

Anchor Chart for Studio Safety

As a follow up from the lessons, practical demonstration and practical quiz, please review the following procedures to ensure safety in the studio.

Turn lights off before you leave the studio	Do not move lights in the studio when they have been on for a long time	Communicate with other students about plugs and lights and their positioning in the studio
Keep hair, fabrics and any other materials away from hot studio lights	Only use the dedicated handles to reposition lights – this will avoid burns	Be aware that the lights generate heat
Remember that adjustment knobs are made of plastic, so don't over tighten	If a light burns out, seek teacher assistance to change the bulb	Only use on/off switch located on the light cord to turn lights on and off
Do not pull plug from wall – move close to the receptacle and remove the plug	Never move heavy objects alone, seek assistance	No food or drinks in the studio – unless this is being used for a prop or a shoot
No guests in the studio unless they have been preapproved by Mrs. Vercruyssen	All guests will have a brief safety training and will be the responsibility of the enrolled student while in the studio	Make sure that all tripods are safely secured on the floor
Ensure that mounts are secured properly to the tripods and the safety lever is in place	Whenever any concerns arise, seek assistance from Mrs. Vercruyssen	
Prior to Leaving the Studio – all equipment must be returned to its place, all lights must be turned off and all props must be either returned or disposed of.		