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Theater and Performing Arts Safety Program

UNC CHARLOTTE
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I. Introduction

UNC Charlotte Theater and Performing Arts Safety Program (TPASP) is a guide to assist university administrators, supervisors, faculty and staff with promoting the health and safety of their employees and students who work in the performing arts (dance, music and theater) department.

II. Purpose

The purpose of the TPASP is to comply with Occupational Safety and Health Administration (OSHA) 1910-General Industry requirements to provide a safe and healthful workplace for all employees. This TPASP also includes guidance from ANSI E1-Entertainment Technology. The TPASP establishes methods for identifying and correcting workplace hazards, providing employee safety training, communicating safety information, and ensuring compliance with safety programs. It is reviewed and updated annually to reflect any changes in regulations or procedures.

III. Scope

This TPASP applies to departments who work or participate in the performing arts with a general overview of potential hazards and related safe work procedures.

IV. Definitions

- A. Aerial device. Any vehicle, mounted device, telescoping, telescoping or articulating, or both, which is used to position personnel.
- B. Authorized Person. A person who is approved and assigned to perform specific types of duties by the employer and who is qualified to perform those duties because of his or her training or experience.
- C. Anchorage. A secure point of attachment to be used with personal fall protection equipment.
- D. Fall Arrest System. Personal fall protection system is designed to arrest the fall of a worker.
- E. Fall Restraint System. Protection system that restrains or prevents a worker from being exposed to a fall.
- F. Mobile Elevating Work Platform (MEWP). Machine/device intended for moving persons, tools and material to working positions, consisting of at least a work platform with controls, an extending structure and a chassis. Examples include manual or self-propelled units; push around vertical, track mount, scissor lifts, articulating booms, telescoping booms, and vehicle mounted articulating booms.

- G. Mobile Unit. A combination of an aerial device, its vehicle, and related equipment.
- H. Occupant. A person on the MEWP platform who is not the Operator.
- I. Operator. A person designated by their supervisor and trained to control the movement of a MEWP.
- J. Owning Department Manager. A person designated by the school, center or department that has care, custody and control of the MEWP.
- K. Supervisor. Monitors Operator performance and supervises the Operator's work.
- L. Training. Instruction to enable the trainee to become an operator.

V. Theater Safety Responsibilities

A. Executive Leadership

UNC Charlotte has legal responsibility for compliance with occupational safety and health standards.

B. Theater and Performing Arts Safety Program Administrator

The Environmental Health and Safety Office (EHS) is responsible for:

1. Planning and recommending guidance that adhere to all applicable federal, state, and local laws and regulations pertaining to environmental health and safety.
2. Assisting Department Management with implementing environmental health and safety procedures in their areas.
3. Curtailing or stopping work that pose a clear and imminent danger to the health or safety of the University community.

Periodically reviewing the written program and updating it as needed to ensure compliance with all applicable federal and state regulations.

C. Departmental Management

Management is responsible for:

1. Planning and developing budget requests for departmental safety guidelines.
2. Developing safety procedures, work practices, and safe working areas for all those under their supervision.
3. Supporting safety and health as a model to those they supervise.

4. Supplying appropriate equipment and training.
5. Enforcing environmental health and safety regulation by invoking disciplinary action or administrative sanction.

D. Employees

Every UNC Charlotte employee is responsible for conducting himself/herself in accordance with this TPASP. All employees shall:

1. Adhere to all safety programs, procedures, and practices while performing his/her duties in a safe manner.
2. Notifying your immediate supervisor of unsafe working conditions, potential hazards, and accidents as soon as possible.

VI. Hazard Identification, Communication, Inspections and Audits

Hazard Identification is a key element in this TPASP and can be accomplished by conducting periodic safety inspections and audits. These safety inspections identify and evaluate workplace hazards and conditions that could result in illness, injury or property damage.

A. TPASP Administrator shall:

1. Conduct periodic inspections of the building(s) where performing arts activities take place.
2. Provide management with recommendations for hazard correction based on inspection findings.

B. Department Management shall:

1. Ensure employees receive training appropriate to their assigned tasks and maintain documentation.
2. Ensure employees are provided with and use appropriate personal protective equipment (PPE).
3. Take prompt action including disciplinary action when unsafe conditions or acts are observed.
4. Ensure periodic inspection and maintenance (per manufacturer recommendation) on all performing arts equipment (counterweight rigging system, tension grid, etc.) is performed by an authorized person or qualified contractor.
5. Perform periodic visual inspections prior to performances and correct any identified hazards. EHS can assist by providing optional safety checklists to inspect front of house, back of house, catwalks and rigging.
6. Develop and maintain a department specific Emergency Operations Guide.

C. Employees and Faculty shall:

1. Review and follow the TPASP guidance.
2. Attend and adhere to all required training.
3. Immediately report any unsafe acts or conditions to the supervisor, including equipment and machine defects. Discontinue operations when unsafe conditions exist.
4. Ensure all personnel, including students involved and/nearby, can work safely.

VII. Hazard Correction

Hazard levels range from being imminently dangerous to relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the department. EHS consultation is available to determine appropriate abatement actions.

Corrective actions or plans must be appropriate for the severity of the hazard. If an imminent hazard exists, work in the area should cease, and the appropriate supervisor shall be contacted. If the hazard cannot be immediately corrected without endangering employees or property, evacuate all unnecessary personnel from the area. Individuals entering the hazard area to correct the conditions must have protective equipment and other necessary safeguards before addressing the situation.

Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- A. Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- B. Reinforcing use of and providing PPE.
- C. Tagging out unsafe equipment.
- D. Isolating or barricading areas that have chemical spills or other hazards to deny access until appropriate correction is made.
- E. Reporting problems or hazardous conditions to a supervisor or EHS at 704-687-1111.
- F. Reporting emergencies to campus Police at 704-687-2200 or 911 from any University phone.

VIII. Incident, Injury and Illness

An incident is an unplanned event which results in an accident, injury, illness or property damage. A near miss is an unplanned event that did not result in an accident, injury, illness, or damage, but had the potential to do so. Both incidents and near misses are reported and investigated to implement procedures to reduce the likelihood of future recurrence.

A. Incident, Injury and Illness Reporting

Employees who are injured or become ill at work must report work-related incidents to your supervisor immediately (same day) by completing and signing the Employee Incident Report. The form must be received by the EHS office via mail or email ehsoffice@charlotte.edu within 24 hours.

B. Medical Treatment

If medical treatment is needed, the Student Health Center (704-687-7400) is the FIRST point for medical services for all non-life-threatening injuries resulting from an accident while in the course of employment. If after hours for the Student Health Center, consult with the appropriate Medical Providers Authorized for Work-Related Injuries. After treatment is received, return to work with all documentation/instructions from the medical provider.

C. Forms

Supervisors must complete and provide injured employees with the UNC Charlotte Incident Report & Referral for Medical Treatment form to take to the treatment facility, or within 24 hours of the injury if possible. If the injury is more than first aid treatment, also provide the employee with a "Workers' Compensation Claims Form (DWC-1) & Notice of Potential Eligibility" form. Refer to Appendix B for the necessary forms/links.

D. Reporting

Work-related incidents must be reported to your supervisor immediately (same day) by completing and signing the Employee Incident Report. The form must be received by the EHS office via mail or email ehsoffice@charlotte.edu within 24 hours.

IX. Resources

While supervisors have primary responsibility for providing employees with hazard information pertinent to their work assignments, information concerning safety hazards is available from a number of other sources which include, but

are not limited to:

A. EHS Website

The EHS website has extensive health and safety information and resources for employees. EHS employees can be contacted via email or phone, 704-687-1111 to answer inquiries and provide assistance to employees. Visit the EHS website at <https://safety.charlotte.edu/> for more information about how to submit a service request.

B. Safety Data Sheets (SDS)

SDS provide information on the potential hazards of products or chemicals. SDS fact sheets can be located in the theater and costume shops or online. EHS can also be contacted to assist with this information.

C. Equipment Operating Manuals

All equipment must be operated in accordance with the manufacturer's instructions as specified in the equipment's operating manual. Copies of operating manuals are to be kept with each piece of equipment used in the department. If manuals cannot be stored with the equipment, they should be stored with the appropriate instructor and readily available for use. Employees and students are required to review and demonstrate understanding of the operating manual before using the equipment. Only licensed individuals may operate motorized equipment such as forklifts or scissor lifts.

D. Exposure Specific Programs

Theater and performing arts are multidisciplinary and may present a spectrum of hazards depending on the individual performance. EHS has supplemental written programs in addition to the TPASP that address specific hazards that may be encountered. These include Automated External Defibrillator (AED), Aerial Lift/MEWP, Bloodborne Pathogens, Confined Space, Contractor Safety, Electrical Safety in the Workplace, Fall Protection, Fire Safety, Hazard Communication, Hearing Conservation, Hot Work (Welding, Cutting and Brazing), Indoor Air Quality, Lock Out/Tag Out, Personal Protective Equipment, Powered Industrial Trucks (Forklift), and Respiratory Protection. These programs are available at the EHS website <https://safety.charlotte.edu>.

X. Emergency Operations Guide

The performing arts production manager develops and maintains an Emergency Operations Guide. This guide is kept on premises at Robinson Hall and shall be

reviewed annually by the department and EHS to ensure accuracy and compliance with university procedures.

XI. Training

The Theater and Performing Arts Department is responsible for ensuring all employees receive their departmental training. Training must be completed before use of any dangerous equipment, exposure to any known hazardous conditions, or when new hazards are identified.

A. Safety Training

The following safety training courses are available in the Learning and Development Portal by employees enrolled in the Theater and Performing Arts Program:

1. Building Emergency Evacuation
2. Fire Safety and Prevention
3. Back Safety and Injury Prevention
4. Slips, Trips and Falls
5. Personal Protective Equipment
6. Hazard Communication: An Employee's Right to Understand

B. Additional training may be required depending on an employee's job tasks. Supervisors can submit a Training Request Form to EHS if the following training is required:

1. MEWP/Aerial Lifts
2. Respiratory Protection
3. Compressed Gas Safety
4. Fall Protection
5. Powered Industrial Trucks
6. Machine Guarding
7. Welding, Cutting, & Brazing
8. Hazardous Waste Management

C. Purchase Rental Agreements

1. Prior to purchasing or rental of any equipment (aerial lifts, scaffolds, etc.), the owning department manager should consult with the EHS office to ensure that the equipment is appropriate for the job task being performed, training is coordinated, and all other safety compliance requirements are considered.
2. Upon purchase or rental of equipment, the owning department manager shall ensure the manufacturer's operating manual is available.

3. Upon purchase of equipment, the owning department manager should provide the manufacturer with the full name and address of the purchaser and the model and serial number of the equipment to ensure that all safety bulletins, recalls or warranty information is effectively communicated to the owning department.

XII. Recordkeeping

Training records for all designated university employees are maintained in the Learning and Development Portal and can be reviewed by department supervisors.

The Theater and Performing Arts department shall maintain records of the purchase, rental, equipment inspections, maintenance, repairs, and modifications (if applicable) to their equipment. These records shall be available for review upon request. All records must be kept in accordance with OSHA recordkeeping guidelines for a minimum of 5 years.