

## **TV Studio Safety Procedures**

## **WCS-TV**

Please read and remember the following safety procedures and rules for the TV Studio. Studio demonstrations for safety and operation of equipment will be ongoing throughout the Semester. Remember: for Advanced TV, demonstrating proper use of equipment can result in a successful proficiency test, so show us that you can do it right! For TV 1, these safety issues will appear on your test.

General Safety Rules When using the studio for production, please follow these simple rules.

### **Clothing and Footwear**

- Do not wear anything with fringe or hanging material that might get caught on equipment as you are trying to move something and might cause an accident.
- Wear closed toe, non-conductive shoes. Sneakers or a solid pair of boots are best. Anything with open toes or that can conduct electricity is not permitted. This prevents injuries while equipment is being moved and protects you from being electrocuted.

### **Health & Safety**

- REPORT ANY INJURIES TO THE TEACHER IMMEDIATELY!
- Learn the location of the nearest fire extinguisher
- NEVER MOVE ANYTHING HEAVY BY YOURSELF. Most of the equipment in the studio is very large and heavy. Avoid back strain or other bodily harm by working with a partner.
- NEVER MOVE ANYTHING IF YOU HAVE PREVIOUS INJURIES. If you have pre-existing back injuries, other physical injuries, or health issues that may be aggravated by moving an object, notify the TV Studio Manager and/or your teacher, and do not move anything.
- Keep all food and drink out of the studio.
- Keep all exits free of obstruction and keep belongings in a designated area out of the way of the main studio floor area.
- Turn off (or airplane mode) all cell phones and other electronic communication devices.

PLEASE NOTE: THE FOLLOWING ITEMS HAVE RESTRICTIONS FOR SOME STUDENTS. PLEASE OBSERVE THE RESTRICTIONS THAT APPLY TO YOU.

### **STUDIO LIGHTING**

The lighting grid is controlled by a large **lighting panel** in the control room. The only function to be used by TV-1 students is on/off, under direction of the teacher.

**Studio Lighting Stairs** are the large, metal rolling stairs in the studio that are used to access lights on the lighting grid. ABSOLUTELY NO TV-1 STUDENTS MAY HANDLE OR USE THE STAIRS. ADVANCED TV STUDENTS MAY ONLY

USE AFTER SHOWING PROFICIENCY AND UNDER DIRECTION OF TEACHER OR STUDIO MANAGER.

Safety Rules:

- 1) Follow the clothing regulations! NEVER wear conductive shoes or clothing when operating this piece of equipment. It is assumed that the people operating this equipment will be in contact with the studio lights and possibly the grid. If you do not wear proper clothing, you risk electrocution.
- 2) ALWAYS WEAR SAFETY GLOVES! This is a METAL staircase — a conductive material. Wearing the gloves and proper clothing and footwear will ground you, preventing you from electrocution. Gloves are provided (see Teacher or Studio Manager).
- 3) ALWAYS WEAR SAFETY GLASSES. All Grips, Gaffers, and Key Grips are required to wear safety glasses when working in close proximity to the lights and the lighting grid. This protects eyes from accidents such as a bulb shattering while a light is being moved.
- 4) NEVER move the stairs when someone is on them!
- 5) Move with two people, with at least one person “looking up” to avoid lighting collisions.
- 6) Always lock the stairs before you climb them.
- 7) Always move the stairs directly under the light that needs to be worked on. Do not move the stairs so far away that the person must lean over the railing.
- 8) KEEP ALL OTHERS CLEAR OF THE STAIRS AND WORK AREA WHEN IN USE.
- 9) Always hold the rail when climbing up and down the stairs.
- 10) When climbing down the stairs, “back down” facing the stairs.

Adjusting **Studio Lights** is the most dangerous job in the studio.

ABSOLUTELY NO TV-1 STUDENTS MAY HANDLE OR ADJUST STUDIO LIGHTS. ADVANCED TV STUDENTS MAKE ADJUSTMENTS AFTER SHOWING PROFICIENCY AND UNDER DIRECTION OF TEACHER OR STUDIO MANAGER.

Safety Rules:

- 1) TURN OFF THE GRID BEFORE YOU CLIMB THE STAIRS, TOUCH LIGHTS, or MOVE LIGHTS. A massive amount of power flows through the grid. Turn off the grid before moving and setting lights to decrease the possibility of electrocution.
- 2) ALWAYS WEAR SAFETY GLOVES! If the lights on the grid have been on prior to moving and setting them, they will be HOT! Do not touch the lights without gloves. Gloves also protect you from being shocked or electrocuted when plugging and unplugging lights.
- 4) ALWAYS WEAR SAFETY GLASSES. Safety glasses protect eyes

from accidents such as a bulb shattering while a light is being moved.

5) NEVER TOUCH THE BULBS. Fingers leave residue that can shatter bulb when it heats up and can cause an accident. If a bulb goes out, notify the Studio Manager or Teacher.

6) Never descend the ladder with a light in your hand. Use the 3-passdown method.

NOTE: Keep a pair of pliers handy in your pocket when working. When moving lights, always use the safety cable.

## **STUDIO SETS AND PROPS**

There are various sets and props in the studio that you may use for your studio productions. None of these sets or props are allowed to leave the studio.

**Set Moving** generally involves flats, risers and furniture. ALL STUDENTS MAY MOVE SETS UNDER DIRECTION OF TEACHER OR STUDIO MANAGER.

Safety Rules:

- 1) Never move anything on your own.
- 2) Don't move anything if you have pre-existing injuries or medical conditions that may be aggravated.
- 3) Always lift from the knees.
- 4) Never twist when carrying something of substantial weight. Rotate your entire body to avoid back strain.
- 5) Always use the provided safety equipment when moving anything, including gloves, lift straps, back braces, and so on.
- 6) Always make sure that sets are safely secured in place. Use sandbags and ask for directions

## **STUDIO CAMERAS**

The TV Studio has three studio cameras for your production use. These cameras are permanently patched in to our control room. Please follow the rules below for camera and student safety. Further instruction about the specific operation of each camera is given in studio demos and lectures.

**Studio Cameras** have markings on pan and tilt lock. ANY OTHER ADJUSTMENT SHOULD ONLY BE DONE UNDER TEACHER/STUDIO MANAGER SUPERVISION.

Safety Rules:

- 1) NEVER DETACH A CAMERA FROM ITS TRIPOD.
- 2) NEVER TOUCH A CAMERA LENS!
- 3) NEVER ADJUST A TRIPOD ON YOUR OWN!
- 4) NEVER BALANCE A CAMERA ON YOUR OWN!
- 5) NEVER MOVE A CAMERA BY YOURSELF! Moving the camera requires 3 people- 2 on the camera and one on the cable.

## **AUDIO, VIDEO & CABLE SAFETY**

Most programs will require sound (mics), cable-runs and video reference monitors.

**Audio** will need microphones on the talent. ALL STUDENTS CAN MIC TALENT AFTER PROPER TRAINING.

Safety Rules:

- 1) Mic the talent, then plug in the XLR once the talent is in their *final position* for the program.
- 2) Make sure that the audio cords from the pillar to the talent are safely out of the way from people tripping on them. If you need it, ask for paper tape to fasten down the cords.
- 3) It is the audio person's responsibility to gather the lav mic immediately after a production wraps. Talent, wait for audio to retrieve your mic.

**Video Monitors** and all **cable-runs** must be secure and made-safe. The teacher will demonstrate techniques.

## **TV CONTROL ROOM**

The Studio Control room is located in a side room attached to the main studio. Most instruction for the operation of this room and its equipment is given during studio demos and lectures.

Safety Rules:

- 1) NEVER GO BEHIND THE CONTROL CONSOLE. This is not a place for you. Period.
- 2) Advanced TV (6th HOUR ONLY) Turn off all equipment when done. This prolongs the life of our equipment.
- 3) Report all technical problems. Never try to fix it yourself. If there is a problem, report it to the Studio Manager immediately.
- 4) NEVER MESS WITH THE CAMERA SETTINGS! Engineers can adjust white balance and iris after receiving proper training.
- 5) Always turn all audio from the studio to zero BEFORE plugging or unplugging microphones, and BEFORE turning everything off. This keeps the speakers from blowing, fuses from popping, and ear drums from bursting.