

Warehouse Policy

Revised November 3rd, 2019

Durham Savoyards

Document

This document covers the standard policy governing set construction volunteers.

Version	Version Date	Version Notes
2.1	2 November 2018	Version 2.1 – Approved November 2th, 2018 - Initial version
3.0	8 June 2019	Draft for Board of Governors
3.1	3 November 2019	Version 3.1 – Approved November 3 rd , 2019

Purpose

The purpose of this document is to define the safety rules and guidelines for who is allowed to engage in activities in the organization's warehouse.

Warehouse Activity Purpose

The primary purpose of all activities in the warehouse is to further the deliverables of the organization. The organization values its volunteers and warehouse personnel and further commits to a secondary purpose of promoting education and experience of the persons engaging in activities related to the organization.

Definitions

Warehouse Personnel

Warehouse personnel are persons, paid or unpaid, with ongoing assigned roles within the organization. Warehouse personnel have the authority to determine, according to this policy, how and if volunteers can participate in warehouse activities; this includes the authority to ask a volunteer to cease activity or to leave the premises following a policy infraction. These roles will be assigned by the Board of Governors of the Durham Savoyards. These positions include but are not limited to Technical Director, Master Carpenter, Paint Coordinator, Volunteer Coordinator, Wardrobe Manager, Properties Manager, and Warehouse Manager. The responsibilities of these roles are defined at <https://durhamsavoyards.org/backstage/about-us/membership/position-descriptions/>

Volunteer

A volunteer is defined as a person who assists in the production of the set or other properties for the Durham Savoyards. Warehouse personnel are not classified as volunteers for the purposes of this policy.

Warehouse

The warehouse is the physical location where sets, props and other assets are designed, developed, constructed or stored.

Alternate Location

Alternative locations may be utilized by the organization for the purpose of designing, developing and construction of sets, props or other assets for productions and are to be classified the same as the organization's warehouse. The examples of this would be load in & load out of the theatre where the production is to be held or prop/costume construction at a non-warehouse location.

Supervisor

A supervisor is a person who is of legal age (at least eighteen (18) years old) and legally competent. This person must also be in good standing with the organization.

Direct Supervision

Direct supervision is defined as a supervisor directly overseeing an activity with the use of their full attention.

Indirect Supervision

Indirect supervision allows a supervisor to be available, on-site and within the area of activity. The supervisor may be engaged in other activities.

Legally Competent

For the purposes of this document, "legally competent" will mean the individual is able to sign legal documents on their own behalf.

Policy Infraction

A policy infraction is defined as any incident in which the involved volunteer is asked to leave the warehouse due to the risk of danger to themselves or others. Constructive criticism, correction or mentoring will be attempted prior to requesting a person leave the premises. The policy infraction will be recorded by the warehouse personnel who handled the situation, and the Warehouse Manager, Volunteer Coordinator and the Board of Governors will be notified by email.

Tool Classifications

High-Risk Tools

- Specific power tools that are deemed dangerous regardless of their method of power. In order to be classified as high risk, the tool must have a powered moving or rotating blade, be capable of ballistically delivering any object at a high rate of speed or force in a manner consistent with a projectile, or otherwise have a high chance of causing a serious or life-threatening injury to the user or bystander if used improperly.

- High-risk tools include but are not limited to: table saws, band saws, circular saws, jigsaws, miter saws, air compressors, pneumatic tools, and corded drills/drivers.
- Dangerous chemicals are also classified as a high-risk tool. Chemical such as paint strippers, etching chemicals, caustic or otherwise dangerous cleaning chemicals, etc. fall into this classification.

Mid-Risk Tools

- Specific power tools that are of acceptable risk regardless of their method of power. In order to be deemed mid-risk, the tool must not have a powered blade or projectile. These tools may deliver a fastener such as a brad or staple using manual power.
- Mid-risk tools include but are not limited to: cordless drills, impact drivers, power sanders, staple guns, hand saws, hatchets, chisels, knives, pry bars, or other hand tools with an exposed blade.

Low-Risk Tools

- Specific hand tools that have low level of risk. In order to be deemed a low-risk tool it must be a manual tool without an exposed blade.
- Low-risk tools include but are not limited to: hammers, mallets, paint brushes, paint rollers, scissors, screwdrivers.

Unclassified Tools

- Tools identified and classified under this policy are subject to addition and change at the organizations discretion.

Personally Owned Tools

- The organization understands that some people are more comfortable utilizing tools or equipment that they own personally or through a business which provides authorization for their use. Warehouse personnel and volunteers are welcome to bring and use their own tools in accordance with prescribed classifications and restrictions. The organization cannot assume any liability for safe operation or suitability of personally owned tools and cannot accept any responsibility for their care, storage or security.

Warehouse Access

Artist Agreement

No volunteer or warehouse personnel shall be admitted access to the warehouse without having a signed Artist Agreement document on file, of the proper revision. Once a signed Artist Agreement document is on file, each volunteer will be classified into one of the access levels. The access level will determine what name tag the volunteer will wear when at the warehouse.

Minor & Legally Incompetent Volunteer Acceptance

Persons unable to enter into a legal contract under their own capacity will be handled on a case-by-case basis, following an interview with the Technical Director or designee thereof. The interview must occur prior to signing of the Artist Agreement document.

Any decision as to the acceptance or rejection of a minor or legally incompetent individual must comply with all applicable acts, laws and regulations so as not to be discriminatory and shall be considered final in the sole discretion of the organization and its duly authorized agent.

Access Levels

18 years old or older, legally competent

These volunteers may be allowed access to all activities, such as set construction, load in, or striking the set. They may assist in any manner requested by a warehouse personnel and may use High Risk Tools.

18 years old or older, not legally competent

These volunteers may be allowed access to all activities, such as set construction, load in, or striking the set. They may assist in any manner requested by a warehouse personnel but must be under direct supervision of a parent or legal guardian. The use of High Risk Tools, mounting the set, and the use of ladders or step-stools will be determined on a case by case basis.

16-17 years old

These volunteers may be allowed access to all activities, such as set construction, load in, or striking the set. They must remain under indirect supervision of their parent, legal guardian or duly authorized warehouse personnel. They may use High Risk Tools under direct supervision. They may not use ladders over 6 feet off the floor, and mounting set pieces will be decided on a case-by-case basis by the warehouse personnel.

13-15 years old

These volunteers may be allowed access to most activities but may not be allowed access to load in or striking the set. They must remain under direct supervision of their parent or legal guardian. They may use Mid Risk Tools with prior approval of the Technical Director or authorized delegate and parent or legal guardian. They may not climb on ladders or step-stools over 3 steps — and ability to mount set pieces will be decided on a case-by-case basis by the warehouse personnel.

12 years old and younger

These volunteers may be allowed access to some activities but may not be allowed access to load in or striking the set. They must remain under direct supervision of their parent or legal guardian. They may not use High Risk or Mid Risk Tools or climb on any piece of set or equipment. They may use Low Risk Tools with prior approval of the warehouse personnel and parent or legal guardian.

Name Tags and Color Coding

All volunteers and warehouse personnel are required to wear a name tag in the warehouse. The following color codes shall be in effect, indicated on name tags by colored dots:

- No dot = 18 years old and older, legally competent
- Pink = 18 years old and older, not legally competent
- Green = 16 – 17 years old
- Yellow = 13 – 15 years old
- Orange = 12 years old or younger

Set Construction Behavioral Guidelines

Regardless of assigned access level, no volunteer or warehouse personnel may work on Durham Savoyards sets or use tools while under the influence of alcohol or drugs — prescription or otherwise, that affect their ability to work safely.

No person may engage in any set building or other activities in controlled locations without at least one (1) additional person present who is designated as a warehouse personnel or otherwise authorized to engage in the activities being performed in the facility.

No person should engage in any set building or other activities in controlled locations using tools or methods with which they are uncomfortable, untrained or feel that they are unqualified to engage in. The organization prides itself on having a wide variety of talents available for instruction and mentoring and encourages persons engaged in activities for its benefit to seek assistance from the warehouse personnel.

Wearing Appropriate Personal Protective Equipment

Personal protective equipment

- Safety goggles are mandatory for any activities involving tools, with the exception of painting activities. The warehouse maintains a supply of safety goggles and other personal protective equipment for volunteer and warehouse personnel use while in the warehouse. Work gloves, knee pads, and other non-essential equipment may be available, but this is not guaranteed.
- Work gloves cannot be used with high-risk tools of any kind, organization or personally owned. The exception is with the use of dangerous chemicals.

Personal wear

- All shoes worn in the warehouse must be closed-toe / closed-heel.
- Long hair and beards must be effectively secured to prevent being caught or snagged on or in any tool, machinery or other hazard.
- Clothing or accessories worn during any warehouse activities must not be excessively loose to prevent articles of clothing from being caught on or in any tools, machinery or other hazard that may lead to personal injury or property damage. Volunteers and warehouse personnel must understand that personal clothing may be permanently damaged in the normal course of warehouse operations.

Policy Enforcement

Age & Competency Documentation

All documentation, including documentation regarding volunteer's age and legal competency is to be collected by the Volunteer Coordinator. All decisions and classifications regarding the volunteer's assigned access levels and any special case restrictions or privileges shall be determined by the warehouse manager or their designee and communicated to the warehouse personnel and Board of Governors by email and shall be monitored by the use of the colored dot on name tags to be worn during all warehouse activities by all volunteers and warehouse personnel.

Policy Infraction Enforcement

Any individual with one (1) policy infraction will lose access to the warehouse for the remainder of the season. When volunteers commit a policy infraction, the warehouse personnel, in cooperation with the Board of Governors, will define for and communicate to the volunteer any actions or remediation that must be completed prior to the volunteer resuming access and participation in warehouse activities, if appropriate.

When warehouse personnel commit a policy infraction, the Board of Governors will define and communicate any actions or remediation that must be completed prior to resuming the role, if appropriate.

Reporting

Anyone observing activity that does not comply with this warehouse policy should immediately report that activity to warehouse personnel. Constructive criticism, correction or mentoring will be performed by the warehouse personnel. If the activity continues, the individual will be asked to leave the premises due to a policy infraction.

Policy Changes

The Durham Savoyards reserves the right to make changes to this policy at any time. It is the

responsibility of the warehouse personnel and each volunteer to confirm that they are referencing and operating in compliance with the latest version.