

TF Green/PW Student Shop (Room 121) Rules

For More Information:

2021-22 Shop Manager – Mia McKinney – mia_mckinney@brown.edu
2021-22 PW Safety Officer – Mia McKinney – mia_mckinney@brown.edu
SAO and EHS – saoprojectsafety@brown.edu

General:

The PW shop is only to be used to build items for PW and other groups authorized or sponsored by PW to mount productions in TF Green Hall. Students working on other projects must obtain access to the John Street Studio shop.

For shop safety and tool training, contact a Shop Manager for details and requirements. Training is provided through the Brown Design Workshop. TDs for each production must coordinate with the Shop Manager(s) and all build team members so necessary safety training is completed before any build requiring shop tool use begins.

Students:

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

Don't work too late - operating machinery while exhausted is a safety hazard.

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 or Safety Officer 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 and Equipment:

The Shop Manager and Safety Officer have 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 or Safety Officer.

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

Return all tools to their designated storage locations after use.

Properly dispose of solvents, paints and other hazardous wastes.

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 or the Safety Officer.

IN CASE OF EMERGENCY:

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

Facilities Response (mechanical, plumbing, electrical) - (401) 863-7800