**The Pennsylvania State University**

**Theatre Rigging Equipment Inspection Program**

**Introduction:**

Rigging equipment used in theatre/staging/performing arts venues poses a serious safety hazard if not maintained in good working order. It is the policy of the Pennsylvania State University (PSU) to ensure such equipment is safely maintained.

**Purpose:**

This program has been established to:

* Ensure rigging equipment is properly maintained and inspected.
* Ensure that work units understand and comply with inspection procedures concerning rigging equipment.

## Assign responsibilities to personnel which are necessary for successful implementation of this program.

**Scope & Applicability:**

## This program applies to all employees at all PSU locations except the Hershey Medical Center and the College of Medicine.

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This program applies to the following rigging systems used by PSU employees: Motorized Systems, Counterweighted Systems, Stationary Systems and Hemp Systems.

This program does not apply to cranes, hoists and slings as specified in the PSU Crane, Hoist & Sling Safety Program. Is also does not apply to fire curtains or items temporarily connected to battens (such as curtains, artwork, props, or set designs). Despite these exceptions, all items must be secured to battens according to industry standards.

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**1.0** **References**:

The following have been used as references in the development of this program

* ANSI E1.4-2014 Entertainment Technology Standard

**2.0 Responsibilities:**

* 1. Budget Executives and Budget Administrators
     + - Ensure that responsibilities assigned within this program are carried out within their administrative work unit.
* Designate individuals responsible for the implementation of this program within their work unit.
* Actively support this program as part of the work unit’s overall safety effort.
  + - * Ensure adequate funding is available to support this program.

2.2 Department of Environmental Health and Safety

* Assist work units in implementing the provisions of this program.
* Periodically review and update this written program.
* Periodically evaluate the overall effectiveness of this program.

2.3Safety Officers

* Determine the applicability of this program to activities conducted within their work unit.
* Coordinate implementation of this program within their work unit.
* Ensure that a competent person and qualified person are designated in order to meet the requirements of this program.
* Be knowledgeable of program components and ensure program compliance.
* Assist in the investigation of serious accidents related to rigging.
* Actively support this program as part of the work unit’s overall safety effort.

2.4Supervisors (or Stage Steward/Technical Director/Theatre Facility Manager/Faculty/Staff Member)

* Be thoroughly informed of the contents of this program and its application to their areas of responsibility and authority.
* Ensure employees comply with all provisions of this program.
* Take prompt corrective action when unsafe conditions are observed, including ensuring the necessary arrangements are made for repair.
* Investigate injuries and incidents related to rigging equipment.

2.5Employees

* Follow the work practices described in this program.
* Immediately report any unsafe conditions or concerns related to rigging equipment to their supervisor.

1. **Definitions:**

**Competent Person** (Annual Inspection): An employee who has demonstrated working knowledge with the rigging system and its components. The competent person is selected or assigned by the Safety Officer and could be but is not limited to a Stage Steward, Technical Director, Theatre Facility Manager, Faculty, Staff Member or Third Party Inspector.

**Qualified Person** (Repair): Someone with training and experience pertaining to rigging system repair. There are specific safety considerations that are unique to theatre type rigging systems, thus the person must have training and experience in repairing these types of systems. The qualified person is selected or assigned by the Safety Officer and/or competent person.

**Third Party Inspector**: A company/vendor that specializes in performing inspections and repairs of theatre/staging/performing arts rigging equipment.

1. General Requirements:
   1. Rigging systems shall go through pre-use, annual and third party inspections according to section 6.0.
   2. Any equipment found in an unsafe condition as a result of an inspection shall be removed from service immediately and deficiencies corrected before the equipment is placed back into service.
   3. Only qualified personnel shall perform repairs and adjustments. All replacement parts shall be the same design and rating as the original or an equivalent design as designated by the manufacturer.
2. **Training**:
   1. An employee designated to perform the annual inspection shall receive training if they do not already meet the definition of a Competent Person as detailed in section 3.0.
   2. Training shall be conducted by either a Competent Person or a third party trainer who specializes in stage/theatre rigging.
   3. Training shall cover the following topics:

5.3.1 A review of the appendices of this program that apply to the type of rigging system and;

5.3.2 A hands-on review/walk-through of the rigging system/s in order to become familiar with the components and;

5.3.3 An explanation of the criteria for each component that can be used to determine if it passes or fails an inspection.

1. **Inspections:**

The work unit is responsible for ensuring inspections are conducted at the following frequencies:

* 1. Pre-Use Inspection
     1. Prior to use, employees shall visually inspect and operate the rigging system to identify conditions that could affect the safe use of the equipment. This inspection is not required to be documented.
  2. Annual Inspection – (See Appendix A, B, C & D)
     1. A documented annual inspection of all rigging systems shall be performed. These inspections must be performed by a competent person.
  3. Third Party Inspection
     1. This inspection must be performed and documented via a third party inspector once every three years.

**7.0 Recordkeeping:**

7.1 Each work unit is responsible for maintaining the following records in order to meet the requirements of this program:

7.1.1 Annual inspections for at least 7 years.

7.1.2 Repair records for the life of the equipment.

7.1.3 Third party inspection records indefinitely.