

Production Safety Program Orientation Introduction

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 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 through-out 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.

Injury & 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.)

Safety concerns may be reported anonymously

by calling the Safety Hotline:

(818)560-7391

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

<https://wdproductionsafety.com>



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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. 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.

Codes of Safe Practice for Cast & 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, and then raising up without twisting.

Production Safety Guidelines Acknowledgement of Receipt

Production: _____

I understand that there is an Injury and Illness Prevention Program in place and hereby confirm that I have read and understand information contained in the Safety and Health Program Orientation for Motion Picture and Television Production handout.

I also understand that I must attend a safety awareness orientation from my supervisor before commencement of any work.

Please Print

Employee's Name: _____

Employee's Signature: _____

Job Title or Position: _____

Date: _____

This form should be signed, dated and returned to your Production Office Coordinator (POC)