

EMPLOYEE ACKNOWLEDGMENT
General Safety Guidelines for Production

Production Company: _____

Production Title/Name: _____

(Give to Production Office Coordinator upon completion.)

I understand and acknowledge:

- The Workers Compensation Act Section 117, and the Company's Safety Manual, outline additional safety responsibilities for Heads of Department/Supervisors. If I am a Head of Department or Supervisor, I accept these responsibilities.
- As an employee of the Company, I have received, read, understood, and will abide by the *General Safety Guidelines for Production* ("Guidelines"). I have been informed that failure to adhere to these Guidelines may result in disciplinary action including and up to dismissal.
- In addition to the Guidelines, the Company has an Occupational Health & Safety Program (OHSP). It is contained in the **Production Safety Manual** and is available for review in the Production Office, on-set with the 1st AD, or online at safetyontheset.com.
- I will see my Supervisor or call the Anonymous Safety Hotline at (877) 566-8001 if I have questions, safety concerns or need training. I can also submit safety concerns or questions online at safetyontheset.com.
- If I am injured or feel ill for any reason, I will notify my Supervisor and/or First Aid immediately.
- Personal Protective Equipment (PPE): I will wear appropriate clothing and work shoes, and PPE that is recommended by my Supervisor or by the Production Safety Representative.
- This Production has a strict fall protection policy. I will always wear a full-body harness with a lanyard attached to an appropriate anchor point whenever I am in a condor, a scissor lift, a man lift, or working on any elevated work surface. (See *Fall Protection section of attached General Safety Guidelines for Production.*)
- This Production has a strict table saw use policy. I will always use the saw guard, unless making certain cuts as authorized by my supervisor. While operating the saw, I will not wear gloves, long hair, jewelry, scarves or other items that can be become entangled.
- I will not knowingly operate any machinery that is not in good working order. Any deficiencies I notice will be tagged and brought to the attention of my supervisor.
- I will not perform any potentially hazardous activity that I have not been trained to do.
- I can request a copy of a Safety Data Sheet (SDS) for any product by calling the 3E Company at (800) 451-8346, an SDS management company for this Production.
- The *General Safety Guidelines for Production* offer general safety advice for situations that typically arise during construction or production. More detailed safety information is available in the OHSP Safety Manual, from my Supervisor, at www.safetyontheset.com and/or from the Production Safety Representative. The OHSP guidelines include:
 - Aerial lifts – including condors, scissor lifts, manlifts
 - Working from Heights – including ladders, soundstage permanents, rooftops and scaffolding
 - ACTSAFE Safety Bulletins
 - Codes of Safe Practices / Safe Work Procedures
 - Safety Talks
 - Safety Data Sheets (SDS)
- I must attend safety meetings whenever they are appropriate for my work.
- Working under the influence of alcohol, or any drug that would impair my ability to work safely, is prohibited.
- Guns are prohibited in the workplace.

IMPORTANT!

By signing this form you do not waive any of your rights under Workers' Compensation laws.

Employee Name (print): _____

Employee Signature: _____

Job Title/Position: _____

Department: _____

Date: _____