

GENERAL SAFETY GUIDELINES FOR PRODUCTION
Additional Safety Guidelines for Special Effects

Production Name: _____

Before you start your job:

Read these ***Additional Safety Guidelines for Special Effects***, as well as the ***Safety Guidelines for General Production***. Understand them; then sign the ***Acknowledgment Forms*** for each and return them to your supervisor.

This Production is committed to employee safety. These ***Additional Safety Guidelines for Special Effects*** 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 ensure that these guidelines 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 using safe work practices, and should report to his or her supervisor any unsafe conditions or practices observed.

FIREARMS

1. TREAT ALL FIREARMS AS THOUGH THEY ARE LOADED.
2. DO NOT ENGAGE IN HORSEPLAY WITH ANY FIREARMS OR WEAPONS.
3. NEVER POINT A FIREARM AT ANYONE, INCLUDING YOURSELF, AND IF CALLED UPON TO DO SO, CONSULT THE PROPERTY MASTER.
4. WHENEVER POSSIBLE, SIMULATED OR DUMMY WEAPONS SHOULD BE UTILIZED.
5. LIVE AMMUNITION IS NOT TO BE BROUGHT ONTO A STUDIO LOT, STAGE OR LOCATION.
6. All firearms brought onto a studio lot or taken on location shall be turned into that Department which is responsible for and knowledgeable in the use of firearms. Privately owned weapons or gun belts which could contain ammunition are specifically subject to this requirement. This means that ALL firearms must be placed in the custody of that Department designated by the studio for the responsibility for firearms.
7. Unless actually filming or rehearsing, all firearms shall be secured by the PROPERTY MASTER.
8. When a scene is completed, the firearm shall be unloaded.
9. Instruction in the proper and safe use of firearms is the responsibility of the PROPERTY MASTER. The PROPERTY MASTER should be qualified with the firearms, and, if not familiar with the type being used, should consult an expert. The PROPERTY MASTER shall not issue a firearm without first determining that the person who will use that firearm is knowledgeable in its use.
10. No person is to be coaxed, coerced or otherwise forced into handling a firearm. Before using any firearm, make sure you fully understand the operating features and safety devices on the firearm, and the precautions to be taken in handling a firearm.
11. Make sure firearms and weapons are checked before each usage, and that they are cleaned, checked and inventoried at the close of each day's shooting.
12. Loading of firearms shall only be done by the PROPERTY MASTER or by the experienced persons working under his/her direct supervision and control. Such loading shall only be done just before the firearms are to be used in a scene.
13. Hand loading or altering factory loaded blank ammunition shall be done only by licensed Powdermen.
14. NEVER discharge a firearm when the barrel has become clogged with dirt or foreign material.
15. Do not lay down a firearm in such a manner that dirt can clog the barrel or that working parts can be damaged.
16. On all loaded weapons equipped with a safety, the safety should be used in the safest proper manner consistent with the design of the firearm, its stage of readiness to fire, and its intended use.
17. When a weapon jams or malfunctions, corrections shall be made only by a person experienced to work on firearms.
18. Do not attempt to adjust, modify or repair a firearm.

19. The PROPERTY MASTER shall determine the lightest and safest blank ammunition loads possible consistent with the need, and all personnel and the Director shall be informed.
20. Utilize camera personnel shields whenever the camera personnel are to get a point-blank shot.
21. Utilize protective shields for all personnel who will be within close proximity of any blanks fired from a weapon.
22. **NEVER** store live ammunition and blank ammunition in the same box.
23. The PROPERTY MASTER should be knowledgeable and adhere to all manufacturers' warnings, expiration dates, storage and handling procedures of all blank ammunition.
24. Prior to shooting blanks on an exterior set, the production company should fill out an exterior shot checklist.

EXPLOSIVES AND PYROTECHNICS

All special effect personnel shall wear safety glasses and protective clothing applicable to the hazard associated with the material during preparation and loading of pyrotechnic devices. Protective clothing should include long-sleeved shirts and long pants made of 100 percent cotton, leather, or other materials with equivalent flammability, melting, thermal, or static-reducing protective characteristics.

1. When working with explosives, flammable or combustible liquids, gases or chemicals on any set, prior notification shall be given to all personnel. Also, wherever practical, the call sheet should state that explosives are to be used.
2. Before any explosives or potentially hazardous sequence is to be performed, all persons involved shall be thoroughly briefed at a meeting on the site where the explosives are to be used. This meeting shall include an "on site walk-through" and/or "dry run" with Special Effects persons and all the persons involved in the event. The Special Effects and licensed Powder person shall plan and provide acceptable avenues of escape.
3. The persons mentioned above shall clearly announce to all persons the location exits, escape routes and alternate routes. The escape route shall provide absolute passage to the exterior of the building, structure or workspace.
4. Each person should check the escape route in order to assure himself/herself that it is and will remain accessible. Any person who is unsure of the designated escape route should check with the 1st Assistant Director and learn of the escape route before entering the work area.
5. Only persons and crew necessary for the purpose of filming will be in the explosives area. All other personnel will be cleared away from the explosives area.
6. Before rolling cameras, should any change become necessary, the Director will again call all persons involved in the event to another meeting to confirm everyone's understanding of said change(s).
7. No smoking is permitted in the explosives area and "No Smoking" signs shall be posted in all areas of the premises or locations where explosives and/or pyrotechnic devices are stored and handled.
8. After each shoot, no one shall go into the explosives area other than the Special Effects and/or licensed Powder person, until or unless the Special Effects and/or licensed Powder person deems it safe to do so.
9. No child under the age of 16 shall be near the area where explosives are used.
10. Transportation of explosives and/or pyrotechnic devices shall be governed by the provisions of all applicable Federal, State and Local laws, and the proper authorities shall be notified when using explosives on the set.
11. Make sure all explosives and explosive devices are shunted prior to detonation.
12. Make sure explosives are detonated from a separate DC power source or isolated AC.
13. When preparing pyrotechnics, make sure all radio transmissions in the area are ceased.
14. An exterior shot check list should be filled out and circulated prior to filming any special effects on exterior sets, pyro, smoke, open flame etc.

EMPLOYEE ACKNOWLEDGMENT
Additional Safety Guidelines for Special Effects

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(Turn in to Production Office Coordinator upon completion)

Check all boxes below or see your Supervisor (or call the Anonymous Safety Hotline at (818) 954-2800) if you have questions or need training:

I understand:

- I have received and read the Additional Safety Guidelines for Special Effects.
- I have been informed that failure to adhere to these guidelines may result in disciplinary action.
- That I am to bring to the attention of my Supervisor or the Anonymous Safety Hotline any unsafe conditions or employees which I observe.

IMPORTANT!

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

Employee Name (print or type)

Employee Signature

Supervisor Name (print or type)

Supervisor Signature

Location (Stage/Bldg.)

Date