

# National Sun Yat-Sen University

## Department of Theater Arts Guidelines for Scenery Workshop

Approved by the 7<sup>th</sup> Department Affairs Council, Academic Year 105, April 5<sup>th</sup>, 2017

- I. Purpose: the guidelines are for using and managing the scenery workshop of the Department of Theatre Arts
- II. Description: The guidelines apply to painting room 1011 on the first floor and room 1013 for scenery and prop processing.
- III. This workshop is only for the course teaching of the department, the crews of semester and graduation production, course exercises and internships, the competitions and activities held by the department. It cannot be used for other purposes.
- IV. Opening hours:  
1011 painting room: Monday to Friday from 8 am to 10 pm, Saturdays, Sundays and national holidays are from 9 am to 5 pm. Borrowing during winter and summer vacations will be handled in accordance with the school's announcement on working days and departmental regulations.  
1012 scenery and prop processing room: The room is locked on weekdays and is open for borrowing during the working hours of the technical assistants of the department office. For use in the evenings and holidays on weekdays, depending on whether the application for teaching assistants and other teaching plans is passed or not, another student on duty will be arranged. The wood cutting machine and the iron cutting machine can only be used during working hours with a technical assistant or teacher.  
If the use time is overtime, the labor service will be imposed. The labor service hours will be calculated by doubling the number of overtime hours. If the timeout is less than one hour, it will be counted as one hour.
- V. Instructions:
  - A. No noise, play, eating, drinking, and smoking are allowed in the workshop, and other activities that are not related to production are forbidden. Clothing should conform to the specifications. It is strictly forbidden to wear wide-sleeved tops and short-sleeved shirts, long skirts, short skirts, shorts, sandals, shoes, high heels, bare feet, etc., to avoid injury caused by entanglement in machinery or material cutting, and the person with long hair shall tie his/her hair well.
  - B. Registration method: At the beginning of each semester, please reserve the workshop with the technical assistant of the department and submit the list of

the entire group (users) before filling in the time slot.

- C. Use of machinery:
1. Freshman "Theater Production Fundamentals" arranges equipment teaching and cleaning. Those who pass can use hand tools and maintenance of large equipment. Before using desktop tools, they shall complete the course of "Techniques of Sets and Props Production". Violators will be punished (2) to (3). Each machine is attached with a list of personnel who can use the machine in the current semester
  2. The wood cutting machine and iron cutting machine are locked on weekdays. The crew shall be accompanied by a technical assistant or teacher during working hours before they can be used.
  3. For operating equipment, keep hands dry and wear safety goggles or gloves (dedicated for electric welders). Each machine is listed as the above-mentioned personnel who have passed the examination. Unauthorized users shall be punished in accordance with the punishment (2) to (3).
  4. The safety operation standards of each machine tool are as set out in the appendix.
- D. All tools, including hand tools, electric tools, large machines, materials, scenery tools, etc., must be returned to their original positions after use, and the scenery must not block the passage. After use, the electric tools must be cleaned and the power must be turned off and unplugged. Violators shall be punished in accordance with item (1) of the punishment regulations.
- E. It is strictly forbidden to use paint and glue in the space outside the 1011 painting room. Do not pour the paint directly into the sink to avoid clogging. Please clean the sink, bucket, brush and other tools after each use. Violators will be punished in accordance with item (1) of the punishment regulations.
- F. All black cue boxes shall not be arbitrarily modified (cannot be changed back to the original appearance). Anyone who wants to make a major modification shall obtain the consent of the instructor and department office management personnel. Violators shall be punished in accordance with item (1) of the punishment regulations.
- G. Waste wood and other consumables produced in the production that cannot be reused, the wood is put into the wood recycling box, and the metal is put out of the metal recycling box, all cut into small pieces, and shall not be left in the workshop. Violators shall be punished in accordance with item (1) of the punishment regulations.
- H. When leaving the scenery workshop, please be sure to check again whether the

toolbox is locked, the power supply is turned off, doors and windows are closed, and the workshop is locked.

I. Punishment

1. Prohibited for 1 month or labor service for 4 hours
2. Prohibited for 1 month to 1 semester depending on the circumstances.
3. Cancel all space and equipment borrowing qualifications for 1 month to 1 semester depending on the circumstances.

VI. The full-time teachers in the design field of the department shall take on the responsibility of supervision and guidance according to the needs of the course, fulfill the role of professional consulting, and assist the department management staff to complete various management standards.

VII. The above unmentioned matters shall be handled in accordance with the instructions of the management staff of the department office.

VIII. These regulations were approved by the Department Affairs Council. Modifications shall follow the same procedure.

Appendix: Safe Operation Standards

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

# National Sun Yat-Sen University

## Department of Theater Arts

### Bandsaw Machine Safety Operation Standards

Approved by the 7<sup>th</sup> Department Affairs Council, Academic Year 105, April 5<sup>th</sup>, 2017

Operation: bandsaw machine

Operation method: individual operation

Handling items: wood or high-density styrofoam

Tool: guide rails

Protective equipment: goggles and dust mask

Steps:

1. Before working:
  - (1) Check whether the power and mechanical switches are functional
  - (2) Adjust the bandsaw guard cover to the proper position
  - (3) Check whether the power of the distributor board and the machine switches are normal
2. During working:
  - (1) Concentrate on operation and wear protective equipment
  - (2) Wood cutting must be parallel to the bandsaw
  - (3) Cut items smaller than 5 cm must be pushed by substitute
3. After working:
  - (1) Turn off the power until the machine stops running
  - (2) Workers are strictly forbidden to leave the work area before the machine stops
  - (3) After use, use dust collection equipment to clean the machine and its surroundings, and return the machine to its place.

Emergency procedures guide:

1. The injured were sent to a doctor for treatment or reported to the rescue unit.

Medical unit: Yuan's General Hospital 07-3351121~31

Kaohsiung Municipal Ta-Tung 07-2911101

Rescue unit: Gushan Branch of Fire Bureau Kaohsiung city 07-5213712 or 119

2. Notify department office managers (ext. 3391 on campus)
3. Incident investigation and disposition.
4. The equipment shall be reported to the department office to notify the manufacturer for maintenance.

**National Sun Yat-Sen University**  
**Department of Theater Arts**  
**Sand Belt Machine Safety Operation Standards**

Approved by the 7<sup>th</sup> Department Affairs Council, Academic Year 105, April 5<sup>th</sup>, 2017

Operation: sand belt machine and disc grinder

Operation method: individual operation

Handling items: wood or high-density styrofoam

Tool:

Protective equipment: goggles and dust mask

Steps:

1. Before working:
  - (1) Check whether sand belt is broken or excessively damaged
  - (2) Test to check whether the belt machine is normal
  - (3) Turn on the power switch of the machine
2. During working:
  - (1) Concentrate on operation and wear protective equipment
  - (2) The object to be polished must be parallel to the sand belt
3. After working:
  - (1) Turn off the power of the tool until the machine stops running
  - (2) Workers are strictly forbidden to leave the work area before the machine stops
  - (3) After use, use dust collection equipment to clean the machine and its surroundings, and return the machine to its place

Emergency procedures guide:

1. The injured were sent to a doctor for treatment or reported to the rescue unit.

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# National Sun Yat-Sen University

## Department of Theater Arts Cut-Off Saw Safety Operation Standards

Approved by the 7<sup>th</sup> Department Affairs Council, Academic Year 105, April 5<sup>th</sup>, 2017

Operation: cut-off saw

Operation method: individual operation

Handling items: wood and plastic

Tool: adjustable fixture

Protective equipment: goggles and dust mask

Steps:

1. Before working:
  - (1) Check whether the cutting saw blade is broken or unsteady
  - (2) Test to check whether the cutting machine is functional
  - (3) Turn on the power switch of the machine
2. During working:
  - (1) Concentrate on operation and wear protective equipment
  - (2) The cut item must be perpendicular to the bandsaw or at an angle.
  - (3) The cut items should not be less than 5 cm fixed to the fixture
3. After working:
  - (1) Turn off the power of the tool until the machine stops running
  - (2) Workers are strictly forbidden to leave the work area before the machine stops
  - (3) After use, use dust collection equipment to clean the machine and its surroundings, and return the machine to its place

Emergency procedures guide:

1. The injured were sent to a doctor for treatment or reported to the rescue unit.

Medical unit: Yuan's General Hospital 07-3351121~31

Kaohsiung Municipal Ta-Tung 07-2911101

Rescue unit: Gushan Branch of Fire Bureau Kaohsiung city 07-5213712 or 119

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# National Sun Yat-Sen University

## Department of Theater Arts Jigsaw Safety Operation Standards

Approved by the 7<sup>th</sup> Department Affairs Council, Academic Year 105, April 5<sup>th</sup>, 2017

Operation: jigsaw

Operation method: individual operation

Handling items: wood or high-density styrofoam

Tool:

Protective equipment: goggles and dust mask

Steps:

1. Before working:
  - (1) Check whether the power and switches are functional
  - (2) Adjust the saw guard cover to the proper position
  - (3) Check whether the power of the distributor board and the machine switches are normal
2. During working:
  - (1) Concentrate on operation and wear protective equipment
  - (2) The cut items must be placed flat on the cut panel.
  - (3) The area of the cut item shall not be less than 10\*10 cm.
3. After working:
  - (1) Turn off the power of the tool until the machine stops running
  - (2) Workers are strictly forbidden to leave the work area before the machine stops
  - (3) After use, use dust collection equipment to clean the machine and its surroundings, and return the machine to its place

Emergency procedures guide:

1. The injured were sent to a doctor for treatment or reported to the rescue unit.

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2. Notify department office managers (ext. 3391 on campus)
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**National Sun Yat-Sen University**  
**Department of Theater Arts**  
**Metal Cutting Machine Safety Operation Standards**

Approved by the 7<sup>th</sup> Department Affairs Council, Academic Year 105, April 5<sup>th</sup>, 2017

Operation: metal cutting machine

Operation method: individual operation

Handling items: metal items such as iron, copper, aluminum, etc.

Tool: adjustable fixture

Protective equipment: goggles and dust mask

Steps:

1. Before working:
  - (1) Check whether the cutting wheel is broken or unsteady
  - (2) Test to check whether the cutting machine is functional
  - (3) Turn on the power switch of the machine
2. During working:
  - (1) Concentrate on operation and wear protective equipment
  - (2) The cut item must be perpendicular or at an angle to the cutting wheel
  - (3) The cut items shall not be less than 5 cm
3. After working:
  - (1) Turn off the power of the tool until the machine stops running
  - (2) Workers are strictly forbidden to leave the work area before the machine stops
  - (3) After use, use dust collection equipment to clean the machine and its surroundings, and return the machine to its place

Emergency procedures guide:

1. The injured were sent to a doctor for treatment or reported to the rescue unit.

Medical unit: Yuan's General Hospital 07-3351121~31

Kaohsiung Municipal Ta-Tung 07-2911101

Rescue unit: Gushan Branch of Fire Bureau Kaohsiung city 07-5213712 or 119

2. Notify department office managers (ext. 3391 on campus)
3. Incident investigation and disposition.
4. The equipment shall be reported to the department office to notify the manufacturer for maintenance.



# National Sun Yat-Sen University

## Department of Theater Arts Drill Press Safety Operation Standards

Approved by the 7<sup>th</sup> Department Affairs Council, Academic Year 105, April 5<sup>th</sup>, 2017

Operation: drill press

Operation method: individual operation

Handling items: woodworking, metalworking, or acrylic

Tool: drill bit

Protective equipment: goggles and dust mask

Steps:

1. Before working:
  - (1) Check whether the electrical and mechanical equipment is functional
  - (2) Install the drill bit and adjust the drill press table to an appropriate height
  - (3) Turn on the power switch, test whether there is any shaking of the drill bit during operation
2. During working:
  - (1) Concentrate on operation and wear protective equipment
  - (2) Press and fix the workpiece and hold the rotating rocker to drill down
  - (3) It is strictly forbidden to wear gloves to operate the machine
  - (4) Control the drilling speed according to the nature of the workpiece
3. After working:
  - (1) Turn off the power of machine
  - (2) After use, use dust collection equipment to clean the machine and its surroundings, and return the machine to its place

Emergency procedures guide:

1. The injured were sent to a doctor for treatment or reported to the rescue unit.

Medical unit: Yuan's General Hospital 07-3351121~31

Kaohsiung Municipal Ta-Tung 07-2911101

Rescue unit: Gushan Branch of Fire Bureau Kaohsiung city 07-5213712 or 119

2. Notify department office managers (ext. 3391 on campus)
3. Incident investigation and disposition.
4. The equipment shall be reported to the department office to notify the manufacturer for maintenance.

**National Sun Yat-Sen University**  
**Department of Theater Arts**  
**Welding Machine Safety Operation Standards**

Approved by the 7<sup>th</sup> Department Affairs Council, Academic Year 105, April 5<sup>th</sup>, 2017

Operation: welding machine

Operation method: individual operation

Handling items: Metal items such as galvanized iron, iron, stainless steel, etc.

Tool: welding holder

Protective equipment: welding helmet and welding gloves

Steps:

1. Before working:
  - (1) Check whether the welding machine is connected to the power supply and the voltage is normal.
  - (2) Check whether the position of the welding holder is correct
  - (3) Turn on the power of machine
2. During working:
  - (1) Concentrate on operation and wear protective equipment
  - (2) No flammable materials should be placed in the welding work area
3. After working:
  - (1) Turn off the power until the machine stops running, and pack welding holder properly
  - (2) Workers are strictly forbidden to leave the work area before the machine stops
  - (3) After use, use dust collection equipment to clean the machine and its surroundings, and return the machine to its place

Emergency procedures guide:

1. The injured were sent to a doctor for treatment or reported to the rescue unit.

Medical unit: Yuan's General Hospital 07-3351121~31

Kaohsiung Municipal Ta-Tung 07-2911101

Rescue unit: Gushan Branch of Fire Bureau Kaohsiung city 07-5213712 or 119

2. Notify department office managers (ext. 3391 on campus)
3. Incident investigation and disposition.
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