

John Street Studios (50 John St.) Shop Rules

Sponsored by Theatre Arts and Performance Studies (TAPS)

Shop Manager: Alexander Haynes (email:alexander_haynes@brown.edu)

Students:

Shop use must be scheduled in advance, available 9am – 5pm. The shop manager must be contacted for consultation prior to the build start date. Five weeks of build time must be allowed for prior to load-in.

Never work alone – another trained person must be present at all times. Students must check in with the Shop Manager immediately after arriving.

No unauthorized persons or those without documented Brown University-required shop training are permitted to use the shop or any equipment present in, brought into, or removed from the shop.

Approval to operate power equipment must be obtained from the Shop Manager prior to use.

Eye and hearing protection must be worn at all times in the work area. Additional personal protective equipment may be required when using certain equipment or performing certain operations. Shoes with closed toes and heels must be worn at all times.

No baggy or loose clothing, shorts or skirts may be worn in the work area. This includes ties, scarves and loose long sleeves. Jewelry must be removed prior to commencing work.

Long hair must be secured, tied up and tucked into a hat or hairnet. Long beards must also be contained.

Loud music is prohibited. Cell phones and other personal electronic devices can be distracting and should not be used when working with shop equipment.

Shop, Equipment and Supplies:

The Shop Manager has full authority over the shop and its safe use. That includes the responsibility, authority and obligation to prohibit shop or tool access to anyone due to safety concerns.

All guards and shields must be secured and in place prior to operating equipment.

Use of damaged or tagged-out equipment is prohibited. Discontinue use of and report all equipment that is not operating normally to the Shop Manager.

Aisles, exits and access to emergency equipment must be kept clear at all times.

Return all tools to their designated storage locations in the tool cage after use.

Properly dispose of solvents, paints and other hazardous wastes.

Do not use lumber or other supplies which do not belong to you.

Work benches and the shop floor are to be thoroughly swept both when needed during work and again after work is completed. Garbage cans must be emptied into the container outside the building before leaving.

Immediately report all accidents, injuries, problems and concerns to the Shop Manager.

EMERGENCY CONTACTS:

Brown University DPS (fire, medical, hazardous materials) - **(401) 863-4111**

Shop Manager – Alex Haynes – **(401) 487-6800**

Brown University Facilities Response (mechanical, plumbing or electrical) - **(401) 863-7800**