

Introduction

The purpose of personal protective equipment (PPE) is to protect individuals exposed to health and safety hazards from the risk of injury by creating a barrier against workplace hazards. PPE includes devices for head protection, eye and face protection, protective clothing, hand protection, foot protection, hearing, and respiratory protection.

Roles and Responsibilities

Production Management (UPM/LP/AD)

Production Management is responsible for the following:

- Support this safety policy by having full knowledge of PPE requirements and alternatively, knowing how to evaluate activities and situations where hazards can be eliminated or controlled.
- Ensure all cast and crew members are properly trained and verify they are capable and medically able to work using the necessary PPE.
- Ensure hazard assessments are performed for all areas in which cast and crew members are conducting work, to determine the appropriate PPE that is required for each work hazard.
- Ensure sufficient resources are available for acquisition of necessary PPE.
- Ensure use of all required PPE is enforced.

Department Heads

Department Heads are responsible for the following:

- Conduct hazard assessments of all areas in which cast and crew members are conducting work, to determine the appropriate PPE that is required for each work hazard. Provide copies of hazard assessment certifications to the Production Safety Representative.
- Update hazard assessments any time equipment is added or altered or tasks, or procedures change.
- Consult with Production Safety and/or a qualified third party to determine if PPE selection and hazards are appropriate for the task.
- Ensure that PPE determined necessary through the completion of hazard assessments is made available.
- Ensure cast and crew are properly trained and capable of using PPE for the assigned task.
- Enforce the proper use of PPE.
- The Production Safety Representative may be contacted to assist departments with hazard assessments and training.

Production Safety Department

Production Safety is responsible for the following:

- Assist with hazard assessments upon the request of production.
- Assist production in identifying hazards and selecting proper PPE. Provide training and resource information.
- Recommend administrative or engineering controls as an alternative to PPE.
- Review hazard assessment certifications.

Cast and Crew:

Affected cast and crew are responsible for the following:

- Attend training on the selection, use, maintenance and storage of PPE.
- Use PPE indicated by postings and placards, and in accordance with training.
- Bring to the attention of the department head any identified hazards that may require the use of PPE.
- Inspect PPE for defects or damage.

General Guidelines

The primary methods for controlling hazards in the workplace and reducing cast and crew risk of injury are the use of engineering controls and administrative controls such as product substitution, safe work practices, and time limitations. PPE must be used when these methods are not feasible, are insufficient to limit exposures or as an interim measure until an engineering or administrative control can be established.

Below is a list of situations where the use of PPE is appropriate:

- During interim periods until engineering or administrative controls are put in place.
- In conjunction with engineering or administrative controls, when such controls alone are not enough to provide adequate protection.
- During unusual or unexpected tasks such as spill clean-up.
- To provide a safety factor when the hazards associated with an activity are not well understood, e.g., during unusual work activities, emergencies/spills and during the handling of chemicals for which the health effects have not been thoroughly documented.
- Only individuals who are informed and trained in the use of PPE shall use PPE.

Hazard Assessments

PPE Hazard assessments must be performed to identify hazards to select appropriate PPE. Hazard assessments are typically conducted through review of facilities, equipment, chemicals, job tasks, and by interviewing cast and crew members.

Department heads are responsible for completing the [PPE Hazard Assessment Form](#) for all areas in which cast and crew are performing work. If assistance is needed, please contact your Production Safety Representative.

PPE Selection

PPE must be selected and of proper size to protect the cast and crew members. The Production Safety Representative will assist in the selection of PPE upon request.

The Selection of PPE must be based on the following:

1. **Type of hazard** - For example, different glove makes and models as well as different materials have varying resistance and permeability when used with different chemicals.
 2. **Level of risk** - Additional protection may be necessary when there is a higher probability of exposure.
 3. **Seriousness of potential injury** - Even if the probability of exposure is low, if the effect of contact is severe, additional protection must be selected.
- Select protection appropriate for the highest level of hazard expected.
 - Recognize the possibility of exposure to multiple hazards simultaneously.
 - Ensure that the PPE fits properly. A variety of styles and sizes should be made available.

PPE-Specific Information:

Below are general guidelines for each type of PPE:

- **Eye & Face Protection:** Cast and crew members shall use appropriate eye or face protection when exposed to hazards from flying/airborne particles or objects, molten metal, liquid chemicals, chemical gases or vapors, or potentially injurious light radiation. Protective eye and face devices shall comply with ANSI Z87.1, "American National Standard for Occupational Eye and Face Protection." Common eye and face PPE includes devices such as safety glasses, safety goggles, face shields, welding shields.
- **Head Protection:** Cast and crew members shall wear protective headgear when working in areas where there is potential for injury to the head from falling or flying objects, or in areas designated "Hard Hat Area." Protective headgear shall comply with ANSI Z89.1, "Protective Headwear for Industrial Workers Requirements."
- **Foot Protection:** Cast and crew members shall wear protective footwear when working in areas where there is danger for foot injuries due to rolling or falling objects, objects piercing the sole, slip hazards and where such cast and crew members' feet are exposed to electrical hazards. Protective footwear shall comply with ANSI Z41, "American National Standard for Personal Protection - Protective Footwear."
- **Hand Protection:** Cast and crew members are required to use appropriate hand protection when their hands are exposed to hazards such as those from skin absorption of a harmful substance, severe cuts or lacerations, severe abrasions, punctures, chemical burns, and harmful temperature extremes. Hand protection selection shall be based on an evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, the conditions present, duration of use, and the potential hazards identified. Each type of glove has limited applications and should only be used for the appropriate application the glove is intended for. Chemical protective gloves have greatly varying permeation rates for different chemicals and must only be used for the compounds they are best suited. Do not assume that one manufacturer's glove material is the same as another's. Check the specific manufacturer's glove recommendation chart. A hazard assessment of each operation is needed to select the appropriate glove for the task.
- **Hearing Protection:** Exposure to high levels of noise may result in hearing loss. PPE should be worn when the noise level is 85 decibels or greater, averaged over an 8-hour period of time. Popular types of hearing protection devices include earmuffs, single-use earplugs and reusable earplugs. Hearing protection must be selected based on Noise Reduction Rating (NRR) and proper fit. Contact your Production Safety Representative for an industrial hygiene noise assessment in your work operations.
- **Respiratory Protection:** Respirators are used to prevent the exposure to air contaminated with harmful dusts, fogs, fumes, mist, gases, smokes, sprays, infectious agents or vapors. Respirator usage, which includes disposable respirators, air purifying respirators, and air supplied respirators may require an industrial hygiene hazard assessment to determine contaminant levels and depending on the concentrations, may require additional medical review, fit testing and training prior to use. Contact your Production Safety Representative for additional assistance.
- **Clothing for Weather Conditions:** Cast and crew members should dress appropriately for the weather conditions to which they are exposed to. For example, if working in a cold and wet location, you should wear clothing that not only keeps you warm, but also wicks the moisture rather than absorbing it, as well as shoes with slip-resistant rubber soles.

- **Personal Visibility Clothing:** Cast and crew members exposed to the hazards of vehicular traffic must wear warning garments such as reflective vests, jackets, or shirts unless production has obtained full closure of the roadway. Reflective clothing may also be necessary during scout, prep, filming, and strike activities in or near an active roadway when directing traffic or when assisting with lock-up during partial lane closures where intermittent traffic control is used. Other locations to consider reflective clothing includes rail yards, subways, construction sites, airports, and marine docks. Production is responsible for providing reflective clothing (ANSI/ISEA 107-2020) as required.
- **Fall Protection:** Personal fall arrest or restraint may be required in situations when working 4ft or higher (or lower in certain jurisdictions), where passive fall protection (e.g., guardrail) is not practical. A [Fall Protection Hazard Assessment](#) is required to determine the appropriate fall protection equipment. Refer to the [Fall Protection Guidelines](#) for further information.

Training:

Cast and crew members who are required to use PPE shall be trained on the following:

- When PPE is necessary (based on PPE hazard assessment)
- What PPE is necessary (based on PPE hazard assessment)
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, storage, useful life and disposal of the PPE

A written training record indicating that training was performed should be maintained by the production indicating the cast and crew members' name, date of training and the content of the training.

Please contact your Production Safety Representative for further guidance and information on PPE selection and Training.