

GENERAL PRODUCTION SAFETY GUIDELINES

- Know the Emergency Plan and how to react in an emergency situation.
 - Familiarize yourself with emergency procedures for each location.
 - Speak to your supervisor if emergency procedures are unknown.
- Attend all pertinent Toolbox Talks/Safety Talks assigned by your supervisor and additional safety meetings whenever any stunt, special effect, firearm, live ammunition, hazardous or unusual activity is scheduled.
- **Report all injuries, no matter how minor, immediately so proper medical or first aid treatment can be arranged. Inform the appropriate supervisor.**
- **Report any employees interfering with communications equipment, the dissemination of safety information, or disrupting safety meetings, to their supervisors.**
- Your supervisor will specify appropriate work shoes and clothing. Loose or frayed clothing, gloves, long hair, rings, etc., can become entangled in certain machines and shall not be worn.
- Your supervisor will furnish safety equipment.
 - use goggles or safety glasses when cutting, grinding, or chipping;
 - correctly wear harnesses with suitable anchorages when working above or outside of guardrails;
 - wear hard-hats when exposed to potential falling objects.
- All safety guards and other protective devices should be properly adjusted and remain in place. Missing or faulty safety equipment should be visibly marked and be reported promptly to the employee's supervisor.
- Always use push sticks to guide short or narrow pieces of stock through saws. Using the correct push stick allows saw operators to keep their hands at a safe distance from the saw blade and prevent kickback.
- **Asbestos Containing Materials (ACM):**
 - No employee of this company shall be asked to remove, demolish, or abate ACM or suspected ACM.
 - All such work will be performed by licensed third party ACM remediation vendors.
 - Contact the Production Safety Representative.
 - Any employee who accidentally disturbs friable ACM and is potentially exposed to ACM should undergo a precautionary decontamination procedure to avoid exposing other workers and, potentially, bringing contaminated materials home:
 - the employee should wash down in the nearest shower;
 - the employee's clothes should be disposed of by the third-party asbestos remediation company;
 - the employee should be loaned clothing to wear when returning home.
- Only authorized and trained personnel are allowed to use aerial lifts, scissor lifts, etc.
 - Harnesses and lanyards are to be worn at all times, including in scissor lifts and bucket lifts. (May require adjustment of lanyard for Fall Restraint.)
- Always use aerial lifts, scissor lifts and forklifts as the manufacturer's intended or has provided special guidelines.
 - Familiarize yourself with the manual.
 - Do not overload, tower, use in place of a crane, use in high wind conditions, etc.

- Always make sure the area below is clear of personnel when working with overhead loads unless exception is approved by the Production Safety Representative.
- Ladders, scaffolds, working platforms and walkways, should be properly maintained, and used in a safe manner.
- Access areas and walkways are to be kept clear of material and debris.
- 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 any worker to a potential fall of 4 feet or more. (Trigger height may vary. Contact the Production Safety Representative.)
- **Liftgates**
 - Always operate liftgates according to manufacturer's guidelines. Chock or lock wheels of all carts or materials being lifted by liftgate. Keep employees clear when raising or lowering liftgate.
- **Working Alone or in Isolation**
 - If your work requires you to be alone or isolated from other employees, let your Department Head know where you will be and what you will be doing.
 - Have the area you are working inspected for any hazards.
 - Establish regular telephone contact with your Department Head.
 - If no telephone service is available, alternate methods of contact should be made.
- Notify your supervisor if you are taking any medication that may interfere with your ability to work. Working under the influence of illegal drugs or alcohol is prohibited.
- It is your responsibility to report unsafe conditions, employees engaged in unsafe activities, and all accidents to your supervisor or to the Anonymous Safety Hotline (818) 954-2800 / (877) 566-8001.
- See that all visitors and new hires remain a safe distance from potentially hazardous construction and filming.
- Do not engage in pranks, horseplay, scuffling or other unsafe acts.
- Never enter confined spaces (manholes, underground vaults, chambers, silos, etc.) until oxygen and gas levels have been checked by a qualified person and confirmed as being healthful.
- **Stunts and Special Effects**
 - Require an on-site walk-through with all involved parties before filming. The meeting and rehearsal should be documented (the daily production report may be used.)
 - Certain stunts and special effects, such as those involving aircraft, high falls, body burns, car crashes, etc., should be reviewed by the Production Safety Representative prior to execution.
 - Special Effects involving pyrotechnics, atmospheric smoke, explosives and/or fire, should be noted in advance on the call sheet.
 - There should be planned escape routes provided for each person who should personally check the route to determine its accessibility.
 - Only persons necessary for the stunt and/or effect should be in immediate area.
 - Those involved in the scene should ask questions until they thoroughly understand their part in the action. All others should stay in the designated safe zone.
- **Firearms and Live Ammunition**
 - Should always be treated as if they are loaded or set to detonate.
 - Do not play with firearms or any weapons and **never point** a firearm at anyone, including yourself.
 - Follow the directions of the property master regarding all firearms and weapons.
 - Ask for clarification until you understand its proper use.
 - Do not bring live ammunition to the filming location.
- **Film Vehicles**
 - Be particularly cautious when vehicles such as fixed wing aircraft, boats, cars, helicopters, motorcycles, and trains are being used.

- When driving, walking, or traveling in any manner in congested areas, proceed slowly and watch for sudden movements.
- Pay close attention when working around helicopters and on runways.
- **Water Hazards**
 - Always wear life vests or other safety gear, when possible, when working on boats, pontoons, rafts, etc.
 - Use safety lines, nets, observers and/or safety divers when filming in rivers or other bodies of water.
 - Only electrical equipment intended for use in and around water should be used.
- **Animals**
 - Make sure you understand and follow the wrangler safety precautions in effect when animals are present.
 - Do not feed, pet, or play with any animal. Always defer to the trainer/wrangler.
- **Tools and Equipment**
 - Ensure that all equipment is in proper working order and that all protective guards are in place and are used.
 - Do not attempt to alter, modify, displace, or remove any existing safety equipment.
 - Saw guards, safety switches, and other safety mechanisms are installed for your protection.
 - Always use push sticks to guide short or narrow pieces of stock through saws.
 - Using a push stick allows saw operators to keep their hands at a safe distance from the saw blades. Do not use tools or equipment for which you are not trained and certified.
 - See your supervisor if you have any questions or feel that you need additional training.

Do not use, alter, or modify equipment being used by another employee without informing them prior to doing so.

- **Chemical Handling**
 - Store all flammable liquids in approved safety cans or cabinets.
 - Do not allow paint chemicals and other materials to accumulate on stage floors, under platforms, or in other work areas where they do not belong.
 - Read understand and follow proper handling and storage procedures for all combustible or flammable materials.
 - Use only approved flame retardants and decorative set materials that are non-combustible.
 - Properly dispose of all hazardous waste generated by the company, including paint. Do not dump down the sink, storm drain, septic systems, or in the trash.
- **Fire Safety**
 - In buildings, keep all exterior doors unlocked and capable of being opened from the inside.
 - Make sure all aisles, traffic lanes, electrical panels, and fire exits, and all fire equipment are always kept clear and accessible.
 - Maintain clear walkways (4 feet around the perimeter) and exit passages.
- **NO SMOKING**
 - Smoking is prohibited on all soundstages and in all buildings, regardless of location. This applies to all smoking products, including e-cigarettes.
 - Smoke only in designated areas.
 - Extinguish all smoking materials in appropriate butt cans.
- **Ladders**
 - Place ladders on slip-free surfaces, even if they have slip-resistant feet.
 - Secure the ladder if a slip-free surface is not available.

- **Fall Protection**
 - All personnel working in the permanent grid and truss system (perms) outside the catwalks and handrails will use Cal/OSHA compliant fall protection equipment.
 - Prior to use each day, the wearer should visually inspect all fall protection equipment.
- **Electrical Safety**
 - Keep all electrical cords away from pinch points.
 - In any wet, damp, or moist environment, Ground Fault Circuit Interrupters (GFCI's) should be used.
 - Ensure that all electrical panels are unobstructed and have a minimal clearance of 36".
- **Lock Out/Tag Out**
 - Always turn off a tool or appliance before disconnecting it to avoid exposure to live electrical parts.
 - Never work on machinery which may unexpectedly be re-energized.
- **Lifting Precaution**
 - When lifting, stand close to the object with your feet comfortably apart, squatting down, and bending at the hips and knees. As you lift the object, arch your back inward and pull your shoulders back, keeping the load close to your body. Once you arrive at your destination, set the load down, bending at the hips and knees. Remember: never twist your body at the hip when carrying a load.
- **Reach Lifts/Gradall's should only be operated by persons trained on the specific model being used.**