

This publication is intended to assist you in understanding your safety and environmental responsibilities while working at our studio. It is not a Production Injury and Illness Prevention Program (IIPP). For Disney IIPP information, contact a Production Safety Program Administrator (818-560-7391). Rental companies should contact their “parent” production company for specific IIPP requirements

Stage Safety & Environmental Guidelines Disney Studio Burbank Lot

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Emergency

FIRE – MEDICAL - SECURITY

9-911

(Paramedics) Followed by: 818-560-5911

(Global Security Communications Center)

Non-Emergency

Global Security Communications Center (GSCC)

818-560-3220

24 hours a day

Disney Studio Medical (Non-Emergency)

818-560-5444

Located behind the Disney Store at the intersection of Minnie Avenue and Third Avenue.

Production Safety Department and Hotline

818-560-7391-Hotline

Located in the ACT Building on the Studio Lot or you may contact your Production Safety Manager directly which will be named on your call sheet.

Studio Safety Department

818-560-1726

Located in the ACT Building on the Studio Lot. If you wish to report a safety concern anonymously, you may call: 800-832-3389.

Studio Backlot Operations Department

818-560-7100

Supervises stages, on Lot filming, and Backlot production support.

Disney Studio Fire Inspection (Non-Emergency)

818-560-1171

Provides information regarding Studio and governmental fire safety regulations and codes.

Studio Environmental Affairs Department

818-560-1726

Assists with hazardous waste disposal, air quality, water disposal, and product storage questions.

Facilities Services and Support Ops Center

818-560-6800

Provides support for maintaining non-stage (facilities) space on Lot including: telephones, restroom service, AC, etc.

Global Crisis Management

818-560-7068

Provides guidance in preparing for, operating during, and recovering from an emergency.

Production Emergency Liaison - Crisis Management

Each production is responsible for identifying a Production Emergency Liaison. This individual is responsible for implementing certain activities when a localized stage or widespread Lot emergency arises. Duties include accountability for, and identification of all persons working in their respective on-Lot operations during and after an emergency and will manage the evacuation of all persons from their assigned areas to the predetermined evacuation site/safe zone.

The Production Emergency Liaison is responsible for:

- Maintaining a current accountability list of all personnel and staff in their respective on-Lot operations. This accountability list will be used to confirm the location and status of all production personnel following a major emergency or disaster.
- Assisting studio personnel during routine fire drills and evacuation drills, which are conducted regularly to comply with fire safety regulations.
- Serving as the primary interface with studio emergency personnel during a major emergency or disaster.

An alternate Production Emergency Liaison must also be identified to ensure proper reporting during an emergency if the primary Production Emergency Liaison is absent or unavailable for response.

The Production Emergency Liaison (and an alternate) should be identified and coordinated with Global Crisis Management (Email: Corporate.Crisis.Management@Disney.com). Any changes or corrections should be immediately reported to Global Crisis Management.

Steps to Reporting a Life Threatening Emergency

1. Call 9-911 (Paramedics)
2. Call 818-560-5911 (Disney Global Security Center)
3. Follow-up with a notification to your Production Emergency Liaison **and** Production Safety representative. For Disney Productions, injuries/illness must also be input to the Cority injury/illness/near miss management tracking system and properly managed by the Production management. Contact your Production Safety representative for guidance.

All Other Emergencies

1. Call 818-560-5911 (Disney Global Security Center)
2. Follow-up with a notification to your Production Emergency Liaison and/or Production Safety Contact.
3. For Disney Productions, injuries must be input to the Cority Management System injury/illness/near miss tracking system and properly managed by the Production management.

Isolated Event Response

Those events only affecting a certain area, floor, building, etc. Contact Disney Security 818-560-3220. Be prepared to give the following information:

- Nature of emergency
- Your name and phone extension
- Location
- Meeting place

Do not hang up until the operator has received all the required information. An individual should meet emergency personnel at a **pre-arranged** stage door or work site to escort responders to the emergency location.

Fire Response

Whenever a fire is suspected or detected, a fire response should take place. Notify emergency responders. Evacuate employees. Use fire suppression equipment if you have been trained to do so and only when the fire is in a small, controlled stage (Incipient stage).

If you have the slightest doubt whether to fight a fire, DON'T!

Fire Alarm Response

In the event of fire alarm activation, everyone in the building is required to immediately evacuate the building and assemble at their designated evacuation assembly area.

- All evacuees must check in with their assigned Production Emergency Liaison.
- Evacuees are not permitted to use elevators during a fire or emergency activation.
- Evacuees may not return to their work area to retrieve personal belongings.
- Employees who do not evacuate the building as required during alarm activation will be reported to their supervisor and are subject to municipal fines from the local Fire Agency.

Re-Entry Following an Evacuation

No one may re-enter any building or floor that has been evacuated without the permission of the responding Municipal Fire Department or a Studio Fire Prevention Representative.

Power Failure Response

In the event of a partial blackout or a total power failure, call Disney Security for assistance. Evacuate the facility if directed to do so. In the event of a lengthy power outage, electrical equipment should be un-plugged if safe to do so to avoid a possible electric surge when power is restored.

Earthquake Response

- Take cover under a solid structure such as a desk or table, if possible. Protect your neck and head. Do not run outside – falling debris may cause injury.
- If outdoors, stay in an open area away from buildings. Do not enter buildings.
- If sitting in theater style seats or bleachers, kneel below the level of the backrest in front of you and cover your head.
- Be prepared for aftershocks.
- EVACUATE the area if appropriate or directed to do so.

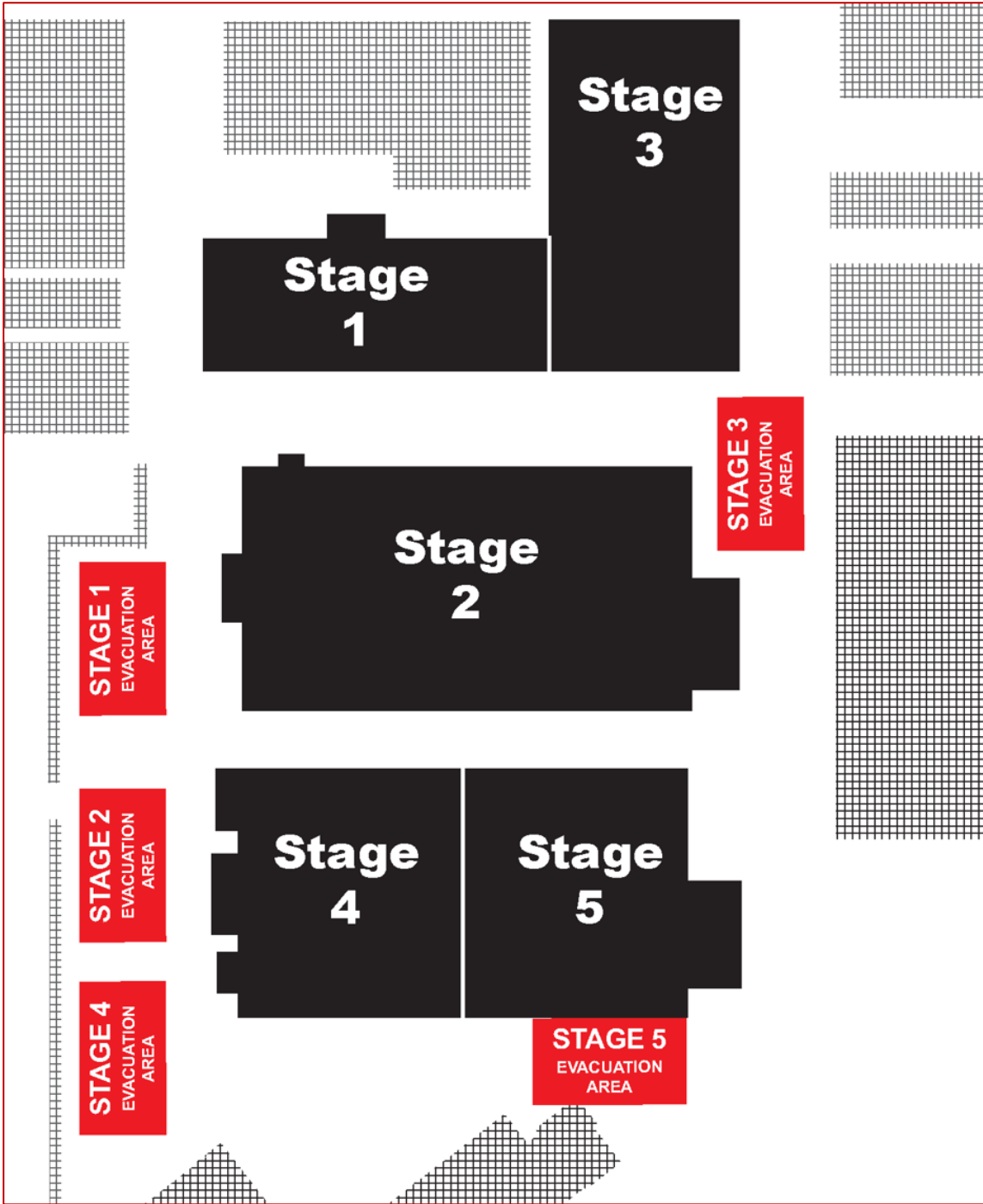
Fire Safety Regulations for Production

Please refer to the publication Fire Safety Regulations available by contacting the Disney Studio Fire Inspection Department at 818-560-1171.

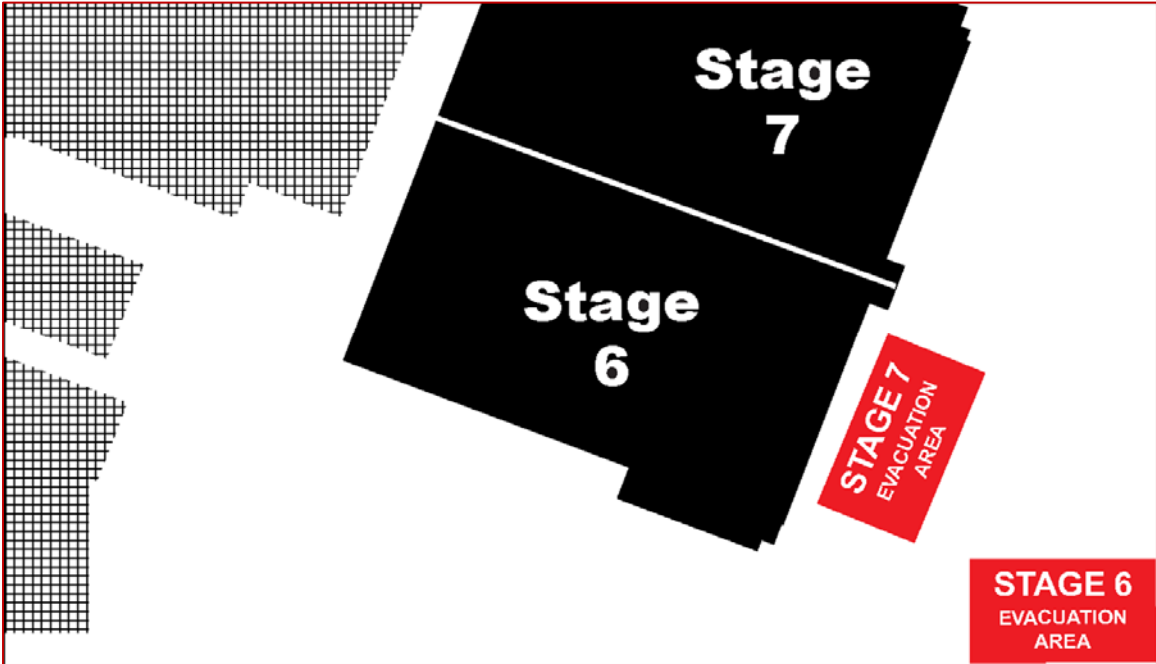
Any hot work operations on a sound stage or any Disney-owned property will require a FM Global Hot Work Permit from the Disney Fire Department. This requirement is regardless of flame size, type of device or amount of time required for the job. Hot work refers to cutting, welding, brazing, grinding or any other operation using open flame or that creates heat and sparks. Disney Fire Department requires a 24-hour notice prior to all hot work jobs. Please

contact the Disney Fire Department directly to obtain a hot work permit or with any questions regarding hot work operations. All requirements outlined on the FM Global Hot Work Permit will be strictly enforced. For more information on Fire Safety Regulations for Productions and Events please follow the link: [Fire-Safety-Regulations-for-Productions-Events-rev-12.16.pdf \(disney.com\)](#)

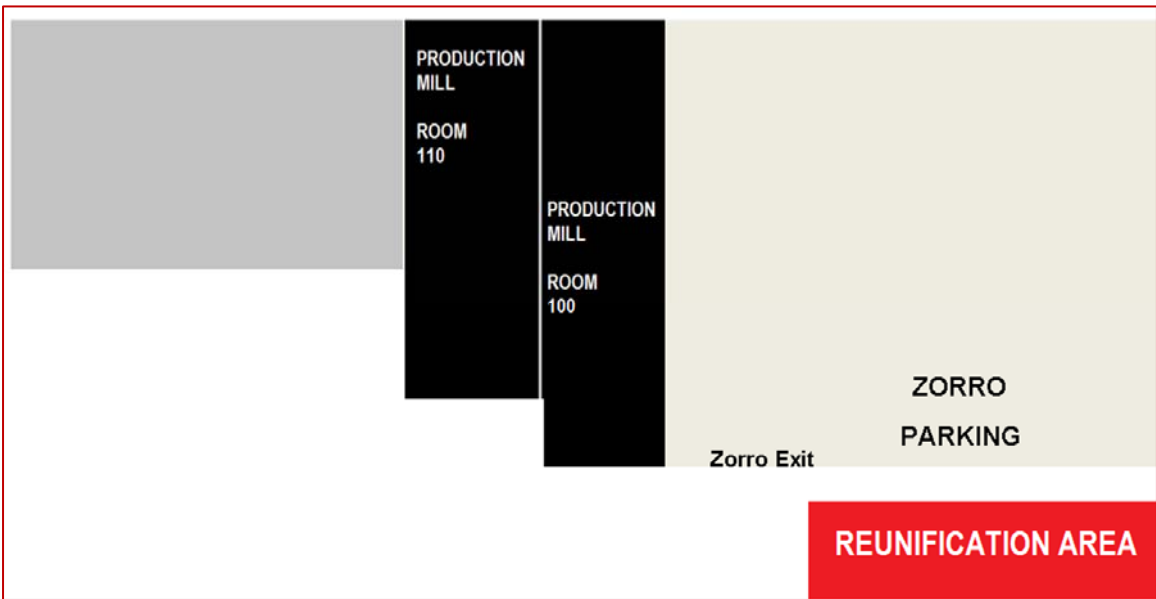
Stages 1-5 Reunification Areas



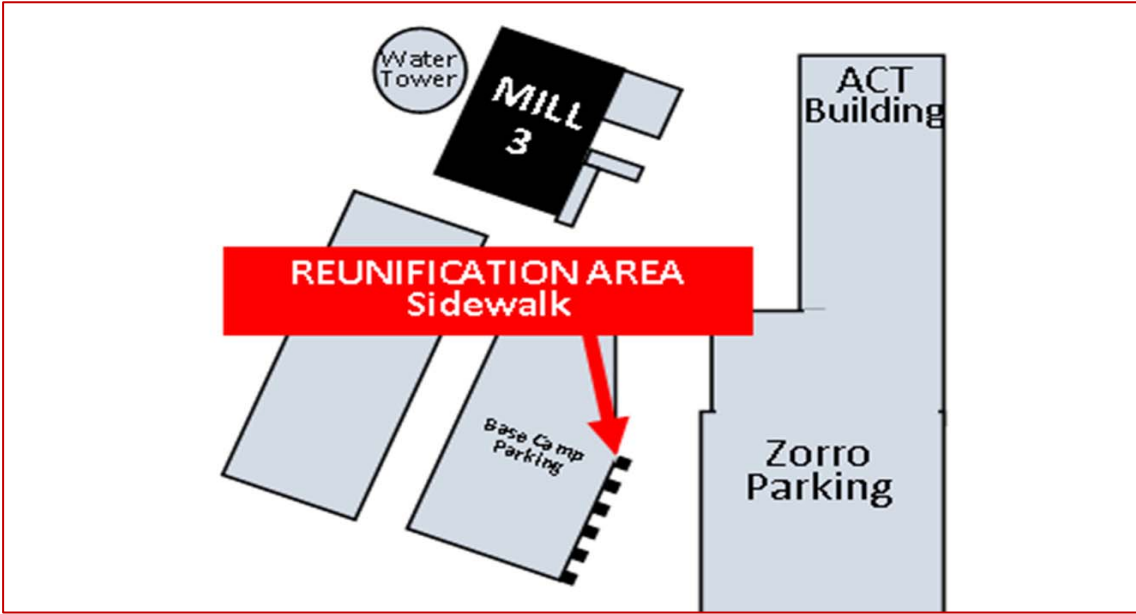
Stages 6-7 Reunification Areas



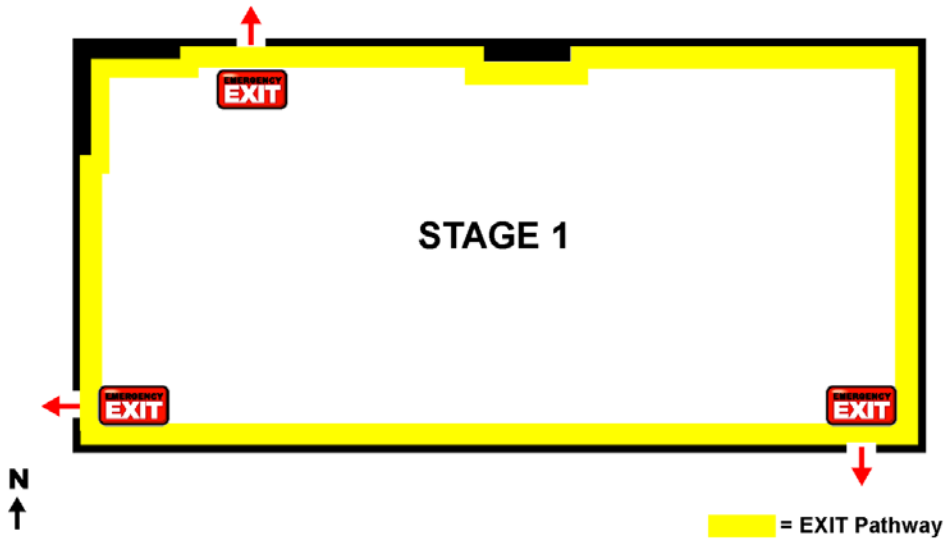
**Production Construction
Mill 1 & 2 – Reunification Area**



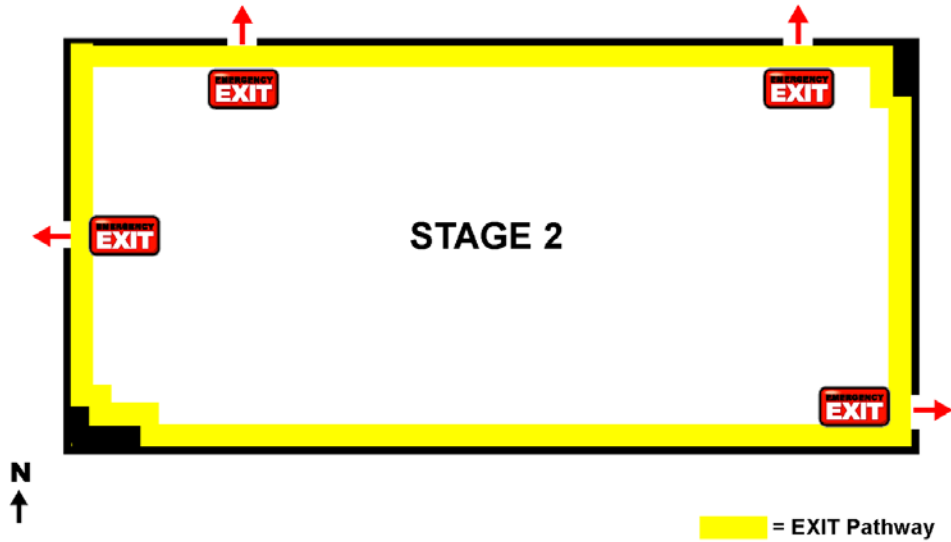
Production Construction Mill 3 – Reunification Area



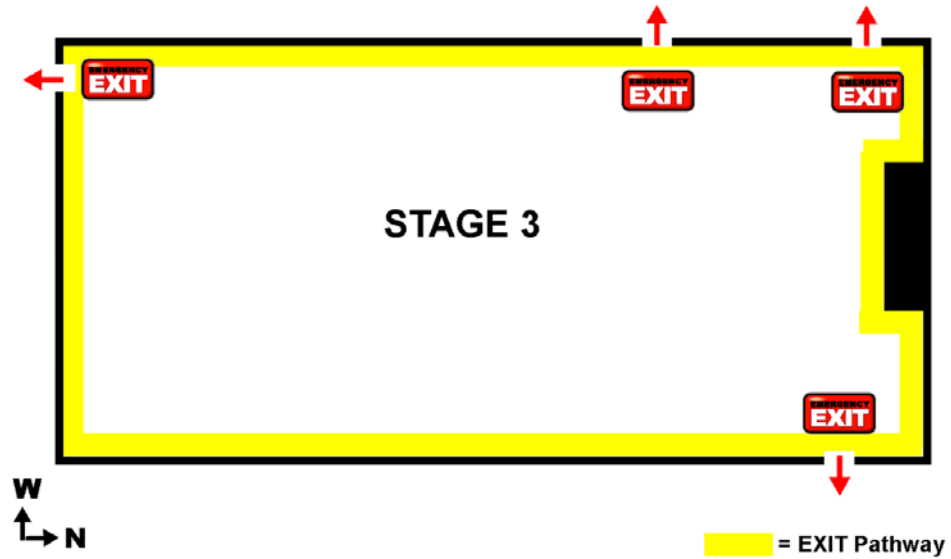
Stage 1 Evacuation Route



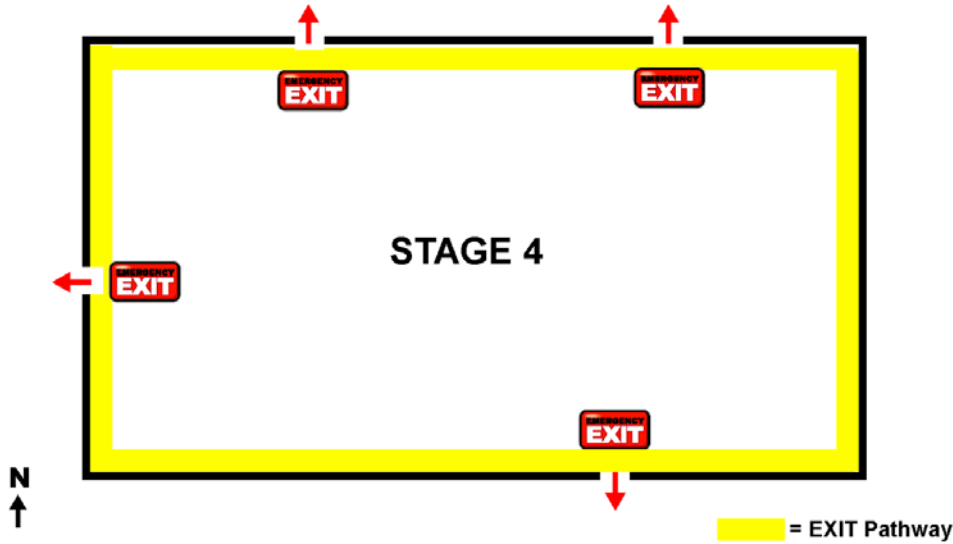
Stage 2 Evacuation Route



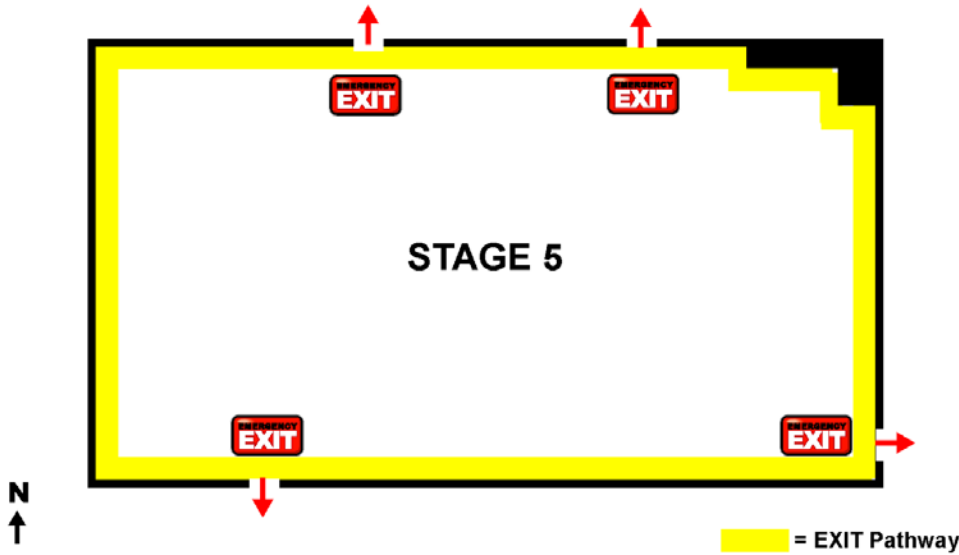
Stage 3 Evacuation Route



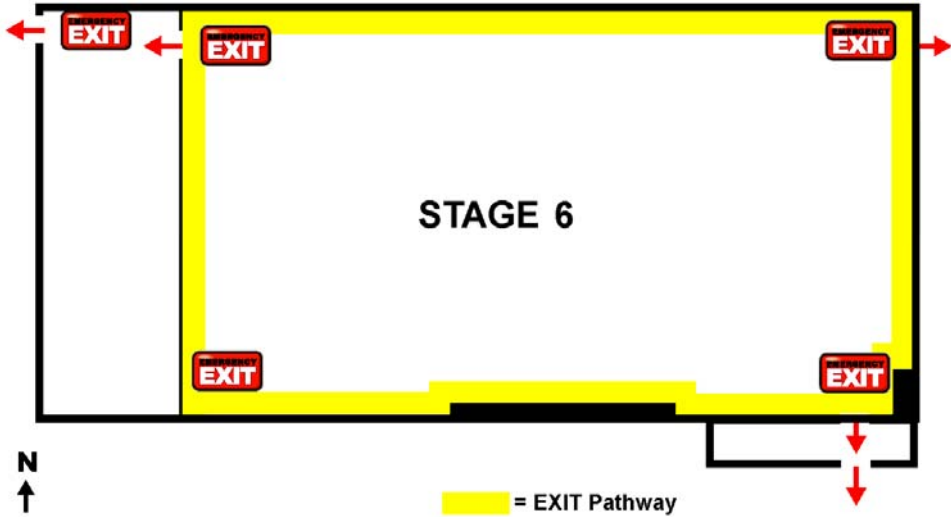
Stage 4 Evacuation Route



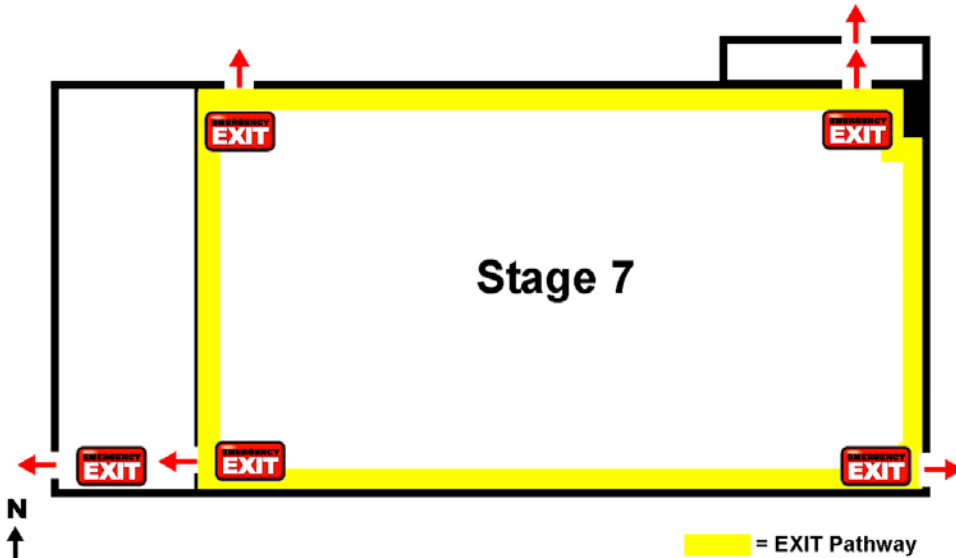
Stage 5 Evacuation Route



Stage 6 Evacuation Route



Stage 7 Evacuation Route



- Do not block aisles or fire exits.
- The 4-foot interior perimeter of all stages shall be always kept clear. All cords/cables/hoses crossing the 4 foot interior perimeter must be covered and secured.
- All flammable liquids must be stored in safety cans and be labeled for content. All flammable materials must be stored in Underwriters Laboratory (UL) approved flammable liquid storage lockers.
- Electric panels and emergency equipment must be always accessible (unblocked). (3 ft. perimeter)
- No smoking is permitted on stage - this includes the use of e-Cigarettes.
- The stage Elephant Doors requires special opening procedures. Review these procedures with you Production liaison before attempting to operate. Instruction signs are on doors. Contact Production Electrical (818-560-1819) for any further assistance.
- Aisles and fire exits may not be blocked at any time. Outdoor fire lanes must be always maintained.
- All stage doors must be unlocked when people are present on the stage.
- Only trained personnel may operate power equipment.
- Use all safety guards and safety equipment that the job requires.
- Do not use the top three steps of any A-frame ladder. Follow ladder safety procedures.
- Aerial platform lift operators must be trained and certified prior to using any equipment. In addition, any crew in an aerial basket must wear the appropriate fall protection equipment (e.g., safety harness/lanyard).
- Personal fall protection equipment must be worn and used at all times by employees who must leave scaffolds (unguarded), catwalks or platforms (unguarded/above 30 inches California), while working over the stage area in the “permanents.”
- Report all injuries to the Disney Studio Medical Department and your supervisor immediately. If you are a production also notify your production coordinator and production safety representative.
- All emergencies must be called in to our emergency response number 818-560-3220.
- Report all non-emergency unsafe practices or conditions to your foreman, supervisor, or Production Safety Representative or Hotline 818-560-7391 if productions or Studio Safety @ 818-560-1726.

Audience Viewing Areas - Seats/Bleachers

Audience viewing areas are designed to allow the public to participate in television production from a comfortable location separated from the fast-paced activity of the stage floor. Because a stage can present unfamiliar and distracting activity to a visitor, it is important that you maintain guest areas free from hazards and distractions.

Audience members should always remain in designated viewing areas. Audience warm-up activities that involve leaving the audience area or working around the guardrails should be discouraged. If an audience member must have regular access to the stage, it should be done so only using approved stairs from the stage (consult your Safety Program Administrator for approval). Do not encourage audience members to leave their seats and approach a guardrail (for instance, autograph seekers or giveaway distributions to guests). Never allow audience members to lean over the top or crawl through guardrails or mid-rails.

- Periodically check walking surfaces to make sure that they are free of debris and defects. If cords are in walkways, they must be appropriately covered. All aisles should be maintained clear of equipment and storage.

- Periodically inspect guardrails and handrails to make sure all are in place and adequate to protect the audience.
- Make sure that all stairs and landings are provided with adequate illumination under all conditions, including performance time.

Food Handling by Production

Guidelines contained in the Alliance of Motion Picture and Television Producers (AMPTP) [Safety Bulletin #32 – Food Handling Guidelines for Production - Addendum A](#) must be followed while working on the Lot.

Mobile food preparation units or mobile food vehicles (trucks) can provide food services if they are permitted according to Los Angeles County Department of Health specifications. Storage, handling, and serving of food from NON-PERMITTED facilities/vehicles is not allowed, and those individuals and employers giving direction to those individuals are subject to misdemeanor charges and confiscation of equipment and supplies by the Department of Health when identified to be non-compliant.

Only storm water and landscape run-off are permitted in any storm drain on Lot due to special legal permits. You must never dispose of any sink or ice chest water nor products labeled “environmentally friendly/biodegradable.” Contact site environmental contact with any questions on how to properly dispose of materials.

Vehicles & Equipment on Stage

Before driving any vehicle or equipment, including, but not limited to, cranes, scissor lifts, aerial lifts (condors), trucks and cars onto stage flooring, you must obtain approval and obtain weight load limits from the Studio Backlot Operations Department (818-560-7100).

Before any vehicle is left on stage overnight, approval must be obtained from Studio Fire Prevention (818-560-1171). Motor homes are not allowed on the stages.

Lead/Acid and Lithium Battery Storage and Charging

Lead/Acid batteries cannot be charged or stored inside buildings, including production soundstages. These batteries can be found in vehicles and aerial work platform equipment, including but not limited to boom lifts, vertical lifts, and scissor lifts. They can also be used to power portable production sound and lighting equipment.

This guidance applies to both maintenance-free and vented batteries. Charging and storage of large

-capacity rechargeable batteries for UPS computer/communication back-up are permitted in rooms and locations approved and designated for that purpose.

All Lithium batteries must follow the manufacturer's guidelines for proper storage and charging. Contact the Studio Backlot Operations Department, Studio Safety Department or your Production Safety representative for further information.

Permanents (PERMS), Catwalks, Roof, and Floor Loads

Before loading or suspending anything onto or from the permanents or roof support structures on any stages, call the Studio Backlot Operations Department (818-560-7100) for load capacities.

Catwalks must be kept clear. Any loose or defective boards or railings should be reported to the Studio Backlot Operations Department immediately for repair.

DO NOT CUT OR ALTER FLOORS, PERMANENTS, CATWALKS, OR HANDRAILS IN ANY WAY. Contact the Studio Backlot Operations Department for further information.

All elevated work locations where a fall potential exists must be protected with a 42" high guardrail and a mid-rail halfway between the top rail and the floor. If guardrail protection cannot be provided, personal fall protection equipment **must** be used. See the Fall Protection section for specific information. Only authorized personnel are allowed to work in elevated locations. Productions must conduct a hazard assessment with Production Safety representative including review of rescue plans. Visit [WDProductionSafety.com](http://www.wdproductionsafety.com/) for guidelines.

<http://www.wdproductionsafety.com/>

Note: Cal/OSHA has written specific regulations for guardrail use on lamp scaffolds and parallels (greenbeds). The regulation recognizes the unique challenges of providing fall protection on a greenbed while at the same time allowing for set lighting and other work. Consult *Cal/OSHA Title 8, §3247*.

Set construction crew should be aware that concentrated set loads might overload the structural flooring of the stage. Contact the Studio Backlot Operations Department for further information.

Underground Pit Areas

Stages 1, 2, and 3 have underground pit areas. When using vehicles or building sets on flooring over an underground pit area, extra precautions are needed. Contact the Studio Backlot Operations Department for load capacity information (818-560-7100).

Electrical

Local 40 employees (818-560-1819) must be contacted before any power to outlets, fixtures, lights, or other electrical equipment is connected or disconnected.

Guidelines contained in the Alliance of Motion Picture and Television Producers (AMPTP) *Safety Bulletin #23 – Guidelines for Working with Lighting Systems and Other Electrical Equipment* must be followed while working on the Lot.

<https://www.csatf.org/wp-content/uploads/2018/05/23ELECTRICAL.pdf>

Elephant Door Operation

Be sure you are fully knowledgeable of door operating procedures before attempting to operate an Elephant Door. Operating information is posted on each door. Contact Production Electrical (818-560-1819) to assist.

All stage doors must be unlocked when individuals are present on the stage.

Production Specific Health & Safety Programs (IIPP)

THIS IS A MANDATORY PROGRAM.

All productions are required to complete and provide a completed copy of the *Injury & Illness Prevention Program (IIPP)* to Production Safety representative and studio representative.

The *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 following 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 except for 3rd Party Productions who will provide their own on-site Safety representatives. The role of Disney 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.

Disney Productions:

For all Disney produced or managed productions, a Production Safety website with all guidelines to assist in all safety and health for on-site Productions.

<https://sites.disney.com/wdproductionsafety/getting-started-guide/>

Production Safety Activity Notifications

Production Safety department does require Prior Activity Notification on higher hazard activities planned for your production. Please ensure your Production Safety representative is notified to assist and review Disney related productions.

<https://sites.disney.com/app/uploads/sites/53/2021/03/Production-Activity-Notification-Checklist.pdf>

This also includes work performed for offsite locations for Disney Productions. Include a *Location Hazard Assessment*:

<https://sites.disney.com/app/uploads/sites/53/2021/03/Location-Hazard-Assessment-Checklist.pdf>

Third Party Productions:

Third-Party Production must also complete an IIPP with their own safety representative and provide copies to the Production Safety and Studio representatives in accordance with all legal contracts and certificate of insurance signed by Third Party Management. Third Parties productions must provide their own safety representative who must be on-site during all operations. Contact Production Safety or studio safety with any questions or concerns while working on Disney property.

Special Effects Procedures

In preparation for any special effect, contact Studio Fire Prevention (818-560-1171). Complete information regarding approval requirements can be found in the *Fire Safety Regulations and Codes Handbook* (prepared by The Walt Disney Studios Fire Prevention Department).

The use of candles is not permitted anywhere on the Lot without approval by Studio Fire Prevention. Production Safety requires productions to perform a hazard assessment on special effects.

<https://sites.disney.com/app/uploads/sites/53/2021/09/Special-Effects-Hazard-Assessment.pdf>

Contact your Production Safety liaison with any questions and provide a copy of completed assessment.

Outdoor Area Wet Downs, Pools, Ponds and "Rain" Special Effects

Contact the Studio Environmental Affairs Department in advance to ensure all proper notifications are made. Approval must be obtained before water is used.

Smoke & Fog Atmospheric Effects

When planning the use of any atmospheric smoke, fog, or haze effect, contact the Production Safety Department. Production Safety requires notification of these procedures do not pertain to pyrotechnics (see Special Effects

Procedures above). Alliance of Motion Picture and Television Producers (AMPTP) *Safety Bulletin # 10 – Guidelines Regarding the Use of Artificially Created Smokes, Fogs, and Lighting Effects* must be followed.

https://www.csatf.org/safety_bulletin_10/

https://www.csatf.org/safety_bulletin_10-addendum_a/

Coordinate all use of Atmospheric Effects or Pyrotechnics with your Production Safety representative to conduct a hazard assessment with department.

<https://sites.disney.com/app/uploads/sites/53/2021/09/Special-Effects-Hazard-Assessment.pdf>

The Studio Fire Department **must** also be contacted and coordinate and approve all permits.

Special Effects Coordinators have specific responsibilities when using artificially created atmospheric effects.

- Obtain the Safety Data Sheet (SDS) for any material used and submit to the Production Safety Department for approval. Only materials approved for use in *AMPTP Safety Bulletin #10* may be considered. The concentration of effects requires a camera test to determine the overall compliance with this safety bulletin. Your Production Safety representative can assist with this.
- Once approved, the Special Effects Coordinator must inform anyone who may be exposed to the effect of the identity of the materials being used. A meeting with crew/cast at call that provides an overview of the materials used and distribution of *AMPTP Safety Bulletin #10* should take place. The SDS must always be available for review.

Fall Protection

General Fall Protection Requirements for Elevated Locations

Personal fall protection (approved safety harness and lanyard, no greater than 6 feet in length, securely anchored to a solid structure in a manner which will prevent a free fall exceeding 4 feet), must be worn when working more than 30" above the floor, ground, or other working area, and when standard guardrails and floor coverings or other equivalent protection is not available. This includes rooftops where employees approach within six feet of the roof's edge, as well as elevated sets.

For productions, if accessing roofs, a fall hazard assessment must be completed and reviewed and is found on the [WD Production Safety – WD Production Safety \(disney.com\)](#)

[Rooftop Checklist \(office.com\)](#)

Personal Fall Protection Requirements for Elevated Aerial Devices

Employees who are working in elevated aerial devices, such as but not limited to condors, manlifts, must wear a full body harness equipped with a lanyard that is securely attached to the basket or tub of the aerial device. The lanyard may be no longer than 6 feet and must be secured at a point in the basket that would keep the distance of any fall at less than 4 feet. In addition, follow all manufacturer guidelines for other equipment.

Personal Fall Protection Requirements for Elevated Locations on Disney Studio Sound Stages

A horizontal lifeline system (HLL) is provided for workers on our stages. Before performing tasks that require leaving catwalks, employees must contact their immediate supervisor. All crew must be qualified via training to work on fall protection systems and have Personal Fall Arrest Systems (PFAS) and rescue planned. No cast/crew are permitted to work alone. The supervisor will then contact the Production Safety Representative or Studio Backlot Operations Department for approval to work on HLL. For Disney Productions, consult with your Disney Production Safety representative and review the website for fall hazard and rescue risk assessments that must be completed and posted prior to work in high fall situations. [WD Production Safety – WD Production Safety \(disney.com\)](#)

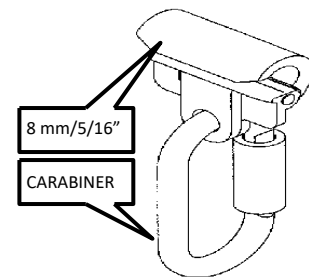
NOTE: The horizontal lifeline system on all Disney Lot stages requires the use of a traveler device which is 5/16 inch or 8 mm to connect. The Studio does not rent or sell this device. The PFAS and travelers can be obtained from the vendor Jack Rubin & Sons, Inc. (818) 562-5100 or Ver Sales (818-567-3000) fall protection rental. In addition, Production Safety does require a review of the fall hazard and rescue assessment form to be completed and posted. The Horizontal Lifelines (HLL) were engineered and installed by Jack Rubin and Sons, Inc. Follow any additional recommendations when working on the HLL. Use proper Self Retracting Lifelines (SRLs) approved for the HLL and PFAS systems. Contact Jack Rubin & Sons, Inc or Ver Sales to assist with obtaining proper personal protective equipment necessary to work on the HLL.

Production management is responsible to ensure all Fall Protection training, inspections, approved equipment, fall hazard-rescue hazard assessments, fall rescue and OSHA compliance. Contact your Production Safety representative for any assistance or guidance.

Exception: Work may take place without contacting the Studio Backlot Operations Department if, after the employee has notified his/her supervisor, the supervisor determines that the employees wishing to leave the catwalk have received previously documented fall protection training, have the proper equipment, and have been trained to use the horizontal lifeline system installed on the stage and understands and signs rescue plans.

Before connecting to the horizontal lifeline system:

- ENSURE instructions for the system have been read and user training has been completed. Failure to do so could result in serious injury. Contact the Production Safety Department, Studio Safety or Studio Backlot Operations for assistance.
- CONDUCT a visual inspection of the system. Ensure that all nylon shear bolts (pins) are in place and that there is no sag or deformity with the cable supports.
- INSPECT the 8MM OR 5/16 MODEL TRAVELER attachment mechanism and specified carabiner. The 8MM OR 5/16 MODEL TRAVELER device is to be used with a matched carabiner. Do not substitute the carabiner.
- ENSURE that the locking mechanism of the carabiner is properly closed before proceeding. If possible, have a second person check attachments.

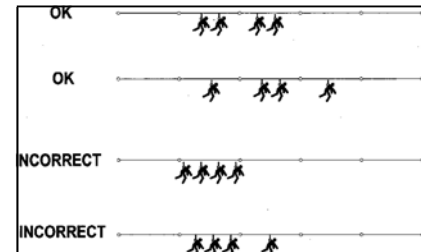


System Requirements for using the lifeline system:

1. Attachment to the system must only be made via an 8MM OR 5/16 MODEL TRAVELER connected to an approved self-retractable lifeline (SRL). All persons utilizing fall protection systems must wear an ANSI approved full body harness. Body belts are prohibited for personal fall arrest. In addition, the SRL must be the appropriate for weight load of lines.
2. The steel cables attached to the trusses above the perms are to be used for personal fall protection only. Attachment to the cables for any purpose other than personal fall arrest is prohibited. Examples of PROHIBITED ACTIVITIES include, but are not limited to:
 - a. Rigging on to the cables.
 - b. Connection of unapproved user equipment to the cables.
 - c. Attachment of production equipment such as lights, backings, cameras, etc. to the cables.
 - d. Use of the cables for hoisting activities.
 - e. Use of the cables for any other reason other than personal fall protection.
 - f. Removal, modification, or damage of the cables.
3. If a fall occurs, **call for an emergency response: 9-911. Disney Security 818-560-3220**, follow your Fall Rescue plans and contact Production Safety Department representative. All equipment subjected to a fall

must be taken out of service and be red tagged. Work cannot resume until the fall protection system is inspected.

4. Productions and Department Heads will be held responsible for any damage to the horizontal lifeline system and any safety violations.
5. The lifeline system is designed for a maximum of 4 workers per system, 2 persons per span. No more than 2 persons are permitted to be between structural and pass-through supports.



Employees are not to engage in any work requiring fall protection unless and until they have passed the CSATF Safety Course D - Fall Protection. Failure to wear appropriate fall protection will subject you to discipline, up to and including termination. If you are a qualified person or a supervisor you should have passed the CSATF Safety Course D and Advanced Fall Protection (CSATF) D. If you have any questions regarding the horizontal lifeline system, or any fall protection component, contact your supervisor, Backlot representative, or Production Safety Representative.

Pedal only Bikes

Pedal only bikes must follow the traffic rules and signage posted such as staying on the correct side of the road, speed limits, and stopping at stop signs. Operators shall not carry items that prevent them from having two hands on the handlebars (no carrying of oversize equipment nor texting or dialing of handheld devices). Bicycle riding is not permitted on sidewalks nor inside buildings - including stages and parking structures. When present, bikes must be parked in designated areas. Bicycles must be properly parked in the approved areas and not blocking walkways. Bicycles parked or operated in an unsafe manner may be removed from property.

Electric Bikes, Kick Scooters, Skateboards, Roller-skates, Balance Scooters and Rollerblades

Electric bikes, Kick or motorized scooters, skateboards, rollerblades, balance scooters and roller-skates are not permitted anywhere on the Studio Lot.

Lift Gate Safety

When loading and unloading trucks using a lift gate, traffic cones must be placed around the base of the lift to warn pedestrians and drivers of the activity and the presence of the gate edge. When a lift gate is not being used, it must be lowered to the ground (with traffic cone warnings), or it must be in a full retracted and closed position on the truck. In addition, if the lift gate is used for employee access, proper stairs with adequate handrails should be in place.

Driving on Lot

- The speed limit on Lot is 8 mph unless otherwise posted. All passengers must use seat belts in vehicles, if so equipped. No one may ride in the bed of any pickup truck, cart, electric vehicle or any vehicle that does not have seats. All vehicle occupants must have a seat.
- Vehicles must be parked in approved areas. Do not park vehicles in a manner that may block roadways, fire lanes, intersections, fire hydrants, pedestrian/bicycle lanes, loading zones, or entrances and exits to buildings.
- All vehicles operating at night must be visible, including bicycles, carts, and forklifts. A headlight, taillight, and side reflectors should be in place and operational at all times.
- Personal vehicles are not permitted to be left on the Lot more than 24 hours unless prior approval has been granted by Disney Security in advance.
- Do not leave keys in unattended vehicles.
- Be aware of the people around you. Due to the quiet nature of some vehicles, including electric carts, the driver is responsible for operating these vehicles with caution.
- Pedestrians have the right-of-way on the Lot.
- The use of any electronic communication device to send or read text messages, e-mails, or any other written communication while operating a vehicle is prohibited. Use of handheld cell phones by drivers without hands-free devices is not permitted.
- All accidents involving vehicles must be reported to Disney Security immediately.

Personal Pets & Animals

Personal pets may not be brought to the Studio. This includes, but is not limited to, cats, dogs, birds, reptiles, and rodents. The only animals allowed on the Studio Lot are professional animals for on-camera work and service animals. Alliance of Motion Picture and Television Producers (AMPTP) *Safety Bulletin 6 – Animal Handling Rules for the Motion Picture Industry* must be followed while working on the Lot. In addition, Disney security and use of animals must have previous review and approval. Contact your Production Safety representative.

https://www.csatf.org/wp-content/uploads/2018/05/06ANIMAL_HANDLING.pdf

Outdoor Recreational Activity on Lot

Sports game activities are not permitted on the streets of the Studio during working hours.

Family & Friends in the Workplace

Visits to the Disney Studio Lot by friends or relatives should be kept to casual visits of short duration. Extended visits by guests not having official business at the Disney Lot are discouraged. All visitors to the Lot must be authorized through Disney Security prior to their arrival. Once admitted, a guest identification badge must be worn and displayed.

Employees must always accompany their guests and take responsibility for their safety. Remember, there are some areas on the Lot which are intrinsically hazardous where no visitors can be admitted. Do not visit areas you are not authorized to enter. It should be noted that admittance to production stages and broadcast technical rooms is limited to individuals approved by an authorized representative of the production.

Access to Building Rooftops

Employees are not permitted to access rooftops without prior permission and approval and familiarization from your Studio Production Operations Liaison and the Production Safety Department. Unauthorized persons found on rooftops are subject to discipline up to and including dismissal. In addition, all Productions must complete a Production Safety Roof Access Assessment. Contact your Production Safety representative for assistance.

<https://sites.disney.com/app/uploads/sites/53/2022/05/Rooftop-Checklist.pdf>

Unmanned Aircraft Systems (UAS) AKA: Drones

The Federal Aviation Administration (FAA) has provided exemptions to allow the use of specific unmanned aircraft systems (UAS) to a limited number of vendors in the United States. Each approved vendor is required to operate their UAS within a set of rules and pre-approvals that place crew, cast and public safety as a priority. All proposed use of any unmanned aircraft, whether indoors on a stage or in an outdoor area, must be approved in advance by Risk Management (Insurance), Production Safety, Studio Operations and Security. The use of personal UAS is not permitted on the Disney Studio Lot. All permits must be maintained and available for inspection.

<https://app.smartsheet.com/b/form/f7e14251af28479287cf7857da550f4f>

Guidelines contained in the Alliance of Motion Picture and Television Producers (AMPTP) *Safety Bulletin 36 – Recommended Guidelines for Working Safely Around Unmanned Aircraft Systems*, must be followed when approved UAS work is taking place on the Lot.

<https://www.csatf.org/bulletin-36/>

Smoking in Public & Work Environments

Smoking in any form, including the use of tobacco products (pipes, cigars, and cigarettes) or “vaping” with e-cigarettes at Disney owned facilities is only permitted in areas specifically designated and posted as “Smoking Area.”

In any area smoking is prohibited by law, it is also prohibited by The Walt Disney Company policy (e.g., adjacent to fuel storage and flammable/ combustible liquid dispensing activities).

Smoking is permitted in film and tape production facilities only if it is an integral part of the production and is specifically called for in the script. Effective implementation of this policy relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers to assure its success.



General

While working on the Disney Lot we require that all productions conduct business in an environmentally responsible manner. The following guidelines provide highlights into the environmental requirements on the Lot. Specific information can be obtained by contacting the Studio Environmental Affairs Department (818-560-6785).

Managing Chemical Containing Products

Prior to commencement of any production set construction activity, the Construction Coordinator is responsible for providing a chemical inventory to the Studio regarding any proposed use of chemical products - both used or stored. All products must be compliant with state and local regulations - specifically South Coast Air Quality Management District (SCAQMD) requirements. Any products found to be non-compliant must be removed from inventory.

SPECIFIC GUIDELINES WILL BE PROVIDED TO SET CONSTRUCTION UPON COMMENCEMENT OF WORK ON LOT.

Chemical Inventory

Each production must maintain a written and dated inventory of all chemical products intended to be used by the production. The inventory must include:

- Date of inventory
- Product name
- Safety Data Sheet (SDS)

When purchasing chemical containing products (paints, solvents, thinners, etc.) you must obtain an SDS for each product and maintain the document as part of your chemical inventory. This is required by *Cal-OSHA Regulation §5194 - Hazard Communication*.

Any products added to the inventory after initial approval must be presented for review to the Studio Safety Department, Production Safety department or Studio Environmental Affairs Department.

Storage of Chemical Containing Products & Materials

Chemical products must be stored in accordance with OSHA and Studio Fire Prevention guidelines. Each product SDS will provide manufacturer guidelines for proper storage. Appropriate NFPA approved flammable storage cabinets, containers, and dispensers may be required.

Compressed Gas Cylinders

If compressed gas cylinders are required, their use must be approved for storage by Studio Fire Prevention. Never throw compressed gas cylinders into the trash. Chain all cylinders in an upright position and use valve covers. Cylinders containing oxygen or oxidizing gasses (empty or full) require separation from cylinders containing flammable gasses.

Hazardous Waste Disposal

To comply with federal, state, and local laws, you must carefully control the use and disposal of hazardous substances such as paint and paint-related materials. If you plan to accumulate and dispose of hazardous waste while on Lot, you must contact the Studio Environmental Affairs

Department. Examples of materials that are to be handled as hazardous waste include but are not limited to:

- waste paint
- brush rinse water
- thinners
- solvents
- adhesives
- paint rags
- empty aerosol cans
- special effects products
- oils

All hazardous materials/waste must be disposed of through the Disney Paint Shop. The Paint Shop will use the Disney approved vendor - Clean Harbors. **No exceptions.**

If a production has waste disposal needs while NOT on Disney property (off-site generation), production management must contact their Production Safety representative to follow all waste management procedures, obtain temporary EPA ID, coordinate all deliveries and shipments with Clean Harbors. This information is available on

www.wDProductionSafety.com

[Clean Harbors registration form](#)

- When purchasing paint, solvents, and thinners, select products that comply with all local or state environmental regulatory agency requirements.
- Rags should be used sparingly. Air drying of rags and throwing used rags in the trash are not permitted.
- If waste is generated by a subcontractor working on site as part of your project, you must contact the Studio Environmental Affairs Department for proper disposal procedures. Inspect the worksite frequently and watch for any improper disposal of waste materials into waste hoppers, storm drains, toilets, or sinks. Notify the Studio Environmental Affairs Department if you note any concerns.
- Components used in some special effects applications must be handled as controlled waste when the effect is complete. Artificial snow made with a cellulose base is a good example of a product that cannot be washed down storm drains. The special effects person in charge should handle clean-up and disposal. Identify products to be used well in advance and obtain approval for their use from the Studio Environmental Affairs Department and Studio Safety Department.

Cleaning Up Spills of Hazardous Material

All spills should be cleaned up promptly. The first priority after a spill is to ensure the safety of employees in the area. Once employees are safe, the environment should be protected by stopping the spill from reaching storm drains, sewers, sumps, gutters, soil, or bodies of water. When a spill occurs:

1. Use sand or spill absorption materials to build a dike well ahead of the course of the spill. Once the flow of material has been stopped, absorb the spill using absorbent or sand. Contact Security for assistance.
2. For large spills call Security immediately for assistance.
3. Do not dispose of cleaned-up material in the trash; it must be disposed of as hazardous waste.

Water Quality

Productions using water on set, whether in existing pools/tanks or in custom built water enclosures, must plan in advance for the disposal of used water. You should be aware that federal, state, and local environmental regulations stipulate how, when, and where water can be discharged. The Studio Environmental Affairs Department can assist you with discharge water; however, you should be aware that compliance with some regulations may take several days and can be costly. Again, planning ahead is essential.

Outdoor Area Wet Downs & “Rain” Special Effects

Contact the Studio Environmental Affairs Department in advance to ensure all proper notifications are made if needed. Approval must be obtained before water is used.

Storm Drains

Storm drains are designed to take rain runoff and route it untreated into the ocean. The State of California and the Regional Water Quality Control Board prohibit placing of chemicals into a storm drain system. Even products labeled “environmentally friendly” or “biodegradable” may not be poured into a storm drain. Other prohibited items include, but are not limited to, food or drink products, cleaning supplies, gray water or sewage from trailers, sink water, ice, etc.



Car Washing

Car washing is only permitted at the Studio Car Wash.

Air Quality

In Southern California, our air quality is overseen by the SCAQMD (South Coast Air Quality Management District) and the CARB (California Air Resources Board). The SCAQMD has enacted rules that regulate the use and operation of many materials, processes, and equipment that will be used by your production company.

Visible Emissions

If your production company will be using fires, explosions, or large-scale effects involving airborne dust, then you will need to notify the Studio Environmental Affairs Department and Studio Safety Department as far in advance as possible. Regulations enforced by the SCAQMD forbid the airborne release of smoke, dust, or other visible emissions that last more than three minutes in duration in any one hour.

Portable Generators

Internal combustion engine-driven portable generators are regulated by CARB and SCAQMD because of the exhaust gases that are generated and released into the atmosphere. To comply with the applicable regulations, daily and hourly use records may need to be kept by the portable generator operator. Regulations governing the use of generators are extensive, and it should be noted that many of them will not impact your production if you rent your generator from an equipment rental company.

Paint & Solvent Containers

Remind all crew working with coatings or other chemical-based products to keep the lids tightly on cans when not in use and to store all rags in closed containers.

Coatings, Paints, and Other Paint-Related Materials

The South Coast Air Quality Management District (SCAQMD) has numerous rules that directly impact set construction, renovation, and demolition activities. These include rules

regulating the type of paints, solvents, and coatings that can be used, permit requirements for new and existing equipment that emit air contaminants, and rules limiting the amount of visible emissions and fugitive dust.

All employees are expected to conduct business in an environmentally responsible manner and adhere to these rules.

Spray Gun & Spray Booth Use

Prior to commencement of any production set construction activity that requires the use of a paint spray booth, the Construction Coordinator is responsible for providing information to the Studio regarding any proposed use of chemical products. *Environmental Air Quality Guidelines for Set Construction* will be provided to the Construction Coordinator. Productions must contact their Production Safety representative to facilitate this process. The use of spray booths requires that:

- All products applied in the booth be pre-approved before use.
- Usage records be kept by the Construction Coordinator daily.
- Employees operating equipment be trained on proper use and maintenance.

SPECIFIC GUIDELINES WILL BE PROVIDED TO THE CONSTRUCTION COORDINATOR

NOTE: No spraying of any chemical materials is permitted outside of a designated and permitted spray booth without approval from the Studio Environmental Affairs Department.

Studio Trash Disposal & Recycling

The Disney Lot has a waste and recycling collection program in place with a preapproved vendor. Use of the vendor helps the Studio maximize its waste diversion efforts. Our goal is to reduce the quantity of commingled trash leaving the Lot (which is currently processed in a materials recovery facility) and increase our clean waste streams and recycle efforts.

The following commodities are being separated prior to leaving the Studio:

- Wood and green waste
- Paper
- Cardboard
- Plastic bottles, glass and, aluminum cans
- Food waste (compostable materials)
- Metals

When bringing recyclables and trash to the Studio collection area, the proper containers must be used. If your production requires additional containers – specifically for your project – contact the Studio Environmental Affairs Department at 8228-6785. Favorable waste disposal and recycle pricing will be extended to your production if additional containers are needed.

If you have questions regarding production office trash removal and recycling, contact the Facilities Services and Support Operations Center (818-560-6800).

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.