

## Standard Operating Procedures and Safety Guidelines

These guidelines create a safe working atmosphere. Keep in mind that these guidelines do not replace for regulations, training and experience. Staging Solutions, Inc. expects all employees and contractors to be professionals in their respective fields and, therefore, have the knowledge and tools to perform their tasks safely and within all industry standards.

### Staging Solutions' Tenets Of Operation

1. Always operate within design and environmental limits.
2. Always operate in a safe and controlled condition.
3. Always ensure safety devices are in place and functional.
4. Always follow safe work practices and procedures.
5. Always comply with all applicable rules and regulations.
6. Always address abnormal conditions.
7. Always follow written procedures for high risk or unusual situations.
8. Always involve the right people in decisions that affect procedures and equipment.

### Requirements

All contract personnel doing work for Staging Solutions, Inc. will be provided appropriate Safety Guidelines to be read and followed at all times. Always work in a manner that safeguards you, fellow workers, customers and occupants of the facility.

Use your Stop-Work Authority if you observe unsafe work practices, and to report any incidents or near misses to your supervisor and/or technical director immediately.

Know and understand the correct, safe procedures and the scope of work for your job assignment. If you have any doubts or questions, stop and ask your supervisor.

Observe all safety rules established for your protection, abide by all laws and regulations, use safety equipment and devices provided or required, and always work in a manner that safeguards you, all our customers, and your fellow workers.

Promptly obtain first aid in the event of an injury and report the injury to your immediate supervisor and/or technical director.

Note: Disregarding safe work practices and/or safety instructions or violating facility guidelines may result in immediate termination of your work assignment with Staging Solutions.

### Stop-Work Authority

The Stop-Work Authority program establishes the authority and obligation of any individual to stop work when an unsafe condition or act could result in an undesirable event. In general terms, the Stop-Work Authority process involves a stop, notify, correct and resume approach to resolve the issue at hand.

It is your responsibility, and you have the authority to stop work that does not comply with our tenets of operation without repercussions. That is our commitment to you.

Perform these steps in sequence if you feel your own work or the work of others is not safe:

1. Decide to intervene (take ownership).

2. Stop the unsafe act.
3. Notify immediate supervisors.
4. Resolve the issue.
5. Resume work (or stay shut down until the risk is mitigated).
6. Share what you learned.

### **Attire, Personal Protective Equipment and Job Site Safety**

Wear proper clothing for your job, including a shirt, long-pants, and proper footwear. Additional foot protection, such as rubber boots or safety toe protectors, may be required while working (during exposure to special hazards). Proper hand protection (gloves) are required – when subjecting your hands to physical abuse or when hazards exist.

Wear Occupational Safety and Health Administration (OSHA) recommended safety glasses with side shields – (ANSI Z-87) at all times when performing craft or trade work tasks.

Goggles or face shields are required whenever there is a potential exposure to injury from flying particles or splash. When a face shield is used, safety glasses or goggles must also be worn. Wear additional eye and face protection when grinding, cutting, chipping, welding or using air tools.

Hard hats are required in all designated work-zones, when overhead work is taking place, and where hazards from falling objects exist. If in doubt whether a task meets these requirements, wear a hard hat.

If you are working on foot and exposed to motor vehicle traffic or mobile equipment, wear a safety vest or another equivalent high-visibility apparel. These items must be reflective after dark.

Wear hearing protection, such as plugs or muffs, in designated areas, as directed, or whenever you are exposed to excessive noise. If you need to shout to talk with a person close by, you should be wearing ear protection. Hearing protection is available from the technical director's show box or the designated safety trunk.

### **Job Site Safety Orientation**

All workers must be given an orientation by their supervisor when starting work at a venue. The following topics should be covered:

1. Fire exit routes and marshaling area.
2. Location of first aid kit and fire extinguishers.
3. Process to report accidents and injuries; identity of first aid attendant.
4. Location of material safety data sheets (MSDS) where required.
5. Material storage locations.

Once work begins, you must abide by the following:

Learn and follow the specific safety regulations that apply to your job. Only qualified personnel should operate machinery, equipment and electrical circuits. If you don't know or understand the regulations that apply to your job, ask your supervisor.

Do your part to keep sidewalks, walks, building entries, corridors, ramps, staircases, elevators, work areas and shop areas clear of obstructions and debris to eliminate tripping and fire hazards. We share the building, as well as the effort and the benefit of keeping it clean and safe.

Use safety equipment and devices. Make sure that safety equipment (such as shields, guards and protectors) are in working order and fit properly. Never remove or alter these devices.

Ask for help when lifting heavy objects. Determine if a mechanical device is a better option. If you must physically lift an object, use your leg muscles to lift rather than the smaller muscles of your back, and observe proper lifting techniques at all times.

Know the locations of the nearest emergency exits.

Know the locations of emergency equipment, such as fire extinguishers, first aid supplies, eye wash stations and lifesaving equipment. Report the use of any emergency equipment so that it can be replaced. Also remember not to block this equipment with any material or debris in an effort to maintain immediate access in the case of an emergency.

### **Reporting Accidents and Injuries**

Report all accidents, injuries and near-misses immediately, regardless of severity, to your supervisor and/or the onsite technical director.

### **Notification**

Supervisors must immediately and effectively notify their Technical director or sales producer of all incidents and accidents in a timely manner.

### **Cell Phone and Radio Use**

Use of cell phones or two-way radios (even in hands-free mode) is strictly prohibited while operating vehicles/heavy equipment on show site. Cell phone usage in the work area is prohibited while performing show task. All cell phones will be placed in silent mode during rehearsals and performances.

### **Mechanical and Electrical Rooms**

All mechanical and electrical rooms are controlled access areas. Contact your technical director to coordinate with facility personnel to gain access. Lockout/tag out procedures will ALWAYS be followed.

### **Fire Alarm**

In the event of a fire alarm (a loud pulsating tone, and strobe lights flashing) Facility Management, your supervisor, the technical director or the fire department may direct personnel to evacuate the building. Follow all directions given. If no direction is forthcoming exit the facility to the predetermined safe rally point and await instructions.

Do not use elevators while an alarm is in progress. You are required to know the evacuation routes of your work area prior to beginning work.

### **Reporting a Fire**

If you witness a fire:

- Warn others in the immediate area. Leave the room and shut the door.
- If a PUSH IN/PULL DOWN handle lever exist, PUSH IN/PULL DOWN the lever. Go to a safe place to report the fire.
- When you call to report the fire, remain calm, identify yourself and state your location. Give the location and nature of the fire emergency.
- Answer all questions as directly and completely as possible. Evacuate the building.

**Smoking**

State law prohibits smoking in buildings. Smoking is permitted only in designated areas. Properly dispose of all debris or refuse. Smoking in any non-specified locations is prohibited.

**Chemicals**

Notify the Technical Director and/or Facility Contact before using any chemical at the facility.

Never use any chemical or substance until you have read the label or the material safety data sheet (SDS). To protect yourself, you must know what information is available for any hazardous substance and how to use it. Staging Solutions maintains a SDS for each of the hazardous substances we use and that you may be exposed to.

Contractors should be properly trained in using and understanding SDS forms. An SDS should be available onsite for any chemical being used by a contractor. If you have questions or have not been instructed on the safe use of hazardous substances, contact your supervisor.

**Utility Valves**

Only building engineers are permitted to operate utility valves. Contact the Technical Director and/or Facility Contact to make arrangements to conduct isolation and lockout/tagout procedures before starting work. Report any abnormal system conditions to the Technical Director and/or Facility Contact.

**Lockout/Tagout**

Contact the Technical Director and/or Facility Contact for building utility system isolation, switching, and lockout/tagout. Staging Solutions procedures meet OSHA standards and regulations. Lockout/tagout must be performed in accordance with OSHA regulations for energy-isolating equipment and to otherwise disable machines or equipment to prevent unexpected energizing, startup, or release of stored energy.

**Electric Work**

Electrical work shall be performed with every safety precaution to maximize personnel safety prior to, during, and after completion of the task.

Only designated contractors and personnel are permitted to perform electrical switching. Only qualified personnel, as defined by OSHA, are authorized to work on electrical installations, equipment or systems. Contact the Technical Director and/or Facility Contact. They will make arrangements to conduct the switching, isolation and lockout/tagout of the electrical system before other craft personnel apply their lockout/tagout and start any work.

Electrical equipment and lines are considered energized unless they are put in an electrically safe work condition. An electrically safe work condition is a state in which the conductor or circuit to be worked on or near has been disconnected from energized parts, locked/tagged in accordance with established standards, tested to ensure the absence of voltage and grounded in accordance with established grounding practices.

Electrical installations shall be maintained in a safe condition in accordance with applicable guidelines – according to National Electrical Code (NEC), OSHA, etc.

**Ladders**

When using ladders to perform work, adhere to these guidelines:

- Obey all manufacturer warning labels and signage on ladders.

- Always inspect ladders for any visible defects, damage or missing OSHA safety warning labels or signage before use.
- If the ladder is defective, tag it with *Dangerous – Do Not Use* signage, remove from service, and immediately notify your supervisor.

If a ladder is longer than 10 ft., do not carry it by yourself. Two people should carry ladders exceeding 10 ft.

Lay ladders down when you are not using them or when they are not secured to a fixed structural object.

Use only well-built, undamaged, appropriately sized ladders for the job. Extension ladders should be long enough so that the side rails extend 3 ft. above the landing. Prevent extension ladders from falling by setting the ladder feet properly and tying them off. The base should be one-fourth the length away from its top support.

Place barricades around ladders to direct pedestrian and vehicle traffic around the work area and to keep unauthorized personnel out of the workspace.

All personnel must wear hard hats when using a ladder in designated construction zones, when exposed to overhead work, or when exposed to hazards from falling objects. If any doubt exists as to whether a task meets these requirements, then a hard hat must be worn.

Do not leave parts, materials, or tools sitting on the ladder shelf, steps, or top unless you are standing on the ladder.

Do not stand on the top two steps of a ladder.

Working at heights six feet or more requires a second worker to support the ladder (hold).

### **Lifts, Platforms and Scaffolding**

Always inspect lifts, platforms and scaffolding for any visible defects, damage or missing OSHA safety warning labels or signage before use. If the equipment is defective, tag it with *Dangerous – Do Not Use* signage, remove it from service and notify your supervisor immediately.

Place barricades around lifts, platforms and scaffolding to direct pedestrian and vehicle traffic around the work area and to keep unauthorized personnel out of the workspace. Wear approved safety harnesses with lifelines or lanyards when you are exposed to falls from locations that otherwise require guardrails or another form of fall protection.

All personnel must wear hard hats when using an aerial or scissor lift in designated construction zones, when exposed to overhead work, or when exposed to hazards from falling objects. If any doubt exists as to whether a task meets these requirements, then a hard hat must be worn.

Use personal fall protection when operating aerial lifts (including scissor lifts). Wear a harness with a lanyard and tie it off using the manufacturer's anchor point. These anchor points are usually attached to the boom itself.

Report any improper or unsafe use of lifts, platforms or scaffolding to your supervisor.

**Environment**

Staging Solutions is committed to improving the environment. We will do so by complying with all environmental laws and regulations.

Staging Solutions will also strive to:

1. Prevent pollution
2. Reuse and recycle whenever possible
3. Use energy and water efficiently throughout our operations
4. Monitor our environmental performance;
5. Ensure the safe disposal of waste
6. Continuously seek opportunities to improve our environmental performance.

At Staging Solutions, the environment is everyone's job, because we live here too.