

Production Safety Program Orientation Introduction

Safety Program

The health and safety of every cast and crew member is of primary importance on this production. To ensure that safety on the set does not occur by chance, an Injury & Illness Prevention Program (IIPP), also known as the Safety Program, has been established. The IIPP blends Studio standards as well as best practices established by the AMPTP Industry-Wide Safety Committee, regulatory agencies, and safety standards organizations. The Safety Program contains the following elements:

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

What are my responsibilities?

- Review and comply with the Safety Program, all safety rules, industry safety standards, and operating procedures.
- Complete and maintain all mandatory safety training by job function prior to commencement of work (e.g., Safety Pass and required Studio training.)
- Be present at safety meetings and alert a supervisor of any unidentified hazards.
- Wear appropriate personal protective equipment as required.
- Inspect and maintain equipment. Remove equipment with damage/defects from service, and either have it repaired or replaced.
- Report all injuries and near misses to a supervisor, no matter how minor, to ensure tracking/input into the injury reporting system (MyCority).
- Work safely and encourage fellow cast and crew members to work safely.
- Report unsafe acts and conditions to a supervisor.
- Follow all Codes of Safe Practice.

Who is responsible for set safety?

The Unit Production Manager (UPM) has overall responsibility for the implementation of the safety program. Department Heads and supervisors are responsible for the safety of their individual crew members.

The First Assistant Director (1st AD) is delegated responsibility for safety on the set and shall escalate safety concerns or issues to the Unit Production Manager.

Additional safety meetings must be held by the 1st AD before higher-hazard activities such as stunts, special effects, use of aircraft, etc. to reinforce safe work practices, necessary safety equipment, proper work clothing, emergency procedures or any unusual safety hazards.

Responding to Unsafe Workplace Conditions

All cast and crew members are responsible for taking appropriate action to correct unsafe and unhealthy working conditions. The supervisor is generally responsible for addressing safety concerns but may need to escalate them to production management based on severity. Hazards that are an immediate threat to the health and safety of cast and crew must be brought to the attention of production management, the 1st AD, a supervisor, and/or Production Safety immediately.

Injury & Illness Reporting

All cast and crew are responsible for reporting all work-related injuries and illnesses to a supervisor, the 1st AD, the on-set medic, and/or production management as soon as possible. All work-related injuries must be entered into the injury reporting system (MyCority) on the date of occurrence and investigated by the Department Head within 24 hours of the initial incident report.

Call Sheet Safety Information

Safety Bulletins and instructions shall be listed on call sheets when potentially hazardous conditions may be present on set (e.g., severe weather, animals on set, stunts, aircraft or drone use, special effects, etc.). **This information may change daily.** The Safety Hotline and Emergency Action Plan information is included, along with the assigned Studio Production Safety Representative.

Emergency Action Plan

An Emergency Action Plan (EAP) shall be established by production. This information will be shared with cast and crew and shall also be communicated verbally during safety briefings. Take a moment to plan for a response in the event of an emergency:

- Follow all Emergency Action Plans (EAP) and emergency procedures for the work location.
- Know the primary and secondary exits in the work area, as well as designated assembly points.
- In an earthquake, determine where it is safe to “duck, cover and hold.”
- Know the plan for sheltering in place and contacting the production office in the event of a shut down due to severe weather.
- Know the location of the first aid kit and AED.
- Call 911 (or the local emergency number) if a fire is detected and evacuate the area.
- Know the location of fire extinguishers and how to use them.*

*Only crew members who are authorized and trained to use available fire equipment, such as extinguishers, may do so. If there is the slightest doubt about extinguishing the fire – don’t! Instead, leave the building immediately.

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Codes of Safe Practice for Cast & Crew

- Report all unsafe acts or conditions and damaged equipment to a supervisor, the 1st AD, production management, Production Safety or call the Safety Hotline.
- Be aware of and comply with the written Safety Program, studio safety policies and guidelines, safety regulations, and safety bulletins.
- Be aware of surroundings and potentially hazardous conditions.
- Maintain clear paths of egress, exits and 4-foot perimeters on stages and sets.
- Wear appropriate fall protection when working at height and consider any person(s) working below.
- Use personal protective equipment.
- No personal firearms are allowed on the premises at any time.
- Use tools only for the job for which they are designed.
- Never spray compressed air toward your body.
- Do not use any equipment, tools, or substances unless trained or authorized to do so.
- Complete and maintain mandatory safety training and attend all safety meetings.
- Report all accidents, injuries and illnesses to a supervisor, the 1st AD, the medic and/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.
- Avoid working alone.
- Know emergency evacuation routes and procedures for your workplace and be familiar with the Emergency Action Plan.
- Store all equipment and materials in a proper manner and place.
- Keep work areas neat, clean, and in an orderly fashion.
- Do not eat, drink, or smoke in areas where hazardous substances are present. Smoking or vaping is only permitted in designated areas.
- Utilize proper lifting techniques. A back injury may be prevented when raising an object by bending the legs, keeping the back straight, and raising up without twisting.
- Allow sufficient access to and maintain a minimum 3-foot clearance around all emergency equipment, as well as electrical equipment and panels.

Preventing Heat Illness

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

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

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

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

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

HEAT STROKE is a life-threatening emergency that occurs when the body over-heats to a point where its temperature control system 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 to Hot Weather

During the first few days of hot weather, individuals may feel as if they are 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 Down in The Shade

Whenever possible, look for a balance between the heat load produced internally by the 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 the body to cool itself is to drink water. Frequently drink small quantities of water throughout the entire work shift. Drinking a minimum of one quart of water per hour (3-4 glasses) will help maintain hydration.

Respond to Heat Illness

- Call the set medic or supervisor. If not available, call emergency services.
- Have someone stay with injured person until help arrives.
- Move the individual to a cool, shaded area.
- Fan and mist the individual and apply ice bags or ice towels.
- Provide cool drinking water if the individual can drink.
- Remove outer clothing.

In California, additional measures are required when the outdoor temperature exceeds 95 degrees. Employees engaging in construction, landscaping, transportation, and delivery of heavy materials (e.g., lumber, furniture, etc.) must have a pre-shift meeting, observe employees for signs of heat illness, and designate someone to summon emergency medical assistance.

Outdoor Cold Illness Prevention Program

The Cold Illness Prevention Program is designed to ensure that cast and crew members receive adequate information, guidance, and training relevant to the potential hazards of working outdoors in cold weather conditions. When working outside, consider protection by:

- Using heated warming shelters.
- Using work/rest cycles to allow for a break from cold exposure.
- Wearing additional protective clothing.

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Prop Firearms

Prop firearms are only to be handled by trained and authorized personnel. The Studio's Prop Firearms Guidelines, Safety Bulletins, and additional state, federal, and provincial regulations must be followed. All cast and crew must complete the online firearm safety course.

Animals

When there is an animal on set, the trainer will inform the cast and crew of any necessary safety precautions during the safety meeting. Animals can be unpredictable and should be always treated with caution and respect. Please do not attempt to feed, touch, or play with animals without the permission and direct supervision of the trainer.

For outdoor locations, general wildlife exposures shall be considered for the area and season, and safety measures must be taken to prevent and treat possible exposure. Only qualified persons are to remove native wildlife from the location (e.g., snake wrangler, pest control professional, etc.)

For use of personal service or support animals, contact an HR representative for further information.

Location Safety

High visibility traffic vests **MUST** be worn while working on or near an active public roadway, when directing traffic, or other low visibility conditions (rail yards, subways, construction sites, airports, etc.). Dress appropriately for the weather and conditions of the location and avoid working alone.

Forklifts

Only certified and authorized persons are allowed to operate forklifts. A daily documented inspection is required prior to use. Ensure that state, federal, and provincial requirements are followed.

Hot Work

Do not perform hot work (e.g., welding, cutting, spark-producing operation) without a proper hot works permit or authorization, sufficient ventilation, and fire suppression. The consultation and/or presence of a Fire Safety Officer (FSO) may be required, contact Production Safety for further guidance.

Liftgates

Liftgate operations should only be performed by authorized persons. When not in use, the liftgate shall be positioned flat on the ground or in the stowed and latched position. Close and lock the liftgate when not in use. Do NOT leave the liftgate halfway up as a step to get in and out of a truck or ride the liftgate when the vehicle is in motion. Some manufacturers do not allow persons to ride the lift. Consult manufacturer's guidelines before operating the liftgate.

Confined Space

Cast and crew must never enter confined spaces (e.g., tanks, silos, storage bins, manholes, tunnels, ductwork, etc.). If confined space entry is required, a qualified contractor is mandatory. These high-hazard operations must be reviewed by a Production Safety Representative.

Proper Handling of Chemicals

If a job requires the use of chemicals, the product's Safety Data Sheet (SDS) must be made available. The SDS is the primary source of health and safety information for chemicals in the workplace. Take the time to understand their associated hazards, how to stay protected and what personal protective equipment is necessary. Follow guidelines for safe handling and disposal of chemicals, and make sure containers that contain chemicals are properly labeled. Contact your supervisor or Production Safety if you have concerns or need additional guidance regarding chemicals in the workplace.

Flammable or Combustible Liquids

Flammable or combustible liquids are volatile and can cause an explosion. Precautions shall be taken to eliminate or control possible sources of ignition. Spill containment shall be available for chemicals being stored. Refer to the SDS for proper control measures.

Environmental

Be aware of hazards associated with lead paint and/or asbestos. If encountered, **do not disturb the area**, and immediately report it to a supervisor or Production Safety Representative. Be aware of biological hazards such as human waste, mold, fungus, body fluids, needles, vermin, insects, and other potentially infectious materials. Report any potential exposure to these hazards to a supervisor or Production Safety Representative.

Health & Hygiene

Blood and certain body fluids must be considered infectious. Do not touch or clean up any surface that could contain potentially infectious materials. Proper training is required. Report potential exposures immediately to the medic.

When exhibiting any signs and symptoms of illness, stay home and contact your direct supervisor. Practice good hand washing, proper cough etiquette, and maintain personal hygiene.

Electrical Safety

Only trained and qualified person(s) may install, repair or service electrical equipment. Inspect electrical equipment to ensure it is in good working order before use and that no live parts are exposed. Make sure all equipment (e.g., trucks, scaffolding, ladders, lifts, etc.) maintain proper distance from overhead powerlines. Use GFCIs in wet areas and never attempt to put out an electrical fire without being trained, authorized, and having a Class C extinguisher.

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Lockout / Tagout

Only trained and authorized crew members may implement Lockout/Tagout procedures when performing service or maintenance activities on machinery or equipment, where the unexpected start up or release of hazardous stored energy could occur. Never tamper with or remove any lockout/tagout devices or attempt to restart equipment that is locked or tagged out.

Compressed Air & Gas Cylinders

Understand the properties, uses, and safety precautions before working with any gas or gas mixture. Ensure all cylinders are properly secured, stored upright, in a cool, dry place and away from combustible materials. Compressed air should never be used to spray off body.

Hand & Power Tools

Do not operate equipment without prior training and review of the manufacturer's operating instructions. Additional considerations:

- NEVER remove machine guards, kickback devices, or bypass safety devices.
- Ensure equipment is secured from unintended movement.
- Select the correct gauge power cord and use a GFCI when necessary.
- Do not use damaged or modified power cords or equipment.
- Always wear appropriate PPE for the type of tool being used per manufacturer guideline.

Ladder Safety

Always use the correct ladder for the job being performed. Ladders must be inspected before use and must never be used in a way that is not specified by the manufacturer. Additional considerations:

- Never step on the top two rungs of an A-frame ladder or the top 3 rungs of an extension ladder.
- Never sit on top of a ladder.
- Maintain 3 points of contact when ascending, descending and when working on a ladder.
- Before climbing a ladder, use another person to stabilize the base unless it is already properly secured.
- The top of an extension ladder should extend 3 feet beyond its resting point and be secured.

Aerial Lifts

Only trained crew may operate aerial lifts, and the use of a body harness with a lanyard attached to an anchor point is **mandatory** unless manufacturer guidelines specify otherwise. The lift must be inspected, and the inspection documented prior to use. When inside the basket, ensure the access gate or openings are closed, and do not climb or lean over the guardrails or handrails. The use of planks, ladders, apple boxes, or chairs that would render the guardrails ineffective, is prohibited.

Fall Protection

Follow all regulatory agency requirements and manufacturer specifications for wearing fall protection on lifts and when meeting trigger heights. Never work alone. Ensure the method for fall protection is determined and planned before engaging with the hazard. It is essential that a fall rescue plan is in place for individuals using a fall arrest system. Before using fall restraint or arrest systems, review the manufacturer and studio guidelines. All individuals utilizing fall protection equipment must be properly trained and inspect their personal protective equipment prior to use.

Bicycle, Golf Cart & Personalized Transportation

The following are not permitted:

- Electric Bicycles
- Scooters / Motorized scooters
- Hoverboards / One-wheel hoverboards
- Skateboard
- Roller skates / Roller blades / Heelys

Depending on the production facility, bicycles and golf carts may be permitted under specific conditions and the studio guideline should be reviewed in its entirety before use to avoid possible disciplinary action.

For additional information on any Safety Programs follow the links on each header, the QR code, web address below, or contact a Production Department Representative.

Anonymous Safety Hotline: (818) 560-7391

<https://wdproductionsafety.com>



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I understand that there is an Injury & Illness Prevention Program in place and hereby confirm that I have read and understand the information contained in this Production Safety Program Orientation Introduction.

I also understand that I must maintain my mandatory safety training and attend safety meetings when held (e.g., departmental orientation, toolbox talk, on set, etc.). Violations of safety rules and policies may result in disciplinary action in accordance with policy, up to and including discharge.

Please Print

Name: _____

Signature: _____

Job Title or Position: _____

Date: _____

This form shall be signed, dated, and returned to the Production Office Coordinator (POC) for retention.