

SHOP

Date Written: June 18th, 2020

Date Approved:

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OVERVIEW

Many organizations are ramping up operations and their shops are the first place crews can start working while we wait for audiences to join us. This document is written to be relevant for carpentry, prop, and wardrobe shops inclusively. This is just a guidance to get you started.

This document is designed to serve two purposes:

- As a resource for information and direction to create your own procedure.
- As a template that you can edit for your own use.

Purpose

To provide instruction on how workers can protect themselves while working in a shop in consideration of COVID-19 spread.

Scope

Applies to anyone required to work in the shop anytime whether employee, volunteer, or contractor.

RESPONSIBILITIES

For the Employer

Information

The Employer will ensure that everyone will have access to a copy of this document.

The Employer will post warning signs outside common areas or in prominent locations when this procedure applies. An example of which, regarding health checks, is [here](#).

Planning

The Employer/venue owner will:

- arrange training prior to commencing work.
- provide advance communication of policies and procedures related to the prevention of spread of COVID-19 to attendees. Check out our '[Reporting and Communication](#)' guideline for ideas.
- measure spaces to determine maximum occupancy, which will be posted, in accordance with the most current public health information.
- confirm with artistic groups or individuals that they have considered and are actively taking steps to meet safety protocols, whether or not they have assigned prime contractor status in writing to those groups.
- ensure that anyone using a protective mask or shield is trained to use and dispose of the PPE properly.

Review

This procedure should be reviewed annually, or as necessary due to updates provided by public health or other interested parties, by the Employer with the workers to ensure that it continues to protect the workers.

The Employer will keep informed regarding public health best practices and orders when a pandemic has been declared and will modify this procedure as necessary.

For the Worker

Reporting

The Worker, regardless of whom they work with, will stay home when sick.

The Worker will complete a '[Health Declaration](#)'.

The Worker will report any illness or symptoms to their supervisor immediately.

Any suggestions or comments regarding the procedure should be directed to the COVID-19 representatives who have been identified, or through your usual reporting channels.

RISK ASSESSMENT

Factors to consider when the shop is in operation during an outbreak or pandemic.

Follow the guidance in Actsafe's [risk assessment](#) COVID-19 document and apply it to your COVID-19 Procedure. Once the level of risk is determined, rate your risk as high, medium, or low, as per the guideline.

Risks associated with the hazard: Shop	Probability (Rare, Unlikely, Moderate, Likely, Very Likely)	Impact (Minor, Moderate, Major, Extreme)	Risk Rating
Close contact with others	Unlikely	Moderate	Medium
Shared tools	Moderate	Minor	Medium
Personal tools	Likely	Minor	Medium

Confused? See our [risk assessment](#) document for more guidance.

Close contact with others

Controls

- Elimination:
 - Occupancy limit for the shop.
 - Stagger various departments' use of the space. For example - construction first, paint last.
- Substitution:
 - Contract out shop work.
- Engineering:
 - Physical distancing in place.
 - Barriers between people present where possible.
- Admin:
 - Post signage in prominent places regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal tools.
 - Stagger breaks and eating opportunities.
 - Promote active ventilation for machines that are equipped with it (or should be).
 - Increase ventilation where possible. Work outside, open shop doors, etc.

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

- PPE:
 - Procedural or surgical masks to be worn by shop workers, occasional use of respirators depending on task would be required also.

Shared tools

Controls

- Elimination:
 - Use personal tools only.
- Substitution:
 - In-house gear used by in-house crew and outside gear used by contractors only.
- Engineering:
 - Physical distancing in place where possible.
 - Physically move equipment stations to enforce physical distancing.
 - Barriers between people working, with stationary equipment, in the shop where distancing isn't possible.
- Admin:
 - Post signage in prominent places regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal equipment.
 - Stagger breaks and eating opportunities.
 - Restrict contact of certain equipment to a few necessary people (such as powered and non-powered tools, hand tools or machinery, etc.).
 - Training
- PPE:
 - Procedural or surgical masks to be worn by shop workers, unless a higher level of protection is required based on the activity (think respirator).
 - Use of gloves (non-allergenic where possible) may be recommended.

Personal Tools

Controls

- Elimination:
 - Stop people from bringing in their own tools.
- Substitution:
 - Requiring use of in-house team and house equipment only.
 - In-house gear used by in-house crew and outside gear used by owners only.
- Engineering:
 - Physical distancing in place where possible.
 - Barriers between workstations in the shop where physical distancing cannot be provided.

- Admin:
 - Post signage in prominent places regarding occupancy limits, physical distancing, hand and respiratory hygiene, and cleaning/sanitization of shared and personal equipment.
 - Provide supplies and space to properly disinfect tools upon arrival and departure.
 - Restrict contact of certain equipment to a few necessary people (such as powered and non-powered tools, hand tools or machinery, exhaust systems controls, etc.).
 - Training.
- PPE:
 - Procedural or surgical masks to be worn by shop workers, unless a higher level of protection is required based on the activity (think respirator).
 - Use of gloves (non-allergenic where possible) may be encouraged.

EQUIPMENT

This section does not include a list of tools that a worker may require to perform the required tasks during their workday. The Supervisor and Worker shall determine what tools are required.

Suggested

- Measuring tools such as tape measure, straight edge, tri-square.
- Hammer.
- Cutting tools such as hand saw, utility knife, circular saw, jigsaw, diagonal cutter.
- Clamping tools such as crescent wrench, c-clamp, pliers (needle nose).
- Fastening tools such as drills, screwdrivers, staple gun, hot glue gun.
- Personal Protective Equipment such as safety glasses or goggles, work gloves.

SAFE WORK PROCEDURE

Follow instructions from your supervisor.

Implement the following controls to reduce or eliminate the risk:

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

Hazard Identified:	Risks Associated (from Risk Assessment)	Risk Rating (from Risk Assessment)	Controls (summary from Risk Assessment)
Shop	Close contact with others	Low	<p>Elimination: Stagger use of the space by department, occupancy limit of shop</p> <p>Substitution: Contract out what you can</p> <p>Engineering: Physical distancing, barriers</p> <p>Administrative: Safe Work Procedure and signage, training</p> <p>Personal Protective Equipment: Face masks</p>
Shop	Shared tools	Low	<p>Elimination: Use personal tools only in shop</p> <p>Substitution: Contractors bring and use their own tools only</p> <p>Engineering: Physical distancing, barriers</p> <p>Administrative: Safe Work Procedure & signage, training</p> <p>Personal Protective Equipment: Face masks, gloves</p>
Shop	Personal tools	Low	<p>Elimination: Not possible</p> <p>Substitution: Require use of in-house team, and tools only</p> <p>Engineering: Physical distancing, barriers</p> <p>Administrative: Safe Work Procedure & signage, training</p> <p>Personal Protective Equipment: Face masks, gloves</p>

Remember: Risk assessments need to be reviewed annually or any time there is a change in the working conditions.

This procedure is a recommended guideline only. Consult all applicable rules and regulations.

SUPERVISION

What level of compliance and enforcement (including authority levels for supervisors) is going to be needed to promote and enforce (if needed) venue protocols? Remember to consider areas where an expectation of privacy is present such as dressing rooms.

REPORTING

Any COVID-19 issues should be reported to the designated COVID-19 representative or pushed through the employer's reporting procedure that is part of their safety program. Check out our '[Reporting & Communication](#)' document for more details.

COVID-19 representatives can be performed by multiple supervisors in an organization, such as

- First Aid
- Crew Chief
- Department Head
- Stage Manager
- Technical Director

SUGGESTIONS

- If your shop has an air filtration system, we recommend you clean and maintain the machine and change the filters more frequently and consider installing improved filters (see manufacturers recommendations).
- Some surfaces may require special cleaning protocols. Fabric topped cutting tables, ironing boards, etc. should be considered.