

# **Production Safety Standards**

## **Incident Reporting, Recording and Investigation**

Document PSS18 Rev 0

26/04/2024

# PRODUCTION SAFETY STANDARDS

## Record of Revisions

The following tabulation provides information on the latest revision to this manual.

Date	Description of Revision	Rev
	<p>This is the initial release of document PSS18 Incident Reporting, Recording and Investigation.</p> <p>The following related documents were released on the same date:</p> <ul style="list-style-type: none"><li>• PSSFRM18-1 Accident Report Form</li><li>• PSSFRM18-2 Incident Investigation Form</li><li>• PSSFRM18-3 Witness Statement Form</li><li>• PSSFRM18-4 Patient Report Form</li><li>• PSSFRM18-5 Follow Up Form</li><li>• PSSFLC18-1 Incident Reporting, Recording and Investigation Flowchart</li></ul>	0

# PRODUCTION SAFETY STANDARDS

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# PRODUCTION SAFETY STANDARDS

## 1 REFERENCE DOCUMENTS

The following is a list of reference documents related to PSS18, Incident Reporting, Recording and Investigation.

Reference Documents	
Document Number	Title
PSSFRM18-1	Accident Report Form
PSSFRM18-2	Incident Investigation Form
PSSFRM18-3	Witness Statement Form
PSSFRM18-4	Patient Report Form
PSSFRM18-5	Follow Up Form
PSSFLC18-1	Incident Reporting, Recording and Investigation Flowchart

## 2 RESPONSIBILITIES

### 2.1 Witness/Injured Person (IP)

1. Contact medic (if anyone is injured) and supervisor/HOD.
2. If able to make the area safe.

### 2.2 Medic

1. Treat IP and collect information regarding incident on Patient Report Form (PRF). PRF must be stored securely on production drive.
2. For medium severity and significant incidents inform IPs HOD/supervisor and the production safety supervisor or their representative on site.
3. For work related or suspected work-related incidents input details into Accident Report Form and send to production safety department.

### 2.3 Supervisor/HOD

1. Ensure area is made safe.
2. For medium severity and significant incidents inform the production safety supervisor or their representative on site.
3. Carry out investigation for all medium severity incidents or as instructed by the production safety supervisor, including collection of evidence (photos, witness statements, RA's and other documents).
4. Support production safety with investigations into any significant incidents including the collection of evidence.
5. Ensure any corrective actions identified during the investigation are completed.

### 2.4 Production Safety

1. Report any medium severity incidents to production management and support supervisor/HOD with investigation.
2. Report any significant incidents to production management and ERM Production Safety and carry out investigation.

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3. Review incident categorization and save accident report form on secure production drive and add to master list of accidents for tracking. Log incident investigation, including all evidence, root cause analysis and follow up actions on production drives.

## 2.5 Producer/Unit Production Manager

1. For all medium severity and significant incidents ensure resources allocated to carry out the investigation (personnel and time).
2. Inform production executive of any significant incidents.

## 2.6 ERM Production Safety

1. For all significant incidents escalate to studio operations, HR/ER, legal, risk management and other stakeholders as required.
2. Support local production safety team with investigation into significant incidents and identify any red flag incidents.

## 3 INVESTIGATION

- For low and very low severity incidents the supervisor/HOD should look into the circumstances of the event and look for any lessons learnt or action to prevent reoccurrence.
- Medium severity and significant incidents shall be investigated to identify underlying and root causes and identify actions to prevent future reoccurrences.
- HODs are responsible for leading investigations into incidents in their areas of responsibility with support from the production safety department. For significant incidents the production safety department will lead the investigation with support from the HOD.

For guidance on completing accident investigations HSG245 Investigating Accidents and Incidents should be utilised.

### 3.1 Gathering Evidence

The first step in the investigation is to gather the evidence including:

- Witness statements.
- Photos.
- Plans of the area.
- Footage if recorded on CCTV or whilst filming scenes on set.
- Risk assessments.
- Maintenance records.
- Training records.
- Personal protective equipment (PPE) issue and training records.

### 3.2 Analysing the Evidence

Below is a non-exhaustive list of questions which may need to be asked when analysing and collect incident evidence:

- Where and when did the incident happen? Has the scene been disturbed?
- What were the environmental conditions at the time of the incident – weather conditions, conditions of floors, lighting levels etc.?

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- Who was injured/suffered ill health or was otherwise involved in the incident?
- How did the incident happen? What activities were being carried out? Note any equipment or plant/vehicles involved and its location.
- Was there anything unusual or different about the working conditions?
- Was there adequate safe working practices and were they being followed?
- What injuries or ill health effects, if any, were caused and how?
- Was the risk known? If so, where were there no control measures or if there were why did they fail?
- Were user pre-use checks performed?
- Was maintenance and cleaning sufficient? If not, explain why not.
- Were the people involved trained and if so, was the training adequate?
- Did the layout of the workplace influence the incident?
- Were there any third-party inspection reports?
- Was the safety equipment/PPE provided suitable and sufficient and was it in use?

## 3.3 Incident Causation

Once all the evidence has been collected it should be analysed with the aim of determining the immediate, underlying and root causes of the incident.

The immediate causes are any unsafe acts or conditions that were present at the time of the incident, it is important to not stop here and look further into what causes those unsafe acts or conditions. Below is an example for each cause:

- Immediate causes – either unsafe act/omission (people) or an unsafe condition (place or equipment/materials).
- Underlying causes – the management failings that allows immediate causes to occur (failure to carry out risk assessment).
- Root cause – deeper management failings from which all underlying causes occur (lack of resources).

## 3.4 Immediate and Follow Up Actions Required

In some cases it may be necessary to take immediate actions in order to make an area safe, or if it is felt there is still a risk to persons or property before the investigation is completed. In cases where immediate actions are taken, they should still be recorded in the investigation report.

Any follow up actions required should be suitable and sufficient, utilising reasonably practicable controls. Actions should also be discussed with the persons responsible for completion and ensure they are feasible and timeframes are realistic.

The Production safety department will monitor actions through to completion.

## 3.5 Recording Investigation Results

All investigation reports, evidence and actions shall be logged on the accident investigation report by the investigator. Records will be stored in line with the company retention policies, once all documents are uploaded into the production drive hard, copies should be destroyed.

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## 4 SHARING LEARNINGS

ERM production safety will monitor incidents across all productions and where they identify learnings which can be shared across all productions, they will send out safety alerts and safety notices to all productions.

## 5 DEFINITIONS AND TERMS

The following table lists definitions for commonly used terminology.

Terminology Definitions	
Term	Definition
Accident	An event that results in injury or ill-health of people; or damage or loss to property, plant, materials or the environment.
Incident	An event in which an injury, ill health, fatality or other loss/damage occurred or could have occurred. An incident can therefore be an accident or a near miss.
IP (injured person)	IP should be used in any descriptions of incidents in order to ensure the description can be shared with relevant stakeholders without sharing any health data.
Near Miss	An unsafe act or condition which could have led to (but didn't): <ul style="list-style-type: none"> <li>• An injury or ill-health.</li> <li>• Damage to property, facilities, equipment or materials.</li> <li>• Harm to the environment.</li> <li>• Business interruption (shutting down production).</li> </ul>
Red Flag	Red Flag Incidents are those incidents that either did cause or could have caused serious personal injury (i.e., life threatening/life changing) or major damage to property where learnings can be taken and implemented on other productions to prevent reoccurrence. The ERM Production safety team will determine whether any significant incidents should be classed as a red flag. Learnings from red flags will either be sent out as safety alerts.
Reportable Incident	An incident for which there is a legal responsibility to report to the relevant enforcing authority (the Health and Safety Executive in the UK as defined in RIDDOR 2013).
Safety Alert	Safety alerts are bulletins sent out to all productions which alerts the production of major faults that could result in a serious or fatal injury and where immediate remedial action is required.
Safety Notice	Safety notices are bulletins sent out to facilitate a change in procedure or action to be undertaken to improve the level of protection or instruction in a potentially dangerous situation. It must be acted upon within the time period stated. It is not as immediate as a safety alert.
Significant Incident	Incidents which should be escalated as soon as possible to Production management and the enterprise risk management team: <ol style="list-style-type: none"> <li>1. Any injury in which a hospital visit is required, either via ambulance or the injured person making their own way.</li> <li>2. Any RIDDOR reportable incident.</li> </ol>

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	<ol style="list-style-type: none"> <li>3. Any incident which interrupts or has the potential to suspend production.</li> <li>4. Any incident involving firearms or weapons.</li> <li>5. Any incident with either a high severity outcome or the potential to have had a high severity, i.e., fire, life changing injuries, fatality, serious injury or ill-health, requirement for external emergency services to be involved.</li> </ol>
Unsafe Act	<p>Actions that people do, or fail to do, wilfully or otherwise, which increases the risk of encountering an unsafe condition. Examples include:</p> <ul style="list-style-type: none"> <li>• A slip, trip or fall in which no one was injured.</li> <li>• Carrying out a work activity without using the required personal protective equipment.</li> <li>• Not following controls laid out in risk assessments.</li> </ul>
Unsafe Condition	<p>Physical hazards, which could have the potential to cause harm. Examples include:</p> <ul style="list-style-type: none"> <li>• Exposed wiring or nails.</li> <li>• Fire exits obstructed.</li> <li>• Slip, trip or fall hazards.</li> <li>• Leaking containers of hazardous materials.</li> <li>• Build-up of flammable materials.</li> </ul>
Work Related Incident	<p>Any incident that that happens ‘out of or in connection with work’. The fact that there is an incident at work premises does not mean that the incident is work-related – the work activity itself must contribute to the accident. An incident is work related if any of the following played a significant role:</p> <ul style="list-style-type: none"> <li>• The way the work was organised, carried out or supervised.</li> <li>• Any machinery, plant, substances or equipment used for work.</li> <li>• The condition of the site or premises where the accident happened.</li> </ul>
Non-Work-Related Incident	<p>Any incident for which details are available to indicate irrefutably that the incident did not arise ‘out of or in connection with work’. Where insufficient information is available to confirm the incident is not work related, then the incident should be classified as work related.</p>

## 5.1 Types of Accident

The following table lists the categories all accidents should be classified as.

Accident Classification		
Term	Description	Example
First Aid Case (FAC)	<p>Any minor injury or illness which can be treated on-site by a qualified First-Aider, medic or nurse and does not require an off-site professional physician or paramedic.</p> <p>Most work-related incidents involving cast, crew or others will fall into this category.</p>	<p>Crew member trips on a cable whilst walking through set causing minor cut to knee.</p> <p>Crew member gets a splinter handling timber.</p> <p>Crew member suffers minor muscular injury whilst lifting box.</p>

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Medical Treatment Case (MTC)	An incident that results in an injury to a person that is not serious, but which requires off-site medical treatment from a professional physician or paramedic.	<p>Crew member fell in pothole sustaining fractured leg requiring transport directly from work to hospital for treatment (but did not remain in hospital for &gt;24hrs).</p> <p>Crew sustains a deep laceration to the hand from an unguarded woodworking machine and was sent to hospital for stitches. (but did not remain in hospital for &gt;24hrs).</p> <p>Crew slips on wet floor in workshop. Sent to hospital for assessment as complaining of head pain although no obvious sign of physical injury.</p>
Serious Injury Case (SIC)	Injury to a person that results in immediate admission and hospitalisation in excess of 24hrs for treatment purposes other than medical observation or due to lengthy A&E waiting times.	<p>Crew fell 20ft from the roof of a building onto a concrete floor beneath sustaining a substantial head injury requiring subsequent major surgery in hospital.</p> <p>Crew struck by vehicle causing life threatening injuries.</p>
Fatality	Self-Evident.	Crew member falls from the reds.

## 5.2 Incident Severity

The following table lists the severity ratings which shall be given to all incidents.

Incident Severity		
Term	Definition	
Very Low	<p>Superficial injuries requiring little to no first aid treatment e.g., very minor cuts or abrasions, stings, headaches, panic attacks.</p> <p>Minor near misses e.g., trip hazards in a well light area, fire exit difficult to open, slip or trip resulting in no injury.</p>	No hospital visit is likely to be required (where injury is involved).
Low	<p>More serious injuries which can still be dealt with on site by the unit medic e.g., minor burns or scalds, foreign body in eye, fainting, mild asthma attack, significant abrasions or lacerations (no stitches required), muscular injury, broken tooth.</p> <p>More serious near misses e.g., broken or covered emergency lights, trip hazard in a dark area, water leaking onto electrical equipment, minor chemical spill.</p>	
Medium	<p>Significant injuries e.g., penetrating eye injury, dislocation, laceration requiring stitches, fracture of fingers, thumbs or toes, serious burns or scalds to less than 10% of body, injuries from a fall from a significant height, anaphylactic shock, minor electric shock, injuries from a road traffic collision.</p> <p>Significant near misses e.g., road traffic collision (no injuries), fire exits blocked.</p> <p>Other incidents such as small fires.</p>	Hospital visit is likely to be required (where injury is involved).
High	<p>Serious injuries e.g., fractures (other than to fingers, thumbs or toes), amputation, loss of sight, crush injuries to the head or torso, serious burns or scalds to over 10% of the body, loss of consciousness caused by head injury or asphyxia, major head injury, incident requiring CPR, fatality, near drowning, significant electrocution, spinal injury or any other life-threatening event.</p>	

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	<p>Serious near misses e.g., near drowning, incorrectly labelled food containing allergens at craft, working at height without fall protection.</p> <p>Other incidents such as uncontrolled explosions or major fire, structural collapse.</p>	
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Given the diversity of incidents across productions it is not feasible to list every eventuality and the above is therefore intended to be indicative rather than exhaustive.

If in doubt the ERM production safety team should be contacted for guidance.