

TELEVISION & FEATURE PRODUCTION

SAFETY MANUAL

Injury & Illness Prevention Program (IIPP)

Production Company: _____

Show Name _____

Office Location: Address 1: _____
 Address 2: _____
 City: _____
 State/Province: _____
 Zip Code: _____
 Country: _____

For this production, the following people have been identified as the key points of contact with significant environmental, health and safety roles:

Unit Production Manager: _____

Production Coordinator: _____

1st Assistant Director(s): _____

2nd Assistant Director(s): _____

Production Safety Representative: _____

Anonymous Safety Hotline: 818.954.2800 or 877.566.8001

*This copy of the Television Production Safety Manual is the most current manual as of the revision date listed on the cover. More current safety information, and the latest versions of Alliance of Motion Picture and Television Producers (AMPTP) Safety Bulletins, may be available at **safetyontheset.com**, which is updated on a regular basis.*

*Where this manual refers to providing your employees with training, such training may be unnecessary for employees who have completed the appropriate Safety Pass Training courses offered by the Contract Services Administration Training Trust Fund of the AMPTP. Information on the Safety Pass Program is available at **www.csatf.org**, or by calling (818) 847-0040.*

TELEVISION & FEATURE PRODUCTION SAFETY MANUAL

Injury & Illness Prevention Program (IIPP)

TABLE OF CONTENTS

SECTION 1: Introduction to This Manual

- Policy Notices: Drones (UAS)/Fall Protection/Table Saws/Firearms i
- Introduction
- The Department of Safety & Environmental Affairs (WB Safety)
- The Law
- Injury & Illness Reporting Procedures

SECTION 2: Injury & Illness Prevention Program for Production

- Injury and Illness Prevention Program for Television & Feature Production 1

SECTION 3: Position Safety Responsibilities

- Unit Production Manager 6
- First Assistant Director
- Construction Coordinator
- Transportation Captain/Coordinator
- Key Grip/Rigging Key Grip
- Gaffer/Rigging Gaffer
- Second Assistant Director
- Location Manager
- Special Effects Coordinator
- Stunt Coordinator
- Key Department Heads
- Medic
- Production Office Coordinator
- Cast Members

SECTION 4: Government/Regulatory Agency Guidelines

- OSHA Inspection Guidelines 40
- OSHA Recordkeeping for Television & Feature Production
- Regulatory Agency Inspection Guidelines
- Required Postings

SECTION 5: Environment/Chemicals/Hazardous Waste

- Managing Chemical Containing Products 46
- Guidelines for Shipping Dangerous Goods
- Flame Retardant Requirements
- Air Quality (SCAQMD)
- Water Quality (RWQCB)

SECTION 6: Ergonomics

- Ergonomic Guidelines 52

SECTION 7: AMPTP Industry Wide Labor-Management Safety Bulletins

- Table of Contents 53

SECTION 8: Tool Box Talks

- Table of Contents 274

SECTION 9: Safety Forms

- Table of Contents 292

SECTION 10: Safety Signs and OSHA Postings

- Table of Contents 335

INTRODUCTION TO THIS MANUAL

Please make sure all your employees take special note of the following:

SQUIB USE

All anticipated squib use must be reported to the Production Safety Representative so that proper Fire Marshall permits and safety arrangements can be made. All squibs used in production must be green squibs that do not contain lead.

UNMANNED AERIAL SYSTEM (UAS)/ "DRONES" POLICY

Please be advised that any use of Unmanned Aerial Systems (UAS) requires pre-approval by your Production Safety Representative on a case-by-case basis.

FALL PROTECTION POLICY

You must wear appropriate fall protection whenever ANY of the following conditions exists:

- 1. You are working from a scissor lift, aerial lift, man lift or other elevated work platform.*
- 2. You are exposed to any unprotected fall of 4 feet or more.*
- 3. You are within six feet of the unprotected edge of a building, roof, platform, cliff, or other elevated surface;*
- 4. You are working in the "O" Zones outside of the catwalks in the perms.*

Failure to wear appropriate fall protection will subject you to discipline, up to and including termination. If you have any questions as to when fall protection is required, or what fall protection to wear, call the Production Safety Representative.

When a body harness and lanyard are used, they should be of a type that at a minimum meets the requirements of The Occupational Health & Safety Administration (OSHA) and The American Nation Standards Institute (ANSI).

TABLE SAW POLICY

- 1. Keep guard* in place.*
- 2. Wear safety glasses.*
- 3. Use a push stick.*
- 4. No gloves.*
- 5. 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.*

Failure to follow this Safety Policy will subject you to discipline, up to and including termination. If you have any questions regarding the safe use of table saws, call the Production Safety Representative.

FIREARM POLICY

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.

For specific Codes of Safe Practice on these subjects, see Form 1 – General Safety Guidelines for Production, or www.safetyontheset.com.

INTRODUCTION

This **Injury and Illness Prevention Program (IIPP) for Feature and Television Production** was developed for use by on-lot and off-lot (local and distant location) productions. Company Management considers a motion picture or television production as a company that is accountable and responsible for safe production. The role of the **Production Safety Representative** is to provide assistance and guidance, NOT to assume or replace the production company's role in safety management.

The Injury and Illness Prevention Program was instituted to promote safe working conditions. The Program documents a Production's safety activities. Willful failure of an employee to follow safety rules and regulations can lead to disciplinary action up to and including discharge; however, no employee shall be discharged or otherwise disciplined for refusing to work on a job that exposes the individual to a clear and present danger to life or limb. No set of safety regulations can comprehensively cover all possible unsafe working practices. Therefore, the production and its employees shall work together to communicate and help prevent accidents.

It is with this purpose in mind that the **Production Safety Manual** was developed. This safety program places particular emphasis on Federal Occupational Safety and Health Administration (OSHA) and California OSHA requirements that pertain to the motion picture and television industry. Though an initial production safety meeting is recommended between the production staff and the Production Safety Representative prior to production or construction, it is most important that production management personnel devote the necessary time and energy to understand and carry out this program. The Production Safety Representative will periodically conduct audits of production company safety activities to determine the effectiveness of their Injury and Illness Prevention Programs. Audit results will be discussed with the Unit Production Manager (UPM) or Production Executive.

The material in this manual should be used as a guideline for productions to provide a safe and healthy work environment for employees and to reduce losses resulting from accidents and injuries. ***It is not intended as legal interpretation of any federal, state or local standards.***

NOTE: HAVING A WELL-DEFINED AND DOCUMENTED SAFETY PROGRAM WILL HELP REDUCE ACCIDENTS AND INJURIES, AND HELP LIMIT YOUR LIABILITY AND PROVIDE THE BASIS OF A DEFENSE SHOULD ACCIDENTS OR INJURIES OCCUR.

THE DEPARTMENT OF SAFETY & ENVIRONMENTAL AFFAIRS (WB Safety)

Anonymous Safety Hotline: (818) 954-2800/ (877) 566-8001.

The WBSF Department of Safety and Environmental Affairs (WB Safety) is the Safety Representative for this Production. WB Safety provides support in three major areas:

1) Occupational Health and Safety, 2) Environmental Affairs, and 3) TV & Feature Production Safety. S&EA works with both in-house and out-of-house employees including: WBSO, WB Pictures, WBTV, Bonanza Productions, WB Animation, Warner Horizon Unscripted Television, Telepictures, Warner Premier, New Line Productions and various independent production tenants. This department acts as the interface between the studio and governmental agencies representing the enforcement of local, state, provincial and federal codes which regulate the occupational safety and health of employees.

Hours: 6AM-6PM, Monday through Friday (or by arrangement).

WB Safety Phone Numbers:

Main Line: (818) 954-2890 - **Food Safety Hotline:** (818) 954-2350

Anonymous Safety Hotline: (818) 954-2800 - **(Toll Free):** (877) 566-8001

Personnel Contact List:

John Clements, V.P.

Safety & Environmental Affairs

Office: (818) 954-4248

Cell: (310) 628-7364

john.clements@wbd.com

Sarah Cespedes, Exec. Director

Safety & Environmental Affairs

Office: (929) 637-3091

sarah.cespedes@wbd.com

Production Safety Representative,

Safety & Environmental Affairs

Office:

Cell:

Email:

Production Safety Website

A wide variety of safety information can be found at www.safetyontheset.com. There you will find a printable version of the **Production Safety Manual**, **Codes of Safe Practices** covering employee safety for both construction and production personnel, **Tool Box Talks**, updated **Safety Bulletins** from the Alliance of Motion Picture and Television Producers (AMPTP), links to OSHA and other governmental organizations, and the **Safety Forms** you will need to complete during the construction, production and strike phases of your show.

THE LAW

The Law

All states have laws governing the safety of employees. While this safety program has been designed to meet the requirements of the California Labor Code, it is intended for use by all productions located in and out of California.

1. **Injury & Illness Prevention Program (IIPP)**

In California every employer is required by law (Labor Code Section) to provide a safe and healthy workplace for his/her employees. Title 8 of the California Code of Regulations, Section 3203 requires every California employer to have, in writing, an effective Injury and Illness Prevention Program, and it must be available to all employees. Your IIPP is included in this **Production Safety Manual**. A copy of this Safety Manual should be kept in the production office and with the 1st AD at all times. It should be made available to any employee who wishes to see it. The Production Safety Manual is also available to any employee at www.safetyontheset.com.

2. **AB 2249 – Corporate Criminal Liability Act of 1989** – (Penal Code Section 387.)

In 1989, California enacted a law under which worksite managers may be imprisoned for up to three years for knowingly failing to disclose a serious concealed danger that poses potential harm to an employee under their direction and control at the time of the violation.

- a. **Misdemeanor:** up to one year in jail and \$18,000 fine (for each day of violation.)
- b. **Felony:** up to three years in jail and \$25,000 fine (for each day of violation.)

As a supervisor, DO NOT ask an employee to perform an act you know to be unsafe or to complete a job task for which the employee has not had proper training.

3. **Serious Accidents, Injuries and Mishaps**

Incidents that result in transportation by ambulance, visitation to the hospital by one or more employees, any treatments other than general first aid, or any serious property/asset damage, must be reported according to the **Serious Incident Reporting Procedures** found on Page 5 of this manual. Many jurisdictions, including the State of California, have strict reporting timelines. Regardless of where you are filming, the **Production Safety Representative** will make these notification calls for you.

Cal-OSHA must be notified within 8 hours of any incident in the State of California that results in death or serious injury or illness to an employee. A serious injury or illness is one that requires hospitalization for more than 24 hours for other than medical observation, or in which a part of the body is lost or permanent disfigurement occurs.

In all other U.S. states, Federal OSHA must be notified within 8 hours of a workplace incident that results in a fatality, and within 24 hours of any incident involving inpatient hospitalization, amputation or eye loss.

Your Production Safety Representative will make required notifications to OSHA for you. Notify your Production Safety Representative IMMEDIATELY of any serious incident.

Protect yourself, your employees, and your co-workers.

Following the Safety Program will help minimize accidents, injuries and illnesses.

Protect the Company.

Safe work practices help minimize losses due to injuries, illness, fines and work interruptions due to OSHA investigations.

INJURY & ILLNESS REPORTING PROCEDURES

ALL INJURIES TO CREW OR CAST MEMBERS MUST BE REPORTED TO THE PRODUCTION SAFETY REPRESENTATIVE.

Form 9: Accident Investigation Report should be completed for every injury or illness, no matter the severity.

Serious Incident Reporting Procedures:

A Serious Incident is an injury or illness that results in transportation by ambulance, visitation to the hospital by one or more employees, any treatments other than general first aid, any near miss during stunts or special effects, any injury – even minor – to cast members or stunt performers, or any serious property/asset damage.

Please note: These are SAFETY PROGRAM procedures. Workers Comp requires different documentation. Because sensitive personal medical information is often included, please DO NOT send Workers Comp forms or reports to the Production Safety Representative unless specifically requested.

UPM:

- If the injury or illness meets the criteria for a serious incident, IMMEDIATELY notify your **Production Safety Representative**, who will make all necessary notifications.
- **Accident Investigation Report – Form 9.**
 - Every section of this form needs to be completed, including “Steps taken to prevent recurrence.”
 - This form can be completed by the person who has the most knowledge of the incident: Medic, Department Head, Production Office Coordinator, UPM. The Production Safety Representative will assist if requested.
- Some injuries and illnesses require timely **OSHA notification**. The Production Safety Representative will make this notification, based upon information from you.
- **Forward completed Form 9 to POC.**

MEDIC:

- **IMMEDIATELY notify the UPM of the injury or illness.**
- Fill out *Employer’s Report of Occupational Injury or Illness (Form 5020)* or local equivalent.
- If employee refuses recommended treatment or transportation to the hospital, have employee complete and sign *Right of Refusal of Medical Aid – Form 16*.
- **Forward completed Form 5020 and Form 16 to Production Office Coordinator.**

POC:

- **Forward completed Form 9 and Form 16 to Production Safety Representative.**
- Forward Form 5020 if requested by Production Safety Representative.
- If patient is hospitalized, keep Production Safety Representative updated on status.

PRODUCTION SAFETY REPRESENTATIVE:

- Will notify OSHA if required.
- Will conduct additional investigation if needed.
- Will assist with any OSHA or other agency investigations.

INJURY AND ILLNESS PREVENTION PROGRAM FOR PRODUCTION

INJURY AND ILLNESS PREVENTION PROGRAM FOR PRODUCTION

The following explains the requirements, duties, and documentation procedures of the Injury and Illness Prevention Program for Production:

STATEMENT OF PRODUCTION SAFETY POLICY

It is the policy of this Production that an Injury and Illness Prevention Program will be instituted and administered as a comprehensive and continuous occupational Injury and Illness Prevention Program (IIPP) for all employees. Our goal is to prevent accidents, to reduce personal injury and occupational illness, and to comply with all safety and health standards.

Safety is a priority.

To assist you in meeting the requirements of federal, state, provincial and local agencies, the **Injury and Illness Prevention Program (IIPP) for Production** has been developed. It is designed to help you make Production safe and to document your safety activities.

RESPONSIBILITY

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from the Production Office, the Assistant Directors, and the Construction Coordinator, and is also available **to all employees** at safetyontheset.com.

This Injury and Illness Prevention Program has certain requirements that have been assigned among various positions within the production company. They are fully detailed in Section Three: Position Responsibilities of the *Injury and Illness Prevention Program for Production*. Briefly they are as follows:

Producer - Supports the Unit Production Manager in the administration and implementation of the safety program.

Director - Supports the Unit Production Manager (UPM) in the administration and implementation of the safety program and supports the first Assistant Director (1st AD) in maintaining a safe set.

The Production Safety Representative - Assists productions to resolve safety and environmental issues.

Unit Production Manager - Responsible for the effective administration and implementation of the IIPP. The Unit Production Manager (UPM) is to see that the 1st AD/Stage Manager, Construction Coordinator, Stunt/Special Effects Coordinator, Location Manager, and Transportation Coordinator meet their IIPP responsibilities.

1st Assistant Director/Stage Manager - Responsible for conveying current safety requirements to production crew members, including holding an **First AD Safety Meeting (Form 3)** and documenting it on the *Daily Production Report*; provides guidance for meeting IIPP goals and for ensuring production department heads/supervisors meet their IIPP responsibilities. Confirms that **Production Stage Hazard Assessment Checklist (Form 5)** is completed on a regular basis.

Construction Coordinator - Responsible for conveying current safety requirements to construction crew members, including **Emergency Plan** information; provides guidance for meeting IIPP goals; and supervises trains and sees to it that construction department heads/supervisors meet their IIPP responsibilities. Conducts and documents a safety **Tool Box Talk** every 10 working days and documents it is using the **Tool Box Talk Attendance Form**. Sees that **Mill/Stage/Location Construction Hazard Assessment Checklist (Form 6)** is completed on a regular basis.

Transportation Captain/Coordinator - Responsible for conveying current safety requirements, including **Emergency Plan** information; provides guidance for meeting IIPP goals; and supervises, trains, and sees to it that transportation department heads/supervisors meet their IIPP responsibilities.

Special Effects Coordinator - Responsible for the safe performance and supervision of all special effects. In addition, the Special Effects Coordinator is also responsible for the transportation, storage, and use of all pyrotechnics, and is responsible to effectively coordinate with the Stunt Coordinator and, at pre-stunt/special effects meetings, communicate special effects action to ensure understanding and safety of all cast and crew. See that all Special Effects employees receive **Additional Safety Guidelines for Special Effects (Form 1B)** and sign the accompanying **Employee Acknowledgment**. Consults regularly with the **Production Safety Representative**.

Stunt Coordinator - Responsible for the safe performance of stunts and supervision of all people involved in the stunt. If the stunt involves special effects, the Stunt Coordinator is responsible for coordinating with the Special Effects Coordinator in a pre-stunt/special effects meeting. The Stunt Coordinator is responsible for communicating stunt action to the 1st AD to ensure the understanding and safety of all crew. This meeting should be documented in the **Daily Production Report**. Consults regularly with the **Production Safety Representative**.

Department Heads/Supervisors - Responsible for supervising, training and performing periodic inspections, as well as their crews' compliance with applicable safety rules and regulations.

Location Manager - Responsible for assessing any hazards of a chosen location by completing the **Location Pre-Production Hazard Assessment Checklist (Form 7)**, **Asbestos/Lead/Mold Guidelines (Form 7A)**, **Location Prep/Strike Safety (Form 7B)** and communicating this information to the UPM, 1st AD/Stage Manager, Construction Coordinator, and Transportation Coordinator. Location Manager is also responsible for completing **Location On-Production Hazard Assessment Checklist (Form 8)** for every location on the day the crew arrives for filming. Location manager is responsible for calling the **Production Safety Representative** with any safety concerns.

2nd Assistant Director - Supports the 1st AD in fulfilling the requirements as set forth in the IIPP for Production and maintaining documentation of safety meetings, crew notices, accident reports, and accurate Production Reports, and is responsible for communicating **Safety Guidelines for Extras and Theatrical Day Hires (Form 15)** as part of **Second AD Safety Meeting (Form 15A)**.

Production Office Coordinator - Maintains a library of safety information including blank safety forms and copies of completed safety forms and documentation as described in the IIPP and is responsible for contacting the **Production Safety Representative** to arrange for a **Production Safety Orientation** prior to the start of filming or taping.

Crew Members - Responsible for understanding and following the **General Safety Guidelines for Production (Form 1)** and meeting their safety program responsibilities as outlined in the IIPP.

Cast Members – Are responsible for understanding and following the **Position Safety Responsibilities for Cast Members** and meeting their safety program responsibilities as employees as outlined in the IIPP.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of informing and ensuring workers compliance with the provisions of the safety program includes the following practices:

- Evaluating the safety performance of all workers.
- Recognize employees who perform safe and healthy work practices.
- Providing training for workers whose safety performance is deficient (see Training section).
- Disciplining workers for failure to comply with safe and healthy work practices.

AN EMPLOYEE FOUND IN VIOLATION OF A SAFETY RULE OR GUIDELINE MAY BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING, TERMINATION OF EMPLOYMENT.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

- Worker orientation includes a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Training programs.
- Safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

If the crew has moved to a new location or if there are scenes involving stunts, special effects, aircraft, animals or other potentially hazardous conditions, a short, hazard-specific meeting is to be held with involved employees and documented in the daily **Production Report**.

Department Heads/Supervisors are to hold meetings with their crew members to review general safety issues and discuss any concerns. These meetings are to be noted on the daily *Production Report*. Once per episode, or every 10 working days, the Construction Coordinator should meet with the construction crew, and give an applicable **Tool Box Talk**, (Section 8 of this manual) and document the meeting on the attached **Tool Box Talk Attendance Form**.

Potentially hazardous situations should be clearly identified on the call sheet for the next day's shoot (i.e., explosions, helicopters, fire, etc.). If appropriate, an **AMPTP Industry Wide Labor-Management Safety Committee Safety Bulletin** (Section 7 of this manual) or other special notification addressing the particular hazard is to be referenced on the call sheet and posted on set. In all cases, every attempt is to be made to control recognized hazards and communicate these to affected employees.

Communication from employees to supervisors about unsafe or unhealthy conditions is encouraged and may be made directly to the supervisor either verbally or in writing, as the employee chooses. Cast and crew members may express their concerns regarding health and safety matters without fear of reprisal. If at any time, cast or crewmembers voice a concern about their health, well-being, or about any safety issue, it is to be taken seriously by the supervisor or recipient of the information. Investigate the employee's safety suggestion or report of hazard and/or, if merited, communicate the information to your supervisor and all affected employees. Implement corrective action immediately or handle as soon as possible if it is not an emergency. Post visible warnings if the situation warrants.

NOTE: Employees can express safety concerns by notifying their supervisors or the Production Safety Representative, by calling the Anonymous Safety Hotline: (818) 954-2800/ (877) 566-8001, or by making an anonymous report at safetyontheset.com. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in our workplace.

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program.
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

In order to identify and evaluate potential hazards associated with each production component (including construction phase, locations, rigging, etc.), safety considerations are to be addressed during a script read-through meeting with all appropriate personnel in attendance. During the reading, all foreseeable production hazards and safety issues should be discussed to develop strategies to control or eliminate them. Additional safety discussions should be scheduled as necessitated by any changes in the shooting schedule and/or script and communicated to all affected employees.

Employees may not enter an imminent hazard area without appropriate protective equipment, training, and prior specific approval given by the UPM or supervisor.

NOTE: Whenever an unsafe or unhealthful condition, practice or procedure is observed, discovered, or reported, the UPM or designee will take appropriate corrective measures in a timely manner based upon the severity of the hazard. Employees will be informed of the hazard, and interim protective measures taken until the hazard is corrected.

To promote a safe work environment and to identify unsafe acts/conditions, periodic inspections should be done. The UPM will work with the **Production Safety Representative**, the 1st AD and other key department heads to inspect and identify potential safety concerns, conditions or practices. Inspections should be conducted:

- a. On a regular basis.
- b. Whenever new substances, processes, or procedures, or equipment are introduced into the workplace which may present a new occupational safety and health hazard.
- c. Whenever the UPM is made aware of a new or previous unrecognized hazard.

These inspections may be documented using the **On-Production Hazard Assessment Checklist (Form 5)**, and the **Stage/Location Construction Hazard Assessment Checklist (Form 6)**.

For location work, the Location Manager or his/her designee will inspect each location site prior to the Production Company's arrival. Inspections are to focus on potential hazards, environmental concerns and other unsafe conditions that may be present at the location. Call the Production Safety Representative if in doubt. The Location Manager will notify the UPM regarding the feasibility of using the location for filming using the **Location Pre-Production Hazard Assessment Checklist (Form 7)**. The Location Manager or 1st AD will also inspect the location on the day the crew arrives and will document this inspection using the **Location On-Production Hazard Assessment Checklist (Form 8)**.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses.
2. Examining the workplace for factors associated with the accident/exposure.
3. Determining the cause of the accident/exposure.
4. Taking corrective action to prevent the accident/exposure from recurring; and
5. Recording the findings and actions taken.

All injuries and illnesses should be reported immediately to the employee's direct supervisor and to the medical personnel (First Aid/Medic) on duty.

Occupational injuries and illness will be investigated in accordance with established procedures and documented as detailed on the **Accident Investigation Report (Form 9)**. During the accident investigation:

1. Find the cause of an accident and prevent further occurrences.
2. Visit the accident scene as soon as possible while the facts are fresh and before witnesses forget important details.
3. Interview the injured.
4. Conduct interviews as privately as possible.
5. Obtain signed statements, when possible.
6. Document details graphically, diagrams, measurements, photos.
7. Determine, without speculating, the cause of the accident, not just the injury.
8. Determine corrective action to be taken to prevent such accidents in the future.
9. If a third party or defective product contributed to the accident, save evidence.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established.
2. To all new workers
3. To all workers given new job assignments for which training has not been previously provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the employer is made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that can adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.

8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

The UPM, supervisor, or designee shall ensure that professional staff receives training in order to recognize safety and health hazards to which they may be exposed. This can be accomplished through the Safety Pass Program, safety orientations, tech scouts, or the DGA's AD Training Program.

General Safety Training*

1. Supervisors are responsible for seeing that all their employees have received general workplace safety training to perform safely the tasks they are asked to do. Because there are many ways proficiency can be documented, employees should be asked to submit evidence of training, demonstrate proficiency, or undergo training. No one may operate any equipment, power tool, heavy equipment etc., unless they have been trained to do so.
2. Employees operating heavy equipment must have Certification for each piece of equipment they will be driving (e.g. Forklift Safety Card; Aerial Platform Training, etc.).
3. All employees should be given a copy of **General Safety Guidelines for Production (Form 1)** and should understand the parts that are applicable to them. They should sign an **Employee Acknowledgment** indicating that they have read and will abide by these Safety Guidelines.
4. **Tool Box Talks, AMPTP Safety Bulletins and AMPTP Information Sheets** are available in this manual. Additionally, **Codes of Safe Practices**, with specific instructions regarding hazards to most craft-specific job assignments, are available at **safetyontheset.com**. Print out the appropriate safety information, review it with the employee, and document the training.
5. Your employees should also receive site-specific safety training, such as Fall Protection, Hazard Communication, and other worksite-specific guidelines. Contact the Production Safety Representative to arrange for this training.

****For productions employing Safety Pass-trained IATSE crews, most of the training requirements will be satisfied by an employee's completed Safety Pass. You can verify employee Safety Pass training at www.csatf.org. Site-specific safety training should still be given when appropriate.***

Additionally, training will be provided as follows:

1. To employees given new job assignments for which training was not previously received.
2. Whenever new substances, processes, procedures or equipment introduced to the workplace present a new hazard.
3. Whenever the production is made aware of a new or previously unrecognized hazard.

RECORDKEEPING

We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are maintained in the production office.

Inspection records and training documentation will be maintained for three years, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.

POSITION SAFETY RESPONSIBILITIES

Under Federal and State Safety Regulations, a supervisor is responsible for certain safety duties, including:

- Provide, or arrange and ensure safety training for subordinates
- Provide resources, support and share experience.
- Enforce safety practices consistently
- Oversee worksite safety.
- Investigate workplace accidents
- Correct unsafe conditions
- Work safely and ensure your subordinates follow your lead.

Some position responsibilities involve the completion of safety forms. Forms are included in the individual Position Safety Responsibility descriptions below and can also be found in Section 9: Safety Forms and at safetyontheset.com.

Unit Production Manager

First Assistant Director

Construction Coordinator

Transportation Captain/Coordinator

Key Grip/Rigging Key Grip

Gaffer/Rigging Gaffer

Second Assistant Director

Location Manager

Special Effects Coordinator

Stunt Coordinator

Key Department Heads

Medic

Production Office Coordinator

Cast Members

Safety Responsibilities

UNIT PRODUCTION MANAGER

Safety Program information for the Unit Production Manager (UPM)

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

Responsibilities of the Unit Production Manager

The UPM has the authority and is responsible for overall management and administration of the Injury & Illness Prevention Program. All staff are responsible for carrying out the IIPP.

As UPM, you are to see that your employees are provided with:

1. A safe work environment;
2. Equipment that has been inspected and is in safe working condition;
3. All training and/or personal protective equipment are required by the tasks they are asked to perform.

SAFETY PASS (Southern California)

The only employees eligible for employment by your production must have received basic and specific safety training as evidenced by their fully completed Safety Pass. New training requirements are added often, so please check everyone's Safety Pass status every season at www.csatf.org.

PRODUCTIONS WORKING OUTSIDE OF SOUTHERN CALIFORNIA

1. Productions working outside of Southern California are required to employ workers knowledgeable in the work they will be asked to do. Because there are many ways proficiency can be documented, different Department Heads will submit varying evidence of training. All of it is important.
2. **Please note: If you are hiring anyone directly from Southern California to work on your production, they must have completed all Safety Pass classes required for their job classification.**
3. **Productions working outside of Southern California may be eligible for free IATSE Training Trust Fund Area Standards Agreement Safety Training. Information is available at www.iatsetrainingtrust.org/asa.**

Production Start-Up

1. Instruct your department heads that they may only hire employees who have the proper safety training for, and who understand how to safely perform any task they are asked to do. *(In Southern California, this includes completion of all Safety Pass training required by their job classification. See www.csatf.org for more information.)* If you need help arranging training, **call the Production Safety Representative.**
2. Make sure everyone you hire receives a copy of **Form 1 – General Safety Guidelines for Production** and signs an **Acknowledgment Form**. This is most easily accomplished by attaching it to the deal memo.
3. Organize and conduct an IIPP meeting with the **1st Assistant Director, Construction Coordinator, Transportation Coordinator, Special Effect Coordinator, and Stunt Coordinator**. The above Department Heads are responsible for coordinating the Safety Program within their departments.
 - a Direct everyone to **Section 3: Position Safety Responsibilities**. See that they read them, understand them and follow them.
 - b Empower the **1st AD** as the person responsible for implementing the Safety Program on the Production side when the cameras are rolling and the set is active and shooting.
 - c Empower the **Construction Coordinator** as the person responsible for implementing the Safety Program on the Construction side.
4. Before you begin set construction, have your **Construction Coordinator** call the **Production Safety Representative** to discuss safety training, fall protection, and other safety issues.
5. As early as possible, you or your **Production Office Coordinator** should call the Production Safety Representative to schedule your production's **Safety Orientation**. (This usually takes place immediately before your first production meeting and lasts about 30 minutes.)
6. Visit www.safetyontheset.com to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**. Your Production Office Coordinator has been instructed to print out the Safety Manual. *Always keep a copy on set and in the production office.*

Safety Responsibilities

UNIT PRODUCTION MANAGER

7. Instruct your **Location Manager** to contact the Production Safety Representative to discuss any questions regarding possible asbestos, lead paint and mold; or location fall protection, rooftop, or structural concerns.
8. Hire only **Stunt Coordinators** knowledgeable in the action they will be supervising. Hire stunt players who have the proper training and who understand or have previously demonstrated the similar work they will be asked to do. Stunt Coordinators performing their own stunts need a second stunt person to act as Stunt Coordinator during the sequence.
9. Instruct **your Stunt and Special Effects Coordinators** to contact the Production Safety Representative well in advance of any large stunt or special effect.
10. Your **Production Office Coordinator** will keep a file of all completed Safety Forms.

On Production

Implement the IIPP:

1. To help keep the safety program consistent, the 1st Assistant Director, Construction Coordinator, Transportation Captain/Coordinator, Special Effects Coordinator, and Stunt Coordinators are to consult with the UPM on all safety matters.
2. Advise **the Production Safety Representative** (in writing or verbally) of safety concerns and IIPP compliance activities on a regular basis.
3. Communicate with **the Production Safety Representative**, your **Director** and your **Department Heads** regarding specific script and shooting concerns.
4. Request laboratory testing, engineering services, and/or additional information from **the Production Safety Representative** on potentially unsafe substances or processes. For example:
 - a. Possible asbestos at a location
 - b. Environmental concerns, such as shooting near water, which may pose potential hazards to crew or the environment.
 - c. Use of smoke, fogs and pyrotechnics, etc.
 - d. Unusual applications of equipment manufactured for another purpose.
5. See to it that **Department Heads** are conducting training and performing their IIPP duties. Additional training of these crew members may be necessary.
6. Review IIPP documentation regularly for completion and compliance.
7. See to it that the IIPP remains in effect for all second units, re-shoots, and opticals.
8. To avoid fines when shooting on location in the City of Los Angeles, be sure to complete the **Los Angeles Fire Department Film Location Fire Inspection Safety Checklist** daily.

Coordinate Response to Accidents and Emergencies:

1. See to it that emergency procedures are in place for all locations and that the nearest hospital has been identified. This information should be recorded on the **Location Safety Poster** or **Stage Safety Poster**, which is available from the Production Safety Representative. *(The Safety Poster should be posted at the worksite. Emergency numbers are to be posted by all set telephones.)*
2. Maps and directions to the nearest hospital are to be provided by the Location Manager to:
 - a. 1st AD/Stage Manager
 - b. Construction Coordinator
 - c. Transportation Coordinator
 - d. Special Effects Coordinator
 - e. Stunt Coordinator
 - f. Prep/Strike Crews
 - g. First Aid Staff
3. If anyone is injured on the job, immediately send them to First Aid or the medic for evaluation.

Safety Responsibilities

UNIT PRODUCTION MANAGER

Injuries and Illnesses

1. Please read the 2019 revised ***Injury & Illness Reporting Procedures***, which are attached to this document. They include ***Serious Incident Reporting Procedures***, which should be followed for incidents that result in transportation by ambulance, visitation to the hospital by one or more employees, any treatments other than general first aid, or any serious property/asset damage.
2. Instruct your Medics to fill out appropriate paperwork and make notification to the Production's Workers Comp Department. **Your Production Safety representative is NOT to receive Workers Comp forms or any employee's personal Health information.**

CAUTION: Written and/or verbal statements should not be taken unless authorized by the Production Attorney or Studio Legal Department. Speculation regarding the causes(s) of an accident are not to be included as part of any Accident Investigation Report (Form 9). Speak with your Production Safety Representative for direction.

OSHA/Government Inspector/Investigation Activities:

If you are ever visited or contacted by **OSHA**, or any government agency, contact the **UPM** and the **Production Safety Representative** immediately. Also contact the **Production Executive** and **Production Attorney**.

1. Immediately notify the UPM. If not available contact the **1st AD** and the **Production Safety Representative**.
2. Request the official's credentials and determine their validity.
3. Tell the inspector it is company policy to have the **Production Safety Representative** present for any inspection. Ask them politely to wait and call the Production Safety Representative immediately.
4. Determine the nature of the visit. Be courteous, quiet, and cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question. Go straight to the site and try not to let the official wander into other areas.
6. Do not sign anything or provide written documentation. Ask that their request for documentation be placed in writing so it may be responded to in writing.
7. Ask for explanations of the problem and welcome any suggestions for corrective action. If possible, make corrections immediately.
8. If the inspector/investigator wants to take photographs, they may. You should, however, take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Attorney** and to the Production Safety Representative.
11. Refer to "OSHA Inspection Guidelines" and "Regulatory Agency Inspection Guidelines" in the **Production Safety Manual** for more information.

Document IIPP Activities:

1. All completed Safety Forms
2. Any training given to cast or crew
3. Accident and injury reports
4. Correspondence with OSHA or other governmental agencies.

Show Wrap:

If necessary, review the Safety Program with the UPM and the Production Safety Representative for possible improvements and adjustments.

Safety Responsibilities

FIRST ASSISTANT DIRECTOR

Safety Program information for the First Assistant Director (1st AD)

The following information is for your specific position and is provided to help you understand your part in your Production's Injury & Illness Prevention Program (IIPP)/Safety Program.

Responsibilities of the First Assistant Director

As the First Assistant Director, you are responsible for conveying current safety requirements to all production crew members, for providing guidance for meeting IIPP goals, and for ensuring that key department heads meet their IIPP responsibilities. The **1st AD** is the person responsible for implementing the Safety Program on the Production side when the cameras are rolling and the set is active and shooting.

Production Start-Up

1. Visit **www.safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and read the **Production Safety Manual**. (You should receive a copy of the Safety Manual from your Production office Coordinator.)
2. Review the General Safety Guidelines for Production and sign the acknowledgment form.
3. Attend the DGA General Safety Awareness presentation (strongly recommended.)
4. Please allow about 30 minutes before the start of your first Production Meeting for **the Production Safety Representative** to give the **Safety Orientation** to Department Heads.

On Production

Implement the IIPP:

1. Discuss all potential safety concerns with the Location Manager, UPM, Special Effects/Stunt/Transportation/Construction Coordinators, and key department heads during the script read through and/or Production Meeting.
2. **Conduct a safety meeting on the first day of production for cast and crew:**
 - a. Briefly explain the safety program.
 - b. Discuss the safety aspects of the week's/day's activities and any potential hazards of the location.
 - c. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire. (*The instructions for this meeting are on **Form 3 – On-Set Safety Meeting for Crew and Cast.***)
 - d. Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.)
 - e. **Discuss the Heat Illness Prevention Plan (temps above 80 degrees F), the progression of Heat Illness symptoms, the location of water and other steps to taken to help employees stay cool and safe.**
 - f. Procedures for severe weather if appropriate.
 - g. The name and location of the Medic.
3. Conduct additional meetings in the following situations:
 - a. When a stunt or special/mechanical effect is to occur (e.g. pyrotechnics, high-fall, car stunt, etc.). Document stunts and special effect rehearsals on the daily Production Report.
 - b. When there is a substantial change to the stunt or special effect, another rehearsal should be held and documented on the daily **Production Report**.
 - c. Anytime the cast and crew are exposed to potential hazards (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
 - d. Anytime new cast or crew joins the production.
 - e. Anytime a new process, substance or procedure is introduced (e.g. firearms, vehicle, gimbals, FX smoke, crane, etc.)
 - f. **At every new stage or location.**

Safety Responsibilities FIRST ASSISTANT DIRECTOR

4. **Document all Safety Meetings in the Production Report. Include the following information:**
 - a. Mark the time and location of the safety meeting.
 - b. Bullet point the specific subjects covered.
 - c. Mark who was there if specific departments/people.
 - d. *It is not enough to simply write "Safety Meeting held at call."*
5. See to it that safety literature is properly distributed:
 - a. Distribute the **AMPTP Safety Bulletin** (found at www.safetyontheset.com) covering the specific hazard to cast and crew or attach to the call sheet (e.g. helicopter, firearm, special f/x smoke, etc.) or special/mechanical effect is to occur (e.g. pyrotechnics, high-fall, car stunt, etc.).
 - b. With help from the Production Safety Representative, see to it that special literature, such as **Safety Data Sheets (SDS's)** or industrial hygiene test results are available if requested by any cast or crew member (e.g. assessment of any exposure to products, such as special effects, smokes, fogs, paints, dust, etc.) Post SDS's at the worksite.
6. While on production, confirm that all sets have been inspected and are free from recognized hazards.
 - a. The **Production Stage Hazard Assessment Checklist (Form 5)** should be used to document this inspection while on your permanent stages.
 - b. The **Location On-Production Hazard Assessment Checklist (Form 8)** should be used while on location.

Communicate and Troubleshoot:

1. See to it that appropriate safety equipment is available and is used when needed by cast and crew (*e.g. earplugs, harnesses, safety belts, etc.*).
2. Consult with the UPM to resolve script safety concerns (*e.g. special effects, stunts or other special hazards*).
3. Make sure cast and crew safety concerns have been addressed and resolved:
 - a. Correct hazards discovered on the set (e.g. blocked exits, blocked fire lanes, trip and fall hazards, etc.)
 - b. Address cast member concerns until they are resolved.

<i>Instruct your Medics to immediately notify the Unit Production Manager in the event of any serious injury or illness.</i>

Coordinate Response to Serious Accidents and Emergencies:

1. Read the **Injury and Illness Reporting Procedures attached to this document**.
2. Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
3. Summon emergency medical assistance immediately (*e.g. paramedics, fire department, police, etc.*)
4. Clear the area and protect cast and crew from further injury.
5. Preserve the evidence for further investigation.

Serious Accidents, Injuries and Mishaps

Serious accidents, injuries and mishaps are incidents that require transportation by ambulance, visitation to the hospital by one or more employees, any treatments greater than general first aid or any serious property/asset damage.

1. For serious accidents as defined above, the Production Safety Representative will direct you to complete an **Accident Investigation Report (Form 9)**. The completed report should be sent to the **Production Safety Representative** and **Risk Management**.
2. Any accident should be noted on the back of the Production Report on the date the accident occurred by identifying only the name of injured employee and classification.
3. Under the guidance of the Studio Legal Department, the Production Safety Representative will conduct any additional accident investigations necessary.

Safety Responsibilities

FIRST ASSISTANT DIRECTOR

CAUTION: *Written and/or verbal statements should not be taken unless authorized by the Production Attorney or Studio Legal Department. Speculation regarding the causes(s) of an accident are not to be included as part of any Accident Investigation Report (Form 9). Speak with your Production Safety Representative for direction.*

OSHA/Government Inspector/Investigation Activities:

If you are ever visited or contacted by **OSHA**, or any government agency, contact the **UPM** and the **Production Safety Representative** immediately. Also contact the **Production Executive** and **Production Attorney**.

1. Immediately notify the UPM. If not available contact the **1st AD** and the **Production Safety Representative**.
2. Request the official's credentials and determine their validity.
3. Tell the inspector it is company policy to have the **Production Safety Representative** present for any inspection. Ask them politely to wait and call the Production Safety Representative immediately.
4. Determine the nature of the visit. Be courteous, quiet, and cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question. Go straight to the site and try not to let the official wander into other areas.
6. Do not sign anything or provide written documentation. Ask that their request for documentation be placed in writing so it may be responded to in writing.
7. Ask for explanations of the problem and welcome any suggestions for corrective action. If possible, make corrections immediately.
8. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Attorney** and to the Production Safety Representative.
11. Refer to "OSHA Inspection Guidelines" and "Regulatory Agency Inspection Guidelines" in the **Production Safety Manual** for more information.

Document IIPP Activities:

1. All completed Safety Forms
2. Any training given to cast or crew
3. Accident and injury reports
4. Correspondence with OSHA or other governmental agencies.

Show Wrap:

If necessary, review the Safety Program with the UPM and the Production Safety Representative for possible improvements and adjustments.

Safety Responsibilities

CONSTRUCTION COORDINATOR

Safety Program Information for Construction Coordinator

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

Responsibilities of the Construction Coordinator

The Construction Coordinator is responsible for conveying current safety requirements to all construction crewmembers, provides guidance for meeting IIPP goals and supervises, trains and sees to it that the construction department heads/supervisors meet their IIPP responsibilities. The **Construction Coordinator** is the person responsible for implementing the Safety Program on the Construction side.

Production Start-Up

1. Obtain and read the **IIPP/Safety Manual** from the Unit Production Manager (UPM) or **safetyontheset.com** the first week of employment and prior to any construction. The manual is meant to provide guidance and clarification to possible questions.
2. Hire only employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do. (*In Southern California, this includes completion of all Safety Pass training required by their job classification. See www.csatf.org for more information.*) If you need help arranging training, call the **Production Safety Representative**.
3. Make sure everyone you hire receives a copy of **Form 1 – General Safety Guidelines for Production** and signs an **Employee Acknowledgment**.
4. Conduct safety meetings on the first day of construction for your crew:
 - a. Explain the safety program.
 - b. Check the employee's Safety Passport for completeness; visit **www.csatf.org**.
 - c. On productions out of Southern California: Check all equipment operators to see that they carry a Certification for each piece of equipment they will be asked to drive (e.g. Forklift Safety Card, Aerial Platform Training, powder-actuated tool operator's "Hilti Card," etc.) Make a copy of these certifications and keep them on file with the **Production Office Coordinator**.
 - d. Discuss the safety aspects of the day's activities and the potential hazards of the location (e.g. overhead power lines, etc.)
 - e. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on stages or interior sets and off-lot locations, and explain emergency procedures, location of fire extinguishers, and evacuation plans in case of fire – including specific directions to a **post-evacuation assembly area**.
 - f. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. aerial lifts, paints, chemicals, etc.).
5. Conduct or arrange safety training for all crew members:
 - a. Hazard Communication Training for chemical containing products.
 - b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - c. Fall Protection for workers exposed to heights.
 - d. Special tools, equipment, or vehicles used.
 - e. Use the **Codes of Safe Practices (CSP's)** found at **safetyontheset.com** and a power tool manual to ensure the employee understands safe operation. Have employee demonstrate if in doubt.
 - f. Document all training and forward to the Production Office Coordinator.
6. Conduct additional meetings in the following situations:
 - a. Anytime the crew is exposed to a new hazard (e.g. asbestos containing material, new equipment, confined space, high tension wires or any other site concern, etc.)
 - b. Whenever a new crewmember or independent contractor arrives (This may be delegated to the foreperson).
 - c. Anytime there is a change in work site or multiple work sites the foreperson at each site should give a safety orientation, including emergency action, and conduct **Tool Box Talks** (available at **safetyontheset.com**.)
 - d. Anytime there is an injury, review with all crew applicable safety rules.

Safety Responsibilities

CONSTRUCTION COORDINATOR

On Production

Implement the IIPP:

1. Conduct a **Tool Box Talk** every 10 working days and have all attending employees sign the **Tool Box Talk Attendance Form**.
2. Conduct an inspection of the construction area of all stages and locations every 10 working days, and document any problems found and corrections made by using **Form 6 – Mill/Stage/Location Construction Hazard Assessment Checklist**.
3. See to it that safety literature is properly distributed.
 - a. Distribute **AMPTP Safety Bulletins** (available at safetyontheset.com) relating to specific hazards as they occur and/or attach to the call sheet (e.g. elevating platforms, etc.).
 - b. With help from the Production Safety Representative see to it special literature, such as **Safety Data Sheets** (SDS) or industrial hygiene test results are available if requested by any crewmember (e.g. analysis for lead / asbestos, paints, dust, etc.)
4. Document all safety training and forward copies to the **Production Office Coordinator**.
 - a. Any bulletins or correspondence regarding safety should be forwarded to the Production Office Coordinator.
 - b. Document all safety training and forward copies to the Production Office Coordinator.
5. See that the **Location Manager** provides you with a **Form 7B – Prep/Strike Location Safety Information** and review the information with your crew.

Communicate and Troubleshoot:

1. See to it that safety equipment is provided and being used (e.g. earplugs, harnesses, eye protection, hard- hats).
2. Confirm that all tools and equipment are inspected and have the proper safety features.
3. All safety guards should be in working order and in place.
4. Verify that the crew has the proper certification for any specialized equipment used, such as, elevated platforms, forklifts, powder-actuated tools, etc. Check their Safety Passports.
5. Enforce General Safety Guidelines for Production. Use the Safety Warning Notice (Form 12) to document verbal warnings, and disciplinary actions.
6. Consult with the UPM and/or **the Production Safety Representative** to resolve safety concerns; such as, confined space issues, ventilation problems, rigging fall protection for elevated work, or other safety matters.
7. Address crew safety issues until they are resolved.
8. Correct any hazards that have been discovered at the site (e.g. blocked exits, improper material storage, hazardous materials on site, faulty equipment, etc.).

Instruct your Medics to notify the Production Safety Representative of any serious injury or illness.

Coordinate response to serious accidents and emergencies:

Respond to all work site emergencies and accidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger:

1. Summon emergency medical assistance immediately (911).
2. Clear the area and protect the crew from further injury. (Take equipment out of service or postsign.)
3. Preserve evidence for further investigation.
4. Immediately notify the UPM. If not available, notify the 1st AD and the Production Safety Representative.

Coordinate OSHA/Government Inspector/Investigator activities:

If visited by OSHA or other governmental agency, take the following actions:

1. Immediately notify the UPM. If not available contact the 1st AD and the Production Safety Representative.
2. Request the official's credentials and determine their validity.

Safety Responsibilities CONSTRUCTION COORDINATOR

3. Tell the inspector it is company policy to have a representative of the Department of Safety & Environmental Affairs present for any inspection. Ask them politely to wait, and contact the Production Safety Representative immediately.
4. Determine the nature of the visit. Be courteous, be quiet and be cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question. Go straight to the site and try not to let the official wander into other areas.
6. Do not sign anything or provide written documentation. Ask that their request for documentation be placed in writing so it may be responded to in writing.
7. Ask for explanations of the problem and welcome any suggestions for corrective action.
8. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Attorney** and to the Production Safety Representative.
11. Refer to “OSHA Inspection Guidelines” and “Regulatory Agency Inspection Guidelines” (Section 4 of the IIPP/Safety Manual) for more information.

Show Wrap

Forward all documentation of safety program to the Production Office:

1. **Tool Box Talks**
2. Inspection Forms
3. Safety training records

Hazardous Waste Disposal

It is Company policy that all chemicals will be disposed of in accordance with the laws of the city, county and state in which they are used. If you need to arrange for the disposal of paint or other chemicals, contact the Production Safety Representative.

Safety Responsibilities

TRANSPORTATION CAPTAIN/COORDINATOR

Safety Program Information for Transportation Captain/Coordinator

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

Responsibilities of the Transportation Captain/Coordinator

The Transportation Captain/Coordinator is responsible for conveying current safety requirements to all transportation crewmembers, provides guidance for meeting IIPP goals and supervises, trains and sees to it that the transportation department heads/supervisors meet their IIPP responsibilities.

Production Start-Up

1. Obtain and read the **IIPP/Safety Manual** from the Unit Production Manager (UPM) or safetyontheset.com the first week of employment. The manual is meant to provide guidance and clarification of possible questions. It is available for further review from the UPM or Production Office Coordinator.
2. Attend the mandatory IIPP training meeting.
3. Hire only employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do. (In Southern California, this includes completion of all Safety Pass training required by their job classification. See www.csatf.org for more information.) If you need help arranging training, call the **Production Safety Representative**.
4. Make sure everyone on your transportation crew is given a copy of **Form 1 – General Safety Guidelines for Production** and signs the accompanying **Employee Acknowledgment**.
5. **U.S. Department of Transportation (DOT)**: Transportation Captain/Coordinator is responsible for arranging all compliance with DOT regulations, including drug testing program, drivers' logs, etc. Call the **Production Safety Representative** for information on compliance vendors.

On Production

Implement the IIPP:

1. Conduct safety meetings on the first day of work for your crew:
 - a. Explain the safety program.
 - b. Check all drivers to see that they carry a Certification for each piece of equipment they will be asked to drive (e.g. forklift drivers have a Forklift Safety card; aerial platform operators have a "Condor Card", etc.) Make a copy of these certifications and keep them on file with the Production Office Coordinator. **In Southern California, this training is provided by the Safety Pass Program.*
 - c. Discuss the safety aspects of the week's/day's activities and the potential hazards of the location.
 - d. Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.).
 - e. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of a fire. Drivers should inspect any emergency equipment on vehicles.
2. Conduct or arrange safety training for all transportation crew members
 - a. Any heavy construction equipment they will be expected to operate.
 - b. Tools, equipment, or vehicles.
 - c. Consult with UPM or the Production Safety Representative to determine the specific training needs of the production.
 - d. Document all training and forward to the Production Office Coordinator.

Safety Responsibilities

TRANSPORTATION CAPTAIN/COORDINATOR

3. Conduct additional safety meetings in the following situations:
 - a. Anytime the crew is exposed to a new hazard (e.g. driving hazards, new equipment, high tension wires or any other site concern, etc.)
 - b. Whenever a new crew member or independent contractor arrives (This may be delegated to the foreperson).
 - c. Anytime there is a significant change in work site or multiple work sites the foreperson at each site should conduct a Safety Orientation.
3. See to it that safety literature is properly distributed:
 - a. Give *General Safety Guidelines for Production*, written, orally or posted, to all those who report directly to the site for hire, such as casual hires and see that they sign an Employee Acknowledgment.
 - b. Return signed Employee Acknowledgments to the Production Office Coordinator daily.
 - c. Distribute AMPTP Safety Bulletins (available at safetyontheset.com) relating to specific hazards as they occur and/or attach to the call sheet (e.g. road conditions, extreme weather, etc.).
 - d. With help from the Production Safety Representative, see to it that special literature, such as Safety Data Sheets (SDS) or industrial hygiene test results are available if requested by any crew member.
4. Document all safety activities:
 - a. Document all safety training using the daily Production Report.
 - b. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. See to it that all vehicles are inspected daily to be sure they are free from recognized hazards and correct any that are found. This can be done by the operator.
2. See to it that safety equipment is provided and being used (e.g. wheel chocks, back up warning signal, deadman switches on elevated truck lifts, etc.).
3. Verify, again, that your crew has the proper license(s) to operate assigned equipment and vehicles.
4. Consult with the UPM and/or the Production Safety Representative to resolve safety concerns.
5. Correct any hazards discovered on equipment and vehicles.
6. Enforce the ***General Safety Guidelines for Production***. Use the ***Safety Warning Notice (Form 12)*** to document verbal warnings, and disciplinary actions.
7. Resolve crew safety issues.

Coordinate response to serious accidents and emergencies:

1. Respond to all work site emergencies and accidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger:
2. Summon emergency medical assistance immediately (911).
3. Clear the area and protect the crew from further injury.
4. Preserve evidence for further investigation.
5. Immediately notify the UPM. If not available, notify the 1st AD and the Production Safety Representative.

Coordinate OSHA/Government Inspector/Investigator activities:

If visited by **OSHA**, or other governmental agency, take the following actions:

1. Immediately notify the UPM. If not available contact the First AD and the Production Safety Representative.
2. Request the official's credentials and determine their validity.
3. Determine the nature of the visit. Be courteous, but cautious.
4. See to it that all work activity is stopped in the area to be inspected/investigated.
5. The UPM, 1st AD or Construction Coordinator will accompany the inspector/investigator on the site survey.
6. Refer to "OSHA Inspection Guidelines" and "Regulatory Agency Inspection Guidelines" in the IIPP/Safety Manual for more information.

Safety Responsibilities

KEY GRIP/RIGGING KEY GRIP

Safety Program Information for Key Grip/Rigging Key Grip

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

Responsibilities of Key Grip/Rigging Key Grip

The Key Grip is responsible for supervising, training, performing periodic inspections, and ensuring their crew's compliance with all applicable safety rules and regulations.

Production Start-Up

1. Visit **safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. You may only hire employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do. *(In Southern California, this includes completion of all Safety Pass training required by their job classification. See www.csatf.org for more information.)* If you need help arranging training, **call the Production Safety Representative**.

FALL PROTECTION POLICY

You must wear appropriate fall protection whenever ANY of the following conditions exists:

1. *You are working from a scissor lift, aerial lift, man lift or other elevated work platform;*
2. *You are exposed to any unprotected fall of 4 feet or more;*
3. *You are within six feet of the unprotected edge of a building, roof, platform, cliff, or other elevated surface;*
4. *You are working in the "O" Zones outside of the catwalks in the perms.*

Failure to wear appropriate fall protection will subject you to discipline, up to and including termination. If you have any questions as to when fall protection is required, or what fall protection to wear, call the Production Safety Representative.

3. **Review the Fall Protection Policy with all employees.**
4. Obtain Fall Protection Equipment from your Production Safety Representative.
5. Conduct safety meetings for your crew on the first day of work:
 - a. Explain the safety program and tell them to visit **www.safetyontheset.com**.
 - b. Discuss the safety aspects of the day's activities and the particular hazards of the site.
 - c. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits on all stages and interior set and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire (if not covered by the 1st AD.) The information for this meeting is on **Emergency Plan Meeting (Form 3)**.
 - d. For every location, be sure to review **Prep/Strike Location Safety Information (Form 7B)**, which you should receive from the Location Manager.
 - e. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. insert car, process trailer, cranes, booms, specialized rigs, etc.)
6. Conduct additional safety meetings in the following situations:
 - a. Prior to rigging or testing of any specialized equipment.
 - b. Anytime crew is exposed to a hazard (e.g. special products, pyrotechnics, etc.).
 - c. Anytime new crew members join the department.
 - d. Anytime there is a change in location or work site.
 - e. Anytime a new process is introduced (e.g. special foams, chemicals, tools, etc.)

Safety Responsibilities

KEY GRIP/RIGGING KEY GRIP

7. Distribute safety literature:
 - a. Give the **General Safety Guidelines for Production (Form 1)**; written, orally or posted to all those who report directly to the site for hire; such as, casual hires, independent contractors, etc. Have all employees sign the **Employee Acknowledgment** and forward them to the **Production Office Coordinator**.
 - b. Distribute safety literature on specific hazards to your crew (e.g. appropriate clothing and shoes, aerial platforms, etc.).
 - c. Issue special literature if requested by crew members (e.g. safety data sheets on chemicals, fogs, paints, etc.)
8. It is your responsibility to obtain and distribute all appropriate Personal Protective Equipment (PPE). If you have questions about what PPE is required, contact your Production Safety Representative.
9. Visit safetyontheset.com for information on aerial lift cribbing and rigging, and for operator manuals for JLG, Genie and Snorkel lifts.
10. Learn and follow the 30/30 Rule for when to bring down lifts during thunderstorms. (*AMPTP Safety Bulletin #38 – Guidelines for Inclement or Severe Weather.*)
11. Follow *AMPTP Safety Bulletin #22 “Addendum A” – Powerline Distance Requirements* whenever using any lifts or other equipment near overhead powerlines or exposed energized parts.
12. Document all IIPP activities:
 - a. See to it that all safety meetings held throughout the day with crew are noted on the daily Production Report, including new arrival, rigging, testing and changing work site.
 - b. Any bulletins or special correspondence are to be forwarded to the **Production Office Coordinator**.
 - c. Document all safety training using **Production Safety Meeting Report (Form 13)**. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. Inspect all work sites to be sure they are free from recognized hazards and correct any that are found.
2. See to it that appropriate safety equipment has been provided, inspected and is in use by the crew (e.g. *ear plugs, equipment safety guards, harnesses, respirators, safety glasses, etc.*).
3. Consult with the UPM to resolve safety concerns such as special effects, stunts or other special hazards.
4. Enforce safe working procedures.
5. Encourage the reporting of hazards by crew members.
6. Resolve crew safety issues.
7. Correct hazards that have been discovered at the site (e.g. blocked exits, trip and fall hazards, faulty equipment etc.)

Coordinate Response to Accidents and Emergencies:

1. Respond to all work site emergencies and accidents affecting the crew.
2. Summon emergency medical assistance immediately (Paramedic, Fire Department, Police, etc.).
3. Notify the UPM, First AD, or Construction Coordinator and the Production Safety Representative.
4. See to it that the **Accident Investigation Report (Form 9)** has been filled out and submitted to the Production Office Coordinator.
5. Clear the area and protect the crew from further injury (e.g. remove equipment from service, post warning signs, arrange further training).
6. Preserve evidence for further investigation.

Safety Responsibilities

GAFFER/RIGGING GAFFER

Safety Program Information for Gaffer/Rigging Gaffer

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

Responsibilities of Gaffer/Rigging Gaffer

The Gaffer is responsible for supervising, training, performing periodic inspections, and ensuring their crew's compliance with all applicable safety rules and regulations.

Production Start-Up

1. Visit **safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. You may only hire employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do. (*In Southern California, this includes completion of all Safety Pass training required by their job classification. See www.csatf.org for more information.*) If you need help arranging training, **call the Production Safety Representative**.

FALL PROTECTION POLICY

You must wear appropriate fall protection whenever ANY of the following conditions exists:

1. ***You are working from a scissor lift, aerial lift, man lift or other elevated work platform;***
2. ***You are exposed to any unprotected fall of 4 feet or more;***
3. ***You are within six feet of the unprotected edge of a building, roof, platform, cliff, or other elevated surface;***
4. ***You are working in the "O" Zones outside of the catwalks in the perms.***

Failure to wear appropriate fall protection will subject you to discipline, up to and including termination. If you have any questions as to when fall protection is required, or what fall protection to wear, call the Production Safety Representative.

3. **Review the Fall Protection Policy with all employees.**
4. **Obtain Fall Protection Equipment from your Production Safety Representative.**
5. **Conduct safety meetings for your crew on the first day of work:**
 - a. **Explain the safety program and tell them to visit www.safetyontheset.com.**
 - b. **Discuss the safety aspects of the day's activities and the particular hazards of the site.**
 - c. **Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits on all stages and interior set and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire (if not covered by the 1st AD.) The information for this meeting is on **Emergency Plan Meeting (Form 3)**.**
 - d. **For every location, be sure to review **Prep/Strike Location Safety Information (Form 7B)**, which you should receive from the Location Manager.**
 - e. **Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. insert car, process trailer, cranes, booms, specialized rigs, etc.)**
6. **Conduct additional safety meetings in the following situations:**
 - a. **Prior to rigging or testing of any specialized equipment.**
 - b. **Anytime crew is exposed to a hazard (e.g. special products, pyrotechnics, etc.).**
 - c. **Anytime new crew members join the department.**
 - d. **Anytime there is a change in location or work site.**
 - e. **Anytime a new process is introduced (e.g. special foams, chemicals, tools, etc.)**
7. **Distribute safety literature:**
 - a. **Give the **General Safety Guidelines for Production (Form 1)**; written, orally or posted to all those who report directly to the site for hire; such as, casual hires, independent contractors, etc. Have all employees sign the **Employee Acknowledgment** and forward them to the **Production Office Coordinator**.**

Safety Responsibilities GAFFER/RIGGING GAFFER

- b. Distribute safety literature on specific hazards to your crew (e.g. appropriate clothing and shoes, aerial platforms, etc.).
- c. Issue special literature if requested by crew members (e.g. safety data sheets on chemicals, fogs, paints, etc.)
- 8. It is your responsibility to obtain and distribute all appropriate Personal Protective Equipment (PPE). If you have questions about what PPE is required, contact your Production Safety Representative.
- 9. Visit safetyontheset.com for information on aerial lift cribbing and rigging, and for operator manuals for JLG, Genie and Snorkel lifts.
- 10. Learn and follow the 30/30 Rule when to bring down lifts and shut down generators during thunderstorms. (*AMPTP Safety Bulletin #38 – Guidelines for Inclement or Severe Weather.*)
- 11. Follow *AMPTP Safety Bulletin #22 “Addendum A” – Powerline Distance Requirements* whenever using any lifts or other equipment near overhead powerlines or exposed energized parts.
- 12. Use Ground Fault Circuit Interrupters (GFCI) when working in wet conditions or within 10 feet of water
- 13. Document all IIPP activities:
 - a. See to it that all safety meetings held throughout the day with crew are noted on the daily Production Report, including new arrival, rigging, testing and changing work site.
 - b. Any bulletins or special correspondence are to be forwarded to the **Production Office Coordinator**.
 - c. Document all safety training using *Production Safety Meeting Report (Form 13)*. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

- 1. Inspect all work sites to be sure they are free from recognized hazards and correct any that are found.
- 2. See to it that appropriate safety equipment has been provided, inspected and is in use by the crew (e.g. *ear plugs, equipment safety guards, harnesses, respirators, safety glasses, etc.*).
- 3. Consult with the UPM to resolve safety concerns such as special effects, stunts or other special hazards.
- 4. Enforce safe working procedures.
- 5. Encourage the reporting of hazards by crew members.
- 6. Resolve crew safety issues.
- 7. Correct hazards that have been discovered at the site (e.g. blocked exits, trip and fall hazards, faulty equipment etc.)

Coordinate Response to Accidents and Emergencies:

- 1. Respond to all work site emergencies and accidents affecting the crew.
- 2. Summon emergency medical assistance immediately (Paramedic, Fire Department, Police, etc.).
- 3. Notify the UPM, First AD, or Construction Coordinator and the Production Safety Representative.
- 4. See to it that the ***Accident Investigation Report (Form 9)*** has been filled out and submitted to the Production Office Coordinator.
- 5. Clear the area and protect the crew from further injury (e.g. remove equipment from service, post warning signs, arrange further training).
- 6. Preserve evidence for further investigation.

Safety Responsibilities

SECOND ASSISTANT DIRECTOR (2nd AD)

Safety Program Information for Second Assistant Director (2nd AD)

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

Responsibilities of the 2nd AD

The 2nd Assistant Director supports the 1st AD in fulfilling the requirements set forth in the IIPP for Production and maintaining documentation of safety meetings, crew notices, accident reports, and accurate *daily Production Reports*.

Production Start-Up

1. Obtain and read the **IIPP/Safety Manual** from the Unit Production Manager (UPM) or Production Office Coordinator the first week of employment. The manual is meant to provide guidance and clarification of possible questions.
2. Attend the mandatory IIPP training meeting.

On Production

Implement the IIPP:

1. See that employees have the proper safety training for and understand how to safely perform any task they are asked to do. (*In Southern California, this includes completion of all Safety Pass training required by their job classification. See www.csatf.org for more information.*) If you need help arranging training, **call the Production Safety Representative**.
2. Outside of Southern California, consult with the UPM or 1st AD to determine any specific training needs of the production, such as:
 - a. Hazard Communication Training for chemical-containing products.
 - b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - c. Special tools, equipment, or vehicles used. Consult with the UPM or 1st AD to determine the specific training needs of the production.
 - d. Document all training and forward to the Production Office Coordinator.
3. See to it that safety literature is properly distributed:
 - a. Distribute **AMPTP Safety Bulletins** (available at www.csatf.org) relating to specific hazards as they occur and/or attach to the call sheet (e.g. helicopters, atmospheric smoke, extreme weather, etc.).
 - b. With help from the Production Safety Representative, see to it that special literature, such as **Safety Data Sheets (SDS)** or industrial hygiene test results are available if requested by any crew member.
4. See that important safety information, such as Emergency Contact telephone numbers, are included on the call sheet.
5. Document all safety activities:
 - a. Document all safety training using the daily Production Report.
 - b. Forward copies to the Production Office Coordinator.

Safety Meetings

1. The 2nd AD should hold a safety meeting with all Extras and Theatrical Day Hires:
 - a. At every stage and location.
 - b. At call.
 - c. Whenever new elements – stunts, FX, weather – are added.

Safety Responsibilities SECOND ASSISTANT DIRECTOR (2nd AD)

2. The safety meeting should cover:
 - a. *Form 15 – Safety Guidelines for Extras and Theatrical Day Hires.*
 - b. The day's planned activities.
 - c. Potential hazards of the location.
 - d. Safety precautions to be followed around any specialized equipment that may present a hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.).
 - e. **Heat Illness Prevention Plan** if temps are forecast to be 80 or above.
 - f. **Severe Weather** information if appropriate.
 - g. The name and location of the **Medic**.
 - h. **EMERGENCY PLAN:**
 - Locations of exits
 - Evacuation route
 - Location of pre-determined assembly area
3. Document the safety meetings using *Form 15A – Second AD Safety Meeting:*
 - a. Mark the time and location of the safety meeting.
 - b. Mark the name of the person conducting the meeting.
 - c. Pass around a clipboard with the *Form 15A - Safety Meeting Attendance Sheet* for all attendees to sign for each stage and location.
 - d. Send the completed Form 15A and Attendance Sheet to your Production Office Coordinator.

Call Sheet Information

The 2nd Assistant Director is responsible for seeing that the following Safety Program information is included on every call sheet:

- **Production Safety Representative** Name and Cell Phone Number.
- **Anonymous Safety Hotline:** 818.954.2800/ 877.566.8001
- **Safety Program Website:** safetyontheset.com
- **Safety Data Sheets (SDS)** for chemical products: **3E Company** 800.451.8346
- **Heat Illness Prevention Plan** information – including completed *Location Information* form – if temperatures are forecast to be 80 degrees Fahrenheit or above and employees will be working outside.
- **Severe Weather Information** if appropriate.
- Any **AMPTP Safety Bulletins** that apply to the day's activities. *

* You do not need to print out and attach physical copies of AMPTP Safety Bulletins to the call sheet. Download them as pdf files from safetyontheset.com and attach to the email blast of the call sheet. Reference the activity and the Safety Bulletin in the body of the email and on the call sheet.

Communicate and Troubleshoot

1. Encourage crewmembers to report potential safety hazards.
2. Refer or relay crew safety concerns to the 1st AD or UPM.
3. Help the 1st AD to ensure that required safety equipment is used by cast and crew (e.g.: earplugs, harnesses, safety belts, etc.)
4. Help make certain the cast and crew safety concerns have been addressed and resolved.

Safety Responsibilities SECOND ASSISTANT DIRECTOR (2nd AD)

Coordinate response to serious accidents and emergencies

Respond to all work site emergencies and accidents (whenever the 1st AD is not present):

1. Summon emergency medical assistance immediately (911).
2. Clear the area and protect the crew from further injury.
3. Preserve evidence for further investigation.
4. Immediately notify the UPM. If not available, notify the 1st AD and the Production Safety Representative.
5. See that an ***Accident Investigation Report (Form 9)*** has been properly completed and sent to the Production Office Coordinator.

Coordinate OSHA/Government Inspector/Investigator activities

If visited by **OSHA**, or other governmental agency, take the following actions:

1. Immediately notify the **UPM** and the **1st AD**. If not available, contact the **Production Executive** and the **Production Safety Representative**.
2. For more information, refer to “OSHA Inspection Guidelines” and “Regulatory Agency Inspection Guidelines” in the ***Production Safety Manual***.

Safety Responsibilities

LOCATION MANAGER

Safety Program information for the Location Manager

The following information is for your specific position and is provided to help you understand your part in your Production's Injury & Illness Prevention Program (IIPP)/Safety Program.

Responsibilities of the Location Manager

As the Location Manager, you are responsible for:

- Assessing any hazards of a chosen location by completing the **Location Pre-Production Hazard Assessment Checklist (Form 7)**; **Asbestos/Lead/Mold Guidelines (Form 7A)**; **Prep/Strike Location Safety Information (Form 7B)**; and the **Location On-Production Hazard Assessment Checklist (Form 8)**.
- Communicating the above information to the **Unit Production manager, First Assistant Director, Construction Coordinator, Prep and Strike Crew** and **Transportation Coordinator** and **Production Safety Representative**.

Production Start-Up

1. Visit **safetyontheset.com** to become familiar with the safety information available (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. Hire only employees who have the proper safety training and skills to safely perform any task they are asked to do. (*In Southern California, this includes completion of all Safety Pass training required by the job classification. See **csatf.org** for more information.*) If you need help arranging non-Safety Pass training, **call the Production Safety Representative**.
3. Attend the mandatory IIP meeting to become familiar with the program in order to address potential environmental and safety hazards on location.

On Production

Examine locations for safety concerns:

1. Check all locations for potential safety concerns and hazards:
 - a. Asbestos, lead paint, visible mold, chemicals, hazardous waste, blocked or unmarked exits, unprotected elevated areas, improper ventilation, etc.
 - b. This includes all location construction, holding, parking, catering, dressing areas, etc.
2. Fill out the **Location Pre-Production Hazard Assessment Checklist (Form 7)** and **Asbestos/Lead/Mold Guidelines (Form 7A)** for each new location.
 - a. Ask building owner or manager about potential environmental concerns, asbestos reports or prior testing of lead-based paints.
 - b. Obtain proper permits.
 - c. Obtain safety postings from the **Production Safety Representative**.
 - d. Complete the **Location Safety Poster** by filling in the nearest hospital and emergency numbers.
 - e. Post the **Location Safety Poster** and any other required postings, such as permits, inspection certificates, test results and environmental surveys.
3. Call the **Production Safety Representative** with any questions about lead paint, asbestos, water testing, rooftop fall protection, weight restrictions, etc. (Testing can be lengthy and certified structural engineers are expensive, so a backup location is prudent.)
4. Provide **Location Prep/Strike Safety Information (Form 7B)** to all Prep and Strike crews.
5. Fill out the **Location On-Production Hazard Assessment Checklist (Form 8)** to document inspection of each location on the day the crew is scheduled to arrive for work.
6. If filming in the City of Los Angeles, fill out a **Los Angeles Fire Department Film Location Fire Safety Inspection Checklist (Spot-Check)**.
7. Turn in all forms to the **Production Office Coordinator**.

Safety Responsibilities

LOCATION MANAGER

Notify the UPM and Safety Coordinator (1st AD, Construction Coordinator and Transportation Captain/Coordinator) of all safety concerns and special hazards:

1. Determine if special hazards exist such as excessive traffic, location hazards associated with airports, railroads, marinas and other water sites.
2. Assist other Department Heads to conduct safety meetings:
 - a. When cast and crews are exposed to a location hazard.
 - b. Anytime there is a change in location.

Monitor all locations:

1. Inspect on an ongoing basis for changes that could produce additional hazards, such as changing weather conditions, construction changes, etc.
2. See to it all sets are inspected on a regular basis, so they are free from hazards and that any hazards found are corrected.
3. Consult with the UPM and the Production Safety Representative to resolve location safety concerns (e.g. confined spaces, warehouse adaptation for stage use, etc.)

Develop contacts for emergency services:

1. Assist on-set first aid with emergency information and contacts.
2. Identify the nearest hospital and provide maps and directions for all locations to the UPM, 1st AD, Construction Coordinator, Transportation Coordinator and First Aid staff.

Document all safety activities:

Complete and turn in to the Production Office Coordinator:

- *Location Pre-Production Hazard Assessment Checklist (Form 7)*
- *Asbestos/Lead/Mold Guidelines (Form 7A)*
- *Prep/Strike Location Safety Information (Form 7B)*
- *Location On-Production Hazard Assessment Checklist (Form 8)*
- *Los Angeles Fire Department Film Location Fire Safety Inspection Checklist (Spot-Check)*
- Any other related paperwork:
 - Safety inspection certificates
 - Environmental surveys
 - Air and water test results

Safety Responsibilities

SPECIAL EFFECTS COORDINATOR

Safety Program Information for Special Effects Coordinator

The following information is for your specific position and is provided to help you understand your important part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

Responsibilities of the Special Effects Coordinator

The **Special Effects Coordinator** is responsible for the safe performance and supervision of all special effects. In addition, the Special Effects Coordinator is also responsible for the transportation, storage, and use of all pyrotechnics, and is responsible to effectively coordinate with the Stunt Coordinator and, at pre-stunt/special effects meetings, communicate special effects action to ensure understanding and safety of all cast and crew. This meeting should be documented in the **Daily Production Report**.

Production Start-Up

1. Visit **safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. Hire only employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do. *(In Southern California, all Special Effects employees must have completed all **Safety Pass** training required by their Local. See **www.csatf.org** for more information.)* If you need help arranging non- Safety Pass training for productions working outside of Southern California, call the **Production Safety Representative**.

On Production Implement the IIPP:

1. Discuss all potential safety concerns with the Location Manager, UPM, Special Effects, Stunt, Transportation and Construction Coordinators, and key department heads during the script read through.
2. Conduct a safety meeting on the first day of production with your crew:
 - a. Explain the safety program.
 - b. Discuss the safety aspects of the week's/day's activities and the specific and general potential hazards of the location.
 - c. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of fire.
 - d. Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.)
3. For non-Safety Pass trained FX employees working outside of Southern California, conduct or arrange safety training for appropriate cast and crew members:
 - a. Hazard Communication Training for chemical containing products.
 - b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - c. Fall Protection Training for workers exposed to heights.
 - d. Special tools, equipment, or vehicles used.
 - e. Consult with UPM or the Production Safety Representative to determine the specific training needs of the production.
 - f. Document all training and forward to the Production Office Coordinator. Consult with UPM or the Production Safety Representative to determine the specific training needs of the production.
4. Conduct additional meetings in the following situations:
 - a. When a special/mechanical effect is to occur (e.g. pyrotechnics, etc.). Document special effect rehearsals on the daily Production Report. Conduct an additional rehearsal for any substantial change to the special effects and document it on the **Daily Production Report**. Ensure all involved crew understand the change.
 - b. Call the Production Safety Representative anytime cast and crew are exposed to a hazard (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
 - c. Anytime new cast or crew join the production.
 - d. Anytime a new process, substance or procedure is introduced.

Safety Responsibilities

SPECIAL EFFECTS COORDINATOR

5. See to it that safety literature is properly distributed:
 - a. All cast and crew members are to receive the **General Safety Guidelines for Production (Form 1)**, written, orally or posted, and sign an **Employee Acknowledgment**. This includes all those who report directly to the set for hire; such as day players, casual hires, independent contractors, etc. Return signed *Employee Acknowledgments* to the Production Office Coordinator.
 - b. Distribute AMPTP Safety Bulletins (available at safetyontheset.com) relating to specific hazards to cast and crew or attach to the call sheet (e.g. helicopter, firearm, special f/x, etc.)
 - c. With help from the Production Safety Representative, see to it that special literature such as Safety Data Sheets (SDS's) are available if requested by cast or crew.
6. Document all IIPP activities:
 - a. Make sure that all safety meetings held throughout the day are noted on the daily Production Report, including key department head and new arrival meetings, stunt and special effects meetings, etc.
 - b. Any bulletins or special correspondence should also be on file with the Production Office Coordinator.

FIREWORKS 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 fireworks, 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 fireworks are to be used.
2. Before any fireworks or potentially hazardous sequence is to be performed, all persons involved shall be thoroughly briefed at a meeting on the site where the fireworks 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 fireworks area. All other personnel will be cleared away from the fireworks 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 fireworks area and "No Smoking" signs shall be posted in all areas of the premises or locations where fireworks and/or pyrotechnic devices are stored and handled.
8. After each shoot, no one shall go into the fireworks 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 fireworks are used.
10. Transportation of fireworks 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 fireworks on the set.
11. Make sure all fireworks and fireworks devices are shunted prior to detonation.
12. Make sure fireworks 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. An exterior shot checklist should be filled out and circulated prior to filming any special effects on exterior sets, pyrotechnics, smoke, open flame etc.

Safety Responsibilities

SPECIAL EFFECTS COORDINATOR

Communicate and Troubleshoot:

1. Confirm that the work site is inspected to see that it is free from recognized hazards. Correct hazards found. (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.). This can be done by an Assistant on a regular basis.
2. See to it that safety equipment is used by cast and crew (*e.g. earplugs, harnesses, safety belts, etc.*).
3. Consult with the UPM to resolve script safety concerns (e.g. special effects, stunts or other special hazards).
4. Make sure cast and crew safety concerns have been addressed and resolved.

Coordinate Response to Serious Accidents and Emergencies:

1. Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
2. Summon emergency medical assistance immediately - paramedics, fire department, police, etc. (911 or the local equivalent).
3. Clear the area and protect cast and crew from further injury.
4. Preserve evidence for further investigation.
5. Immediately notify the **UPM**. If not available notify the **Production Executive** and the **Production Safety Representative**.

Coordinate OSHA/Government Inspector/Investigator activities:

1. Immediately notify the **UPM**. If not available, contact the **1st AD** and the **Production Safety Representative**.
2. The UPM or 1st AD will accompany the inspector/investigator on the survey of the site in question.

Safety Responsibilities

STUNT COORDINATOR

Safety Program Information for Stunt Coordinator

The following information is for your specific position and is provided to help you understand your important part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

Responsibilities of the Stunt Coordinator

The **Stunt Coordinator** is responsible for the safe performance of stunts and supervision of all persons involved in the stunt. If the stunt involves special effects, the Stunt Coordinator is responsible for coordinating with the Special Effects Coordinator in a pre-stunt/special effects meeting. The Stunt Coordinator is responsible for communicating stunt action to the 1st AD to ensure the understanding and safety of all crew. This meeting should be documented in the **Daily Production Report**.

Production Start-Up

1. Visit **safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. Hire only Stunt Coordinators knowledgeable in the action they will be supervising. Hire stunt players who have the proper training and who understand or have previously demonstrated work similar to what they will be asked to do.
3. Stunt Coordinators performing their own stunts need a second stunt person to act as Stunt Coordinator during the sequence.
4. Hire only employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do.

On Production Implement the IIPP:

1. Discuss all potential safety concerns with the Location Manager, UPM, Stunt, Stunt, Transportation and Construction Coordinators, and key department heads during the script read through.
2. Conduct a safety meeting on the first day of production with your crew:
 - a. Explain the safety program.
 - b. Discuss the safety aspects of the week's/day's activities and the specific and general potential hazards of the location.
 - c. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of fire.
 - d. Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.)
3. For non-Safety Pass trained FX employees working outside of Southern California, conduct or arrange safety training for appropriate cast and crew members:
 - a. Hazard Communication Training for chemical containing products.
 - b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - c. Fall Protection Training for workers exposed to heights.
 - d. Special tools, equipment, or vehicles used.
 - e. Consult with UPM or the Production Safety Representative to determine the specific training needs of the production.
 - f. Document all training and forward to the Production Office Coordinator. Consult with UPM or the Production Safety Representative to determine the specific training needs of the production.
4. Conduct additional meetings in the following situations:
 - a. When a stunt is to occur (e.g. high fall, car stunt, etc.). Document stunt rehearsals on the daily Production Report. Conduct an additional rehearsal for any substantial change to the stunt and document it on the daily Production Report. Ensure all involved crew understand the change.

Safety Responsibilities

STUNT COORDINATOR

- b. Call the Production Safety Representative anytime cast and crew are exposed to a hazard (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
- c. Anytime new cast or crew join the production.
- d. Anytime a new process, substance or procedure is introduced.
- e. Call the Production Safety Representative anytime cast and crew are exposed to a hazard (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
5. See to it that safety literature is properly distributed:
 - a. All cast and crew members are to receive the **General Safety Guidelines for Production (Form 1)**, written, orally or posted, and sign an **Employee Acknowledgment**. This includes all those who report directly to the set for hire; such as day players, casual hires, independent contractors, etc. Return signed *Employee Acknowledgments* to the Production Office Coordinator.
 - b. Distribute AMPTP Safety Bulletins (available at safetyontheset.com) relating to specific hazards to cast and crew or attach to the call sheet (e.g. helicopter, firearm, special f/x, etc.)
 - c. With help from the Production Safety Representative, see to it that special literature such as Safety Data Sheets (SDS's) are available if requested by cast or crew.
6. Document all IIPP activities:
 - a. Make sure that all safety meetings held throughout the day are noted on the daily Production Report, including key department head and new arrival meetings, stunt and special effects meetings, etc.
 - b. Any bulletins or special correspondence should also be on file with the Production Office Coordinator.

Communicate and Troubleshoot:

1. Confirm that the work site is inspected to see that it is free from recognized hazards. Correct hazards found. (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.). This can be done by an Assistant on a regular basis.
2. See to it that safety equipment is used by cast and crew (e.g. earplugs, harnesses, safety belts, etc.).
3. Consult with the UPM to resolve script safety concerns (e.g. special effects, stunts or other special hazards).
4. Make sure cast and crew safety concerns have been addressed and resolved:

Coordinate Response to Serious Accidents and Emergencies:

1. Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
2. Summon emergency medical assistance immediately - paramedics, fire department, police, etc. (911 or the local equivalent).
3. Clear the area and protect cast and crew from further injury.
4. Preserve evidence for further investigation.
5. Immediately notify the **UPM**. If not available notify the **Production Executive** and the **Production Safety Representative**.

Coordinate OSHA/Government Inspector/Investigator activities:

1. Immediately notify the **UPM**. If not available, contact the **1st AD** and the **Production Safety Representative**.
2. The UPM or 1st AD will accompany the inspector/investigator on the survey of the site in question.

Safety Responsibilities

KEY DEPARTMENT HEADS

*Property Master, Set Dressing, Greens, Animal Wranglers,
Camera, Sound, Craft Services, Make-up, Hair, Wardrobe*

Safety Program Information for Key Department Heads

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

Responsibilities of Key Department Heads

The Department Heads/Supervisors are responsible for supervising, training, performing periodic inspections, and ensuring their crew's compliance with all applicable safety rules and regulations.

Production Start-Up

1. Visit **safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. The Safety Pass training deadline for IATSE affiliated employees has passed. Therefore, the only employees eligible for employment by your production must have received basic and specific safety training as evidenced by their fully completed Safety Pass. For information on the Safety Pass Program, visit **www.csatf.org** or call 818.502.9932 ext. 102.
3. If on a non-Southern California production, conduct or arrange safety training for your crew who have not been trained. If you need help arranging non- Safety Pass training, call the **Production Safety Representative**.
4. Conduct safety meetings for your crew on the first day of work:
 - a. Explain the safety program and tell them to visit **www.safetyontheset.com**.
 - b. Discuss the safety aspects of the day's activities and the particular hazards of the site.
 - c. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits and telephones on all stages and interior set and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire (if not covered by the 1st AD.)
 - d. For every location, be sure to review **Prep/Strike Location Safety Information (Form 7B)**, which you should receive from the Location Manager.
 - e. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. insert car, process trailer, cranes, booms, specialized rigs, etc.)
5. Conduct or arrange safety training for your crew who have not been trained:
 - a. Hazard Communication Training for chemical containing products.
 - b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - c. Fall Protection Training for workers exposed to heights.
 - d. Special tools, equipment, or vehicles used.
 - e. Consult with the Safety Coordinator to determine the specific training needs of your crew.
 - f. Document all training and forward to the Production Office Coordinator.
6. Conduct additional safety meetings in the following situations:
 - a. Prior to rigging or testing of any specialized equipment.
 - b. Anytime crew is exposed to a hazard (e.g. special products, pyrotechnics, etc.).
 - c. Anytime new crewmembers join the department.
 - d. Anytime there is a change in location or work site.
 - e. Anytime a new process is introduced (e.g. special foams, chemicals, tools, etc.)
7. Distribute safety literature:
 - a. Give the **General Safety Guidelines for Production (Form 1)**; written, orally or posted to all those who report directly to the site for hire; such as, casual hires, independent contractors, etc. Have all employees sign the **Employee Acknowledgment** and forward them to the **Production Office Coordinator**.

Safety Responsibilities

KEY DEPARTMENT HEADS

- b. Distribute safety literature on specific hazards to your crew (e.g. appropriate clothing and shoes, aerial platforms, etc.).
- c. Issue special literature if requested by crew members (e.g. safety data sheets on chemicals, fogs, paints, etc.)
- 8. Document all IIPP activities:
 - a. See to it that all safety meetings held throughout the day with crew are noted on the daily Production Report, including new arrival, rigging, testing and changing work site.
 - b. Any bulletins or special correspondence are to be forwarded to the **Production Office Coordinator**.
 - c. Document all safety training using **Production Safety Meeting Report (Form 13)**. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

- 1. Inspect all work sites to be sure they are free from recognized hazards and correct any that are found.
- 2. See to it that appropriate safety equipment has been provided, inspected and is in use by the crew (e.g. *ear plugs, equipment safety guards, harnesses, respirators, safety glasses, etc.*).
- 3. Consult with the UPM to resolve safety concerns such as special effects, stunts or other special hazards.
- 4. Enforce safe working procedures.
- 5. Encourage the reporting of hazards by crew members.
- 6. Resolve crew safety issues.
- 7. Correct hazards that have been discovered at the site (e.g. blocked exits, trip and fall hazards, faulty equipment etc.)

Coordinate Response to Accidents and Emergencies:

- 1. Respond to all work site emergencies and accidents affecting the crew.
- 2. Summon emergency medical assistance immediately (Paramedic, Fire Department, Police, etc.).
- 3. Notify the UPM, First AD, or Construction Coordinator and the Production Safety Representative.
- 4. See to it that the **Accident Investigation Report (Form 9)** has been filled out and submitted to the Production Office Coordinator.
- 5. Clear the area and protect the crew from further injury (e.g. remove equipment from service, post warning signs, arrange further training).
- 6. Preserve evidence for further investigation.

Safety Responsibilities

MEDIC

Safety Program information for the Medic

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

NOTE: These are your Safety Program Responsibilities ONLY. For Workers Comp instructions, contact your Production Office Coordinator or payroll company.

Please DO NOT share Workers Comp forms with your Production Safety Representative, as they contain personal health information.

In addition to their Health and Safety responsibilities, Medics are responsible for gathering and recording injury and illness-related information required by state and federal law and Production company policy. Regardless of payroll company, your Production Office Coordinator needs information on every employee who suffers a work-related injury or illness.

Please remember that the forms you are required to fill out are legal documents, so be as accurate and thorough as possible.

When you start work:

1. Obtain Injury and Illness reporting forms and procedures from your Production Coordinator or payroll company.
2. Review the paperwork requirements.

Participate in the Injury & Illness Prevention Program:

1. Read and understand safety literature:
 - a. Obtain and review the **General Safety Guidelines for Production (Form 1)**, sign the **Employee Acknowledgment Form** and turn it in to the POC. Additional information is available from the IIPP Manual, which can be obtained at **www.safetyontheset.com** along with all **AMPTP Safety Bulletins** and other safety info.
 - b. Read the **Injury and Illness Reporting Procedures** attached to this document. Call your Production Coordinator if you have any questions.
 - c. Read the distributed **AMPTP Safety Bulletins** related to the specific hazards that you may encounter on the production (i.e. helicopters, firearms, appropriate clothing, etc.)
2. Attend and participate in safety meetings to review the following:
 - a. Safety aspects of the day's activities and the particular hazards of the location.
 - b. Elements of the **Emergency Plan**, such as the location of emergency equipment, exits and telephones on site, and emergency procedures, such as evacuation plans in case of fire, nearest hospital name, location and phone number, etc.
 - c. Set up your equipment accordingly.

Serious Accidents, Injuries and Mishaps

Serious accidents, injuries and mishaps are incidents that require transportation by ambulance, visitation to the hospital by one or more employees, any treatments greater than general first aid, or any serious property/asset damage.

IF AN INJURY IS SEVERE, DIAL 911 OR YOUR FACILITY'S EMERGENCY RESPONSE NUMBER FOR TREATMENT AND TRANSPORTATION OF THE PATIENT TO A HOSPITAL.

(Ensure the employee's supervisor has arranged for a return ride from the hospital.)

THEN IMMEDIATELY CALL THE UNIT PRODUCTION MANAGER. IF YOU CANNOT REACH THE UPM, CALL THE PRODUCTION OFFICE COORDINATOR AND THE PRODUCTION SAFETY REPRESENTATIVE IMMEDIATELY. YOU MAY LEAVE VOICE MESSAGES – BUT YOU MUST CONTINUE TO CALL UNTIL YOU SPEAK TO A LIVE PERSON.

Safety Responsibilities

MEDIC

For every injury or illness:

1. See that the following forms are completed:
 - ***Employer's Report of Occupational Injury or Illness (Form 5020)*** or local equivalent.
 - ***Accident Investigation Report (Form 9)***. (The form can be completed by Medic, Patient, Department Head or POC.)
 - ***Right of Refusal of Medical Aid Form (Form 16)*** if the patient refuses recommended treatment or transportation to the hospital.
2. Forward all completed forms to the **Production Office Coordinator**.

When to Call an Ambulance

If a Medic determines that a patient requires EMT assistance and/or transportation to the hospital by ambulance, the Medic should call 911 (or facility Emergency Number) immediately. If the patient refuses the additional medical attention, the patient can argue the case with the EMT's.

As always, any patient refusing medical treatment recommended by the Medic should be asked to sign **Form 16: Right of Refusal of Medical Aid**.

NOTE: This Production has a contract with Verisk 3E for Safety Data Sheets for chemical-containing products. If someone is exposed to a chemical-containing product, dial **(800) 451-8346** and give as much information about the product as possible. Verisk 3E will email or fax a copy of the Safety Data Sheet.

Safety Responsibilities

PRODUCTION OFFICE COORDINATOR

Safety Program information for the Production Office Coordinator (POC)

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

Responsibilities of the Production Office Coordinator

The **Production Office Coordinator** maintains a library of safety information including copies of all safety program documentation as described in the IIPP for Production. It is the POC's responsibility, along with the Unit Production Manager (UPM), to see to it that all necessary IIPP documentation (forms, certifications, etc.) are completed in a timely manner and forwarded to the POC, and, when necessary, to the Production Executive, Production Attorney and the **Production Safety Representative**.

SAFETY PASS (Southern California)

The only employees eligible for employment by your production must have received basic and specific safety training as evidenced by their fully completed Safety Pass. New training requirements are added often, so please check everyone's Safety Pass status every season at **www.csatf.org**.

PRODUCTIONS WORKING OUTSIDE OF SOUTHERN CALIFORNIA

1. Productions working outside of Southern California are required to employ workers knowledgeable in the work they will be asked to do. Because there are many ways proficiency can be documented, different Department Heads will submit varying evidence of training. All of it is important.
2. **Please note: If you are hiring anyone directly from Southern California to work on your production, they must have completed all Safety Pass classes required for their job classification.**
3. **Productions working outside of Southern California may be eligible for free IATSE Training Trust Fund Area Standards Agreement Safety Training. Information is available at www.iatsetrainingtrust.org/asa.**
4. Check that Departments operating heavy equipment are turning in copies of Certification for each piece of equipment they will be asked to drive (e.g. Forklift Safety Card, Aerial Platform Training, powder-actuated tool operator's "Hilti Card," etc.) Keep them on file.
5. Some Department Heads will be sending copies of **Tool Box Talks** they conducted; others will send signed copies of **Codes of Safe Practices (CSP's)**. Keep them on file.
6. Most importantly, make sure a signed **Employee Acknowledgment** for receipt of **(Form 1) General Safety Guidelines for Production** is on file for all employees from all departments.
7. If you need help arranging safety training for a production working outside of Southern California, **call the Production Safety Representative**.

Production Start-Up

Implement the IIPP:

1. As soon as possible, call the Production Safety Representative to arrange for a **Production Safety Orientation** for your UPM, 1st AD, 2nd AD, Transportation Coordinator, Construction Coordinator, Special Effects and Stunt Coordinators, and all key Department Heads. (Immediately prior to your first full production meeting is a good time to hold this orientation.)
2. Obtain and read the **Production Safety Manual** from **www.safetyontheset.com** the first week of employment. This manual is meant to provide guidance and clarification of possible questions.
3. Print at least 3 copies of the Production Safety Manual: One each for the Production Office, the Assistant Directors, and the Construction Coordinator. A copy should be on all stages and locations as well.

Safety Responsibilities

PRODUCTION OFFICE COORDINATOR

Coordinate the documentation of all safety program activities:

See to it that the following have been turned into the Production Office, and copies sent to the Production Safety Representative at the beginning of the production:

1. Employee Acknowledgment of General Safety Guidelines for Production (Form 1)
2. IIPP Contact List (Form 2)
3. Serious Incident Reporting Procedures (Form 4)

On Production

1. See to it that the following are turned into the Production Office and **copies sent to the Production Safety Representative on a regular basis**:

- a. Production Stage Hazard Assessment Checklist (Form 5)
- b. Mill/Stage/Location Construction Hazard Assessment Checklist (Form 6)
- c. Location Pre-Production Hazard Assessment Checklist (Form 7)
- d. Asbestos/Lead/Mold Guidelines (Form 7A)
- e. Prep/Strike Location Safety Information (Form 7B)
- f. Location On-Production Hazard Assessment Checklist (Form 8)
- g. Safety Guidelines for Extras and Theatrical Day Hires (Form 15)

2. See to it that the following are turned into the Production Office and copies sent to the Production Safety Representative as they are completed:

- a. Accident Investigation Report (Form 9)
- b. Hazard Notification (Form 10)
- c. Notice of Unsafe Condition and Action Plan (Form 11)
- d. Safety Warning Notice (Form 12)
- e. Production Safety Meeting Report (Form 13)
- f. Request for Employee Safety Training (Form 14)
- g. Right of Refusal of Medical Aid (Form 16)
- h. Any special permits, environmental surveys, location safety reports, etc. daily Production Reports listing safety meetings, including key department head and new arrival meetings, stunt and special effects meetings, etc.

3. If your duties include distributing Calls Sheets, always attach any *AMPTP Safety Bulletins* or other notices deemed appropriate by your UPM or 1st or 2nd AD

Injuries and Illnesses

1. Please read the 2019 revised ***Injury & Illness Reporting Procedures***, which are attached to this document. **Your Production Safety representative is NOT to receive Workers Comp forms or any employee's personal Health information.**
2. You should receive an **Accident Investigation Form (Form 9)** and a **Form 5020** or local equivalent from your Set Medic for every injured employee. If the patient has refused medical attention, you should also receive a completed **Right of Refusal of Medical Aid Form (Form 16)**. **Please be sure to email or fax these forms to the Production Safety Representative at (818) 954-2805.**

Serious Accidents, Injuries and Mishaps

Serious accidents, injuries and mishaps are incidents that require transportation by ambulance, visitation to the hospital by one or more employees, any treatments greater than general first aid or any serious property/asset damage.

Safety Responsibilities PRODUCTION OFFICE COORDINATOR

*In the event of a serious accident, injury or mishap, the **Unit Production Manager**, or in his/her absence, the **1st Assistant Director** will follow the instructions on **Form 4 – Serious Incident Reporting Procedures**. It is the Production Office Coordinator's responsibility to see that correct reporting instructions are available to the UPM and 1st AD.*

Show Wrap

1. See to it that all IIPP documents have been collected and forwarded to the **Production Safety Representative** or the **Production Executive** prior to closing the production office.
2. See to it that all borrowed safety equipment (harnesses, lanyards, ropes, etc.) has been returned to the Production Safety Representative.

Hazardous Waste Disposal

It is Company policy that all chemicals will be disposed of in accordance with the laws of the city, county and state in which they are used. If you need to arrange for the disposal of paint or other chemicals, contact the Production Safety Representative.

Position Safety Responsibilities CAST MEMBERS
--

Safety Program Information for Cast Members

This Production is committed to maintaining a safe and healthy work environment. The following information is provided to help you to understand your part in the **Injury & Illness Prevention Program (IIPP)/Safety Program**.

All Cast members are responsible for understanding and following the **General Safety Guidelines for Production** and meeting their safety responsibilities as employees, as outlined in the IIPP manual. This information is always available on the web at **www.safetyontheset.com**. Remember, working safely is a condition of employment.

Safety is a priority on this production.

1. The quickest way to have a safety concern addressed is to speak up! If you wish to express your concerns anonymously, use the **Anonymous Safety Hotline** at **(818) 954 2800** or toll-free at **(877) 566-8001**. It, as well as contact information for the **Production Safety Representative (PSR)** for your show, will be listed on the front of the daily Call Sheet. There may also be special safety concerns detailed in the *Notes* section of the Call Sheet. Please pay extra attention to any conditions that will affect your work, and make sure you read any Safety Bulletins that pertain to your work. Do not hesitate to contact the **Assistant Directors** or your Safety Representative, if you have any questions.
2. The Production Safety Representative will be working closely with your production starting with the script breakdown, then during construction, and on through shooting and strike. Most of the planning and inspections that go into ensuring your safety as a performer are completed by the time you are scheduled to begin working.
3. During your employment on this production you may be required to work with a **Stunt Coordinator** or **Special Effects**. All relevant safety information pertaining to the actor's scene(s) will be communicated. Do not hesitate to ask questions or express concerns if you are not sure how to perform safely in any given situation. Make sure you understand all contingencies, and coordinate with your fellow actors.
4. When working on a **Sound Stage** or **Location**, specific safety information will be posted. Remember that set work is going on all the time. All areas under construction, where people are working overhead, or where machinery is being used are off-limits. Please observe any safety signs, barricade tape, etc. on the Stage or Location where you will be working. Look for and avoid any potential trip hazards, such as cables or sandbags. Unless you are otherwise directed, do NOT touch any cables, lights, generators, or other equipment which you may not be familiar with. Know your surroundings. Always be aware of where the exits are and, in case of emergency, where the *designated safe assembly area* is.
5. Report all injuries to Production, no matter how minor. If you have a condition such as allergies, prior injuries, or other concerns that you feel Production should be made aware of because it could affect your ability to work, do not hesitate to notify them as soon as possible.

Remember, if you ever have any questions or concerns about safety, there are many people available to address them. The Assistant Directors, Stunt Coordinator, Special Effects Coordinator, Production Safety Representative, and the Anonymous Safety Hotline are all available to you.

SAFETY HOTLINE
(818) 954-2800 or (877) 566-8001

OSHA INSPECTION GUIDELINES

The Occupational Safety and Health Administration (OSHA) is the United States government agency responsible for enforcement of occupational safety and health standards. To promote worker protection, OSHA conducts periodic inspections of business establishments to ensure that workplaces are generally free from recognized hazards likely to cause death or serious physical harm.

There are several reasons why an OSHA inspector might visit a location or production facility:

1. **An observation or report of imminent danger** – OSHA gives imminent danger situations top priority. An imminent danger is a hazard that could cause death or serious physical harm immediately or before the danger could be eliminated through normal inspection procedures.
2. **Catastrophes and fatal accidents** – High priority is also given to investigation of job fatalities and accidents hospitalizing three or more employees. Such accidents must be verbally reported to Cal and Fed OSHA within 8 hours. In California any employee who is hospitalized for more than 24 hours for reasons other than medical observation or who suffers the loss of any member of the body or any serious degree of permanent disfigurement must also be reported within 8 hours to Cal-OSHA. Reporting requirements may vary from state to state and must be verified for each production location.
3. **Complaints** – OSHA investigates written and verbal complaints by employees or their representatives of hazards that threaten serious physical harm to workers.
4. **Scheduled inspections** – OSHA routinely conducts safety and health inspections in high hazard industries. Though the motion picture and television industry is not considered a “high hazard” industry you should be aware that Cal-OSHA has formed a special Film & TV Investigation Team. This group is made up of some their more experienced investigators.
5. **Programmed inspections** – OSHA has a special program to target safety inspections on the most dangerous individual worksites.
6. **Follow-up inspections** – OSHA may re-inspect locations cited for imminent danger conditions or for willful, repeat or serious violations. Follow-up inspections will also be conducted to check the progress of long-term hazard correction programs.

INSPECTION GUIDELINES

The Unit Production Manager (UPM) is the designated production representative in the event of an OSHA inspection. The UPM may delegate this responsibility; however, the individual selected must be competent, well-spoken, and exceedingly familiar with production activities.

The following guidelines have been prepared to assist with these inspections.

1. **Immediately notify the Production Safety Representative.**
2. Request the inspector's U.S. Department of Labor credentials bearing their photo and serial number which can be verified by phoning the nearest OSHA office.
3. Inform the inspector that it is company policy to first notify the Production Executive, Production Attorney, and the Production Safety Representative, and to wait for one of them to arrive before the inspection can proceed. Inform the inspector that the contact has been made.
4. OSHA's policy is to conduct an opening conference in which the nature of the visit, the scope of the inspection, and the applicable standards are discussed. **The inspector will ask the name of the employer. The employer is your Production Company and the name of your show.**
5. The inspector should furnish copies of applicable OSHA regulations, and (depending on the state), a copy of the employee complaint (if applicable).
6. After the opening conference, accompany the inspector to the areas identified in the opening conference. An authorized representative of the employees (i.e. business agent) also has a right to accompany the inspector on the walk through. If at all possible, dissuade (with diplomacy) the inspector from wandering into other areas. Do so by referring back to the original purpose of the inspection.
7. Under OSHA regulations, an inspector has the right to privately interview crew members. However, the crew member must be informed by the Production that they have the right to have either a union representative or an attorney present during the interview.
8. The inspector has a right to take photographs. If they do, it is important that the Production Company take their own photographs identical to those taken by the inspector.
9. **DO NOT** volunteer information. Provide short, concise answers to questions posed by the inspector. Be courteous, but cautious.

10. The inspector may request to examine documentation such as an *OSHA 300 Log of Occupational Injuries and Illness* or the production company's *Injury and Illness Prevention Program* available at the site. This is acceptable, however do not volunteer documentation. If copies of written materials are required, ask that the request be made in writing so that it may be responded to in writing. Inform the inspector that this is company policy.
11. During the walk through, the inspector will discuss any apparent violations noted and may offer technical information on how to eliminate hazards. Small violations should be fixed by the production as soon as they are pointed out.
12. Take detailed notes on the inspection. Immediately after the inspection, send a fax copy (and hard copy by mail) of the notes and any written material received from the inspector to the Production Attorney and the Production Safety Representative.
13. The inspector is required to conduct a closing conference to review any apparent violations and discuss possible methods and time periods necessary for correction. They will explain that any violations may result in a citation and a proposed financial penalty, describe employer's rights and responsibilities, and answer all questions. Do not sign anything.
14. OSHA is required by law to issue citations for violations of safety and health standards. The agency is not permitted to issue warnings. Citations include:
 - a) A description of the violation
 - b) The proposed penalty, if any
 - c) The date by which the hazard must be corrected

In most cases, citations are prepared at the OSHA Area Office and mailed to the employer. Employers have fifteen (15) working days after receipt to file an intention to contest OSHA citations before the independent Occupational Safety and Health Review Commission. Your Production Safety Representative, with assistance from your Production Attorney, will help you complete any paperwork that is requested of you.

The Production Attorney and the Production Safety Representative must be notified in the event an OSHA citation is received. All OSHA citations and other communications received from federal and state inspectors are to be mailed or sent immediately via fax to the Corporate Attorney and the Production Safety Representative. The UPM, Production Company, or whoever is served the citation, is required to seek the assistance, consent and advice of the Production Safety Representative prior to evaluating the feasibility of contesting OSHA citations.

OSHA RECORDKEEPING FOR TELEVISION AND FEATURES

Television and Feature Productions are exempt from OSHA injury and illness reporting in every state of the USA except for California. The following information is for California-based productions with employees who are hired through payroll companies such as Cast & Crew and Entertainment Partners. Contact your Production Safety Representative for clarification.

All distant locations will need to maintain their own OSHA 300, OSHA 300A and OSHA 301 logs. (See next section.)

OSHA RECORD KEEPING GUIDELINES FOR PRODUCTION

Productions with eleven (11) or more part-time or full-time employees within a given calendar year (January 1st to December 31st) are required to maintain the Occupational Safety and Health Administration (OSHA) Log of Occupational Injuries and Illnesses (OSHA No. 300), Summary of Occupational Injuries and Illnesses (OSHA No. 300A), and the Supplementary Record of Occupational Injuries and Illnesses (OSHA No. 301).¹

OSHA Logs are to be maintained by the Production Office Coordinator and on file in the production office.

OSHA No. 300 – Log of Occupational Injuries and Illnesses

The OSHA 300 log is used for recording and classifying recordable occupational injuries and illnesses and for noting the extent and outcome of each case. The log shows when the occupational injury or illness occurred, to whom, what the injured or ill person's regular job was at the time of the injury or illness, the department in which the person was employed, the kind of injury or illness, how much time was lost, and whether the case resulted in a fatality.

Generally, recordable cases include work-related deaths, occupational illnesses and occupational injuries which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first aid).

The following steps will assist in deciding whether or not a case is recordable:

1. Determine whether a recordable case has occurred. Was there a death, injury or illness?
 2. Establish that the case was work related. Did it result from an event or exposure in the work environment?
 3. Decide whether the case is an injury or illness.
- **If the case is an illness, record it and check the appropriate category on the log.**
 - If the case is an injury, decide if it is recordable based on a finding of medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job.

Each recordable injury and illness must be entered on the Log as early as practical but no later than six (6) working days after the recordable injury or illness has occurred.

OSHA No. 300A - Summary of Occupational Injuries and Illnesses

OSHA Form No. 300A is called the "Summary of Occupational Injuries and Illnesses." It is used to summarize injuries and illnesses for the previous calendar year.

Prepare the annual summary by totaling the column entries on the log and signing and dating the certification portion of the form at the bottom of the page. If no injuries or illnesses occurred in the year, zeros must be entered on the totals line. The summary must be completed by February 1st of each year. It must be posted in a conspicuous place or places where notices to employees are customarily placed no later than February 1st and shall remain in place until March 1st.

OSHA No. 301- Supplementary Record of Occupational Injuries and Illnesses

For every injury or illness entered on the OSHA Log No. 300, it is necessary to record additional information on the supplementary record, OSHA No. 301. The supplementary record describes how the injury or illness exposure occurred, lists the objectives or substances involved, and indicates the nature of the injury or illness and the part(s) of the body affected. Workers' compensation insurance or other reports are acceptable as alternative records if they contain the same information as required by OSHA form No. 301.

Record Maintenance and Posting

OSHA regulations require that the log, summary, and supplementary records be retained for five calendar years following the end of the year to which they relate. In addition to maintaining the log on a calendar year basis, it must be updated to reflect changes that occur in recorded cases during the five-year retention period. In addition, new entries should be made for previously unrecorded cases that are discovered or for cases that initially weren't recorded but were found to be recordable.

Productions should maintain the log, summary and supplemental forms in the production office. For productions that have wrapped filming and closed their production offices, forward the records to the Production Safety Representative.

Note: These are general recordkeeping instructions only. OSHA Forms No. 300, No. 300A, No. 301 and specific recordkeeping instruction are available at the nearest OSHA agency, and OSHA's website: **www.osha.gov**.

REGULATORY AGENCY INSPECTION GUIDELINES

In addition to the Occupational Safety and Health Administration (OSHA), there are other regulatory agencies that may visit a location or production facility. These agencies may include: health department, fire department, air quality management district, water quality control, building and safety, hazardous waste agencies, etc.

The Unit Production Manager is the designated production representative in the event of a regulatory agency inspection. The UPM may delegate this responsibility; however, the individual selected must be competent, diplomatic, and exceedingly familiar with the production activity in which the agency is interested.

1. Request the representative's credentials and confirm their validity.
2. Inform the representative that it is company policy to first notify the Production Safety Representative and the Production Attorney, and to wait for one of them to arrive, before the inspection can proceed. Inform the inspector that the contact has been made.
3. Determine the nature of the visit, the scope of the inspection, and any applicable regulatory standards that may be in violation.
4. Accompany the inspector to the area in question. If at all possible, dissuade (with diplomacy) the inspector from wandering into other areas. Do so by referring back to the original purpose of the inspection.
5. The inspector may take photographs. However, it is important that the Production Company take its own duplicate photographs of those taken by the inspector.
6. If the inspector points out something wrong and it can be corrected immediately – do so.
7. DO NOT volunteer information. Provide short, concise answers to questions posed by the inspector. Be courteous, but cautious.
8. The inspector may request to examine documentation such as permits, usage records, Safety Data sheets (SDS), etc. He/she may also ask to examine equipment, machinery, building areas, etc. This is acceptable, however do not volunteer documentation or information. If copies of written materials are required, ask that the request be made in writing so that it may be responded to in writing. Inform the inspector that this is company policy.
9. Take detailed notes on the inspection. Immediately after the inspection, send a facsimile copy (and hard copy by mail) of your notes and any written materials received from the inspector to the Production Safety Representative and the Production Attorney.
10. The Production Safety Representative and the Production Attorney must be notified in the event citations or violations are received. Copies of the citations/violations are to be mailed or sent immediately via facsimile to the Production Safety Representative and the Production Attorney. The production is required to seek the assistance, consent and advice of the Production Safety Representative and Production Attorney prior to evaluating the feasibility of contesting citations or violations.

REQUIRED POSTINGS

Regulatory requirements mandate the posting of certain documents, so they are clearly visible to all cast and crew members. Postings for California and several other U.S. States can be found at **safetyontheset.com**. For information on how to obtain required postings, contact the Production Office or Production Safety Representative.

Production Safety Posters should be posted at every stage and location. They are available from the Production Safety Representative.

MANAGING CHEMICAL CONTAINING PRODUCTS

General Purchasing Practices

Purchase materials, especially chemical products, in the smallest quantity possible. Always ask for a Safety Data Sheet (SDS).

Paint and Painting Materials

Purchase paint and paint-related products that comply with all local or state environmental regulatory agency requirements. When purchasing rags for painting, remember that rags should be used sparingly. Air drying rags or throwing used rags in the trash is illegal.

Compressed Gases

Have all compressed gases delivered by the vendor to your location. Never throw compressed gas cylinders in the trash. Chain all cylinders in upright position with valve covers screwed down. When in use, make sure that they are secured so as to protect the regulator. As required, segregate incompatible gases (i.e. flammables and oxidizers).

Construction Subcontractors

Make it clear to subcontractors that the disposal of any *waste generated by the subcontractor is the responsibility of the subcontractor*. Inspect their worksite frequently and watch for any dumping of waste materials into the waste hopper, storm drains, toilets, or sinks. Regulators will hold you responsible for inappropriate disposal. Ask for proof of disposal at an appropriate site.

Special Effects and Environmental Considerations

Sno Foam and other forms of artificial snow may not be washed down storm drains. Sno Foam should be allowed to dry into a solid and then swept up and disposed of as trash. All products that generate special effect smokes are to be handled as hazardous waste. Special Effects materials should be handled by the FX person in charge as potentially hazardous waste.

Cleaning Up Spills of Hazardous Material

All spills should be cleaned up promptly. The first priority after a spill is the safety of all personnel. Once personnel are safe, and if a qualified person is present, the environment should be protected by stopping the spill from reaching storm drains, sewers, sumps, gutters, soil or bodies of water.

If a spill occurs:

1. Avoid touching it, walking in it or breathing it. Take the following steps immediately: Use sand or spill absorption materials to build a dike well ahead of the course of the spill. Once the flow of material has been stopped, absorb the spill using absorbent or sand.
2. For large spills, call local emergency response personnel (911).
3. Once the spill is absorbed, safely sweep or shovel up the spill-contaminated material. Store this in a labeled container. Do not throw spill debris into the trash; it must be disposed of as hazardous waste.
4. On Location, if it is safe to do so, try to create a dike around the material with sand or kitty litter. If the material is not dangerous, such as latex paint or the like, shovel it into five-gallon buckets, label them appropriately and dispose of utilizing a hazardous waste company.

Hazardous Material Storage

Store and segregate hazardous materials correctly by following the guidelines given on each product's warning label. You are required to have secondary containment. For guidance, contact **the Production Safety Representative**.

PAINT AND HAZARDOUS WASTE DISPOSAL

All hazardous waste generated by this Production is to be disposed of according to the Federal, State, Provincial, or local laws that apply. Examples of materials that are to be handled as hazardous waste include: waste paint, paintbrush rinse water, paint rags, thinners, solvents, oils, empty aerosol cans, adhesives, special effects products, etc.

For further information, contact the **Production Safety Representative**.

Note: Contact the Operations Department of the stage, location or facility in use to determine any specific waste-handling procedures or requirements.

GUIDELINES FOR SHIPPING DANGEROUS GOODS

READ THIS PRIOR TO SHIPPING ANYTHING BY AIR.

NOTE: YOU ARE STRONGLY URGED TO HAVE ANY ITEM SUCH AS THOSE LISTED BELOW PACKED AND SHIPPED BY FED-EX OR UPS. FINES OF \$100,000 ARE COMMON AND HAVE BEEN ASSESSED AGAINST SEVERAL STUDIOS.

Who regulates dangerous goods?

The International Air Transport Association (IATA) publishes dangerous goods regulations that are enforced by the Federal Aviation Administration (FAA) and the Department of Homeland Security.

What are Dangerous Goods?

When chemicals or chemical-containing products are shipped by air, they are called “*Dangerous Goods*.”

Many of the products used by consumers in their households would be considered dangerous goods. The same could be said of many of the products shipped by production companies. Some examples of dangerous goods shipped by production companies include:

- Household products such as hair spray, glass cleaner, shaving cream, etc.
- aerosol cans (all types)
- paint thinner
- cleaners
- isopropyl alcohol
- paints
- lubricating oils

Any product or material that contains chemicals should be considered a “dangerous good.”

What are the consequences for failing to comply with the dangerous goods regulations?

The current dangerous goods regulations allow the FAA to impose considerable fines to a shipper for failure to comply with the regulations. Fines can be levied if a shipper fails to properly identify, classify, mark, label and document dangerous goods. Fines and penalties of up to \$100,000.00, and a year in jail can be given to those who ship dangerous goods without declaring them. Individuals who sign the shipping papers can be held personally liable. Civil and criminal penalties could also apply. For example, one production company was recently fined \$72,000.00 when an undeclared bottle of window cleaner started leaking onboard an aircraft during transport.

Shippers of dangerous goods should keep in mind that certain materials, like pressurized cylinders or aerosol cans, could represent a significant risk to an aircraft and its passengers if shipped illegally. A mishap involving such dangerous goods could impart significant liability to the production and Studio.

What are the shipping requirements under dangerous goods shipping regulations?

The current International Air Transport Association regulations handbook on shipping dangerous goods is almost 650 pages long. The process by which products or materials are identified, classified, packaged, marked and labeled in accordance with these regulations is complicated. Unless you have been trained to ship dangerous goods, it is NOT recommended that you do so unless they are packed by professionals.

How can you safely ship dangerous goods?

If you have products or materials that you think might be dangerous goods, you should contact the mail carrier that you plan to ship the product or material with (i.e., Airborne, FedEx, etc.). They can tell you if it is a “dangerous good” and, for a fee, most shipping companies can package and label your shipment for you.

To avoid liability altogether, production companies should not ship by air any product that can easily be purchased while on location, such as paint, hairspray, window cleaner or isopropyl alcohol, or by having the materials “drop shipped” to their final destination by the manufacturer or vendor. Before shipping packages, identify the contents of the package and check for possible dangerous goods. If you are given a package to ship, ask for a detailed list of the contents.

If in doubt, ask.

Remember: The person who signs the shipping document is the responsible/liable party.

FLAME RETARDANT REQUIREMENTS

In the State of California, all drapes, hangings, curtains, drops, and all other decorative material, including any cloth sheets used to protect sets between uses, foliage, trees, or other greens that would tend to increase the fire hazard, shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshall. (Subchapter 8, Chapter 1, Title 19, CCR.)

Additionally flame-retardant solutions must: (a) be approved for use by the local Fire Department, (b) be applied by a person who has passed the examination for the specific application and is registered to do so, and, (c) shall bear the seal and be provided with a certificate of Flame Resistance as required by California Code of Regulations, Title 19, Chapters 2, 7, and 8.

Exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations shall not be concealed, in whole or in part, by any decorative material.

In other jurisdictions, the National Fire Prevention Association standard NFPA 701 is the applicable flame-retardant requirement.

Because many jurisdictions have their own flame-retardant requirements, contact the **Production Safety Representative**.

AIR QUALITY

The following guidelines and regulations have been developed to help you comply with the regulatory requirements of local, state or federal agencies that oversee air quality.

Visible Emissions

If your production company will be using fires, explosions or large-scale effects involving airborne dust, then you will need to notify the **Production Safety Representative** prior to the effect. Regulations may forbid or limit the airborne release of smoke, dust or other visible emissions. The Production Safety Representative can assist you in complying with this regulation.

Portable Generators

Depending on the production equipment used or the location chosen, your production company may use portable generators. Internal combustion engine-driven portable generators may be regulated because of the exhaust gases that are generated and released into the atmosphere. To comply with any applicable regulations, daily and hourly use records may need to be kept by the portable generator operator. Regulations governing the use of generators can be extensive, but most of them will not impact your production company if you rent the generator from an equipment rental company.

When deciding on the placement of generators, due consideration should be given to the effect of exhaust gases on employees working downwind or in adjacent occupied buildings. Diesel exhaust can be very irritating. Consequently, careful consideration should be given to generator placement in order to avoid re-location of the generators due to health concerns.

Coatings, Paint, and Other Paint-Related Materials

All production companies use paints, stains, primers etc. Your paint foremen should be aware of any limitations imposed by local, state or federal regulations because they govern the chemical content and use of all coatings and paints. Contact the Production Safety Representative if you need help or guidance on the use or selection of coatings.

The equipment used to apply coatings may also be regulated. Limitations may apply to spray guns, which may need a Permit to Operate. Other limitations may apply to the construction and operation of spray booths. A permit may be needed prior to the construction of any (even temporary) spray booth. Finally, remind all workers working with coatings or other chemical-based products to keep the lids tightly on cans when not in use, and to store all rags in closed containers.

WATER QUALITY (RWQCB)

Introduction

If your production company will be utilizing a water set, such as a water tank, pool, or lagoon, you must plan for the draining of water well in advance. Please be aware that federal and state environmental regulations now stipulate how, when and where that water can be discharged. ***Please be aware that the disposal of water used in these types of sets will take additional time and expense to handle in accordance with the regulations. Violations of these regulations can result in significant Agency fines.***

Who Can Help My Production Company Comply With the Regulations?

The **Production Safety Representative** will help you discharge water appropriately and keep the Production in compliance with applicable regulations. Although the Production Safety Representative will guide your production company step-by-step through the process of proper discharge, it is vitally important that all production companies are aware of the affect that compliance with the regulations may have on production, both in terms of cost and potential time delays. *The most problematic restriction to production companies is the possibility of a (minimum) 6-day waiting period, during which time, the water cannot be discharged.*

What are the Requirements to Discharge the Water?

The local, state or federal agency having jurisdiction will proscribe the water discharge requirements. The Production Safety Representative can help you determine what you need to do. Prior to discharge to a stormdrain or sewer system, you will probably need to have the water tested. The sampling and analysis requirements are very specific and differ from one jurisdiction to another. *Getting the laboratory results of the water tests will take approximately 6 days, during which time, you may not discharge the water.* When the analysis is complete, the results are compared to the permit limits. If none of the sample parameters exceed the limit, the water can be discharged.

Why Do Results Take 6 Days?

One of the tests has a full, 5-day incubation requirement, and the results cannot be “rushed.” Factors such as sample collection times, sample preparation, sample result interpretation, and report preparation requirements all add time to the full, five day sample analysis. Under ideal conditions, it may be possible to collect the samples early in the morning, and get results 5½ days later. Later sample collection times, weekends and other delays can make meeting these conditions difficult.

What Happens if We Exceed the Discharge Limits?

If the discharge limits are exceeded, alternatives to discharging to the stormdrain or sewer must be used. Having pumper trucks remove the water is one option. The Production Safety Representative can help you determine the option that will work best for you.

What Do We Do if We Have to Discharge While We’re Still Filming?

Sometimes, there may be a need to empty a tank quickly (i.e., overnight or over a weekend) to make repairs or adjustments to the water set. Time can be of the essence while filming is ongoing; however, some regulatory agencies have no provisions to allow sampling and analysis that takes less than 5 days. It is imperative that production companies are aware of the potential time delays that may result if water discharge of the set is required.

Are There Any Suggestions to Increase the Possibility of Discharging to Stormdrains?

Following are some recommendations to reduce the potential of exceeding the discharge limits and further delaying your water discharge:

- It is highly recommended that the production company hire a water quality consultant to design and maintain a filtration system to keep the water clean or up to water quality standards, especially if anyone has to enter the water.
- Make sure that the water quality consultant is capable of integrating a wide range of filtering media. Regular pool filters only remove particulate matter. Having the capability of filtering out other contaminants like oil and other organics can be quite advantageous if the levels of these exceed the discharge limit.
- When using a large tank or pool, it should be anticipated that a water storage tanker may be required that can be used for filter backwash operations. Pool filtration systems should be plumbed to this tanker and held there until water sampling results indicate that the water can be discharged.
- Dyes cannot be discharged to stormdrains or sewers. If dyes are to be used, they must be the type that can be chemically or mechanically removed prior to discharge.
- Make sure that the tank/pool is thoroughly cleaned prior to being filled.
- Make sure that the water used to fill the tank is clean.
- Make sure that all props and/or equipment placed into the water are clean.
- Metal equipment should be painted to prevent rust from developing and clouding the water.
- Whenever possible, locate hydraulic line connection points out of or away from the water.

Stormdrains

The stormdrain system is designed to take rain runoff and route it, untreated, into a river, lake or ocean. It is the policy of Studio Management and this Production that nothing shall be dumped into or allowed to enter the stormdrain. This includes: chemicals, chemical-containing products of any kind, products labeled “environmentally friendly,” or “biodegradable,” foods or drinks, cleaning supplies, gray water or sewage from trailers, or any chemical-containing product may not enter any stormdrain. Filming waters from pools, tanks and lagoons must be sampled (in collaboration with the Production Safety Representative) prior to discharge. Agency fines for non-compliance can be considerable.

Sinks, Toilets, and Sumps

Sinks, toilets and sumps are designed to take residential, and some commercial waste, and route it to a municipal waste treatment plant. The treatment at the plant is not designed to remove chemical contaminants. It is therefore important that no chemical-containing waste products enter into this system. Painters and other workers cannot use sinks or toilets to wash their equipment or as a disposal site for waste or leftover products. Employees found to have put chemical-containing products into sinks, toilets or sumps will, along with their supervisor, be subject to disciplinary action, up to and including termination.

ERGONOMICS

Ergonomics means adjusting the work to fit the worker. An ergonomic evaluation can help ensure that office workstations are set up in a way that maximizes comfort and safety. If any of your production crew or staff has questions regarding ergonomics, please contact the **Production Safety Representative**.

1. Maintain a proper posture, having a 90 degree or greater angle at the hips and knees, while the feet are supported by the floor or a footrest.
2. Sit with head and neck in upright position, even while on the telephone.
3. Keep shoulders relaxed and elbows close to the body.
4. Select a chair that allows clearance behind knees when seated against the backrest.
5. Use the backrest of the chair to provide full support, particularly for the lower back.
6. Adjust the height of the chair to achieve a proper posture.
7. Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard.
8. Allow ample clearance to move knees and legs under the keyboard support.
9. Place the monitor directly in front of you while at the keyboard.
10. Position the top of the monitor screen at or below eye level and about an arm's length away.
11. Tilt or swivel the monitor screen to eliminate reflections on the screen or add an anti-glare filter.
12. Reduce glare on work surfaces by decreasing overhead lighting and using window shades effectively.
13. Add a task light to illuminate documents properly.
14. Place mouse and other input devices next to the keyboard.
15. Use a document holder to place source documents as close to the computer screen as possible, and at the same height and distance.
16. Vary your tasks throughout the day. After 30-45 minutes of computer work switch to a non-computer task for about 10-15 minutes.

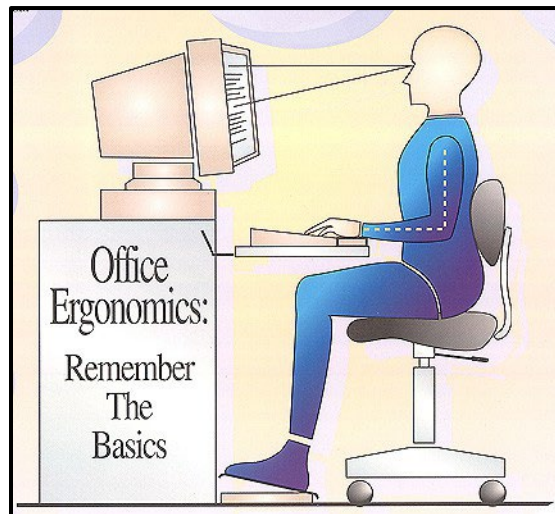


TABLE OF CONTENTS

SAFETY BULLETINS

<u>Bulletin No.</u>	<u>Description</u>
1	<u>Recommendations for Safety with Firearms And Use of "Blank Ammunition"</u>
2	<u>Special Use of "Live Ammunition"</u>
3	<u>Guidelines Regarding the Use of Helicopters in Motion Picture Productions</u>
3A	<u>Addendum "A" External Loads – Helicopter</u>
4	<u>Stunts</u>
5	<u>Safety Awareness</u>
6	<u>Animal Handling Rules for the Motion Picture Industry</u>
7	<u>Recommendations for Diving Operations</u>
8	<u>Guidelines for Traditional Camera Cars</u>
8A	<u>Addendum "A" - Process Trailer/Towed Vehicle</u>
8B	<u>Addendum "B" - Camera Boom Vehicles</u>
8C	<u>Addendum "C" - Power Line Distance Requirements</u>
9	<u>Safety Guidelines for Multiple Dressing Room Units</u>
10	<u>Guidelines Regarding the Use of Artificially Created Smokes, Fogs and Lighting Effects</u>
11	<u>Guidelines Regarding the Use of Fixed-Wing Aircraft in Motion Picture Productions</u>
11A	<u>Addendum "A" - External Load Guidelines</u>
12	<u>Guidelines for the Use of Exotic Venomous Reptiles</u>
13	<u>Gasoline Operated Equipment</u>
14	<u>Parachuting and Skydiving</u>
15	<u>Guidelines for Boating/Watercraft Safety for Film Crews</u>
16	<u>Recommended Guidelines for Safety with Pyrotechnic Special Effects</u>
17	<u>Water Hazards</u>
18	<u>Guidelines for Safe Use of Stunt Air Bags, Boxes or Other Freefall Catch Systems</u>
19	<u>Recommended Guidelines for the Use of Open Flame on Production</u>
20	<u>Guidelines for Use of Motorcycles</u>
21	<u>Guidelines for Appropriate Clothing and Personal Protective Equipment</u>
22	<u>Guidelines for the Use of Elevating Work Platforms (Scissor Lifts) and Aerial Extensible Boom Platforms</u>
22A	<u>Addendum "A" - Power Line Distance Requirements</u>
23	<u>Guidelines for Working with Portable Power Distribution Systems and Other Electrical Equipment</u>
23A	<u>Addendum "A" – Power Line Distance Requirements</u>
23B	<u>Addendum "B" – Basic Electrical Safety Precautions for Motion Picture and Television Off Studio Lot Location Productions</u>

TABLE OF CONTENTS

SAFETY BULLETINS

<u>Bulletin No.</u>	<u>Description</u>
23C	<u>Addendum "C" – Working With 480 Volt Systems</u>
23D	<u>Addendum "D" – Common Motion-Picture and Television Tasks and Associated Personal Protective Equipment</u>
23E	<u>Addendum "E" – Guidelines for Meeting National Electrical Code (NEC) Grounding Requirements for Portable Generators</u> <u>Supplying Portable Equipment in the Motion Picture and Television Industry</u>
24	<u>California OSHA Safety Requirements for Handling of Blood and Other Potentially Infectious Materials</u>
25	<u>Camera Cranes</u>
25A	<u>Addendum "A" - Power Line Distance Requirements</u>
26	<u>Preparing Urban Exterior Locations for Filming</u>
27	<u>Poisonous Plants</u>
28	<u>Guidelines for Railroad Safety</u>
29	<u>Guidelines for Safe Use of Hot Air Balloons</u>
29A	<u>Addendum "A" - External Load Guidelines for Safe Use of Hot Air Balloons</u>
30	<u>Recommendations for Safety with Edged and Piercing Props</u>
31	<u>Safety Awareness When Working Around Indigenous "Critters"</u>
32	<u>Food Handling Guidelines for Production</u>
32A	<u>Addendum "A" - Los Angeles County Approved Film Production Food Services</u>
33	<u>Special Safety Considerations when Employing Infant Actors (15 days to Six Months Old)</u>
34	<u>Guidelines for Working in Extreme Cold Temperature Conditions</u>
34A	<u>Addendum "A" – Wind Chill Chart</u>
35	<u>Safety Considerations for the Prevention of Heat Illness</u>
36	<u>Recommended Guidelines for Safely Working Around Unmanned Aircraft Systems (UAS)</u>
36A	<u>Addendum "A" – Unmanned Aircraft Systems (UAS) Exemption Summary</u>
37	<u>Vehicle Restraint Systems – Seat Belts & Harnesses</u>
38	<u>Guidelines for Inclement or Severe Weather</u>
39	<u>Safety Guidelines for Using Foam(ed) Plastics in Set and Prop Construction</u>
40	<u>Guidelines for Non-Camera Utility Vehicles</u>
41	<u>Recommended Guidelines for Safely Working On and Around Gimbals</u>
42	<u>Guidelines for Alternative Driving Systems</u>
43	<u>Recommended Guidelines for Free Driving</u>
44	<u>Guidelines for Working Safely with Radiofrequency (RF) Transmitters</u>
45	<u>Guidelines For Long or Successive Takes</u>

TABLE OF CONTENTS	
PROCEDURAL GUIDELINES	
<u>Guideline No.</u>	<u>Description</u>
1	Special Procedures For Minors Performing Physical Activities
INFORMATIONAL DATA	
	General Code of Safe Practices for Production
	Safety & Health Awareness Sheet – Extended or Successive Takes
	Safety & Health Awareness Sheet – Guidelines for Handling Freshly Painted or Printed Backdrops and Other Graphic Arts
	Safety & Health Awareness Sheet - Photographic Dust Effects
	Safety & Health Awareness Sheet – Guidelines for Reducing the Spread of Influenza-Like Illness
	Studio Safety Hotlines
	Safety & Health Awareness Sheet – Protection from Wildfire Smoke
	Safety & Health Awareness Sheet - Lithium-Ion Battery Safety
	Safety & Health Awareness Sheet - Indoor Heat Illness Prevention: California

TOOL BOX TALKS

The Construction Coordinator or Foreman should regularly give Tool Box Talks to emphasize safe working habits. Have each employee who attends the Tool Box Talk sign the Tool Box Talk Attendance Form and forward it to the Production Office Coordinator.

****Additional training documents may be found at safetyontheset.com****

**** Tool Box Talk Attendance Form ****

Recognizing and Understanding Hazardous Chemical Warning Labels

Suit Up for Safety

Using Machine Guards for Safety

Using Power Tools Safely

Preventing Forklift Accidents

Keys to Ladder Safety

Staying Safe Around Scaffolds

Lockout/Tagout is Serious Business

Electrical Safety

Working Safely with Flammable Liquids

Save Your Sight

Respirator Fit and Maintenance

Working Around and Operating Heavy Equipment Safely

Working Near Overhead Power Lines

Working Safely with Compressed Gases

Working Safely with Paint

Tool Box Talk Attendance Form

Production:				Stage#/Location:				Instructor:			
Date:				Tool Box Talk Topic:							
Sign-In Sheet											
Print Name				Sign Name				Job Description/Local			
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											

Recognizing and Understanding Hazardous Chemical Warning Labels

Understanding warning labels will help you to handle and use hazardous chemicals properly and to avoid health and safety problems at the worksite. The Hazard Communication Standard-or HazCom- requires all hazardous chemical containers to have warning labels on them or on a sign placed near the container.

What You Can Find on a Warning Label

- ◆ the name of the chemical
- ◆ the name, address and telephone number of the manufacturer or importer
- ◆ the chemical code number
- ◆ one of three signal words indicating the danger level of the chemical: "Warning," "caution" or "Danger"
- ◆ the word "Poison" if the chemical is highly toxic
- ◆ physical hazards (flammable, explosive, corrosive, etc.)
- ◆ health hazards (eye, lung and skin irritation, burns, etc.)

Some warning labels may also show:

- ◆ how to store the chemical.
- ◆ how to dispose of the chemical.
- ◆ what personal protective equipment to use with the chemical.
- ◆ how to clean up the chemical.
- ◆ how to handle leaks or spills.
- ◆ first aid instructions for exposure.

Always Read the Label

When you take responsibility for knowing the contents of chemical containers, you protect yourself and every other worker at your worksite.

- ◆ Always read the warning label whenever you use any hazardous chemical. Even if you've used the same chemical many times, the manufacturer may have changed the formula or provided the wrong concentration.
- ◆ Avoid identifying chemicals by the label's color or design alone.
- ◆ If the label raises any questions in your mind about the appropriateness of your environment and protective equipment, check your company's policy or consult your supervisor before using the chemical.

Warning Labels Are Everyone's Responsibility

Making certain that hazardous materials are properly labeled is a responsibility that all workers must share.

- ◆ If you find a container without a label or with a torn or illegible label, report it to your supervisor immediately.
- ◆ Don't attempt to handle a chemical without a label until you know what it is.
- ◆ If you're carrying hazardous chemicals in a portable container that someone else might use, label the container to ensure the safety of other workers.



SAFETY CHECKLIST

- ☒ I always read the warning label every time I work with the chemical.
- ☒ I make sure each chemical in my area has a label.
- ☒ I report missing or illegible labels.
- ☐ If I don't understand the information on the label, I ask for help.
- ☒ I always follow the instructions on the label.
- ☒ I make sure labels aren't covered up or removed.
- ☒ If I need to know more information about a chemical, I read the MSDS.

Suit Up for Safety

Wearing the proper clothing and personal protective equipment for each job you do can help protect you from serious injury and even death. Each year, more than 2 million workers suffer serious on-the-job injuries and illnesses. Most personal protective equipment (PPE) may seem bulky and uncomfortable, but you need to have it on before it's too late. So, you must know which hazards you may encounter before you work.

HEAD HAZARDS



If you work in an area where there's a possible danger of head injury from impact, falling or flying objects or electrical shock or burns, then you must wear head protection. Hard hats are specifically designed to resist penetration and to absorb the shock of a blow. Ask your supervisor which type of hard hat you need to wear.

RESPIRATORY HAZARDS



If the air in your workplace contains fine particles, sprays, mists or toxic gases, you should wear respiratory protection. Air-purifying respirators filter contaminants out of the air. Supplied-air respirators provide a source of air when there's not enough oxygen. Masks for fumes, dust and particulate can also protect your respiratory system. Talk with your supervisor about which type of respirator you should use.

EYE HAZARDS



If anything in your workplace can fly, splash or drift into your eyes, you need eye protection. Common causes of eye injury when eyes are unprotected include flying objects or particles; splashing liquids and metals; drifting gases, vapors, dusts, powders, fumes and mists; thermal and radiation hazards, such as heat, glare, ultraviolet and infrared rays; lasers; and electrical hazards. Safety glasses, goggles and face shields are designed to protect against impact from objects, irritating substances, chemical and other splashes, extreme heat and many other hazards. Ask your supervisor which type of eye protection you need and when to wear it.

HEARING HAZARDS



If you have to shout to be heard on the job, you're working in noise levels that are high enough to damage your hearing over time, so you need to wear hearing protection. Hearing protection devices, such as earplugs and earmuffs, screen out loud, harmful noises while allowing you to hear what you need to hear. Talk with your supervisor about the correct hearing protection for you.

FOOT HAZARDS



If you work in an area where it's possible that your toes, ankles or feet could be injured by sharp objects, falling objects, impact, slipping, tripping, electrical hazards, chemical spills or heat hazards, then you need to wear foot protection, such as steel-toed boots. Consult your supervisor to find out which type of foot protection you should wear.

HAND HAZARDS



If your hands are exposed to possible injury from machinery, heat, cold, electricity, chemicals, toxic substances, materials such as metal, wood, concrete, mortar, paint, tools, etc., you need to wear hand protection. The proper hand protection, in the form of gloves, mitts, thimbles, finger cuts, hand pads, barrier creams and arm cuffs can protect you from abrasions, cuts, lacerations, punctures, crushing, burns, heat and cold, dermatitis and other injuries. Ask your supervisor which type or types of hand protection you need.

Using Machine Guards for Safety

Most of the machinery you work with is probably equipped with safety guards. Guards are designed to protect you from numerous dangers, including moving or sharp machine parts, flying sparks or particles and hot surfaces.

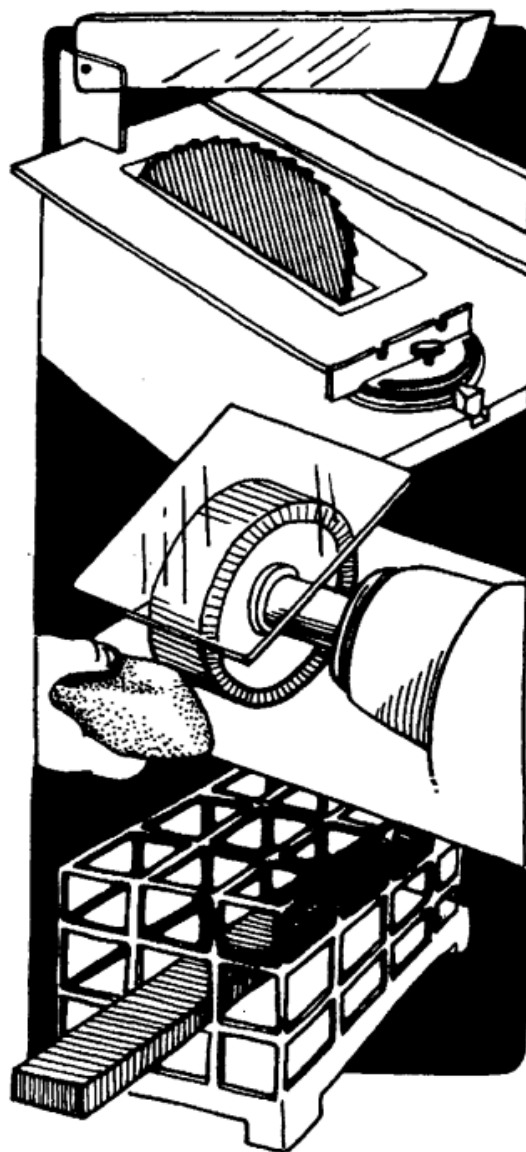
Guards help protect your arms, hands and fingers, which are especially vulnerable to injury from a variety of machinery parts: cutting edges, punching and shearing parts, rotating and in-running shafts and pointed objects.

The machines you use should have guards if there's any way your hands could come into contact with the point of operation or any moving parts. There should be no way for your hands or fingers to get in from any angle, and the guard itself should not have any sharp surfaces or pinch points. Common guarding methods include:

- ✓ enclosures.
- ✓ interlocking devices.
- ✓ remote control.
- ✓ electronic safety devices.
- ✓ removal devices.
- ✓ moving barriers.
- ✓ two-handed tripping devices.

Machine Guard Safety Rules

- Never remove or bypass a guard or other safety device.
- Never operate a machine if a guard is missing, modified or not working properly.
- If a guard must be removed for maintenance, make sure it's replaced and working properly before operations resume.



WORKING WITH GUARDS

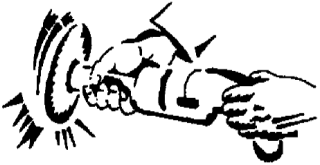
There's never any good reason to remove or modify a guard on a machine that you're using. Even if you think you can work faster without the guard, it's there to protect you and help you do the job more safely. Talk to your supervisor if you're worried about meeting production goals or if you think the guard should be changed.

Using Power Tools Safely

Power tools make it possible to do many tasks quickly and efficiently. But because they use electricity and have fast-moving parts, you must exercise extra caution when using them. Follow these safety rules when using power tools:

POWER TOOL SAFETY TIPS

- Wear the proper personal protective equipment for the job.
- Before you use it, inspect the tool for broken parts, loose bolts, defective or broken cord insulation, plugs or switches, or improper connections.
- Only use equipment that's in good condition.
- Keep your work area free of debris.
- Use tools in well-lit areas.
- Never use electric tools where flammable vapors or gases are present.
- Report unsafe conditions, such as defective cord insulation, poor connections to terminals, broken switches or plugs, sparking or overheating equipment, and outlets without GFCIs in damp areas.
- Never carry a power tool by the cord or hose.
- Disconnect tools before changing accessories, such as blades, bits or cutters, and before servicing or inspecting them.
- Secure your work material with clamps or a vise if possible.
- Avoid wearing clothing or jewelry that may become caught in a tool.
- Report equipment as unsafe if it has insulation defects, if it sparks or if you feel any shock or tingling when using it.
- Start and end from "off." Make sure the power switch is off before plugging in equipment. When you're finished, turn the equipment off before unplugging it to protect yourself and the next user.
- When you turn off a tool, let it stop completely before putting it down in a safe place.
- Never horseplay around power tools.
- Avoid kinking, cutting or crushing any electrical cord.
- If equipment has a three-prong plug, use a three-slot outlet or extension cord.
- Never modify three prongs to fit two slots by removing the third prong. Use an adapter instead, making sure that the metal grounding piece on the adapter is connected to a grounded object, such as the screw on the receptacle cover plate.
- Avoid overstraining equipment by using it improperly.
- Service equipment regularly and repair or replace it as needed.
- Pay attention to the direction of the tool's rotation. You're responsible for seeing that no one is in the path of flying objects.
- Use the switch lock only when the tool is in a stand or jig.
- Make sure you have good footing when you're using heavy tools or working at an awkward angle, such as overhead.

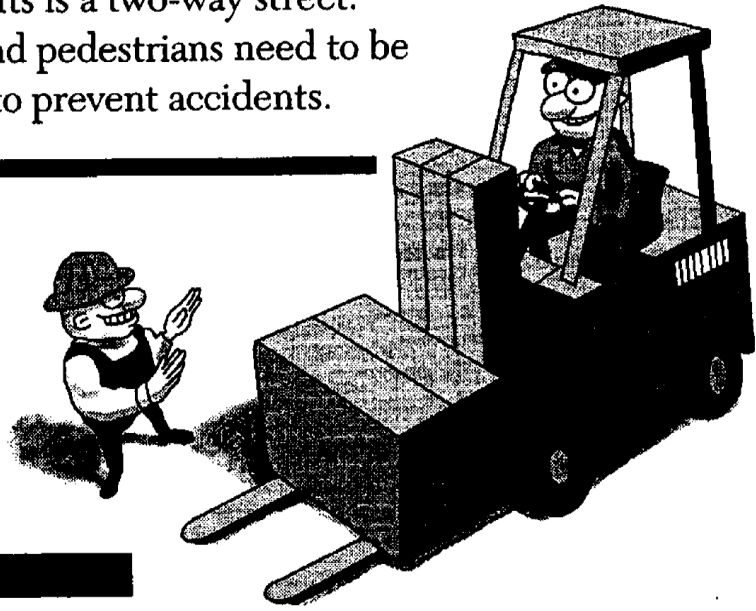


Preventing Forklift Accidents

Working safely with and around forklifts is a two-way street: Operators need to take precautions and pedestrians need to be alert and stay out of the way in order to prevent accidents.

Forklift Dangers

- ✓ injuries to pedestrians
- ✓ collisions
- ✓ falling loads
- ✓ tipping over



SAFETY RULES FOR OPERATORS

- Get training on how to operate the forklift.
- Always wear your safety belt and hard hat.
- Keep your hands and feet inside the cab.
- Always check for pedestrians.
- Inspect the forklift daily and report any problems.
- Make sure pallets are well-stacked and secured.
- Keep loads centered to avoid losing balance.
- Keep loads low to the ground when moving—no more than 10 inches high.
- Make extra trips instead of overloading.
- Know your forklift's capacity and stay within the load limit.
- Use a forklift only for its intended purpose—it's not a means of transportation.
- Make sure the forklift you're unloading has been secured to prevent its movement during unloading.
- Make sure loads don't obstruct your view.
- Use extreme caution when turning.
- Move slowly when on wet surfaces.
- Keep your forklift in good working order.
- Always park on a flat surface away from traffic and set the parking brake.
- Never give people a ride on the forklift.
- Sound your horn at intersections.
- Always lower forks to the ground when parking.

SAFETY RULES FOR PEDESTRIANS

- Work in designated areas only.
- Avoid shortcuts through traffic areas.
- Never walk under the raised load of a forklift.
- Stop and look both ways at intersections.
- Stay clear when a forklift is backing up or turning.
- Watch out so you don't trip on the lowered forks of a stopped forklift.
- Pay attention to what's going on around you at all times.
- Listen for horns and look for flashing lights.
- Let the forklift operator know when and where you're working in an area.
- Never hitch a ride on a forklift.
- Never engage in horseplay around a forklift.

Keys to Ladder Safety

Ladders can be a great help on the job. They're simple to use and get you where you need to be. Although ladders are uncomplicated devices, they can be dangerous. It's important to know and follow ladder safety guidelines.

Choose the Right Ladder for the Job

- Make sure your ladder's strong enough and long enough for the job.
- Check the ladder's duty rating and don't exceed its limits. Type I, an industrial ladder, holds 250 pounds. Type II holds up to 225 pounds. Type III, the household ladder, holds up to 200 pounds.
- Remember to consider the weight of your tools when selecting a ladder.
- If you work around electrical wires or power lines, use a wooden or nonconductive fiberglass ladder, not metal.
- Never connect two short ladders to form a long one.

Inspect Your Ladder Before You Use It

- Check for loose or bent rungs, cracked side rails or bent or missing parts.
- Make sure the spreaders can be locked in place when opened.
- Metal ladders should have plastic or rubber feet and step coverings.
- Check for oil and grease on the rungs which could cause you to slip.
- Replace missing parts and tighten loose hardware.
- Avoid repairing major structural damage. Instead, get a new ladder.
- Make sure the steps are wide enough for you to spread your feet for balance.

Set Up Your Ladder Carefully

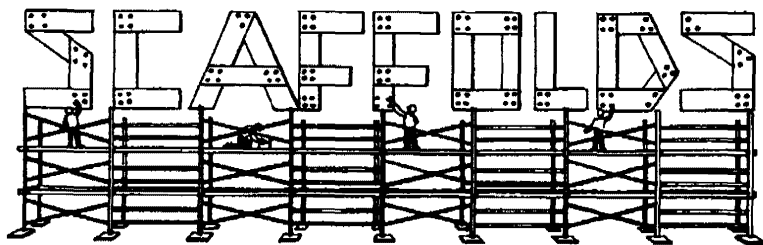
- Place your ladder on a firm, level surface with its feet parallel to the wall it's resting against.
- Use the 4-to-1 ladder rule: Set the base of your ladder 1 foot away from the wall for every 4 feet of ladder height.
- In busy areas, use a barricade to prevent collisions.
- Lock nearby doors that could open toward you.
- Always tie off your ladder. Lash straight ladders at the top and bottom.
- The top of a straight ladder should extend 3 feet beyond its resting point.
- Carry your ladder vertically, or use two people—one at each end.

Climb Cautiously

- Face the ladder when you climb up or down.
- Hold on to the side rails with both hands.
- Carry only necessary tools on your belt.
- Use a rope to raise heavier equipment.
- Never overreach.
- Use the "belt buckle" rule. Always keep your body centered between the rails.
- Always wear a safety harness if you're climbing more than 6 feet off the ground.
- Allow only one person on a ladder at a time.
- Wear shoes with nonskid soles.
- Make sure your hands are dry and free of grease.
- Never step on the top two rungs of a ladder.
- Never use a ladder for anything other than its intended purpose.



Staying Safe Around Scaffolds



Scaffold Safety Rules

- Supported scaffolds must sit on base plates and mud sills or other steady foundations.
- Objects such as blocks of wood or buckets must not be used to support scaffolds or be used as working platforms.
- Supported scaffold poles, legs, posts, frames and uprights must be perfectly vertical and braced to prevent swaying and movement.
- The inboard ends of suspension scaffold outriggers must be stabilized by bolts or other direct connections to the floor or roof deck, or stabilized by counterweights. The connections must be checked before you use a suspension scaffold.
- Counterweights must be secured by mechanical **means** to the outrigger beams of a suspension scaffold. They can't be made of flowable material, such as gravel, or construction materials, such as masonry units or rolls of roofing felt.
- Suspension ropes must be inspected before each work shift and after every event which could affect a rope's integrity.
- Report any rope problems to your supervisor, such as any physical damage which doesn't allow the rope to work properly or **that** makes it weaker; kinks that **might** cause a problem during tracking or wrapping around a drum; **and** broken wire strands, abrasions, corrosion or

flattening, causing loss of more than one-third of the original diameter of the outside wires.

- Gasoline-powered equipment and hoists must not be used on suspension scaffolds.
- Gears and brakes of power-operated hoists used on **suspension** scaffolds must be enclosed to prevent pinch hazards.
- Two-point and multipoint suspension scaffolds must be tied or secured to prevent them from swaying. Window cleaners' anchors can't be used for this purpose.

Platforms and You

- For every 4 feet of a scaffold's height, its plank must be at least 1 foot wide. If it isn't, it must be protected from tipping by tying, bracing or guying.
- The front edge of the platform must not be more than **14** inches from the face of your work unless guardrails **are** erected along the front edge. Note that the maximum distance from the face of work for plastering and lathing is 18 inches.
- The ends of your platform, **unless** cleated or **somehow** restrained, must extend over the center line of its support at least 6 inches except when each end of your platform is 10 feet or less **in** length, and then it must not extend over its support more than 12 inches. When each end of a platform is greater **than** 10 feet in length, it must not extend over its support more than 18

inches, unless it's designed to support workers and/or materials without tipping, or it has guardrails to block workers' access to the platform end.

- Wooden platform planks should be rough-dressed, seasoned, straight-grained and free of knots.
- Never drill, cut or nail into planks or allow them to be damaged by welding sparks or by throwing them.
- Test the plank by laying it across two concrete blocks and having two people stand **in** the center.
- Always secure the plank by wiring it to the scaffold.

Using Scaffolds

- Before each shift, inspect the scaffold and plank for defects.
- Always inspect the scaffold to ensure all pins and clips are in place. Look for any damage or parts that need repair.
- Never load a scaffold to more than its maximum intended load or rated capacity.
- Never work on scaffolds during storms or high winds.
- Avoid letting debris accumulate on your scaffold.
- Remove elements such as ice, snow, water, grease, mud **and** other slippery materials from your scaffold.
- Always use fall protection when working on a scaffold platform.
- Never use the cross braces to gain access to a scaffold.
- Never use improvised scaffolding such as piling boxes on top of the plank
- Remove all **materials** and tools from scaffolding at the end of the day.
- Place screen or toe boards around the scaffold to keep objects from falling off.
- **Never** allow **vehicles** or materials to bump or strike scaffolds.

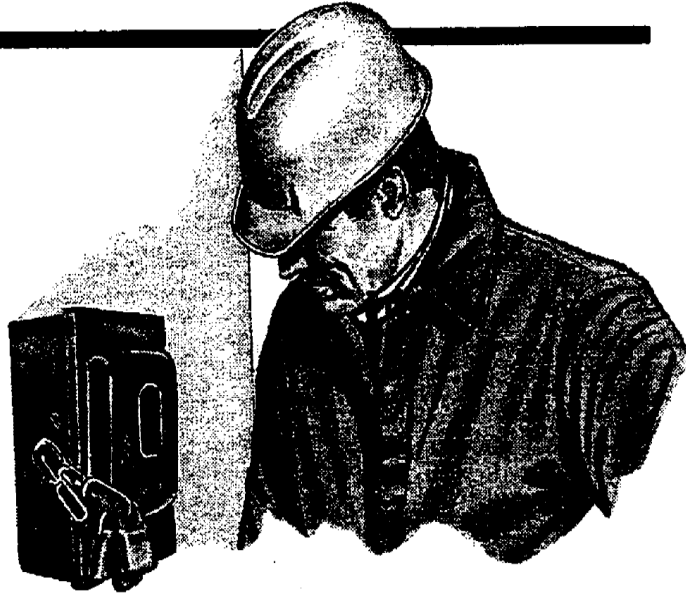
Lockout/Tagout Is Serious Business

Machinery or equipment that starts up unexpectedly or releases stored energy while someone is performing maintenance or repairs can cause serious injury. Lockout/tagout procedures prevent these types of accidents from happening. Although only authorized employees are permitted to perform lockout procedures and to remove locks and tags, all employees need to understand lockout and tagout procedures.

What Is Lockout?

Lockout means putting a lock on a machine or piece of equipment to make sure it stays off. Electrical, mechanical, chemical, thermal, hydraulic, pneumatic, raised-weight, pressurized and coiled-spring systems must be neutralized for safety during maintenance and repairs.

A lockout device is a lock, block or chain that keeps a switch, valve or lever in the "off" position. Lockout locks must meet special requirements and must be identified by the name of the worker who installs and removes them. Only use locks provided by your employer for lockout purposes. Never use these locks for toolboxes, storage sheds or other uses.



What Is Tagout?

When equipment can't be locked out, it must be tagged out with a special tag that warns workers to not start up the equipment. A tag is not a physical restraint. Tags must clearly state: "Do not operate or remove this tag." Tags must be placed on each handle, push button, lever or circuit breaker used to energize the equipment.

Tags must meet special requirements and show the identity of the authorized employee. Both locks and tags must be strong enough to prevent unauthorized removal and to withstand various environmental conditions.

LOCKOUT STEPS

1. Identify all parts of any systems that need to be shut down. Find the switches, valves or other devices that need to be locked out.
2. Tell employees that the equipment will be locked out and why.
3. Locate all power sources, including stored energy in springs or hydraulic systems.
4. Neutralize all power at its source. Disconnect electricity; block moveable parts; release or block spring energy.
5. Drain or bleed hydraulic and pneumatic lines.
6. Lower suspended parts to rest positions.
7. Lock out all power sources. Use a lock designed for this purpose. Each worker should have a personal lock.
8. Test operating controls. Turn on all controls to make sure the power doesn't go on.
9. Turn controls back to "off."
10. Perform necessary repairs or maintenance.

Restarting Equipment

After the maintenance or repair work is completed, only the same authorized employee who installed the lock may remove and restart the equipment. Before restarting the equipment:

- make sure all other workers are a safe distance away.
- remove tools from the equipment.
- reinstall machine guards.
- notify workers that the energy is restored and the machine is working.

Toolbox Talks

Electrical Safety

Introduction

It doesn't take a lot of voltage for a current to go through human skin. A frayed cord or momentary contact with an overhead power line can kill if the released current burns vital organs as it passes through them. Electrical hazards aren't always highly visible so electrical safety tends to be viewed as something for electricians or technical experts to worry about. For most workers, electrical dangers are simply not on the radar.

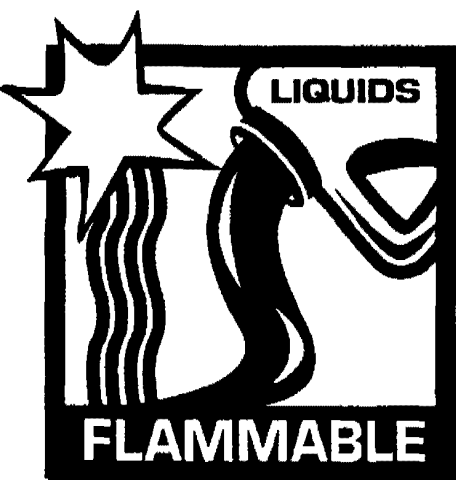
Safe Working Principles

Power Tools and Extension Cords

- ✓ All electrical tools must be CSA approved.
- ✓ All electrical tools should be double insulated or have a three prong plug-in.
- ✓ Before operating electrical powered tools and equipment, ensure that you are working on a dry surface.
- ✓ Damaged cords, grounds and housing units are to be tagged "Out of Service" and repaired, replaced (as warranted) or otherwise disposed of.
- ✓ Only qualified electricians are allowed to service and repair electric tools, equipment, and extension cords.
- ✓ Disconnect power tools from power source before making adjustments.
- ✓ Always stand to the side of a service box when resetting a breaker.
- ✓ Always use GFCIs outdoors or in wet or damp conditions.

Overhead Power Lines

- ✓ Identify the voltage of overhead lines before determining what activities may take place near them.
- ✓ Maintain minimum clearance from power lines at all times.
- ✓ Do not use a tool to measure your distance from an overhead power line. Estimate the distance from the ground.



Working Safely With Flammable Liquids

◆ Follow your employer's flammable liquids safety policy.

[i] Always wear the correct, properly fitted personal protective equipment.

◆ Ventilate the area to keep vapor concentration down.

[i] Know which chemicals, such as oxidizers, increase the fire dangers of flammables.

[i] Know the location of the correct fire extinguisher to use in a flammables fire.

[i] Never smoke in areas with flammable liquids.

[ii] Avoid mixing flammables; even small amounts of highly volatile liquids can lower the flash point of the mixture to dangerous levels.

[i] Check with your supervisor for instruction on how to dispose of flammable liquids.

[i] Store flammable-soaked rags and other waste materials in tightly covered, specially designated containers.

[i] Never pour flammable liquids down drains.

[i] Keep flammables away from welding, cutting and grinding operations.

[ii] Be cautious with empty drums that have contained flammable liquids.

[i] Never do repair work or welding on an empty flammables drum without getting clearance first.

[i] Make sure that areas below where you're working are ventilated or sealed off to prevent the vapors from flowing down into them.

◆ Special spark-proof switches and fixtures should be installed in areas where flammable liquids are used.

and heat sources.

[i] Store flammables separately from other chemicals, especially reactives such as oxidizers, in well-ventilated, temperature-controlled areas.

[i] Make sure flammables are stored in authorized containers and are correctly and clearly labeled for flammability. Liquids with a flash point of 80° F or less must be marked with a red label.

[ii] Make certain containers are fireproof and have vapor screens and vapor-tight caps.

[i] Attach grounding wires to flammable storage containers to prevent static electricity buildup.

◆ Before transferring flammable liquids from a drum to a container, be sure to connect the container to the drum with a bonding wire before pouring the liquid, since the friction of pouring can ignite the vapors.

IN CASE OF AN EMERGENCY

Chances are, you'll never have to deal with a fire or explosion caused by flammables, but you should still be prepared. Know your employer's emergency plan, and if a fire breaks out, sound the alarm and evacuate the area immediately.

Save Your Sight

Eye protection is the most important protective gear you can wear. If you're not wearing safety glasses or goggles on the job, you're risking permanent eye damage and blindness. Think about all the work activities you may do each day that can cause eye injury: grinding, sanding, brushing, sawing, drilling, buffing, hammering, cutting, welding and working with chemicals. A speck of dust flying from a power sander, traveling at the speed of a bullet, can severely and permanently injure your eye.

SAFETY GLASSES

If your job involves hazards from dust, flying objects or particles that may strike you from in front, you should be using safety glasses. They may look similar to normal street-wear glasses, but they're made of much stronger lenses. The lenses of safety glasses are specifically designed to be impact resistant, and the frames are built to keep the lenses from being pushed into your eyes. You can't get this kind of protection from regular prescription glasses.



Types of Safety Glasses

- ▶ All safety glasses must meet the American National Standards Institute (ANSI) standards for strength and heat resistance. Look for the "ANSI Z87" imprint on the frames of your safety glasses.
- ▶ Some safety glasses have side shields to provide protection for the sides of your eyes.
- ▶ Eye-cup side shields curve around your eye area providing protection for the front, side, top and bottom of your eyes.
- ▶ For high-impact protection, choose lenses of plastic or polycarbonate, the most impact-resistant material used.
- ▶ Glass lenses protect against scratches from dust and grit better than other lenses.

SAFETY GOGGLES



Safety goggles offer effective protection from impact, flying particles coming from many different directions, fumes, vapors, dust and chemical splashes. For this reason, safety goggles should be worn when grinding, chipping, riveting and working with wood, chemicals and fumes.

Safety goggles are surrounded by a shield that fits snugly on your face all the way around your eyes. Because of their snug fit, the shields of standard safety goggles have ventilation holes to keep them from fogging up. Some goggles have hooded or indirect ventilation openings to keep out thick hazardous dust, chemical splashes or molten materials. There are many special types of safety goggles designed for specific jobs. Ask your supervisor which type of goggles your job requires.

Types of Safety Goggles

- ▶ wire-screen goggles with wire-mesh lenses instead of glass or plastic
- ▶ respirator goggles with a high nose bridge so they can fit with a half-mask respirator
- ▶ rubber-frame goggles to protect from fast-moving, fine dust
- ▶ visor goggles to shade from overhead lights and protect from falling particles
- ▶ splash goggles with no ventilation, to protect against chemical splashes and hazardous mists and dusts
- ▶ tinted goggles to reduce glare from bright lights or molten materials

CARE AND USE OF YOUR SAFETY EYEWEAR

- ▶ Use the right eyewear for your job.
- ▶ If you find your eye protection uncomfortable, try a different size or style.
- ▶ Remember to regularly inspect your eye protection equipment for wear and damage, such as scratches and cracks.
- ▶ Never wear worn, damaged or otherwise defective equipment.
- ▶ Keep your equipment clean according to the manufacturer's instructions and store it in a clean, dry place.
- ▶ You may need to wear a headband or strap with safety glasses to keep them from falling off.
- ▶ If you wear prescription glasses, use special goggles to fit over them, or get safety glasses with your prescription.
- ▶ Make sure your goggles fit snugly but comfortably around the bridge of your nose, cheeks, temples and forehead.
- ▶ If you wear contact lenses, let your supervisor know. Your company may have a special policy.
- ▶ Make sure eye protection equipment conforms to the American National Standards Institute (ANSI) standards.

Respirator Fit and Maintenance

Your respiratory safety on the job depends on you wearing a properly functioning and fitting respirator. Tell your supervisor if your respirator interferes with your ability to see, hear or be heard properly, if it restricts movement so that you can't safely do your job, or if it has any damaged or worn parts.

Checking the Fit

- ▶ Whether you use a full-face respirator or one that covers only your nose and mouth, choose a respirator that's the right size for you and feels comfortable.
- ▶ Don't try to make a respirator more comfortable or better-fitting by altering it in any way or repairing it with parts from another respirator.
- ▶ Follow instructions for putting it on, adjusting the straps if necessary.
- ▶ When a respirator fits properly, the soft, pliable edges of the mask will mold to form a seal to your face, preventing contaminated air from entering.
- ▶ Adjust disposable fiber masks by pinching the metal nose strip to fit around your nose.
- ▶ Make sure no hair sticks out from the edges of your face mask. Beards, mustaches and long sideburns can interfere with the seal.



Testing the Seal

Perform these tests each time you use your respirator. Enter your work area only if your respirator passes the tests. Some employers provide a test atmosphere of banana oil or irritating smoke that you'll detect if your mask is leaking.

Positive Pressure Test

Cover the exhalation valve so that air can't escape through it; then exhale gently. The mask will bulge and you should feel increased air pressure until you inhale or uncover the valve. This means that no air is escaping the mask.

Negative Pressure Test

Cover the air intake ports of the respirator with your palms and inhale. Not only should it be difficult to inhale, but the soft parts of the respirator should collapse inward toward your face and remain that way as long as you're inhaling. This means that no air is getting into the mask from the edges. If you feel air coming in, and the mask regains its shape, there's a leak that must be corrected before you use the respirator.

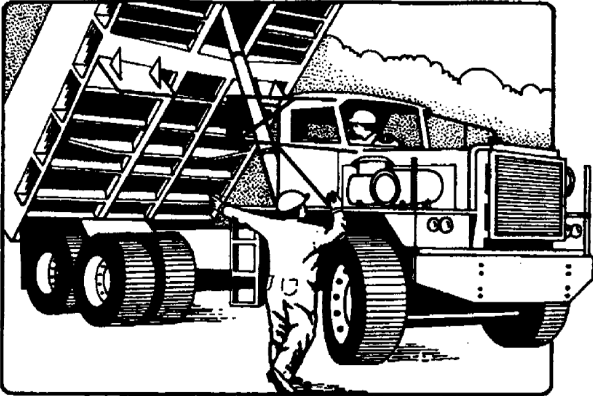
RESPIRATOR MAINTENANCE

- ▶ Test your respirator's fit regularly.
- ▶ Check filters, cartridges or canisters before each use.
- ▶ Regularly check for cracks, dents, holes, hardening and broken or worn straps or buckles.
- ▶ Replace elastic straps that have lost their stretch.
- ▶ Replace your respirator if the material around the edges has become hard and brittle.
- ▶ Replace cartridges or canisters, valves and hoses according to the manufacturer's guidelines.
- ▶ Avoid changing parts from one model to another.
- ▶ Use only approved parts.
- ▶ Make sure cartridges are threaded correctly into place.
- ▶ Do pressure tests after replacing cartridges or filters.
- ▶ Keep valves clean and functioning properly.
- ▶ Replace dry or cracked valves.
- ▶ Clean your respirator after each use.
- ▶ Wash in mild, soapy water and scrub with a soft brush.
- ▶ If sanitizing, leave your respirator in the solution for at least two minutes and rinse thoroughly.
- ▶ Never use solvents or harsh cleaning agents on rubber or plastic parts.
- ▶ Replace your disposable respirator when it becomes clogged or breathing becomes difficult.
- ▶ Store your respirator in a plastic bag away from sunlight and chemicals.
- ▶ Avoid placing objects on top of your respirator.

Working Around and Operating Heavy Equipment Safely

Heavy equipment is both powerful and dangerous, both for the operator and for those who work around it. It's important that you know the safety precautions to take when working with and around heavy equipment such as dump trucks, front-end loaders, cranes, tractors and cement trucks.

SAFETY RULES FOR HEAVY EQUIPMENT OPERATORS

- When you operate heavy equipment, always check the brakes, steering and other controls before starting the engine.
 - Before you start up, make sure no one is near your equipment. The safest way to do this is to walk around your vehicle.
 - Always wear the right personal protective equipment such as safety glasses and a hard hat when operating heavy equipment.
 - Always wear your safety belt.
 - When you park your machine, lower buckets, shovels or dippers, set the parking brake and shut off the engine.
 - Resist the temptation to jump off of your machine; instead, use the handholds, rails and steps. Be sure to keep these areas clean and free from grease.
 - Always stop the engine before lubricating or working on a machine. And make sure all safety guards are in place.
 - Avoid backing up heavy equipment unless it's absolutely necessary.
 - Check the surrounding area for obstacles before beginning an operation.
 - Keep other vehicles, materials, equipment and people out of areas where heavy equipment is operating.
- 
- Make sure your mirrors are angled to reduce blind spots.
 - Check your reverse alarm before operation.
 - If you're unable to see behind your machine, use a person on the ground as a "spotter" to help direct you and look for obstacles.
 - Only use equipment you're trained to use.
 - Be familiar with the limitations of your equipment.
 - Never assume your path is clear if you can't see it.

SAFETY RULES FOR WORKING AROUND HEAVY EQUIPMENT

- Keep clear of moving equipment.
- Never assume the operator knows where you are or where you're going.
- Keep an eye out for moving equipment at all times.
- Watch out for and stay clear of pinch points, earth-moving equipment and cranes.
- If you must walk around a piece of heavy equipment, alert the operator to stop the machine before going by.
- Always stay out from under loads on cranes or hoists—even if it means taking the long way around.
- Avoid walking behind a piece of equipment that's backing up. You could trip and fall.
- Never walk beside moving equipment or ride on its running board or drawbar in case it slides or turns or the load shifts.
- Never ride on top of a truck loaded with masonry blocks or other materials that could shift and injure you.
- If you're working on portable staging, scaffolds or platforms, get off while the machine is being moved.

Working Near Overhead Power Lines

A worker who climbs onto a tall truck bed to unfasten a load can be electrocuted instantly if he or she contacts a nearby power line. And a worker who positions a crane or dump truck beneath a power line risks electrocution when the boom or bed is raised.

Accidents involving overhead power lines are serious and usually result in death. They're typically caused by carelessness and can be prevented.

IF YOU WORK BENEATH POWER LINES...

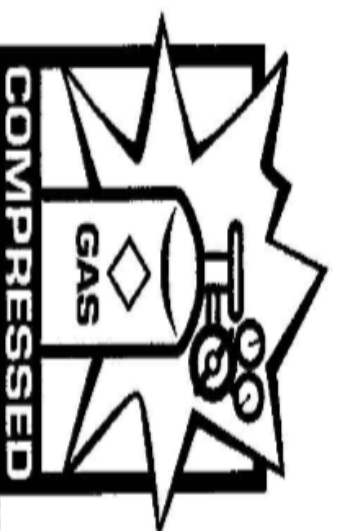
- ⚡ Estimate clearances between power lines and the highest point of your equipment.
- ⚡ Keep yourself and your equipment at least 10 feet from power lines.
- ⚡ Have the power company install protective barriers or de-energize the lines.
- ⚡ Make sure workers on the ground don't touch vehicles or equipment.
- ⚡ Ground all vehicles and other equipment near the power lines, and make sure workers aren't near the grounding location.
- ⚡ Be extra cautious when handling long conductive materials, such as pipes and metal rods.
- ⚡ Use ladders with nonconductive rails.
- ⚡ Wear protective equipment, such as nonconductive headgear and rubber sleeves, gloves and boots.
- ⚡ If a live power line hits your vehicle, stay inside; if there's a fire, jump out—with feet together—as far from the vehicle as you can. Avoid touching the vehicle and the ground at the same time.

⚡ If a live power line falls, stay away from it and call for help.



⚡ Carefully survey the scene to identify any overhead hazards.





Working Safely With Compressed Gases

Any material that's under pressure can be dangerous if it's not handled properly. If the material is a compressed gas, it may be flammable, explosive, reactive, toxic or a combination of these. Because of the hazards of compressed gases, it's very important to know what you're working with, what its hazardous properties are and how to safely handle its container—the compressed-gas cylinder.

Tips for Compressed Gas Safety

- Before handling any compressed-gas cylinder, identify the type of gas it houses by its identification and hazard labels, not its color. Different manufacturers use different color codes.
- Check the cylinder's label for hazards, and read the safety data sheet (SDS) for instructions on protective equipment and handling.
- Look for the maximum approved pressure label and make sure a current test date is indicated. If the cylinder is missing this information, it should not be handled.
- Only trained personnel should unload compressed-gas cylinders.
- Inspect cylinders for damage or leaks.
- Move defective cylinders to an isolated storage area; a ruptured cylinder can become a rocket with the force to blast through a concrete wall.
- When moving cylinders, use special cylinder hand trucks, keeping the cylinder lashed to the cradle and standing as upright as possible.
- Avoid dropping, banging or rolling cylinders.
- Keep compressed-gas cylinders away from fire, heat and sparks.
- When using a cylinder, open the valve slowly, with the cylinder pointed away from people.
- Make sure the hoses and connections are clean and in good condition each time you use the cylinder.
- When a cylinder is not in use, screw down the protective metal cap to the last thread.
- Label empty cylinders with "MT" and keep them separate from full ones.
- Store compressed-gas cylinders upright, secured with a chain or cable, in a safe, well-ventilated, fire-resistant area with a controlled temperature below 125° F (51.7° C).
- Keep cylinders out of direct sunlight and away from heat sources, combustible materials and electrical wiring.
- Group cylinders with others housing the same contents.
- Rotate stock, using older cylinders first.
- Avoid using cylinders in confined spaces.
- Keep oxygen cylinders at least 20 feet away from flammable-gas containers, combustible materials, oil and grease.

Compressed Gases That Need

Special Handling

Acetylene and hydrogen: Both of these gases are highly explosive and must be handled with extreme caution.

Hydrogen escapes easily from threaded fittings that aren't completely tight, and such leaks can ignite spontaneously from the friction of the escaping gas. Hydrogen has no odor to warn of a leak.

Oxygen: While not flammable itself, oxygen increases the tendency of things around it to burn or explode. Keep oxygen cylinders away from combustible or flammable materials and fire hazards, including grease and oil on your clothes, hands and work area. Oxygen should not be used in place of compressed air.

Chlorine and fluorine: These gases are highly corrosive and irritating. When mixed with acetylene and exposed to light, they may explode. Chlorine will form corrosive hydrochloric acid in water, eating into iron or steel equipment. The proper respirator and other protective equipment should be available in case of a leak.

Ammonia: This is a highly corrosive gas. When using it, make sure you have quick access to the proper respirator and other protective equipment.



Working Safely With Paint

We don't usually think of paint as a hazardous chemical—after all, millions of people use paint in all sorts of situations without wearing any special protective equipment. But understanding the health hazards of prolonged or repeated exposure to paint substances can help you understand why OSHA requires you to protect yourself when using them.

Health Hazards of Paint

Paint contains pigments, solvents, resins and other ingredients to give it color, texture, spreadability and durability. Many of these ingredients are hazardous to your health; among them are solvents, such as mineral spirits, naphtha and turpentine, that evaporate quickly from paint exposed to the air. Even short-term exposure to these chemicals can cause dizziness, eye irritation, nausea, coughing and other symptoms. In addition, paints containing polyisocyanate hardeners can cause shortness of breath, chills and fever. Long-term exposure to paint ingredients, even when no short-term effects are noticed, can damage the kidneys, liver, blood or nervous system. Some even cause cancer and birth defects in laboratory animals.

You may work with paints for a long time with no ill effects. But you can suddenly develop rashes, hives, swelling or scaling of the skin or coughing and shortness of breath, which often lead to permanent lung damage or severe respiratory stress. This is sensitization, an allergic reaction to one or more of the ingredients in paint. Once you become sensitized, it's possible you may never be able to work with the sensitizing substance again. To prevent sensitization, you must avoid contact with the paint in the first place by using the correct personal protective equipment.

Other Hazards

The volatile solvents in paint are flammable. Painting in an unventilated area near an ignition source—such as a cigarette, spark or static electricity—can be very dangerous. Paint containers exposed to high heat may explode. And some paints contain chemicals that may react violently with other substances.

Educate Yourself

Always read the labels of the materials you're going to use before you begin painting. Use the labels and safety data sheet (SDS) as a guide to the hazards the paint contains, the type of protective equipment to use and whether the paint may ignite easily. The SDS will also tell you how to contain and clean up a paint spill and what you can do in case of overexposure to paint.

Protect Yourself

- ◆ You can prevent exposure to harmful paint chemicals by wearing the appropriate personal protective equipment—a respirator designed for painting, coveralls, chemical-resistant gloves and eye protection.
- ◆ Some safety glasses made for painting have special layered peel-off lenses you can remove as they get covered with paint.
- ◆ Paint only in well-ventilated areas if possible.
- ◆ Make sure to use an appropriate respirator when spraying polyurethane paints and other paints in enclosed areas.
- ◆ Change your respirator's cartridges often, as specified by the manufacturer's guidelines.

Clean Up for Safety

- ◆ Keep paint and other paint-related containers tightly sealed and properly labeled when not in use.
- ◆ Store paints at the proper temperature to avoid explosion.
- ◆ Dispose of empty cans and paint- or solvent-soaked rags in airtight containers to avoid spontaneous combustion.
- ◆ Use soap, water and a washcloth to clean your hands; solvents and paint thinners can cause irritation, infection and severe drying of the skin, as well as toxic effects.
- ◆ Remove clothing soaked in solvents and properly clean it.

SAFETY FORMS

Completed Safety Forms help you document your Safety Program, which can be helpful in the event of an investigation by government agencies. Please send all completed forms to the Production Office Coordinator.

***** Form Completion Chart**

Form 1	<i>General Safety Guidelines for Production/Employee Acknowledgment</i>
Form 1B	<i>Additional Safety Guidelines for Special Effects/Employee Acknowledgment</i>
Form 2	<i>IIPP Contact List</i>
Form 3	<i>On-Set Safety Meeting for Crew and Cast</i>
Form 4	<i>Serious Incident Reporting Procedures</i>
Form 5	<i>Production Stage Hazard Assessment Checklist</i>
Form 6	<i>Mill/Stage/Location Construction Hazard Assessment Checklist</i>
Form 7	<i>Location Pre-Production Hazard Assessment Checklist</i>
Form 7A	<i>Asbestos/Lead/Mold Guidelines</i>
Form 7B	<i>Location Prep/Strike Safety Information</i>
Form 8	<i>Location On-Production Hazard Assessment Checklist</i>
***	<i>Los Angeles Fire Department Film Location Fire Inspection Safety Checklist</i>
Form 9	<i>Accident Investigation Report</i>
Form 10	<i>Hazard Notification</i>
Form 11	<i>Notice of Unsafe Condition and Action Plan</i>
Form 12	<i>Employee Notice of Safety Violation</i>
Form 13	<i>Production Safety Meeting Report</i>
Form 14	<i>Request for Employee Safety Training</i>
Form 15	<i>Safety Guidelines for Extras and Theatrical Day Hires</i>
Form 15A	<i>2nd AD Safety Meeting</i>
Form 16	<i>Right of Refusal of Medical Aid</i>

Production Safety Forms Chart

The Production Office Coordinator is to keep a file of all Safety Forms, and to forward a copy of each completed form to the Department of Safety & Environmental Affairs. The chart below outlines when each form is due and whose duty it is to complete.

Form	By Whom	When
Form 1: Safety Guidelines for General Production	UPM, POC, Dept. Heads	For all Production employees, once per season. (w/deal memo)
Form 2: Contact List	POC	At show start-up, once per season, or if info changes.
Form 3: On-Set Safety Meeting for Crew and Cast	First AD	At every new stage and location and when special activities are planned.
Form 4: Serious Incident Reporting Procedures	POC	At show start-up, once per season, or if info changes.
Form 5: Production Stage Hazard Assessment Checklist	1st AD or Knowledgeable Designee	Any permanent stage or location, once every two weeks.
Form 6: Mill/Stage/Location Construction Hazard Assessment Checklist	Construction Coordinator	During set construction, every two weeks.
Form 7: Location Pre-Production Hazard Assessment Checklist	Location Manager	For every location, once per season.
Form 7A: Asbestos/Lead/Mold Guidelines	Location Manager	For every location
Form 7B: Location Prep/Strike Safety Information	Location Manager	For every location
Form 8: Location On-Production Hazard Assessment Checklist	Location Manager	For every new location, once per episode.
LAFD Film Location Inspection Checklist	st 1 st AD or Location Manager	For every L.A. City film permit location, every day.
Form 9: Accident Investigation Report	UPM, 1 st AD, Medic or Witness	To document accidents, injuries and illnesses.
Form 15: Safety Guidelines for Extras and Theatrical Day Hires	2 nd AD	Every day extras and theatrical day hires are used.
Form 15A: Second AD Safety Meeting	2nd AD	Every day at every stage or location
Form 16: Right of Refusal of Medical Aid	Medic	For any injured employee who refuses medical aid.
Form 10 - 14	Anyone	As needed.

GENERAL SAFETY GUIDELINES FOR PRODUCTION

Production Company: _____

Show Name: _____

Additional safety information is available at www.safetyontheset.com

Before you start your job:

1. Read these **General Safety Guidelines for Production**.
2. Sign the attached **Acknowledgment Form** and give it to your supervisor.

*Know the Emergency Plan and how to react in emergency situations.
Familiarize yourself with emergency procedures for each location. Speak
to your supervisor if emergency procedures are unknown.
Read all posted safety information on your stage or location.*

NOTE: Employees can express safety concerns: 1.) By contacting the Safety Representative assigned to your production; 2.) By calling the **ANONYMOUS SAFETY HOTLINE (818) 954-2800 or (877) 566-8001**; or 3.) In writing by submitting an anonymous web form at safetyontheset.com. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.

INJURY AND ILLNESS PREVENTION PROGRAM FOR PRODUCTION

This Production has a written **Injury and Illness Prevention Program (IIPP)**. It is contained in the **Production Safety Manual** and is available to all employees: 1.) as a hard copy kept on the set with the 1st Assistant Director and in the Production Office with the Unit Production Manager; and 2.) on the web at safetyontheset.com.

In addition, this Production requires all CSATF employees whose Local participates in the **SAFETY PASS PROGRAM** to be fully trained in all safety classes that their Local and Management have determined mandatory. The Training Class Schedule may be found at www.csatf.org and registered for by calling (818) 502-9932.

The IIPP for Production addresses the following:

- Responsible Persons
- Compliance: Enforcement of Safe Work Practices
- Communication
- Inspections
- Injury or Illness Investigation
- Hazard Assessment and Control of Unsafe or Unhealthful Conditions
- Safety Training
- Recordkeeping

STATEMENT OF SAFETY POLICY

It is the policy of this Production that an Injury and Illness Prevention Program (IIPP) will be instituted and administered as a comprehensive and continuous occupational IIPP for all employees. Our goal is to prevent accidents, to reduce personal injury and occupational illness, and to comply with all safety and health standards.

Safety is a priority.

NOTE: Whenever an unsafe or unhealthful condition, practice or procedure is observed, discovered, or reported, the UPM or designee will take appropriate corrective measures in a timely manner based upon the severity of the hazard. Affected employees will be informed of

the hazard, and interim protective measures taken until the hazard is corrected.

SPECIAL NOTICE TO HEADS OF DEPARTMENT/SUPERVISORS

The supervisor:

- Is the one person who can take immediate, direct action to make sure that his or her work area is safe for their employees.
- Is the only person who can control employees, machines, and working conditions on a daily, full-time basis.
- Works most directly with their subordinates and bears responsibility and accountability for their work practices.

Under Federal and State Safety Regulations, a supervisor is responsible for certain safety duties, including but not limited to:

- Provide, or arrange and ensure safety training for subordinates
- Provide resources, support and share experience.
- Enforce safety practices consistently
- Oversee worksite safety.
- Investigate workplace accidents
- Correct unsafe conditions
- Lead by working safely and ensure your subordinates follow your lead.

FIREARMS POLICY

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. Failure to strictly adhere to this policy will result in disciplinary action, up to and including termination.

These Safety Guidelines are not intended as legal interpretation of any federal, state, or local laws.

Failure to comply with these Safety Guidelines may result in discipline, up to and including termination.

CODES OF SAFE PRACTICES FOR PRODUCTION

These Codes 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. It is a condition of employment that each employee be committed to safe work practices daily. Each employee, for themselves and fellow workers, must take the responsibility to work safely 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 are mandated by government regulations. Failure to follow these guidelines could result not only in serious injury, but will cost valuable time and expense due to

GENERAL

1. Know the Emergency Plan and how to react in emergency situation. Familiarize yourself with emergency procedures for each location. Speak to your supervisor if emergency procedures are unknown.
2. Attend all pertinent toolbox talks assigned by your supervisor and additional safety meetings whenever any stunt, special effect, firearm, live ammunition, hazardous or unusual activity is scheduled.
3. **Report all injuries, no matter how minor, immediately so proper medical or first aid treatment can be arranged. Inform the appropriate supervisor.**
4. **Report any employees interfering with communications equipment, the dissemination of safety information, or disrupting safety meetings, to their supervisors.**
5. 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.
6. 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.
7. All safety guards and other protective devices should be properly adjusted and remain in place. Missing or faulty safety equipment should visibly marked and be reported promptly to the employee's supervisor.
8. 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.
9. **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.
10. 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:
 - a). the employee should wash down in the nearest shower;
 - b). the employee's clothes should be disposed of by the third-party asbestos remediation company;
 - c). the employee should be loaned clothing to wear when returning home.
11. 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.)
12. Always use aerial lifts, scissor lifts and forklifts as the manufacturers 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.
13. Always make sure the area below is clear of personnel when working with overhead loads unless exception is approved by the Production Safety Representative.
14. 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.
15. 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.)
16. **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.
17. **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.
18. 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
19. 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.
20. See that all visitors and new hires remain a safe distance from potentially hazardous construction and filming.
21. Do not engage in pranks, horseplay, scuffling or other unsafe acts.
22. 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
23. **Stunts and Special Effects** require an on-site walk-through with all involved parties before filming. The meeting and rehearsals 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 the 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
24. **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
25. **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.
26. **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.
27. **Animals:** Make sure you understand and follow the wrangler's safety precautions in effect when animals are present. Do not feed, pet or play with any animal. Defer to the trainer/wrangler at all times.
28. **Tools and Equipment:** See to it 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.

29. **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.
30. **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 kept clear and accessible at all times. Maintain clear walkways (4 feet around the perimeter) and exit passages.
31. **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.
32. **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.
33. **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.
34. **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. See to it that all electrical panels are unobstructed and have a minimal clearance of 36".
35. **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.
36. **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.
37. **Reach Lifts/Gradall's should only be operated by persons trained on the specific model being used.**

EMERGENCY INFORMATION



EMERGENCY PLAN:

Attend your Emergency Plan meeting.

1. Know exits.
 2. Know assembly points.
 3. Know your fellow employees.
- When an emergency warning is made:
1. WARN OTHERS!
 2. Move to the nearest exit quickly.
 3. Use the stairwells. DO NOT USE THE ELEVATOR.
 4. Evacuate to the outdoors, to a pre-assigned evacuation area.
 5. After reaching the assembly area:
 - a. Stay with your evacuation group and wait for further instructions.

- b. Do not reenter an evacuated building until emergency personnel notify you it is safe.



IN THE EVENT OF A FIRE

1. KEEP CALM.
2. EVACUATE: all occupants from the room in which the fire has occurred.
3. CLOSE THE DOORS AND WINDOWS and leave the room.
4. PULL THE FIRE ALARM OR CALL THE FIRE DEPARTMENT. Tell them your exact location and the nature of the emergency.
5. ONLY IF YOU HAVE BEEN TRAINED TO USE A FIRE EXTINGUISHER AND CAN DO SO SAFELY, return to fight the fire with a fire extinguisher until the Fire Dept. arrives. (See FIRE EXTINGUISHERS)
6. EVACUATE OCCUPANTS FROM THE ADJOINING AREA if there is any danger from spreading fire, smoke, fumes or extreme heat.



FIRE EXTINGUISHERS

1. Use a fire extinguisher only if you have been trained to do so and can do so safely. If there is any danger at all from fire, smoke, fumes or extreme heat, LEAVE THE AREA IMMEDIATELY.
2. Determine what type of fire you have and check the label on the extinguisher to make sure it is intended for your type of fire. Letters on the label indicate the type of fire it will fight:
 - a) **A** = wood, cardboard, paper, cloth
 - b) **B** = flammable liquids and gases
 - c) **C** = electrical equipment
 - d) **D** = metals**(Never use water on an electrical fire – water can cause a fatal shock.)**
3. Use the **PASS** system to put out the fire:
 - a) **P**ull the pin or ring. Some units require releasing of a lock latch, pressing a puncture lever, or other motion.
 - b) **A**im the extinguisher nozzle at the base of the fire.
 - c) **S**queeze or press the handle.
 - d) **S**weep from side to side slowly at the base of the fire until it goes out.
4. If the fire gets big, GET OUT! Close the door to slow the spread of the fire.



FIRE PREVENTION

1. Check to see that all fire exits, doorways, stairways, aisles and corridors are not obstructed or blocked at any time.
2. Make sure you know the location of all fire exits.
3. Poor housekeeping is a fire breeder. Avoid all unnecessary accumulation of combustible debris.
4. Regularly check all electrical cords and plugs for fraying or cracked wire insulation and fitness for use. OSHA prohibits the use of ungrounded extension cords longer than 12 feet in office buildings.
5. Store all flammable liquids, such as copy machine fluids, cleaning products, solvents, etc. according to instructions on label.
6. Report fluorescent lights that give off a loud humming sound, as this may indicate a defective ballast.
7. Turn off all coffeemakers and other personal electrical appliances when they are not in use. Check the plugs, cords and wiring on a regular basis to determine if they are in good condition.

SMOKING IS PROHIBITED ON ALL SOUNDSTAGES, ON ALL SETS, AND IN ALL BUILDINGS, REGARDLESS OF LOCATION. THIS APPLIES TO ALL SMOKING PRODUCTS, INCLUDING E-CIGARETTES.

WORKING AT HEIGHTS

☐ FALL PROTECTION: DEFINITIONS & GUIDELINES

(1) Passive Fall Prevention

- The best way to avoid a fall is not to work from a height. **Bring the work down to ground level** whenever possible.
- If you can't bring the work to ground level, work from access equipment such as **scaffolding, a platform, an aerial lift, or a ladder**.
- If the work environment does not allow you to use access equipment, secure the elevated work area with a passive fall prevention barrier system, such as **guardrails** or a **roof parapet at least 42" high**.

(2) Fall Restraint

If the work environment does not allow for the use of a passive fall prevention system, use an approved fall restraint system. Fall restraint systems, such as a harness, and rope grab prevent the employee from reaching the edge of the roof.

(3) Fall Arrest

- A fall arrest system, such as a **rope grab kit, lanyard, and approved or acceptable anchorage point** arrests and limits the fall of an employee. Plan a method of rescue prior to the use of a fall arrest system.

(4) Controlled Access Zone

- When on elevated surfaces such as rooftops, platforms, or around pits and tanks one option is to establish a Controlled Access Zone (CAZ). A CAZ protects employees not wearing fall protection equipment by warning them when they are within six feet of the fall hazard.
- The system uses stanchions and control lines with high visibility flags every six feet. The line must be rated for two hundred pounds and be not less than six or more than 25 feet from the edge.
- A safety monitor must be assigned to: watch and warn employees who leave the safe zone and enter the CAZ six foot zone who are not wearing fall protection gear.

☐ FALL PROTECTION: TRIGGER HEIGHTS

Fall protection is required when employees are working within six feet from the unprotected edge of a set, platform, or roof, as indicated below:

- For general production crews, the trigger height for mandatory fall protection is 4 feet. Guardrails (42"), or harnesses with appropriate anchorage points are required.
- For construction work on a permanent structure, the trigger height for mandatory fall protection is 6' (7.5' in CA). Guardrails (42"), or harnesses with appropriate anchorage points are required.
- The trigger heights do not apply to work performed from portable ladders. If ladders are used properly, additional fall protection measures are generally not necessary.

☐ FALL PROTECTION: GENERAL LADDER SAFETY

All employees must follow proper safety practices when using ladders. If ladders are maintained and used correctly, additional fall protection measures are generally not necessary.

- Inspect all ladders prior to use. Read all manufacturer safety warnings on the ladder and comply with them.
- Check for loose steps or rungs, cracked or split steps or side rails, loose or bent hinges, missing ladder feet, etc. All defective ladders shall be marked "defective" and brought to the attention of the supervisor and removed from service.

- Make sure the ladder is free of oil, grease, or other slippery hazards.
- Use ladders on stable and level surfaces only.
- Ladders shall not be placed in doorways unless protected by barricades or guards.
- If using a step ladder, make sure it is securely spread open. Never use a folding step ladder in an unfolded position.
- Make sure the ladder is securely fixed at both the top and the foot so that it cannot move from its top or bottom points of rest. If the ladder cannot be secured at the top and bottom, then securely fix it at the base. If this is not possible, have someone stand at the base of the ladder and secure it manually against slipping.
- When using an extension ladder, the base to height ratio should be placed at approximately to 4.
- Ladders used to reach a walking surface or roof must extend at least 3 feet beyond the landing surface.
- Always face the ladder when ascending or descending.
- Use fiberglass or wood ladders when doing electrical work.
- You must maintain three points of contact at all times while climbing. Carry tools in a tool belt, pouch or holster, not in your hands. Keep your hands on the ladder.
- Do not stand on the top two steps of a step ladder.
- Do not try to reach so far above you or to either side that you lose your balance; instead, move the ladder.
- When you are using a hand line to pull up equipment or supplies, all material should be securely attached to the line and you should be in a stable position complying with fall protection regulations.
- No one should be permitted to stand, walk or work under a ladder while it is in use.
- When using rolling "A" frame trestle ladders, never extend them beyond twenty feet or manufacturer's recommendation.
- Always lock or chock the wheels of trestle ladders to prevent any rolling or instability.

☐ FALL PROTECTION: FIXED LADDERS

*When climbing a fixed ladder over 20 feet in length without rest balconies, or a ladder that is not equipped with a ladder cage, **you must use a ladder safety device**. This equipment includes: a full-body harness and a sliding sleeve attached to either a fixed-rail or cable system.*

- Inspect all fall protection equipment prior to use.
- Connect the sleeve to the "D" ring located on the front of your harness.
- Connect the sleeve to the fixed-rail or cable. Connect the sleeve onto the fixed-rail or cable with the arrow pointed toward the top of the ladder.
- Once attached, climb up the ladder normally. The detachable cable sleeve will follow you as you climb.
- When you reach the top of the ladder, carefully disconnect from the ladder safety device to exit the ladder.
- To descend the ladder, reattach your "D" ring to the sleeve and climb down smoothly in a normal manner. Allow the sleeve to "lead" you down. Climbing down out of position will cause the sleeve to lock onto the fixed-rail or cable.
- If the sleeve locks, move upward slightly to release the sleeve.
- You must be attached to the ladder safety system whenever you are on the ladder.
- Do not use unprotected fixed ladders over 20 feet in length. Contact your Production Safety Representative.

FALL PROTECTION: SOUNDSTAGE PERMANENTS

When working outside the catwalks, in the unprotected area of the permanents known as the “ozone,” **you must use fall arrest equipment.** This equipment includes: a full body harness and a self-retracting lanyard.

- Inspect all fall protection equipment prior to use.
- Locate an anchorage point for the self-retracting lanyard (SRL). Single-user anchorage points are located on the soundstage trusses at the corners of the ozone; are constructed of wire rope with thimbles; and have been identified with a yellow tag.
- Select an anchorage point as close as possible to where you are working to avoid or limit a possible swing fall.
- Connect the SRL to the anchorage point with a self-locking carabineer.
- Attach the double-locking snap hook from the SRL to the “D” ring located on the back of your harness.
- Avoid quick or sudden movements in any direction to prevent loss of balance from line tension or locking. The SRL maintains normal line tension when line is being steadily extracted and retracted. Do not allow the SRL to go slack.
- Practice using your attached SRL on the catwalk. This will familiarize you with the tension and locking actions of the system and make you aware of the forces applied to your body by the system during movement.
- If you need to move farther than the SRL will allow, return to the catwalk and find another anchorage point. **Never** try to increase the length of an SRL by attaching it to another SRL.
- Never detach from the SRL until you are safely back on the catwalk.
- **WARNING:** Do not allow the retractable lifeline to wrap around your arm. Do not turn and/or reach over the lifeline.

FALL PROTECTION: HORIZONTAL CABLE SYSTEM OVER PERMANENTS

An employee working outside the catwalks, in the unprotected area of the permanents known as the “ozone,” **must use fall arrest equipment.** This equipment includes: a full body harness, a shock absorbing lanyard or a self-retracting lanyard (SRL), and a carabineer.

- Inspect all fall protection equipment prior to use. Inspect the horizontal wire rope cable for any kinks or damage.
- Select a horizontal line as close as possible to where you are working to avoid or limit a swing fall. These engineered lines are designed for two users per line.
- Connect the lanyard to the fixed horizontal anchorage line with a double-locking snap hook or self-locking carabineer.
- You may connect to the horizontal anchorage line either by:
 - Connecting the SRL to the horizontal line directly with a self-locking carabineer,
 - Substituting a 6-foot shock-absorbing “Y” lanyard for the SRL.
- Attach the double-locking snap hook from the SRL to the “D” ring located on the back of your harness.
- When using an SRL, avoid quick or sudden movements in any direction to prevent loss of balance from line tension or locking. The SRL maintains normal line tension when line is being steadily extracted and retracted. Do not allow the SRL to go slack.
- Practice using the device on the catwalk. This will familiarize you with the tension and locking actions of the SRL and make you aware of the forces applied to your body by the line during movement.
- If you need to move farther than the lanyard will allow, return to the catwalk and find another horizontal line. **Never** try to increase the length of a lanyard by attaching it to another lanyard.

- Never detach from the lanyard until you are safely back on the catwalk.

FALL PROTECTION: BELOW THE PERMANENTS – SINGLE ROPE GRAB SYSTEMS

When working at heights below the permanents that cannot be reached by using a ladder, aerial lift, or scaffolding, **you must use fall arrest equipment.** (Examples of this work include, hanging greenbeds or walking on the top of set walls). The equipment needed includes: a full body harness with a self-retracting lanyard, a vertical rope lifeline with rope grab, a carabineer and a tag line.

- Inspect all fall protection equipment prior to use.
- Locate an anchorage point for the vertical lifeline. Single-user anchorage points are eyebolts located on the soundstage trusses and have been identified with a yellow tag.
- Select an anchorage point above you and as close as possible to where you are going to be working to avoid or limit a swing fall.
- Connect the vertical lifeline to the anchorage point with the double-locking snap hook.
- Open the rope grab and enclose the vertical lifeline with the rope grab (arrow pointed up) then tightly screw the rope grab to the vertical lifeline. **Make sure that the arrow on the rope grab is pointing up toward the anchorage point.**
- Attach the self-retracting lanyard (SRL) to the rope grab with a self-locking carabineer.
- Connect the tag line to the double-locking snap hook on the other end of the SRL.
- Position the rope grab, SRL and tag line on the lifeline so that the final height of the SRL is 6 feet above your intended work height.
- Protect the lifeline against rough edges by using a rope protector or by padding sharp corners.
- From the ground or greenbed, pull the tag line down and attach the double-locking snap hook from the SRL to the “D” ring located on the back of your harness.
- Never remove your lifeline until you are back on the ground or greenbed.
- If you need to move a longer distance horizontally across the set, you can rig two or more vertical lifeline systems. This will reduce the swing fall potential. (See “Multiple Rope Grab Systems” below.)

FALL PROTECTION: BELOW THE PERMANENTS – MULTIPLE ROPE GRAB SYSTEMS

When working at heights below the permanents that cannot be reached by using a ladder, aerial lift, or scaffolding, **you must use fall arrest equipment.** (Examples of this work include, hanging greenbeds or walking on the top of set walls).

When you need to move long distances horizontally across the set, use a multiple rope grab system. Two or more rope grab set-ups will allow you to travel across the set without risking a swing fall. This equipment includes: a full body harness the number of self-retracting lanyards (SRL's) you intend to use, number of vertical lifelines with rope grabs you intend to use, tag lines, carabineers and a double D-ring extender for your harness.

- Inspect all fall protection equipment prior to use.
- Locate an anchorage point for each of your vertical lifelines. Single-user anchorage points are located on the soundstage trusses and have been identified with a yellow tag.
- Select anchorage points above you and as close as possible to where you are going to be working to avoid or limit a swing fall.
- Connect the vertical lifelines to the anchorage points you have chosen with the double-locking snap hook. Attach only one

vertical lifeline per anchor point.

- Open the rope grab and enclose the vertical lifeline with the rope grab (arrow pointed up) then tightly screw the rope grab to the vertical lifeline. **Make sure that the arrow on the rope grab is pointing up toward the anchorage point.**
- Attach the self-retracting lanyard (SRL) to the rope grab with a self-locking carabiner.
- Connect the tag line to the double-locking snap hook on the SRL.
- Position the rope grab, SRL and tag line on the lifeline so that the final height of the SRL is 6 feet above your intended work height.
- Protect the lifeline against rough edges by using a rope protector or by padding sharp corners.
- From the ground or greenbed, pull the tag line and attach the double-locking snap hook from the SRL to the double D-ring extender attached to the D-ring on the back of your harness.
- As you work move toward the next SRL you previously positioned. Pull the tag line and hook the double-locking snap hook to the second D-Ring extender.
- Unhook the first double-locking snap hook from the first SRL.
- Never remove one lifeline until you are safely attached to the second lifeline, or until you are back on the ground or greenbed.

FALL PROTECTION: Rooftop Restraint

*When working within 6 feet of the unprotected edge of a flat or low-pitched roof (maximum allowable pitch 4:12 slope), or around unguarded skylights, then **you must use fall restraint equipment**. This equipment includes a full-body harness and a lifeline; an adjustable rope grab all attached to an appropriate anchorage point by a cross arm strap or other similar method. (Note: Roof edges protected with a 42" guardrail (permanent or a temporary equivalent) or a 42" or higher parapet wall do not require the use of fall restraint equipment.)*

- Inspect all fall protection equipment prior to use.
- Select an anchorage point as close as possible to where you are working. Because you will be harnessing yourself so that it would be impossible to fall over the edge of the building (*Fall Restraint*) the anchorage point should be four times heavier than your body weight. (*Prior to working on a roof with no anchorage points, contact your Production Safety Representative.)
- Connect the lifeline to the anchorage point cross arm strap D-Ring (or equivalent device) with a double-locking snap hook or self-locking carabiner.
- Open the rope grab and enclose the vertical lifeline with the rope grab (arrow pointed up) then tightly screw the rope grab to the vertical lifeline. **Make sure that the arrow on the rope grab is pointing up toward the anchorage point.**
- Position the rope grab on the lifeline so that its maximum extended length will physically limit your ability to inadvertently fall over the edge of the roof.
- Attach the double-locking snap hook or self-locking carabiner from the rope grab to the "D" ring located on the back of your harness.
- You must be attached to the system prior positioning yourself for work.

FALL PROTECTION: CONTROLLED ACCESS ZONE

*When you are working in elevated areas such as rooftops, unprotected platforms, or around pits and tanks, one option for fall prevention is to establish a **Controlled Access Zone (CAZ)**. The CAZ is the area within six feet of the edge of the fall hazard. A CAZ protect employees not wearing fall arrest or fall restraint equipment by physically and verbally warning them when they are within 6 feet of a potential fall hazard. This system requires stanchions, control lines, high visibility markers and additional employees acting as safety monitors.*

WARNING: The CAZ requires vigilance, and a dedicated designated "safety monitor". It is therefore not appropriate to all situations.

- The Controlled Access Zone (CAZ) is separated from the Safe Zone by a heavy control line that restricts access to the CAZ.
- **Post Signs** at the entrance of the Safe Zone warning employees or unauthorized personnel that they: (1) are entering a CAZ; (2) should stay within the visibly marked control lines (Safe Zone); and, (3) to do as they are told by the Safety Monitors.
- Control lines must be positioned not less than 6 feet from the fall hazard and not more than 25 feet from the fall hazard.
- Expand the CAZ during adverse conditions (e.g., rain, wind, slippery roof), or when working at an additional elevation within the "Safe Zone" (e.g., on a step ladder).
- Make sure control lines consist of ropes, wires, or equivalent materials that have a minimum breaking strength of 200 pounds.
- Control lines should be clearly marked every six feet with high-visibility materials. (Bright barricade tape or red flags).
- Rig each line so it is between 39 inches and 45 inches from the working surface. Do not let them "sag".
- Anyone working outside the "SAFE ZONE" and inside the CAZ (within 6 feet of the leading edge or fall hazard), must wear fall restraint or fall arrest equipment.
- Designate a person whose sole job and responsibility is to monitor the safety of other employees in the work area and who will:
- Watch and warn employees when it appears that they are acting in an unsafe manner; crossing the CAZ line without wearing fall protection or fall arrest protection.
- The Safety Monitor must be able to see that the entire CAZ is clear of unprotected employees. If necessary add an additional Safety Monitor to ensure the CAZ remains clear.
- All Employees who working at a location utilizing a Controlled Access Zone will comply with the Safety Monitors directives.
- If there are repeated infractions into the CAZ, the Safety Monitor will bring the matter to the attention of the 1st AD.

FALL PROTECTION: IN THE EVENT OF A FALL

(NOTE: All falls sustained by employees in fall protection equipment should immediately be reported to local emergency personnel (911).

Self-Rescue: If a person falls a short distance and is conscious, uninjured, and can reach a working surface safely, the employee should do so and be taken to First Aid.

Ladder or Aerial Work Platform Rescue: if self-rescue is not possible, the next option is the use of a ladder, "condor," or scissor lift. This rescue depends upon the accessibility and condition of the person; the availability of appropriate equipped personnel and the necessary equipment. Ensure the employee is taken to First Aid.

Fire Department Rescue: if the previous rescue options cannot be accomplished in a prompt and safe manner, the fire department personnel will rescue the person using advanced techniques.

- Establish verbal contact and continuously monitor the employee.
- Watch for signs or complaints of suspension trauma: faintness, nausea, breathlessness, dizziness, sweating, paleness, hot flashes, loss of vision or increased heart rate.
- Continue to talk to the suspended worker; tell them to keep their legs moving to increase circulation.
- Safely lower a rope with a loop tied in the end of it and the opposite end tied to an anchor point to the suspended worker. Have the worker step into the loop and stand up at regular intervals to remove the pressure on his legs created by the leg straps. This also enables him to shift his body weight around into a more comfortable position.

- After the event do not continue to use any of the Fall Protection Equipment involved in the incident. Tag it, “Do Not Use” and return it to your supervisor or Production Safety Representative.
- **Report all falls to your supervisor and Production Safety Representative.**



HAZARD COMMUNICATIONS

This Code of Safe Practices is designed to help employees work safely with potentially hazardous materials that they may use. This program outlines procedures for Department Heads and Supervisors to make employees aware of the chemical hazards that they may encounter and how to protect themselves from them.

1. Supervisors shall see that employees understand proper handling and disposal of hazardous products they use.
2. Observe and comply with all Warning Signs that you encounter (i.e. DANGER - NO SMOKING, etc.).
3. Read, understand and obey Warning Labels that are attached to containers of products containing hazardous chemicals.
4. Check to see that all containers being used to store hazardous chemicals, including those filled from the original container are labeled with the same safety information that is available on the manufacturer's label.
5. Alert your supervisor when you discover unlabeled containers. Do not use the contents of the container.
6. Safety Data Sheets (SDS): You can request a copy of an SDS for any product by calling the 3E Company at (800) 451-8346, an SDS management company for this Production.
7. Always wear the appropriate eye, skin, body and respiratory personal protective equipment (PPE) required to protect you from potential workplace hazards. If unsure of the type of PPE to use, ask your supervisor, Production Safety Representative, or follow the directions on the container or SDS.
8. Store chemicals in approved areas (i.e. flammable materials in flammable cabinets, acids in acid cabinets, etc.). Incompatible materials like flammable and oxidizing materials or inorganic acids and certain combustible materials can react violently if allowed to mix. Always store these incompatible materials separately. SDS's or the original container should be consulted for specific incompatibility information.
9. Notify your supervisor before mixing together any hazardous materials for the first time. Conduct all mixing operations following the directions found on the product's warning label, the manufacturer's mixing instructions, or on the SDS.
10. Call local emergency personnel (911) whenever there is a large spill involving potentially hazardous or unknown chemical products.
11. In the event of a spill, attempt to contain the spread of the hazardous material only if it is safe to do so.
12. Regularly inspect hazardous material containers for leaks or signs of deterioration. Notify your supervisor of containers in poor condition or those exceeding shelf life.
13. Check the ventilation requirements for a chemical product before using it in a space with low ventilation.
14. Contact the Production Safety Representative if you have any questions or concerns about materials or chemicals present in your workplace.



LOCK OUT/TAG OUT

1. Only employees who have been trained in LOCK OUT/ TAG OUT shall service or repair any machine or equipment that could cause injury during unexpected startup or movement.
2. Lock Out/Tag Out is a method for preventing equipment from being set in motion and endangering workers.

3. Common situations for use of Lock Out/Tag Out are: (a) when you are to remove or bypass a guard or other safety device not installed by a fellow employee, (b) when you are to place any part of your body where it could be caught moving machinery, (c) when using electrical circuits.
4. Whether the power switch is on or off, be aware that residual energy could be present in equipment.
5. Stored energy poses special problems. Employees should know or determine the nature of the power source, i.e. hydraulic pressure, steam, electric charge, etc. All residual energy should be dissipated prior to work being performed. Ask your supervisor if you do not know how to do this procedure.
6. Energy controls are applied according to a six-step procedure:
 - Preparation for shutdown
 - Equipment shutdown
 - Equipment isolation
 - Application of Lock Out/Tag Out devices
 - Control of stored energy
 - Equipment isolation verification

Removal

1. Prior to removing Lock Out/Tag Out devices, make sure that the equipment is safe to operate by removing all tools and verifying that the system is fully assembled.
2. Lock Out/Tag Out devices may only be removed by the person who put them on, except in an emergency.
3. When the worker who applied a lock is not present to remove the lock, it can be removed only under the direction of the supervisor.
4. Follow the manufacturer's checklist to re-energize the system.
5. If an outside contractor or other outside worker is performing service or maintenance, they are to coordinate their activities with all affected Production employees.
6. If servicing lasts more than one shift, Lock Out/Tag Out protection should not be interrupted. One shift should inform the next.
7. Never remove a lock until you are absolutely sure that it is completely safe to do so.



TRENCHING AND SHORING

1. Contact the Production Safety Representative if you are planning any trenching job deeper than 4 feet.
2. A Trenching and Shoring Trained Competent Person is to be in charge of any shoring operation.
3. Before digging, you are to check the site for potential hazards.
4. Adequate barriers (i.e. guardrails, covers, barricades) shall be provided at all excavations, trenches, pits and holes.
5. A shoring or benching system is to be employed in trenches and evacuation deeper than 5 feet.
6. Before excavating, locations of existing underground utilities are to be determined by Underground Services Alert at (800) 422-4133. They require 48-hour notice, unless it is an emergency.
7. Before entering a confined space, the air in the space is to be tested for dangerous gases and oxygen levels.
8. No part of any shoring system of an excavation shall be removed until proper steps have been taken to avoid hazard to men from moving ground.
9. Spoil piles are to be 2' back from edge of all excavations.



LIFTING

1. Before lifting, check the load for slivers, jagged edges, burrs, rough or slippery surfaces, and protruding nails.
2. Wear appropriate protective clothing (gloves, safety shoes, etc.).

3. Ask for help when a load cannot be handled safely by one person because of excessive weight, bulkiness or awkward shape of the load.
4. Check your route of travel for any slip, trip or fall hazards before you lift.
5. When lifting as a group, one person should communicate commands to the others. Indicate any changes in elevation, cornering or rotating. Always give adequate warnings before setting your portion of the load down.
6. **Recommended Lifting Procedures:**
 - a) Stand close to the load with your feet spread shoulder width apart.
 - b) Squat down, bending at the hips and knees, while keeping your back straight.
 - c) Grip the load firmly, tighten your abdomen, and use your legs to lift the object.
 - d) Lift in one continuous motion while keeping your back straight.
 - e) Remember to breathe normally while you lift. Steady breathing prevents you from becoming fatigued.
 - f) Keep the load close to your body. The closer the load is to your body, the less pressure it exerts on your back.
 - g) Change directions by moving your feet. Never twist your body.
 - h) When you set the load down, bend only at the hips and knees while keeping your lower back straight.
 - i) If retrieving a load from above your shoulder level, do not reach over your head. Elevate yourself to the load with a ladder. Get help if you need it.

☐ **HEAT ILLNESS (Cal/OSHA)**

When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and more severe heat stroke can occur. All are serious conditions and should be treated immediately.

Factors Leading to Heat Stress

1. High temperature and humidity
2. Direct sun or heat
3. Limited air movement
4. Physical exertion
5. Poor physical condition
6. Some medicines
7. Inadequate acclimatization to work in hot area

Symptoms of Heat Exhaustion

1. Headaches, dizziness, lightheadedness, fainting
2. Weakness and moist skin
3. Mood changes such as irritability and confusion
4. Upset stomach or vomiting

Symptoms of Heat Stroke

1. Dry, hot skin with no sweating
2. Mental confusion or losing consciousness
3. Seizures or convulsions

Preventing Heat Stress

1. Know signs/symptoms – monitor yourself and watch for symptoms in coworkers.
2. Block direct sun or other heat sources with EZ-Ups or other shelters or shade, and take frequent advantage of any shade.
3. Use cooling fans/air conditioning where possible.
4. Rest regularly.
5. Drink plenty of water – about 1 cup every 15 minutes.
6. Wear lightweight, light-colored, loose-fitting clothes and broad-brimmed hats.
7. Avoid alcohol, caffeinated drinks and heavy meals.

What to Do for Heat-Related Illness

1. Call local emergency personnel (911) immediately.
2. While waiting for help to arrive:
3. Move the worker to a cool, shady area.

4. Loosen or remove heavy clothing.
5. Provide cool drinking water.
6. Fan and mist the person with water.

For more complete information, contact your Production Safety Representative.

☐ **SCAFFOLD USER AWARENESS**

1. Only employees who have been properly trained to do so may work from scaffolds.
2. Do not use scaffolds that do not have proper guardrails, mid rails and toe boards (as appropriate).
3. Do not overload scaffolds. Follow the manufacturer's or construction coordinators safe working load recommendations.
4. Do not climb cross braces. Use only approved access ladders or steps and use both hands while climbing. When climbing, always maintain three points of contact.
5. Do not stand on guardrails, ladders or makeshift devices on top of scaffolds to gain greater height.
6. Never use scaffolds where contact can be made with live electrical circuits or power lines. Always maintain safe clearance from any electrical source.
7. Never apply shock loads to the scaffold platform. (Never jump down onto the platform.)
8. Do not remove top or mid rails or toeboards.
9. Do not leave trash or debris on scaffolds.
10. Prior to working below the scaffolds, make sure overhead protection (i.e. toeboards) are in place.
11. Wear your hardhat when exposed to overhead hazards.

☐ **BLOODBORNE PRECAUTIONS**

1. All employees, whose jobs may expose them to blood during first aid or paramedic procedures, or during cleaning operations, are to receive *Bloodborne Pathogens Training*.
2. Other employees whose jobs may expose them to blood should always use Universal Precautions.

Universal Precautions:

Treat all human blood and certain human bodily fluids as if they were infectious.

1. Employees shall wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as possible following contact with blood or potentially infectious materials.
2. Employees who may have contacted blood should call First Aid or the Anonymous Safety Hotline immediately.
3. All fluids are to be wiped up with disinfectants (i.e. 100% bleach) by a person trained in Bloodborne Pathogens.

PERSONAL PROTECTIVE EQUIPMENT

☐ **General**

1. Always wear appropriate clothing and work shoes. Do not wear loose or frayed clothing, long hair, rings, etc., near machinery and other sources of entanglement.
2. Always wear appropriate foot protection when you are exposed to foot injuries from hot, corrosive, hazardous substances, falling objects, crushing or penetrating actions that may cause injuries, or when you are working in abnormally wet locations.
3. Always wear appropriate hand protection (gloves) when you are exposed to cuts, burns harmful physical or chemical agents that are encountered and capable of causing injury or impairments. Never wear gloves where there is a danger of their becoming entangled in moving machinery. Use push-sticks.

4. Always wear face or eye protection when working in locations where there is a risk of receiving eye injuries such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, projections or injurious light rays.
5. Suitable screens or shields isolating the hazardous exposure should be used to safeguard nearby employees.
6. Always wear approved head protection when you are exposed to flying or falling objects.
7. Always wear hearing protection when noise levels exceed 85 decibels.
8. See to it that personal protective equipment (PPE) is cleaned regularly or disposed of after use. Always keep PPE in good repair.
9. If you are working with electricity, you require additional or specialized PPE and should consult with your supervisor.

RESPIRATORS

This Code of Safe Practices is designed to act as a guide in the use, selection and care of respiratory protective equipment. All respirator protective equipment used on this Production is intended to be used to reduce employees' potential exposure to airborne dusts, gases, vapors, mists and fumes.

1. Only employees who have been fit tested and trained in the proper use of respirators may use them. The Production Safety Representative can help arrange training and fit tests. Vendors may also be authorized to train in the selection, use, cleaning and maintenance of their respiratory equipment.
2. Respirator training and certification is specific for each different make and model of respirator. Employees are to receive additional training before they use any respirator for which they have not been trained and fit tested.
3. Respirators may be required when creating smoke or fog effects on interior sets or when working in locations with compromised air quality. Producer(s) are responsible for the purchase of appropriate respirators (consult SDS as required). Refer to **Safety Bulletin #10 - Artificially Created Smokes, Fogs and Lighting Effects** for further information.
4. Prior to the issuance and use of a respirator and at least annually thereafter, each employee shall be given a qualitative fit test by a qualified person.
5. Employees who have a diagnosed respiratory disease or ailments (i.e. asthma, emphysema, cardio-pulmonary disease, chemical sensitivity, respiratory allergies, etc.) or who feel that they could not wear a respirator because of some other physical or medical limitation are to notify their supervisor or the Production Safety Representative so they can be given special consideration.
6. If you are using a new product, your supervisor or Production Safety Representative will determine what type of respiratory protection should be used. This determination will be based on the nature and level of the airborne contaminant(s) in your work area.
7. Employees shall request assistance from the Production Safety Representative whenever the nature or level of airborne contaminants changes and they are not sure if their respiratory protection is appropriate for the work they are doing.
8. **NEVER** use dual cartridge respirator or paper mask (dust, paint fumes or high efficiency particulate air filters) to enter an oxygen-deficient or suspected oxygen-deficient atmosphere. *Call the Production Safety Representative when there is any reason to suspect an environment may be oxygen deficient.*
9. Respiratory protection shall be used when required by law or when deemed necessary by your supervisor or Production Safety Representative.
10. Employees are to make sure to obtain a gas-tight seal between their facial skin and the respirator. This means that employees who have a beard, moustache, or who are not clean-shaven may not be issued or wear a respirator.

11. Employees shall perform a negative and positive pressure test before each use of their respirator.
12. Employees shall inspect their respirators for defects before each use and shall not wear a faulty respirator under any circumstance.
13. If an employee smells or tastes the airborne contaminant that the respirator is designed to remove, then the employee shall leave the work area, re-inspect the respirator and conduct another positive and negative test. If there is a gas-tight seal and the smell/taste returns, then the employee shall install new cartridge filters of the type recommended by the product manufacturer or the Production Safety Representative.
14. If breathing through the respirator becomes difficult, the filter cartridges or pre-filters may need to be replaced. Contact your supervisor or Production Safety Representative for replacement parts. If breathing remains difficult, call your supervisor or Production Safety Representative immediately.
15. Employees will routinely clean their respirators in accordance with the manufacturer's instruction.
16. Respirators will be stored in air tight bags when not in use.

TOOLS

POWER TOOLS

1. Only persons trained in the safe operation of power tools shall be allowed to operate them.
2. Wear safety glasses whenever you are performing work that may generate dust, chips, splinters, shards, dust or flakes. Sources of debris such as drills, grinding equipment, table saws, wire brushes or similar equipment are obvious; however less obvious causes of eye loss include cutting wire, working with chemicals, and misusing air hoses.
3. Check your working materials carefully before proceeding. Make sure there are no nails, bolts or flaws before you run the materials through table saws, jointers, sanders, routers or other power tools.
4. Make sure all guards are in place prior to using power tools. Do not wear clothes, gloves or items that may become entangled in the machine.
5. Use a push stick when ripping material on a table saw or when using a jointer. Whenever possible, avoid standing directly behind the blade in order to avoid kickback.
6. Do not force wood, Plexiglas, or any other material through any saw, jointer, planer, etc. Allow the blades to do the cutting.
7. When walking by operating power equipment, wear safety glasses to safeguard against flying particles. Be aware and avoid accidental contact with the equipment.
8. Disconnect power before changing blades, belts or bits. (See Lock Out/Tag Out).

POWDER-ACTUATED TOOLS

1. Only qualified employees who carry valid operator cards shall be permitted to operate powder-actuated tools. Training can be arranged through the manufacturers' representative or your Production Safety Representative.
2. Eye or face protection shall be worn by operators and assistants when the tool is in use.
3. Prior to use, the operator is to inspect the tool to determine that it is in proper working condition.
4. Any tool found not to be in working condition shall be immediately removed from service, tagged "Defective," given to the supervisor and not used until it has been repaired.
5. Use only fasteners and powder loads recommended by the tool manufacturer for a particular tool.
6. Tools shall be loaded just prior to firing. If the work is interrupted after loading, the tool shall be unloaded immediately.
7. Never point a loaded or unloaded powder actuated tool at any person.

8. Always keep hands and feet clear of the open barrel end.
9. The tool should be held perpendicular to the work surface when fastening into any material, except for specific applications approved by the tool manufacturer.



TABLE SAWS

Woodworking can be DANGEROUS if safe and proper operating procedures are not learned and followed. Using the machine with respect and caution will considerably lessen the possibility of personal injury. If normal safety precautions are overlooked or ignored, severe injury to the operator may result. Whenever possible use all safety equipment such as guards, push sticks, hold-downs. Featherboards, goggles, dust masks and hearing protection can reduce your potential for injury. Even the best guard won't make up for poor judgment, carelessness or inattention. Always use common sense and exercise caution in the workplace. If a procedure feels dangerous, or you do not understand the task and equipment interface then don't try it. Get advice from your supervisor or figure an alternative way to make the cut that feels safer. REMEMBER: Inform your supervisor of any faulty equipment. Your personal safety is your responsibility.

Table saws are designed for certain applications only. Do not modify or use this machine for any application other than those for which it was designed. If you have any questions relative to an application, do not use this table saw until you have first contacted your supervisor or the manufacturer and determined if the machine is appropriate to your task.

1. Only persons trained in the safe operation of table saws shall be allowed to operate them.
2. For your own safety, read the instruction manual before operating. Learn the correct application and limitations as well as any specific potential hazards of your table saw.
3. **KEEP GUARDS IN PLACE** and in working order. Removal of the guard requires the permission of your supervisor.
4. **WEAR PROPER APPAREL.** Do not wear loose clothing, gloves, rings, bracelets, or other jewelry that may get caught in moving parts of the table saw. Non-slip footwear is recommended. Wear protective hair covering to keep hair from becoming entangled.
5. **ALWAYS USE SAFETY GLASSES.** Every day eye glasses only have impact resistant lenses; they are not safety glasses. Also use face shields and/or dust masks if cutting operations are dusty.
6. **GROUND ALL TOOLS.** If a tool is equipped with a three-prong plug, it should be plugged into a three-hole electrical receptacle, if an adapter is used to accommodate a two-prong receptacle, the adapter lug must be attached to a known ground. Never remove the third prong.
7. **REMOVE ADJUSTING KEYS AND WRENCHES.** Form the habit of checking to see that keys and adjusting wrenches are removed from the table saw before turning it "on."
8. **KEEP YOUR WORK AREA CLEAN.** Cluttered areas and benches invite accidents. Use a brush to clear not your hands.
9. **DON'T USE IN DANGEROUS ENVIRONMENT.** Don't use power tools in damp or wet locations, or expose them to rain. Keep your work area well-lighted.
10. **KEEP EMPLOYEES AND VISITORS AWAY.** All fellow employees and visitors should be kept a safe distance from your work area. You should stay a safe distance back from other employees work areas.
11. Make work area FOOLPROOF — with padlocks, master switches, lock out tag out, or by removing starter keys.
12. **DON'T FORCE** a table saw. It will cut cleaner and be safer at the rate for which it was designed.
13. Secure work. Use clamps or vise to hold your work when practical. It's safer than using your hand and frees both hands to

operate the table saw.

14. Don't overreach. Keep proper footing and balance at all times.
15. **MAINTAIN** tools in top condition. Keep tools sharp and clean for best and safest performance. Follow manufacturer instructions for lubricating and changing accessories.
16. **TURN OFF THEN DISCONNECT** the machine before servicing and when changing accessories such as blades, bits, cutters, etc.
17. Use recommended accessories: The use of accessories and attachments not recommended by the manufacturer may cause hazards or a risk of injury to you or other nearby employees.
18. Reduce the risk of unintentional starting. Make sure switch is in "OFF" position before plugging in power cord.
19. **NEVER STAND ON A TABLE SAW.** Serious injury could occur if the tool is tipped or if the cutting blade is accidentally contacted.
20. Check damaged parts. Before further use of the tool, a guard or other part that is damaged should be carefully checked to ensure that it will operate properly and perform its intended function — check for alignment of moving parts, binding of moving parts, breakage of parts, mounting, and any other conditions that may affect its operation. A guard or other part that is damaged should be properly repaired or replaced.
21. Direction of feed. Feed work into a blade or cutter against the direction of rotation of the blade or cutter only.
22. **NEVER** leave a tool running unattended. **TURN THE POWER OFF.** Don't leave the table saw until the blade comes to a complete stop.
23. **DRUGS, ALCOHOL, MEDICATION.** Do not operate this tool while under the influence of drugs, alcohol, or any medication.
24. Make sure the table saw is disconnected from power supply while the motor is being mounted connected or disconnected.

WARNING: The dust generated by certain woods and wood products may be injurious to your health. Always operate machinery in well ventilated areas and provide for proper dust removal. Use proper dust removal systems whenever possible. Use appropriate PPE such as dust masks. If you have any questions, contact your Production Safety Representative.



CIRCULAR SAWS

1. Only persons trained in the safe operation of circular saws shall be allowed to operate them.
2. **WARNING:** Do not operate your saw until it is completely assembled and installed according to the instructions.
3. If you are not thoroughly familiar with the operation of circular saws, seek advice from your supervisor, knowledgeable employee, or other qualified person.
4. **AVOID** awkward operations and hand positions where a sudden slip could cause your hand to move into the cutting tool. Find another way.
5. **ALWAYS KEEP HANDS AND FINGERS AWAY FROM THE BLADE.**
6. **NEVER** stand or have any part of your body in line with the path of the saw blade,
7. **NEVER** reach behind or over the cutting tool with either hand for any reason.
8. **NEVER** attempt to free a stalled saw blade without first turning the saw "OFF."
9. **NEVER** start the saw with the work-piece pressed against the blade.
10. **NEVER** use solvents to clean plastic parts. Solvents could possibly dissolve or otherwise damage the material. Only a soft damp cloth should be used to clean plastic parts.
11. Should any part of your circular saw be missing, damaged, or fail in any way, or any electrical components fail to perform properly,

shut off switch and remove plug from power supply outlet. Tag and report the machine to your supervisor. Ensure that missing, damaged or failed parts are present and in good working order before resuming operation.

Additional information regarding the safe and proper operation of this product is available from the Safety Pass Center; the Production Safety Representative; the National Safety Council, the manufacturer and your supervisor.

WELDING

Only persons trained in the safe operation of welding equipment shall be allowed to operate it.

Gas Welding

1. Compressed gas cylinders should be stored and transported in the upright position with the valve protective caps on. Cylinders in portable service are to be secured upright with a chain.
2. Welding is not permitted in areas with limited or restricted air supply (see Confined Space) without prior approval from the Production Safety Representative.
3. Cylinders will not be stored or placed where they are exposed to heat, flame, impact, electric arcs or circuits, high temperature process equipment or sparks.
4. Empty cylinders should be tagged "Empty" and stored separately from full ones with the valve cap in place.
5. Proper eye and/or face protection will be worn when welding.
6. Torches should be lighted by friction lighters or other approved devices and not by matches or from hot work.
7. Cutting or welding will be permitted only in areas that are, or have been made, fire safe.
8. Suitable fire extinguishing equipment should be maintained ready for use while welding and cutting are being performed.
9. Designated fire watches should be used whenever welding or cutting is performed in locations where other than a minor fire might develop.

Arc Welding and Cutting

1. Workers or other persons adjacent to the welding areas shall be protected from the rays by noncombustible or flameproof screens or shields, or should wear appropriate goggles.
2. Arc welding and cutting cables should be completely insulated, flexible and capable of handling the maximum current required by the operations to be performed. Take into account the number of duty cycles.
3. When electrode holders are left unattended, electrodes should be removed and holders situated so as to prevent employee injury.
4. The power supply switch should be kept in the off position when arc welders or cutters leave or stop work, or when machines are moved. Never unplug a machine in the "on position".
5. When arc welding is performed in wet or in high humidity conditions, employees should use additional protection to prevent the increased potential of electric shock. Use rubber pads or boots.
6. When welding employees are exposed to ultraviolet radiation and should cover their skin completely to prevent ultraviolet burns or damage. Helmets and hand shields should not have leaks, openings or highly reflective surfaces.

ROPE AND CHAIN

Fiber Rope

1. Never drag a rope. This hurts the outer fibers and leads to the eventual deterioration of the rope's overall strength.
2. Avoid kinking. This strains the rope and overstresses the fibers.
3. Splice, don't knot. When joining lengths of ropes, they should be spliced, not knotted. A properly done splice will hold up 100% of the strength of the rope, but a knot only half.

4. Don't allow rope to freeze and store away from heat, moisture, chemicals, rodents, and sunlight.

Wire Rope

1. Use sheaves and drums of suitable size and design.
2. Don't exceed the rated capacity of wire rope.
3. Check for the integrity of the wire rope.
4. Be sure to use the correct lay (twist) for the application.

Chains

1. Take up slack slowly and make sure every link seats correctly.
2. Chain shackles are to be used for shortening and/or splicing chains together. Bolts as makeshift links or fasteners are prohibited.

INDOOR CRANE (HOIST)

1. The hook should have a safety latch that closes the throat of the hook.
2. Read the ANSI warning tag listing operational checks, which should be located on the control section.
3. Never exceed the cranes lifting capacity; it should be stenciled on both sides of the hoist.
4. Determine the weight of the load by checking the manufacturer information or request a dynamometer from your Production Safety Representative.
5. Select the proper rigging gear that is within the Safe Working Load (SWL) of the web sling or wire rope being used.
6. Inspect the rigging gear prior to use. For wire rope, never exceed six or more broken wires within one lay of strand length. The wire rope is to be discarded.
7. Cranes are designed for vertical lifts only. Side pulling may result in hoist and crane breakdown or collapse.
8. Sling angles are very critical; never exceed 45 degrees, as this will put too much tension on the sling.
9. Conduct all lifting operations so that no one would be injured if there were an equipment failure.
10. Never leave a suspended load unattended.
11. Do not pass a load over coworkers or allow anyone to walk under the load.
12. Personal protective equipment, including, hard hats, eye protection, hearing protection, and gloves should be worn by employees when appropriate.

COMPRESSED AIR

1. Compressed air or other compressed gases in excess of 10 pounds per square inch gauge shall not be used to blow dirt, chips, or dust from clothing while it is being worn.
2. Do not disconnect air hoses at compressors until the hose line has been bled.
3. Compressed air or gases are not to be used to empty containers of liquids where the pressure can exceed the container's safe working pressure.
4. Use personal protective equipment such as safety glasses to protect employees from eye or body injury.
5. Abrasive blast cleaning nozzles are to be equipped with an operating valve, which are to be held open manually. A support is to be provided on which the nozzle may be mounted when not in use.
6. Compressed gases shall not be used to elevate or otherwise transfer any hazardous substance from one container to another unless the containers are designed to withstand (with a factor of safety of at least four) the maximum possible pressure that may be applied.

VEHICLES

☐ **LIFTGATES**

Pre-Operations

1. Read and comply with the liftgate operating instructions and all safety decals.
2. Inspect the liftgate and do not use if there are signs of poor maintenance.
3. Before loading the liftgate, ensure that the landing area is adequate for loading and unloading freight.

Operations

1. Before lifting or lowering, ensure that loads are secure (i.e. brakes, chocks, sandbags.).
2. Anyone riding the liftgate should position themselves so a shifting load will not harm them or knock them off the liftgate.
3. Recognize and avoid pinch points.
4. Keep the work area clear of people, and stand to the side of the vehicle when bringing the liftgate up or down.
5. If necessary - due to the nature of the load - ask for help from an employee with experience operating liftgates.
6. Secure top-heavy loads with ratchets or strapping to prevent them from tipping.
7. Do not lift or lower loads greater than the rated capacity of the liftgate.

☐ **FORKLIFTS**

1. Only employees who have been properly trained and can safely operate a forklift may do so. The Production Safety Representative can help arrange training.
2. The use of additional counter balances on forklifts is strictly forbidden.
3. Never allow riders on vehicles or bicycles to "hitch rides."
4. Never ride or allow anyone to ride on the forks of lift trucks.
5. Never place any part of your body outside the running lines of an industrial truck or between the mast uprights or other parts of the truck where shear or crushing hazards exist.
6. Never stand, pass, or work under the elevated forks of any industrial truck, loaded or empty, unless they are blocked in position.
7. Never operate an industrial truck with a leak in the fuel or hydraulic system.
8. When operating a forklift, always look in the direction of travel and never move a vehicle until you're certain there are no people in your path of travel.
9. When ascending or descending grades in excess of 10 percent, drive loaded trucks with the load upgrade.
10. Always carry the forks as low as possible, consistent with safe operations.
11. When leaving a vehicle unattended, always shut off the power, set the brakes, lower the forks, and bring the mast to the vertical position. When leaving the vehicle on an incline, always chock the wheels.
12. When necessary to elevate employees using a forklift, make sure the platform is of sufficient size to accommodate the employee and material elevated, and that the platform is secured and meets the guardrail, backboard and toe board requirements as set forth by CAL/OSHA. Refer to section "Forklift Mounted Work Platforms" for additional requirements.
13. NEVER TOWER OR TRAVEL WITH A WORKER IN A FORKLIFT MOUNTED WORK PLATFORM.
14. Never operate a vehicle on floors, sidewalks, doors or platforms that will not safely support the loaded vehicle.

15. Always maintain a minimum distance of one tire width from the edge of any elevated dock, platform, freight car or truck.
16. Never load any truck in excess of its rated capacity as stated on the manufacturers ID plate.
17. Never move a loaded vehicle until the load is safe and secure.
18. Use extreme care when tilting loads. NEVER TILT FORWARD WITH THE FORKS ELEVATED, except when picking up a load. NEVER TILT AN ELEVATED LOAD FORWARD, except when depositing it onto a storage rack or equivalent. When stacking or tiering, limit backward tilt to that necessary to stabilize the load.
19. Always place the forks in such a manner that the load will be securely held or supported.

☐ **FORKLIFT- MOUNTED WORK PLATFORMS/ MANBASKETS**

1. The platform deck shall be equipped with:
 - a) A guardrail or other structure around its upper periphery that shall be 42 inches high with a midrail. (Chains or the equivalent may be substituted where they give equivalent protection.)
 - b) Where the guardrail is less than 39 inches high, an approved personal fall protection system consisting of a harness and shortened lanyard providing fall restraint shall be used.
2. Elevating Work Platforms shall include:
 - a) Toeboards at sides and ends which shall not be less than 3 ½ inches high. (EXCEPTION: Toeboards may be omitted at the access openings and on television and movie camera booms.
 - b) A platform the minimum width of which shall not be less than 16 inches.
3. Aerial baskets or platforms shall not be supported by adjacent structure(s) when workers are on the platform or in the basket while in an elevated position.
4. Lift controls shall be tested in accordance with the manufacturer's recommendations or instructions prior to use to determine that such controls are in safe working condition.
5. Belting off to an adjacent pole, structure or equipment while working from an aerial device shall not be permitted.
6. Employees shall not sit or climb on the edge of the basket or use planks, ladders or other devices to gain greater working height.
7. Boom and basket and platform load limits specified by the manufacturer shall not be exceeded.
8. When elevating personnel with the vehicle stationary the braking systems shall be set.
9. Provided they can be safely installed, wheel chocks shall be installed before using an aerial device on an incline.
10. If an approved forklift work platform is used to elevate workers, ensure the work platform is securely attached to the forks or mast in such a manner as to prevent tipping, slipping, or falling from the supports.
11. Ensure that the rear of the basket has a protective barrier at least six feet tall securely strapped to the rails of the basket to prevent any elevated employees from becoming entangled in the forklift's elevating machinery.
12. Always make sure there is an operator in the control position on the lift truck while there is a worker on the elevated platform.
13. Do not travel with the workers on the platform (towering) other than to make minor adjustments for final positioning of the platform.
14. **Do not operate forklifts within 10 feet of an energized high voltage source unless danger from accidental contact has been effectively guarded against.**

15. Never work from a platform attached to a forklift when:
 - a) exposed to extreme weather conditions (thunderstorms, high winds, heavy rain, extreme heat/cold etc.) unless provisions have been made to for the protection and safety of the workers
 - b) winds exceed 25 miles per hour.
16. Secure all loose objects or production equipment that may inadvertently fall from the platform.
17. Do not use a forklift or other aerial device as a welding ground.
18. Do not weld on aerial equipment without first disconnecting both positive and negative battery terminals. Refer to the manufacturer's Operating Manual.



CRANE OPERATION AWARENESS

1. The travel of cranes or boom-type excavators shall be controlled so as to avoid collision with persons, material, and equipment.
2. The empty hook shall be lashed or otherwise restrained so that it cannot swing freely.
3. Tag or restraint lines shall be used where rotation of the load is hazardous.
4. Cranes shall not be operated with wheels or tracks off the ground or working surface at any time unless properly bearing on outriggers.
5. The brakes shall be tested each time a load approaching the rated load is handled by raising the load a few inches and applying the brakes.
6. Only one crane is to be used to lift a load.
7. A crane, derrick, or hoist shall not be loaded beyond its rated capacity.
8. The load shall be attached to the hook by means of sling or other suitable or effective means.
9. Slings shall be inspected before use and be free of kinks or twists.
10. When moving the load, the individual directing the lift shall see that:
 - a) The crane is leveled for the work being performed and the wheels blocked where necessary.
 - b) The load is well secured and properly balanced in the sling or lifting device before it is lifted a few inches.
11. All individuals assisting in the lift shall wear proper personal protective equipment including seat belts, gloves and hard hats.
12. When a load of any kind is to be suspended for any considerable length of time, the brake shall be firmly applied.
13. Cranes shall not be left unattended while the load is suspended unless the load is suspended over water, a barricaded area, or blocked up or otherwise supported from below during repairs or emergency.
14. Employees are prohibited from standing under any suspended loads.



AERIAL PLATFORMS: General

1. This section covers the safe operations of the following vehicles: (1) vertically operated elevating work platforms or "scissors lifts"; (2) boom mounted telescoping and rotating elevating work platforms or "condors", and (3) forklifts with attached work platforms.
2. Only persons trained in the safe operation of these work platforms shall be allowed to operate the elevating aerial work platforms described above.
3. Do not use this equipment if you feel dizzy, ill, or unsteady in any way. Do not use while under the influence of alcohol or drugs.
4. All labels and placards shall be legible and in good condition. Operators should review the accompanying manual.
5. Clear all personnel below and around the platform when it is being raised or lowered.

6. Do not sit or stand on guardrails or use guardrails to carry materials. Do not allow overhanging materials when elevating the platform.
7. Work only within the platform guardrail area and do not attempt to increase the working height by any other means such as standing on the mid-rail or toe-board. Do not lean out over the platform railing to work.
8. Do not release the outriggers, or move the unit with a person or materials on board.
9. Do not use the lift to do work which would result in horizontal force being applied to the work platform.
10. Make sure the chain guardrail is in place.
11. Do not use near moving vehicles.
12. Batteries should be charged in well ventilated areas free of sparks and open flames.
13. Do not exceed manufacturer's load capacity.
14. The condition of the equipment shall be inspected prior to operation. Check for the manual, maintenance logs, for damage or leaking hydraulic lines. Carefully check each operational control. Return the equipment to the vendor if any of the aforementioned condition exists.
15. Evaluate the job to be done using the equipment you intend to use at the job sites location and think through the work to discover potential hazards.
16. Do not operate an aerial elevating work platform within 10 feet of an energized, high voltage line or source unless danger from accidental contact with the source has been effectively guarded against. Apply greater clearance distances with greater high voltage, and wetter conditions.
17. The operation of aerial platforms OVER energized, high voltage sources of any kind is prohibited at all times.
18. Make sure the jobsite's surface is stable and will support the equipment, and there are no hazardous irregularities or accumulation of debris, which might cause the moving platform to overturn.
19. Soft surfaces or soundstage flooring with pits or weight restrictions may require the use of grip track (to spread the load) or outriggers (to add stability). When in doubt, contact the facility Operations Department or your Production Safety Representative. Always observe stage floor load restrictions.
20. Survey the route to be used. Check for overhead obstructions, traffic, holes in the pavement, ground, soft shoulders, ditches, slope of the road, etc.
21. Operation of aerial platforms on inclined surfaces shall not exceed manufacturer's ratings. Wheel chocks shall be used on inclined surfaces.
22. No employee shall stand in front of or behind an aerial platform when it is being moved.



AERIAL PLATFORM: Operation

1. SAFETY HARNESES – an approved safety harness with lanyard shall be properly worn when using an aerial/elevating work platform.
2. The lanyard shall be securely attached to the manufacturer's anchorage point basket, tub, or platform.
3. Belting off to an adjacent pole, structure or equipment while working from basket, tub, or platform is prohibited.
4. The lanyard shall be attached in a manner that prevents a free fall of more than four feet. (Lanyards used on scissor lifts shall be shortened so the employee cannot fall over the top rail.)
5. Do not load the basket, tub, or platform/basket beyond its rated maximum height or reach.
6. Do not attempt to raise the platform/basket beyond its rated maximum height or reach.

7. Aerial baskets, tubs, or platforms shall not be supported by or attached to any adjacent structures.
8. Ladders, planks, or any other objects shall not be placed in or on top of the platform (or guardrail) to gain greater height.
9. Workers shall not climb or sit on the edge of the basket/platform.
10. The brake system shall be set whenever workers are being elevated in the vehicle.
11. Outriggers should be on solid footing and shall be equipped with hydraulic holding valves or mechanical locks at the outriggers.
12. Operate all controls slowly to facilitate smooth platform movement.
13. Only in emergencies should lower level controls at the base of the platform be operated when workers are in the basket.
14. Boom mounted, telescoping and rotating aerial platforms shall not be used as cranes.
15. **No Towering** - When using condors and scissors lifts, DO NOT travel (move the wheels) with a worker in the basket. The boom should be retracted completely before traveling or moving.
16. "Climbers", pole-climbing equipment, shall not be worn while performing work from an aerial device.
17. Where traffic or moving vehicles are present, the work area around the aerial equipment shall be marked by flags, signs, traffic cones, or other means of traffic control.
18. Remote control operation may only be done from the side of the aerial platform: never in front of, or behind the vehicle.

ELECTRIC CARTS

1. Electric cart speed limit is **8 mph**.
2. Electric carts are not to be modified in a way that will affect capacity and safe operation of the vehicle (for instance, you should not add a trailer hitch).
3. Battery charging installations will be in marked designated areas that are well ventilated.
4. Whether on or off-lot, drivers of electric carts will obey all DMV vehicular traffic signs and regulations:
 - a) stop at posted intersections and blind corners
 - b) obey the speed limit
 - c) do not pass moving vehicles
 - d) avoid quick or jerky stops and turns at fast speeds.
 - e) use seat belts and turn signals whenever crossing city streets.
5. **Only licensed and specially-equipped golf carts are allowed on city streets. Always check with your supervisor before driving off the lot.**
6. Feet, legs, arms and hands are to be kept inside the electric cart at all times. **Do not drag your foot outside the cart.**
7. Never park the electric cart in a fire lane, aisle or doorway, or block material or equipment to which someone else may need access.
8. The number of passengers may not exceed the number of seats or the manufacturer's recommended seating/weight capacity.
9. When carrying a load, it is the driver's responsibility to be sure the load is stable and will not fall off the vehicle while the vehicle is moving. Loads will be balanced, braced and secured. Always drive more slowly and with greater caution when transporting a heavy load.
10. Golf carts have been known to flip over, causing serious injury. Always drive under control and avoid sudden sharp turns.
11. Smoking is not permitted in golf carts.
12. Communications on cell phones is not permitted while driving a cart.

There is to be absolutely no horseplay on the golf carts.

BICYCLES

1. Keep your bicycle in good mechanical condition (tires, chain, brakes).
2. Obey all traffic rules and signs - always give proper signals to indicate your intended direction at intersections.
3. Walk your bike across busy intersections.
4. Always ride with the traffic and as close as possible to the right side of the road.
5. Smoking is not permitted on bicycles.
6. Communications on cell phones is not permitted while riding a bicycle
7. Beware of production vehicles and silent electric carts.
8. Always ride single file and watch for opening car doors.
9. Bicycles are built to carry one person **ONLY**.
10. Yield right of way to pedestrians.
11. Never carry heavy loads or long items which reduce your ability to maneuver your bicycle safely.
12. When carrying a small load, it is the rider's responsibility to be sure the load is stable and will not fall off the bicycle while it is moving. Loads will be balanced, braced and secured to prevent tipping and falling.
13. Riders should not attempt to tow other materials alongside or behind a bicycle (for example, with a rope, chain or by hand).
14. Riders are not allowed to "hitch rides" alongside other moving vehicles, such as golf carts, forklifts, etc.

SET WALLS

Loading, Transporting, & Storing

1. Have adequate manpower and proper tools available prior to loading. Inform your supervisor if you need help.
2. Inspect each set wall for splinters, jagged edges, rough or slippery surfaces, and protruding nails prior to loading.
3. Set walls should be loaded properly prior to transport:
 - a. Secure the first (key) set wall to the gate or side of the A-frame/truck/trailer/lowboy.
 - b. Secure the next set wall to the key set wall via grip chain or cleats and floor nailing.
 - c. Secure each additional set wall in the same manner.
 - d. During loading or upon completion, nail a top cleat or "high tie" to the set walls. Do not allow set walls to remain "free-standing".

Unloading

1. Inspect the load to ensure no set pieces have become dislodged during transport and that the load was properly secured.
2. Have adequate manpower and proper tools prior to unloading. Inform your supervisor if you need help.
3. Remove "high tie" which is securing the outer set wall to the inner set walls.
4. Remove the side cleat or grip chain and floor nails securing the outer set wall while leaving the remaining set walls secure.
5. Carefully unload the outer set wall. All workers should position themselves from the sides and not in the middle.
6. If a forklift is not available or the weight of the set wall requires wall jacks, they should be attached to both ends of the set wall as soon as it is lowered from the A-frame/truck/trailer/lowboy.
7. Once pushed into position, the wall jacks should be removed one at a time.
8. When using a dolly to roll the set wall into place, position it carefully under the wall.

REMEMBER: You may not move set walls when you lack manpower. Tell your supervisor when you need help.

EMPLOYEE ACKNOWLEDGMENT
General Safety Guidelines for Production

Production Company: _____

Show Name: _____

I understand and acknowledge:

- The Company's Production Safety Manual and applicable Federal and State laws and regulations, 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 and read the *General Safety Guidelines for Production*, and any revisions to the same (collectively "Guidelines"). I have been informed that failure to adhere to these Guidelines will subject me to discipline up to and including immediate discharge for cause. In addition to the Guidelines, the Company has an Injury & Illness Prevention Program (IIPP). It is located in the **Production Safety Manual** and available for review in the Production Office, Construction Office, on-set with the 1st AD, or online at safetyontheset.com.
- I will see my Supervisor or call the Anonymous Safety Hotline at (818) 954-2800 or (877) 566-8001 (toll-free worldwide) if I have questions, safety concerns or need training.
- 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, work shoes, and PPE as recommended by Company representatives, such as supervisors, and Production Safety Representatives.
- 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 an aerial boom lift, a scissor lift, a man lift, or working near the edge of any elevated work surface. (*See attached General Safety Guidelines for Production for trigger heights.*)
- 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 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 IIPP/ Safety Manual, from my Supervisor, at www.safetyontheset.com and/or from the Production Safety Representative. The IIPP guidelines include:
 - Aerial lifts – including condors, scissor lifts, man lifts.
 - Working from Heights – including ladders, soundstage permanents, rooftops and scaffolding.
 - AMPTP Safety Bulletins.
 - Codes of Safe Practices.
 - Tool Box Talks.
 - Safety Data Sheets (SDS).

- I must attend safety meetings and training as instructed by my supervisor or 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 as outlined in the Production Weapons Policy.

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:

CONTACT LIST FOR INJURY AND ILLNESS PREVENTION PROGRAM FOR PRODUCTION

Production Name:		Production Location:	
Today's Date:		To Be Completed By:	<i>Production Office Coordinator</i>
To Be Retained By:	<i>Production Office Coordinator</i>	To Be Sent To:	<i>Production Safety Representative</i>
Instructions:	When: <i>At beginning of production.</i> Frequency: <i>Once, unless contact information changes.</i>		
<i>Position</i>	<i>Name</i>	<i>Office Phone</i>	<i>Emergency Phone</i>
Unit Production Manager			
Production Office Coordinator			
1 st AD (Odd)			
1 st AD (Even)			
Construction Coordinator			
Transportation Coordinator			
Production Executive			
Production Attorney			
Production Safety Representative			

SERIOUS INCIDENT REPORTING PROCEDURES

Incidents that result in transportation by ambulance, visitation to the hospital by one or more employees, any treatments other than general first aid, or any serious property/asset damage, must be reported as follows:

Unit Production Manager Responsibilities:

In the event of a serious accident, injury or mishap, AFTER ALL NECESSARY EMERGENCY PERSONNEL ARE CALLED, the UPM should contact the PRODUCTION EXECUTIVE WITHOUT EXCEPTION.

Name: _____ Office: _____ Cell: _____

After discussion with your Production Executive and with her/his instruction, the following people will be notified:

- **Production Safety Representative:** Name: _____
Office: _____; Cell: _____; Anonymous Safety Hotline: (877) 566-8001
- **Risk Management Representative:** Name: _____
Office: _____; Cell: _____
- **Labor Relations Executive:** * Name: _____
Office: _____; Cell: _____
- **Publicity:** Name: _____
Office: _____; Cell: _____
- **Production Legal:** Name: _____
Office: _____; Cell: _____

**Under the union collective bargaining agreements, union notification is required of any injury, regardless of the severity.*

California OSHA, Federal OSHA, US States and other Countries and Provinces all have unique reporting requirements. The Production Safety Representative (PSR) will determine if the injury or illness should be reported. If so, the PSR will help you gather the required information, and will make the notification for you.

NOTE: Any employer, officer, management official or supervisor who knowingly fails to report a death to Cal-OSHA or knowingly induces another to do so is guilty of a misdemeanor and will face a penalty of up to one year in jail, a fine of up to \$15,000 or both. If the violator is a corporation or a limited liability corporation or company could be fined up to \$150,000.

The Production Safety Representative will assist you in completing an Accident Investigation Report – Form 9.

CAUTION: Written and/or verbal statements should not be taken unless authorized by the Studio Legal Department. Speculation regarding the cause(s) of accident(s) are not to be included as part of any investigation report. Under the guidance and direction of the Studio Legal Department, the Production Safety Representative will conduct any additional accident investigations necessary.

Any accident should be noted on the back of the Production Report on the date the accident occurred by identifying only the name of injured employee and classification.

On-Set Safety Meeting for Crew and Cast

At every stage and location, the 1st Assistant Director should conduct an on-set safety meeting with all Crew and Cast. The outline below should be used as a guide for subjects to be covered. In addition, the meeting should be recorded in the Daily Production Report – including time, location, specific topics covered and who was there if specific departments or people. A separate meeting should be held at every stage and/or location for any given day.

Production Name:

Date:

Time:

AM PM

Location:

Meeting Conducted By: (Name)

(Title)

SAFETY MEETING CHECKLIST

☐ **Emergency Plan:**

- Local Emergency Response telephone number
- Fire alarm pull stations
- Emergency exits
- Escape routes
- Post-evacuation assembly area
- DO NOT re-enter evacuated building until okayed by Fire Dept.

☐ **Name and location of Set Medic**

☐ **Location-specific hazards: lead paint, asbestos, traffic, etc.**

☐ **Potential hazards of planned activities: stunts, FX, drones, etc.**

☐ **Heat Illness Prevention Plan if temperatures above 80 F.**

☐ **If you are too tired or ill to work safely or drive home safely, tell Supervisor.**

☐ **Report any safety concerns to the Anonymous Safety Hotline at (818) 954-2800 or 877-566-8001.**

PRODUCTION STAGE HAZARD ASSESSMENT CHECKLIST

For any items found to be deficient, follow up with appropriate Key or Department Head, or Production Safety Representative

Production Name:		To Be Completed By:	<i>1st Assistant Director or Designee</i>
Copies Sent To:	<i>Production Safety Representative</i>	To Be Stored By:	<i>Production Office Coordinator</i>
Production Location:		Today's Date:	
Special Instructions:	<i>Complete a Hazard Assessment Checklist every other week for every stage used by Production. **Mark "N/A" for any items not applicable to your stage.**</i>		

GENERAL

☐	☐ N/A	Safety Poster completed and displayed in a location where all employees are likely to see it.
☐	☐ N/A	Entrances to stage are clear of trip hazards.
☐	☐ N/A	General housekeeping in good order.
☐	☐ N/A	Fire extinguishers accessible and "FIRE EXTINGUISHER" signs visible.
☐	☐ N/A	Appropriate safety equipment available.
☐	☐ N/A	Four-foot perimeter, aisles and passageways free of hazards.
☐	☐ N/A	Flats appropriately secured and braced.
☐	☐ N/A	Pits and floor openings covered or otherwise guarded.
☐	☐ N/A	All exits free of obstructions and "EXIT" signs visible.
☐	☐ N/A	Directions to exits, when not immediately apparent, marked with visible signs.
☐	☐ N/A	Standard stair rails or handrails on all stairways having four or more risers.
☐	☐ N/A	No storage under occupied raised platforms.

PAINT AND CHEMICAL PRODUCTS

☐	☐ N/A	Covered metal cans used for paint and paint-soaked waste.
☐	☐ N/A	Portable eye wash station present and "EYE WASH" sign is visible.
☐	☐ N/A	Paints, adhesives, solvents and chemicals kept in closed containers when not in use.
☐	☐ N/A	Each container (vat, bottle, storage tank, etc.) for a hazardous substance labeled with product identity and hazard warning.
☐	☐ N/A	Pressure vehicles/cylinders properly stored.
☐	☐ N/A	All propane has been removed from the stage.
☐	☐ N/A	All paint and chemical-containing products disposed of properly using certified hazardous waste company.
☐	☐ N/A	No paint or chemical products allowed in storm drains, sinks, or toilets.

AERIAL PLATFORMS AND LADDERS

☐	☐ N/A	Only trained and authorized personnel allowed to operate aerial platforms.
☐	☐ N/A	Approved safety harnesses and lanyards worn when using aerial platforms.
☐	☐ N/A	All ladders maintained in good condition and safety labels visible. (Take note of joints between steps and side rails, all hardware and fittings, and movable parts.)
☐	☐ N/A	Ladders kept clear of doorways, exits, and passageways.
☐	☐ N/A	When a ladder is used to gain access to an elevated work area, the ladder extends at least 3 feet above the elevated surface.

PERMANENTS - Catwalks

☐	☐ N/A	Guard rails (top and middle) and toe boards present and properly secured on all sides of the catwalks (except at the entrance to stairways or ladders.)
☐	☐ N/A	Catwalks free of trip hazards (rope, bracing, electrical cables, protruding nails, etc.)
☐	☐ N/A	All floating slats in place and spaced correctly.
☐	☐ N/A	Sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance.
☐	☐ N/A	House lighting in good working order.

(Form continues on back of page.)

PERMANENTS - "O" Zones		
☐	☐ N/A	Fall protection systems being used.
☐	☐ N/A	"O" Zones free of trip hazards (rope, protruding nails or bracing, etc.)
☐	☐ N/A	Hoisting areas designated and appropriate for the task.
☐	☐ N/A	When hoisting material or equipment, provisions made to assure no one will be passing under the suspended loads.
PERMANENTS - Electrical		
☐	☐ N/A	All wires and/or cords free of fraying and deteriorating insulation.
☐	☐ N/A	Electrical cords or cables routed neatly to one side of the catwalk to prevent tripping.
☐	☐ N/A	The bull cans have "WARNING" signs.
☐	☐ N/A	The bull cans are closed.
☐	☐ N/A	All set lights and/or overhead lighting fixtures (e.g. chandeliers) have a safety tie.
☐	☐ N/A	DC or AC cable runs and over current protection devices clearly identified and marked.
GREEN BEDS		
☐	☐ N/A	Green beds properly hung.
☐	☐ N/A	Green beds properly braced.
☐	☐ N/A	Hand and mid rails in place.
☐	☐ N/A	Cables properly stored or run neatly down one side of green bed.
☐	☐ N/A	Floor boards in good condition, not broken or holes outstanding.
☐	NOTES: <i>Please contact the Production Safety Representative if any unsafe conditions exist.</i>	
☐ Surveyed By:		☐ Title:
☐ Signature:		

CONSTRUCTION HAZARD ASSESSMENT CHECKLIST

For any items found to be deficient, follow up with appropriate Key or Department Head, or Production Safety Representative

Production Name:		To Be Completed By:	<i>Construction Coordinator/Designee</i>
Copies Sent To:	<i>Production Safety Representative</i>	To Be Stored By:	<i>Production Office Coordinator</i>
Production Location:		Today's Date:	
Special Instructions:	<i>Complete a Hazard Assessment Checklist every other week for every Construction Mill or location.. **Mark "N/A" for any items not applicable to your stage.**</i>		

GENERAL

☐	☐ N/A	Safety Poster completed and displayed in a location where all employees are likely to see it.
☐	☐ N/A	Entrances to stage are clear of trip hazards.
☐	☐ N/A	General housekeeping in good order.
☐	☐ N/A	Fire extinguishers accessible and "FIRE EXTINGUISHER" signs visible.
☐	☐ N/A	Appropriate safety equipment available.
☐	☐ N/A	Appropriate machine guards - including push sticks - available and in use.
☐	☐ NA	Appropriate Person Protective Equipment (PPE) available and in use.
☐	☐ N/A	Four-foot perimeter, aisles and passageways free of hazards.
☐	☐ N/A	Flats appropriately secured and braced.
☐	☐ N/A	Pits and floor openings covered or otherwise guarded.
☐	☐ N/A	All exits free of obstructions and "EXIT" signs visible.
☐	☐ N/A	Directions to exits, when not immediately apparent, marked with visible signs.
☐	☐ N/A	Standard stair rails or handrails on all stairways having four or more risers.
☐	☐ N/A	No storage under occupied raised platforms.

PAINT AND CHEMICAL PRODUCTS

☐	☐ N/A	Covered metal cans used for paint and paint-soaked waste.
☐	☐ N/A	Portable eye wash station present and "EYE WASH" sign is visible.
☐	☐ N/A	Paints, adhesives, solvents and chemicals kept in closed containers when not in use.
☐	☐ N/A	Each container (vat, bottle, storage tank, etc.) for a hazardous substance labeled with product identity and hazard warning.
☐	☐ N/A	Pressure vehicles/cylinders properly stored.
☐	☐ N/A	All propane has been removed from the stage.
☐	☐ N/A	All paint and chemical-containing products disposed of properly using certified hazardous waste company.
☐	☐ N/A	No paint or chemical products allowed in storm drains, sinks, or toilets.

AERIAL PLATFORMS AND LADDERS

☐	☐ N/A	Only trained and authorized personnel allowed to operate aerial platforms.
☐	☐ N/A	Approved safety harnesses and lanyards worn when using aerial platforms.
☐	☐ N/A	All ladders maintained in good condition and safety labels visible. (Take note of joints between steps and side rails, all hardware and fittings, and movable parts.)
☐	☐ N/A	Ladders kept clear of doorways, exits, and passageways.
☐	☐ N/A	When a ladder is used to gain access to an elevated work area, the ladder extends at least 3 feet above the elevated surface.

☐ NOTES:	<i>Please contact the Production Safety Representative if any unsafe conditions exist.</i>
☐ Surveyed By:	☐ Title:
☐ Signature:	

Tool Box Talk Attendance Form

Production:	Stage#/Location:	Instructor:
--------------------	-------------------------	--------------------

Date:	Tool Box Talk Topic:
--------------	-----------------------------

Sign-In Sheet

	Print Name	Sign Name	Job Description/Local
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

LOCATION PRE-PRODUCTION HAZARD ASSESSMENT CHECKLIST			
The following information is presented as a general safety checklist to help identify potential production location safety issues.			
Production Name:		To Be Completed By:	
Copies Sent To:		To Be Stored By:	
Unit Production Manager, Safety Representative		Production Office Coordinator	
Today's Date:		Location Name:	
Location Address:			
Special Instructions:		When: During location scout. Frequency: At each new location. Mark "N.A." for any items that don't apply.	
☐	☐ N/A	If any Hazardous Materials not associated with the production are stored at the site:	
		- Speak with property re: storage, labeling, and/or disposal of all hazardous materials present. - See that Safety Data Sheets (SDS) are available for hazardous materials stored at the site.	
☐	☐ N/A	Call Safety Representative for assistance in arranging for the disposal of hazardous waste .	
☐	☐ N/A	See to it that the local Fire Department has been briefed on the proposed activity and, if required, permits have been obtained.	
☐	☐ N/A	If FX will be using heavy smoke, pyro , or large amounts of dust , call Safety Representative.	
☐	☐ N/A	Learn from the property representative the maximum load limit for floor loads and other elevated surfaces and tell the Construction Coordinator.	
☐	☐ N/A	Learn from the property representative if the buildings contain asbestos, lead paint, chemicals , unidentified drums, excessive trash/debris, animal feces, or pose other health problems.	
☐	☐ N/A	Determine if your Production Company has any plans to disturb any walls, partitions, paint or other surfaces that may contain asbestos or lead.	
☐	☐ N/A	Exits are functional and properly marked.	
☐	☐ N/A	Building is equipped with emergency lighting .	
☐	☐ N/A	Building is equipped with a functional fire sprinkler system .	
☐	☐ N/A	Fire extinguishers are available and tagged with the date of last inspection.	
☐	☐ N/A	Issues concerning streets, highways, traffic patterns, train tracks, flight paths and patterns, facility access, fire lanes and parking considerations, power lines, etc., have been addressed.	
☐	☐ N/A	Elevator permits are available and up-to-date, and capacity limits have been discussed.	
☐	☐ N/A	Hazard Signs such as Danger, Warning, Caution, Keep Out, etc. posted if needed (including No Smoking or No Guns signs).	
☐	☐ N/A	Helicopter landing sites have been approved by the Pilot or the Aerial Coordinator and clearly delineated and adequately cleared.	
☐	☐ N/A	Water Quality issues address prior to entry.	
☐	☐ N/A	Indigenous animal/plant concerns within the region have been addressed. (Poison oak, mosquitoes, snakes, etc.)	
☐	☐ N/A	Fall Hazards such as rooftops and balconies may need additional protection. Call your Safety Representative.	
Notes: (Use this space to indicate any other conditions that may require special attention.)			
Completed By:		Signature:	

(Form 7) Location Pre-Production Hazard Assessment Checklist

Asbestos/Lead/Mold Guidelines

YES	NO					
		Are there any damaged building materials or debris at the location? Examples of damaged materials include the following: - Flakey Paint Chips - Loose Plaster/Drywall - Broken and/or Loose Floor Tiles - Exposed Pipe Insulation VISIBLE Mold (See additional measures below)				
		Will any additional building materials be disturbed by production during prep, filming and/or strike? Disturbance includes the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">• Drilling/Nailing</td> <td style="width: 50%;">• Sanding</td> </tr> <tr> <td>• Demo/Removal</td> <td>• Rigging</td> </tr> </table> If the answer to either of the above questions is “YES”, then these materials should be sampled by an environmental consultant to determine whether asbestos or lead is present.	• Drilling/Nailing	• Sanding	• Demo/Removal	• Rigging
• Drilling/Nailing	• Sanding					
• Demo/Removal	• Rigging					
		Did any of the materials tested come back positive for asbestos or lead? If this answer to the above question is YES, a licensed abatement contractor should be contracted to mitigate the hazard. This may include the following: - Complete or Partial Abatement/Removal - Sealing/Encapsulating the Damaged Surface/Material - Isolating the Area Following the cleanup, a third-party environmental consultant should provide clearance sampling to verify that the work area is safe for re-entry. Please note that clearance sampling for lead abatement should only consist of air sampling unless minors will be present. If minors will be present, then wipe sampling should be performed.				
VISIBLE MOLD						
During the building materials survey by the environmental consultant, a notation should be made in the report as to whether there’s visible mold in the building. Air samples for mold should not be collected. If visible mold is present, any water leaks should be repaired, and the visible mold should be removed by an abatement company. The confirmation of abatement shall consist of a subsequent visual inspection.						
If testing and/or mitigation is performed, all reports should be forwarded to your production safety representative and posted on location.						

LOCATION PREP/STRIKE SAFETY

This form contains important location safety information for Prep and Strike crews. The Location Manager should complete for every location and distribute to Prep and Strike crews for posting. Copies should be sent to the Production Office Coordinator and the Production Safety Representative.

Production Name:

Date:

Location Name:

Number & Street:

City & Zip:

Phone:

EMERGENCY PLAN

Medical, Fire or Police Emergency: 911 Unless facility has on-site response number:

Emergency Exit Locations:

Evacuation Assembly Area Location: (Attach map if necessary)

Nearest Hospital Name:

Number & Street:

City & Zip

Phone:

Additional Safety Information: (i.e. Environmental Reports – separate posting if necessary)

SAFETY PROGRAM CONTACTS

Production Safety Representative:

Phone:

Production Safety Representative:

Phone:

Production Safety Representative:

Phone:

Anonymous Safety Hotline: 877-566-8001

Safety Data Sheets: Verisk 3E 800-451-8346



**COUNTY OF LOS ANGELES FIRE DEPARTMENT
FILM LOCATION
FIRE SAFETY FIELD INSPECTION CHECKLIST**



PERMIT NUMBER _____ DATES OF FILMING _____
DAY ____ OF ____ FILM DAY(S)
LOCATION ADDRESS _____ PRODUCTION NAME _____

THIS CHECKLIST MUST BE COMPLETED DAILY FOR EACH PERMITTED FILMING LOCATION AND MUST BE AVAILABLE WITH A COPY OF THE FILM PERMIT. This completed checklist shall be:

- **Provided to any County of Los Angeles Fire Department Inspector visiting the filming location.**

For each item below, indicate if the location matches the statement or if it is Not Applicable. For each NO answer, corrective actions must be noted and executed before filming can continue.

Today's Date: _____

Question		Yes	No	N/A
I. ACCESS/FIRE EQUIPMENT				
A	Are all required fire lanes kept clear (20-foot clearance)? Are all fire hydrants and Fire Department Connections (FDC's) clear of all equipment and vehicles?			
B	Are all fire sprinkler heads kept clear for proper operation (18" clearance)? There is nothing attached or hung from the sprinkler system piping.			
C	Are all sprinkler systems, standpipes, fire alarms and other fire protection equipment properly serviced and in good working order? Fire protection systems shall be disabled for filming operations only with specific approval from County of Los Angeles Fire Department and the owner of the building.			
D	Are fire extinguishers (2A-10B C min rating) and other fire and life safety equipment (exit signs, secondary lighting, etc.) properly serviced, in good working order and readily available?			
E	Is there a method of reporting an emergency to the Fire Department readily available (cell phone, landline)?			
CORRECTIVE ACTION TO BE TAKEN:				
II. EXITING				
A	Have the building's exit system including the exit access, exits, and exit discharge routes been inspected to ensure they are clear of obstructions and impediments (including slip, trip or fall hazards), are clearly visible, and doors and gates not locked or hindered for immediate egress use?			
B	Are all exits free from exposure from any hazards created by the filming operation that would prevent the exit from full instant use (combustible materials, flammable liquids, LPG and pyrotechnics)?			
C	Are portable air condition, heaters, etc., installed not to block or impede exit paths, stairways or fire escapes?			
D	Have all filming locations (including roofs, basements, and mezzanine), been shown and approved on the Fire Department permit?			
CORRECTIVE ACTION TO BE TAKEN:				

III. SMOKING/IGNITION SOURCES									
A	Is smoking or other open flame prohibited inside buildings and sets? If approved, are the required fire safety precautions in place and being used?								
B	Are smoking areas designated, clearly marked and supplied with butt cans?								
C	Are smoking and ignition sources prohibited near pyrotechnics/special effects, flammable liquid storage, fuel dispensing and similar areas?								
CORRECTIVE ACTION TO BE TAKEN:									

Question		Yes	No	N/A
IV. ELECTRICAL & LIGHTING				
A	Has the filming location been inspected to ensure there are no potential electrical hazards (exposed wiring, electrical boxes, etc.)?			
B	Are the electrical cables protected from physical damage, and trip hazards mitigated?			
C	Are the cables in an orderly manner to keep exits reasonably unobstructed? Are cables covered with ramps or mats in walkways, aisles or doorways?			
D	Are electrical distribution boxes or spiders kept clear of 4-foot perimeter and exits?			
E	Are all electrical panels clear for instant access (path to and 3-foot clearance in front of the panel)?			
F	Are film lights producing heat adequately separated from combustible materials; combustible construction including the fusible element of fire sprinkler heads?			
G	Is the Ground Fault Interrupter protection (GFI) being utilized when working near water or damp areas?			
H	Are connections to a building's electrical panel done by an authorized electrician with a proper building department permit?			

CORRECTIVE ACTION TO BE TAKEN:

V. BASE CAMP/ VEHICLES									
A	Is all fueled equipment, including electrical generators, shut off and electrically bonded while being refueled? Do all refueling trucks have a valid Fire Department permit?								
B	Have all generators been inspected to ensure proper electrical grounding or insulation?								
C	Are generators placed in locations that do not block access to fire protection systems or exits, and do not expose combustible materials to ignition?								
D	Is catering located in a safe area to operate? Is the catering vehicle located outside a building, tent, or other structural enclosure?								
E	Do catering vehicles have fire extinguishers (2A-10B C min rating) readily available?								
F	Where provided, is the grease cooking exhaust hood system in proper working order, and has the hood extinguishing system and grease fire extinguisher been properly serviced and maintained?								
G	Are liquid propane gas (LPG) portable containers greater than 2.5 lbs in capacity prohibited inside buildings unless, properly approved and permitted?								
H	Are all tents properly permitted; secured; and provided with the required life and safety equipment including "No Smoking" signs, fire extinguishers and exit signs? Does the tent fabric bear the proper flame retardant (CSFM Logo)?								
I	Has the vendor or site manager obtained the proper permit for all tents over 400 square feet? Has Filming in LA County provided the film production company with valid permits?								
J	Have "Picture Vehicles" including boats and other motor crafts that are placed inside of buildings, been checked to ensure the batteries are disconnected, fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is less), and fuel tanks and fill openings are closed or sealed to prevent tampering? (Vehicles, boats or other motor craft equipment are not to be fueled or defueled within the building)								

CORRECTIVE ACTION TO BE TAKEN:

VI. FLAMMABLE LIQUIDS & GASES									
A	Are flammable liquids stored in approved containers (non-combustible, self-closing) and no larger than 5 gallons?								
B	Are all flammable liquids and gases kept 25 feet away from heat sources?								
C	Are LPG portable containers and other pressure vessels secured and stored outside with "No Smoking" signs and protected from vehicle traffic?								
CORRECTIVE ACTION TO BE TAKEN:									
VII. PYROTECHNIC SPECIAL EFFECTS									
A	Are there any special effects activities (pyrotechnics, open flame, etc.) permitted and scheduled for the day?								
B	Has the permit been issued? Is the permit on-site? If yes, does the pyrotechnic operator hold a valid State Fire Marshal license?								
C	Does the Fire Department pyrotechnic permit list the material used? Are there any additional fire and safety equipment for the pyrotechnic material, and has the production company been briefed? Safety meetings are required prior to any pyrotechnic activity.								
CORRECTIVE ACTION TO BE TAKEN:									
Question							Yes	No	N/A
VIII. CONSTRUCTION/ SETS									
A	Are all sets constructed at least 20 feet away from combustible vegetation?								
B	Are flammable or combustible spray operations conducted in properly ventilated areas away from the exposures? Are "No Smoking" signs posted and fire extinguishers provided?								
C	Are combustible waste and dust in carpenter shop and other work areas cleaned and removed frequently?								
D	If rags are used with paints, solvents, and other flammables are they safely disposed of in metal safety containers with a tight fitting lid?								
E	Are combustible curtains, backdrops, window covering, trees, bushes, hay, etc. that are in a configuration that would tend to increase the fire and panic hazard fresh within a building treated with a SFM approved flame retardant?								
CORRECTIVE ACTION TO BE TAKEN:									
IX. HIGH RISE BUILDINGS									
A	If the fire and safety equipment have been disconnected, did the Fire Department and building owner approve this?								
B	Are all fire rated openings (doors in rated corridors, rated stairway, fire separation walls, etc.), kept clear of cables and equipment to be automatically closed properly?								
C	Are all aisles, corridors, stairways, and exit paths kept clear and unobstructed?								
D	Are all fire escapes kept clear as escape routes and not used for storage of any kind?								
CORRECTIVE ACTION TO BE TAKEN:									
Additional Comments									

Failure to comply with the requirements identified within this document may result in the revocation of permit and/or cancellation of film production.

Should Los Angeles County Fire Department Inspectors need further information regarding the completion of this form, please contact:

**County of Los Angeles Fire Department Public Safety and Film Unit (PSFU) at
(818) 364-8240.**

Name_____ Title_____ Phone Number_____

Name_____ Title_____ Phone Number_____

Los Angeles County Fire Department PSFU Inspector

Signature_____ Date _____

ACCIDENT INVESTIGATION REPORT

(Send to Production Office Coordinator when completed.)

To be completed for EVERY injury or illness, regardless of severity.
For serious injuries or illnesses, see Form 4: Serious Incident Reporting Procedures.

EMAIL OR FAX (818) 954-2805 TO PRODUCTION SAFETY REPRESENTATIVE WITHIN 24 HOURS OF ACCIDENT

PRODUCTION NAME: _____

DATE: _____

INJURED'S NAME: _____

TITLE: _____

DATE OF ACCIDENT: _____

TIME OF ACCIDENT: _____ AM ____ PM ____

LOCATION OF ACCIDENT: _____

Type of Injury/Illness

(Check all that apply)

- | | | | | | | | | | | | |
|--------------------------|-------------|--------------------------|------------|--------------------------|-----------------|--------------------------|-----------------------------|--------------------------|---------------------|--------------------------|------------|
| ☐ | Fracture | ☐ | Amputation | ☐ | Head Injury | ☐ | 1 st Degree Burn | ☐ | Foreign Body in Eye | ☐ | Bite/Sting |
| ☐ | Strain | ☐ | Laceration | ☐ | Neck Injury | ☐ | 2 nd Degree Burn | ☐ | Contact Dermatitis | ☐ | Splinter |
| ☐ | Sprain | ☐ | Avulsion | ☐ | Back Injury | ☐ | 3 rd Degree Burn | ☐ | Allergic Reaction | ☐ | Nausea |
| ☐ | Dislocation | ☐ | Abrasion | ☐ | Abdomen Injury | ☐ | Tooth Injury | ☐ | Rash | ☐ | Illness* |
| ☐ | Contusion | ☐ | Puncture | ☐ | Crushing Injury | ☐ | Hearing Loss | ☐ | Infection | ☐ | Other* |

- Describe Illness or Other: _____

Injured Part of Body

(Check all that apply)

- | | | | | | | | | | | | | | | | | | |
|--------------------------|-------|--------------------------|----------|--------------------------|-------------|--------------------------|-----------|--------------------------|-------------------------|--------------------------|-----------|--------------------------|----------|--------------------------|-------|--------------------------|--------|
| ☐ | Head | ☐ | Chest | ☐ | Shoulder | ☐ | Wrist | ☐ | Upper Leg | ☐ | Foot | ☐ | Eye | ☐ | Mouth | | |
| ☐ | Right | ☐ | Neck | ☐ | Ribs | ☐ | Upper Arm | ☐ | Back of Hand | ☐ | Knee | ☐ | Toe | ☐ | Nose | ☐ | Tooth |
| ☐ | Left | ☐ | Back | ☐ | Abdomen | ☐ | Elbow | ☐ | Palm of Hand | ☐ | Lower Leg | ☐ | Forehead | ☐ | Cheek | ☐ | Throat |
| | | ☐ | Buttocks | ☐ | Pelvis Area | ☐ | Lower Arm | ☐ | Finger
(Digit _____) | ☐ | Ankle | ☐ | Ear | ☐ | Chin | ☐ | Other* |

- Describe Other: _____

Explain Cause of Accident and Nature of Injury: (DO NOT SPECULATE)

Corrective Action Taken to Prevent Recurrence:

Witnesses, If Any:

Form Completed By (Print): _____

Title: _____

Signature: _____ **Date:** _____

HAZARD NOTIFICATION

*This form is designed to be used by cast and crew members to report any hazards or unsafe acts noted on the production.
The reporting cast or crew member may remain anonymous.*

Production Name:			To Be Completed By:	Any member of Cast or Crew
Copies Sent To:	Unit Production Manager	Safety	To Be Stored By:	Production Office Coordinator
Production Location:			Today's Date:	
Special Instructions:	When: <i>As required.</i>		Frequency: <i>As needed.</i>	
Date Observed:			Time Observed:	
Location of Hazard or Unsafe Act: <i>(Be specific)</i>				
Description of Hazard or Unsafe Act:				
Action Taken: <i>(Note any <u>immediate</u> action taken to minimize risks.)</i>				
Suggestions for Corrective Action: <i>(Note any <u>long-term</u> corrective action taken on Form 11: Notice of Unsafe Condition and Action Plan)</i>				
Name: <i>(Voluntary)</i>				
Position: <i>(Voluntary)</i>				

NOTICE OF UNSAFE CONDITION AND ACTION PLAN

Production Name:		To Be Completed By:	<i>UPM or Designee</i>
Copies Sent To:	<i>Unit Production Manager</i>	<i>Safety</i>	To Be Stored By: <i>Production Office Coordinator</i>
Production Location:			Today's Date:
Special Instructions:	When: <i>As required.</i> Frequency: <i>As needed.</i>		
Date Observed:		Time Observed:	
Hazard Notification Received: Yes No		Date Received:	
Location: <i>(Be specific)</i>			
Cast and/or Crew notified of unsafe condition: ☐ Yes ☐ No <i>(If "No", explain why):</i>			
Action Taken: <i>(Note any immediate action taken to minimize risks.)</i>			
Correction Action Required: <i>(Describe who will do and what will be done to correct unsafe condition. Note any individual or department to whom this condition is referred and the date of referral.)</i>			
Date Corrected:			
Corrected By: (Name)		(Title)	
Supervisor's Signature:		(Title)	

SAFETY WARNING NOTICE

Production Name:		To Be Completed By:	<i>Supervisors</i>
Copies Sent To:	<i>Unit Production Manager</i>	<i>Safety</i>	To Be Stored By: <i>Production Office Coordinator</i>
Production Location:		Today's Date:	
Special Instructions:	When: <i>As required.</i>	Frequency: <i>Once for each incident.</i>	
Employee Name:			
Position/Title:			
Description of Unsafe Act: On _____, you were observed engaging in the following activity that violates safety policy contained in the Injury & Illness Prevention Program for Production:			
Description of Correct Procedure: In the future, please adhere to the correct procedure, which is described as follows:			
Supervisor's Signature: _____			
Title: _____			
Date: _____			
<i>The purpose of this notice is to call the above deficiency to your attention, and give you an opportunity to correct it. A copy of this notice will be placed in your personnel file. Any further safety violation or any other misconduct will subject you to further disciplinary action, up to and including discharge.</i>			
Without agreeing with the above, I hereby certify that I have received a copy of this notice.			
Employee's Signature: _____			
Date: _____			

PRODUCTION SAFETY MEETING REPORT

*This form is to be utilized when a Safety Meeting cannot be documented on the
Daily Production Report.*

Production Name:		To Be Completed By:	<i>UPM/1st AD or Designee</i>
Copies Sent To:	<i>Safety</i>	To Be Stored By:	<i>Production Office Coordinator</i>
Production Location:		Today's Date:	
Special Instructions:	When: <i>For productions when additional safety planning is required for an event.</i> Frequency: <i>As needed.</i>		
Meeting Location:			
Conducted By:		Title:	
Cast/Crew Craft or Category:			
SUBJECT(S) DISCUSSED			
ATTENDEES			
Print Name	Title	Sign Name	

Additional attendees should be noted using sheet on Page 2.

REQUEST FOR EMPLOYEE SAFETY TRAINING

Production Name:		To Be Completed By:	<i>Supervisor</i>
To Be Sent To:	<i>Production Safety Representative</i>	To Be Stored By:	<i>Production Office Coordinator</i>
Production Location:		Today's Date:	
Special Instructions:	When: Whenever training is required. Frequency: For any job for which employee has not been trained.		

*Training Selections **

A. Aerial Lift Safety	G. Lifting Practices
B. Bloodborne Pathogens	H. Lockout/Tagout
C. Confined Space Entry	I. Powder-Actuated Tools
D. Fall Protection	J. Respiratory Protection
E. Forklift Safety	K. Trenching & Shoring
F. Hazard Communication	

NAME	JOB DESCRIPTION	TO BE TRAINED FOR
<i>e.g. John Smith</i>	<i>e.g. Electrician</i>	<i>e.g. A, C & H</i>

General Safety Guidelines for Production
Extras and Theatrical Day Hires

Name of Production: _____

Your health and safety are important to us. The following general safety guidelines apply to you. Failure to follow these guidelines can result in injury to yourself and/or others. Please help us have a safe and successful production. Doing your part well and doing it safely go hand in hand.

Important Phone Numbers:

Fire/Medical Emergency (if other than 911): _____ **First Aid:** _____

Anonymous Safety Hotline: (818) 954-2800

1. Your immediate supervisor is the **2nd Assistant Director:** _____, or his/her designee: _____.
2. *Know your surroundings.* Know where the exits, fire extinguishers and telephones are. Look for and avoid any potential trip hazards such as cables and sandbags. For site-specific safety information, find and review the *Safety Poster*.
3. Follow instructions given by your supervisors. If you do not understand, ask questions. Know exactly what you are doing at all times, work safely and look out for your fellow worker.
4. Please remain in the areas designated for your use by the 2nd Assistant Director. Otherwise, all areas under construction, where people are working overhead, or where machinery is being used are strictly off limits. Unless you are otherwise directed, do not touch cables, lights, cameras or other equipment.
5. Your supervisor will provide you with safety equipment, as the job requires.
6. Attend all safety meetings pertaining to any stunts or special effects in which your character may be involved. Understand all contingencies. If you are confused or have any questions or concerns about safety, ask your immediate supervisor or call the **Anonymous Safety Hotline**.
7. Report all accidents and injuries, no matter how minor, to the 2nd Assistant Director immediately. Also, do not hesitate to report any other conditions you view as unsafe, either by telling the 2nd Assistant Director or calling the **Anonymous Safety Hotline**.
8. Do not hesitate to seek out **First Aid** should you need assistance, or if you have a condition you feel First Aid should be made aware of.
9. You have the right to see a Material Safety Data Sheet (MSDS) for any chemical-containing product used during production. Call the **Anonymous Safety Hotline**,
10. NO SMOKING on the set.
11. NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES.
12. If you have diabetes, or any other condition that requires the use of needles or devices that might be contaminated with blood – please dispose of them properly. If you would like a special container for disposal of these objects, one is available to you free of charge from First Aid or Safety.

If you are unsure of anything, please ask your Supervisor

Acknowledgment Form <i>Safety Guidelines for Extras and Theatrical Day Hires</i>	
Name of Production:	Today's Date: _____

*"I have read and will abide by the **Safety Guidelines for General Production for Extras and Theatrical Day Hires.**"*

[illegible]

On-Set Safety Meeting for Extras and Day Hires

At every stage and location, the 2nd Assistant Director should conduct an on-set safety meeting with all Extras and Day Hires. The outline below should be used as a guide for subjects to be covered. In addition, the Safety Meeting Attendance Sheet should be signed by all attendees for every meeting held. A separate meeting should be held at every stage and/or location for any given day.

Production Name:

Date:

Time:

AM PM

Location:

Meeting Conducted By: (Name)

(Title)

SAFETY MEETING CHECKLIST

- ☐ Review and post Form 15: Safety Guidelines for Extras and Theatrical Day Hires.
- ☐ Emergency Plan:
 - Local Emergency Response telephone number
 - Fire alarm pull stations
 - Emergency exits
 - Escape routes
 - Post-evacuation assembly area
 - DO NOT re-enter evacuated building until okayed by Fire Dept.
- ☐ Name and location of Set Medic
- ☐ Location-specific hazards: lead paint, asbestos, traffic, etc.
- ☐ Potential hazards of planned activities: stunts, FX, drones, etc.
- ☐ Heat Illness Prevention Plan if temperatures above 80 F.
- ☐ If you are too tired or ill to work safely or drive home safely, tell Supervisor.
- ☐ Report any safety concerns to the Anonymous Safety Hotline at (818) 954-2800 or 877-566-8001.
- ☐ Safety Meeting Attendance Sheet

SAFETY MEETING ATTENDANCE SHEET	
---------------------------------	--

Production:	Today's Date:
--------------------	----------------------

Today's Date:

Print Name _____

Sign Name

[illegible]

RIGHT OF REFUSAL OF MEDICAL AID

Show Name: _____

I hereby refuse the first aid treatment recommended to me by the First Aid Person employed by my production for the illness or injury incurred by me on this date.

In signing this waiver, I release the First Aid Person, the Production and its personnel from any liability resulting from this refusal to accept such first aid treatment.

Injured's or Guardian's Signature

Date

Injured's Name (print)

/_____
Injured's Cell #

Job Title or Position

Guardian's Name in case of minor

Relationship to Injured

First Aid Person Signature

First Aid Person Name (print)

Witness Signature

Witness Name (print)

/_____
Witness Cell #

This form should be signed, dated and returned to the Production Safety Representative.

NOTES: _____

SAFETY SIGNS & OSHA POSTINGS

The following signs should be posted on stages and locations. Location Safety Posters are available from the Production Safety Representative. Additional information is available at safetyontheset.com.

Anonymous Safety Hotline/Website Address

Safety Data Sheets (SDS) Information

Cal OSHA Emergency Phone Numbers

Cal OSHA Safety & Health Protection on the Job

Cal OSHA Operating Rules for Industrial Trucks

State of California Prop 65 Warning

State of California “Whistleblower” Protection

Heat Illness Prevention Plan

No Smoking

Table Saw Guard Policy

Firearms Policy

Anonymous Safety Hotline

(818) 954-2800

(877) 566-8001

Safety Website

www.safetyontheset.com

Safety Data Sheets (SDS)

The Versisk 3E Company

800-451-8346

EMERGENCY

AMBULANCE: _____

FIRE — RESCUE: _____

HOSPITAL: _____

PHYSICIAN: _____

ALTERNATE: _____

POLICE: _____

CAL/OSHA: _____

Posting is required by Title 8 Section 1512 (e), California Code of Regulations



March 1990
S-500

State of California
Department of Industrial Relations
Cal/OSHA Publications
P.O. Box 420603
San Francisco, CA 94142-0603

Safety and Health Protection on the Job

State of California
Department of Industrial Relations



California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster explains some basic requirements and procedures to comply with the state’s workplace safety and health standards and orders. The law requires that this poster be displayed. Failure to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/query.htm.

WHAT AN EMPLOYER MUST DO:

All employers must provide work and workplaces that are safe and healthy. In other words, as an employer, you must follow state laws governing job safety and health. Failure to do so can result in a threat to the life or health of workers, and substantial monetary penalties.

You must display this poster in a conspicuous place where notices to employees are customarily posted so everyone on the job can be aware of basic rights and responsibilities.

You must have a written and effective Injury and Illness Prevention Program (IIPP) meeting the requirements of California Code of Regulations, title 8, section 3203 (www.dir.ca.gov/title8/3203.html).

You must be aware of hazards your employees face on the job and keep records showing that each employee has been trained in the hazards unique to each job assignment.

You must correct any hazardous conditions that you know may result in injury to employees. Failure to do so could result in criminal charges, monetary penalties, and even incarceration.

You must notify a local Cal/OSHA district office of any serious injury or illness, or death, occurring on the job. Be sure to do this immediately after calling for emergency help to assist the injured employee. Failure to report a serious injury or illness, or death, within 8 hours can result in a minimum civil penalty of \$5,000.

WHAT AN EMPLOYER MUST NEVER DO:

Never permit an employee to do work that violates Cal/OSHA workplace safety and health regulations.

Never permit an employee to be exposed to harmful substances without providing adequate protection.

Never allow an untrained employee to perform hazardous work.

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

As an employee, you (or someone acting for you) have the right to file a confidential complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office (see list of offices). Your name is not revealed by Cal/OSHA, unless you request otherwise.

You also have the right to bring unsafe or unhealthful conditions to the attention of the Cal/OSHA investigator inspecting your workplace.

Any employee has the right to refuse to perform work that would violate an occupational safety or health standard or order where such violation would create a real and apparent hazard to the employee or other employees.

You may not be fired or punished in any way for filing a complaint about unsafe or unhealthful working conditions, or for otherwise exercising your rights to a safe and healthy workplace. If you feel that you have been fired or punished for exercising your rights, you may file a complaint about this type of discrimination by contacting the nearest office of the California Department of Industrial Relations, Division of Labor Standards Enforcement (Labor Commissioner’s Office) or the San Francisco office of the U.S. Department of Labor, Occupational Safety and Health Administration. (Employees of state or local government agencies may only file these complaints with the California Labor Commissioner’s Office.) Consult your local telephone directory for the office nearest you.

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

To keep the workplace and your coworkers safe, you should tell your employer about any hazard that could result in an injury or illness to an employee. While working, you must always obey state workplace safety and health laws.

HELP IS AVAILABLE:

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact the local district office of Cal/OSHA. If you prefer, you may retain a competent private consultant or ask your workers’ compensation insurance carrier for guidance in obtaining information.

Call the FREE Worker Information Helpline – (866) 924-9757

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)
HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 – Telephone (510) 286-7000

District Offices

American Canyon	3419 Broadway St., Ste. H8, American Canyon 94503	(707) 649-3700
Bakersfield	7718 Meany Ave., Bakersfield 93308	(661) 588-6400
Foster City	1065 East Hillsdale Bl., Ste. 110, Foster City 94404	(650) 573-3812
Fremont	39141 Civic Center Dr., Ste. 310, Fremont 94538	(510) 794-2521
Fresno	2550 Mariposa St., Rm. 4000, Fresno 93721	(559) 445-5302
Long Beach	3939 Atlantic Ave., Ste. 212, Long Beach 90807	(562) 506-0810
Los Angeles	320 West Fourth St., Rm. 820, Los Angeles 90013	(213) 576-7451
Modesto	4206 Technology Dr., Ste. 3, Modesto 95356	(209) 545-7310
Monrovia	800 Royal Oaks Dr., Ste. 105, Monrovia 91016	(626) 239-0369
Oakland	1515 Clay St., Ste. 1303, Box 41, Oakland 94612	(510) 622-2916
Redding	381 Hemsted Dr., Redding 96002	(530) 224-4743
Sacramento	2424 ArdenWay, Ste. 160, Sacramento 95825	(916) 263-2800
San Bernardino	464 West Fourth St., Ste. 332, San Bernardino 92401	(909) 383-4321
San Diego	7575 Metropolitan Dr., Ste. 207, San Diego 92108	(619) 767-2280
San Francisco	455 Golden Gate Ave., Rm. 9516, San Francisco 94105	(415) 557-0100
Santa Ana	2 MacArthur Place, Ste. 720, Santa Ana 92707	(714) 558-4451
Van Nuys	6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401	(818) 901-5403

Regional Offices

San Francisco	455 Golden Gate Ave., Rm. 9516, San Francisco 94105	(415) 557-0300
Sacramento	2424 Arden Way, Ste. 300, Sacramento 95825	(916) 263-2803
Santa Ana	2 MacArthur Place, Ste. 720, Santa Ana 92707	(714) 558-4300

Cal OSHA Consultation Services

Field / Area Offices

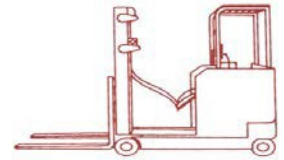
•Fresno / Central Valley	2550 Mariposa Mall, Rm. 2005 Fresno 93721	(559) 445-6800
•La Palma / Los Angeles / Orange County	1 Centerpointe Dr., Ste. 150 La Palma 90623	(714) 562-5525
•Oakland/ Bay Area	1515 Clay St., Ste 1103 Oakland 94612	(510) 622-2891
•Sacramento / Northern CA	2424 Arden Way, Ste. 410, Sacramento 95825	(916) 263-0704
•San Bernardino	464 West Fourth St., Ste. 339 San Bernardino 92401	(909) 383-4567
•San Diego / Imperial County	7575 Metropolitan Dr., Ste. 204 San Diego 92108	(619) 767-2060
•San Fernando Valley	6150 Van Nuys Blvd., Ste. 307 Van Nuys 91401	(818) 901-5754

Consultation Region Office

•Fresno	2550 Mariposa Mall, Rm. 3014 Fresno 93721	(559) 445-6800
---------	--	----------------

Enforcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which has primary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval is merited.

OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order [3664](#) Operating Rules (Part (a))

- (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).

General Industry Safety Order [3650](#) Industrial Trucks. General (Part (t))

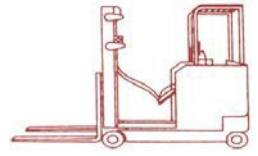
- (t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:
- (1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section [3668](#) shall be permitted 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.

General Industry Safety Order [3650](#) Industrial Trucks. General (Part (t))

- (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/rider 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 incline, the wheels shall be blocked; or
 - (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.

Continued in the next page....

OPERATING RULES FOR INDUSTRIAL TRUCKS



General Industry Safety Order [3650](#) Industrial Trucks. General (Part (t))

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 218.27](#) 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.

General Industry Safety Order [3650](#) Industrial Trucks. General (Part (t))

- (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.**

WARNING

**This area contains chemicals
known to the State of California
to cause cancer and birth defects
or other reproductive harm.**

The Division of Labor Standards Enforcement believes that the sample posting below meets the requirements of Labor Code Section 1102.8(a). This document must be printed to 8.5 x 11 inch paper with margins no larger than one-half inch in order to conform to the statutory requirement that the lettering be larger than size 14 point type.

WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a state or federal rule or regulation.

Who is protected?

Pursuant to [California Labor Code Section 1102.5](#), employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [[California Labor Code Section 1106](#)]

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

What protections are afforded to whistleblowers?

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under [California Labor Code Section 98.6](#), if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The Attorney General will refer your call to the appropriate government authority for

HEAT ILLNESS PREVENTION PLAN

This Production is committed to employee health and safety. Heat illness is a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, and heat stroke. It can arise through physical exertion as well as from hot and humid weather. This Heat Illness Prevention Plan (HIPP) has been instituted to help keep our employees protected when working outdoors in hot weather when the temperature equals or exceeds 80°F (26.7°C). The UPM, with assistance from the Production Safety Representative, is responsible for overseeing and administering the HIPP.

The Heat Illness Prevention Plan (HIPP) contains the following elements:

1. Types of Heat Illness
2. Environmental and Personal Risk Factors
3. Signs and Symptoms of Heat Illness
4. Provision of Water
5. Access to Shade
6. High Heat Procedures
7. Emergency Response Procedures
8. Acclimatization
9. Training

TYPES OF HEAT ILLNESS

- Heat Rash – sometimes called prickly heat, sweat rash or miliaria, is a harmless but very itchy skin rash.
- Sunburn – inflamed, painful skin that feels hot to the touch.
- Heat Cramps – painful, involuntary muscle spasms that usually occur during strenuous work activity in hot environments.
- Heat Syncope (Fainting) – dehydration and lack of acclimatization can cause a fainting episode or dizziness that usually occurs when standing for too long or suddenly standing up after sitting or lying.
- Heat Exhaustion – is the body's response to an excessive loss of water and salt, usually through excessive sweating. Other symptoms may include cool or clammy skin, fatigue, headache, fast or weak pulse, and fast or slow breathing.
- Heat Stroke – a life-threatening emergency that occurs when the body overheats to a point where its internal temperature control system shuts down and heat builds up internally.

ENVIRONMENTAL RISK FACTORS

Certain working conditions could increase the possibility of a heat-related illness includes:

- Air temperature
- Relative humidity
- Radiant heat from the sun and other sources
- Conductive heat sources such as the ground
- Lack of air movement (wind)
- Workload severity/heavy physical labor and duration
- Protective clothing (waterproof clothing)
- Personal protective equipment

PERSONAL RISK FACTORS

Personal risk factors that could increase the possibility of a heat-related illness includes:

- Age
- Degree of acclimatization
- Personal health
- Water consumption / low liquid intake
- Use of prescription medications that affect the body's water retention or other physiological responses to the heat

SIGNS AND SYMPTOMS OF HEAT ILLNESS

- | | | |
|----------------------|----------------------|------------------------|
| • Confusion | • Excessive sweating | • Loss of coordination |
| • Dizziness | • Altered behavior | • Vomiting |
| • Irritability | • Blurry vision | • Seizures |
| • Poor concentration | • Discomfort | • Fainting |
| • Muscle pain/cramps | • Headache | • Chills |
| • Lack of sweating | • Fatigue | |

PROVISION OF WATER

Water is a key preventive measure to reduce the risk of heat-related illnesses. On hot weather days, ensure adequate hydration by following these steps:

1. Ensure that a minimum of one quart of cold water is available per hour per employee for the entire shift.
2. Department Heads, Supervisors, and Warner Bros. Safety will remind employees to drink water frequently.
3. Encourage employees to drink small quantities of water throughout the entire work shift; 1 quart or 4 eight-ounce cups per hour is recommended.
4. Employees required to work outside will be provided with access to cool water and electrolytes.
5. Where plumbed water is not readily available, bottled water will be placed as close as possible to the employees' work area.
6. Plastic bottles and/or disposable cups will be made available.

INSTRUCTIONS FOR COMPLETING
“HEAT ILLNESS PREVENTION PLAN - LOCATION
INFORMATION”

This form must be completed and posted each day when the temperature is forecast to be 80 degrees Fahrenheit (27 Celsius) or higher. Filling it out accurately will help ensure that production personnel are aware of the steps taken to prevent heat illness and know important location information to help direct emergency personnel to the scene if necessary. Please review this information verbally with crew, cast and background.

- **Production Name:** Use your Company Name and Show Name (i.e. “WBTV - The Middle”)

- **Date:** Complete a form for each day that temps are expected to be 80 degrees F (27 C) or higher and you have people working outside.

- **Location Address:** Include the complete address information, including Zip Code, to assist emergency personnel in finding you.

- **Nearest Hospital Information:** Give complete information here for every location, so that anyone needing to call an ambulance will be able to find the information quickly.

- **Set Medic Information:** Fill in completely, including the exact location of the Set Medic station, in case cell phone reception is bad and someone needs to find the Medic quickly.

- **Location(s) of Shaded Rest Area:** Could be a pop-up tent, a building, under a large tree, or all the above. Temperature in the shaded rest area needs to be cooler than work area temperature so employees can cool down and recover from the heat.

- **Location(s) of Water Station:** Can be in more than one place. Should be placed as near as possible to crew, cast and background so they can easily stay hydrated between takes.

- **Other Accommodations:** Check off those that apply, list any additional steps taken to provide cooling and hydration.

- **Additional Directions for Emergency Personnel:** This is for additional information to assist emergency personnel in finding exactly where the injured person is if your location needs further explanation. “We are in the field at the end of the dirt road, just beyond the barn on the right-hand side.”

HEAT ILLNESS PREVENTION PLAN

LOCATION INFORMATION

This form should be completed and posted every day when the temperature is forecast to be 80 degrees Fahrenheit (27 Celsius) or higher. Filling it out accurately will help ensure that production personnel are aware of the steps taken to prevent heat illness and know important location information to help direct emergency personnel to the scene if necessary. Review verbally with crew and cast.

**High temperatures expected today - Heat Illness Prevention Plan in effect. **

Production Name:

Date:

Location Address:

Nearest Hospital Information:

Name of Location:

Name of Hospital:

Number & Street:

Number & Street:

City & Zip:

City & Zip:

Phone:

Phone:

Set Medic Information:

Name:

Location:

Phone:

Location(s) of Shaded Rest Area:

Location(s) of Water Station:

?

?

?

?

?

?

Other Accommodations:

Check all that apply.

☐

Hats

☐

Cool

☐

EZ-Ups

Ties

☐

Misting Fans

☐

Other *specify:*

Additional Directions to Location for Emergency Personnel:

Be specific - include landmarks that could assist an ambulance in locating you.

Heat Illness Prevention Training



Password: HEAT25

HEAT ILLNESS PREVENTION TRAINING DOCUMENT

PASSWORD FOR TRAINING DOCUMENT MUST BE
ENTERED AS **HEAT25**

*SMOKING IS PROHIBITED ON ALL
SOUNDSTAGES, IN ALL BUILDINGS AND
ON ALL SETS - INTERIOR AND EXTERIOR -
REGARDLESS OF LOCATION.*



You may not smoke within 20 feet of any building, any set, or any place where employees may be likely to work or pass.

***THIS POLICY APPLIES TO ALL SMOKING PRODUCTS,
INCLUDING E-CIGARETTES***

NO VAPING

WARNING

TABLE SAWS

- Keep guard* in place.
- Wear safety glasses.
- Use push stick.
- No gloves.
- Beware of possible kickback.
- 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.*

Anonymous Safety Hotline:
(818) 954-2800 / (877) 566-8001

FIREARMS/WEAPONS POLICY



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