

# SAFETY GUIDELINES FOR BACKGROUND PERFORMERS

## INJURY & ILLNESS PREVENTION PROGRAM

To help ensure a safe working environment, a written safety program called the Injury & Illness Prevention Program (IIPP) has been created. The IIPP contains safety policy statements and related safety programs. A copy of the complete document is available from the AD Department or production management, or online at [www.safetyontheset.com](http://www.safetyontheset.com). Background performers are expected to review and comply with the production's IIPP at all times.

## GENERAL SAFETY WHILE WORKING ON A PRODUCTION

- Report all hazards, unsafe conditions or unsafe employees to the 1st AD or Production Management.
- Report all work related injuries and illness to the Set Medic or AD Department immediately.
- Stage fire lanes are to be kept clear at all times.
- Do not block exit doors or walkways.
- Safety meetings will be held at crew call and when stunts and special effects are to be performed. Attendance at these meetings is mandatory.
- Unless designated for filming purposes, 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.
- Obey all warnings signs or barriers.

## SAFETY HOTLINE ( 818) 954-2890 / (877) 566-8001 (Toll-free U.S. and Canada)

Employees are encouraged to report unsafe conditions or practices to the AD Department or Production Management. In addition, a 24-Hour Safety Hotline has been established as an outlet to voice safety related concerns anonymously. The Safety Hotline should be used if alternative methods of correcting a safety concern are not satisfied. All calls to the Safety Hotline will be investigated in a timely manner by a representative of the Production Safety Department. You can also report safety concerns anonymously to the production safety department online at: [www.safetyontheset.com](http://www.safetyontheset.com).

In the event of any fire and/or medical emergency, follow the established emergency notification procedures:

- When working on the Burbank Lot / Ranch, dial extension 4-3333.
- For all other locations, call 9-1-1.

## HEAT ILLNESS PREVENTION

This production has a heat illness prevention program in place that applies any time outdoor temperatures are forecasted to be 80 degrees F or above. When the plan is activated, the following precautions should be taken:

- A minimum of 1 quart of water per hour, per person will be available for consumption.
- Enough shade will be available to accommodate 25% of all production personnel at any time.
- An emergency plan will be in place including a system for activating emergency response procedures and for ensuring all production personnel have the capability of communicating with a supervisor.
- A safety meeting will be held at crew call to provide information on heat illness prevention methods.

A heat illness poster should be available on site and should explain the above requirements as well as additional information on recognizing the signs/ symptoms and avoiding risk factors that lead to heat illness.

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## CODE OF SAFE PRACTICES

Compliance with this Code of Safe Practice (CSP) is mandatory. This Code of Safe Practice should be posted in conspicuous locations throughout studios and off-lot production locations. Production management or AD's should ensure that background personnel have this Code of Safe Practice readily available. This CSP is also available at [www.safetyontheset.com](http://www.safetyontheset.com). Background performers in violation of any or all of these codes are subject to disciplinary action.

1. Background performers should follow these practices, contribute to the performance of safe work operations, and report all unsafe conditions or practices to the AD Department or Production Management.
2. Background performers are to comply with all safety rules, regulations, and policies.
3. Background performers should attend safety training, which will be relevant to the work-related safety conditions to which they may be exposed.
4. Background performers known to be under the influence of drugs or intoxicating substances that impair their ability to safely perform their assigned duties will be subject to disciplinary action.
5. Background performers are required to wear Personal Protective Equipment (PPE) applicable or relevant to the conditions to which they are exposed and as directed by the production.
6. Background performers are prohibited from engaging in pranks, horseplay, scuffling, or other acts that can adversely influence safety.
7. Background performers are required to follow all appropriate training provided for the activities and applicable conditions to which they may be exposed.
8. Background performers should not operate or use any mechanical equipment or vehicle (including golf carts) in a manner that is inconsistent with established policies, procedures, or manufacturers recommended guidelines.
9. Background performers should have access upon request to information relating to the use of chemicals that will be used for filming effects (e.g. atmospheric smoke or fog) and any applicable conditions to which they may be exposed. All questions should be directed to AD department or by contacting production management.
10. Background performers should be aware of established emergency procedures and exits for each location where they are assigned to work. All questions surrounding emergency action plans should be directed to the AD Department or by contacting production management.

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11. Background performers should be aware of general location safety concerns, including extreme weather conditions, dangerous plants and/or animals, and site-specific hazards that may present additional safety concerns. All questions surrounding emergency action plans should be directed to the AD Department or by contacting production management.