# GENERAL SAFETY FOR PRODUCTION EMPLOYEES

***When Performing all Jobs, All employees are required to follow the codes of safe practices specified below. failure to do so will result in disciplinary action.***

The following general safety guidelines pertain to you. While most of these guidelines are driven by common sense, others have evolved from federal, state or local laws and regulations. Failure to follow these guidelines could result not only in serious injury, but could also cost valuable time and expense due to delays and/or shut downs enforced by either regulatory or Warner Bros. Studios personnel.

## THE WBSO INJURY AND ILLNESS PREVENTION PROGRAM

1. WBSO will designate a Production Safety Officer who is responsible for the overall management of the Injury and Illness Prevention Program as designed for them by the Department of Safety and Environmental Affairs (S&EA). Each supervisor or Department Head is responsible for implementing the IIPP in their respective area. WBSO will post a method by which employees can anonymously alert management without fear of reprisal to any existing safety problems, including problems on location, which may require correction.
2. At WBSO, we recognize employees who consciously and consistently follow safe work practices. Employees who are unaware of correct safety procedures will be trained or scheduled for training by the WBSO or the Production Safety Officer.
3. Communications regarding safety policy are available to all affected employees through one of the following: in writing, by verbal communications, through staff meetings, along with time cards, or by postings. Communications regarding safety from employees to supervisors may be made directly (verbal or written) or anonymously (telephone 818.954.2800).
4. Your Production Safety Officer and the Department of S&EA regularly inspect routine working areas looking for unsafe or unhealthy conditions, practices, or procedures, either new or routine, and establish procedures to assure safe and healthful working conditions.
5. Complaints of unsafe conditions will be promptly investigated by the Department of S&EA and if warranted the appropriate corrections will be made if an unsafe condition does exist based on the severity of the hazard. Employees will be informed of the hazard and interim protective measures taken until the hazard is corrected. Occupational injuries and illnesses will also be promptly investigated to determine their cause and to correct hazards. Imminent hazards will be corrected immediately, and employees will be removed from the area until the hazard is corrected.
6. WBSO Department of S&EA or the Production Safety Officer shall assure that supervisors have received training to familiarize themselves with the hazards which employees under their immediate direction and control may be exposed. Supervisors or Department Heads shall assure that their employees have received appropriate training in general safety as well as specific instructions regarding specific practices. New or previously unrecognized potential hazards require training.
7. The following records shall be kept by the Department of S&EA or the Production Safety Officer: (a) names of Production Safety Officers and responsible supervisors; (b) names of employees recognized for safe work practices or disciplined for unsafe actions; (c) safety communications including meetings, postings, handbooks, written safety information; (d) inspections for unhealthy conditions, practices, or procedures either new or routine; (e) investigations of unsafe conditions and any corrections; and (f) all training which employees receive. Inspection records and training records shall be kept for at least one year (Title 8, section 3203).

## HAZARD COMMUNICATION PROGRAM

To ensure that all employees are aware of the physical and chemical hazards found in the workplace, Warner Bros. Studios Facilities has developed a Hazard Communication Program. This program provides employees with information about all of the chemicals they use by utilizing Safety Data Sheets (SDSs) and warning labels on the product. Warner Bros.' Department of Safety & Environmental Affairs (S&EA) keeps on file a copy of the SDSs for all hazardous materials used on the lot. Warner Bros. employees can arrange to review any SDS by calling 954-2800. In order to prevent overexposure to hazardous materials or to avoid accidents or injuries associated with physical hazards, employees may be required to attend additional training on the use of personal protective equipment. In order to protect your self and your co-workers from any potential hazards, always use, handle and store chemical containing products according to manufacturers instructions. If you have an accidental spill or chemical emergency call WBFD x3333. Employees will be trained on the hazardous chemicals in their work area at the time of initial assignment and whenever a new chemical hazard is introduced.

## Personal Protective Equipment (PPE)

To provide a barrier between workers and certain physical or chemical hazards, some job activities may require the use of Personal Protective Equipment (PPE) such as safety glasses, earplugs, hard hats, gloves, respirators, or protective work clothing. This equipment is provided by Warner Bros. to all employees free of charge. Your Supervisor, Department Head or Production Safety Officer will make this equipment available to you. If you are in a situation which requires PPE and none is available, please call the Safety Hotline at 954-2800. PPE needs are determined by a workplace hazard assessment and employees are trained in its proper use (Title 8, section 3380).

1. Appropriate work clothing and work shoes are required for employee safety. Employees should follow their supervisors instruction regarding clothing.
2. Safety equipment will be furnished as the job requires. Use this equipment at all times and use it properly. Goggles or safety glasses must be used when grinding, chipping, using powder actuated tools, open air hoses and blasting. Fall protection (a full-body harness with lanyard or lifeline) is required when an employee is exposed to a fall hazard and guardrails or other protection are impractical, or when working above or outside of guardrails; inspect harnesses and lines before each use. Employees potentially exposed to falling objects must wear hard-hats.

## LIFTING PRECAUTION

All Warner Bros. personnel must take precautions when lifting heavy objects. Before attempting to lift an object, size up the load and determine the safest path by which to carry the item. When lifting, stand close to the object with your feet comfortably apart, squatting down, bending at the hips and knees. As you lift the object, maintain the natural inward curve of your lower back and keep 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.

## GENERAL SAFE PRACTICES

1. Report accidents immediately to your foreman and follow instructions given to you when you are referred for medical treatment for any injury. All injuries and illnesses, regardless of severity, must be reported to your supervisor immediately, and in all cases before the end of the shift.
2. Obey all "No Smoking" signs. Observe designated smoking areas and always extinguish cigarettes in appropriate cans. Dispose of all other trash properly.
3. Follow instructions given by your supervisors. If you do not understand, please ask questions, know exactly what you are doing at all times, work safely and look out for your fellow workmen.
4. No horse play, fighting, gambling, alcoholic beverages or practical joking will be tolerated to any degree. Be serious with your work and your safety.
5. Sanitary facilities must be maintained on the job. All trash should be placed in debris cans or boxes.

6. Know the emergency procedure plans. Know where fire extinguishers are located and how to use them. Know where the nearest medical attention is available.
7. Employees shall not enter confined spaces (manholes, underground vaults, chambers, silos, etc.) unless trained and authorized under the Confined Space Code of Safe Practices and Title 8, section 5157, and until the Department of Safety and Environmental Affairs has been notified and the atmosphere has been tested (oxygen, flammable and toxic gases).
8. It is every employees responsibility to report unsafe conditions or practices to their supervisor at once.
9. The Department of Safety and Environmental Affairs must approve all trenching operations. Excavations 5 feet or deeper also require a Cal/OSHA permit, a competent person and a protective system, and DigAlert (811) must be called before digging.

## TOOLS AND EQUIPMENT SAFE PRACTICES

1. Moving machinery and equipment must not be serviced while in operation - stay clear of moving belts, pulleys, gears, and rollers at all times. Fuel operated equipment must be kept clean and fuel stored in designated areas. Caution must be exercised during refueling operations.
2. Electrical tools and equipment must be used properly - all portable electric tools must be grounded (third wire on 110-volt circuits, fourth wire on 220-volt circuits) or be of the double-insulated type. No tools, plugs, connectors, outlet boxes, or lines may be altered.
3. Use the right tool for the job. Ensure that all equipment is in proper working order and that all protective guards are in place and are used.
4. Do not use tools or equipment for which you have not been properly trained. See your supervisor if you have any questions or feel that you need additional training.
5. Do not throw materials, tools, or other objects from buildings or structures until proper precautions are taken to protect others from falling object hazard.
6. Air hoses should not be disconnected at compressors until the hose line has been bled.
7. Portable electric tools must be lifted or lowered by means of a rope. Do not use the cord to lift or lower.
8. Material handling and lifting must be done properly and with careful attention to the job. Use proper tools, methods and gloves when hoisting equipment is being used.

## LADDER SAFE PRACTICES

1. This code of safe practices is for use on all ladders, including step ladders, straight ladders, extension ladders, and fixed ladders.
2. Inspect all ladders before use to assure:

- Spreaders can be locked in place when open.
- Straight ladders have safety feet.
- Metal ladders, either straight or step, should have rubber or plastic feet as well as step coverings.
- You have checked for loose or bent rungs.
- You checked for cracked side rails.
- Missing parts have been replaced and loose hardware has been tightened.
- Ladders with structural damage (broken or missing rungs or steps, cracked or split side rails, etc.) are tagged "Do Not Use" and removed from service.
- The duty rating label is intact and legible, and the ladder is not loaded beyond its rating.

3. Lock, block open or guard any door that opens toward the ladder.

4. Never use a metal or other conductive ladder where contact with energized electrical conductors or equipment is possible.
5. Never stand on or climb above the second rung from the top of a step ladder.
6. Never stand on or climb above the third rung from the top of a straight or extension ladder.
7. Do not over reach on any ladder.
8. Straight ladders should extend at least 3 feet above its top landing support point.
9. Straight ladders shall be secured (tied off) as close to the top landing support point as possible.
10. Always use a 4 to 1 ratio (1 foot away from the wall for every 4 feet of ladder height) when utilizing a straight ladder.
11. Straight ladders (excluding extension ladders) shall not exceed 30 feet between support points.
12. Extension ladders shall not exceed 44 feet or the manufacturer's maximum length, whichever is less.
13. Always face the ladder when ascending or descending.
14. Only one person on a ladder at a time, unless the ladder is designed for more than one person.
15. Wear shoes with nonskid soles, and ensure they are clean and dry.
16. If you must carry tools, use a tool belt or a bucket attached to a hand line to pull equipment up and to lower it down.

## GENERAL PRODUCTION SAFE PRACTICES

1. When using booms, camera and insert cars, cranes, dollies, and elevated platforms use the proper equipment for the job. Be aware of load and rider capacities. Never allow more than 9 people (including the driver) on an insert car. Operators and passengers of all vehicles (including picture vehicles, stunt cars, cranes, booms, and elevated platforms) shall always use safety belts or harnesses.
2. Be especially careful when working around helicopters and on run-ways. Do not smoke within 50 feet of helicopters. All production personnel should keep a distance of 50 feet unless they must be closer for work related duties.
3. The use of aircraft, boats, trains or cars may require special permits and/or operator certifications. All vehicles including their peripheral safety equipment (i.e. harnesses, belts, roll-cage, fuel cells, etc.) must undergo thorough safety inspection and testing on a daily basis by qualified, experienced personnel.
4. All cast and crew members working on boats, pontoons, rafts, etc. should wear life vests or other water safety gear. Safety lines, nets, observers and/or divers should be used when filming in rivers or other bodies of water where potentially hazardous conditions could exist (e.g. swift currents, thick underwater plant life, rocks, etc.). Be aware of load and rider capacity limits. Only persons absolutely needed should be on water craft; all others should remain on land.
5. Animals are unpredictable creatures. The animal trainer(s) should address the cast and crew regarding all safety precautions in effect and answer any questions you may have. Do not feed, pet or play with any animal without the permission and direct supervision of the trainer. Defer to the animal trainers at all times.
6. When working with animals, the set should be closed and notices posted to that effect, including a note on the call sheet.

## CHEMICAL HANDLING SAFE PRACTICES

1. Paint, chemicals and other materials should not accumulate on stage floors, under platforms or in other work areas where they do not belong.

2. You should know and follow proper handling and storage procedures for all combustible or flammable materials. A Safety Data Sheet (SDS) must be obtained and kept readily accessible for all chemicals being used and/or stored. All decorative set materials must be flame retardant or of non-combustible materials.
3. Gasoline shall not be used for cleaning purposes at any time.

Your location should be environmentally sound (i.e. free of hazardous materials or other chemical hazards). All hazardous waste generated by the company, including paint, must be disposed of properly. Paints, solvents, or chemicals may not be dumped down the sink, storm drain, septic systems or in the trash. Proper documentation for the transportation and disposal of such waste must be obtained. All questions should be referred to the Department of Safety and Environmental Affairs.

## SPECIAL EFFECTS SAFE PRACTICES

1. Stunts and special effects require an on-site dry-run or walk-through with all involved parties before filming. The meeting and rehearsals should be documented on the daily production report. It is the policy of Warner Bros. Studios that notification of all stunts and special effects be reviewed by the Department of Safety and Environmental Affairs prior to execution.
2. Special effects involving pyrotechnics, explosives and/or fire must be noted in advance on the call sheet. All such effects must be performed by properly licensed individuals. The proper permits must be obtained and the appropriate regulatory agencies notified. Explosives must be stored in their approved magazines.
3. Be aware that the use of atmosphere smoke is restricted to certain types of smoke. Efforts should be made to eliminate the use of fog and smoke altogether. Contact the Department of Safety and Environmental Affairs for guidelines and regulations.
4. Treat all firearms as though they are loaded. Never point a firearm at anyone, including yourself. Follow the directions of the property master regarding all firearms and weapons.
5. The use of certain weapons may require special permits and/or operator certifications. You should feel comfortable working with firearms and other weapons and know all the operating features and safety devices. All firearms must undergo thorough safety inspection, testing and cleaning on a daily basis by qualified, experienced personnel.
6. The presence or use of live ammunition is strictly prohibited. The loading of firearms should take place just prior to the scene being filmed and unloaded immediately after the scene has been completed. Follow the directions of the Property Master

## FIRE SAFETY

1. Maintain clear walkways and exit passages. Keep clear a four foot perimeter around the interior of the stage, and make sure all exit doors are unlocked when personnel are working. All overhead equipment, fixtures and props should be properly secured with safety wire, if needed, and all cables on the ground should be matted when necessary. Fire equipment (hydrants, extinguishers, hoses, etc.) must be accessible at all times.
2. Keep electric panels accessible at all times. Maintain a clear working space at least 36 inches deep and 30 inches wide in front of every electrical panel, and do not store materials in that space.
3. Always keep in mind the danger of fire when lights are placed near props, sets and other materials and insure there is adequate distance to prevent an accident.

Created using Anthropic Claude. Keep on internal versions until reviewed and verified by a human.