



# PRODUCTION SAFETY GUIDEBOOK

FOR MOTION PICTURE & TELEVISION

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INJURY & ILLNESS PREVENTION PROGRAM  
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SAFETY & ENVIRONMENTAL  
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# Production Safety Guidebook for Motion Picture & Television

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

## – Part A –

# Injury & Illness Prevention Program

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This *Injury & 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 Production Safety Representative will be assigned to each production. The role of a Production Safety Representative is to provide assistance and guidance, NOT to assume or replace the production company's role in providing a safe workplace. The Production Safety Representative 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:

1st Assistant Director: \_\_\_\_\_

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

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

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

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

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

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

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

Production Safety Representative: \_\_\_\_\_

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

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 Representative or Consultant.

## Introduction & 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 & Illness Prevention Program* (also known as the IIPP or Production Safety Program). In addition, various Department Heads have additional safety responsibility for their crew members. The assigned Production Safety Representative 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 Representative 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 Representative 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 2nd and 3rd 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 Representative).

## First Assistant Director

When filming commences, the First Assistant Director (1st 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 Representative, and will ensure that the proper control measures are implemented and all cast and crew are informed. (The Second Assistant Director (2nd AD) may be delegated similar responsibilities as the 1st 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* form 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 & 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, via AD's, etc.).
- Ensuring that all appropriate documents are forwarded to the Production Safety Representative.
- 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 & 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 Practice, 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 medic, 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 Representative. 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 & 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 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 Meeting Roster*.

## 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). Contact your Production Safety Representative for obtaining necessary postings.

## 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 *Daily Production Report*. Set inspections conducted by department heads are documented on the *Off-Production Safety Inspection* checklist (found in *Part B – Forms & Checklists*).

### Offices & 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 *Part B – Forms & Checklists* section of this guidebook.

## Stunts & 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 appropriate 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 & 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 Representative 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 Representative.

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 & 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 *Codes of Safe Practice* 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 Representative 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.

## 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 Representative.

## 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 Representative (Enterprise Risk Management).

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

## Emergency Numbers

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 Representative (Enterprise Risk Management).

An *Emergency Contacts* form can be found in *Part B – Forms & Checklists* section of this guidebook.

## 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.

## 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

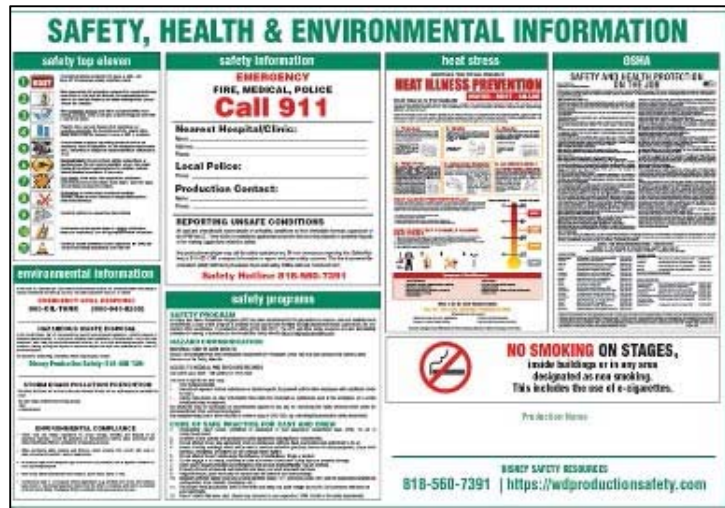
The following Departments can assist production in preparing an Emergency Action Plan:

- 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

## 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 Representative 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 Representative 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 (Production 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, 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.

## 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 1st 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.

Production Company Address Phone Fax Email		<b>A Movie</b>		Monday, August 11, 2014					
Exec. Producer: Producer:		<b>Call Sheet</b> GENERAL CREW CALL		DAY 15 of 85					
Director:		<b>6:00 AM</b>		Courtesy breakfast 8:30A Shooting Call 7:00A Lunch 12:00P Script Color White Schedule Color White					
NEAREST HOSPITAL		CREW PARKING		BASECAMP					
Medical Center Address Address		Parking Address Address		Parking Address Address					
				WEATHER Sunny and Hot High 88° Low 75° Sunrise 5:43A Moon 0% Sunset 7:59P Wind W@10mph					
<b>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.</b>									
SCENES		VALUES		REMARKS					
M1	1/8 Aerial work- Establishing shot of boat in rough seas.	0	100, 101, 105, X, 10X	A Helicopter will be flown in close proximity to the crew. Anyone having questions, concerns or objections, please notify the 1st AD or UPM.					
M2	1/8 Animals roaming free	0	100	Safety Bulletins for today's activities are posted to the production trailer and will be made available to each crew member.					
1	1 5/8 Gimbals work	0	101, 102						
25	1 1/8 Car weaves down highway (Establish driver out of control)	0	1,3A,3B						
TOTAL PAGES: 3									
ID	CHARACTER	CASH	STATUS	PICTURE	CALL	BUS/VEH	SET	LOST @	SPECIAL INSTRUCTIONS
100	Person	Stunt Double	W	O/T	6:00A	7:00A	7:30A		8PT to 3rd AD
101	Person	Stunt Double	W	O/T	7:00A	7:00A	7:30A		8PT to 3rd AD
GTT STAND-IN		CALL	SPECIAL INSTRUCTIONS BY DEPARTMENT						
1 Person Stand-in		7:00A	SIGNS						
1 Person Stand-in		7:00A							
GTT BACKGROUND		CALL	MU/HAB						
18 Pedestrian		8:00A	COSTUME						
			PIC VEH Sc 1: Pickup Truck, Sc 25: Pickup Truck, ADDL Trailer Sc 25: Process Trailer.						
18 TOTAL STANDINGS / BACKGROUND									
ADVANCE SCHEDULE SET & DESCRIPTION			D/M CAS#		NOTES		LOCATIONS		
Tuesday, August 12, 2014 DAY 2									
1&A	1 6/8	INT. ELECTRONICS STORE	D	1,22,23					
25	1/8	INT. ELECTRONICS STORE	D	1,30					
679 pt1/2	1/8	INT. ELECTRONICS STORE	H	30	Part of Sc 47 Shooting warnings				
Wednesday, August 13, 2014 DAY 3									
<b>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.</b>									
Second AD Director		First AD 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 1st AD on the first day at a new location, and whenever stunts, SPFX, or unique activity is scheduled.

### Call Sheet Safety Reporting Procedure Mandatory Statement

QUESTIONS OR CONCERNS REGARDING SAFETY? CONTACT YOUR PRODUCTION MANAGEMENT, UPM, 1ST 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

*Codes of Safe Practice for Cast & Crew* have been developed and are contained in the *Production Safety Program Orientation Introduction* which can be found in *Part B – Forms & Checklists* of this guidebook.

## 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 Representative must be notified and the production must initiate an electronic injury/illness notification using the MyCority intake system – details below.

Upon submission of an electronic MyCority report, information will automatically be sent to Production Risk Management, the Production Safety Representative, 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 Representative

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 Representative 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 Riskconnect injury intake 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 Representative 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 – Forms & Checklists 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 & Illness Recordkeeping

A record of all injuries and illnesses must be kept by the productions in California. 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 found in Part D of the Production Safety Guidebook.



## Electronic Injury / Illness Reporting (MyCority)

All work-related injuries and illnesses must be reported to a supervisor or management as soon as possible. All productions are also required to report injuries and illnesses using the online injury reporting system MyCority. Upon submission, the report will be routed to Risk Management, Production Safety, and if applicable, the payroll company for workers' compensation reporting.

If an injury/illness requires treatment beyond basic first-aid (sent to a clinic or emergency room), Production Safety must also be notified. Production will initiate an investigation and the injury investigation report must be submitted within 24 hours.

If an injury/illness results in a worker being admitted into a hospital, it must also be reported immediately to the Production Executive and the Production Safety Manager.

MyCority should also be used to report Near Misses and Basic First Aid treatment.

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 orientation training must take place.

Instructions on how to use MyCority can be found on Disney's Production Safety website:


[www.wdproductionsafety.com](http://www.wdproductionsafety.com)

<https://sites.disney.com/wdproductionsafety/injury-reporting/>

## Production Safety Program Orientation Introduction

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

Production Safety Program Orientation Introduction	Production Safety Program Orientation Introduction
<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. The IIPP blends together Studio standards as well as best practices established by the AMPPT Industry-Wide Safety Committee, regulatory agencies and safety standards organizations.</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> 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.</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.). 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.</p> <p><b>Responding to Unsafe Workplace Conditions</b> 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.</p> <p><b>Injury &amp; 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 accident. 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:</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.</li> </ul> <p>(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.)</p>
<p>Safety concerns may be reported anonymously by calling the Safety Hotline: (818)560-7391</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://w productionsafety.com">https://w productionsafety.com</a></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: 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 SWEAT (hairing) 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/headaches, 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</p> <ul style="list-style-type: none"> <li>Call the Set Medic or Supervisor. 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</li> <li>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><b>General Safe Practices for Cast &amp; Crew</b> 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 Bulletin, 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.</p>

## 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:

### Inside 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 Representative 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 online safety courses may be available online depending on your location.

Visit [www.csatf.org](http://www.csatf.org) for more information.

## 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 & Forklifts

Anyone who operates aerial lifts (scissor lifts, boom lifts, etc.) or powered industrial trucks (forklifts, tele-handlers, 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* found in Part C (SDS, container labeling, proper storage, etc.). This includes construction, paint, special effects, etc.

### “Toolbox” Safety Talks

Every 10 working days, brief “Toolbox Talks” shall be provided to Construction, Grip, Electric, and SFX Department employees. Presentation topics are available on the Production Safety Website (<https://wdproductionsafety.com>) or by contacting your Production Safety Representative.

## 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, etc.

## 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.

# Production Safety Guidebook for Motion Picture & Television

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

– Part B –

## Forms & Checklists

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Aerial Work Platform Visual Inspection / Function Check  
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Off-Production Safety Inspection  
Outdoor Heat Illness Prevention Plan  
Production Activity Notification Checklist  
Production Employee Warning Report  
Production Safety Meeting Roster  
Sound Stage Inspection Checklist  
Special Effects Hazard Assessment  
Stunt Hazard Assessment  
Supervisor Investigation Report

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## – Part C –

# Safety Programs

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## Introduction

The *Hazard Communication 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 & Health Administration (OSHA) 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 Representative.

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 called MSDS.)
- The written Hazard Communication Program
- Employee Training

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

## Persons Responsible

The Unit Production Manager (UPM) 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 a 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
- 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>

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.

**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 & 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 & 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 & 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 – Ecological Information**

**Section 13 – Disposal Considerations**

**Section 14 – Transport Information**

**Section 15 – Regulatory Information**

**Section 16 – Other Information**

## 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 the 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 Representative office.

## Introduction

The 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 & Health Administration (Cal/OSHA) 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 Representative.

[California Code of Regulations, Title 8, Section 3395, Heat Illness Prevention Standard](#)

Supporting documents can be found in Part B – Forms & Checklists of the Production Safety Guidelines:

- *Outdoor Heat Illness Prevention Plan*
- *Preventing Outdoor Heat Illness – Information for Department Heads / Supervisors*

## Definitions

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

### Acclimatization

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

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

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

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

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

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

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 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

### Production Safety Representative

The Production Safety Representative 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 this heat illness program.

- 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 this 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).

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.

## 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:

- 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.

### 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.

## High Heat Procedures

Due to the potentially greater threat to employee health, high-heat conditions (when the temperature exceeds 95 degrees) have additional requirements:

1. PRE-SHIFT MEETINGS should be held. The following should be covered:
  - a. A review of high-heat procedures
  - b. Encouraging employees to drink plenty of water
  - c. Reminding employees of their right to take a cool-down rest when necessary
  - d. Identifying who should call for emergency services
  - e. Describing how employees will be observed

2. OBSERVATION of employees for signs and symptoms of heat illness is especially important. This can be accomplished with one or more of the following:
  - a. With 20 or fewer employees, a supervisor (or designee) can monitor
  - b. Using a mandatory buddy system, so no employee is working alone
  - c. Establishing regular communication (such as by radio or cell phone) with any employee who is working alone
  - d. Other effective means of observation
3. A SPECIFIC EMPLOYEE should be designated to contact emergency medical services, if needed. All employees CAN call for emergency help, but it is sometimes more efficient to assign this responsible to an individual, such as the set medic.

## Supplemental Materials

The following can be found in Parts B and D of the Production Safety Guidebook:

Outdoor Heat Illness Prevention Plan (Part B)

Preventing Outdoor Heat Illness - Information for Department Heads Supervisors (Part D)

Guidelines for Preventing Heat Illness for Background / Extras (Part D)

## 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

### Production Safety Representative

The Production Safety Representative 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.
- 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 screenshots at the end of the Wildfire Smoke Protection Program).

**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 PMS.5	Levels of Health Concern
0 – 50	Good
51 – 100	Moderate
101 – 150	Unhealthy for Sensitive Groups
151 – 200	Unhealthy
201 – 300	Very Unhealthy
301 – 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 Representative for assistance. Basic information and instruction must also be provided to crew members when providing a respirator (see *Protection from Wildfire Smoke Information* found in Part D)

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 (see *Protection from Wildfire Smoke Information* found in Part D) 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 and supplemental material will be maintained by management.

## Resource Screenshots

See following pages.

**Local Air Quality Conditions**  
Zip Code:  Go State: Alabama 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](#)

**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: California Go

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

**AQI - Pollutant Details**

Ozone	40	Good
Particles (PM2.5)	31	Good

**Air Quality Forecast**


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

**AQI - Pollutant Details**

Carbon Monoxide	9	Good
Carbon Monoxide	6	Good


**Legend:** Good (Green), Moderate (Yellow), USG (Orange), Unhealthy (Red), Very Unhealthy (Dark Red), Hazardous (Purple) ! Action Day

App Store Preview




**South Coast AQMD** 4.9  
Air Quality  
South Coast Air Quality Management District  
★★★★★ 4.9, 37 Ratings  
Free

Screenshots iPhone iPad Apple Watch

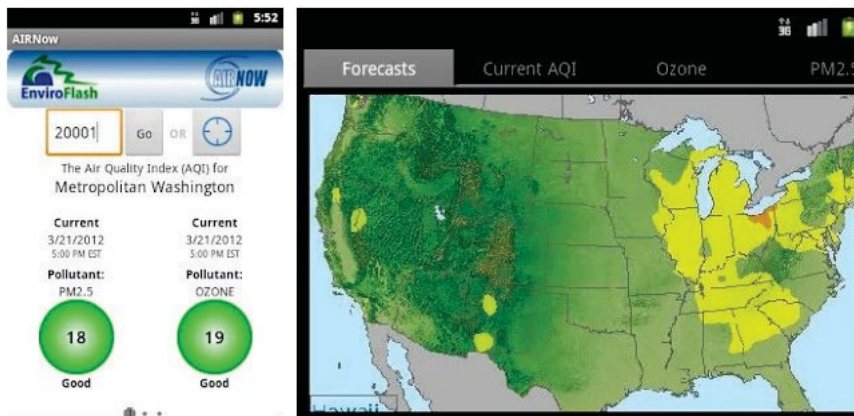


The screenshots show the app's interface for monitoring air quality. The first screenshot shows a list of locations with their current AQI values: Diamond Bar, CA (65), Los Angeles (49), Riverside (81), and Pasadena (52). The second screenshot shows detailed data for Diamond Bar, CA, with an AQI of 57 and a main pollutant of PM2.5. The third screenshot shows AQI details for Pomona-Walnut Valley, with a current AQI of 65 (Moderate) and a main pollutant of Fine Particulate Matter (PM2.5). The fourth screenshot shows a list of upcoming events, including MSRC, Warehouse Working Group Meeting, and Board Assistants Briefing.



**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 app's main screen for Metropolitan Washington, with a search bar for ZIP code 20001 and two AQI values: 18 for PM2.5 (Good) and 19 for Ozone (Good). The second screenshot shows a map of the United States with color-coded regions indicating air quality levels, ranging from green (Good) to yellow (Moderate) and red (Unhealthy).

## Purpose

The purpose of this document is to establish general procedures for employee protection from COVID-19. The program was created in accordance with guidance provided by the California Department of Health (CDH), Los Angeles County Department of Public Health (LACDPH), Center for Disease Control (CDC) and OSHA.

Note: This document will be reviewed and updated in accordance with current government and internal Company guidance.

## Scope

The program covers the employees of TWDC and its subsidiaries (“Disney”), working on location in owned and leased properties (non-Theme Parks and Resorts).

## Responsibilities

Production Management shall:

- Implement, communicate and enforce requirements of this program to all cast and crew, focusing on social distancing protocols, cleaning and disinfection procedures, Personal Protective Equipment (PPE), and testing. If necessary, this will include department and location specific evaluation and procedures.
- Ensure employees are trained in COVID-19 exposure prevention.
- Provide compliant face coverings to employees.
- Report employee instances of suspected or confirmed cases of COVID-19 to Employee Relations and your Health & Safety Department (H&S). If an outbreak is determined, report to the local health department.
- Ensure that any vendors and contractors working with, or in proximity to, production employees comply with the requirements of this program.

Employees shall:

- Follow all procedures contained in this program and any additional direction provided by Production Management, Employee Relations, or H&S Department.
- Inform their Supervisor of any potential instances of COVID-19 symptoms or suspected/confirmed diagnosis.
- Inform Supervisor and Health & Safety (HSM) of any employees not following the procedures contained in this program. Should the situation continue, Employee Relations may be contacted at (800-499-4870)

HSM shall:

- Maintain and update this program.
- Assist Production Management with applying the program to specific departments or locations.



## Procedures

### COVID-19 Self-Assessment

- All employees will need to perform a self-assessment at home before reporting to their worksite (see *Communication / Signage Examples* section for examples) each day. This will include a temperature check using a thermometer.
- If the employee answered NO to all questions on the assessment, the employee may report to the worksite as normal.
  - If the employee experiences symptoms while at work, they should inform their supervisor and the HSM, then return home. Refer to Illness Response and Reporting section below.
- If the employee answered YES to any of the assessment questions, the employee cannot report to the worksite and should notify their supervisor and the HSM.
  - The supervisor should contact the HSM for further guidance.

### Physical / Social Distancing

- Production Management should carefully consider their options with respect to required/essential work and the method of social distancing. Some of examples of social distancing include (but are not exclusive to) are:
  - Working from home
  - Staggering work shifts
  - Alternating team work tasks (e.g. “taking turns”)
  - Dividing onsite work locations so employees are 6 feet or more apart, or separated by appropriate barriers
  - Reference your standard operating procedure, if available
- The Production has established various signage and communications to provide guidance to employees (see *Daily Self-Assessment* section for examples). The Production has also modified shared areas such as restrooms, breakrooms and conference rooms to support distancing. If a new process or location is identified in need of adjustment, employees should inform their supervisor or HSM.
- Employees should avoid sharing equipment. For instances where this is not possible and the equipment is compatible (e.g., hard, non-porous surfaces), the equipment should be cleaned in accordance with CDC and Studio guidelines (reference your standard operating procedure, if available).
- If employees are required to work within 6 feet of each other, supervisors should discuss and create a plan (i.e., interactions should be less than 15 minutes per 24 hour period, and/or employees should use face coverings and face shields).

### Face Coverings

- All employees are required to wear a CDC guidance-compliant cloth face coverings, which will be provided to employees by their supervisor or H&S Department.
- The following types of face coverings should not be worn:
  - Neck gaiters
  - Bandanas or scarves
  - Facemasks with an exhalation opening or valve

- Instances where employees require a medical accommodation for an alternative face covering should be handled on a case-by-case basis with their supervisor, H&S Department, or Employee Relations representative.
- Where personal protective equipment may need to be worn in addition to (or in place of) face coverings, employees and supervisors should plan for the appropriate approach that complies with COVID-19 protection. Some examples are (but not exclusive to):
  - Face shield for welding or chemical protection.
  - Air-purifying respirator or supplied air respirator for breathing protection.
  - N95 facemask in response to smoke from a wildfire event.
- Supervisors and employees should plan for work tasks where conditions may affect the proper use of face coverings (e.g., inclement/extreme weather).
- Vendors and contractors are expected to comply with this program in addition to their own COVID-19 safety guidelines. Productions / HSM shall ensure compliance.

## Cleaning / Disinfection

- Common / High Touch Surfaces
  - Common and high touch areas should be cleaned on a regular basis throughout the employee's work shift. Surfaces may include:
    - Door knobs, handles and bars
    - Office desks and countertops
    - Stairway handrails
    - Elevator buttons
  - See your High Touchpoint Checklist for further details if available
  - Although areas may be cleaned by the H&S Department or janitorial services, employees should routinely clean their work areas.
  - Surfaces covered with visible dirt/grime should be pre-cleaned before disinfection.
  - Only products provided by the H&S Department and listed on the "EPA List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)" should be used. Manufacturer's directions for use, including required personal protective equipment (e.g., gloves), must be followed.
  - Employees should not use products or supplies brought from home.
- Hand Washing & Personal Hygiene
  - Employees shall wash their hands frequently. Proper handwashing includes:
    - Using soap and water
    - Washing all of areas of the hands (e.g. under the nails, back of hands, etc.) for at least 20 seconds.
    - Rinsing hands and drying them thoroughly via paper towels, air blowers, etc.
  - Hand sanitizers will be provided supplemental to restrooms and handwashing stations (min. 60% alcohol per CDC guidance).
  - If supplies are not available, the employee should notify their supervisor or HSM.

## Illness Response & Reporting

- The CDPH and LACDPH illness response measures, including contact tracing, will be managed through a joint effort between the H&S Department, Employee Relations, and the affected business unit.
- Confirmed COVID-19 cases will be investigated in accordance with local Health Department protocols. Employees who were potentially in close contact with the COVID positive co-worker will be informed and evaluated. Reference your standard operating procedure as these guidelines are subject to change.
- If a workplace experiences an outbreak of 3 or more COVID-19 cases within a 14 days, the H&S Department must report the cluster to the local Health Department.
- A workplace where the potential exposure occurred will be properly cleaned and disinfected.
- Clearance for returning to work for affected and exposed employees will be determined by the H&S Department and Human Resources/Employee Relations.
- As necessary, Risk Management and the Production Safety Department will provide guidance on regulatory requirements.

## Training

- Training will be reviewed and updated in accordance with current government and internal Company guidance.
- Training will be provided to all employees. Subjects will include:
  - General COVID-19 overview, including symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
  - Who to inform in the instance of an infection.
  - How an infected person can spread COVID-19 to others, even if asymptomatic.
  - How to prevent the spread of COVID-19 by using approved face coverings.
  - Proper handwashing procedures.
  - Personal Hygiene - Avoiding touching eyes, nose, and mouth with unwashed hands; cough and sneeze practices; sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
  - Safely using cleaners and disinfectants.

## Daily Self-Assessment

U.S. & CANADA\*

### HEALTH SCREENING CHECKLIST

The Walt Disney Company and Affiliated Companies  
COVID-19 Screening Questions

If you answer “Yes” to any one of these, please stay home and stay safe.



Take your temperature at home prior to coming to work. Do you have a high temperature?



Do you have any of the following symptoms? *Cough • Shortness of breath or difficulty breathing • Chills • Muscle pain or body aches • New loss of taste or smell • Sore throat • New onset of nausea, diarrhea and vomiting*



Have you had close contact with anyone diagnosed with COVID-19 in the past 14 days and have not completed the required self-quarantine period? Or are you awaiting results of a COVID-19 test due to possible exposure or symptoms?

U.S. & CANADA\*

### HEALTH SCREENING CHECKLIST

The Walt Disney Company and Affiliated Companies  
COVID-19 Screening Questions

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Have you had close contact with anyone diagnosed with COVID-19 in the past 14 days and have not completed the required self-quarantine period? Or are you awaiting results of a COVID-19 test due to possible exposure or symptoms?



If you are not able to report to work, please contact your leader or local office.

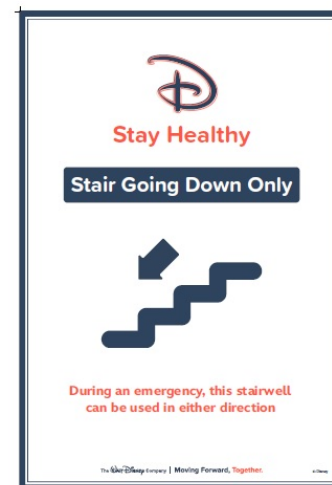
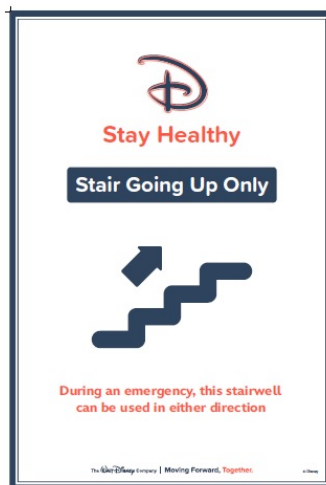
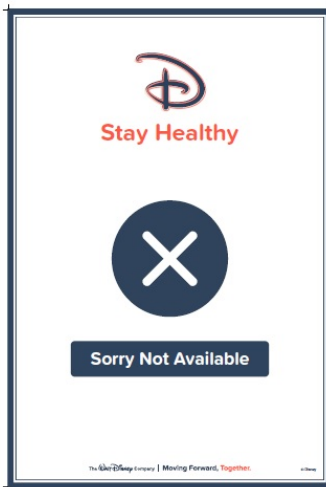
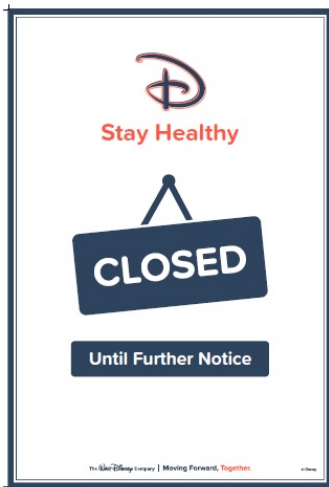
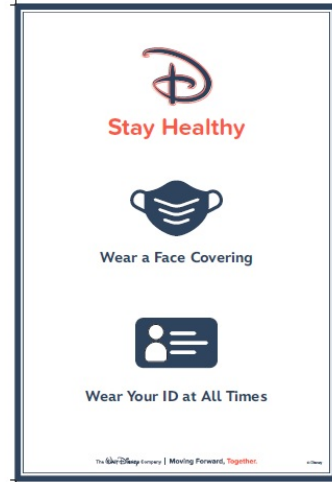
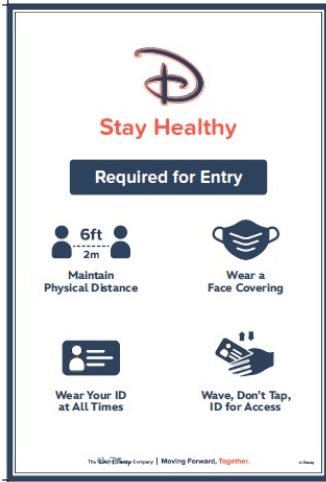
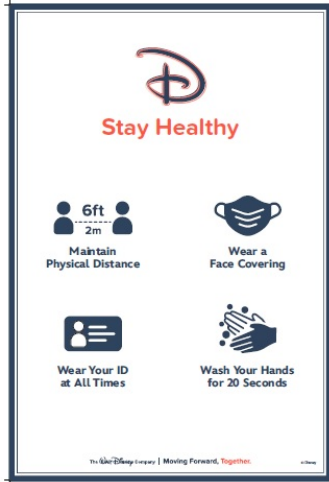
07/13/20  
©Disney



If you are not able to report to work, please contact your leader or local office.

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## Communication / Signage Examples



# Production Safety Guidebook for Motion Picture & Television

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

– Part D –

## Safety & Environmental Standards / Guidelines

The following may be found at:

<https://sites.disney.com/wdproductionsafety/usa/>

Aerial Unmanned Aircraft System (UAS) Use/Drones  
Aerial Lift Supplemental Manuals  
Animal Use in Production / Animals in the Workplace  
Codes of Safe Practice  
Construction Toolbox Talks  
Dive Operations (Scuba)  
Golf Cart Safety  
Guidelines for Preparing Safe Package Shipments & Transporting Small Quantities of Hazardous Materials by Production Vehicles  
Inspections by Regulatory Agencies  
OSHA 300 Recordkeeping  
Preventing Heat Illness for Background / Extras  
Preventing Outdoor Heat Illness - Information for Dept. Heads / Supervisors  
Production Safety Program Orientation Introduction  
Protection from Wildlife Smoke Information  
Safety Data Sheets (SDS)  
Smoking Policy  
Water Quality & Safety  
Weather Monitoring  
Working with Minors