

SAFETY INFORMATION FOR MOTION PICTURE AND TELEVISION PRODUCTION

Production Name:

Production Safety Representative (Name):

Phone:

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



FIRE - MEDICAL - POLICE EMERGENCIES

911

Or local Emergency Response Number for your Location

NEAREST HOSPITAL

Please see the call sheet for the location information

SAFETY HOTLINE

Report Safety concerns ANONYMOUSLY to:

818-954-2800

OR

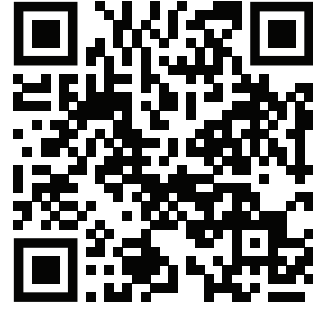
877-566-8001

(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 unsafe work.
- Working safely is a condition of employment.

EMERGENCY ACTION PLAN

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



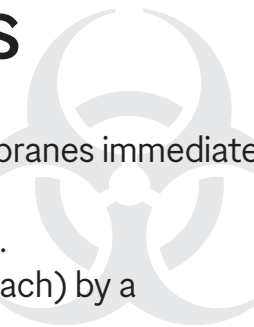
SAFETY DATA SHEETS

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

- 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.

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 (acclimatization)

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

- Headache, dizziness, or fainting
- Weakness and wet skin
- Muscle Cramps
- Irritability or confusion
- Thirst, nausea, or vomiting

Access to Shade

- Take a preventative cool-down rest in the shade to protect from overheating
- Shade includes blockage of direct sunlight that are either open to the air or provided with ventilation or cooling

Acclimatization

- Acclimatization peaks within 4 to 14 days of work for at least 2 hours per day in the heat
- Start work slowly, increase the pace gradually

Water

- Potable drinking water is provided free of charge
- You're encouraged to drink at least one quart of water per hour

SEE FIRST AID OR CALL 911 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 911 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 911
- 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 911 IMMEDIATELY AND APPLY ICE AS SOON AS POSSIBLE.

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 the 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 by your supervisor.
- 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 of guardrails; wear hard hats when exposed to potential falling objects.
- 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' guidelines. Chock or lock wheels of all carts or materials being lifted by liftgate. Keep employees clear when raising or lowering 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 removed from service.
- Tools and equipment shall not be serviced, repaired or adjusted until safeguarded from accidental start up. (Lock Out/Tag Out).
- 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 be avoided.
- 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 fellow workers.

LEAD PAINT/ASBESTOS AWARENESS

NO PRODUCTION EMPLOYEES ARE TO DRILL, SAND, GRIND, HAMMER, ABATE, REMOVE, DISTURB, SWEEP, DISPOSE OF OR HANDLE LEAD PAINT OR ASBESTOS CONTAINING MATERIAL.

If there is lead paint or asbestos that will be disturbed by production-related activities, the area should be assessed by a qualified environmental person. If you have questions about lead paint or asbestos, contact your supervisor or the Production Safety Representative.

RESPIRATORS: VOLUNTARY USE

Appendix D to Sec. 1910.134 (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:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. 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.
3. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
4. 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.
5. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

TABLE SAWS

1. Keep guard in place*
2. Wear safety glasses
3. Use push stick
4. No gloves
5. Beware of possible kickback
6. 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 guard.

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

FIREARMS

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.

SOUNDSTAGE FLOORS, ROOF TRUSSES AND PERMANENTS LOAD

Prior to loading soundstage floors, roof trusses, or permanents, contact the Locations Department, Facilities Representative, or other knowledgeable authority to determine weight restrictions.

HAZARDOUS WASTE DISPOSAL

- Many of the products used on Production - paints, special effects products, vehicle fuel, etc. - are considered to be hazardous substances.
- It is studio policy that all chemicals will be disposed of in accordance with the laws of the city, county and state in which they are used.
- 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.



OPERATING RULES FOR INDUSTRIAL TRUCKS

General Industry Safety Order 3664 Operating Rules (Part (a))	General Industry Safety Order 3650 Industrial Trucks, General (Part (b))
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- (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).
- (b) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:
 1. No riders 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.
 2. Stunt driving and horseplay are prohibited.
 3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
 4. Employees shall not ride on the forks of lift trucks.
 5. 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.
 6. 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.
 7. 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).
 8. No truck shall be operated with a leak in the fuel system.
 9. 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.
 10. Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
 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 with the load trailing.
 12. 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 and object.
 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/ride trucks shall be operated on all grades with the load-engaging means downgrade.
 15. The forks shall always be carried as low as possible, consistent with safe operations.
 16. When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the 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 inclined plane, the power shall be blocked;
 - B. The power may remain on provided the wheels 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.

Exception
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 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 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.
19. Motorized hand trucks shall enter elevators or other confined areas with the load end forward
20. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
21. 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 reference.
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.
25. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
26. Trucks shall not be loaded in excess of their rated capacity
27. A loaded vehicle shall not be moved until the load is safe and secure.
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 load. Elevated 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 handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
31. When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
 - 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 view of the operator.
 - D. The truck operator and other employees shall be 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 combined rated lifting capacity of all trucks involved.
33. When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.



Follow operating rules so that everyone is safe.

Job Safety and Health IT'S THE LAW!

- All workers have the right to:**
 - A safe workplace.
 - Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
 - Receive information and training on job hazards, including all hazardous substances in your workplace.
 - Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
 - Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
 - File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
 - See any OSHA citations issued to your employer.
 - Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.
- Employers must:**
 - Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
 - Comply with all applicable OSHA standards.
 - Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
 - Provide required training to all workers in a language and vocabulary they can understand.
 - Prominently display this poster in the workplace.
 - Post OSHA citations at or near the place of the alleged violations.

This poster is available free from OSHA.

Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov