifting and manipulation of heavy scenery, props, and lighting or special effect equipment often in small spaces increasing risk of accidents.

The hours of work are irregular, and the backstage is often very cramped, especially in older theaters. Putting on a stage performance involves several steps: preproduction (e.g., set construction, painting of set and scenery, prop fabrication, costume making, etc.); and tearing down of the set after each performance. Stairs leading to the stage are often poorly lit and sometimes without rails. During preparation for performance, there is the danger of falling equipment and objects.

During performances, there are risks to the performers on the stage. Hazards include: tripping or falling on the stage; falls from elevations, or off the stage; collisions with scenery, props, or other performers; falling scenery, lights, etc. Performers are integrated into many aspects of performance operations and the constant influx of new individuals into productions creates difficulties in safety training.

The purpose of Lyrical Opera Theaters Safety Manual is to provide staff and performers who work or participate in productions with a general overview of potential hazards and related safe work procedures. This manual is designed to follow a theater production from planning through to breakdown to assist you in recognizing and understanding the hazards associated with performance arts operations and activities.

## BASIC STAGE SAFETY:

- Make sure that all props are safely secured.
- All elevations should be clearly marked, safe, and made of secure construction.
- Stage floors should be kept dry and cleared of slippery materials.
- The stage floors should be free of splinters, nails, or worn-out floorboards.
- Stage stairs should be free of obstacles, well-constructed, secure, railings (where able) and have adequate lighting and/or have reflective markings.

- All alleyways and walkways should be clear of litter and obstacles.
- Only those individuals trained and who have need are allowed on stage during set-up, break-down and movement of scenery and props.

## **FIRE SAFETY:**

- Emergency exits should be clearly marked, accessible and doors unlock during theater use.
- There should be appropriate fire extinguishers, in good condition, checked regularly, and staff, volunteers, and performers should be adequate training in their use.
- There should be a working fire alarm and smoke alarm system.

## **INJURY REPORTING:**

When accidents occur, inform the supervisor or person in charge immediately so appropriate medical treatment and follow-up procedures can be initiated. In the event of a serious or life-threatening injury or illness, call 9-1-1 immediately.

## **SAFETY TRAINING:**

1. All performers, stagehands, and volunteers are to be trained in basic performance and theater safety procedures.
2. All stagehands and other individuals designated to assist with stage set-up & break-down before, during and after rehearsal & performance sessions are to be trained in specific functions they will be performing and associated safety risks.
3. All performers are to be made aware of performance risks and trained in safety procedures to minimize or eliminate risk.

## **STAGE FLOOR AND WORKSPACES**

- If guardrails are not present, there should be other mechanisms for preventing falls, such as tape markings and training of all performers, staff, and volunteers.
- Stage floors and workspaces should be clear of all obstructions, and kept free of oils, grease, or water.

## **LADDERS**

- Ladders should always be inspected before use to make sure they are good condition. Ladders with broken or missing rungs or defects shall not be used.
- Never substitute a chair, table or box , etc., for a ladder. Never place a ladder on a table or box to increase height.
- All personnel should face the ladder while ascending and descending.
- Ladder feet should have non-skid surface, be placed on a secure base, and the area underneath the ladder should be kept dry and clear of debris.
- Portable metal ladders should not be used for electrical work.

## **GENERAL EQUIPMENT USE**

Employees must be trained on the proper use of equipment, including applicable safety features and required personal protection steps. While each piece of equipment has specific guidelines, the following are general safety guidelines for all equipment:

1. Follow all manufacturers' instructions on the use and care of the equipment.
2. Inspect equipment before use to check for any defects such as frayed wires or damage. Report issues to a supervisor or the person in charge.
3. Never carry or hoist equipment by the power cord.

## **ELECTRICAL AUDIO, VIDEO EQUIPMENT AND CABLES**

Audio, video, and lights focus the attention of the audience and set the mood for a scene. A lot of planning goes into the placement, levels and location of lights, video and sound equipment, and the same amount of care must be given to running cables. Improperly run cables can become a tangled mess that poses trip and fire hazards, can damage the cables and hinder troubleshooting efforts. Failure to manage the cables can also become a distraction to the patrons in those small intimate venues where the audience can see everything. LOT uses a variety of audio and video equipment, such as mixers, amplifiers, speakers, microphones, computers, and projection equipment. Like lighting operations, there are significant risks while setting-up, using and breaking-down audio and video equipment. You may be exposed to hazards such as back injuries from lifting heavy equipment, decibel levels generated by speakers and amplifiers and electrical shock hazards.

When working with cables the following procedures apply:

- Cables should be routed, taped down or covered to avoid people stepping on and damaging them or tripping over them causing injury. They should not be nailed, stapled, or tacked to wood or attached to metal pipes or other metal materials.
- Cables should be checked regularly for overheating, loose connections, fraying or other damage.
- Temporary lights must be equipped with guards to prevent contact with the bulb.
- Gaffers tape is to be used to secure cables.
- Use the shortest cables possible to eliminate hanging loops that can tangled or be tripped over while still providing sufficient slack in cables for adjustments in location of equipment.
- Group cables in parallel lines (where possible) and use Velcro rip-ties, theatrical cord, or tie line (glazed or unglazed) to keep them organized. Avoid using zip-ties, they pose a risk of cutting cables when removing the zip-tie as well as risk of injury from sharp edge of rimmed zip-tie.
- Coil extra lengths of cable and use Velcro rip-ties or tie line to keep coiled.
- Use gaffers tape where the cables must cross a foot-traffic area. If practical, use colored tape (yellow or orange stripes) over the gaff tape to alert cast, crew and patrons of the trip hazard.

- Use proper cable coiling techniques to prevent tangling of and damage to cables. Only individuals trained in proper cable coiling should perform this function.

## **NOISE LEVELS**

High noise levels generated during rehearsals and productions can result in hearing damage and loss for performers and crew if sound levels are not properly checked and set. The following procedures should be used when testing sound levels:

- Conduct sound level testing prior to each rehearsal and performance.
- Make sure all levels are set low before testing to avoid high noise levels.
- Alert other cast and crew members prior to performing a test so they can take measures to protect their ears during testing.
- Set and secure levels to prevent changes prior to or during performances or rehearsals.

## **LIGHTS**

Performing arts lighting has many functions; it is used to see what's occurring on the stage, to focus the audience's attention on a specific person or area, or to set the tone or mood of a particular scene. Working with performing arts lighting can be a dangerous activity. Conducting operations such as hanging lights, sometimes in the dark. In addition, lighting equipment is heavy and can cause significant injuries if proper lifting techniques are not used. The following procedures apply when working with lighting:

- All lighting structures are to be assembled as directed and only by individuals properly trained in the assembly procedures.
- Lighting structures should not be placed where patrons, performers, staff or volunteers can bump into or tip over whenever possible. If impractical, to place the lighting structure elsewhere, lighting structures placed in aisle ways must be secure and clearly marked to prevent collision or tripping.
- All lights and other AC powered equipment should be properly grounded.
- Deteriorated or poorly maintained lighting equipment, sockets, fixture wiring, etc., should be replaced.
- All lighting fixtures should be properly secured and/or have proper support to prevent tipping.
- Make sure any sources of heat, such lights, are placed well clear of anything that could ignite, including paper, plastic, flammable furniture, and draperies.

## **PROJECTION SCREEN**

LOT uses rear screen projection to create the base scenery. The projection screen and support structures are expensive, fragile, and require special care during set up and take down to prevent damage to the screen and equipment. The following procedures are to be used when working with projection screen and support equipment:

- Only trained individuals are authorized to work with screen and supports.
- Follow all manufacturer instructions.
- To prevent risk of tripping, rear screen weights are to be added before any other step and during breakdown are not to be removed until the screen and all support bars are taken down.
- Stage area is to be clean and clear of all sharp objects before setting up the screen to prevent risk of puncture or cuts to the screen.
- Projection screen is to be placed on chairs or tables during set-up and take down to eliminate contact with dirt, dust or other particles that can damage the screen.
- Screen and supports are to be stored in their appropriate storage containers.

## **LIFTING AND MATERIAL HANDLING**

Back pain or injuries related to lifting, bending or moving of objects is one of the most frequent type of injuries. Stage pieces are often awkward, heavy, or oddly shaped, which makes them difficult to lift properly. Ask yourself these questions before lifting:

1. Is it too large or heavy for one person to lift?
2. Do you need a partner?
3. Are there any tripping hazards on your route?
4. Will you be able to get through doorways or corridors while carrying the object?

Remember to wear supportive, non-slip, closed-toe shoes to help avoid slipping or falling while carrying your load.

### **Follow these safe lifting techniques:**

1. Stand close to the load – Carrying the object as close to your body as possible will reduce the strain on your back and help maintain balance.
2. Lift with your legs – Using your leg muscles helps keep your back better aligned, which will reduce the load on your lower back.
3. Grip the load securely – Get a good handle on the load before you lift to avoid slipping. Handles or lifting straps applied to the object may help you lift it safely. If the load starts to fall, let it go.
4. Lowering the load – Make sure you keep the load close to you, and use your legs while lowering the load to the floor.

### **Proper Lifting Techniques:**

- Have your feet spread about shoulders-width apart,
- Your feet should be close to the object,
- Get a firm grip on the object,
- Keep your back straight and elbows close to your body,
- Keeping your back straight and head up, straighten your legs to lift object,
- At the same time, tighten your stomach muscles to provide back support (Don't hold your breath while doing this),

- While carrying the object DO NOT twist or bend at the waist, move your feet and legs when turning,
- Keep the load as close to your body as possible, while carrying,
- To set the object down, use the same technique used to lift the object.



## Lifting Unbalanced loads

- Make sure the weight is balanced and packed so it won't move around.
- If the load can't be balanced be sure the heavier side is to the body when lifting to prevent being thrown off balance.

## Loads overhead or away from the body:

- Get as close as you can to the load. Slide the load towards you, if you can.
- Don't arch your back--avoid reaching out for an object.
- Do the work with your legs and your arms--not your back.

## Other Useful Safety Tips:

- Warm up: stretch your legs and back before lifting anything.
- Pace yourself: take many small breaks between lifts if you are lifting a number of things. You are more likely to be injured when you are tired or cold.
- Make sure you have enough room to lift safely. Clear a space around the object before lifting it.
- Look around before you lift, and look around as you carry. Make sure you can see where you are walking. Know where you are going to put down the load before you get to your destination.
- Lift as smoothly as possible, try not to "jerk" the lift.

## PROPS

All productions call for props, many include special props, such as non-stationary walls, doors or chairs, toy guns, knives, lanterns, glass and plastic props like bottles, glasses, dishes, candles and holders, tables, desks and benches. These props pose unique risks that require special handling procedures to ensure the safety of performers, crew, and audience. When dealing with props:



1. Only individuals and crew members who have been trained in set-up and performers who will be handling the props should be working with them.
2. Treat them with proper care and maintenance.
3. Inspect them for damage before use and after use. All needed repairs should be reported to the props supervisor or person in charge.
4. Performers should work with the prop prior to performance to become familiar and comfortable with the props.
5. Not to be used for horseplay onstage or offstage.

## **CHANGES IN ELEVATION**

Changes in elevation (stairs, ladders, edge of stage, etc.) pose trip/fall hazards. To reduce the risks of trip/fall incidents:

1. Mark changes in elevation, including the edge of the stage, with phosphorescent tape or LED lights as appropriate.
2. Inspect ladders and stairs for stability prior to each performance and rehearsal.
3. Temporary fall protection measures (such as a monitor) may be required during rehearsals around elevated stage platforms, props or at the leading edges of the stage.

## **COSTUMES**

Performers may be exposed to injury and/or illness while wearing costumes. Trip/fall injuries may result from the costume design, such as stepping on a long trailing hem or tripping over the toes of over-sized shoes. Trip/fall hazards may also be posed by a costume that obstructs the performer's vision.

Conduct an assessment in a low hazard area to determine how the costume moves, how the performers handle the costume, and the performers' ability to see where they are going.

The risks of heat illness may be increased by the costume. Costumes with multiple layers trap body heat close to the skin. Costumes that enclose the performer's head trap heat and humidity within the costume making it difficult for the body's cooling mechanisms to function properly. These conditions combined with the hot stage lights can increase the body's internal temperature. Monitoring performers for signs of heat stress and training them to drink plenty of water and avoid caffeine and alcohol is a critical component of reducing the risk of heat-related illnesses caused by costumes.

### **Safety and Costume Care Procedures:**

Costumes should be stored in a location and in such a way that they do not pose a safety risk or damage to the costume:

- Costumes are often stored in plastic garment bags that could pose risk of suffocation to small children. For this reason, small children are not allowed back stage or in dressing rooms without parental supervision.
- Never hang anything, including costumes from pipes or fixture, use appropriate garment racks.
- Costumes should be hung clear of outlets, fans, sprinkler systems, aisles, stairs and doorways to prevent fire, hazards and ensure a clear path into, and exit from within dressing rooms.
- Heavy and awkward items should be stored on shelves within the optimum lift zone, which is between the knees and shoulders.

## **COSMETICS – THEATRICAL MAKEUP**

Theatrical makeup enhances the features of the performers so the audience at the back of the house can connect with them, connecting the patrons to the performers. The use of makeup in performing arts can pose hazards for the performers if not safely selected, applied, removed, or stored. Preservatives, metals, solvents, dyes, waxes, and oils can be found in a variety of makeup and hair products and can cause allergic reactions, drying and cracking of skin, and inflammatory skin reactions, such as acne and rashes. General make up guidelines include:

1. Use only cosmetic products for skin application; never use paint or other non-cosmetic products.
2. Only use face products for the face, eye products for the eyes, and body products for the body, use the products only as directed.
3. Purchase makeup that is commercially manufactured.
4. Conduct a small patch test of the product before using it the first time to test for reaction to the product.
5. Ensure the product label lists the product's ingredients; visit the product manufacturer's website to find out more about the product.
6. When selecting products that are sprayed, such as hair spray, select products that can be dispensed via a manual pump rather than pressurized gas.
7. Replace spirit gum used as an adhesive with surgical adhesive where possible.
8. When using glitter, only use glitter sized for makeup use.
9. Don't share makeup or applicators — sharing may result in the transmission of diseases, such as conjunctivitis.
10. The primary key to makeup application safety is keeping it clean. This is true whether the makeup supply is a personal supply or a communal/shared makeup supply.

### **General Guidelines for Keeping Makeup Clean:**

- a) Wash your hands prior to handling the makeup
- b) Ensure the performer's face is washed prior to applying the makeup
- c) Never smoke, eat, or drink while handling or applying the makeup
- d) Replace makeup regularly, never use old makeup
- e) Keep makeup containers sealed when not in use

- f) Use clean brushes to apply makeup
- g) Never share makeup tools with others
- h) Use tap or distilled water to moisten palettes, brushes, or pencils; never use saliva
- i) Clean and sanitize reusable brushes and sponges and then place them in sealed labeled bags to keep them clean
- j) Ensure all containers are closed and stored in a cool dry location
- k) Keep disposable applicators in sealed containers.
- l) Avoid dispensing large amounts of sprayed products in closed or unventilated areas
- m) Clean and sanitize facial hair pieces, skullcaps, and wigs between users
- n) Avoid the use of solvents for the removal of makeup, nail treatments, as well as latex and spirit gum removal. Never pull spirit gum or latex off, as this action can also remove healthy skin cells. Instead slowly peel off the gum or latex.
- o) Promptly remove makeup after each performance using cold cream followed by warm water and an exfoliating cleansing product.
- p) Be sure to moisturize after the cleansing with a hypoallergenic moisturizing lotion or cream.

### **Guidelines for shared makeup:**

- a) Dispense makeup, whether cream or powder, from larger containers into smaller ones, and label the container to identify the performer using it
- b) Slice cream stick makeup and lipstick using a clean palette knife and place the sliced portion in an individual labeled container or on a labeled paper
- c) Use a palette knife or wooden craft stick to transfer cream makeup from its original jar into labeled individual containers
- d) Never place an applicator back into a shared makeup container after the applicator has been used
- e) Use disposable applicators, such as brushes and sponges
- f) Ensure makeup artists wash their hands between performers
- g) Clean and sanitize makeup pencil sharpeners between users
- h) Clean and sanitize re-usable makeup brushes and sponges between users/performers
- i) Use clean containers of clear water for each performer's makeup application

## **HOUSEKEEPING**

Work and performance areas can become congested and contaminated while set building, rehearsals and performances take place. Clutter can contribute to slip and fall injuries and common areas, surfaces, tools, props, and costumes can become a source for spreading of germs. Remember to clean up as you perform tasks and after each rehearsal and performance. Place trash in proper receptacles.

### **Public Illness, Contagions, Communicable Diseases**

Many viral and bacterial diseases are spread through touch and airborne droplets. Performers, volunteers, staff and guests may need to follow certain guidelines based on

environmental concerns at the time of practice and performance. Guidelines may include those items noted below. The list is not intended to be all inclusive, but rather general guidelines.

### **Housekeeping Hygiene practices:**

- a) If you are sick or feeling ill, avoid contact with others, if possible.
- b) If it is not possible to avoid contact with other - practice social distancing by maintaining at least 6 feet between each person.
- c) Wear a face mask, when possible.
- d) Cough and sneeze into the bend of your arm, not your hands or into the air.
- e) If using tissues to cover a cough or sneeze or runny nose, immediately dispose of tissues in the trash and wash hands as noted below.
- f) Avoid touching your eyes, nose, and mouth.
- g) Wash hands often, with soap and water for at least 20 seconds.
- h) If soap and water is not available, sanitize hands with hand sanitizer that contains at least 60% alcohol.
- i) Wipe all common frequently used surfaces with disinfectant or a bleach solution. Surfaces like doorknobs, light switches, countertops, handles, props, stage pieces, faucets, sinks, personal phones and tablets.

### **Medical Emergencies**

Immediately provide first aid for minor injuries using universal precautions to reduce the risk of transmitting blood borne pathogens. Universal precautions include:

- Allow the injured person to clean, bandage, and/or apply pressure to wounds if he or she is able.
- Wear latex gloves.
- Wear a safety CPR mask when administering CPR.
- Wash your hands with soap and water after removing the gloves.
- Summon emergency medical services by dialing 9-1-1 for serious injuries. Examples of serious injuries include:
  - Head injuries
  - Unconsciousness
  - Heart attack or symptoms of heart attack
  - Stroke
  - Deep wounds
  - Not breathing
  - Broken bones
- Notify the person in charge immediately for injuries and illnesses that are not minor. Post personnel along the route from the building entry to the injured person to assist the prompt arrival of emergency medical personnel.
- Begin the gathering of information for the investigation as soon as the injured or ill person's medical needs are met.
- Report the incident to the supervisor or person in charge.

## **FRONT OF HOUSE**

Front-of-house personnel have multiple responsibilities that impact audience safety and these responsibilities begin as soon as the public arrives, continues throughout the performance, and are not finished until the audience members exit the theater. Front of house can also help ensure the safety of the performers during the performance. Actions must be taken in advance of the performance to ensure front-of-house staff is ready. This includes:

- Establishment and communication of emergency evacuation plan.
- Attending to lobby, ticketing and souvenirs set-up, sales and break-down
- Check all illuminated exit signs to ensure they are functioning properly.
- Safely seating of patrons and answering questions.

### **Patron Safety During Performance**

1. At the beginning of each performance — announce to the audience (Patrons) the location of each emergency exit.
2. Ensure aisles, corridors, exit pathways, and exit doors are unobstructed.
3. Ensure exit doors are unlocked and open with ease.

### **Fire Extinguishers, Fire Alarm Pull Stations, and Fire Hose Stations:**

- Ensure all fire extinguishers are in place, intact, seal has not been broken and “charge indicator gauges” are in the green zone of gauge.
- Ensure access to the fire extinguishers, fire alarm pull stations, and fire hose stations, is unobstructed and unobscured.

### **Facility Conditions**

The facilities must be checked for cleanliness and the absence of slip, trip, and fall hazards:

- Ensure entry rugs are level and do not pose trip/fall hazards.
- Ensure restrooms are:
  - Clean
  - Dry – no water on the floors
  - Stocked with soap, hand drying materials, toilet tissue

Front-of-house personnel are responsible for making safety announcements, crowd control, safety rule enforcement, emergency response, and incident investigation.

### **In an Emergency**

Front-of-house staff will go to the stage and provide information regarding the nature of the emergency and instruct the audience as to expected actions; i.e., evacuate, shelter in place, etc. The Stage Manager will generally be responsible for evacuating the back of the house.

## **Fire Emergencies**

Immediately notify fire personnel by dialing 9-1-1. Report the exact location of the fire.

- Activate the fire alarm.
- Evacuate the building.
- Close doors after each area/room is evacuated.
- An attempt may be made to extinguish a fire **ONLY** if:
  - You have been trained in the proper use of a fire extinguisher.
  - It is a small incipient fire involving simple combustibles, such as wood or paper. Never attempt to extinguish hazardous materials, electronics, or equipment.
  - The fire is extinguished within 10 seconds; after that you must evacuate the building.

## **Power Outage Emergencies**

Trip and fall incidents increase in a power outage due to people trying to move around in the dark.

- Proceed with care to an area lit with emergency lighting if the emergency generator does not activate after five minutes.
- Use your cell phone as a light source if you do not have access to a flashlight.

## **Ergonomics – The Basics**

Many people assume ergonomics only applies to using a computer or how you lift and move materials. Ergonomic risk factors are present in everything we do, at work and at home. It is important to understand these factors, identify them in the tasks we perform, and take steps to change how we work to reduce or eliminate them. Know and recognize the Ergonomic Risk Factors that increase risk of injury:

1. Awkward postures – Non-neutral positions that put our bodies at a mechanical disadvantage while we work.
2. Repetitive motion – The same or similar movement is performed frequently.
3. Static postures – Maintaining the same posture for extended periods of time.
4. Forceful exertion – Using a high level of physical effort to perform a task.
5. Static exertion – Holding the same posture for extended periods while applying force.
6. Compression or contact stress – Pressure between hard or sharp objects and the soft tissues of the body.
7. Lighting – Inadequate lighting or significant glare (contributes to eye strain)
8. Noise – High noise levels, based on decibel level and duration, can result in hearing damage.
9. Vibration – Overexposure to vibration from tools or equipment increases risk of injury.

## **Preventative measures:**

- Maintain comfortable, neutral body postures during daily activities.
- Reduce the frequency of performing the same motions, alternate between tasks to use different muscles.
- Take short breaks every 1-2 hours to reduce muscle fatigue.
- Take breaks and/or routinely change your posture.
- Avoid forceful pinching or gripping.

## **Heat Illness**

Heat-related illness is most often associated with outdoor venues; however, it is important to remember heat-related illnesses can also occur while working indoors when air conditioning is not available. Performers may be susceptible to heat-related illnesses as a result of wearing heavy costumes and/or exerting physical efforts under the stage lights. Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load and includes sunburn, heat rash, heat cramps, heat syncope (fainting and dizziness), heat exhaustion, and life-threatening heat stroke.

## **Basic Guidelines**

- Know the environmental conditions that increase the risk of heat illness, such as high air temperatures, high humidity, exposure to sun light, exposure to heat generating equipment, lack of air movement, physical exertion intensity and duration, and clothing such as costumes.
- Know the personal conditions that increase the risk of heat illness, such as medications, age, weight, physical fitness, alcohol consumption, caffeine consumption, water consumption, food, and other physical conditions.
- Ensure cool water is available throughout the work shift.
- Learn to recognize the signs and symptoms of heat illness, such as rashes, muscle pains and spasms, dizziness, light-headedness, heavy sweating, headache, nausea or vomiting, paleness, fatigue, and weakness. Symptoms of heat stroke include red, hot, dry skin; very high body temperature; dizziness; nausea; confusion; strange behavior or unconsciousness; rapid pulse or throbbing headache.
- Immediately summon emergency medical assistance for anyone exhibiting the signs and/or symptoms of heat exhaustion or heat stroke.

## **Protect Yourself**

Pre-hydrate and stay hydrated. Women: drink at least 9 eight-ounce glasses of water on a daily basis. Men: drink at least 12 eight-ounce glasses of water on a daily basis. It takes about three days to hydrate your body; so it is important to maintain the habit of drinking the minimum amount of water every day.

- Try to drink 4 or more oz. of water every hour.

- Avoid caffeinated beverages that de-hydrate the body, such as coffee, tea, colas, and energy drinks. As well as alcohol as it dehydrates the body.
- Eat lighter meals when working in hot conditions.
- Pace yourself if you are not accustomed to working in warm or hot environments. Start work slowly and pick up the pace gradually.
- Seek shade and/or a cool area to rest if you begin experiencing symptoms such as dizziness, headache, weakness, fatigue.
- Loosen or remove heavy costumes whenever they are not needed.
- Immediately report any heat illness symptoms to the supervisor or person in charge.
- Summon emergency medical assistance when necessary. While waiting move the person to a cool shady area, loosen or remove heavy clothing, provide cool drinking water, and fan the person.

## **SET BREAKDOWN**

The mobile nature of Lyrical Opera Theater requires the breakdown of set, props and equipment at the end of each performance or rehearsal for transportation and remounting at the next event or for placement in storage. During breakdown all established safety procedures are to be followed. Only individuals trained in breakdown procedures are allowed to assist with the breakdown.