

# SAFETY INFORMATION FOR MOTION PICTURE AND TELEVISION PRODUCTION

Warner Bros. Safety & Environmental Affairs (818) 954-2890

The Injury & Illness Prevention Program (IIPP) and additional safety information are available at www.safetyontheset.com

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FIRE - MEDICAL - POLICE

**EMERGENCIES** 4-3333

(818) 954-3333

**NON-EMERGENCY MEDICAL ISSUES** 

**WB FIRST AID** (818) 954-1201

**Bldg 34, Northwest Corner** 

### SAFETY HOTLINE

Report Safety concerns ANONYMOUSLY to:

818-954-2800

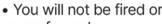
877-566-8001

(TOLL FREE USA, CANADA, MEXICO)

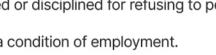
### SAFETY CONCERNS

Safety issues should be brought to the attention of:

- Supervisor or Department Head
- 1st AD, Stage Manager, UPM or Producer
- Production Safety Representative Via the Safety Hotline (818) 954-2800 / (877) 566-8001
- Online using the QR Code
- **REMEMBER:**



- You will not be fired or disciplined for refusing to perform
- Working safely is a condition of employment.





### **EMERGENCY ACTION PLAN**

- Know your EXITS
- Know your EVACUATION ROUTE
- Know your ASSEMBLY LOCATION

### SAFETY DATA SHEETS

Safety Data Sheets (SDS) for chemical products used on this production are available 24/7 upon request from the

3E Company: (800) 451-8346

### **BLOODBORNE PATHOGENS -**UNIVERSAL PRECAUTIONS (BBP)

- · Treat all human bodily fluids as if they were infectious. • Always wash your hands with soap and water, or flush mucous membranes
- immediately following contact with blood or potentially infectious materials.
- Notify First Aid, Medic or your Supervisor if you have been exposed.
- All bodily fluids should be cleaned up with disinfectants (i.e. 10% bleach) by a BBP-trained person.

# **HEAT ILLNESS PREVENTION**

When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress, heat exhaustion and, the more severe heat stroke can occur.

**Personal Risk Factors:** 

Factors such as an individual's age, degree of

acclimatization, health, water consumption,

and use of prescription medications that

affect the body's water retention or other

physiological responses to the heat.

**Symptoms of Heat Exhaustion** 

· Weakness and wet skin

Irritability or confusion

Thirst, nausea, or vomiting

• Take a preventative cool-down rest in

Shade includes blockage of direct

provided with ventilation or cooling

• Acclimatization peaks within 4 to 14

• Start work slowly, increase the pace

Potable drinking water is provided

You're encouraged to drink at least

one quart of water per hour

the shade to protect from overheating

sunlight that are either open to the air or

days of work for at least 2 hours per day

Muscle cramps

**Access to Shade** 

**Acclimatization** 

in the heat

free of charge

Water

Headache, dizziness, or fainting

# **Environmental Risk Factors:**

Working conditions that create the possibility that Heat Illness could occur. Includes air temperature, relative humidity, radiant heat from the sun and other sources conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and

personal protective equipment worn by employees.

### **Risk Factors for Heat Illness**

- · High temperature and humidity, direct sun exposure no breeze or wind
- Low liquid intake
- Heavy physical labor Waterproof clothing
- No recent exposure to hot workplaces (acclimation)

### SEE FIRST AID OR CALL 4-3333 IMMEDIATELY Symptoms of Heat Stroke

- · Confused, unable to think clearly, passes out, collapses or has seizures (fits) May stop sweating and/or have hot, dry skin
- CALL (818) 954-3333 IMMEDIATELY How You Can Protect Yourself and Others
- Know signs/symptoms of heat illness; monitor yourself; use a buddy system
- Block out direct sun and other heat sources • Drink plenty of fluids. Drink often & BEFORE you are thirsty
- Drink 8 ounces of water every 15 minutes • Avoid beverages that contain alcohol or caffeine
- Wear lightweight, light colored, loose-fitting clothes
- What to Do When a Worker Has Heat Illness Call Set Medic or Supervisor for help. If unavailable,
- call (818) 954-3333
- Have someone stay with the worker until help arrives • Move worker to a cooler/shaded area

- · Remove the worker's outer clothing
- Fan and mist the worker with water; apply ice bags or ice towels · Provide cool drinking water, if worker is able to drink

IF THE WORKER IS NOT ALERT OR SEEMS CONFUSED, THIS MAY BE A HEAT STROKE, CALL 4-3333 IMMEDIATELY AND APPLY ICE AS SOON AS POSSIBLE.

# **SEWERS & STORMDRAINS**

The types of materials that can be discharged to the sewer or stormdrain systems are highly regulated by local, state and federal law. The Warner Bros. discharge policy is outlined below. Employees violating the discharge policy will be subject to discipline, leading up to and including termination.

### SEWER (Sinks, Toilets and Mop Closets)

ALLOWED: Tap water, ice, soft drinks and other beverages, mop water. PROHIBITED:

(No chemical-containing products allowed!)

### STORMDRAIN (Drains untreated directly to LA river)

ALLOWED: **RAIN WATER ONLY!** PROHIBITED: Everything else.

(Not even tap water may enter stormdrain!)

For possible production-related exceptions, such as Rain Bars, contact Operations at (818) 954-6777. WATER FROM POOLS OR TANKS REQUIRES SPECIAL DISCHARGE PROCEDURES. CONTACT WB SAFETY AT (818) 954-2890

### STUDIO FALL PROTECTION POLICY

YOU MUST WEAR APPROPRIATE FALL PROTECTION IN ANY OF THE FOLLOWING SITUATIONS:

- You are working from a scissor lift, aerial lift, man lift, or other elevated work platform • You are exposed to any unprotected fall of 4 feet or more (trigger height may vary - contact your
- Production Safety Representative)
- You are within 6 feet of an unprotected edge of a building, roof, platform, cliff or other elevated surface • You are working from or erecting rock 'n' roll truss or scaffolding, or are working outside the catwalks in an arena, warehouse, or the permanents of a soundstage.

### **CODE OF SAFE PRACTICES GENERAL SAFETY FOR SET BUILDING**

These Code of Safe Practices have been prepared to inform employees of safety issues associated with their positions, and to recommend ways of preventing injuries while on the job. However, Production management cannot monitor every employee, in every situation, every minute of the day to see that safe practices are being followed. We need each employee to be committed to using safe work practices every day. Each employee, for his or her own personal safety and the safety of fellow workers, must take responsibility for safe work practices and should report to his or her supervisor any unsafe conditions or practices observed. While most of these guidelines are driven by common sense, others have evolved from governmental laws and regulations. Failure to follow these guidelines could result not only in serious injury, but could also cost valuable time and expense due to delays and/or shutdowns enforced by either regulatory or Studio personnel.

- Familiarize yourself with emergency procedures for each location. You are responsible to know how to react in emergency situations. Contact your supervisor if emergency procedures are unknown.
- Attend all pertinent safety meetings and tool box talks given
- Always wear appropriate clothing and work shoes as determined by your supervisor. Loose or frayed clothing, long hair, rings, etc., shall not be worn near machinery and other sources of entanglement.
- PPE: Your supervisor will furnish safety equipment. Use goggles or safety glasses when cutting, grinding or chipping; wear harnesses and lanyards when working above or outside
- Only trained and authorized personnel are allowed to use aerial lifts/platforms (condors/scissors lifts.) Harnesses and
- lanyards are to be worn at all times. Always use aerial lifts and scissors lifts as the manufacturers intended. Familiarize yourself with the manual. Do not overload, tower, or use as a crane
- Ladders, scaffolds, working platforms and walkways should be properly maintained and used in a safe manner.
- Always make sure the area below is clear of personnel when working with overhead loads. Liftgates: Always operate liftgates according to
- manufacturers' quidelines. Chock or lock wheels of all carts or materials being lifted by liftgate. Keep employees clear when raising or towering liftgate. • Use only equipment you are familiar with and authorized to
- operate. When operating new or unfamiliar equipment. always get instructions on the proper methods of operation before you start work.

- Maintain all tools and equipment in good condition. Defective tools or equipment should be tagged "Defective" and
- Tools and equipment shall not be serviced, repaired or
- adjusted until safeguarded from accidental start up. (Lock
- Good housekeeping should be maintained at all times. Walkways and work areas are to be kept clear of materials. trash and debris.
- Electrical cables should not be placed where they will
- become a tripping hazard. All safety guards and other protective devices should be
- properly adjusted and remain in place. Safety guard deficiencies should be promptly reported to the employee's supervisor.
- Use the appropriate tools for the job.
- Adequate fall protection devices (i.e. guardrails, covers, personal fall arrest systems, barricades) shall be provided at all elevated surfaces, excavations, trenches, pits and floor openings that expose a worker to a potential fall of greater than 4 feet, or less if the fall could result in serious injury.
- Material handling and lifting should be done properly and with careful attention to the job. When lifting up material, lift with your legs - not your back. Twisting with heavy loads should
- It is your responsibility to report unsafe conditions, unsafe employees, and all accidents to your supervisor or to the Anonymous Safety Hotline at 877.566.8001 (toll-free) or 818.954.2800.
- Report all injuries, no matter how minor, immediately, so proper medical or first aid treatment can be arranged.
- Do not engage in pranks, horseplay, scuffling or other unsafe acts. This could result in serious injury to yourself and/or your

SAFETY & HEALTH PROTECTION CAL OSHA Dept. of Industrial Relations ON THE JOB

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state's workplace safety

and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty.

# WHAT AN EMPLOYER MUST DO:

State of California

All employers must provide work and workplaces that are safe and healthful. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties. You must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities. You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html) and provide access to employees and their designated representatives. You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment. You must correct any hazardous condition that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration. You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm.

### WHAT AN EMPLOYER MUST NEVER DO: Never permit an employee to do work that violates Cal/OSHA

workplace safety and health regulations. Never permit an employee to be exposed to harmful substances without providing adequate protection. Never allow an untrained employee to perform EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see below). Your name is not revealed by Cal/OSHA, unless you request otherwise. You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace. You and your designated representative have the right to access the employer's IIPP. Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees.

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthful workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local government agencies may only file these complaints with the California Labor Commissioner's Office.) Consult your local telephone directory for the office nearest you.

**EMPLOYEES ALSO HAVE RESPONSIBILITIES:** To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee. While working, you must always obey state

American Canyon 3419 Broadway St., Ste. H8, American Canyon 94503

381 Hemsted Dr., Redding 96002

7718 Meany Ave., Bakersfield 93308

1065 East Hillsdale Bl., Ste. 110, Foster City 94404

39141 Civic Center Dr., Ste. 310, Fremont 94538

1500 Hughes Way, Suite C-201, Long Beach 90810

320 West Fourth St., Rm. 820, Los Angeles 90013

2550 Mariposa St., Rm. 4000, Fresno 93721

4206 Technology Dr., Ste. 3, Modesto 95356

800 Royal Oaks Dr., Ste. 105, Monrovia 91016

1515 Clay St., Ste. 1303, Box 41, Oakland 94612

1750 Howe Ave., Ste. 430, Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

1750 Howe Ave., Ste. 440, Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401

464 West Fourth St., Ste. 332, San Bernardino 92401

455 Golden Gate Ave., Rm. 9516, San Francisco 94102

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workplace safety and health laws.

HELP IS AVAILABLE:

District Offices

San Bernardino

San Francisco

Regional Offices

Santa Ana

Santa Ana

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES: Employers who use any substance that is listed as a hazardous substance in California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or is covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.html) must provide employees information on the hazardous chemicals in their work areas, access to safety data sheets, and training on how to use hazardous chemicals safely. Employers shall make available on a timely and reasonable basis a safety data sheet on each hazardous substance in the workplace upon request of an employee. an employee's collective bargaining representative, or an employee's physician. Employees have the right to see and copy their medical records and records of exposure to potentially toxic materials or harmful physical agents. Employers must allow access by employees or their representatives to accurate records of employee exposures to potentially toxic materials or harmful physical agents, and notify employees of any exposures in concentration or levels exceeding the exposure limits allowed by Cal/OSHA standards. Any employee or their representative has the right to observe monitoring or measuring of employee exposure to hazards conducted to comply with Cal/OSHA regulations.

WHEN CAL/OSHA COMES TO THE WORKPLACE: A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to make sure your company is obeying workplace safety and health laws. Inspections are also conducted when an employee files a valid complaint with Cal/OSHA.

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness, or fatality. When an inspection begins, the Cal/OSHA investigator will show official identification. The employer, or someone the employer chooses, will be given an opportunity to accompany the investigator during the inspection. An authorized representative of the employees will be given the same opportunity. Where there is no authorized employee representative, the investigator will talk to a reasonable number of employees about safety and health conditions at the workplace.

VIOLATIONS, CITATIONS, AND PENALTIES: If the investigation shows that the employer has violated a safety and citation carries a monetary penalty and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations. Penalty amounts depend in part on the classification of the violation as regulatory, general, serious, repeat, or willful; and whether the employer failed to abate a previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.html). In addition, a willful violation that causes death or permanent impairment of the body of any employee can result, upon conviction, in a fine of up to \$250,000 or imprisonment up to three years, or both, and if the employer is a corporation or limited liability company, the fine may be up to \$1.5 million. The law provides that employers may appeal citations within 15 working days of receipt to the Occupational Safety and Health Appeals Board. An employer who receives a citation, Order to Take Special Action, or Special Order must post it prominently at or near the place of the violation for three working days, or until the unsafe condition is corrected, whichever is longer, to warn employees of danger that may exist there. Any employee may protest the time allowed for correction of the violation to the Division of Occupational Safety & Health or the Occupational Safety & Health Appeals Board.

### To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information.

Division Of Occupational Safety And Health (CAL/OSHA)

(510) 794-2

(213) 576-74

(626) 239-0

(510) 622-2

(909) 383-4

(818) 901-54

(916) 263-2803

(714) 558-4300

Call the FREE Worker Information Hotline 1 (833) 579-0927

### HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 Telephone (510) 286-7000 Cal OSHA Consultation Services

_	Field / Area Offices ————————————————————————————————————		
700 3400	Fresno / Central Valley	2550 Mariposa Mall, Rm. 2005 Fresno 93721	(559) 445-6800
3812 2521 5302 2630 7451	La Palma / Los Angeles/ Orange County	1 Centerpointe Dr., Ste. 150 La Palma 90623	(714) 562-5525
7310 0369 2916	Oakland/ Bay Area	1515 Clay St., Ste 1103 Oakland 94612	(510) 622-2891
4743 2800 4321	Sacramento/ Northern CA	1750 Howe Ave., Ste. 490 Sacramento 95825	(916) 263-0704
2280 0100 1451 5403	San Bernardino	464 W Fourth St., Ste. 339 San Bernardino 92401	(909) 383-4567
	San Diego/ Imperial County	7575 Metropolitan Dr., Ste. 204 San Diego 92108	(619) 767-2060
_	San Fernando Valley	6150 Van Nuys Blvd., Ste. 307 Van Nuys 91401	(818) 901-5754

2550 Mariposa Mall, Rm. 3014 Fresno 93721

Consultation Region Office

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA) U.S. Department of Labor (Tel: 415-975-4301). OSHA monitors the operation of state plans to assure the continued approval is merited.

# **ASBESTOS NOTIFICATION**

As required by California Assembly Bill 3713, employees assigned to work in buildings known to have asbestos containing materials (ACM) as part of the construction materials should be made aware of the fact.

The ACM remaining in WBSO buildings is in an intact form and is typically a small percentage of the construction material that may comprise a wall, ceiling or floor. Those buildings are monitored annually to ensure ACM integrity. It should be noted, however, that drilling, boring or otherwise disturbing this material is prohibited by individuals not qualified to do so. For this reason, WBSO contracts only with California certified ACM abatement contractors to engage in any such action.

Should you notice deterioration of these materials, or if you'd like to make an appointment to review a copy of the ACM survey specific to your building, please call WB Safety at (818) 954-2890.

### **RESPIRATORS: VOLUNTARY USE**

Appendix D to Section 5144 (Mandatory) Information for Employees Using Respirators

When Not Required Under the Standard Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for

workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

- You should do the following: Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings
- regarding the respirator's limitations. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect
- against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

# **TABLE SAWS**

- Keep guard in place\*
- Wear safety glasses 3. Use push stick
- Beware of possible kickback
- No loose-fitting clothing, jewelry or hair that could become entangled in the blade
- \* For certain cuts, temporary removal of the guard may be allowed. Always check with your Supervisor before removing the guard.

The Company expressly prohibits weapons including, but not limited to, firearms in the workplace. The workplace includes all property owned, leased or controlled by the Company.

Exceptions will be made for weapons approved for use for

filming or with prior written approval by the Company.

**FIREARMS** 

SOUNDSTAGE FLOORS, **ROOF TRUSSES AND** PERMANENTS LOAD

**NO SMOKING** 

Smoking is prohibited on all sound stages, in all buildings,

and on all sets interior and exterior regardless of location

You may not smoke within 20 feet of any main

entrance, exit, operable window, or any set

THIS POLICY APPLIES TO ALL SMOKING

PRODUCTS, INCLUDING E-CIGARETTES

**NO VAPING** 

Prior to loading soundstage floors, roof trusses, or permanents, review the information posted on this stage. If you have any questions, contact the Warner Bros. Studio Operations, Safety, or Construction departments to determine weight restrictions.

### HAZARDOUS WASTE DISPOSAL

- · Many of the products used on Production paints, special effects products, vehicle fuel, etc. are considered to
- It is studio policy that all chemicals will be disposed of in accordance with the laws of the city, county and state in · Chemical-containing products should never be dumped into stormdrains or sewers.
- · Contain small, manageable spills with absorbent. Place in a bucket labeled with contents. Dispose of properly. • If you have questions regarding the proper disposal of chemicals or other products, contact your Facilities Representative or Production Safety Representative.



General Industry Safety Order 3664 Operating Rules (Part (a)) (a) Every employer using industrial trucks or industrial

tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650 (t). General Industry Safety Order 3650

Industrial Trucks. General (Part (t)) (t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating

- Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
- Stunt driving and horseplay are prohibited. No riders shall be permitted on vehicles unless provided with adequate riding facilities. Employees shaft not ride on the forks of lift trucks. Employees shall not place any part of their bodies
- outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist. Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial
- truck, loaded or empty, unless it is effectively blocked to prevent it from falling. Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism
- cooling system, and the lift system for forklifts (forks, chains, cable, and limit switches). No truck shall be operated with a leak in the fuel
- Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse - 3 seconds - passing the same point. Exception

General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

11. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel

10. Trucks traveling in the same direction shall not be

passed at intersections, blind spots, or dangerous

with the load trailing. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.

13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck

14. Grades shall be ascended or descended slowly

A. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade B. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

C. Motorized hand and hand/rider trucks shall be

- operated on all grades with the load-engaging means downgrade. The forks shall always be carried as low as possible, consistent with safe operations. When leaving a vehicle unattended (the operator is
- industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either: A. The power shall be shut off and, when left on an

B. The power may remain on provided the wheels

over 25 feet (7.6 meters) from or out of sight of the

are blocked, front and rear. 17. When the operator of an industrial truck is dismounted and within 25 feet (7,6 meters) of the truck which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.

incline, the wheels shall be blocked; or

Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading by the operator if the forks are raised no more than 42 inches above the same level on which the industrial truck is located, the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be securely blocked. Whenever the forks are raised, the operator will remain in the seat of the industrial truck except when

entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set Motorized hand trucks shall enter elevators or other

Vehicles shall not be operated on floors, sidewalk

doors, or platforms that will not safely support the

confined areas with the load end forward

the operator is actively loading or unloading materials.

18. Vehicles shall not be run onto any elevator unless the

driver is specifically authorized to do so. Before

loaded vehicle. Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses. 22. Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or

trailers are securely blocked or restrained and the

brakes set 23. To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section 3333 of these Orders and Title 49 CFR Section 21 8.27 which is hereby incorporated by

24. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the

26. Trucks shall not be loaded in excess of their rated 27. A loaded vehicle shall not be moved until the load is safe and secure.

centerline of railroad tracks is prohibited.

loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load. 29. The load engaging device shall be placed in such a manner that the load will be securely held or supported. 30. Special precautions shall be taken in the securing and

28. Extreme care shall be taken when tilting loads. Tilting

forward with the load engaging means elevated shall

be prohibited except when picking up a toad. Elevated

handling of loads by trucks equipped with attachments

and during the operation of these trucks after the loads

- have been removed. When powered industrial trucks are used to open and close doors, the following provisions shall be complied
- A. A device specifically designed for opening or closing doors shall be attached to the truck. B. The force applied by the device to the door shall be applied parallel to the direction of travel of the door.

C. The entire door opening operation shall be in full

D. The truck operator and other employees shall be

combined rated lifting capacity of all trucks involved.

operator restraint system such as a seat belt shall be

33. When provided by the industrial truck manufacturer, an

clear of the area where the door might fall while being opened. 32. If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the



view of the operator.



Follow

perating rules

SAFETY IS EVERYONE'S RESPONSIBILITY: "IF YOU SEE SOMETHING, SAY SOMETHING!"