

# DISNEY ENTERPRISE RISK MANAGEMENT

# P

**PRODUCTION**

# S

**SAFE** 

# G

**GUIDEBOOK**

## For Motion Picture and Television

### **PART A**

**Injury and Illness Prevention Program (IIPP) IIPP  
Implementation Guidelines**

### **PART B**

**Program Forms**

### **PART C**

**Safety Programs**

### **PART D**

**Safety and Environmental Standards/Guidelines**

Prepared as a resource for Production  
The Walt Disney Company Enterprise Risk Management/  
Safety Department  
818-560-1726



# Production Safety Guidebook for Motion Picture and Television

## Part – A Injury and Illness Prevention Program

### Table of Contents

<u>(1) Injury and Illness Prevention Program</u>	
Injury and Illness Prevention Program (IIPP).....	A-1-1
<u>(2) IIPP Implementation Guidance</u>	
Emergency Procedures/Planning .....	A-2-1
Safety Communication .....	A-2-2
Accident Reporting, Investigation and Recordkeeping .....	A-2-3
Employee Training .....	A-2-4
Safety Program Resources .....	A-2-5

**March 2020**

Prepared as a Resource for Production  
The Walt Disney Company Enterprise Risk Management/Safety Department  
818-560-1726

<https://wdproductionsafety.com>



# Injury and Illness Prevention Program

Section

A-1-1

Page 1 of 6

This Injury and Illness Prevention Program, also known as the Production Safety Program, was developed for use by all U.S. - based Motion Picture and Television Productions and is in compliance with occupational safety and health guidelines for the location you are working.

Studio Management considers a motion picture or television production as a company with accountability and responsibility for a safe and healthy production. It is recommended that production management personnel devote the necessary time and energy to understand and implement this program.

A Studio Production Safety Specialist (an employee of Disney's Enterprise Risk Management (ERM) Department) or a local Production Safety Specialist (hired as an ERM consultant) will be assigned to each production. The role of a Production Safety Specialist is to provide assistance and guidance, NOT to assume or replace the production company's role in providing a safe workplace. The Production Safety Specialist will periodically audit production for compliance with this program. Findings will be reviewed with the Unit Production Manager/Line Producer on an ongoing basis.

Production Title: \_\_\_\_\_

Production Company: \_\_\_\_\_

The following individuals are the key points of contact with significant responsibility for health and safety:

1<sup>st</sup> Assistant Director: \_\_\_\_\_

Cell: \_\_\_\_\_

Construction Coordinator: \_\_\_\_\_

Cell: \_\_\_\_\_

Unit Production Manager: \_\_\_\_\_

Cell: \_\_\_\_\_

Production Office Coordinator: \_\_\_\_\_

Cell: \_\_\_\_\_

ERM Production Safety Specialist: \_\_\_\_\_

Cell: \_\_\_\_\_

ERM Production Safety Consultant: \_\_\_\_\_

Cell: \_\_\_\_\_

Any productions with special effects, stunts, aerial photography, major set construction, unique/hazardous locations, children or animals planned should be discussed in advance with your assigned Production Safety Specialist or Consultant.

## INTRODUCTION AND STATEMENT OF POLICY

The health and safety of every cast and crew member is of primary importance on this production. To ensure that safety does not occur by chance, a program has been established that blends together Studio standards as well as best practices established by the Industry-Wide Labor-Management Safety Committee, regulatory agencies and safety standards organizations.

## RESPONSIBILITY

The Unit Production Manager (UPM) is responsible for administering and implementing the Injury and Illness Prevention Program (also known as the IIPP or Production Safety Safety Program). In addition, various Department Heads have additional safety responsibility for their crew members. The assigned Production Safety Specialist may periodically conduct audits to evaluate the effectiveness of the Production's IIPP.

### *Unit Production Manager*

The Unit Production Manager is responsible for the overall management and administration of this IIPP, has overall control and responsibility for safety and has the authority to halt any activity where risk to workers' health or safety is discovered. He or she may seek the assistance of the Production Safety Specialist for assistance in implementing elements contained in this program. Specific responsibilities include, but are not limited to:

- Ensuring that the production is operated, so far as is reasonably practicable, under safe and healthy working conditions.
- Informing the Production Safety Specialist and Production Executive of any serious safety concerns.
- Making decisions on health and safety issues based on logical and realistic assessments of risk and then ensuring that such risks are controlled in an appropriate manner.
- Taking action to correct hazards or unsafe conditions by stopping work if needed to institute remedial actions to ensure cast and crew safety.
- Ensuring all provisions of the IIPP are implemented in all areas of production including 2<sup>nd</sup> and 3<sup>rd</sup> units, pre and post production activities and at all advance work locations.
- Ensuring department heads are verifying crew members have the proper license(s) or certification(s) to operate assigned equipment and vehicles and have completed all required training including Safety Pass training in the Los Angeles area and the Disney Production Safety Orientation (DPSO) computer-based training outside of LA.
- Ensuring the written *Production Safety Program Orientation Introduction* hand-out is distributed to all cast and crew members reporting directly to a filming location; signed Acknowledgment Forms or Deal Memos are collected from those members and documentation is maintained and readily accessible.
- Ensuring that every set has been assessed for hazards and is in compliance with applicable health and safety standards.
- Ensuring attendance at safety meetings and the receipt of required written materials by cast and crew is documented.
- Ensuring safety contact information is included on the call sheet (safety hotline phone numbers, contact names, emergency contact information, etc.)
- Ensuring unsafe and unhealthful conditions are corrected.
- Acting as liaison with governmental regulatory agencies.
- Ensuring safety and health inspections are conducted and following up to ensure necessary corrective action is completed.
- Establishing accident report and investigation procedures; ensuring accidents are properly investigated and, if necessary, that all appropriate regulatory agencies have been notified (at the direction of your Production Safety Specialist).

# Injury and Illness Prevention Program

Section

A-1-1

Page 3 of 6

## ***First Assistant Director***

When filming commences, the First Assistant Director (1<sup>st</sup> AD) is responsible for health and safety on set.

- He or she will ensure that potential risks have been identified and that safety measures have been effectively communicated to all involved prior to shooting.
- Communicate potentially serious safety risks that have been identified prior to the day's filming to the UPM and Production Safety Specialist, and will ensure that the proper control measures are implemented and all cast and crew are informed. (The **Second Assistant Director** (2<sup>nd</sup> AD) may be delegated similar responsibilities as the 1<sup>st</sup> AD.)

## ***Construction Coordinator***

The Construction Coordinator and foreman are responsible for the safety of crew members in all areas where construction is taking place (on stage, warehouse, location, etc.).

## ***Location Manager***

The Location Manager is responsible for identifying reasonably safe filming locations or those that can be made safe. All location specific matters related to health and safety should be addressed in advance with production management, department heads and other key personnel. A Location Hazard Assessment Checklist is available in this program and on the production safety website.

## ***Department Head/Supervisor***

Production Department Heads/Supervisors (Gaffers, Special Effects Coordinators, Stunt Coordinators, Key Grip, etc.) are critical to the safety program and play a key role in achieving its success. Specific Department Heads/Supervisors responsibilities include, but are not limited to:

- Reviewing the Injury and Illness Prevention Program and knowing all safety rules and policies of the production company applicable to their area of responsibility.
- Communicating and enforcing safety rules and policies with their staff, including advising them that they can report hazards without fear of reprisal.
- Verifying their staff is properly trained and qualified for the work they'll be required to perform, and that the staff receives the necessary training before attempting this work.
- Verifying that new employees have received safety awareness training and have been informed of all production safety policies.
- Ensuring additional safety awareness training occurs whenever new processes, procedures, equipment, machines, substances or materials are introduced to the workplace or there is a change in work location.
- Taking appropriate steps so that all injuries, no matter how minor, are treated properly and in a timely manner, investigating accidents and injuries, making recommendations for retraining and/or remediation and ensuring necessary paperwork has been completed and submitted to the production office.
- Periodically performing inspections of the work area (set, base camp, etc.) to identify unsafe conditions or work practices and taking appropriate steps so that corrective action occurs.
- Taking appropriate steps so that safety concerns are addressed and that unsafe conditions are reported and corrected in a timely manner.
- Taking appropriate action so that the above procedures are followed in all workplaces, including those off the set.
- Ensure appropriate personal protective equipment (PPE) is available and used.

## ***Production Office Coordinator***

The Production Office Coordinator (POC) will assist the Unit Production Manager in the administration and implementation of the IIPP. POC responsibilities include, but are not limited to:

- Ensuring the IIPP is readily available to all cast and crew.
- Distributing health and safety information to cast and crew (on call sheets, AD's, etc.).
- Ensuring that all appropriate documents are forwarded to the Production Safety Specialist.
- Maintain copies of all health and safety related documents (injury and illness paperwork and status reports, emergency contact list, inspection reports, accident investigations, safety meeting reports/minutes, training records, production reports documenting safety meetings, etc.).

## ***Cast and Crew Members***

Production safety is also the responsibility of all cast and crew members. More specifically, cast and crew responsibilities include, but are not limited to:

- Complying with all aspects of the IIPP.
- Complying with the Production Safety Guidelines, Codes of Safe Practices, applicable safety bulletins and any company policies and procedures relating to safe work practices.
- Complying with additional information given through safety meetings, information published on call sheets, postings and safety awareness training by their supervisors.
- Reporting all unsafe conditions and injuries to their supervisor, set medical or production management.

## **EMPLOYEE COMPLIANCE**

Violations of safety rules and policies may result in disciplinary action in accordance with policy, up to and including discharge. Production management must document any verbal or written warnings with copies forwarded to the Production Safety Specialist. Forms to document these discussions can be found in Part B of this guidebook.

## **COMMUNICATION**

Matters concerning occupational safety and health should be communicated in the following ways:

### ***Written Documentation***

#### **Call Sheets**

Potentially hazardous situations must be clearly identified on the call sheet for the next day's shoot (explosions, helicopter use, fire, etc.). When applicable, a safety bulletin or other specific notification addressing the particular hazard should also be attached to the call sheet. Planned safety meetings, emergency response contact information and the safety hotline number will also be noted on the call sheet.

### ***Safety Meetings and Briefings***

In order to communicate safety during all phases of production, safety meetings are to be held with all appropriate production personnel as often as necessary. Meetings include, but are not limited to, toolbox construction talks, safety strategy meetings, on-set safety meetings with cast and crew before shooting call, etc.

The purpose of these meetings is to identify and discuss all potential site and activity hazards and safety issues and to control or eliminate them. Additional safety meetings should be scheduled as necessitated by any changes in the workplace shooting schedule and/or script.

An on-set safety meeting must be held with the cast and crew before shooting call. These meetings are mandatory, and must include information on potential hazards found during the hazard assessment and planned activities that will take place, such as: scenes involving stunts, special effects, aircraft, wild animals or other potentially hazardous conditions. In addition, a safety awareness meeting must be conducted for all new cast and crew members (including extras) as locations change, new potential hazards are introduced, changes are made to stunt and special effects sequences and whenever new equipment and/or procedures

# Injury and Illness Prevention Program

Section

A-1-1

Page 5 of 6

are implemented. All on-set safety awareness meetings must be documented on the Daily Production Report. Supervisors (Construction Coordinator, Key Grip, Transportation Coordinator, etc.) must hold meetings with their crew members to review general safety issues and discuss any specific safety concerns as necessary. These meetings must be noted on the daily production report or on a Production Safety Awareness Meeting Attendance Form.

## ***Postings***

Some regulatory agencies, such as OSHA, require that certain information be posted in a conspicuous location within the workplace frequented by employees (e.g. near craft service on a location, or the kitchen area in the production office.).

## ***Employee Reporting***

Cast and crew members are strongly encouraged to report any suspected unsafe or unhealthy conditions to their supervisor, production management or production safety verbally or in writing. Anonymous reporting of hazards by all cast and crew may be accomplished by telephone to the Studio Safety Hotline at 818-560-7391.

## ***No Retaliation***

Cast and crew members must be able to express their concerns regarding health and safety matters without fear of reprisal. If at any time any cast or crew member voices a concern about a health, safety or related issue, corrective action must be taken immediately if there is an immediate threat to life safety or health or handled as soon as practical when there is not an imminent threat. There will be no retaliation against any employee for reporting hazards or potential hazards or for making suggestions related to safety.

## **WORKPLACE HAZARD ASSESSMENT**

### ***Filming Locations***

The Location Manager will assess each potential filming location for potential hazards and environmental concerns prior to securing an agreement. He/She will work with the appropriate safety personnel to address any observed safety concerns accordingly. Location inspection forms can be found in Part B of this guidebook. A reassessment should occur at each new location and whenever new substances, processes, procedures or equipment are introduced into the workplace. Department heads should document work site inspections using the appropriate checklist prior to principal photography.

### ***On Set***

Set inspections conducted by the AD Department are noted on the Production Report. Set inspections conducted by department heads are documented on the Off-Production Safety Inspection Report which can be found in Part B of this guidebook.

### ***Offices and Workshops***

Periodic inspections to ensure a safe work environment and to identify any unsafe conditions should also take place in office spaces and workshops. Department heads should document their inspections using appropriate checklists found in the Forms section of this Guidebook. Codes of Safe Practices have been developed based upon identification and evaluation of hazards. They are contained in this guidebook, as are Safety Bulletins.

### ***Stunts and Special Effects***

When production intends to perform higher-hazard activities in front of the camera, such as large-scale stunts and/or special effects, the appropriate department head (e.g. Stunt Coordinator, Special Effect Coordinator) is responsible for:

- Conducting a thorough hazard assessment, hiring/using fully qualified and experienced personnel
- Ensuring appropriated equipment is acquired, inspected and used
- Ensuring appropriate personal protective equipment is available and distributed
- Ensuring all rehearsals and “dry runs” are documented



- Communicating hazards to the 1st AD and any/all involved cast and crew
- Communicating any changes to the initial planned activity

## **CORRECTING UNSAFE OR UNHEALTHY CONDITIONS**

Unsafe or unhealthy conditions, work practices and work procedures will be corrected in a timely manner based upon the severity of the hazard. When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, all exposed personnel will be removed from the area except those necessary to correct the existing condition. Employees necessary and qualified to correct the hazardous condition shall be provided the necessary safeguards.

## **INJURY/ILLNESS REPORTING AND INVESTIGATION**

All work-related injuries and illnesses must be reported to the employee's direct supervisor and to medical personnel on duty immediately. If an injury/illness requires treatment beyond basic first-aid (sent out to a clinic or emergency room), your Production Safety Specialist must be notified and the production must initiate a notification to the Studio. Injuries that results in a worker being hospitalized must be reported immediately to the: UPM or line producer, Studio Production executive and Production Safety Specialist.

Accident investigations should be conducted whenever:

- An incident occurs involving the public.
- A set emergency such as major damage to the set or equipment or earthquake, fire, flood, etc.
- An employee seeks medical care beyond basic first aid (treatment by a physician).
- Hospitalization of an employee occurs.
- An employee dies as a result of a workplace injury or illness.

## **TRAINING AND INSTRUCTION**

Safety training is required for all workers. Cast and crew members must be trained on specific job tasks, workplace hazards and safety awareness to ensure they understand how to perform their job responsibilities in a safe manner. This may take the form of computer based training, formal instruction, on the job training or informal training.

A copy of the *Production Safety Program Orientation Introduction* and *General Code of Safe Practices* must be provided to all newly hired employees.

Training will also be provided whenever employees are given new job assignments for which training has not previously been received, whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard, and whenever a new or previously unrecognized hazard is discovered.

## **RECORDKEEPING**

Upon wrapping production, all safety training material, inspections reports, injury reports and Location Managers Inspection forms must be archived following Studio retention policies.

The Production Safety Specialist or designee will maintain records returned by the production (i.e. inspections, training, surveys, investigations, etc.). These records shall be maintained for a minimum of three years.

December 2019

**Serious Injury Reporting**

In the event a serious injury occurs, regardless of whether it involves a production employee or member of the public, it is critical that appropriate notifications are made as soon as possible. For serious injuries that occur on set, the 1st AD is responsible for making necessary notifications. For injuries that do not occur on set, the employee’s supervisor is responsible for notifying the Unit Production Manager or the Line Producer. The Unit Production Manager and Line Producer are responsible for notifying Studio representatives and ultimately regulatory agencies when required. When notification of a regulatory agency is necessary, the UPM and Line Producer will first receive guidance from their Production Safety Specialist.

**Who Must be Notified**

Serious injuries must be communicated to the department head of the injured employee, the Unit Production Manager, the Line Producer, the 1st Assistant Director (if the injury occurs on-set), the Studio Production Executive and the Production Safety Specialist (Enterprise Risk Management).

Note: Complete the template below and make it available to all personnel responsible for serious injury notification.

<b>1. SUMMON EMERGENCY HELP IMMEDIATELY</b>				
Whether you are on local location or distant, be sure that you have the appropriate emergency numbers. Keep the information current.				
<b>Fire, Police, Ambulance</b>		(phone number)		
<b>Nearest Hospital</b>		(phone number)		
<b>2. CONTACT SHOW ATTORNEY</b>				
The Show Attorney should notify the appropriate Legal and Business Affairs Vice-President.				
NAME	WORK PHONE	HOME PHONE	MOBILE PHONE	EMAIL ADDRESS
<b>3. CONTACT PRODUCTION EXECUTIVE</b>				
NAME	WORK PHONE	HOME PHONE	MOBILE PHONE	EMAIL ADDRESS
<b>4. CONTACT PRODUCTION SAFETY SPECIALIST</b>				
The Production Safety Specialist will contact the appropriate Insurance and Risk Management personnel.				
NAME	WORK PHONE	HOME PHONE	MOBILE PHONE	EMAIL ADDRESS

IIPP Implementation Guidance	<b>Section</b>
<b>Emergency Procedures/Planning</b>	<b>A-2-1</b>
	<b>Page 2 of 3</b>

### **Emergency Action Planning Basic Guidelines**

During early prep, the development of an Emergency Action Plan (EAP) is necessary. The EAP is a plan to respond to anticipated and unanticipated emergencies. Emergencies can be man-made, or natural, and can be isolated or wide-spread events.

***Many production facilities have Crisis Management programs that are “lot” or location specific. Always follow the instructions and plans of those responsible when working at any production facility.***

### **Medical Response**

Prior to prepping a production location identify the following:

- Nearest hospital, the facility’s trauma/surgical capabilities, and contact information
- Resources to transport a patient, estimated response time, and contact information
- Emergency medical and fire responders and determine estimated response times to possible man-made and natural emergencies

If it is determined that local medical facilities are inadequate for medical care above a certain level, (*i.e.*, greater than outpatient care), pre-arrangements for medical evacuation of a patient must be made.

### **Fire**

Immediate response is necessary whenever a fire is detected. Call 911. An orderly evacuation from the affected area is a priority.

If a call for emergency response has been made, and employees are trained in the use of available fire suppression equipment, such as extinguishers, they may attempt to suppress a small fire in its earliest stage. If there is any doubt about whether or not a fire can be easily extinguished do not fight the fire. Instead, all personnel should leave the location, closing all doors behind them.

### **Power Failure**

In the event of a partial blackout or a total power failure evacuate the location. Ensure emergency lighting is available to allow personnel to traverse safely.

### **Weather Related Phenomenon**

Continuous monitoring of local weather conditions should take place whenever severe weather conditions are forecast. Because most weather-related disasters can be predicted, pre-planning is essential. Contingency weather plans should include provisions for preparation, communication, evacuation, transportation, first aid and shelter. If working in a remote area, notify local authorities of your specific location and condition following a significant disaster.

IIPP Implementation Guidance	<b>Section</b>
<b>Emergency Procedures/Planning</b>	<b>A-2-1</b>
	<b>Page 3 of 3</b>

## **Earthquake**

### *During the shaking:*

- Take cover under a solid structure such as a desk or table if possible. Protect your neck/head.
- Stay away from glass and objects which could fall on you (e.g. stage lights and monitors)
- Stay where you are. Do not run outside – falling debris may cause injury.
- If outdoors, stay in an open area away from buildings. Do not enter buildings.

### *After the quake:*

- Be prepared for aftershocks
- Take count of personnel and check for injuries.
- **DO NOT MOVE INJURED PERSONS UNLESS ABSOLUTELY NECESSARY.**
- Replace telephone handsets that have been displaced. **DO NOT USE TELEPHONES** except to report fires or medical emergencies.
- The UPM should meet with facility emergency response personnel/security for further instruction.
- Stay away from potentially unstable areas and downed power lines.

### Resources for Preparing an Emergency Action Plan

The following Departments can assist production in preparing an Emergency Action Plan:

- **The Walt Disney Company Global Crisis Management**
- **The Walt Disney Company Production Security**
- **The Walt Disney Company Safety Department**
- **The Walt Disney Company Production Insurance Department**

# Safety Communication

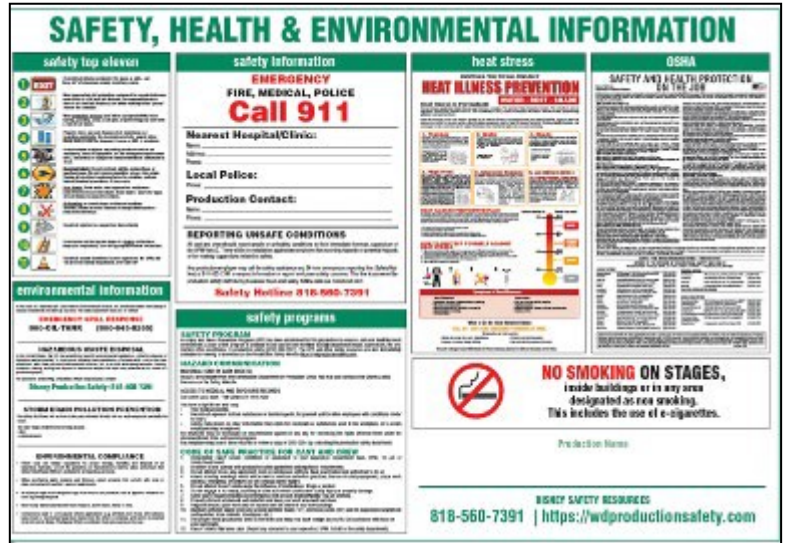
## Required Workplace Health and Safety Postings

Some regulatory agencies, such as OSHA, require that certain information be posted in a conspicuous location within the workplace frequented by employees (e.g. near craft service on a location, or the kitchen area in the production office.). The Production Safety Specialist will provide the production with a supply of *safety* posters appropriate for stages and other work areas. Remember, if your production moves to a new state or country additional postings may be required. Contact your Production Safety Specialist for assistance.

## Safety Meetings/Briefings

Safety communication will take place regularly in the form of one-on-one and/or group meetings/briefings. Printed materials will be used to provide additional detail. These meetings/briefings that take place on set are generally held by the First Assistant Director and are mandatory for all cast and crew. Safety Meetings must be held:

- On the first day of production to introduce and reinforce elements of the IIPP (Safety Program).
- Daily to discuss safety issues related to the activities of the day or as a familiarization regarding the specific location where work is occurring.
- Daily on new sets or at new locations to discuss emergency procedures, heat illness plan, medical information, etc.
- Anytime a new process is introduced to the set such as the use of certain special effects, firearms, animals, cranes, gimbals, helicopters and/or drones, etc. a discussion of necessary safety precautions should take place.
- Before any stunt or special effect, or mechanical effect is used. If there is a change to the original plan after the initial safety meeting/briefing, a follow-up meeting must be held to communicate the revised plan.



27" x 39" Poster - Health Safety and Environmental

## Production Reports

All safety meetings and briefings should be documented on the daily production report. When documenting safety meetings, provide as much detail as possible. Do not simply state: "Safety Meeting Held at Call." Activities to document include, but are not limited to:

- Daily meetings conducted by the 1<sup>st</sup> AD.
- Briefings to discuss any event changes to filming sequences that were not covered in earlier briefings.
- Briefings to discuss location changes, the use of special effects, stunt activities, weather warnings or other unusual planned activity.

## Call Sheets

The call sheet should be used as a safety communication tool to advise cast and crew when potentially unsafe conditions and/or activities may be present. Every Call Sheet must contain mandatory safety statements regarding safety contact information and safety meetings. When additional safety information specific to the day's activity must be communicated, Safety Bulletins as well as other documents will accompany the Call Sheet.

# Safety Communication

Safety Meetings to be held by the 1st AD on the first day of a new location, or whenever stunts, SPFX or unusual activity is scheduled.

QUESTIONS OR CONCERNS REGARDING SAFETY? CONTACT YOUR PRODUCTION MANAGEMENT, UPM, OR 1ST AD, OR CALL THE SAFETY HOTLINE (818) 560-7391. THIS CALL CAN BE MADE ANONYMOUSLY.

Call Sheet Front <b>Mandatory</b> Statement:	Mandatory Safety Meeting to be conducted by the 1 <sup>st</sup> AD on the first day of a new location and whenever stunts, SPFX or whenever unique activity is scheduled.
--	---

Call Sheet Safety Reporting Procedure <b>Mandatory</b> Statement:	QUESTIONS OR CONCERNS REGARDING SAFETY? CONTACT YOUR PRODUCTION MANAGEMENT, UPM, 1 <sup>ST</sup> AD, SAFETY ADVISOR, OR CALL THE SAFETY HOTLINE (818) 560-7391. THIS CALL CAN BE MADE ANONYMOUSLY.
---	--

## Alliance of Motion Picture and Television Producers (AMPTP) Safety Bulletins

Safety Bulletins are documents prepared by the Industry-Wide Labor-Management Safety Committee that provide industry specific guidance for activities unique to the motion picture and television industry. Guidance contained in many Safety Bulletins also requires that they be attached to the Call Sheet. Safety Bulletins may be obtained from: <http://www.csatf.org/bulletintro.shtml>

## Codes of Safe Practice

General Codes of Safe Practices have been developed and are contained in the Production Safety Program Orientation Introduction which can be found in Part B of this guidebook.

IIPP Implementation Guidance	<b>Section</b>
<b>Accident Reporting, Investigation and Recordkeeping</b>	<b>A-2-3</b>
	Page 1 of 2

### **Injury/Illness Reporting**

All work-related injuries and illnesses must be reported *immediately* to the employee's direct supervisor and to medical personnel on duty. If an injury/illness requires treatment beyond basic first-aid (sent out to a clinic or emergency room), your Production Safety Specialist must be notified **and** the production must initiate an electronic injury/illness notification using the STARS intake system – details below.

Upon submission of an electronic STARS report, information will automatically be sent to Production Risk Management, your Production Safety Specialist, and if applicable, the payroll company for workers' compensation reporting.

REMEMBER: Any injury that results in a worker being hospitalized must be reported immediately to the:

- Unit Production Manager or Line Producer
- Production Executive
- Production Safety Specialist

Notification to Labor Relations, Legal Affairs and Union representatives may also be necessary depending on the circumstances. In addition, it may become necessary to notify OSHA (Occupational Safety and Health Administration) depending on the circumstances of the accident and severity of the injury. NOTE: Only your Production Safety Specialist or Production Legal Counsel should contact a regulatory agency unless otherwise directed by Studio Management.

### **Accident Investigations**

Accident investigations should be conducted whenever:

- An incident occurs involving the public.
- A set emergency such as major damage to the set or equipment or earthquake, fire, flood, etc.
- An employee seeks medical care beyond basic first aid (treatment by a physician).
- Hospitalization of an employee occurs.
- An employee dies as a result of a workplace injury or illness.

The STARS system should be used when submitting an investigation. Accident investigations should be conducted by the supervisor of the injured worker. If the injury or illness is of an extremely serious nature, the production attorney should be consulted as soon as possible and prior to any written investigation report being prepared. Complex investigations will be coordinated by your Production Safety Specialist or Show Attorney.

An accident investigation should be made within 24 hours of the injury or illness requiring treatment beyond basic first aid. Forms for this purpose can be found in Part B of this guidebook.

The investigation should never suggest the specific causes of the injury or illness. Speculation regarding what might have caused the injury or illness should be excluded; only the facts of what actually happened should be written on the report. Photographs should be taken at the direction of your legal department.

### **Injury and Illness Recordkeeping**

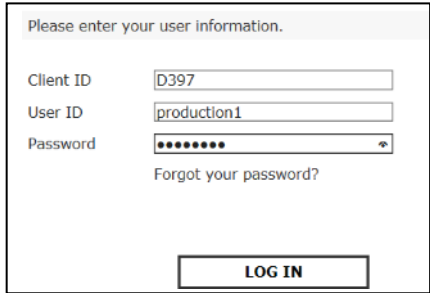
A record of all injuries and illnesses must be kept by the productions in California. In addition, Cal-OSHA (Occupational Safety and Health Administration) requires that a log be maintained that records and classifies work-related injuries and illnesses as well as the extent and severity of each log entry. The Log is known as the "Log of Work-Related Injuries and Illnesses" (Form 300).

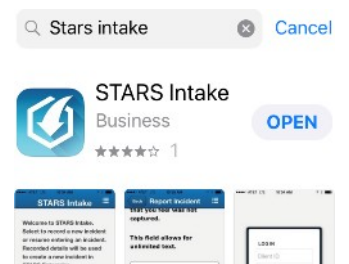
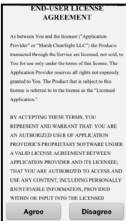
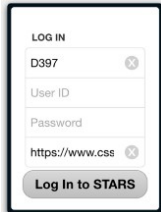
OSHA forms and specific recordkeeping instructions are available from your Production Safety Specialist.

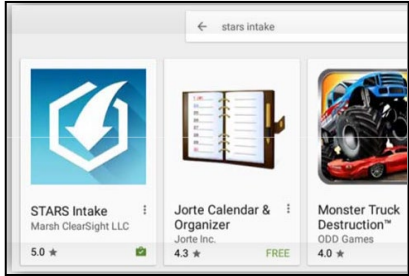
**STARS Injury/Illness Reporting**

The STARS tool, provided by Disney Enterprise Risk Management, automates incident notification to payroll service providers and workers' compensation carriers. The intake system guides the user through the reporting process. Detailed directions can be found on the Production Safety Website.

There are three ways to access STARS Intake: Internet Explorer Website, iOS devices and Android devices.

<b>Internet Explorer Website</b>	<ol style="list-style-type: none"> <li>1. Open Internet Explorer</li> <li>2. Go to: <a href="http://www.csstars.com/enterprise/stormspackages/storms/intake/">www.csstars.com/enterprise/stormspackages/storms/intake/</a></li> <li>3. Enter login information: <ul style="list-style-type: none"> <li>• Client ID: D397</li> <li>• User ID: production1</li> <li>• Password: #Stars4me</li> </ul> </li> </ol> <p>NOTE: Only the password is case sensitive.</p>	
----------------------------------	--	---

<b>iPhone iPad (iOS)</b>	<ol style="list-style-type: none"> <li>1. Go to the App Store and search for 'stars intake'</li> <li>2. Press "cloud" or "open" to download</li> <li>3. OPEN app</li> </ol>	
	<ol style="list-style-type: none"> <li>4. ACCEPT End-User License Agreement</li> </ol>	
	<ol style="list-style-type: none"> <li>5. Enter login information <ul style="list-style-type: none"> <li>• Client ID: D397</li> <li>• User ID: Production1</li> <li>• Password: #Stars4me</li> </ul> </li> </ol> <p>NOTE: Only the password is case sensitive.</p>	

<b>Android Device</b>	<ol style="list-style-type: none"> <li>1. Go to Google Play and search for 'stars intake'</li> <li>2. Select Install</li> <li>3. OPEN app</li> <li>4. ACCEPT End-User License Agreement</li> <li>5. Enter login information <ul style="list-style-type: none"> <li>• Client ID: D397</li> <li>• User ID: Production1</li> <li>• Password: #Stars4me</li> </ul> </li> </ol> <p>NOTE: Only the password is case sensitive.</p>	
-----------------------	--	---



# Employee Training

All Department Heads and Supervisors are responsible for ensuring that employees receive appropriate safety training. Safety training is required:

- Upon employee hire.
- Whenever employees are given a new job assignment where additional training is necessary.
- Whenever new processes, substances or equipment is introduced to the workplace.
- For all individuals who supervise others (supervisors, department heads, etc.) so that they are aware of the health and safety hazards that employees under their care may be exposed to.

Training requirements vary based on crew member position and the requirements of a particular production. At a minimum, the following safety training must take place:

## Production Safety Program Orientation Introduction

All cast and crew must receive a copy of the **Production Safety Program Orientation Introduction** (Form AM6209) with their start paperwork (deal memo). For those individuals not signing a deal memo, receipt can be acknowledged on the *Acknowledgment of Receipt of Production Safety Guidelines Form 32*. This is the first introduction to the production-specific Injury and Illness Prevention Program (Safety Program).

Information covered in the two page document includes: safety guidelines for production; an IIPP overview; emergency response guidance including contact phone numbers, evacuation procedures and accident reporting procedures; chemical awareness, including availability of Safety Data Sheets, product labeling and personal protective equipment and heat illness awareness.

SAFE FACTS	Production Safety Program Orientation Introduction	For Motion Picture and Television Production
<p><b>Safety Program</b> The health and safety of every cast and crew member is of primary importance on this production. To ensure that safety on the set does not occur by chance, this production has established an Injury and Illness Prevention Program (IIPP) also known as the Safety Program.</p> <p>The IIPP blends together Studio standards as well as best practices established by the AMPTP Industry-Wide Safety Committee, regulatory agencies and safety standards organizations.</p> <p>The written Safety Program may be reviewed in the production office. It can also be found on the production safety website: <a href="https://sdg.production.safetymgmt.com/safety-guidelines/">https://sdg.production.safetymgmt.com/safety-guidelines/</a></p>  <p>The safety program contains the following elements:</p> <ul style="list-style-type: none"> <li>• Person(s) identified as being responsible for the program.</li> <li>• Method for identifying and evaluating workplace hazards.</li> <li>• Procedures for addressing unsafe or unhealthy conditions.</li> <li>• Guidance regarding safe work practices and safety training.</li> <li>• System(s) for communicating with employees and contractors on safety matters.</li> <li>• System of discipline to ensure compliance with safe work practices and to reinforce safe work practices.</li> <li>• System(s) to maintain health and safety records.</li> </ul> <p><b>What are my responsibilities?</b></p> <ul style="list-style-type: none"> <li>• Comply with all safety rules and operating procedures.</li> <li>• Wear appropriate personal protective equipment as required.</li> <li>• Inspect and maintain equipment and take out of service and repair/replace equipment with damaged/defects.</li> <li>• Report all injuries, no matter how minor immediately to a supervisor or set medic.</li> <li>• Encourage fellow cast and crew members to work safely.</li> <li>• Report unsafe acts and conditions to a supervisor.</li> </ul> <p><b>Who is responsible for safety on the set?</b> <i>During pre-production:</i> The Production Manager will have overall responsibility for safety on your production although individual department heads are responsible for the safety of their crew members.</p> <p><i>During production:</i> The First Assistant Director acts as the on-set safety coordinator. The Construction Coordinator will continue to administer construction safety throughout production so long as construction takes place and department heads will continue to be responsible for monitoring their assigned crew members.</p> <p><i>Office support (e.g. set location sites):</i> In non-production (office) locations, your supervisor is generally responsible for assisting with safety concerns.</p>	<p><b>Call Sheet Safety Information</b> Safety Bulletins and instruction will be provided on call sheets when potentially unsafe conditions may be present on set (severe weather, animals on set, stunts, aircraft or drone use, special effects, etc.). <b>THIS INFORMATION MAY CHANGE DAILY.</b> Safety hotline information is included on call-sheets as well as the name of the Studio Production Safety Specialist assigned to the show.</p> <p><b>Responding to Unsafe Workplace Conditions</b> All cast and crew members are responsible for taking appropriate action to correct unsafe and unhealthy working conditions. Hazards which are an immediate threat to the health and safety of cast and crew must be brought to the attention of the First Assistant Director or a supervisor immediately.</p> <p><b>Safety concerns may be reported anonymously by calling the Safety Hotline: 818-560-7391</b></p> <p><b>Injury and Illness Reporting</b> You are responsible for reporting all work related injuries and illnesses to your supervisor, the First Assistant Director, the on-set medic and/or production management as soon as possible.</p> <p><b>In the Event of an Emergency</b> A call to 911 should be made in the event of a serious injury, illness or incident. When working away from a studio facility, additional emergency response procedures will be established and this information will be shared on call sheets and posters and will be communicated verbally during on-set safety briefings. <b>Take a moment to plan your personal response in the event of an emergency:</b></p> <ul style="list-style-type: none"> <li>• Know the primary and secondary exits from your work area.</li> <li>• In an earthquake, know where you can safely "Duck, Cover and Hold."</li> <li>• Keep a flashlight nearby and readily available.</li> <li>• Know the plan for contacting the production office in the event of a shut down due to severe weather.</li> <li>• Know the location of a first aid kit.</li> <li>• Know the location of fire extinguishers and how to use them. Always call 911 if you suspect or detect a fire and then begin an orderly evacuation of the affected area. <i>(If you have placed the call for emergency response and have been trained in the use of available fire equipment, such as extinguishers, you may attempt to suppress a small fire in its beginning stage. If you have the slightest doubt about safely extinguishing the fire - don't! Instead, leave the building, closing the door(s) behind you.)</i></li> </ul> <p style="text-align: right;">Form - AM 6201.9</p>	

<p><b>Properly Handling the Chemicals You Use</b> If your job requires the use of chemicals you will be informed of their associated hazards and trained on how to protect yourself when handling them. The primary source of health and safety information for a chemical you use can be found on the label and also on a product Safety Data Sheet (SDS). SDS are available from your supervisor or by calling an on-demand request service. Information regarding the on-demand SDS service is posted in the workplace.</p> <p><b>Preventing Heat Illness</b> Life threatening heat induced illnesses may occur when the body is unable to cool itself through perspiration. The symptoms:</p> <p><b>HEAT RASH</b> is a skin irritation caused by excessive sweating during hot and humid weather.</p> <p><b>HEAT CRAMPS</b> occur when sweating depletes the body's salt and fluids. The low salt level in the muscles causes painful cramps.</p> <p><b>HEAT SYNOPE</b> (fainting) is caused by a lack of adequate blood supply to the brain usually as the result of dehydration and lack of acclimatization to work in warm/humid weather.</p> <p><b>HEAT EXHAUSTION</b> is caused by a loss of fluids from sweating or lack of drinking fluids. Symptoms include, but are not limited to: sweating, weakness/fatigue, nausea/vomiting, dizziness/headache, fast or weak pulse, fast or slow breathing, etc.</p> <p><b>HEAT STROKE</b> is a life threatening emergency that occurs when the body over-heats to a point where its temperature control system actually shuts down and heat builds up internally. The signs of impending heat stroke are bizarre behavior, convulsions, unconsciousness and usually cessation of perspiration. Should these symptoms occur, <b>seek medical assistance immediately.</b></p> <p><b>Acclimatize yourself to hot weather</b> During the first few days of hot weather, you may feel as if you're working harder and getting less accomplished. The acclimatization process normally takes about two weeks. During that time, perspiration may increase by up to 30 percent.</p> <p><b>Cool in the shade</b> Whenever possible look for a balance between the heat load produced internally by your body and external sources such as sunlight. Remember to cool in the shade and use sunscreen.</p> <p><b>Drink plenty of water</b> The average person loses between 1 and 2 quarts of fluid an hour from perspiration during heavy exertion in hot weather. The only way to replace the loss (and help your body to cool itself) is to drink water. Frequently drink small quantities of water throughout your entire work shift. Drinking a minimum of one quart of water per hour (3-4 glasses) will help you stay hydrated.</p> <p><b>Respond to heat illness</b></p> <ul style="list-style-type: none"> <li>• Call the Set Medic or Supervisor for help. If not available call 911.</li> <li>• Have someone stay with ailing person until help arrives.</li> <li>• Move individual to a cool/shaded area - remove outer clothing.</li> <li>• Fan and mist the individual and apply ice bags or ice towels.</li> <li>• Provide cool drinking water if the individual is able to drink.</li> </ul>	<p style="text-align: center;"><b>GENERAL SAFE PRACTICES FOR CAST AND CREW</b></p> <ul style="list-style-type: none"> <li>✓ Report all unsafe conditions or equipment to a supervisor, the First Assistant Director production management, production safety or call the safety hotline.</li> <li>✓ Be aware of and comply with all production safety guidelines and local safety regulations, Safety Bulletins, etc.</li> <li>✓ Maintain clear paths, exits and 4 foot perimeters on stages and sets.</li> <li>✓ Wear appropriate fall protection when required.</li> <li>✓ Use personal protective equipment whenever necessary.</li> <li>✓ Do not attempt to use any equipment, tool or substances for which you have not been trained or authorized to use.</li> <li>✓ Attend all safety meetings, especially if involved in potentially hazardous activities such as stunts, special effects, use of aircraft, etc. which will be used to reinforce safe work practices, necessary safety equipment, proper work clothing, emergency procedures or any unusual safety hazards.</li> <li>✓ Report all accidents, injuries and illnesses to your supervisor, the First Assistant Director, the on-set medic or production management immediately.</li> <li>✓ Do not work while under the influence of drugs or alcohol.</li> <li>✓ Do not engage in horseplay, scuffling or other acts which could cause bodily injury to you or others.</li> <li>✓ Know the emergency evacuation routes and procedures at each location filming occurs.</li> <li>✓ Store all equipment and materials in a proper manner and place.</li> <li>✓ Maintain your work area in a neat, clean and orderly fashion.</li> <li>✓ Continually be aware of your surroundings and potentially hazardous conditions.</li> <li>✓ Maintain sufficient access and working space around electrical equipment.</li> <li>✓ Do not eat, drink or smoke in areas where hazardous substances are present. You may only smoke in designated smoking areas.</li> <li>✓ Utilize proper lifting procedures. You may prevent a painful back injury when raising an object by bending your legs, keeping your back straight, then raising up without twisting.</li> </ul> <p style="text-align: right;">Prepared by The Walt Disney Company Enterprise Risk Management Safety Department Burbank, California 818-560-7391 © Disney Form - AM 6201.9</p>
---	--

IIPP Implementation Guidance	<b>Section</b>
<b>Employee Training</b>	<b>A-2-4</b>
	<b>Page 2 of 3</b>

**Production Safety Training**

In addition to distribution of the two page written *Production Safety Program Orientation Introduction*, management must ensure that crew members receive safety training that covers a variety of topics including, but not limited to, injury and illness prevention, personal protection equipment, lifting safety, heat illness prevention, and hazard communication. Training can be provided in several ways:

***In California***

**Contract Services Administrative Trust Fund (CSATF) - Safety PASS**

All IATSE and Basic Craft employees who are listed on the Industry Experience roster and working in California (or hired out of California to work in another state) are required to take safety training through CSATF Safety Pass before working for the production.

Safety pass training can be verified on-line at the CSATF website. Department heads should verify that their crew members have the proper certification(s) and license(s) to operate or use assigned vehicles or equipment (forklifts, aerial lifts, etc.). This includes all required Safety PASS courses. If training cannot be verified, supervisors must arrange for training for their employees. This group of crew members cannot work unless their training is up-to-date and they appear on the CSATF experience roster.

***Outside California***

When working outside of California in locations not subject to Safety PASS training requirements, it is the responsibility of the production to ensure that employees are trained and that the training is documented prior to commencement of work. Employees should be compensated unless other arrangements have been made and agreed upon by the employee and management. Consult with your Production Safety Specialist for additional direction. Available training resources include:

**IATSE Entertainment & Exhibition Industries Training Trust Fund – IATTF On-Line Safety Training**

Employees working under the IATSE Area Standards Agreement may take on-line IATTF safety courses provided by CSATF. Currently, the “A” - General Safety/ IIPP course and the “A2” - Environmental Safety course are being offered.

**Disney Production Safety Orientation (DPSO) On-Line Safety Training**

Disney provides an on-line safety course that covers general safety and environmental training similar to the CSATF “A” - General Safety/IIPP and the “A2” - Environmental Safety courses as well as craft-specific safety information. Completion of the on-line DPSO is mandatory for all production employees who are not eligible to participate in CSATF or IATTF training programs. DPSO Training can be accessed from the Production Safety Website.

**Contract Services Administrative Trust Fund (CSATF) - Safety PASS**

CSATF “A” - General Safety/IIPP and the “A2” - Environmental Safety course can be provided to crew members for a fee. This training is on-line.

IIPP Implementation Guidance	<b>Section</b>
<b>Employee Training</b>	<b>A-2-4</b>
	<b>Page 3 of 3</b>

### **Specialized Training for Specific Departments/Individuals**

- **Fall Protection**  
Anyone exposed to fall hazards must be trained in the use of fall protection equipment and the use of approved anchorage points.
- **Aerial Lifts and Forklifts**  
Anyone who operates aerial lifts (scissor lifts, boom lifts, etc.) or powered industrial trucks (forklifts, telehandlers, etc.) must be trained to operate the equipment. Proof of training and skills verification by the Department Head will be necessary before operating this equipment on the job.
- **Hazard Communication**  
Any department using chemical products must implement elements contained in the Hazard Communication Program (SDS, container labeling, proper storage, etc.). This includes construction, paint, special effects, etc.
- **“Toolbox” Safety Talks**  
Brief “Toolbox” safety talks shall be provided to construction department employees every 10 days. Presentation topics are available from your Production Safety Specialist.

IIPP Implementation Guidance	<b>Section</b>
<b>Safety Program Resources</b>	<b>A-2-5</b>
	<b>Page 1 of 1</b>

### **Production Safety Website**

The Injury and Illness Prevention Program as well all safety resources are available on the Production Safety Website:

<https://wdproductionsafety.com>



The website contains:

#### Safety Programs

- Fall Protection
- Respiratory Protection
- Hazard Communication
- Lockout/Tagout
- Confined Space
- Industrial Truck (Forklift)
- Aerial Platform (scissor lifts, condors, Grade all Forklifts, etc.)
- Heat Illness Prevention

Links to CSATF Safety Bulletins

Safety Hotline Reporting Information

Program Forms

Safety Personnel Contact Information

Accident Reporting Links

Construction Department Toolbox Safety Talks

Safety Training Courses

### **Safety Program Access**

Any cast or crew member may request a hard or electronic copy of the written IIPP at any time by contacting the Production Office Coordinator or by visiting the Production Safety website.

-end-

Blank Page

# Production Safety Guidebook for Motion Picture and Television

## Part – B Forms

### Table of Contents

Production Activity Notification Checklist.....	Form AA
Supervisor Investigation Report .....	Form AB
Special Effects Safety Inspection Checklist.....	Form AC
Stunt Safety Inspection Checklist.....	Form AD
Production Employee Warning Report .....	Form AE
Location Hazard Assessment Checklist .....	Form AF
Sound Stage Inspection Checklist.....	Form AG
Production Safety Meeting Training Roster .....	Form AH
Forklift Daily Pre-Operational Inspection Checklist.....	Form AI
Aerial Work Platform Visual Inspection/Function Check .....	Form AJ
Production Safety Program Orientation Introduction Handout .....	Form AM
Outdoor Heat Illness Prevention Poster .....	Form 45

**March 2020**

Prepared as a Resource for Production  
The Walt Disney Company Enterprise Risk Management/Safety Department  
818-560-1726

<https://wdproductionsafety.com>

Blank Page

# PRODUCTION ACTIVITY NOTIFICATION CHECKLIST

Production Name: \_\_\_\_\_ Date \_\_\_\_\_

Name / Title (person completing checklist): \_\_\_\_\_

Production Phone \_\_\_\_\_ Fax \_\_\_\_\_

This form is designed to encourage ongoing communication between the Production Safety Department and your production. Once aware of potentially hazardous activities, we can provide assistance with any regulatory requirements and recommend precautions for the cast and crew.

The 1<sup>st</sup> AD should ensure this form is completed during production meetings (for television, complete one per episode). Please provide information as far in advance as possible, but at minimum of 48 hours prior to the activity to allow us sufficient time to contact your production for more information.

**LIST DATES FOR ALL ACTIVITIES ON THE BACK OF THIS FORM**

<p><b>FIREARMS</b></p> <p><input type="checkbox"/> Shotguns or Rifles                      <input type="checkbox"/> Automatic Weapons / Machine Guns</p> <p><input type="checkbox"/> Handguns</p> <p><input type="checkbox"/> Other :</p>	<p><b>FIRE / PYROTECHNICS / EFFECTS</b></p> <p><input type="checkbox"/> Explosions                                      <input type="checkbox"/> Smoke / Fog Effects</p> <p><input type="checkbox"/> Fireworks                                      <input type="checkbox"/> Weather Effects</p> <p><input type="checkbox"/> Flame Effects                                  <input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Bullet Hits / Squibs</p>
<p><b>SPECIALIZED VEHICLES/EQUIPMENT</b></p> <p><input type="checkbox"/> Military vehicles: tanks, personnel carriers, etc.      <input type="checkbox"/> Motorcycles</p> <p><input type="checkbox"/> Heavy construction machinery: cranes, bulldozers, earthmovers, etc.      <input type="checkbox"/> All-Terrain Vehicles (ATVs)</p> <p><input type="checkbox"/> Trains    <input type="checkbox"/> Ships</p> <p><input type="checkbox"/> Other:    <input type="checkbox"/> Gimbals</p> <p>    <input type="checkbox"/> Hydraulics / Animations</p>	<p><b>WATER SEQUENCE</b></p> <p><input type="checkbox"/> Jet ski or Ski-doo                              <input type="checkbox"/> Swimming or Falling into Water</p> <p><input type="checkbox"/> Kayaking    <input type="checkbox"/> Watercraft such as Ships or Boats</p> <p><input type="checkbox"/> Scuba Diving                                   <input type="checkbox"/> Water Skiing</p> <p><input type="checkbox"/> Submarine or Underwater Equipment      <input type="checkbox"/> Wave Maker</p> <p><input type="checkbox"/> Surfing</p> <p><input type="checkbox"/> Other:</p>
<p><b>STUNTS</b></p> <p><input type="checkbox"/> Air Rams    <input type="checkbox"/> High Fall</p> <p><input type="checkbox"/> Body Burn (partial)                           <input type="checkbox"/> Slide for Life</p> <p><input type="checkbox"/> Body Burn (full)                               <input type="checkbox"/> Vehicle Jumps / Crashes / Chase</p> <p><input type="checkbox"/> Descender / Cable Work</p> <p><input type="checkbox"/> Other:</p>	<p><b>AERIAL SEQUENCE</b></p> <p><input type="checkbox"/> Fixed-wing Aircraft                           <input type="checkbox"/> Hot Air Balloon</p> <p><input type="checkbox"/> Hang Gliding                                   <input type="checkbox"/> Parasail</p> <p><input type="checkbox"/> Helicopter                                       <input type="checkbox"/> Remote Controlled Camera Helicopter</p> <p><input type="checkbox"/> Helicopter External Load                   <input type="checkbox"/> Skydiving</p> <p><input type="checkbox"/> Other:</p>
<p><b>FOAM CONSTRUCTION</b></p> <p><input type="checkbox"/> Spray Foam Application</p> <p><input type="checkbox"/> Foam Block / Hot Wire Cutting</p> <p><input type="checkbox"/> Other:</p>	<p><b>UNUSUAL LOCATIONS/ACTIVITIES</b></p> <p><input type="checkbox"/> Airport     <input type="checkbox"/> Power Plant</p> <p><input type="checkbox"/> Amusement Park Ride                       <input type="checkbox"/> Prison</p> <p><input type="checkbox"/> Borders     <input type="checkbox"/> Quarries</p> <p><input type="checkbox"/> Carnivals                                       <input type="checkbox"/> Rivers/Lakes/Dams/Ocean</p> <p><input type="checkbox"/> Caves    <input type="checkbox"/> Rooftop</p> <p><input type="checkbox"/> Demolition                                      <input type="checkbox"/> Shipyard</p> <p><input type="checkbox"/> Desert    <input type="checkbox"/> Storm Chasing</p> <p><input type="checkbox"/> Farms    <input type="checkbox"/> Subway/Underground</p> <p><input type="checkbox"/> Grading / Excavation                       <input type="checkbox"/> Train Tracks – Proximity to and/or Filming on</p> <p><input type="checkbox"/> High-rise building                           <input type="checkbox"/> Trenching</p> <p><input type="checkbox"/> Historical Site                                   <input type="checkbox"/> Unusual Weather (Freezing/Hot/Wet)</p> <p><input type="checkbox"/> Hospitals                                       <input type="checkbox"/> Warehouse</p> <p><input type="checkbox"/> Junkyards                                       <input type="checkbox"/> Wilderness Area/State or Federal Park</p> <p><input type="checkbox"/> Military Base                                   <input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Mines</p> <p><input type="checkbox"/> Mountains</p> <p><input type="checkbox"/> Oil Refinery/Factory</p>
<p><b>ANIMALS &amp; WILDLIFE</b></p> <p><input type="checkbox"/> Large predators: lions, bears, crocodiles, etc.      <input type="checkbox"/> Venomous animals: snakes, insects, etc.</p> <p><input type="checkbox"/> Other:</p>	
<p><b>GENERAL SAFETY NOTE:</b></p> <p><input type="checkbox"/> <b>Check here if you need a copy of the Injury &amp; Illness Prevention Program.</b></p>	





# SUPERVISOR INVESTIGATION REPORT

Part 1 -- Medical Dispensary	Crew Member	Job Title	Department/Production
	SSN # (last 4 digits) or Company #	Date of Injury	Time of Injury <span style="float: right;">AM PM</span>
	Location of Incident	Date and Time Reported to Medical Department	
	Crew Member Supervisor	Type of Injury	Body Part (s) Affected

*Disposition (indicate below)*

Part 1 -- Medical Dispensary	<input type="checkbox"/> Treatment Refused		
	<input type="checkbox"/> First Aid Only	Provider:	
	<input type="checkbox"/> Emergency Room	Name/Location:	
	<input type="checkbox"/> Occ. Health/Urgent Care Center	Name/Location	
	<input type="checkbox"/> Personal Physician	Name/Address:	
	<input type="checkbox"/> Other		
	<input type="checkbox"/> Safety Notified?	Time:	Person Notified:
	<input type="checkbox"/> Department Head Notified?	Time:	Person Notified:

Part II -- Supervisor	Describe in detail what crew member was doing at time of injury:		
	Witnesses Name	Department	Phone
	<i>Circle Numbers Identifying Contributing Factors</i>		
	1 Absent/Improper Guarding	9 Inadequate Lighting or Noise Control	17 Protective equipment Not Used
	2 Defective Equipment	10 Improper Layout of Area	18 Inadequate Training
	3 Weather/Temperature	11 Insects/Animals in Work Area	19 Improper Position or Posture
4 Inappropriate Personal Protective equipment	12 No Unsafe Conditions Identified	20 Horseplay	
5 Inadequate Housekeeping	13 Operating Without Authority	21 Altercation	
6 Slippery/Uneven Walking Surface	14 Improper Use of Equipment	22 Self-inflicted Injury	
7 Improper Storage or Placement of Materials	15 Inadequate Procedures	23 No Unsafe Act Identified	
8 Inadequate Ventilation	16 Use of Defective Equipment/Tools	24 Other:	
Describe Contributing Factors:			
What action has been taken to prevent a recurrence?			
Did you speak with the crew member regarding this incident? (circle one)	Yes No	Were statements taken? (circle one)	
Has crew member returned to work? (circle one)		If not, last day worked:	
Supervisor Completing Report	Phone	Date	
Department Head Signature	Phone	Date	

Blank Page

# SPECIAL EFFECTS SAFETY INSPECTION CHECKLIST

<b>Production</b>	<b>Location</b>
<b>Permit Number / Issuing AHJ</b>	<b>Shooting Date(s)</b>
<b>Episode Name &amp; Number</b>	<b>Date Checklist Completed</b>
<b>Special Effects Coordinator Signature</b>	<b>Date</b>

### Key Personnel

<b>Special Effects Coordinator</b>	<b>Special Effects Assistant(s)</b>
<b>Assistant Director</b>	<b>First Aid</b>
<b>Production Safety Representative</b>	<b>Fire Dept Representative / Fire Safety Officer (FSO)</b>
<b>Transportation Coordinator</b>	<b>Stunt Coordinator</b>

### Basic Procedures

1. Notify all essential personnel of your intention to use special effects.
2. Conduct a detailed briefing of the action: What will happen, the hazards involved, equipment involved, emergency procedures and the location of emergency medical facilities / personnel.
3. Answer any questions or respond to concerns completely.
4. Ensure adequate rehearsal time has been provided.
5. Conduct as many dry runs as necessary.
6. Have one last briefing and dry run to ensure everyone understands the sequence of events.
7. Hold final safety meeting.
8. If there are any changes, start over and review from the beginning.
9. Clear the set of non-essential personnel.
10. Make sure that communications are absolutely clear between everyone involved.
11. Following any pyrotechnic effect, keep all personnel clear until area has been deemed safe by the Special Effects Coordinator.

Describe IN DETAIL the special effects to be used:

---

---

---

---

---

---

---

---

---

---

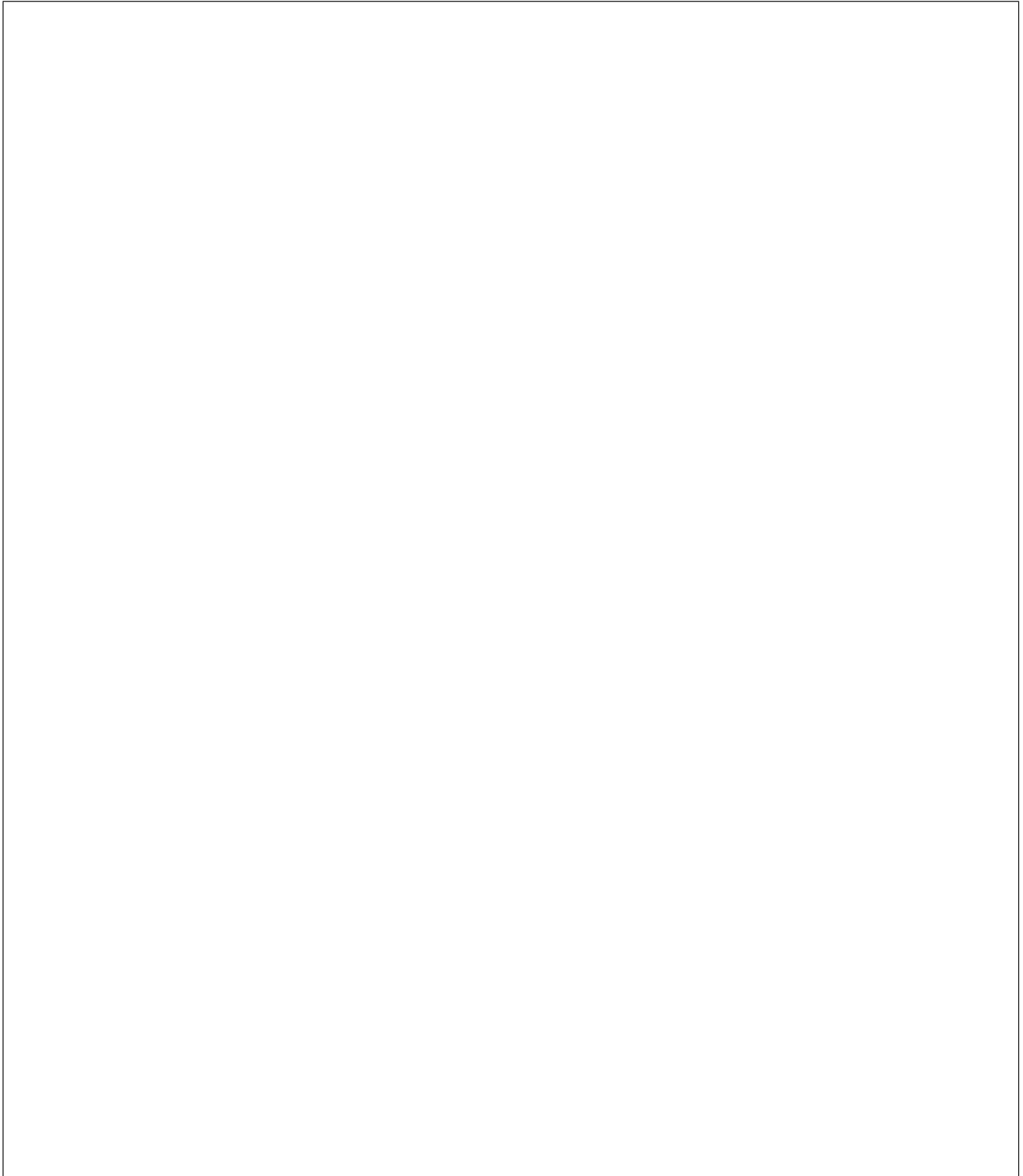
# SPECIAL EFFECTS SAFETY INSPECTION CHECKLIST

Please  your response below. "N/A" means "Not Applicable" If action required, give brief description.

Yes	No	N/A	Inspection Item
			Do all Special Effects Personnel have Pyrotechnic Operator / Special Effects Cards as required?
			Have all required permits been pulled with local Authority Having Jurisdiction (AHJ)?
			If smoke is being used, will proper ventilation be provided and is additional safety equipment required (e.g., respiratory protection, goggles, etc.)?
			Have Safety Data Sheets (SDS) been obtained for any hazardous substance to be used?
			Have you planned procedures for:
			<ul style="list-style-type: none"> <li>• Human error</li> <li>• Mechanical error</li> <li>• Outside Interference</li> <li>• Anything unexpected</li> <li>• Natural acts (i.e. weather changes)</li> </ul>
			Has all special effects equipment been carefully inspected prior to use?
			Have the following personnel been briefed on the specifics of the effects:
			<ul style="list-style-type: none"> <li>• Special Effects Coordinator / Assistant(s)</li> <li>• Medic/First Aid</li> <li>• Local Authority Having Jurisdiction (AHJ)</li> <li>• Production Safety</li> <li>• Director</li> <li>• Assistant Directors</li> <li>• UPM</li> <li>• Cast</li> </ul>
			If children are involved, have you obtained the teacher / welfare workers' approval?
			Have proper arrangements been made for emergency medical services?
			<ul style="list-style-type: none"> <li>• Is a stand-by ambulance or helicopter needed?</li> <li>• Has the nearest emergency medical facility been located?</li> </ul>
			Has this completed form been provided to Production Safety for review?

## Pre-Planned Special Effects Diagram (add additional pages as necessary)

Pre-Planned Special Effects Diagram  
(add additional pages as necessary)



Blank Page

# STUNT SAFETY INSPECTION CHECKLIST

Production:	Production Schedule:
Episode Name/Number:	
Location:	Signature/Date:

## BASIC PROCEDURES

- |  |   |
|--|---|
| 1. Complete a stunt diagram on enclosed form.  | 6. If there are any changes, review from the beginning.                                       |
| 2. Notify all personnel involved of your intention to perform a stunt.   | 7. Clear the set of unnecessary personnel.  |
| 3. Conduct a detailed briefing of the stunt: What will happen, who it will happen to, the hazards involved, emergency procedures and the location of emergency medical facilities. | 8. Make sure that communications are absolutely clear between everyone involved.              |
| 4. Allow adequate rehearsal time.  | 9. Answer any questions or respond to concerns completely.                                    |
| 5. Have one last briefing and dry run to ensure everyone's understanding.  | 10. As appropriate, reference AMPTP Safety Bulletins as appropriate and attach to call sheet. |

## DESCRIBE IN DETAIL THE STUNT TO BE PERFORMED:


Check each item indicating that you've considered the item and have taken appropriate steps to comply, if applicable. If action required, give brief description.

YES	NO	N/A	Inspection Item
			Do all stunt personnel have any required licenses or certification cards in their possession (e.g. SCUBA, motorcycle, etc.) and have they been verified?
			Is there a helicopter involved? If yes, have safety rules/policies been reviewed and personnel notified, warned and rehearsed?
			Is any fixed-wing aircraft involved? If yes, have safety rules/policies been reviewed and personnel notified, warned and rehearsed, and aerial coordinator's FAA motion picture flight safety manual been reviewed?
			Are personnel cables or other special rigging involved? If yes, have safety rules/policies been reviewed and personnel notified, warned and rehearsed?
			Have Safety Data Sheets (SDS) been obtained for any hazardous substance to be used?
			Has every piece of stunt equipment been carefully inspected, especially after each use?
			Do any safety modifications need to be made?
			Have you planned procedures for: <ul style="list-style-type: none"> <li>• Human Error</li> <li>• Mechanical Error</li> <li>• Natural acts (i.e. weather changes)</li> <li>• Outside Interference</li> <li>• Anything unexpected</li> </ul>
			Have stunt personnel been allowed adequate time to inspect the area and rehearse?
			Have the following personnel been briefed on the specifics of the stunts: <ul style="list-style-type: none"> <li>• Medic/First Aid</li> <li>• Stunt Coordinator</li> <li>• Production Safety Coordinator</li> <li>• Assistant Directors</li> <li>• Security Officers</li> <li>• Fire Safety Officer</li> </ul>
			After each run-through, has the stunt been set up to run again exactly as originally planned?
			If changes have been made, are all involved parties aware of and comfortable with the changes?
			If animals are involved, have the procedures for proper animal handling been reviewed?
			If minors are involved, have you obtained the teacher/welfare workers' approval?
			Have proper arrangements been made for emergency medical services? <ul style="list-style-type: none"> <li>• Is a doctor needed on set?</li> <li>• Has the nearest emergency medical facility been notified of your work?</li> <li>• Is a stand-by ambulance or helicopter needed?</li> </ul>



# STUNT SAFETY INSPECTION CHECKLIST

## KEY PERSONNEL

Stunt Coordinator:	Special Effects Coordinator:
Assistant Director:	First Aid:
Production Safety Advisor:	Transportation Coordinator:
Local Law Enforcement/Contact Phone:	
Local Fire Department/Contact Phone:	
Signature:	Date:

## PRE-PLANNED STUNT DIAGRAM

(Use additional pages as needed)

# PRODUCTION EMPLOYEE WARNING REPORT

The purpose of this notice is to provide you with an opportunity to correct the conduct which led to this issuance. If this conduct is repeated, or if you engage in any other misconduct, you may be subject to further disciplinary action, up to and including dismissal.

Employee Name:	Date of Report:
Position/Title:	Production/Project:
Time of Incident:	Date of Incident:

Location of Incident/Violation:

Describe the Incident/Violation:

**EMPLOYEE ACKNOWLEDGEMENT** - I have received a copy of this notice. I have read and understand the notice and have had an opportunity to discuss it with my supervisor.

Employee Signature:	Date:
Supervisor Signature:	Date:

Distribution Copy:      Unit Production Manager  
                                 Production Executive  
                                 Labor Relations  
                                 Studio Production Safety Specialist

Blank Page

# LOCATION HAZARD ASSESSMENT CHECKLIST

This checklist is required to be completed for each location. Answer the following questions to the best of your ability. For each identified potential hazard, write down the action required. When complete, please submit this form to the Safety Department for review and further assessment.

<b>Production</b>	<b>Scheduled Shooting Dates</b>
<b>Location</b>	<b>Name of Assessor / Date</b>

Please  your response below. "N/A" means "Not Applicable" If action required, give brief description.

Yes	No	N/A	Inspection Item
<i>General</i>			
			Have the managers/owners of the location been informed as to what work processes the production company will perform.
			Ask the managers/owners of any known hazards associated with the site.
			Have previous hazard assessments and hazardous materials inventories been reviewed for this location?
			Are there engineering reports and floor plans which outline pick points, weight loads and structural issues available?
			Has a facility liaison been assigned to the production?
			Are there emergency procedures available on site?
			Are there any concerns regarding extreme weather and/or temperature conditions?
			Are there any water or natural hazards at this location?
			Has there been an appropriate assessment and remediation of stinging insects, snakes, poisonous plants and other related risks? <i>Reference AMPTP Bulletins #12 - Venomous Reptiles, #27 - Poisonous Plants, and #31 - Indigenous Critters.</i>
<i>Hazardous Materials</i>			
			Are there copies of safety data sheets (SDS) on file at the location for any/all hazardous material being used/stored on site?
			Are hazardous materials observed on location properly stored and/or secured?
			Will hazardous materials need to be removed or relocated?
			Are there existing asbestos containing materials at this location?
			Is there a potential for disturbance of asbestos containing materials?
			Is there existing lead-based paint or lead containing materials at this location?
			Is there potential for the disturbance of lead-based materials i.e., sanding, grinding?
			Is there any obvious interior mold growth at this location?
			Does the location contain an excessive amount of dust or particulate?
			Is there a risk for exposure to biological contaminants (blood, urine, feces, animal remains?)

# LOCATION HAZARD ASSESSMENT CHECKLIST

Page 2 of 3

Yes | No | N/A | Inspection Item

## Access & Egress

			Are there potential walking surface hazards at the location, e.g., grease, holes in floor, uneven surfaces etc.?
			Are there areas that need to be clearly marked and/or taped "KEEP OUT"?
			Does the building allow for a four foot fire lane perimeter with the stage set?
			Are exits, corridors, and stairways illuminated, clearly marked and unobstructed?

## Fall Protection / Confined Space

			Are guardrails and hand railings in place on raised platforms or potentially unstable areas (e.g. cliff edges, stair cases, etc.)?
			Are there any confined spaces or enclosed areas associated with the location, e.g. tunnels, pits and vaults?
			Are there areas that may require supplementary ventilation?

## Electrical

			Are there any potential live electrical hazards (exposed wiring, electrical boxes etc.) at the location?
--	--	--	--

## Fire Systems

			Are fire extinguishers and/or other fire safety equipment available and in working condition?
			Are sprinkler heads clear of obstruction?
			Are exterior fire lanes clear?
			Are fire hydrants accessible?
			Are all fire department connections clear?
			Can heaters and fans be brought in without compromising air quality and fire safety?

## Water / Washroom Facilities

			Are there hygienic and functional washrooms (separate men's/women's) for the intended amount of workers?
			Is there sanitary potable water on site and enough running water for departments such as paint, construction etc.?

## Security

			Is there security at the site, especially for those working alone at night?
			Is there an obvious need for security escorts (day or night)?
			Is the outdoor lighting adequate?
			Is there a concern for personal safety?
			Is additional staffing needed for lock up, guarding equipment, etc.?

## First Aid

			Is there an adequate first aid room at the site or close to the site?
			Is this a remote location where additional first aid requirements may be necessary?

## Traffic Control

			Does traffic control need to be arranged?
--	--	--	---

## Safety Notices

			Do safety notices or safe work practices need to be posted or attached to the call sheet?
--	--	--	---

<b>Production</b>	<b>Scheduled Shooting Dates</b>
<b>Location</b>	<b>Name of Assessor / Date</b>

**Additional Comments Relating to the Location:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Blank Page

# SOUND STAGE SAFETY INSPECTION CHECKLIST

To ensure housekeeping and safe work practices are maintained, this stage inspection checklist must be completed on a regular and frequent basis. If there are any discrepancies found, immediate corrective action must be taken to correct the unsafe condition. Once this inspection checklist is completed, it must remain on file in the production office.

Stage Number:	Location:
Name of Assessor:	Signature/Date:

Check each item indicating that you've considered the item and have taken appropriate steps to comply, if applicable.  
If action is required, give brief description.

Considered <input checked="" type="checkbox"/> or N/A	Inspection Item	Action Required
	Are fire hydrants, extinguishers, hose cabinets, sprinklers and valves accessible?	
	Are emergency exits clear and unobstructed?	
	Are emergency exit signs and emergency lights adequate, visible and well-marked?	
	Are flammable liquids in UL approved containers?	
	Is spray painting and lacquer applications approved and performed safely?	
	Is proper ventilation maintained to prevent flammable vapors from accumulating?	
	Is the 4-ft. perimeter aisle clear and unobstructed?	
	Does the 4-ft. perimeter aisle have an unobstructed height of 7 feet?	
	Do all electrical panels have a 3-foot clearance?	
	Are interior house and perimeter lights working properly?	
	Are trip and fall hazards abated?	
	Are "No Smoking" signs visible?	
	Is proper housekeeping maintained?	
	Are hazardous materials and waste properly handled and disposed?	
	Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?	
	Are cords, cables and hoses crossing the fire lanes ramped or bridged?	
	Are emergency numbers and Cal-OSHA posters posted?	
	Is chicken wire placed around the bottom open perimeter of all elevated sets?	
	Are approved and listed heat detectors installed beneath interior solid-ceiling sets and platforms over 600 square feet in area?	
	Are gold room ceilings free of storage?	
	Are workers operating or working on elevated platforms secured by safety harnesses?	
	Has a hot work permit been obtained for welding, grinding and cutting?	



Blank Page

**PRODUCTION SAFETY MEETING TRAINING ROSTER**

Production Name:

Department:

Date:

Presenter/Instructor:

Subject(s) Discussed:

Attendees:

PRINT NAME	POSITION/JOB	SIGN NAME
Form AH		

Blank Page

# FORKLIFT DAILY PRE-OPERATIONAL INSPECTION CHECKLIST

Each of the following items must be inspected prior to operation of the vehicle. Report any defective item(s) to your supervisor. Do not operate the unit until all deficiencies have been corrected.

Production:

Department:

Name (print):

Date:

Equipment Name/Number/Type:

## Visual Checks

## Operational Checks

OK	REPAIR	
		Engine Oil Level: _____
		Fuel Level: _____
		Head Lights
		Hour Meter: _____
		Hydraulic Leaks
		Obvious Damage
		Other Gauges And Instruments
		Radiator Water Level
		Tail Lights
		Tire Condition
		Mast and Forks

OK	REPAIR	
		Emergency Brake
		Horn
		Hydraulic Levers
		Parking Brake
		Steering
		Warning Horn (backup)
		Seat Belts

Comments:

Signature:

Blank Page

# AERIAL WORK PLATFORM VISUAL INSPECTION/FUNCTION CHECK

## Boom Lifts (Condors)/ Scissor Lifts / One-man Personnel Lifts

Before use each day or at the beginning of each shift, aerial work platforms require a visual inspection and functional test. A separate form should be used for each piece of equipment. Users shall inspect and maintain aerial platforms as required by the manufacturer to ensure proper operation. *Follow all additional inspection requirements outlined by the manufacturer.* All equipment that is not in proper operating condition should immediately be removed from service until repaired.

Department/Production Name:	Type of Equipment:
-----------------------------	--------------------

Manufacturer:	Model:
---------------	--------

Serial Number:

	Date / Initial	Date / Initial	Date / Initial	Date / Initial	Date / Initial
Placards, warnings, control markings and operating manuals in place. <ul style="list-style-type: none"> <li>Mfg. Name, model, serial number</li> <li>Rated capacity</li> <li>Operating instructions</li> <li>Cautions and restrictions</li> <li>Load chart, if applicable</li> <li>ANSI designation</li> </ul>					
Visual check for broken, missing, damaged or loose parts.					
Hydraulic, air and fuel system checked for leaks or damage.					
Tires checked for cuts, bulges and proper pressure.					
Upper and lower operating and emergency control systems checked.					
Outriggers, stabilizers and extending axles checked, as applicable.					
Personal Protective Equipment available.					
Floor of basket/platform free of debris and all guardrails and gates in place.					

**Keep inspections on file in your department and available for review.**

Blank Page

**Safety Program**

The health and safety of every cast and crew member is of primary importance on this production. To ensure that safety on the set does not occur by chance, this production has established an Injury and Illness Prevention Program (IIPP) also known as the Safety Program.

The IIPP blends together Studio standards as well as best practices established by the AMPTP Industry-Wide Safety Committee, regulatory agencies and safety standards organizations.

The written Safety Program may be reviewed in the production office. It can also be found on the production safety website:

<https://wdproductionsafety.com/safety-guidebooks/>



The safety program contains the following elements:

- Person(s) identified as being responsible for the program.
- Methods for identifying and evaluating workplace hazards.
- Procedures for addressing unsafe or unhealthy conditions.
- Guidance regarding safe work practices and safety training.
- System(s) for communicating with employees and contractors on safety matters.
- System of discipline to ensure compliance with safe work practices and to reinforce safe work practices.
- System(s) to maintain health and safety records.

**What are my responsibilities?**

- Comply with all safety rules and operating procedures.
- Wear appropriate personal protective equipment as required.
- Inspect and maintain equipment and take out of service and repair/replace equipment with damage/defects.
- Report all injuries, no matter how minor immediately to a supervisor or set medic.
- Encourage fellow cast and crew members to work safely.
- Report unsafe acts and conditions to a supervisor.

**Who is responsible for safety on the set?**

**During pre-production:** The Production Manager will have overall responsibility for safety on your production although individual department heads are responsible for the safety of their crew members.

**During production:** The First Assistant Director acts as the on-set safety coordinator. The Construction Coordinator will continue to administer construction safety throughout production so long as construction takes place and department heads will continue to be responsible for monitoring their assigned crew members.

**Office support (e.g. set location sites):** In non-production (office) locations, your supervisor is generally responsible for assisting with safety concerns.

**Call Sheet Safety Information**

Safety Bulletins and instruction will be provided on call sheets when potentially unsafe conditions may be present on set (severe weather, animals on set, stunts, aircraft or drone use, special effects, etc.). *THIS INFORMATION MAY CHANGE DAILY.* Safety hotline information is included on call-sheets as well as the name of the Studio Production Safety Specialist assigned to the show.

**Responding to Unsafe Workplace Conditions**

All cast and crew members are responsible for taking appropriate action to correct unsafe and unhealthful working conditions. Hazards which are an immediate threat to the health and safety of cast and crew must be brought to the attention of the First Assistant Director or a supervisor immediately.

**Safety concerns may be reported anonymously  
by calling the Safety Hotline:  
818-560-7391**

**Injury and Illness Reporting**

You are responsible for reporting all work related injuries and illnesses to your supervisor, the First Assistant Director, the on-set medic and/or production management as soon as possible.

**In the Event of an Emergency**

A call to 911 should be made in the event of a serious injury, illness or incident. When working away from a studio facility, additional emergency response procedures will be established and this information will be shared on call sheets and posters and will be communicated verbally during on-set safety briefings. **Take a moment to plan your personal response in the event of an emergency:**

- Know the primary and secondary exits from your work area.
- In an earthquake, know where you can safely “Duck, Cover and Hold.”
- Keep a flashlight nearby and readily available.
- Know the plan for contacting the production office in the event of a shut down due to severe weather.
- Know the location of a first aid kit.
- Know the location of fire extinguishers and how to use them. Always call 911 if you suspect or detect a fire and then begin an orderly evacuation of the affected area.

*(If you have placed the call for emergency response and have been trained in the use of available fire equipment, such as extinguishers, you may attempt to suppress a small fire in its beginning stage. If you have the slightest doubt about easily extinguishing the fire - don't! Instead, leave the building, closing the door(s) behind you.)*



## Properly Handling the Chemicals You Use

If your job requires the use of chemicals you will be informed of their associated hazards and trained on how to protect yourself when handling them. The primary source of health and safety information for a chemical you use can be found on the label and also on a product Safety Data Sheet (SDS). SDS are available from your supervisor or by calling an on-demand request service. Information regarding the on-demand SDS service is posted in the workplace.

## Preventing Heat Illness

Life threatening heat induced illnesses may occur when the body is unable to cool itself through perspiration. The symptoms:

HEAT RASH is a skin irritation caused by excessive sweating during hot and humid weather.

HEAT CRAMPS occur when sweating depletes the body's salt and fluids. The low salt level in the muscles causes painful cramps.

HEAT SYNCOPE (fainting) is caused by a lack of adequate blood supply to the brain usually as the result of dehydration and lack of acclimatization to work in warm/humid weather.

HEAT EXHAUSTION is caused by a loss of fluids from sweating or lack of drinking fluids. Symptoms include, but are not limited to: sweating, weakness/fatigue, nausea/vomiting, dizziness/headache, fast or weak pulse, fast or slow breathing, etc.

HEAT STROKE is a life threatening emergency that occurs when the body over-heats to a point where its temperature control system actually shuts down and heat builds up internally. The signs of impending heat stroke are bizarre behavior, convulsions, unconsciousness and usually cessation of perspiration. Should these symptoms occur, seek medical assistance immediately.

### *Acclimatize yourself to hot weather*

During the first few days of hot weather, you may feel as if you're working harder and getting less accomplished. The acclimatization process normally takes about two weeks. During that time, perspiration may increase by up to 30 percent.

### *Cool in the shade*

Whenever possible look for a balance between the heat load produced internally by your body and external sources such as sunlight. Remember to cool in the shade and use sunscreen.

### *Drink plenty of water*

The average person loses between 1 and 2 quarts of fluid an hour from perspiration during heavy exertion in hot weather. The only way to replace the loss (and help your body to cool itself) is to drink water. Frequently drink small quantities of water throughout your entire work shift. Drinking a minimum of one quart of water per hour (3-4 glasses) will help you stay hydrated.

### *Respond to heat illness*

- Call the Set Medic or Supervisor for help. If not available call 911.
- Have someone stay with ailing person until help arrives.
- Move individual to a cool/shaded area - remove outer clothing.
- Fan and mist the individual and apply ice bags or ice towels.
- Provide cool drinking water if the individual is able to drink.

## GENERAL SAFE PRACTICES FOR CAST AND CREW

- ✓ Report all unsafe conditions or equipment to a supervisor, the First Assistant Director, production management, production safety or call the safety hotline.
- ✓ Be aware of and comply with all production safety guidelines and local safety regulations, Safety Bulletins, etc.
- ✓ Maintain clear paths, exits and 4 foot perimeters on stages and sets.
- ✓ Wear appropriate fall protection when required.
- ✓ Use personal protective equipment whenever necessary.
- ✓ Do not attempt to use any equipment, tool or substances for which you have not been trained or authorized to use.
- ✓ Attend all safety meetings, especially if involved in potentially hazardous activities such as stunts, special effects, use of aircraft, etc. which will be held to reinforce safe work practices, necessary safety equipment, proper work clothing, emergency procedures or any unusual safety hazards.
- ✓ Report all accidents, injuries and illnesses to your supervisor, the First Assistant Director, the on-set medic or production management immediately.
- ✓ Do not work while under the influence of drugs or alcohol.
- ✓ Do not engage in horseplay, scuffling or other acts which could cause bodily injury to you or others.
- ✓ Know the emergency evacuation routes and procedures at each location filming occurs.
- ✓ Store all equipment and materials in a proper manner and place.
- ✓ Maintain your work area in a neat, clean and orderly fashion.
- ✓ Continually be aware of your surroundings and potentially hazardous conditions.
- ✓ Maintain sufficient access and working space around electrical equipment.
- ✓ Do not eat, drink or smoke in areas where hazardous substances are present. You may only smoke in designated smoking areas.
- ✓ Utilize proper lifting procedures. You may prevent a painful back injury when raising an object by bending your legs, keeping your back straight, then raising up without twisting.

Prepared by The Walt Disney Company  
Enterprise Risk Management /Safety Department  
Burbank, California 818-560-7391 © Disney

# OUTDOOR HEAT ILLNESS PREVENTION PLAN

This form is one part of the Production's Plan to reduce heat related illnesses. This form is required to be completed and posted at the work location every day the temperature is forecasted to be 80 degrees Fahrenheit and higher. The written Heat Illness Prevention Plan can be found in the Production Office.

**Location  
Address:**

(For Emergency Notification – be specific – including the zip code and building number.)

**Today's Date:**

**Nearest Hospital to this Location:**  
(name, address, phone)

**Method of Communication with  
Emergency Response:**

Medic Name:

Radio Channel:

Cell Phone:

- If a Medic is not available call 911-

**Location(s) of Shaded Rest Area:**  
(list locations)

**Location(s) of Water:**  
(list locations)

**Water Replenished By:**  
(contact name, cell number)

**- CONSIDER YOUR PERSONAL RISK FACTORS-**

HYDRATION

AVOID  
ALCOHOL &  
CAFFEINE

GENERAL  
HEALTH

AGE

WEIGHT

MEDICINES

PAST HEAT  
ILLNESSES

**Safety Hotline 818-560-7391**

Form 45



# Production Safety Guidebook for Motion Picture and Television

## Part – C Safety Programs

### Table of Contents

Hazard Communication Program.....	C-1
Outdoor Heat Illness Prevention Program .....	C-2
Wildfire Smoke Protection Program .....	C-3

**March 2020**

Prepared as a Resource for Production  
The Walt Disney Company Enterprise Risk Management/Safety Department  
818-560-1726  
<https://wdproductionsafety.com>

# Hazard Communication Program

Section

C-1

Page 1 of 5

## INTRODUCTION

The Program is designed to ensure that employees receive adequate information relevant to possible hazards related to hazardous substances used in production operations and processes. The following program outlines how we will accomplish this objective.

The Occupational Safety and Health Administration has developed a Hazard Communication Standard to make sure that needed information reaches employers and employees regarding chemical safety. A copy of the appropriate standard can be found at the websites below or obtained from your Studio Production Safety Specialist.

- California – Title 8 California Code of Regulations, Section 5194, <http://www.dir.ca.gov/title8/5194.html>
- Federal (other states) - 29 Code of Federal Regulations, Section 1910.1200, <http://www.osha.gov/SLTC/hazardcommunications/standards.html>

The Hazard Communication Standard focuses on five main areas:

- Identifying Hazardous Chemicals
- Product Warning Labels
- Safety Data Sheet (SDS) (Previously known as MSDS.)
- The written Hazard Communication Program
- Employee Training

As used in this Program, “hazardous substance” is as defined in the Hazard Communication Standard.

## PERSONS RESPONSIBLE

The Unit Production Manager has the primary responsibility for implementing and maintaining the Hazard Communication Program.

Each Department Head is responsible for the administration of the program in his/her respective work area. (Typically, the special effects, make-up and paint departments use the majority of the hazardous substances and chemicals.) Responsibilities include the monitoring of hazardous substances in the work area, providing appropriate training and maintaining the necessary documentation as described in this program.

All crew members will participate in the program as it applies to their work area and job duties.

## EMPLOYEE RIGHTS

All production employees have the following rights in regard to hazardous substances:

- Receive information regarding hazardous substances to which they may be exposed.
- Provide information to the employee’s physician or collective bargaining agent regarding hazardous substances to which the employee may be exposed.

No employee will be discharged or otherwise discriminated against due to the employee’s exercise of the employee’s rights under the Hazardous Substances Information and Training Act.

## TRAINING

Employees must be provided with information and training on hazardous substances in their work area at the time of their initial assignment. Information and training will also be provided whenever a new hazard is introduced into their work area. Training includes:

- The location of the productions' Written Hazard Communication Program.
- The location of the Chemical inventory and SDS sheets as well as the availability of SDS from our SDS provider Verisk 3E.
- Initial response to the spill or release of hazardous materials and the emergency procedures to follow.
- The procedures to properly label containers.

*CALIFORNIA ONLY: The Safe Drinking Water and Toxic Enforcement Act of 1986 - California Health and Safety Code 25249 – requires employees to receive information regarding the chemicals used in their workplace that have been identified by the State of California to contain carcinogens or reproductive toxins. The employer will rely on the manufacturer to provide this information on the product SDS. In addition, postings in the workplace will be used to further advise employees.*

## LIST OF HAZARDOUS SUBSTANCES

An initial inventory of all hazardous materials present at the worksite must be created. Periodic review should also take place to ensure inventory is complete and accurate. This inventory may be hard copy or maintained electronically. All crew must be made aware on how to access this inventory as well as SDS. The inventory should include the following information:

- Product Name
- Identification of manufacturer or supplier
- Location(s) product is used
- The date the SDS was prepared.

## SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDS) are prepared by hazardous substance manufacturers and contain information concerning the hazards posed by a particular product and provides guidance on its proper handling and use. The employer will rely upon the information contained in SDS and does not perform independent hazard evaluations.

THIS PRODUCTION SUBSCRIBES TO AN ON-DEMAND SDS SERVICE (Verisk3E) that can be used to obtain SDS on-line and by telephone in the event of an emergency. Both services are available 24 hours a day. To obtain an SDS use the following website:

<https://www.3eonline.com/EeeOnlinePortal/DesktopDefault.aspx?id=pRe6Via5a7wY%2fVVXmM4OiyGpXeFA%2bIAi8CZwfYn6%2fmM%3d>

SDS may also available for employee review in the Construction Department and Production office.



## Products Requiring an SDS

All hazardous materials used in the workplace must have an SDS. Examples of products requiring an SDS include, but are not limited to:

- Paints, coatings, thinners, inks, solvents
- Cleaning products
- Petroleum-based fluids including diesel, gasoline, engine additives, oils
- Adhesives, mastics
- Horticulture products such as pesticides, fertilizers
- Special effects “fogs”
- Pyrotechnic compounds
- Art materials, photo processing materials
- Sheet metal, foams, plastic or composite stock that will be cut, welded, machined, sanded or heated
- Batteries containing lead acid or solutions
- Welding rods
- Compressed gasses
- Products that may contain asbestos such as brake shoes, gaskets and roofing material
- Water treatment chemicals
- Solid products such as diatomaceous earth, silica, cement mixes, carbon black
- Refrigerants
- Laboratory chemicals
- Consumer products containing hazardous substances that are used in performing one’s job

## Products Not Requiring an SDS

The following are examples of products that do not require an SDS:

- Food, O-T-C drugs, cosmetics or alcohol beverages in a retail establishment that are packaged for sale to consumers or intended for personal consumption by employees while in the workplace.
- Manufactured items that do not release or result in exposure to a hazardous chemical under normal conditions of use (e.g. finished furniture, tires, adhesive tape).

## Reading an SDS

All Safety Data Sheets contain a standard format comprised of 16 specific sections. Identification information on an SDS will match information on the product container label. Information found in the various sections of an SDS include:

- Section 1 – Identification: Names the product, who manufactured it, contact information, and instruction for use.

# Hazard Communication Program

Section

C-1

Page 4 of 5

- Section 2 – Hazard(s) identification: Identifies the hazards posed by the chemical, along with information required to be on the chemical's label, including the pictograms, signal word, hazard statements, and precautionary statements.
- Section 3 – Composition/information on ingredients: Identifies the ingredients contained in the product known to be hazardous.
- Section 4 – First-aid measures: Describes initial care that should be given by untrained responders to an individual who has been exposed to the chemical; including, first-aid instructions by relevant routes of exposure and a description of the most important symptoms or effects.
- Section 5 – Fire-fighting measures: Provides recommendations for fighting a fire caused by the chemical, including suitable extinguishing equipment, provisions for unique circumstances, firefighter protective equipment and other relevant information.
- Section 6 – Accidental release measures: Provides recommendations on the appropriate response to spills, leaks, or releases, including containment and clean-up practices to prevent or minimize exposure to people, properties, or the environment.
- Section 7 – Handling and storage: Provides guidance on the safe handling practices and conditions for safe storage of chemicals, including precautions for safe handling, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices.
- Section 8 – Exposure controls/personal protection: Indicates the recognized exposure limits, engineering controls/work practices, and personal protective measures that can be used to minimize worker exposure.
- Section 9 – Physical and chemical properties: Describes the chemical's characteristics, such as its normal appearance, odor, solubility, boiling, melting and freezing points, just to list a few.
- Section 10 – Stability and reactivity: Describes the reactivity hazards of the chemical and the chemical stability information. It is broken into three parts: reactivity, chemical stability, and other. Reactive chemical information would indicate if the material could vigorously polymerize, decompose, condense, or will become self-reactive under certain conditions; chemical stability information will indicate whether the chemical is stable or unstable, including potential hazardous conditions; other information would include possible hazardous reactions, conditions to avoid, incompatible materials and any hazardous decomposition products.
- Section 11 – Toxicological information: Identifies toxicological and health effects information or indicates such data is not available; including, potential routes of exposure, known health effects and symptoms, the numerical measures of toxicity, and if the chemical has been identified to have any cancer causing properties.
- Section 12: Provides ecological information.
- Section 13: Outlines disposal considerations.
- Section 14: Provides transport information.
- Section 15: Provides regulatory information.
- Section 16: Provides other information.



# Hazard Communication Program

Section

C-1

Page 5 of 5

## CONTAINER LABELING

All hazardous substances must be labeled and at a minimum, contain the following information:

- The name of the hazardous substance
- Any specific warning or other hazard information
- Identification of the manufacturer or supplier and address.

All secondary containers must have a label that identifies the substance with the same name that appears on the manufacturer's label and its SDS. This information should be legible. Labels are not to be removed or defaced.

Department heads and Supervisors are responsible for ensuring all incoming materials are properly labeled before being used or stored.

## CHEMICAL INVENTORY

A Chemical Inventory document for all hazardous substances must be prepared and be available in the workplace. The inventory should include:

- Production/Department Name
- Inventory Date
- Product Name
- Manufacturer/Supplier
- Product Location

## SHARED WORKSPACES

Employers sharing the same work area, e.g., subcontractors, will be informed of hazardous substances to which their employees may be exposed and of suggestions for the appropriate protective measures. This will be done by the Department Head (or their designee) communicating with the responsible representative of such an employer.

## RECORDKEEPING

Copies of training sign-in sheets will be kept on file in the Production Office/Department Head office(s) or the Studio Production Safety Specialist office.

July 2019

# Outdoor Heat Illness Prevention Program

Section

C-2

Page 1 of 11

## INTRODUCTION

This Outdoor Heat Illness Prevention Program is designed to ensure that production employees receive adequate information relevant to the potential hazards of working outdoors in hot weather conditions (over 80 degrees Fahrenheit).

The California Occupational Safety and Health Administration has developed an Outdoor Heat Illness Standard to reduce the risk of work related heat illnesses in outdoor workplaces. A copy of the appropriate standard can be found on the Cal-OSHA website or contact your Studio Production Safety Specialist.

California Code of Regulations, Title 8, Section 3395, Heat Illness Prevention Standard

This Program also contains documents to assist with implementation:

- Supervisor Training and Employee Training (Attachment A)
- Outdoor Heat Illness Prevention Program - Daily Location Checklist Form 45 (Attachment B )
- Training Tools (Attachments C &D)

## DEFINITIONS

So that all employees and supervisors can better understand this Plan, here are some of the key terms that relate to heat illness prevention:

**“Acclimatization”** means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

**“Heat Illness”** means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

**“Heat Wave”** means, for purposes of acclimatization, any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average daily temperature in the preceding five days.

**“Environmental risk factors for heat illness”** means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

**“Personal risk factors for heat illness”** means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

**“Shade”** means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and that does not deter or discourage access or use.

**“Temperature”** means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the

# Outdoor Heat Illness Prevention Program

Section

C-2

Page 2 of 11

temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

## RESPONSIBILITIES

### Studio Production Safety Specialist

The Studio Production Safety Specialist will introduce this Program to production, including any key department heads (construction, special effects, locations, etc.), and will explain best practices for implementation. In some cases the Studio may designate an alternate safety professional to assist production. Responsibilities include:

- Providing an up-to-date written Program to production.
- Working jointly with affected departments, as needed, in establishing reasonable guidelines to protect employees from heat illness.
- Monitoring the program as needed and providing advice on specific program concerns.
- Providing assistance in the investigation of heat illnesses, as necessary.
- Making training resources available to assist in prevention of heat illness, and to comply with applicable heat illness regulations.

### Department Heads/Supervisors (Management/Department Heads)

Management will oversee and coordinate the responsibilities of the Outdoor Heat Illness Prevention Program. Responsibilities include:

- Supporting and enforcing safety guidelines for the prevention of heat illness.
- Attending heat illness safety training and following heat safety procedures.
- Providing water and access to shade to employees as required by the Program.
- Responding to and evaluating symptoms of heat illness.

### Employees

Employee responsibilities include:

- Understanding and complying with this program.
- Attending heat illness safety training and following heat illness safety procedures.
- Seeking assistance with heat illness safety when needed.
- Immediately, or as soon as practical, reporting heat related illness to their appropriate foreman or supervisor.
- Reviewing the call sheet and its attachments.
- Attending all daily safety meetings.

## OUTDOOR HEAT ILLNESS PREVENTION PROGRAM ELEMENTS

### Communication

Communication of heat illness prevention information to employees is an important part of the program. In addition to training, certain elements in this program require specific employee notifications (for example, reminders to drink water frequently throughout the workday).

# Outdoor Heat Illness Prevention Program

Section

C-2

Page 3 of 11

Examples of communication include, but are not limited to, verbal announcements, electronic communication, use of production “call sheets,” etc.

## Training

Employees and supervisors who are assigned to outdoor work shall receive training in elements of this Outdoor Heat Illness Prevention Program.

- *Supervisor Training*

Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:

- ~ The procedures the supervisor is to follow to implement the applicable provisions of the Outdoor Heat Illness Prevention Program.
- ~ The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.
- ~ How to monitor weather reports and how to respond to high heat.
- ~ All training elements listed for “Employee Training”

- *Employee Training*

All employees shall receive heat illness prevention training prior to working outdoors. Training shall include:

- ~ The environmental and personal risk factors for heat illness.
- ~ Procedures for complying with the requirements of the regulation.
- ~ The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- ~ The importance of acclimatization.
- ~ The different types of heat illness and the common signs and symptoms of heat illness, the first being pale, cool sweaty skin.
- ~ The importance to employees of immediately reporting to the employer, directly or through the employee’s supervisor, symptoms or signs of heat illness in themselves, or in co-workers.
- ~ Procedures for responding to symptoms of possible heat illness, including methods for summoning medical assistance.

- *Training Documentation*

Training should be documented following the guidelines in the Injury and Illness Prevention Program.

Employees may have received prior training from another company or Studio. Before accepting documentation of previous training, a review for training documentation should be made. CSATF/Contract Services “Safety Pass” program documentation is considered valid training.

**NOTE: Regardless of prior training/documentation, all employees must receive site specific familiarization to the elements contained in this Outdoor Heat Illness Prevention Program.**

# Outdoor Heat Illness Prevention Program

Section

C-2

Page 4 of 11

## Access to Water

Employees shall have access to and know the location of fresh, pure and suitably cool potable drinking water in accordance with the following requirements:

- Where the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift.
- Employees may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour.
- Monitor water containers and encourage employees to report to a supervisor or designated person low levels of water.
- Place water containers as close as practicable to the areas employees are working.
- Disposable/single use drinking cups will be provided to employees, or provisions will be made to issue employees their own cups each day.
- Encourage frequent drinking of water. Management or foreman should provide reminders to employees to drink frequently. This can be done at start of shift and throughout the day. Methods to communicate with employees include, but are not limited to, the following:
  - ~ Use of noise making devices, such as air horns at appropriate intervals, as reminder alerts to hydrate.
  - ~ Electronic reminders using two-way radios, cell phones or other electronic communication devices.
  - ~ Verbal announcements.

## Access to Shade

Consideration for shade shall be made as follows:

- Temperatures below 80 degrees F:  
Shade must be made available or timely access to shade must be provided upon employee request.
- Temperatures above 80 degrees F:  
Shade must be available (SHADE UP) in one or more areas as follows:
  - ~ Shade must be open air or be provided with ventilation or cooling.
  - ~ The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other.
  - ~ The shade shall be located as close as practicable to the areas where employees are working.
  - ~ During meal periods the amount of shade present should accommodate the number of employees on the meal period.

Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect themselves from overheating. An employee who does take a cool-down rest:

# Outdoor Heat Illness Prevention Program

Section

C-2

Page 5 of 11

- ~ Should be monitored and asked if he or she is experiencing symptoms of heat illness. Provide appropriate first aid or a medical response as appropriate.
- ~ Should be encouraged to remain in the shade.
- ~ Should not return to work until signs and symptoms of heat illness have abated.

Where it is infeasible or unsafe to have a shade structure, or otherwise to have shade present on a continuous basis, alternate procedures for providing access to shade may be provided if the alternative provides equivalent protection.

- ~ Umbrellas, canopies, awnings or other portable devices - relocated as needed.
- ~ Trees with an adequate canopy of leaves.
- ~ Access to offices, vehicles or other buildings with air conditioning.

## Procedures for Responding to Symptoms of Heat Illness

Procedures for responding to symptoms of possible heat illness should include:

- Having a medic on-site, if necessary.
- Having cell phones or other reliable means of communication to contact "911." NOTE: Electronic devices may be used only if reception in the area is tested and determined to be reliable.
- Posting the production location address **and** the address of the nearest hospital on the call sheet.
- Having available a map to the location.

NOTE: The poster ***Procedures for Heat Illness Prevention*** (Form 45) should be used to inform crew of heat illness response procedures. This information must be posted and kept up-to-date for each location worked.

## Acclimatization

A supervisor or designee must closely observe all employees during a heat wave. Similarly, a supervisor or designee shall, for the first 14 days of the employee's employment, closely observe any employee who has been newly assigned to a high heat area.

## **HEAT ILLNESS PREVENTION IMPLEMENTATION GUIDELINES**

In general, environmental risk factors for heat illness are highly likely to be present April through the end of October in most areas; however actual weather conditions will determine the need for implementation of this program. The following guidelines establish a minimum implementation plan. Always consider environmental risk factors such as actual weather conditions, type of work being conducted, and acclimatization when determining when to implement this program.

- Temperatures below 80 degrees F
  - ~ Begin to consider implementation of Heat Illness Prevention training.
  - ~ Provide employees access to potable drinking water.
  - ~ Encourage frequent drinking of water.
  - ~ Provide availability to shade.

# Outdoor Heat Illness Prevention Program

Section

C-2

Page 6 of 11

- Temperatures above 80 degrees F.
  - ~ Ensure Heat Illness Prevention Program training is in place.
  - ~ Continue to provide access to potable drinking water.
  - ~ Encourage frequent drinking of water.
  - ~ Provide shade (SHADE UP).
  - ~ Begin to evaluate the clothing employees are wearing, including personal protective equipment. Make adjustments as needed.
  - ~ Continue to be observant of employees showing signs/symptoms of heat illness.
  - ~ Ensure that employees can communicate by voice, observation or by electronic means (e.g. phone, radio) between the worksite and the employer in order to report heat related illness concerns.
  - ~ Ensure that procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider are in place.
  - ~ Ensure that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.
  - ~ In the event of a “heat wave” employees should be closely observed for signs and symptoms of heat illness.

August 2019

## Preventing Outdoor Heat Illness

Information for Department Heads/Supervisors

- 1. Prepare your employees for the heat – it may take several days.** If the weather suddenly turns hot and/or humid or an employee is transferred to a hot/humid environment they must be given an opportunity to acclimate to the “heat wave.” *FOR NON-ACCLIMATED EMPLOYEES:* Monitor employees during shift, visually or use a buddy system. Consider varied break periods and access to shade until acclimated.

**NOTE:** A heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees higher than the average high temperature in the preceding five days.

- 2. Provide heat illness symptom awareness and emergency medical response training.** Ensure that all employees have the ability to obtain medical assistance when needed – voice, visual or electronic. In addition, all employees must be trained on the identification of heat illness symptoms and their required response: Training must be documented. Use handouts and posters to assist.

### *Mild to Moderate Heat Illness Symptoms*

- Swollen hands, feet & ankles
- Dry mouth
- Sweating
- Bumpy red skin
- Muscle spasm or cramp
- Tiredness

### *Moderate to Severe Heat Illness Symptoms*

- Dizziness, nausea, vomiting, headache & tiredness
- Skin that is red and hot to the touch
- Weak and rapid pulse and/or shallow rapid breathing
- Pale, cool, moist, flushed or ashen looking skin
- Altered consciousness or unconsciousness
- Extremely high body temperature

**NOTE:** Personal factors such as age, general health, alcohol/caffeine consumption and prescribed medications may also contribute to heat illness.

### *Emergency Medical Response*

- **CALL FOR MEDICAL ASSISTANCE** Follow your location’s procedure for obtaining emergency assistance when heat illness symptoms occur.
- **FIND SHADE OR AIR CONDITIONING** If it safe for the individual to move, escort them out of the sun and to the nearest shady area or indoors (if it is cooler inside). If they have lost consciousness or are not safe to move, do what you can to provide some shade or generate some breeze.
- **PROTECT EMPLOYEE FROM FALLING** If practical, ask them to lie down or at least sit down somewhere to help reduce the risk of a fall.
- **OFFER COOL WATER (IF NO SIGNS OF NAUSEA OR VOMITING)** Do not let them drink too much all at once (half cup every 15 minutes). Avoid sodas and caffeinated drinks.
- **MAKE EMPLOYEE COMFORTABLE** With their permission, apply a wet cloth or paper towel to help them cool down and remove or loosen excessive clothing if present.

**NOTE:** Effective communication includes voice, observation or electronic means that allow employees the ability to contact a supervisor, set medic (if available) or outside emergency services. Electronic devices such as cell phones may be used only if the reception in the area is reliable. If a supervisor observes, or any employee reports any signs or symptoms of heat illness in any employee a supervisor should take immediate action commensurate with the severity of the illness.



## Attachment A (Side 2)

### Preventing Outdoor Heat Illness

#### Information for Department Heads/Supervisors

**3. Encourage employees to drink plenty of cool water.** 3-4 glasses of water per hour. Have suitably cool water available at all times as close as practicable to the areas employees are working and inform every one of its location. Encourage employees to drink well in advance of heat exposure. *Frequently encourage employees to drink water by using radio call reminders, phone calls, hourly signals using air-horn signals, department head announcements, etc.*

**4. Provide access to shade when heat becomes moderate.**

At temperatures below 80 degrees F, shade shall be made available or timely access to shade must be provided upon employee request.

At temperatures above 80 degrees F, shade must be available (SHADE UP) in one or more areas using these guidelines:

- Shade must be open air or be provided with ventilation or cooling and should allow employees to sit in a normal posture fully in the shade without having to be in physical contact with each other.
- The amount of shade present shall be at least enough to accommodate the number of employees on recovery or rest periods. During meal periods shade should be provided for all employees who are on a meal break.
- The shaded area shall be located as close as practicable to the areas where employees are working.
- Employees shall be allowed and encouraged to take a preventative cool-down rest in the shade when they feel the need to do so to protect from overheating. ***When an employee takes a preventative cool-down rest, the employee should be monitored for symptoms of heat illness, be encouraged to remain in the shade and should not return to work until any signs and symptoms of heat illness have abated.***
- Where it is infeasible or unsafe to have a shade structure, or otherwise to have shade present on a continuous basis, alternate procedures for providing access to shade may be provided if the alternative provides equivalent protection. For example, trees are an excellent source of shade as are tents and air conditioned vehicles.

**5. Monitor the Weather**

Prior to each workday, review the forecasted temperature and implement elements of the heat illness plan as appropriate. There are a variety of methods that can be used to monitor the weather, they include, but are not limited to:

- Local radio and television news casts
- Internet ([www.nws.noaa.gov](http://www.nws.noaa.gov))
- California Dial-A-Forecast
- (Los Angeles 805-988-6610, option #1)
- Use a “dry bulb” temperature thermometer

**6. Communicate Often**

Use FORM 45 to communicate the *OUTDOOR HEAT ILLNESS PREVENTION PLAN* to employees.

**7. Document Training**

Location specific *Outdoor Heat Illness Prevention* training must be documented. Follow the documentation guidelines found in the Injury and Illness Prevention Program.

OUTDOOR HEAT ILLNESS PREVENTION PLAN																			
<small>This form is one part of the Producer's Plan to reduce heat related illnesses. This form is required to be completed and posted at the work location every day the temperature is forecasted to be 50 degrees Fahrenheit and higher. The written heat illness Prevention Plan can be found in the Production Office.</small>																			
Location Address: <small>(For Emergency Notification - be specific - including the zip code and building number)</small>																			
Today's Date:																			
Nearest Hospital to this Location: <small>(name, address, phone)</small>	Method of Communication with Emergency Response: Medic Name: Radio Channel: Cell Phone: <small>- If a Medic is not available call 911 -</small>																		
Location(s) of Shaded Rest Area: <small>(if location)</small>	Location(s) of Water: <small>(if location)</small>																		
Water Replenished By: <small>(contact name, cell number)</small>																			
<table border="1"> <thead> <tr> <th colspan="6">CONSIDER YOUR PERSONAL RISK FACTORS-</th> </tr> </thead> <tbody> <tr> <td>HYDRATION</td> <td>AVOID ALCOHOL &amp; CANNIBIS</td> <td>GENERAL HEALTH</td> <td>AGE</td> <td>WEIGHT</td> <td>MEDICINES</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>PAST HEAT ILLNESSES</td> </tr> </tbody> </table>		CONSIDER YOUR PERSONAL RISK FACTORS-						HYDRATION	AVOID ALCOHOL & CANNIBIS	GENERAL HEALTH	AGE	WEIGHT	MEDICINES						PAST HEAT ILLNESSES
CONSIDER YOUR PERSONAL RISK FACTORS-																			
HYDRATION	AVOID ALCOHOL & CANNIBIS	GENERAL HEALTH	AGE	WEIGHT	MEDICINES														
					PAST HEAT ILLNESSES														
Safety Hotline 818-560-7391																			
Form 45																			

**Attachment B**

# OUTDOOR HEAT ILLNESS PREVENTION PLAN

This form is one part of the Production's Plan to reduce heat related illnesses. This form is required to be completed and posted at the work location every day the temperature is forecasted to be 80 degrees Fahrenheit and higher. The written Heat Illness Prevention Plan can be found in the Production Office.

**Location Address:**

(For Emergency Notification – be specific – including the zip code and building number.)

**Today's Date:**

**Nearest Hospital to this Location:**  
(name, address, phone)

**Method of Communication with Emergency Response:**

Medic Name:

Radio Channel:

Cell Phone:

- If a Medic is not available call 911-

**Location(s) of Shaded Rest Area:**  
(list locations)

**Location(s) of Water:**  
(list locations)

**Water Replenished By:**  
(contact name, cell number)

**- CONSIDER YOUR PERSONAL RISK FACTORS-**

HYDRATION

AVOID  
ALCOHOL &  
CAFFEINE

GENERAL  
HEALTH

AGE

WEIGHT

MEDICINES

PAST HEAT  
ILLNESSES

**Safety Hotline 818-560-7391**

## Attachment C



**GUIDELINES  
FOR  
MAINTAINING  
A SAFE  
WORKPLACE**

### Preventing Heat Illness

Heat illness refer to medical conditions that occur when heat builds-up inside the body beyond its ideal 98.6 degree Fahrenheit temperature - give or take a few degrees. There are several ways in which your body may react to excessive heat. Because of the health risks, you should learn to recognize the symptoms of heat illness.

**HEAT RASH** is a skin irritation caused by excessive sweating during hot, humid weather.



**HEAT CRAMPS** affect people who sweat a lot during strenuous work activity. The sweating depletes the body's salt and fluids. The low salt level in the muscles causes painful cramps.

**HEAT SYNCOPE** (Fainting) is caused by a lack of adequate blood supply to the brain usually as the result of dehydration and lack of acclimatization to work in warm/humid weather.

**HEAT EXHAUSTION** is caused by a loss of fluids from sweating or lack of drinking fluids. Symptoms include, but are not limited to: sweating, weakness/fatigue, nausea/vomiting, dizziness/headache, fast or weak pulse, fast or slow breathing, etc.

**HEAT STROKE** is a life-threatening emergency that occurs when the body over-heats to a point where its temperature control system actually shuts down, and heat builds up internally. The signs of impending heat stroke are bizarre behavior, convulsions, unconsciousness and usually cessation of perspiration. Should these symptoms occur, seek medical assistance immediately.

Early HEAT ILLNESS signs and symptoms may not always follow a progressive pattern from a mild condition such as heat rash up to serious and life threatening condition like heat stroke. A serious or fatal medical condition may already exist before the signs and symptoms of HEAT ILLNESS are recognizable to co-workers or supervisors.

**ALWAYS SEEK MEDICAL ASSISTANCE WHENEVER HEAT ILLNESS SYMPTOMS OCCUR.**

**Heat Stress Susceptibility Factors**  
Your body heat generally dissipates directly through the skin into the outside environment. A large percentage of that heat loss is through the evaporation of perspiration.

In hot weather, when the air temperature approaches your body's skin temperature, or in humid weather when evaporation becomes more difficult, your body's cooling system is forced to work harder in order to keep your core temperature within safe limits. In addition to humidity and heat, there are other **ENVIRONMENTAL** and **PERSONAL** risk factors that increase your susceptibility to heat illness. They include, but are not limited to:

**ENVIRONMENTAL CONDITIONS**

- PHYSICAL ACTIVITY
- RADIANT HEAT FROM THE SUN OR OTHER SOURCE
- PERSONAL PROTECTIVE EQUIPMENT WORN
- LACK OF AIR MOVEMENT

**PERSONAL CONDITIONS**

- PREVIOUS HEAT ILLNESS
- LACK OF SUFFICIENT WATER CONSUMPTION
- EXCESSIVE PERSONAL WEIGHT
- POOR LEVEL OF FITNESS
- LACK OF ACCLIMATIZATION
- POOR MEDICAL CONDITION
- USE OF PRESCRIPTION AND OVER THE COUNTER MEDICATIONS AND OTHER DRUGS
- CONSUMPTION OF ALCOHOL, CAFFEINE, CARBONATED DRINKS, SPORTS DRINKS
- ADVANCED AGE



Knowing as much as you can about your **Personal Risk Factors** will help you to understand the risk of heat illness. Check with your health care provider for additional guidance.

**Don't forget to USE SUNSCREEN when working outdoors!**



**Acclimatize Yourself**

During the first few days of hot weather, you'll feel as if you're working harder and getting less accomplished. Your efforts may leave you feeling dizzy or faint. While there is a scientific explanation for these symptoms, you only need to know that your body will undergo several changes when first exposed to hot and humid conditions. The adaptation process normally takes about two weeks. During that time, perspiration increases by up to 30 percent. **DRINK PLENTY OF WATER.**

**Cool in the Shade**

Whenever possible look for a balance between the heat load produced internally by your body and external sources such as sunlight. Cool you body whenever possible in the shade.



**Drink Plenty of Water**

You can quickly dehydrate no matter how well you have acclimatized to the heat. The average person loses between 1 and 2 quarts of fluid an hour in perspiration during heavy exertion in hot weather. The only way to replace the loss (and help your body continue to cool itself) is to drink water.



Frequently drink small quantities of water throughout your entire work shift. A minimum of 3 - 4 glasses of water per hour - equal to 1 quart per hour.

**DON'T WAIT UNTIL YOU ARE THIRSTY TO DRINK WATER. BEING THIRSTY IS NOT A GOOD SIGNAL FOR YOUR NEED FOR HYDRATION. DON'T FORGET TO DRINK WATER BOTH BEFORE AND AFTER WORK.**

## KNOW YOUR LIMITS

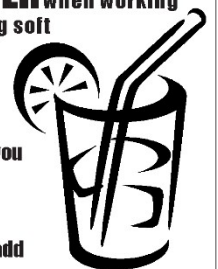
**Take it easy.** It takes several days to adapt to unusually hot weather.

Always **DRINK PLENTY OF WATER** when working in hot or humid weather. Avoid substituting soft drinks and coffee for water.

Whenever possible, **wear hats and loose cotton fabrics** to help you stay cool.

**Eat light meals.** Hot, heavy meals add heat to your body, so eat lightly.

**Get Medical Assistance** when heat illness symptoms occur.




Get ready for warm weather

## KNOW YOUR Heat LIMITS

**Take it easy.** It takes several days to adapt to unusually hot weather.

Seek **medical assistance** when **heat illness symptoms** occur.

Always **drink plenty of cool water.** Avoid substituting soft drinks and coffee for water.



**Drink 3 - 4 glasses of water per hour when working outdoors in the heat.**

**Eat light meals.** Hot, heavy meals add heat to your body, so eat lightly.

Wear **sunscreen** when working outdoors.

When possible, **wear hats and loose cotton fabrics** to help you stay cool.

## HEAT ILLNESS

*When the body is unable to cool itself by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur. Heat stroke can result in death if not treated immediately.*

**Environmental Risk Factors:**  
Working conditions that create the possibility that Heat Illness could occur. Includes air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

**Personal Risk Factors:**  
Factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to the heat.

**Symptoms of Heat Exhaustion**

- Headache, dizziness or fainting.
- Weakness and wet skin.
- Muscle cramps.
- Irritability or confusion.
- Thirst, nausea or vomiting.

SEE MEDIC OR CALL 911 IMMEDIATELY

**Symptoms of Heat Stroke**

- May be confused, unable to think clearly.
- May pass out, collapse or have seizures (fits).
- May stop sweating.

CALL 911 IMMEDIATELY







**How You Can Protect Yourself and Others**

- Know signs/symptoms of heat illnesses.
- Monitor yourself; use a buddy system.
- Block out direct sun and other heat sources.
- Drink plenty of fluids. Drink often and BEFORE you are thirsty.
- Drink 8 ounces of water every 15 minutes.
- Avoid beverages that contain alcohol or caffeine.
- Wear lightweight, light colored, loose-fitting clothes.

**What to Do When a Worker Has Heat Illness**

- Call Medic or Supervisor for help. If not available, call 911.
- Have someone stay with the worker until help arrives.
- Move worker to cooler/shaded area.
- Remove the worker's outer clothing.
- Fan and mist the worker with water; apply ice bags or ice towels.
- Provide cool drinking water if the worker is able to drink.

**IF THE WORKER IS NOT ALERT OR SEEMS CONFUSED, THIS MAY BE A HEAT STROKE. CALL 911 IMMEDIATELY.**

Heat Kills	Preventing Heat Illness	Know Your Rights
<p>Heat illness includes heat cramps, fainting, heat exhaustion, and heatstroke.</p> <p>Workers have died or suffered serious health problems from these conditions.</p> <p>Heat illness can be prevented.</p>  	<p><b>Know the symptoms of heat illness</b> Watch for symptoms in yourself and your coworkers. If you feel any symptoms, tell your coworkers and supervisor immediately because you may need medical help. Know who to talk to and how to get help before you start each workday.</p> <p><b>Early symptoms</b></p> <ul style="list-style-type: none"> <li>Fatigue</li> <li>Heavy sweating</li> <li>Headache</li> <li>Cramps</li> <li>Dizziness</li> <li>High pulse rate</li> <li>Nausea/vomiting</li> </ul> <p><b>Life-threatening symptoms</b></p> <ul style="list-style-type: none"> <li>High body temperature</li> <li>Red, hot, dry skin</li> <li>Confusion</li> <li>Convulsions</li> <li>Fainting</li> </ul> <p><b>GET MEDICAL HELP</b></p>  	<p>Tell your supervisor if you are new to working in the heat or have had heat illness before.</p> <p>Stay alert to the weather. During a heat wave you are at greater risk of getting sick. You need to watch yourself and coworkers more closely, and may need to drink more water, take more breaks, and use other measures.</p> <p>Drink enough cool, fresh water. Drink at least one 8-ounce cup (3 cones) every 15 minutes during your entire work shift. Do not wait until you are thirsty to drink water.</p> <p>Do not drink alcohol. Avoid coffee. Choose water over soft drinks.</p> <p>Take rest breaks in the shade to cool down.</p> <p>Wear proper clothing. Loose fitting, light-weight and light-colored cotton clothes, a wide-brimmed hat or cap, and a bandana.</p> <p>Talk to your doctor if you have illnesses like diabetes, are taking medicines or are on a low salt diet.</p> <p>If you work outdoors, by law, your employer must provide you:</p> <ul style="list-style-type: none"> <li>• Enough cool, fresh drinking water throughout the day.</li> <li>• Access to shade or an equally cool spot for at least 5 minutes at a time.</li> <li>• Training on how to prevent heat illness and how to call for emergency services.</li> </ul>  

# Wildfire Smoke Protection Program

Section

C-3

Page 1 of 6

## INTRODUCTION

The Wildfire Smoke Protection Program provides guidance for employees working outdoors who are affected directly or indirectly by wildfire smoke. The program is intended to comply with Cal-OSHA 5141.1

The program covers outdoor operations of employees in California only during wildfire events. For the purposes of this program, a wildfire event is defined as an uncontrolled fire that involves brush, crops, forests and other vegetation or adjacent developed areas, and results in potentially harmful air quality.

To measure air quality, an Air Quality Index (AQI) was developed to translate data collected from air pollutant monitoring stations into a scale. The AQI is a number that ranges from 0 to 500 that indicates how clean or polluted the air is, and what associated health effects might be of concern to diverse individuals within a population.

When a wildfire event occurs and the AQI is 150 or greater, with the particle mass (PM) 2.5, elements of this program should be implemented.

This program does not cover:

- Employees who normally work or have the capacity to work indoors or in vehicles that are properly secured with filtered air systems (i.e. closed windows, doors, etc.).
- Employees who work less than 1 hour total outdoors for their work shift.

## RESPONSIBILITIES

### Studio Production Safety Specialist

The Studio Production Safety Specialist will introduce this Program to production, including any key department heads (construction, special effects, locations, etc.), and will explain best practices for implementation. In some cases the Studio may designate an alternate safety professional to assist production. Responsibilities include:

- Providing an up-to-date written Program to production.
- Working jointly with affected departments, as needed, in establishing reasonable guidelines to protect employees from wildfire smoke.
- Monitoring the program as needed and providing advice on specific program concerns.
- Provide resources to obtain N95 respirators for employee use when performing necessary outdoor work when the AQI is greater than 150.
- Making training resources and guidance regarding the safe use of issued N95 respirators.

### Department Heads/Supervisors (Management/Department Heads)

Management will oversee and coordinate the responsibilities of the Wildfire Smoke Program. Responsibilities include:

- Monitor relevant wildfire events.
- Monitor employee work tasks outdoors in observation of the wildfire event and its effect on the local AQI.
- Modify/relocate/limit outdoor work when the AQI is greater than 150.

# Wildfire Smoke Protection Program

Section

C-3

Page 2 of 6

- Ensure affected employees are trained in the standard.
- Retain training documentation.

## Employees

Employee responsibilities include:

- Reporting any adverse effects or symptoms of wildfire smoke exposure to their department head/supervisor or set medic (if available).
- If required, wear the provided N95 respirator to work outdoors during a relevant wildfire event.
- Follow the respirator manufacturer's instructions, especially donning and doffing procedures and limitations of use.

## **IMPLEMENTATION**

### Determine Air Quality Index (AQI)

Air pollution is a complex mixture of gases and small particles suspended in the air. The different health effects of air pollution are dependent on how much of the pollutant is in the air, how long a person is exposed, as well as the person's health conditions, age, and genetic background. The Air Quality Index (AQI) was developed to help translate data collected from air pollutant monitoring stations into a scale. The AQI is a number that ranges from 0 to 500 that indicates how clean or polluted the air is.

- In the instance of a wildfire event, the Air Quality Index for the target area zip code should be checked. This can be done using the EPA Website AIRNow at <https://airnow.gov>. Navigate to "AQI – Pollutant Details" for the appropriate value (see Appendix A).

NOTE: AIRNow has an App for iOS and Android. In addition, the South Coast Air Quality Management District (SCAQMD) has an App for Los Angeles and Orange County readings.

- Department Heads/Supervisors (or a designee of the production) should monitor the site at least *once an hour*. Depending on severity and employee proximity to the wildfire event, monitoring may be more frequent.
- If the value observed for PM 2.5 is 150 or below, no action is required (*Note: Personal health and comfort issues may be addressed at the discretion of the management*).
- If the value observed for PM 2.5 is at least 151, Production should proceed with implementation of exposure controls. Department Heads/Supervisors or a designee should continue monitoring the AQI for the duration of employees' shifts.

Air Quality Index (AQI) Categories for PM2.5	Levels of Health Concern
0 to 50	Good
51 to 100	Moderate
101 to 150	Unhealthy for Sensitive Groups
151 to 200	Unhealthy
201 to 300	Very Unhealthy
301 to 500	Hazardous

## Implement Exposure Controls (AQI Above 150)

### **Outdoor Work**

Where possible, management should limit employee outdoor work during the duration of the wildfire event and relative AQI value. Some examples include but are not exclusive to: relocating indoors and postponing work until conditions improve.

### **Respirators (N95)**

Employees whose work is predominantly performed outdoors and not compatible to other exposure controls should be issued an N95 respirator, also known as a filtering facepiece respirator. The N95 is designed to protect against particulate matter such as dust, fumes, mists, aerosols, and smoke.

- Respirators may be obtained from most safety supply vendors. Contact your Production Safety Specialist for assistance. Basic information and instruction must also be provided to crew members when providing a respirator (see Appendix B).

NOTE: Respirators provided within the limits of this program are not covered by the requirements of the Respirator Protection (Cal-OSHA Title 8 5144).

### **TRAINING**

Employees covered by the program will receive basic training (Appendix B) which includes:

- Health effects of wildfire smoke.
- The right to medical treatment from wildfire smoke exposure.
- How to obtain the Air Quality Index (AQI).
- N95 respirator use and limitation.

### **RECORDKEEPING**

Training records, including Appendix B, will be maintained by management.

#

(September 2019)

## Appendix A

**Local Air Quality Conditions**  
Zip Code:  Go State:  Go

**Current AQI (Combined PM and O<sub>3</sub>)**  
Friday, October 25, 2019 4:00 PM EDT

**Fires: Current Conditions**  
[Click to see map](#)  
[Wildfire Guide and Factsheets](#)

Enter Zip Code for work location

high traffic due to the CA wildfires. There will be brief, intermittent downtimes over the course of the day as we adjust to handle high traffic volume.  
[more announcements](#)

**Air Quality Basics**  
[Air Quality Index](#) | [Ozone](#) | [Particle Pollution](#) | [Smoke from fires](#) | [What You Can Do](#)

**Health**  
**Learning Center**

**Local Air Quality Conditions**  
Zip Code:  Go State:  Go

**Current AQI (Combined PM and O<sub>3</sub>)**  
Friday, October 25, 2019 1:00 PM PDT

**Current Conditions**  
Air Quality Index (AQI) observed at 13:00 PDT: **40 Good**

Note: Values above 500 are considered beyond the AQI. Follow recommendations for the Hazardous category. Additional information on reducing exposure to extremely high levels of particle pollution is available [here](#).

**AQI - Pollutant Details**

Ozone	40	Good
Particles (PM2.5)	31	Good

**Air Quality Forecast**

Today	Tomorrow
Air Quality Index (AQI) <b>45 Good</b>	Air Quality Index (AQI) <b>77 Moderate</b>
Health Message: None	Health Message: Unusually sensitive people should consider reducing prolonged or heavy exertion outdoors.

**AQI - Pollutant Details**

Carbon Monoxide	9	Good
Carbon Monoxide	6	Good


Legend: Good, Moderate, USG, Unhealthy, Very Unhealthy, Hazardous, Action Day



# Wildfire Smoke Protection Program

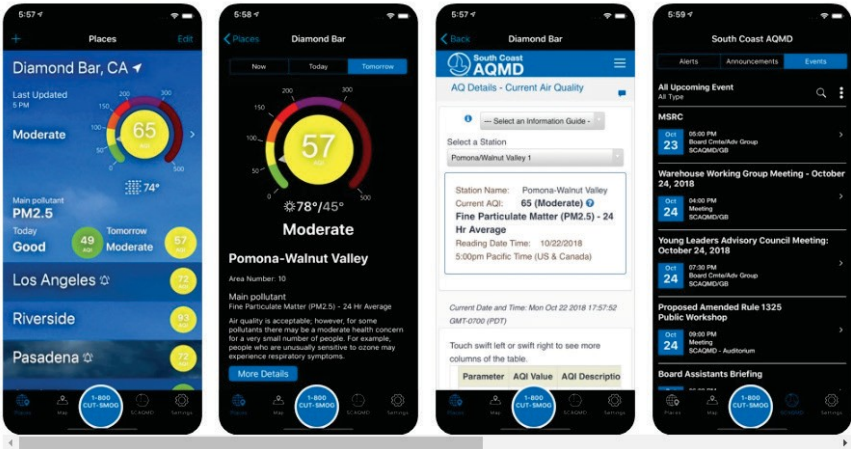
## Appendix A

App Store Preview




**South Coast AQMD** (4+)  
Air Quality  
South Coast Air Quality Management District  
★★★★★ 4.9, 37 Ratings  
Free

Screenshots iPhone iPad Apple Watch

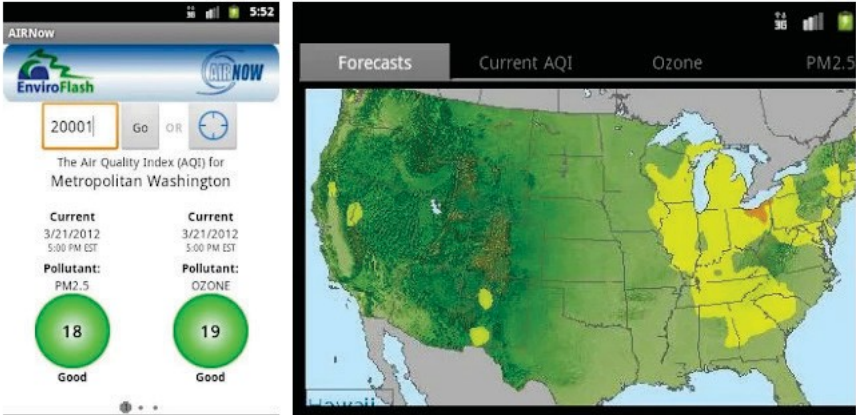


The screenshots show the app's interface for Diamond Bar, CA. The first screenshot shows a list of locations with AQI values: Los Angeles (72), Riverside (93), and Pasadena (72). The second screenshot shows the AQI for Diamond Bar (65) and the main pollutant PM2.5. The third screenshot shows detailed AQI information for the Pomona-Walnut Valley station, including the current AQI (65), pollutant (PM2.5), and a table of parameters. The fourth screenshot shows a list of upcoming events, such as the MSRC meeting and the Warehouse Working Group Meeting.



**EPA's AIRNow**  
US Environmental Protection Agency Health & Fitness ★★★★★ 145  
Everyone

Add to Wishlist [Install](#)



The screenshots show the AIRNow app interface. The first screenshot shows the search bar with '20001' entered and the current AQI for Metropolitan Washington (18) for PM2.5. The second screenshot shows a map of the United States with color-coded air quality regions.

# Wildfire Smoke Protection Program

Section

C-3

Page 6 of 6

## Protection from Wildfire Smoke Information to Be Provided to Employees – APPENDIX B

### (a) The health effects of wildfire smoke.

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is "particulate matter," the tiny particles suspended in the air. Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death. People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects. The smallest -and usually the most harmful -particulate matter is called PM2.5 because it has a diameter of 2.5 micrometers or smaller.

### (b) The right to obtain medical treatment without fear of reprisal.

Employers shall allow employees who show signs of injury or illness due to wildfire smoke exposure to seek medical treatment, and may not punish affected employees for seeking such treatment. Employers shall also have effective provisions made in advance for prompt medical treatment of employees in the event of serious injury or illness caused by wildfire smoke exposure.

### (c) How employees can obtain the current Air Quality Index (AQI) for PM2.5.

Various government agencies monitor the air at locations throughout California and report the current AQI for those places. The AQI is a measurement of how polluted the air is. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is unhealthy for everyone. Although there are AQIs for several pollutants, Title 8, section 5141.1 about wildfire smoke only uses the AQI for PM2.5. The easiest way to find the current and forecasted AQI for PM2.5 is to go to [www.AirNow.gov](http://www.AirNow.gov) and enter the zip code of the location where you will be working. The current AQI is also available from the U.S. Forest Service at <https://tools.airfire.org/> or a local air district, which can be located at [www.arb.ca.gov/capcoa/dismap.htm](http://www.arb.ca.gov/capcoa/dismap.htm). Employees who do not have access to the internet can contact their employer for the current AQI. The EPA website [www.enviroflash.info](http://www.enviroflash.info) can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.

### (d) The requirements in Title 8, section 5141.1 about wildfire smoke.

If employees may be exposed to wildfire smoke, then the employer is required to find out the current AQI applicable to the worksite. If the current AQI for PM2.5 is 151 or more, the employer is required to:

- (1) Check the current AQI before and periodically during each shift.
- (2) Provide training to employees.
- (3) Lower employee exposures.
- (4) Provide respirators and encourage their use.

### (e) The employer's two-way communication system.

Employers shall alert employees when the air quality is harmful and what protective measures are available to employees. Employers shall encourage employees to inform their employers if they notice the air quality is getting worse, or if they are suffering from any symptoms due to the air quality, without fear of reprisal. The employer's communication system is: *verbal crew notifications*.

### (f) The employer's methods to protect employees from wildfire smoke.

Employers shall take action to protect employees from PM2.5 when the current AQI for PM2.5 is 151 or greater. Examples of protective methods include:

- (1) Locating work in enclosed structures or vehicles where the air is filtered.
- (2) Changing procedures such as moving workers to a place with a lower current AQI for PM2.5.
- (3) Reducing work time in areas with unfiltered air.
- (4) Increasing rest time and frequency, and providing a rest area with filtered air.
- (5) Reducing the physical intensity of the work to help lower the breathing and heart rates.

The employer's control system at this worksite is: *determined on a case by case basis due to the variability of production*.

### (g) The importance, limitations, and benefits of using a respirator when exposed to wildfire smoke.

Respirators can be an effective way to protect employee health by reducing exposure to wildfire smoke, when they are properly selected and worn. Respirator use can be beneficial even when the AQI for PM2.5 is less than 151, to provide additional protection. When the current AQI for PM2.5 is 151 or greater, employers shall provide their workers with proper respirators for voluntary use. If the current AQI is greater than 500, respirator use is required. A respirator should be used properly and kept clean.

The following precautions shall be taken:

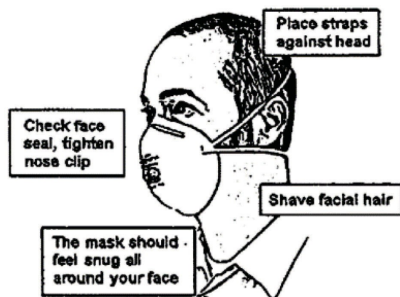
- (1) Employers shall select respirators certified for protection against the specific air contaminants at the workplace. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Center for Disease Control and Prevention certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will list what the respirator is designed for (particulates, for example).

*Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke. An N95 filtering facepiece respirator, shown within this document, is the minimum level of protection for wildfire smoke.*

- (2) Read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning and care, along with any warnings regarding the respirator's limitations. The manufacturer's instructions for medical evaluations, fit testing, and shaving should also be followed, although doing so is not required by Title 8, section 5141.1 for voluntary use of filtering facepiece respirators.
- (3) Do not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gases or vapors, and it will not supply oxygen.
- (4) Employees should keep track of their respirator so that they do not mistakenly use someone else's respirator.
- (5) Employees who have a heart or lung problem should ask their doctor before using a respirator.

### (h) How to properly put on, use, and maintain the respirators provided by the employer.

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. Loose-fitting powered air purifying respirators may be worn by people with facial hair since they do not have seals that are affected by facial hair. The proper way to put on a respirator depends on the type and model of the respirator. For those who use an N95 or other filtering facepiece respirator mask that is made of filter material:



- (1) Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
- (2) Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.

For a respirator that relies on a tight seal to the face, check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face. The more air leaks under the seal, the less protection the user receives.

Respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift.

If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, and get medical help.

## Appendix B to Section 5141.1. Protection from Wildfire Smoke Information to Be Provided to Employees

### (a) The health effects of wildfire smoke.

Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is "particulate matter," the tiny particles suspended in the air. Particulate matter can irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter can also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death. People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects. The smallest -and usually the most harmful -particulate matter is called PM2.5 because it has a diameter of 2.5 micrometers or smaller.

### (b) The right to obtain medical treatment without fear of reprisal.

Employers shall allow employees who show signs of injury or illness due to wildfire smoke exposure to seek medical treatment, and may not punish affected employees for seeking such treatment. Employers shall also have effective provisions made in advance for prompt medical treatment of employees in the event of serious injury or illness caused by wildfire smoke exposure.

### (c) How employees can obtain the current Air Quality Index (AQI) for PM2.5.

Various government agencies monitor the air at locations throughout California and report the current AQI for those places. The AQI is a measurement of how polluted the air is. An AQI over 100 is unhealthy for sensitive people and an AQI over 150 is unhealthy for everyone. Although there are AQIs for several pollutants, Title 8, section 5141.1 about wildfire smoke only uses the AQI for PM2.5. The easiest way to find the current and forecasted AQI for PM2.5 is to go to [www.AirNow.gov](http://www.AirNow.gov) and enter the zip code of the location where you will be working. The current AQI is also available from the U.S. Forest Service at <https://tools.airfire.org/> or a local air district, which can be located at [www.arb.ca.gov/capcoa/dismap.htm](http://www.arb.ca.gov/capcoa/dismap.htm). Employees who do not have access to the internet can contact their employer for the current AQI. The EPA website [www.enviroflash.info](http://www.enviroflash.info) can transmit daily and forecasted AQIs by text or email for particular cities or zip codes.

### (d) The requirements in Title 8, section 5141.1 about wildfire smoke.

If employees may be exposed to wildfire smoke, then the employer is required to find out the current AQI applicable to the worksite. If the current AQI for PM2.5 is 151 or more, the employer is required to:

- (1) Check the current AQI before and periodically during each shift.
- (2) Provide training to employees.
- (3) Lower employee exposures.
- (4) Provide respirators and encourage their use.

### (e) The employer's two-way communication system.

Employers shall alert employees when the air quality is harmful and what protective measures are available to employees. Employers shall encourage employees to inform their employers if they notice the air quality is getting worse, or if they are suffering from any symptoms due to the air quality, without fear of reprisal. The employer's communication system is: *verbal crew notifications*.

### (f) The employer's methods to protect employees from wildfire smoke.

Employers shall take action to protect employees from PM2.5 when the current AQI for PM2.5 is 151 or greater. Examples of protective methods include:

- (1) Locating work in enclosed structures or vehicles where the air is filtered.
- (2) Changing procedures such as moving workers to a place with a lower current AQI for PM2.5.
- (3) Reducing work time in areas with unfiltered air.
- (4) Increasing rest time and frequency, and providing a rest area with filtered air.
- (5) Reducing the physical intensity of the work to help lower the breathing and heart rates.

The employer's control system at this worksite is: *determined on a case by case basis due to the variability of production*.

### (g) The importance, limitations, and benefits of using a respirator when exposed to wildfire smoke.

Respirators can be an effective way to protect employee health by reducing exposure to wildfire smoke, when they are properly selected and worn. Respirator use can be beneficial even when the AQI for PM2.5 is less than 151, to provide additional protection. When the current AQI for PM2.5 is 151 or greater, employers shall provide their workers with proper respirators for voluntary use. If the current AQI is greater than 500, respirator use is required. A respirator should be used properly and kept clean.

The following precautions shall be taken:

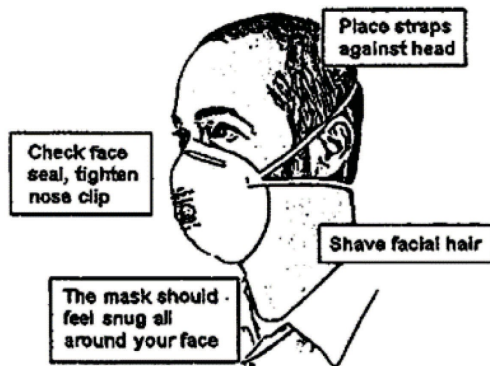
- (1) Employers shall select respirators certified for protection against the specific air contaminants at the workplace. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Center for Disease Control and Prevention certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will list what the respirator is designed for (particulates, for example).

*Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke.* An N95 filtering facepiece respirator, shown within this document, is the minimum level of protection for wildfire smoke.

- (2) Read and follow the manufacturer's instructions on the respirator's use, maintenance, cleaning and care, along with any warnings regarding the respirator's limitations. The manufacturer's instructions for medical evaluations, fit testing, and shaving should also be followed, although doing so is not required by Title 8, section 5141.1 for voluntary use of filtering facepiece respirators.
- (3) Do not wear respirators in areas where the air contains contaminants for which the respirator is not designed. A respirator designed to filter particles will not protect employees against gases or vapors, and it will not supply oxygen.
- (4) Employees should keep track of their respirator so that they do not mistakenly use someone else's respirator.
- (5) Employees who have a heart or lung problem should ask their doctor before using a respirator.

### (h) How to properly put on, use, and maintain the respirators provided by the employer.

To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. Loose-fitting powered air purifying respirators may be worn by people with facial hair since they do not have seals that are affected by facial hair. The proper way to put on a respirator depends on the type and model of the respirator. For those who use an N95 or other filtering facepiece respirator mask that is made of filter material:



- (1) Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
- (2) Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.

For a respirator that relies on a tight seal to the face, check how well it seals to the face by following the manufacturer's instructions for user seal checks. Adjust the respirator if air leaks between the seal and the face.

The more air leaks under the seal, the less protection the user receives.

Respirator filters should be replaced if they get damaged, deformed, dirty, or difficult to breathe through. Filtering facepiece respirators are disposable respirators that cannot be cleaned or disinfected. A best practice is to replace filtering facepiece respirators at the beginning of each shift.

If you have symptoms such as difficulty breathing, dizziness, or nausea, go to an area with cleaner air, take off the respirator, and get medical help.

# Production Safety Guidebook for Motion Picture and Television

## Part – D Safety and Environmental Standards/Guidelines

### Table of Contents

Aerial Unmanned Aircraft System (UAS) Use/Drones .....	On Website
Aerial Lift Supplemental Manuals .....	On Website
Animal Use in Production / Animals in the Workplace .....	On Website
Code of Safe Practices .....	On Website
Construction Toolbox Talks .....	On Website
Dive Operations (Scuba).....	On Website
Guidelines for Preparing Safe Package Shipments & Transporting Small Quantities of Hazardous Materials by Production Vehicles .....	On Website
Inspections by Regulatory Agencies .....	On Website
OSHA 300 Recordkeeping .....	On Website
Safety Data Sheets (SDS).....	On Website
Smoking Policy .....	On Website
Water Quality and Safety .....	On Website
Weather Monitoring.....	On Website

**Website:** <https://wdproductionsafety.com>

**March 2020**

Prepared as a Resource for Production  
The Walt Disney Company Enterprise Risk Management/Safety Department  
818-560-1726