

Costuming Code of Safe Practices

- Report all unsafe conditions and equipment to your supervisor or safety coordinator. There will be no reprisal or adverse consequences against employees for reporting unsafe conditions and/or practices.
- Employees can report safety hazards/concerns anonymously.
- Report all accidents, injuries and illnesses to your supervisor or safety coordinator immediately.
- Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
- In the event of fire, sound alarm and evacuate. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
- Only trained workers may attempt to respond to a fire or other emergency.
- Horseplay is not permitted.
- Employees are not permitted to work while under the influence of intoxicating or controlled substances.
- Failure of employees to follow safety procedures and/or rules may result in disciplinary action up to and including termination.

Body Mechanics

- Employees shall use proper lifting techniques. Ask for help when the load cannot be handled safely by one person because of excessive weight, bulkiness or awkward shape of the load.
- Lift with your knees, not with your back. Bend the knees, keep the back as straight as possible, and then make a straight lift using your leg muscles.
- Good posture should be exercised when working at tables and sitting at sewing machines.

Miscellaneous

- Caution should be exercised when using hot irons and steam equipment.
- Employees may not stand on chairs; only approved step stools may be used.
- Use tools only for the job they were designed for. Use the right size tool for the job.
- Keep tools clean, sharp, and in good condition; check tools for damage before using them. Defective tools shall be put out of service until repaired.
- Employees should inspect electrical cords frequently to ensure that the cords are not cracked or frayed. Deficiencies should be reported to the supervisor.
- Report to your supervisor any exposed wiring and cords that are frayed or that have deteriorated insulation so that they can be repaired promptly.
- Electrical outlets should not be overloaded.
- Electric plugs should always fit receptacles—make no modifications. Electric cords shall be inspected periodically and kept in good condition.
- The source of power shall always be disconnected before accessories on an electric tool are changed; guards shall be replaced or put in correct adjustment before the tool is used.

- Never use electrical equipment with wet hands for if you are standing on a wet surface.
- All machine-powered equipment and power tools that expose operators to a grinding, shearing, punching, pressing, squeezing, cutting, rotating part, flying chips, particles or any other similar hazard shall be protected by a guard.
- Employees that are exposed to a risk of receiving eye injuries as a result of flying particles or hazardous substances shall be provided with and shall use eye protection.
- Pointed or sharp objects shall not be put in the mouth or carried around in the hand with points or blades exposed.

Chemicals

- Obtain and read Safety Data Sheets (SDS) prior to using chemicals; follow manufacturer's precautions and recommendations. All chemical containers should be properly labeled.
- Cleanse hands thoroughly after handling chemicals.
- Wear personal protective equipment (goggles, gloves, etc.) as required.

Housekeeping

- Spills shall be cleaned up immediately; floors shall be maintained in a dry condition.
- Good housekeeping shall be maintained; walking and working surfaces shall be kept free from scrap and waste.
- The workplace shall be kept free of debris, materials on the floor and electrical cords that obstruct work areas or pathways.

First Aid Code of Safe Practices

- Report any unsafe conditions, equipment, practices or concealed safety hazards to a supervisor or the Safety Coordinator immediately. There will be no reprisal or adverse consequences against anyone for reporting any such unsafe condition, equipment and/or practice.
 - Safety hazards/concerns can be reported anonymously.
 - Report any accidents, injuries or illness to a supervisor or Safety Coordinator immediately.
 - Means of egress shall be kept unlocked, unblocked, and well lighted during work hours.
 - In the event of fire, sound the fire alarm if possible, and evacuate. Upon hearing a fire alarm, immediately stop work and exit the building. Gather at a pre-designated location.
 - Only trained and authorized persons should attempt to respond to a fire or other emergency.
 - Horseplay is not permitted.
 - Employees are not permitted to work while under the influence of alcohol or any other intoxicating substance.
 - Failure of employees to follow safety procedures and/or rules may result in disciplinary action up to and including dismissal.
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| <ul style="list-style-type: none">• All Studio First Aid Facility personnel and Location First Aid personnel have been identified as job classifications in which duties include reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious material. All such personnel are required to be trained and to comply with the Bloodborne Pathogens Written Exposure Control Plan and related rules. This Plan and related materials are found in the section of this Manual entitled "Bloodborne Pathogen".• Blood and certain body fluids must be considered infectious. The hepatitis B virus and human immunodeficiency virus (HIV) are the most virulent examples. Occupational transmission of HIV is relatively rare, but the virus is a killer. The greatest risk workers face is the threat of infection posed by the hepatitis B virus.• Where there is a potential of exposure, appropriate protective clothing or equipment should be used.<ul style="list-style-type: none">○ Infection Control Kit○ High Risk Gloves• Re-glove as soon as practical after contamination. Gloves are cheap. Life is not.• Avoid cross contamination. If you gloves or hands have become contaminated THINK BEFORE YOU TOUCH. Sterilize any surfaces which you may have touched.• If you are working with another person, work "clean and dirty". One person should avoid contamination. That person should convey supplies, equipment, etc. to the treating person in such a manner as to avoid becoming contaminated themselves. | <ul style="list-style-type: none">• Contaminated sharps, needles, etc. should be discarded immediately in color coded containers that are closeable, puncture resistant, and leak proof.• Other regulated waste should be placed in containers which meet the above requirements.• Dispose of all regulated waste in accordance with state and federal regulations. If called into a rescue situation immediately assess the area for hazards. You can't help others if you become injured. As far as practical have the area secured from hazards before proceeding. If you need help from security, the safety department, or others call immediately for assistance.• Learn how to identify chemical, electrical and other hazards in areas you may have to enter. |
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Grips Code of Safe Practices

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- Safety hazards/concerns can be reported anonymously.
- Report any accidents, injuries or illness to a supervisor or Safety Coordinator immediately.
- Means of egress shall be kept unlocked, unblocked, and well lighted during work hours.
- In the event of fire, sound the fire alarm and evacuate. Upon hearing the fire alarm, immediately stop work and proceed to the nearest clear exit. Gather at a pre-designated location.
- Only trained and authorized persons should attempt to respond to a fire or other emergency.
- Horseplay is not permitted.
- Employees are not permitted to work while under the influence of alcohol or any other intoxicating substance.
- Failure of employees to follow safety procedures and/or rules may result in disciplinary action up to and including termination.
- Be sure the equipment that you work with such as ropes, hangers, beds, chairs, lumber, guard rails, etc., are in good condition. Any questionable materials should be checked by the gang boss.
 - General Ladder Safety - A ladder is not a platform and should not be used as such. Place ladders properly and firmly with adequate space at the foot. Do not use metal ladders near electrical sources.
 - Fixed Ladders Safety - Ladder side rails must be extended a minimum of 3 feet above the platform served. Access to the platform should be built to a minimum height of 42 inches and a width of 22 inches.
 - Portable Ladder Safety - Use the proper size ladder for the job. Never use the top step of a ladder.
- Know how to tie a proper knot for the particular job. The use of improper knots can be extremely dangerous. Check with your gang boss.
- Use proper lifting techniques. Lift with your legs, not with your back.
- Use safety belts or ties when exposed to danger of falling.
- Employees working within a construction, set striking or maintenance site should wear hard soled shoes or boots. Work shoes or boots with soles designed for gripping should be worn when working on raised structures.
- Riding the hook or sling by individuals is strictly prohibited.
- Standing scaffolds on the floor should always be braced or tied off. When the height of a scaffold exceeds three times its width, it must be tied off, braced to guard against overturning, or be provided with outriggers.
- When stacking tubular scaffold sections for use, all vertical joints must be adequately pinned.
- When platforms or scaffolds are more than four feet above the surface level, guard rails, mid rails, or other suitable forms of protection must be provided.
- Beds must be kept clear of all bracing, wire and equipment to maintain a clear walkway.
- ALWAYS CONSIDER THE PERSON(S) WORKING BELOW.
- When pushing booms, dollies or rolling equipment be sure of your clearances and that all persons are out of the path of travel.
- When a shooting company uses a set that has been idle for some time, it is the responsibility of the key grip of the shooting company to inspect the set. Special attention should be given to nail tightness, especially when green lumber was originally used and checking has occurred.
- Parallels are not to have a dead-end of more than 20 feet beyond the nearest ladder.
- Chains or ropes will be used to tie down "Menace" lamps when counterweights or lamps are being added or removed.
- No smoking signs shall be obeyed.
- Compressed air (pressurized air hoses) shall not be used to remove dust particles or other substances from an individual's clothing.
- Employees shall be certified prior to operating an elevated work platform.

Labor Code of Safe Practices

- Report any unsafe conditions, equipment, practices or concealed safety hazards to a supervisor or the Safety Coordinator immediately. There will be no reprisal or adverse consequences against anyone for reporting any such unsafe condition, equipment and/or practice.
- Safety hazards/concerns can be reported anonymously.
- Report any accidents, injuries or illness to a supervisor or Safety Coordinator immediately.
- Means of egress shall be kept unlocked, unblocked, and well lighted during work hours.
- In the event of fire, sound the fire alarm and evacuate. Upon hearing the fire alarm, immediately stop work and proceed to the nearest clear exit. Gather at a pre-designated location. Only trained and authorized persons should attempt to respond to a fire or other emergency.
- Horseplay is not permitted.
- Employees are not permitted to work while under the influence of alcohol or any other intoxicating substance.
- Failure of employees to follow safety procedures and/or rules may result in disciplinary action up to and including termination.
- Laborers assigned to support a craft will adhere to applicable safety rules of that craft.
- Ask for help when the load cannot be handled safely by one person because of excessive weight, bulkiness or awkward shape of the load. When you intend to lift an item, as from the floor, keep arms and back as straight as possible, bend knees, then make a straight lift using your leg muscles. When you intend to lower an item, as from a shelf, bring the object close to your body, keep your back straight and take the strain with your legs. Do not lift while in an awkward position. Be sure you have good footing and hold before lifting. Lift with a smooth, even motion.
- Check all types of equipment such as dolly carts, forklifts, ropes, baskets, pallets, hand carts, etc., for defects before using. Report all defective equipment to your supervisor.
- Make sure the object or load is secured and balanced before moving.
- Check and remove loose materials from wall units, etc., which may work loose and fall when handled.
- Check the path of travel to be sure it is free of all obstructions.
- Be alert for other people and vehicles. Use an assistant to watch for possible hazards if needed.
- The handling of large pieces of glass should only be done by qualified personnel or persons under the direct supervision of an experienced glass handler. When the breaking of glass is required, always cover it with cloth or a sack to prevent scattering. Be sure the area is clear before breaking. Wear protective clothing, including a face shield. Break glass starting at the top to prevent broken glass from sliding down the tool handle. Use teamwork when handling glass. Do not carry sheet glass under your arm. Large sheets of glass may require tape applications or other masking so that the presence of the glass is clearly established.
- Know where your co-workers are, do not guess that there is no one behind you when you carry lumber, etc. - ensure adequate clearance.
- Always wear safety goggles or other specified eye protection when you are working around someone operating machinery, power tools or welding.
- Rubber gloves shall be worn when using cleaning solutions.
- Employees shall not mix chemicals.
- "Caution - Wet Floor" signs shall be used when mopping, thus designating the area of the floor that is wet.
- Employees shall wash hands before handling food.
- Floor maintenance equipment (buffers, vacuums, etc.) shall be unplugged before servicing equipment.
- Cords shall be inspected before using electrical equipment. If the cord is broken or frayed, the machine shall be taken out of service.
- All chemical containers shall be labeled.
- Spills shall be cleaned up immediately; walking surfaces shall be maintained in a dry condition.
- No smoking signs shall be obeyed.
- All persons must keep entire body inside the vehicle.
- In lumberyards and woodworking plants, lumber shall be piled with due regard to stability of piles and in no case higher than 20 feet.
- Lumber stored higher than six (6) feet shall be baled.
- Compressed air (pressurized air hoses) shall not be used to remove dust particles or other substances from an individual's clothing or body.
- Employees shall be trained and certified prior to operating an aerial lift platform.

Office / Administration Code of Safe Practices

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Video Display Terminals

- *Video Display Terminals (VDT's)*
- For VDT workstations, background and screen lighting shall be adjustable; "No Glare" screens shall be available.
- VDT screen positions should be adjustable.
- Chairs should be adjustable.
- Keyboards shall be adjustable.

Safe Work Practices

- The workplace shall be kept free of debris, floor storage and electrical cords.
- Adequate aisle space shall be maintained.
- Employees must exercise caution in moving about the office.
- File cabinet drawers shall be opened one at a time and closed when work is finished.
- Care should be exercised in closing file drawers to avoid pinching the employees' or other employees' fingers.
- When carrying loads, care should be exercised to avoid over exertion and strain.
- Employees should use the rest periods that are provided to relax eyes and body.
- Employees may not stand on chairs; only approved step stools may be used.
- Materials shall be neatly stacked or piled in stable piles that will not fall over.
- Where materials are stored on shelves, the heavy objects shall be on the lower shelves.
- An 18 inch clearance shall be maintained between storage and sprinkler heads.
- Paper cutters shall be equipped with a guard. The cutter should be in the down position when finished.
- Paper shredders shall have an operational guard. Guards shall not be by-passed.
- Spills shall be wiped up immediately.
- Electric cords shall not be run under rugs or chair mats.
- Tripping hazards such as defective floors, rugs and floor mats shall be reported to the maintenance department and immediately repaired.
- No smoking signs shall be observed.
- Know the location of fire extinguishers.
- Know your evacuation route.
- Coffee pots, portable heaters, etc., should be turned off at night and unplugged if possible.
- File cabinets and bookcases should be secured to the wall.

Paint Code of Safe Practices

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 - Report any accidents, injuries or illness to a supervisor or Safety Coordinator immediately.
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 - In the event of fire, sound the fire alarm if possible, and evacuate. Upon hearing a fire alarm, immediately stop work and exit the building. Gather at a pre-designated location.
 - Only trained and authorized persons should attempt to respond to a fire or other emergency.
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 - Failure of employees to follow safety procedures and/or rules may result in disciplinary action up to and including dismissal.
- Specific
- Carelessness is not observing basic safety precautions when painting and can cause serious injury to you and your fellow workers.
 - Use extreme caution when handling flammable liquids and during atomization. The possibility of fire is at its highest point in these situations.
 - When spray painting, wear the proper respiratory and eye protection and proper clothing.
 - Always read the labels on containers and follow the directions given.
 - Each supervisor, including a lead person placed in charge, is responsible for compliance with safety requirements. Always check with him/her.
 - The dispensing of paint supplies should be under the supervision of a qualified employee. Specific care should be given to labeling containers.
 - When spraying with flammable liquids, noxious or toxic materials in quantities of more than one pint, or when the application may constitute a fire or health hazard, always:
 - Be sure grids or lamp scaffolding above the area to be painted are free of other workers.
 - Have lamps used for set lighting turned off.
 - Clear the stages open the doors and provide ventilation.
 - All electrical sources shall be turned off.
 - No smoking signs shall be observed.
 - A fire watch shall be maintained for at least thirty minutes.
 - Clean up spills immediately.
 - Air hoses are to be rolled up and properly stored by the painter who used the equipment.
 - Airless paint guns present a particular hazard because of high pressure. Never point them toward yourself or others. Be sure not to use your hand for testing.
 - No smoking signs shall be obeyed.
 - All ignition sources must be eliminated during coating operations.
 - Compressed air (pressurized air hoses) shall not be used to remove dust particles or other substances from an individual's clothing or body. Don't point at anyone else or at anyone's face.
 - Employees shall be certified prior to operating an elevating work platform.
 - Ladders shall be inspected prior to use. Defective ladders shall be taken out of service.
 - Metal ladders or ladders with metal reinforcements shall not be used where electrical hazards exist.
 - All flammables shall be stored in approved containers and/or flammable cabinets and kept covered when not in use. Keep away from combustible condition.
 - Personal protective equipment shall be maintained in a clean and sanitary condition.
 - Check equipment for defect prior to use. Report all defective equipment to your supervisor.
 - All paint related hazardous waste is to be handled by trained paint department personnel.
 - Eye and respiratory protection shall be worn when sanding or prepping work that produces dust and/or other particles into the air.
 - Employees must be trained

Property Department Code of Safe Practices

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- Employees are not permitted to work while under the influence of intoxicating or controlled substances.
- Failure of employees to follow safety procedures and/or rules may result in disciplinary action up to and including termination.

Motor Vehicles used for Company Business

- Maintaining a vehicle for business use in a safe condition is an obligation of the employee for his/her own safety, as well as for protection of the company from liability.
- Safe driving is a work procedure which must be practiced by all employees, whether use of the vehicle for company business is continual or only occasional.
- When an employee is using a vehicle for company business, the employee shall adhere to all applicable motor vehicle regulations.
- The use of any electronic communication device to send or read text messages, e-mails, or any other written communication while operating a vehicle is prohibited. Use of handheld cell phones by drivers without hands-free devices is not permitted.

Body Mechanics

- Employees shall use proper lifting techniques:
- Stand close to the load with feet wide apart.
- Squat down, bending at the hips and knees; keep the back straight.
- Hold the load close to the body while lifting.
- When setting the load down, squat; bend at the hips and knees keeping the back straight.
- Never twist the body, turn the whole body in the direction you have to go. Pivot with the feet instead of twisting the trunk.
- If the load is too heavy for one person, ask for help or use mechanical assistance.
- When two or more people carry one object, the load should be adjusted so that it rides level and so that each person carries an equal part of the load.

Hand trucks, Carts, Dollies

- When using a cart, hand truck, dolly or bin with wheels, push the load instead of pulling. Pushing puts less strain on the back. Keep the center of gravity of the load as low as possible. Place heavy objects below lighter objects. Keep the feet clear of the wheels.
- Place the load so it will not slip, shift or fall. Load only to a height that will allow a clear view ahead. Let the mechanical device carry the load; the operator should only balance and push.
- Never exceed pallet jack load capacity.

Firearms

- Treat all firearms as though they are loaded.
- Do not engage in horseplay with any firearms or weapons.
- Never point a firearm at any one, including yourself.
- The Prop Master should be knowledgeable and adhere to all manufacturer's warnings, expiration dates, storage and handling procedures for all blank ammunition.
- The Prop Master should be familiar with the AMPTP Safety Bulletin #1, "Rules and Standards to Govern the Use of Live Ammunition on Motion Picture Sets" and #15, "Recommendations for Safety with Firearms".
- The Prop Master shall be the final authority on safe handling and use of any firearm.

Truck Lift Gates

- Improper operation of the lift can result in serious personal injury. Do not operate unless you have been properly trained, and have read and are familiar with the operating instruction.
- Be sure the vehicle is properly and securely braked before using the lift.
- Inspect the lift for damage before using it; do not overload.
- Each load should be placed in a stable position as near as possible to the center.
- Never stand in, move through or allow anyone else to do so where the lift may operate or into which an upset load may fall.
- The lift is not a passenger lift. Do not ride the lift with unstable loads or in such a manner that a failure would endanger you.

Miscellaneous

- Ladders shall be inspected and found to be in good condition before the job begins. Defective ladders shall be taken out of service. Employees shall not stand on the top two steps of ladders.
- An 18" clearance shall be maintained between storage and sprinkler heads in the ceiling.
- Select the correct hand tool for each job. All hand tools must be inspected regularly and maintained in good condition. Defective tools shall be taken out of service.
- Extreme caution shall be maintained when using razor blades/cutting tools.
- Employees operating aerial work platforms shall obtain certification prior to operating the equipment. Safety harnesses shall be worn.
- Obtain an MSDS for all chemicals; follow manufacturer's instructions.

Propmaker Code of Safe Practices

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- Report any accidents, injuries or illness to a supervisor or Safety Coordinator immediately.
- Means of egress shall be kept unlocked, unblocked, and well lighted during work hours.
- In the event of fire, sound the fire alarm if possible, and evacuate. Upon hearing a fire alarm, immediately stop work and exit the building. Gather at a pre-designated location.
- Only trained and authorized persons should attempt to respond to a fire or other emergency.
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- Employees are not permitted to work while under the influence of alcohol or any other intoxicating substance.
- Failure of employees to follow safety procedures and/or rules may result in disciplinary action up to and including dismissal.

Specific

- Supervisors are to give their employees frequent accident prevention instruction (at least every ten (10) working days).
- Supervisors are to instruct their employees that all safety guards and other protective devices must be properly adjusted and remain in and that any deficiencies should be reported promptly to the employee's supervisor.
- Only trained and authorized personnel should handle electrical equipment, machinery, air or water lines.
- When lifting heavy objects, the large muscles of the leg - instead of the smaller muscles of the back should be used.
- Do not wear loose or frayed clothing, long hair, dangling ties, finger rings, etc. around moving machinery or other areas where they may become entangled.
- Only footwear with adequate protection should be worn; shoes with thin or badly worn soles should not be worn.
- Obtain and read Material Safety Data Sheets (MSDS) prior to using chemicals; follow manufacturer's precautions and recommendations. All chemical containers should be properly labeled.
- After handling chemicals, cleanse hands, arms and/or other part of the body that might have come in contact with the chemicals.
- Gasoline may not be used for cleaning purposes.
- Do not weld or apply any source of ignition to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the foreman.
- When climbing a ladder both hands should be used. Do not stand on the top two steps of the ladder. Anyone using a ladder should inspect the ladder to make sure it is in good condition before the ladder is used. Do not use metal ladders or ladders with metal reinforcements where electrical hazards exist. Never lean beyond your center of gravity when standing on a ladder or elevated platform.

Tools, Machinery and Equipment

- Maintain all tools and equipment in good condition. Remove any defective tools or equipment from service.
- Always keep your mind on your work.
- Use only appropriate tools for a specific job; use the tool in the way it was designed to be used. Never use your screwdriver as a chisel. Never use anything other than a hammer as a striking or driving tool.
- Do not lift or lower portable electric tools by means of the power cord.
- Only trained and authorized persons may operate machinery or equipment.
- Do not put sharp objects in your mouth (i.e., nails, tacks, etc.).
- Do not service, repair or adjust machinery while it is in operation.
- Do not disconnect air hoses at compressors until the hose line has been bled. Do not use compressed air (pressurized air hoses) to remove dust particles or other substances from an individual's clothing or body.
- Wear personal protective equipment when using grinding equipment, table saws, wire brushes, or similar equipment even if you're making just one cut.
- Do not talk to or otherwise distract a person who is operating power tools.
- When walking by operating power equipment be careful to avoid flying particles or accidental contact with the equipment.
- Never cut toward any part of your body with any cutting tool.
- Be sure that cutting tools, saws and other power equipment are sharp and properly aligned and safety guards are in place and working properly. Do not wedge saw guards open and do not remove the guard.
- Do not force wood, Plexiglas, fiberglass, or any other material through any saw, jointer, planer, etc. Allow the blades to do the cutting.
- Only trained personnel shall operate elevated work platforms (scissor lifts, condors, etc.).
- Use a pusher stick when ripping material on a table saw or when using a jointer.
- Make sure the saw return mechanism operates properly. The saw should be sharp, properly aligned, and level so that the guards function properly.
- Electrical plugs should always fit receptacles. Make no modifications to the electrical plugs! Always use a grounded plug or a pigtail when working with AC current.

Set Decorator Code of Safe Practices

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Specific

- Motor Vehicles used for Company Business
- Maintaining a vehicle for business use in a safe condition is an obligation of the employee for his/her own safety, as well as for protection of the company from liability.
- Safe driving is a work procedure that must be practiced by all employees, whether use of the vehicle for company business is continual or only occasional.
- When an employee is using a vehicle for company business, the employee shall adhere to all applicable motor vehicle regulations.

Body Mechanics

- Employees shall use proper lifting techniques:
- Stand close to the load with feet wide apart.
- Squat down, bending at the hips and knees; keep the back straight.
- Hold the load close to the body while lifting.
- Never twist the body, turn the whole body in the direction you have to go. Pivot with the feet instead of twisting the trunk.
- If the load is too heavy for one person, ask for help or use mechanical assistance.

Hand trucks, Carts, Dollies

- When using a cart, hand truck, dolly or bin with wheels, push the load instead of pulling. Pushing puts less strain on the back.
- Keep the center of gravity of the load as low as possible. Place heavy objects below lighter objects.

- Keep the feet clear of the wheels.
- Place the load so it will not slip, shift or fall. Load only to a height that will allow a clear view ahead.
- Let the mechanical device carry the load; the operator should only balance and push.
- Never exceed pallet jack load capacity.

Truck Lift Gates

- Improper operation of the lift can result in serious personal injury. Do not operate unless you have been properly trained, and have read and are familiar with the operating instruction.
- Be sure the vehicle is properly and securely braked before using the lift.
- Inspect the lift for damage before using it; do not overload.
- Each load should be placed in a stable position as near as possible to the center.
- Never stand in, move through or allow anyone else to do so where the lift may operate or into which an upset load may fall.
- The lift is not a passenger lift. Do not ride the lift with unstable loads or in such a manner that a failure would endanger you.

Miscellaneous

- Ladders shall be inspected and found to be in good condition before the job begins. Defective ladders shall be taken out of service. Employees shall not stand on the top two steps of ladders.
- An 18" clearance shall be maintained between storage and sprinkler heads in the ceiling.
- Select the correct hand tool for each job. All hand tools must be inspected regularly and maintained in good condition. Defective tools shall be taken out of service. Extreme caution shall be maintained when using razor blades/cutting tools.
- Training and certification is required prior to operating equipment (condors, scissor lifts, etc.) Harnesses must be worn in condors at all times and in scissor lifts if the top rail is less than 42" high.
- Obtain an MSDS for all chemicals; follow manufacturer's instructions.
- Paints, solvents and any other flammable liquids shall be stored in an approved flammable liquid storage locker.

Set Decorator Code of Safe Practices

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- Report all accidents, injuries and illnesses to your supervisor or safety coordinator immediately.
- Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
- In the event of fire, sound alarm and evacuate. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
- Only trained workers may attempt to respond to a fire or other emergency.
- Horseplay is not permitted.
- Employees are not permitted to work while under the influence of intoxicating or controlled substances.
- Failure of employees to follow safety procedures and/or rules may result in disciplinary action up to and including termination.

Specific

Body Mechanics

- Employees shall use proper lifting techniques: Ask for help when the load cannot be handled safely by one person because of excessive weight, bulkiness or awkward shape of the load.
- Lift with your knees, not with your back. Bend the knees, keep the back as straight as possible, then make a straight lift using your leg muscles.

Vehicle/Equipment

- Conduct a pre-trip safety inspection prior to vehicle operation.
- Drivers assigned to vehicles will adhere to applicable safety rules. Observe all safety practices governing operation of vehicles.
- The use of any electronic communication device to send or read text messages, e-mails, or any other written communication while operating a vehicle is prohibited. Use of handheld cell phones by drivers without hands-free devices is not permitted.
- If a vehicle is not safe to operate, do not drive it. Report unsafe equipment to the supervisor.
- Drivers should inspect each piece of equipment prior to operation.
- Drive defensively. Yield right of way to other vehicles and pedestrians.

- Use appropriate rope or cable to safely secure the load. All loads in the vehicle must be properly secured and placarded as required. Distribute the load weight properly.
- Be aware of loads with added height or width and adjust accordingly.
- Do not raise or lower the tailgate until it is safe to do so.
- Make sure the radiator is completely cool before removing the cap.
- Training and certification is required prior to operating equipment (condors, scissor lifts, forklifts, etc.) Harnesses must be worn in condors at all times and in scissor lifts if the top rail is less than 42" high.
- Exhaust fumes are highly toxic; operate vehicle in a well-ventilated area.
- Drivers shall carry the appropriate license for the type of vehicle, truck, tractor/trailer they are driving.
- The transportation of any hazardous materials shall comply with state and federal regulations.

Chemicals

- Obtain a material safety data sheet for all chemicals (gasoline, oil, transmission fluid, etc.)
- All chemically related substances (paints, solvents, gasoline oil, etc.) shall be labeled. All containers should be properly secured.
- Report chemical spills, (gasoline, oil, etc.) to the Safety Program Administrator immediately.

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