

Safety Responsibilities

MEDIC

Safety Program information for the Medic

The following information is for your specific position and is provided to help you understand your part in your Production's Injury & Illness Prevention Program (IIPP)/Safety Program.

NOTE: These are your Safety Program Responsibilities ONLY. For Workers Comp instructions, contact your Production Office Coordinator or payroll company.

Please DO NOT share Workers Comp forms with your Production Safety Representative, as they contain personal health information.

In addition to their Health and Safety responsibilities, Medics are responsible for gathering and recording injury and illness-related information required by state and federal law and Production company policy. Regardless of payroll company, your Production Office Coordinator needs information on every employee who suffers a work-related injury or illness.

Please remember that the forms you are required to fill out are legal documents, so be as accurate and thorough as possible.

When you start work:

1. Obtain Injury and Illness reporting forms and procedures from your Production Coordinator or payroll company.
2. Review the paperwork requirements.

Participate in the Injury & Illness Prevention Program:

1. Read and understand safety literature:
 - a. Obtain and review the **General Safety Guidelines for Production (Form 1)**, sign the **Employee Acknowledgment Form** and turn it in to the POC. Additional information is available from the IIPP Manual, which can be obtained at www.safetyontheset.com along with all **AMPTP Safety Bulletins** and other safety info.
 - b. Read the **Injury and Illness Reporting Procedures** attached to this document. Call your Production Coordinator if you have any questions.
 - c. Read the distributed **AMPTP Safety Bulletins** related to the specific hazards that you may encounter on the production (i.e. helicopters, firearms, appropriate clothing, etc.)
2. Attend and participate in safety meetings to review the following:
 - a. Safety aspects of the day's activities and the particular hazards of the location.
 - b. Elements of the **Emergency Plan**, such as the location of emergency equipment, exits and telephones on site, and emergency procedures, such as evacuation plans in case of fire, nearest hospital name, location and phone number, etc.
 - c. Set up your equipment accordingly.

Serious Accidents, Injuries and Mishaps

Serious accidents, injuries and mishaps are incidents that require transportation by ambulance, visitation to the hospital by one or more employees, any treatments greater than general first aid, or any serious property/asset damage.

IF AN INJURY IS SEVERE, DIAL 911 OR YOUR FACILITY'S EMERGENCY RESPONSE NUMBER FOR TREATMENT AND TRANSPORTATION OF THE PATIENT TO A HOSPITAL.

(Ensure the employee's supervisor has arranged for a return ride from the hospital.)

THEN IMMEDIATELY CALL THE UNIT PRODUCTION MANAGER. IF YOU CANNOT REACH THE UPM, CALL THE PRODUCTION OFFICE COORDINATOR AND THE PRODUCTION SAFETY REPRESENTATIVE IMMEDIATELY. YOU MAY LEAVE VOICE MESSAGES – BUT YOU MUST CONTINUE TO CALL UNTIL YOU SPEAK TO A LIVE PERSON.

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For every injury or illness:

1. See that the following forms are completed:
 - **Employer's Report of Occupational Injury or Illness (Form 5020)** or local equivalent.
 - **Accident Investigation Report (Form 9)**. (The form can be completed by Medic, Patient, Department Head or POC.)
 - **Right of Refusal of Medical Aid Form (Form 16)** if the patient refuses recommended treatment or transportation to the hospital.
2. Forward all completed forms to the **Production Office Coordinator**.

When to Call an Ambulance

If a Medic determines that a patient requires EMT assistance and/or transportation to the hospital by ambulance, the Medic should call 911 (or facility Emergency Number) immediately. If the patient refuses the additional medical attention, the patient can argue the case with the EMT's.

As always, any patient refusing medical treatment recommended by the Medic should be asked to sign **Form 16: Right of Refusal of Medical Aid**.

NOTE: This Production has a contract with Verisk 3E for Safety Data Sheets for chemical-containing products. If someone is exposed to a chemical-containing product, dial **(800) 451-8346** and give as much information about the product as possible. Verisk 3E will email or fax a copy of the Safety Data Sheet.

INJURY AND ILLNESS REPORTING PROCEDURES

ALL INJURIES TO CREW OR CAST MEMBERS MUST BE REPORTED TO THE PRODUCTION SAFETY REPRESENTATIVE.

Form 9: Accident Investigation Report should be completed for every injury or illness, no matter the severity.

Serious Incident Reporting Procedures:

A Serious Incident is an injury or illness that results in transportation by ambulance, visitation to the hospital by one or more employees, any treatments other than general first aid,*any near miss during stunts or special effects, any injury – even minor – to cast members or stunt performers, or any serious property/asset damage.

**An OSHA chart of treatment that is considered First Aid is attached.*

Please note: *These are SAFETY PROGRAM procedures. Workers Comp requires different documentation. Because sensitive personal medical information is often included, please DO NOT send Workers Comp forms or reports to the Production Safety Representative unless specifically requested.*

UPM:

- If the injury or illness meets the criteria for a serious incident, IMMEDIATELY notify your **Production Safety Representative**, who will make all necessary notifications.
- **Accident Investigation Report – Form 9.**
 - Every section of this form needs to be completed, including “Steps taken to prevent recurrence.”
 - This form can be completed by the person having the most knowledge of the incident: Medic, Department Head, Production Office Coordinator, UPM. The Production Safety Representative will assist if requested.
- Some injuries and illnesses require timely **OSHA notification**. The Production Safety Representative will make this notification, based upon information from you.
- **Forward completed Form 9 to POC.**

MEDIC:

- **IMMEDIATELY notify the UPM of the injury or illness.**
- Fill out ***Employer’s Report of Occupational Injury or Illness (Form 5020)*** or local equivalent.
- If employee refuses recommended treatment or transportation to the hospital, have employee complete and sign ***Right of Refusal of Medical Aid – Form 16.***
- **Forward completed Form 5020 and Form 16 to Production Office Coordinator.**

POC:

- **Forward completed Form 9 and Form 16 to Production Safety Representative.**
- Forward Form 5020 if requested by Production Safety Representative.
- If patient is hospitalized, keep Production Safety Representative updated on status.

PRODUCTION SAFETY REPRESENTATIVE:

- Will notify OSHA if required.
- Will conduct additional investigation if needed.
- Will assist with any OSHA or other agency investigations.

First Aid List

1904.7 (b)(5)(ii) What is “first aid”?

For the purposes of Part 1904, "first aid" means the following:

(A)	Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
(B)	Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
(C)	Cleaning, flushing or soaking wounds on the surface of the skin;
(D)	Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment);
(E)	Using hot or cold therapy;
(F)	Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
(G)	Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
(H)	Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
(I)	Using eye patches;
(J)	Removing foreign bodies from the eye using only irrigation or a cotton swab;
(K)	Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
(L)	Using finger guards;
(M)	Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
(N)	Drinking fluids for relief of heat stress.

(iii) Are any other procedures included in first aid?

No, this is a complete list of all treatments considered first aid for Part 1904 purposes.