

# Production Safety Guidebook for Motion Picture and Television

## Part – A Injury and Illness Prevention Program

### Table of Contents

#### (1) Injury and Illness Prevention Program

Injury and Illness Prevention Program (IIPP)..... A-1-1

#### (2) IIPP Implementation Guidance

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.

# Injury and Illness Prevention Program

Section

A-1-1

Page 2 of 6

## 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.

# Injury and Illness Prevention Program

Section

A-1-1

Page 4 of 6

## ***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

# Injury and Illness Prevention Program

Section

A-1-1

Page 6 of 6

- 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



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

### **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**

IIPP Implementation Guidance	<b>Section</b>
<b>Safety Communication</b>	<b>A-2-2</b>
	<b>Page 1 of 2</b>

## 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

Production Company  
Address  
Phone  
Fax  
Email  
Exec. Producer:  
Producer:  
Director:

**A Movie**  
Call Sheet  
GENERAL CREW CALL  
**6:00 AM**

Monday, August 11, 2014  
DAY 15 of 85

Courtesy Breakfast: 8:30A  
Shooting Call: 7:00A  
Lunch: 12:00P  
Script Color: White  
Schedule Color: White

NEAREST HOSPITAL: Medical Center Address  
CREW PARKING: Parking Address  
BASECAMP: Parking Address

WEATHER: Sunny and Hot  
High: 88° Low: 72°  
Sunrise: 5:43A Sunset: 7:39P  
Rain: 0% Wind: 14W mph

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.

SCENES

SCENE	TAKE	DESCRIPTION	LOCATION
M1	1/8	Aerial work: Establishing shot of boats in rough seas.	100, 101, 102, X, 10X
M2	1/8	Animals roaming free	100
1	1.5/8	General work:	101, 102
25	1 1/8	Car weaves down highway Establish drives out of control	1, 3, 4, 5, 8

TOTAL PAGES: 3

ID	CHARACTER	COST	START	PICKUP	CALL	BUL/REN	SET	LOST	SPECIAL INSTRUCTIONS
100	Person	Stunt Double	W	Q/T	8:00A	7:00A	7:30A		RPT to 1st AD
101	Person	Stunt Double	W	Q/T	7:00A	7:00A	7:30A		RPT to 1st AD

QTY STAND-INS: 1 Person Stand-In 7:00A STUNTS  
1 Person Stand-In 7:00A  
1 Person Stand-In 7:00A

QTY BACKGROUND: 1 Person Stand-In 8:00A

18 TOTAL STAND-INS / BACKGROUND

COSTUME: PIC VER: Sc 1: Pickup Truck, Sc 25: Pickup Truck, ADD: Modifier Sc 25: Process Trailer

ADVANCE SCHEDULE	SET & DESCRIPTION	B/N CAST	NOTES	LOCATIONS
Tuesday, August 12, 2014	1.6A 1 6/8 INT. ELECTRONICS STORE	D	1, 2, 3, 33	DAY 2
	25 1/8 INT. ELECTRONICS STORE	D	1, 33	
679 p1/2	1/8 INT. ELECTRONICS STORE	H	33	Part of Sc 47 Showcase Meetings
Wednesday, August 13, 2014				DAY 3

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.

Second Asst Director: First Asst Director: Line Producer / UPM:

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 **Mandatory** 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 **Mandatory** 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>
	<b>Page 1 of 2</b>

### **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).

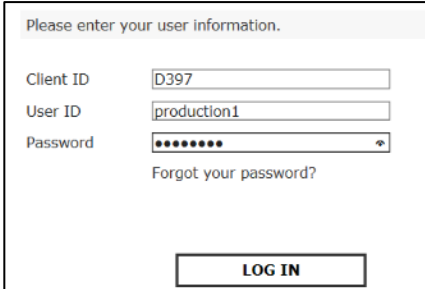
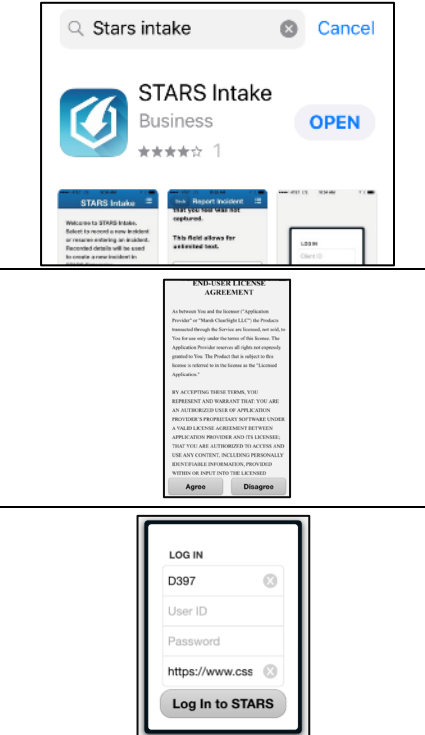
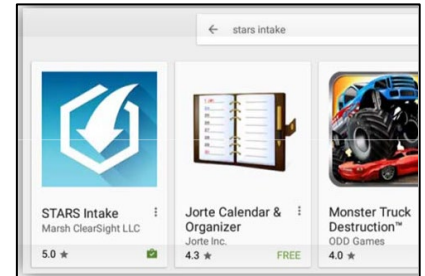
OSHA forms and specific recordkeeping instructions are available from your Production Safety Specialist.

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

### 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>	



IIPP Implementation Guidance	<b>Section</b>
<b>Employee Training</b>	<b>A-2-4</b>
	<b>Page 1 of 3</b>

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.

<b>SAFE FACTS</b>	<b>Production Safety Program Orientation Introduction</b>	<b>For Motion Picture and Television Production</b>
<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 AMPITP 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://wdproductionsafety.com/safety-guidebook/">https://wdproductionsafety.com/safety-guidebook/</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>• Methods 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 damage/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.). <i>THIS INFORMATION MAY CHANGE DAILY.</i> 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:</b> <b>818-580-7391</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. <i>Take a moment to plan your personal response in the event of an emergency:</i></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 easily 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 62019</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 SYNCOPE</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, <u>seek medical assistance immediately</u>.</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 held 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 818-580-7391 © Disney Form - AM 62019</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**

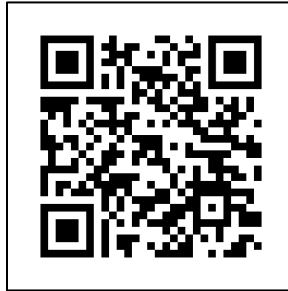
- **Fall Protection**  
Anyone exposed to fall hazards must be trained in the use of fall protection equipment and the use of approved anchorage points.
- **Aerial Lifts and Forklifts**  
Anyone who operates aerial lifts (scissor lifts, boom lifts, etc.) or powered industrial trucks (forklifts, telehandlers, 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-