ESPN Remote Operations
Injury & Illness Prevention Program

THE WORLDWIDE LEADER IN SPORTS™

ESPN GLOBAL SECURITY & FACILITIES OPS

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1. Purpose

The purpose of this document is to outline the written ESPN Injury and Illness Prevention Program ("IIPP") for ESPN Remote Operations. The welfare, personal safety and health of ESPN's employees and crew members working at ESPN Event Sites is of primary importance to ESPN in operating its business.

Prevention of occupationally induced injuries and illness is of such importance that it will be given priority over operating productivity, if necessary. To the greatest degree possible, ESPN will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards. Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

ESPN recognizes that the responsibilities for safety and health are shared: ESPN accepts the ultimate responsibility for leadership of the IIPP, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions at Event Sites.

ESPN Remote Operation's Management is primarily responsible for developing the proper attitude towards safety and health in themselves and those that they supervise and for ensuring that they perform all operations with the utmost regard for the safety and health of all employees and crew members, including themselves, working at Event Sites.

The term "Remote Operations Management" throughout this document refers to Operations Producers, Operations Specialists and Operations Managers who are working on or otherwise supporting an Event.

The term "crew members" includes all workers engaged by ESPN to work at Event Sites that are not ESPN employees (e.g. contingent workers, ABC employees, and third party contractor and vendor personnel).

Employees and crew members are responsible for the wholehearted genuine operation of all aspects of the safety and health program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

Accident Prevention and Property Protection is a responsibility of all employees and crew members associated with an Event.

The procedures outlined in this program shall be implemented at each remote Event Site where broadcast operations are conducted. A copy of this IIPP shall be available electronically at each remote Event Site.

2. Owner

ESPN Global Security & Facilities Operations

3. Scope

ESPN adopted this IIPP voluntarily. The IIPP applies to all ESPN employees working at ESPN Remote Event Sites regardless of the ESPN entity employing them to perform the work. (e.g. ESPN Productions, Inc. ESPN Remote Operations, ESPN, Inc.).

The IIPP also covers all other workers at Event Sites who ESPN controls, directs, or directly supervises at the Event Site to the extent that these workers are exposed to Event Site and job assignment specific hazards.

Nothing in this IIPP shall affect the obligations of a contractor or other employer that controls or directs and directly supervises its own employees at an Event Site, and ESPN does not assume any employer obligations by law or by contract for any non-ESPN employee workers and/or crew members providing services through vendors or other third parties. At all such times such vendors or third parties must independently meet their own obligations under state or federal law as to their own employees.

Employees and crew members shall at all times be governed by the standards of this IIPP, which is intended to meet, or exceed the applicable OSHA regulations, in some instances. If there is any inconsistency between any provisions of this IIPP and applicable state or federal OSHA requirements, the more stringent requirements shall apply. For example, where ESPN's own procedures require more than the minimum applicable OSHA regulations require, ESPN's procedures will govern. Please note, however, that to the extent ESPN's requirements are more stringent than those of state or federal OSHA minimum requirements, ESPN has adopted its IIPP requirements for business reasons only, and does not thereby assume any legal duty that is greater than the applicable minimum requirements set forth by state or federal OSHA requirements.

4. Injury and Illness Prevention Program (IIPP)

This IIPP consists of the following eight elements:

- Responsibilities and Duties (Section 4.1)
- Compliance (Section 4.2)
- Communication (Section 4.3)
- Hazard Assessment (Section 4.4)
- Accident/Exposure Investigation (Section 4.5)
- Hazard Correction (Section 4.6)
- Training and Instruction (Section 4.7)
- Recordkeeping (Section 4.8)

4.1. Responsibilities and Duties

4.1.1. **ESPN Remote Operations Management - General Responsibilities:**

4.1.1.1. Knowledge of the IIPP and its requirements

4.1.1.2. Post required Event Site safety and emergency action documentation (including contact information) at each Event Site, and maintain access to an electronic copy of the IIPP on site to employees and crew members working at the Event Site.

4.1.1.3. Communicate and enforce safety rules and policies with employees and crew members so that they are understood clearly and advise employees and crew members that they can report hazards without fear of reprisal from ESPN.

4.1.1.4. Check to ensure that employees and crew members have received appropriate safety briefings and are qualified for their work, and that new employees and crew members have received safety briefings as appropriate and have been informed of Event Site safety policies.

4.1.1.5. Ensure that all accidents are properly investigated and documented and that appropriate corrective actions are implemented.

4.1.1.6. Take appropriate steps to ensure that all injuries, no matter how minor, are treated properly and in a timely manner and that any necessary paperwork has been completed and submitted.

4.1.1.7. Periodically perform inspections of the remote Event Site to identify unsafe conditions or work practices and take appropriate steps to ensure

corrective action occurs.

4.1.1.8. Take appropriate steps to ensure that safety concerns are addressed and unsafe conditions are reported and corrected in a timely manner.

4.1.1.9. Keep the ESPN Safety & Health Department informed of safety concerns and activities.

4.1.1.10. Document attendance at safety meetings and the receipt of required written materials by employees and crew members.

4.1.1.11. Act as liaison with governmental agencies, escalating matters to the attention of Safety and Heath, and the Legal Department as appropriate.

4.1.2. **Operations Management– Event Specific Responsibilities:** The on-site Operations Producer, Operations Specialist and/or Operations Manager are also responsible for completing the following tasks prior to and/or during remote Events.

4.1.2.1 **Survey:** Prior to set-up, Management personnel should perform the following tasks or develop standard operating procedures for dispatched crews to do the following:

Inspect proposed camera and equipment positions for existing and potential hazards, e.g., power lines, unstable ground and exposure to hazardous materials. **NOTE: employee and crew member safety will be a prime consideration when locating camera positions.**

- Obtain appropriate local emergency numbers and applicable state or federal OSHA posters. These may include medical assistance, fire and police departments, and others as appropriate.

- Determine appropriate employee and crew member Rally Points to meet in the event of a venue evacuation plus an appropriate shelter location to shelter the employees or crew members in the advent of severe weather.

- Determine needs and order appropriate personal protective and other safety equipment. These may include safety harnesses/belts, railings, lanyards,

hearing protectors, fire protection, security fencing, and other equipment as appropriate.

- Determine needs and order appropriate items to protect the public from danger from our equipment and to protect our equipment from crowds, physical hazards, and inclement weather.

4.2.1.2 **Between Survey & Onsite Set-Up:** During the period between the site survey and on site set-up, management personnel should:

- Discuss appropriate safety standards and specifications with our contractors. These may include requirements for scaffolding, forklifts, camera towers, cranes, signs, stairways, food service, and golf carts.

- Obtain or verify receipt of certificates of insurance from contractors, if they have not been previously provided.

- Develop a complete and accurate Emergency Action Plan and include this as the first page of the event survey for distribution to all employees and crew members.

- Ensure continuing re-surveys of the site when changes are anticipated that could affect safe operations.

- Contact ESPN Safety & Health if assistance is required.

4.2.1.3 **Onsite Set-Up:** Either prior to or during the onsite set-up phase of a remote operation, Operations Management should:

- Ensure that all employees and crew members are informed of the safety requirements at this site. Safety briefings should be documented and include information about the health and safety hazards posed by operations at this site, use of personal protective equipment, injury reporting and emergency procedures, and specialized safety briefings for workers who engage in potentially hazardous work.

- Post the latest Event Operations Employee and Crew member posting document, along with the event Emergency Action Plan and the appropriate

state or federal OSHA poster in a conspicuous place for employee and crew member information.

- Establish security for the compound and outlying equipment as per the guidelines included in the **Security** section of this document (**Section 5.3**).

- Inspect the compound and outlying areas as per the guidelines included in the **Production Compound Safety** section of this document (**Section 8**) to verify that potential hazards are addressed.

- Ensure continuing safety inspections as conditions change to look for changes that could affect safe operations at the site.

4.1.3. **Employees and Crew Members:** Employees and Crew members are also responsible for remote operations safety and health including the following:

4.1.3.1 Complying with all aspects of the IIPP.

4.1.3.2 Complying with additional information given through safety meetings, information published on call sheets, postings and safety awareness briefings by their supervisors.

4.1.3.3 Adhering to all company policies and procedures relating to job safety, including both general safe work rules and task-specific rules and regulations.

4.1.3.4 Reporting unsafe conditions and injuries to their supervisor as soon as possible.

4.1.4. **Safety & Health Manager:** The Safety & Health Manager is responsible for the overall administration of the Injury and Illness Prevention program. An ESPN Safety & Health Department representative can be reached via the **Remote Safety & Health Department Emergency Contact Listing** information contained on the next page. Among his/her duties are to:

4.1.4.1. Provide general safety briefings to employees and crew members. Provide guidance when new or unusual safety and health concerns arise.

4.1.4.2. Coordinate and/or conduct safety inspections.

4.1.4.3. Issue reports on findings.

4.1.4.4. Maintain records of inspections.

Remote Safety & Health Emergency Contact Listing:

Gerard Arrotti, Senior Director, Safety & Health
Office Number: (860) 766-7139
Cell Number: (860) 877-0413

Marty Lalick, Senior Manager, Safety & Health
Professional (NFL, MLB, NBA, NHL, Golf) Sports Event Support
Cell Number: (616) 304-8731

Fabian DeGarbo, Senior Manager, Safety & Health
Professional (NFL, MLB, NBA, NHL, Golf) Sports Event Support
Office Number: (213) 405-4281
Cell Number: (860) 329-7458

Alix Dupoux, Associate Director, Safety & Security
ESPN Regional TV, College Sports, Tennis and Studio Support
Office Number: (704) 973-5112
Cell Number: (678) 232-5065

Dan Pivin, Associate Director, Safety & Health
Bristol Campus Support, Northeast US Regional Support
Office Number: (860) 766-7482
Cell Number: (413) 218-7572

Jeff Courtemanche, Safety Programs & Operations Manager
Bristol Campus Support, Northeast US Regional Support
Office Number: (860) 766-27087
Cell Number: (860) 218-3417

ESPN Global Security Command Post 24 Hour Contact Number: (860) 766-2486

4.1 Compliance

Remote Operations Management is responsible for ensuring that all safety and health procedures are clearly communicated and understood by all employees and crew members. Remote Operations Management is expected to enforce the rules fairly and uniformly. ESPN's system of ensuring that all employees and crew members comply with these practices include the following:

4.1.1. Informing employees and crew members of the provisions of the IIPP;

4.1.2. Evaluating the safety performance of all employees and crew members;

4.1.3. Recognizing employees who perform safe and healthful work practices;

4.1.4. Providing training to employees and crew members whose safety performance is deficient;

4.1.5. Disciplining employees for failure to comply with safe and healthful work practice, which may result in disciplinary action up to and including discharge.

4.2 Communication

4.3.1. Remote Operations Management is responsible for communicating with all employees and crew members about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

4.3.2. Upon hiring any employees or engaging any crew members, Operations Management will identify any workers with special communication needs, Operations Management will ensure that such worker understands the safety and health requirements before being assigned to duties exposing them to workplace hazards. Matters concerning occupational safety and health will be communicated to employees and crew members through:

4.3.2.1. **New Employee and Crew member Orientation:** A safety awareness orientation meeting must be conducted for new employees and crew members as locations change and new potential hazards are introduced, and whenever new equipment and/or procedures are implemented. The new employee and crew member orientation includes a discussion of safety and health policies and procedures, review of the IIPP, and the distribution of written documentation.

4.3.2.2. **Review of the IIPP:**

4.3.2.2.1. **Workplace safety and health training programs;**

4.3.2.2.2. **Regularly Scheduled Employee and Crew member Safety Meetings:** In order to identify and evaluate production hazards, safety information should be shared during pre-production with appropriate employees and crew members. These meetings should be held as often as necessary to ensure adequate communication of safety and health information with employees and crew members. The purpose of these meetings is to identify and discuss foreseeable production hazards and safety issues and to develop strategies to control or eliminate them. Additional employee and crew member meetings should be scheduled as necessitated by any changes in the production schedule.

4.3.2.3. **Effective communication of safety and health concerns between workers and supervisors, including translations where appropriate.**

4.3.2.4. **Posted or distributed safety information.**

4.3.2.5. **A system for employees and crew members to anonymously inform management about workplace violations.**

4.3.2.6. **Reporting of Potential Safety Issues:** Communications from crew members to supervisors about suspected unsafe or unhealthy conditions is encouraged and may be verbal or written, as the individual chooses. Crew members will be afforded the opportunity to report safety concerns anonymously through the ESPN Safety & Health Department.

4.3.2.7. **No Retaliation:** Employees and crew members must be able to express their concerns regarding health and safety matters if they so choose, without fear or reprisal. If at any time any employee or crew member voices a concern about their health, safety or related issue, corrective action must be taken immediately if the situation warrants, or handled promptly if it is not an emergency. There shall be no retaliation against any employee or crew member for reporting hazards or potential hazards or for making suggestions related to safety.

4.3 Hazard Assessment

4.3.1 On-site Operations Management will inspect each Event Site prior to set-up for potential hazards and environmental concerns or other unsafe conditions and will work with the appropriate venue personnel to handle them accordingly.

4.3.2 Periodic inspections to ensure a safe work environment and to identify unsafe conditions are also required at Event Sites.

4.3.3 Inspections will also occur whenever new substances, processes, procedures or equipment are introduced in the workplace.

4.3.4 When occupational injuries and illness occur.

4.3.5 Whenever any member of management is made aware of a new or previously unrecognized hazard.

4.3.6 Whenever workplace conditions warrant an inspection.

4.4 Accident/Exposure Investigation. Procedures for investigating workplace accidents and hazardous substance exposures include:

4.4.1 Visiting the scene of the accident or exposure as soon as safely possible;

4.4.2 All work-related injuries and illnesses must be reported to the direct supervisor of the employee or crew member and to onsite medical personnel on duty *immediately*. An Injury/Illness Investigation Report must be completed by the supervisor and submitted to the ESPN Safety & Health office in Bristol within **24 hours.**

4.4.3 Injury/illness investigations will be conducted in accordance with the guidelines contained in the **Accident Management Procedures** section of this document (**Section 6**).

4.4.4 Any work-related injury or illness that results in the hospitalization or death of an employee or crew member requires the immediate notification (within **4 hours** of the occurrence) of ESPN Security. If the accident occurs on a remote site, contact the **ESPN Global Security Command Center** at **860-766-2214**. The ESPN Security Department shall then contact the appropriate Safety & Health Department representative.

4.5 Hazard Correction

4.5.1 Unsafe or unhealthy conditions, work practices and work procedures will be corrected in a timely manner based upon the severity of the hazard. On-site Operations Management will take such corrective action according to the following procedures:

4.5.1.1 When observed or discovered.

4.5.1.2 When an imminent danger hazard exists which cannot be immediately abated without endangering employees or crew members and/or property, all exposed personnel will be removed from the area except those necessary to correct the existing condition. Employees and crew members necessary to correct the hazardous condition shall be provided the necessary safeguards.

4.5.1.3 All such actions taken and dates they are completed shall be documented on the appropriate forms.

4.6 Training and Instruction/Safety Briefings

4.6.1 Safety briefings based on job assignments and associated hazards will be provided through the Sports Production Safety Group (SPSG), Operations Management, ESPN Safety & Health Department or through approved vendors.

4.6.2 Appropriate safety briefings will be provided to all new crew members. Additional safety briefings will be provided whenever crew members are given new job

assignments for which a safety briefing has not previously been received; whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard; and, whenever management is made aware of a new or previously unrecognized hazard.

4.6.3 Supervisors have been and will continue to be briefed to familiarize them with the safety and health hazards to which crew members under their immediate direction and control may be exposed.

4.7 Recordkeeping

4.7.1 Records of hazard assessments, inspections, corrective actions, safety briefings, injuries/illnesses, incident investigations and other safety-related correspondence will be maintained by on-site Operations Management.

4.7.2 The ESPN Safety & Health Department will maintain documentation of safety and health safety briefings attended by each employee and crew member, including name or other identifier, safety briefing dates, type(s) of safety briefing, and safety briefing providers. These records shall be maintained for three years.

4.7.3 The ESPN Safety & Health Department will also keep the various other forms and records which are referred to throughout the IIPP.

5. General Safety and Health Information

5.1 Emergency Action Plan: Prior to set-up, Management personnel must develop a site-specific emergency action plan. The Emergency Action plan must include Procedures for:

5.1.1 Reporting a fire or other emergencies.

5.1.2 Area of Refuge locations where crew should seek shelter during inclement weather situations.

5.1.3 Emergency evacuation, including type of evacuation and exit route assignments. The rally points and alternate locations should also be included.

5.1.4 Procedures for releasing crew and for accounting for all employees and crew members after evacuation.

5.1.5 Who to contact if employees or crew members under the plan need more information.

5.1.6 Operations Management must provide the emergency action plan to each employee or crew member upon initial assignment and during set-up at each remote venue. A blank ***"Event Operations Emergency Action Plan"*** (**Form IIPP.001**), which can be found in **Appendix "B"** of this document, will be posted at all Event Operations work sites to inform employees and crew members of site-specific emergency procedures. The plan shall be posted in a readily visible location.

5.2 OSHA: The Occupational Safety and Health Act, is enforced by the federal Occupational Safety and Health Administration (OSHA) or a state-run regulatory agency in states that have adopted their own occupational safety and health programs.

5.2.1 **Duties of Employers and Employees:** Each **Employer** under the Act has the general duty to furnish everyone under its control with a "safe work environment free from hazards causing, or likely to cause, death or serious physical harm."

5.1.1.1 The **Employer** has the specific duty of complying with safety and health standards under the Act.

5.1.1.1 Each **Employee,** has the duty to comply with these safety and health standards and all rules, regulations and orders issued pursuant to the Act, which are applicable to his own actions and conduct.

5.2.2 **Occupational Safety and Health Standards:** The Act incorporates an extensive array of standards into law. These standards are divided into six major categories.

5.2.3 **Workplace Standards:** The basic safety and health standards, which apply specifically to the workplace, include such things as fire protection, housekeeping, illumination, sanitation, walking and working surfaces, ventilation and marking physical hazards.

5.2.4 **If We Have An OSHA Inspection:** All ESPN workplaces, including Event Operations Event Sites, are subject to unannounced inspections by federal or state "Compliance Safety and Health Officers" (CSHOs) The following procedure is established to have the Compliance Safety and Health Officer properly received and accompanied on his inspection by a member of ESPN management:

5.2.4.1 The CSHO is to be instructed to proceed to the office location.

5.2.4.2 The CSHO's credentials should be checked out by the Operations Producer, Operations Specialist and/or Operations Manager. The CSHO must present government identification bearing his/her photograph and signed by the Labor Department.

5.2.4.3 Operations Management should ask for a copy of the OSHA complaint or other inspection documentation.

5.2.4.4 Operations Management will participate in the pre-inspection conference.

5.2.4.5 Operations Management is expected to take notes.

5.2.4.6 A copy of the ESPN Injury and Illness Prevention Program (IIPP), posters, and other evidence of good faith compliance should be provided to the CSHO if requested.

5.2.4.7 Make an effort to correct hazards as they are pointed out.

5.2.4.8 Discuss the inspection immediately afterward with the CSHO and note abatement periods.

5.2.4.9 Instruct the CSHO to mail all correspondence to:

Gerard Arrotti
ESPN PRODUCTIONS, INC.
ESPN Plaza, ESPN Plaza
Bristol, CT 06010 Bristol, CT 06010

5.3 Federal/State OSHA Workplace Safety Poster: OSHA (Occupational Safety and Health Administration) requires the posting of specific federal or state informational posters to inform employees, freelancers, day hires and contractors of the protections and obligations provided for in the Occupational Safety and Health Act.

5.3.1 These posters must be posted in each establishment in a conspicuous place or places where notices to employees, freelancers, day hires and contractors are customarily posted.

5.3.2 Operations Management at each remote operation is required to post or make available electronically to employees the appropriate poster and take steps to insure that such notices are not altered, defaced, or covered by other material for the duration of the event.

5.3.3 This information must be posted in a highly conspicuous area in a location that is frequented by all crew members such as the meal area, breakroom, central field office, etc.

5.3.4 The federal OSHA poster shall be used unless the remote operation is in a state which has an approved state OSHA poster. Reproductions or facsimiles of these Federal or State posters shall constitute compliance with the posting requirements when they are at least 8 1/2 inches by 14 inches, and the printing size is at least 10 pt. Whenever the size of the poster increases, the size of the print shall also increase accordingly. The caption or heading on the poster shall be in large type, generally not less than 36 pt.

5.3.5 An example of the federal ***"OSHA Workplace Safety"*** poster (**Form IIPP.002**) can be found in **Appendix "C"** of this document. However, if your event will occur in a state listed in the following table, simply click on the correct state to pull up a copy of the appropriate poster. **(Note: Please post the appropriate federal/state approved OSHA posters. If the state you are working in does not have a state poster, then the federal poster must be posted.)**

"OSHA Workplace Safety" Posters
(Click on the state you are in or on "Federal" if your state is not listed)

Federal	**Kentucky**	**North Carolina (Spanish)**	**Virginia (Spanish)**
Federal (Spanish)	**Maryland**	**Oregon**	**Washington**

Alaska	Maryland (Spanish)	South Carolina	Wyoming
Arizona	Michigan	Tennessee	
California	Minnesota	Tennessee (Spanish)	
California (Spanish)	Nevada	Utah	
Hawaii	New Mexico	Utah (Spanish)	
Indiana	New Mexico (Spanish)	Vermont	
Iowa	North Carolina	Virginia	

5.4 Security: ESPN Security should be informed about all **major** events. Specific procedures for security on remotes will vary. Times, locations, and event type will dictate the best plan. The following guidelines should be followed when ESPN Security is not on site:

5.4.1 Obtain services of a recognized security agency for protection of mobile units and equipment

5.4.2 Assign responsibilities as necessary keeping in mind that personal security is paramount.

5.4.3 Issue appropriate level of credentials to all crew members.

5.4.4 Establish restricted areas.

5.4.5 The compound area should be cordoned off or secured in such a way as to keep spectators and unauthorized personnel from entering.

5.4.6 Be mindful of assignments of temporary workers such, as "utilities". (eg. Should not be Issuing petty cash, delivering secure credentials or tickets, etc).

5.4.7 Valuable equipment should be located in a secure area or a security guard should be hired to secure it.

5.4.8 Instruct all personnel to be accountable for the equipment assigned to them and not to leave it unsecured.

5.4.9 At the end of each day make note of any malfunctioning or missing equipment.

5.4.10 Report all losses to the local police department. Have a police report prepared and obtain a copy if possible. If a copy is not available, please get the report number and the agency name.

5.4.11 Report all losses to ESPN Security on site. If ESPN Security is not on site, call the

24 hour **ESPN Global Security Command Center** number, **860 766-2486** or **2214**.

5.4.12 In a number of instances, there is a substantial delay in reporting the loss or theft of equipment. Adherence to these guidelines will eliminate much of the delay and allow the Security Department to conduct a more efficient investigation.

5.5 Contractor Insurance Requirements: Prior to set-up, Management personnel must ensure that all contractors, vendors and suppliers meet appropriate insurance requirements.

6. Accident Management Procedures

6.1 Operating Guidelines: The following Operating Guidelines for the prevention and investigation of accidents must be followed during all work associated with Remote Operations.

6.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that these accident management procedures are implemented at Remote Operations sites.

6.3 Accident Management Procedures – General Requirements: All accidents shall be investigated as soon as possible by the injured person's immediate supervisor (Operations Producer, Operations Specialist and/or Operations Manager).

6.3.1 The purpose of the accident investigation and reporting is to assist the supervisor of the injured person or environmental occurrence in identifying the cause or causes of occupational injuries/illnesses and environmental occurrences and take appropriate corrective actions to prevent recurrence.

6.3.2 All accidents involving employee or crew member vehicles, or the general public shall be investigated. The depth and complexity of the investigation will vary with the circumstances and seriousness of the accident. The Supervisor or other individual responsible for operations involved in an accident should ensure that an investigation is conducted and that when appropriate, corrective actions are taken.

6.4 Worker Accident Investigations: Accidents involving employees and crew members occurring at Remote Operations Event Sites must be promptly investigated and documented using the below procedures. Note: This includes ESPN employees; and crew members such as Event Temporary Workers (i.e.: Ming, C.A.P.S., Superior, Bulk, etc.); and, ABC (NABET) Employees who are not ESPN employees.

6.4.1 All accidents shall be investigated as soon as possible by the injured person's immediate supervisor (Operations Producer, Operations Specialist and/or

Operations Manager on Remote Sites) or Department Manager. If the immediate supervisor or Department Manager is not available (off-hours or off-site), then the ESPN security shift supervisor shall investigate the accident and complete the form.

6.4.2 An ***ESPN Worker Accident Investigation Report*** form (**Form IIPP.003**), which can be found in **Appendix "D"** of this document, should be used to document any accident investigation involving employees and crew members. Follow the instructions included with the form when completing and submitting the report.

6.4.3 The accident form shall be completed as soon as possible but under no circumstances more than **24 hours** following an accident.

6.4.4 If the injury/illness involves the hospitalization of an employee or crew member, the **ESPN Global Security Command Post** shall be notified immediately (within **4 hours** of the occurrence) at **860-766-2214 (24/7)**. The ESPN Security Department shall then contact the appropriate Safety & Health Department representative.

6.4.5 All sections shall be completed and blanks are not acceptable.

6.4.6 Details of the accident, apparent nature of the specific injury to the employee or crew member and apparent cause of the accident are critical. If additional space is required, attach a sheet of paper. Related photographs and/or documents should be submitted along with the report when available and appropriate.

6.4.7 A copy of the completed form shall be e-mailed to the **ESPN Safety Mailbox** (internally via ESPN Outlook or externally via e-mail to ***ESPN.safety.mailbox@espn.com***..

6.5 Spectator/Guest/Vendor/Contractor/General Public Accident Investigations: Accidents involving spectators, guests, vendors, contractors or members of the general public occurring at Remote Operations Event Sites must be promptly investigated and documented using the following procedures:

6.5.1 All accidents shall be investigated as soon as possible by Operations Management on Remote Sites or Department Manager. If the immediate supervisor or Department Manager is not available (off-hours or off-site), then the ESPN security shift supervisor shall investigate the accident and complete the form.

6.5.2 A ***Confidential Report of Spectator/Guest/Vendor Incident*** form (**Form IIPP.004**), which can be found in **Appendix "E"** of this document, should be used to document any accident investigation involving spectators, guests, vendors, contractors or members of the general public. Follow the instructions included in the **POLICY** and **PROCEDURE** sections of the form when completing and submitting the report. **NOTE:** This is a ***Confidential*** report which must not be shared beyond

the reporting procedures detailed on the form or in this section.

6.5.3 Severe or critical injuries or illnesses involving spectators, guests, vendors, contractors or members of the general public must be verbally reported to the **Disney Claims Reporting Line** within **4 hours** by calling **ACE/ESIS** at **877-703-5340**. This notification should be made immediately for serious and/or critical incidents. The Disney Claims Reporting Line will provide a "Claim Number" which should be entered in the yellow block on the upper right side of the report's first page.

6.5.4 If the injury/illness involves the hospitalization of spectators, guests, vendors, contractors or members of the general public, the **ESPN Global Security Command Post** shall be notified immediately (within **4 hours** of the occurrence) at **860-766-2214**. The ESPN Security Department shall then contact the appropriate Safety & Health Department representative.

6.5.5 The accident form shall be completed as soon as possible but under no circumstances more than **24 hours** following an accident.

6.5.6 All sections shall be completed and blanks are not acceptable.

6.5.7 Details of the accident, apparent nature of the specific injury to spectators, guests, vendors, contractors or members of the general public and apparent cause of the accident are critical. If additional space is required, attach a sheet of paper. Related photographs and/or documents should be submitted along with the report when available and appropriate.

6.5.8 A copy of the completed form shall e-mailed to the **ESPN Safety Mailbox** (internally via ESPN Outlook or externally via e-mail to ***ESPN.safety.mailbox@espn.com*** within **24 hours.** Hard copies must be maintained in your show files.

6.6 Vehicle Accidents (Company Business): Accidents involving driving on company business must be promptly investigated and documented using the following procedures:

6.6.1 **ESPN Fleet Vehicles:** Notify **ESPN Facilities (Tom Hislop)** immediately at **860-766-2219**.

6.6.2 **Leased/Rental Vehicles**: Notify **Disney Risk Management** immediately at CORP.Risk.Management.Claims@disney.com**.**

6.6.3 All vehicle accidents shall be investigated as soon as possible by the injured person's immediate supervisor (Operations Producer, Operations Specialist and/or Operations Manager on Remote Sites) or Department Manager. If the immediate supervisor or Department Manager is not available (off-hours or off-site), then the

ESPN security shift supervisor shall investigate the accident and complete the form.

6.6.4 A ***Vehicle Accident Report*** form (**Form IIPP.005**), which can be found in **Appendix "F"** of this document, should be used to document any vehicle accident investigation.

6.6.5 The accident form shall be completed as soon as possible but under no circumstances more than **24 hours** following an accident.

6.6.6 If the vehicle accident involves the hospitalization of a crew member or a member of the general public, the **ESPN Global Security Command Center** shall be notified immediately (within **4 hours** of the occurrence) at **860-766-2214**. The ESPN Security Department shall then contact the appropriate Safety & Health Department representative.

6.6.7 All sections shall be completed and blanks are not acceptable.

6.6.8 Details of the accident, apparent nature of damage, nature of any injuries and apparent cause of the accident are critical. If additional space is required, attach a sheet of paper. Related photographs and/or documents should be submitted along with the report when available and appropriate.

6.6.9 **ESPN Fleet Vehicles:** A copy of the completed form shall be e-mailed to the **Tom Hislop** (internally via ESPN Outlook or externally via e-mail to ***Tom.Hislop@espn.com***).

6.6.10 **Leased/Rental Vehicles:** A copy of the completed form shall be faxed to **Disney Risk Management** at **Fax #818-260-8295.**

6.6.11 THIS OUTLINE IS TO BE USED AS A GUIDE ONLY. Your primary resource for all information related to driving on company business is **Disney Corporate Risk Management**. Please direct any and all questions to Corporate Risk Management at CORP.Risk.Management.Claims@disney.com.

6.6.12 The use of automobiles, both company and personal, on company business is an everyday occurrence. There are many ramifications to the use of an automobile on company business, and we would like to outline a few of the major points.

6.6.13 *NOTE: COVERAGE IS RESTRICTED TO THE UNITED STATES ONLY.* If you are traveling into Mexico, you must purchase special coverage at the border before entering the country.

6.6.14 **Company-Owned/Leased Vehicles:** If you have been provided with a company car, you are covered under the company automobile policy at all times while driving

your company car, as long as the driver is in compliance with company policy. The various types of claims involved in the use of company cars can be broken down as follows:

6.6.14.1 **Bodily Injury:** Injury to the *driver* is covered as a *workers' compensation* claim if the accident occurs on company business.

6.6.14.2 Injury to the *driver* is covered under *their medical policy* if the injury occurs while using the car for personal use.

6.6.14.3 Injury to pedestrians or occupants in other cars is covered under the liability portion of the company automobile policy.

6.6.14.4 Injuries to passengers in the vehicle on company business are treated as a workers' compensation claim if the passengers are Disney employees.

6.6.14.5 Injuries to passengers while not on company business and any coverage associated with that situation depends on the circumstances of the incident (i.e. who is negligent, etc.), but in all cases, if one has medical insurance, this would be able to respond timely to any treatment.

6.6.14.6 Injuries to passengers who are not Disney employees in a company-owned/leased vehicle are considered a third party liability claim.

6.6.14.7 **Property Damage:** Damage to the property of others (including automobiles) that is not in our car is covered under the company Automobile Liability policy.

6.6.14.8 **Personal Property:** Clothing, CB radios, telephones, personal laptop computers, and any other personal property stolen from a company car or damaged in an accident is not covered by our Automobile Insurance. These items are in the vehicle at the driver's own risk. Most homeowners' policies can be endorsed to pick up this exposure if the person desires.

6.6.14.9 **Collision & Comprehensive:** Collision & Comprehensive damage to company vehicles is self-insured by the company.

6.6.14.10 **Uninsured Motorist/Underinsured Motorist/Personal Injury Protection:** Disney has elected not to purchase this coverage other than the legally required minimum in the various states.

6.6.15 **Personal Vehicles:** If You Are Using Your Own Automobile on Company Business, These Rules Generally Apply:

6.6.15.1 **Bodily Injury:** Injury to the driver is covered under Workers' Compensation.

6.6.15.2 Injury to pedestrians or occupants in other cars is covered under the employee's personal auto insurance.

6.6.15.3 **Property Damage:** Damage to other people's property, including their automobiles, is covered under the employee's personal automobile policy.

6.6.15.3 Collision and comprehensive damage to the employee's vehicle is covered under the employee's personal vehicle automobile policy. Disney is not responsible for any portion of this loss, including the employee's deductible.

6.6.16 **Temporary Rental Vehicles:** If you have been assigned a company vehicle, and it is in the garage for repairs, you may be given a temporary vehicle, either provided by Disney Transportation or arrange for a vehicle with a preferred rental company (please refer to Corporate Travel). The same corporate insurance applies to these temporary vehicles as to all Disney owned/leased vehicles.

6.6.17 **Rental Vehicles:** If you must rent a vehicle while on Company business, use National or Hertz Car Rental ONLY. Follow company guidelines when securing the rental agreement. You may obtain these guidelines through Corporate Travel.

6.6.17.1 **NOTE:** Do NOT purchase any additional coverage from the rental agency under any circumstances.

6.6.18 **Borrowed Vehicles that are Non-Owned/Non-Leased by Disney or a Disney Entity:** If you borrow a car that is not owned/leased by Disney or a Disney entity, the Disney insurance policy will not provide any coverage for you should you be involved in an accident. The primary coverage for a borrowed vehicle is the insurance purchased by the owner of the vehicle. The only other insurance that may apply to protect you is if you have a personal automobile and your own automobile policy provides coverage for non-owned autos or if you have decided to specifically purchase a non-owned automobile policy.

7. Sports Production Safety Group (SPSG) Safety Briefing Policy

7.1 Operating Guidelines: The following Operating Guidelines are to establish protocols for utilization of resources provided through the Sports Production Safety Group (SPSG) as it relates to work associated with Remote Operations.

7.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that employees and crew members complete assigned SPSG Safety Briefings in a timely manner in compliance with these guidelines.

7.3 SPSG – General Information: ESPN is a founding member of the Sports Production Safety Group (SPSG), which is a non-profit group that is focused on field safety for remote events. The work that this group has done is helping provide a consistent approach to safety at remote events across the country and around the world. The SPSG has developed consensus safety policies and related Safety Briefings for a variety of safety topics related to work on remote events.

7.4 SPSG Safety Briefings – General Requirements: The SPSG has developed the below Safety Briefings which are assigned based on job descriptions and/or common work activities for individual roles. Note that these Safety Briefings are recurring and must be repeated at various intervals from one (1) to three (3) years based on the individual requirements of each offering.

Course Number	Course Title	Recertification Frequency	Estimated Course Completion Time
SPSG #101	Safety Orientation	3 years	30 minutes
SPSG #102	Fall Prevention	2 years	20 minutes
SPSG #103	Hearing Conservation	1 year	20 minutes
SPSG #104	Scaffolding	2 years	25 minutes
SPSG #108	Utility & Golf Cart Safety	3 years	15 minutes
SPSG #109	Mobile Aerial Platforms	2 years	30 minutes
SPSG #110	Powered Industrial Trucks	3 years	20 minutes
SPSG #114	Stair and Ladder Safety	2 years	15 minutes
SPSG	Sideline Vehicles	2 years	15 minutes
SPSG	Defensive Driving	3 years	30 minutes

7.5 SPSG Account – General Requirements: All employees and crew members who work on remote events are required to create and maintain an SPSG account (Note that SPSG accounts are free of charge). Assigned Safety Briefings are also required to be successfully completed by all employees and crew members in a timely manner. Below are instructions on how to create an account and complete briefings:

7.5.1 **SPSG Account Access - New Users:** If you do NOT currently have an SPSG account then you need to first log in to the SPSG site at **https://spsgonline.com/courses/login/index.php** and ***click*** **"Create Account"** on the upper right side of the banner at the top of the screen**.** Follow the instructions to create your account and then complete the **"Safety Needs Assessment".**

7.6 SPSG Account Access - Existing Users: If you already have an account log in to the SPSG site at **https://spsgonline.com/** and follow the instructions below:

7.6.1 ***Click*** on **"My Account"** in the black banner at the top of the page.

7.6.2 ***Click*** on **"Safety Needs Assessment"** in the tab below your name and compete the "**Safety Needs Assessment"** only if your job duties have changed.

7.6.3 ***Click*** on **"My Progress"** in the black banner at the top of the page to navigate to your required courses. Completed courses will have a green check mark in the box in front of the course name and will show both a completed date and an expiration date.

7.6.4 ***Click*** on the name of any unchecked courses to open the course for completion. You have to complete every section of each course to successfully complete the course.

7.7 You should retake the Safety Needs Assessment (below your profile on the 'My Dashboard' page) any time something changes in your basic job function as this dictates which courses are assigned to you.

7.8 Also note that it is your responsibility to verify and maintain a current account within SPSG and to keep your contact information current.

7.9 Note that this training is good for all networks and you do not have to create an ESPN/ABC-specific account if you are already current in SPSG.

8. Production Compound Safety

8.1 Operating Guidelines: The following Operating Guidelines for production compound safety must be followed during all work associated with Remote Operations.

8.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that these production compound safety guidelines are implemented at Remote Operations sites.

8.3 Production Compound Safety – General Requirements: The term "Production Compound" is used to define the location where mobile units , production, editing, transmission and control facilities are set-up to cover an event or a production. Protection of the crew, the general public, and our operations are prime considerations when setting up and maintaining the production compound.

8.4 Management personnel should ensure that:

8.4.1 The area is secured to restrict public access to the production compound and to electrical supply areas by using fencing or other appropriate means.

8.4.2 All walking and traffic surfaces are maintained in good condition with hazards flagged and cabling protected from traffic or troughed.

8.4.3 Suitable stairs and landings are provided where needed, in good condition, with hand rails if they rise four (4) or more feet above adjacent ground or floor level.

8.4.4 Adequate lighting is provided for night time use of the compound area and for security.

8.4.5 A **"*Remote Operations Emergency Action Plan*"** including local emergency telephone numbers (see **Section 5.1.2**) must be posted in the office trailers and other areas where crew members congregate. These include fire, police, first aid/paramedics, hospital, and others as appropriate. In addition, the appropriate federal or state OSHA **"*Workplace Safety*" poster** (see **Section 5.2.5**) should be displayed in an area where crew members are likely to see it.

8.4.6 Battery recharging stations are secure; located off of the ground and away from areas likely to flood during heavy rain; electrical plugs are undamaged; and, GFCIs are used with all charging stations. Smoking should be restricted in this area. Housekeeping is checked on a regular basis and adequate waste containers are provided.

8.4.7 Portable fire extinguishers in adequate numbers and type are provided and maintained for each unit in the compound.

8.4.8 Sanitary facilities, including hand washing facilities, are provided for crew members as prescribed by OSHA standards and in compliance with local code. Issues such as outside temperature extremes should be considered when sanitary facilities are provided. These must be kept in good condition and have adequate supplies.

8.4.9 Automobile parking is secure.

8.4.10 All food service facilities are maintained in a manner that provides the maximum protection for employees, freelancers, day hires and contractors.

8.4.11 Temporary structures: If the operations use a membrane structure (bubble) or a tent, Operations Management must verify the permits and inspection certificates issued by the local authority having jurisdiction.

8.4.12 Operations Management must have a system in place to deal with emergency situations. These may be related conditions, power outages, etc. The plan must be communicated to appropriate personnel.

8.5 The Production Compound should be inspected and an inspection form such as the ***"ESPN Remote Operations Compound Safety Checklist"*** (**Form IIPP.006**) can be found in **Appendix "G"** of this document. This form or equivalent can be used to document inspections. Inspections should occur as soon as initial Production Compound set-up is complete (i.e., after "park & power") and whenever conditions change.

9. Inclement Weather

9.1 Operating Guidelines: The following Operating Guidelines for inclement weather safety must be followed during all work associated with Remote Operations.

9.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that these inclement weather safety guidelines are implemented at Remote Operations sites.

9.1 Inclement Weather – General Requirements: For the purposes of this policy, inclement weather includes thunderstorms, high winds, lightning, tornadoes, hurricanes or other environmental conditions that could threaten the safety of employees and crew members or damage equipment. Other unplanned events could include civil unrest, active shooter, fire, earthquake, power outage or other events that cause the venue (or a portion of the venue) to be evacuated or for people to shelter-in-place.

9.2 It is the responsibility of Operations Management to ensure appropriate actions are taken in the event of severe weather. Operations Management is responsible for monitoring weather conditions on remote sites and providing instruction and direction to employees and crew members.

9.2.1 Weather monitoring must be conducted using services such as Weather Decision Technologies (WDT), National Oceanic and Atmospheric Administration (NOAA), Schneider Electric MxVision (Telvent DTN) or similar. Current information on weather-related emergencies can also be obtained through the NOAA Weather Radio Network on special weather radios. Up to date information on weather-related emergencies can be obtained through the NOAA Weather Radio network.

9.3 Emergency Action Plans (EAPs):

9.3.1 It is the responsibility of Operations Management to develop and implement an effective Event EAP for every remote event.

9.3.2 EAPs should address weather monitoring and alerting; severe weather action thresholds; employee and crew member notification procedures; employee and crew member actions; evacuation/shelter-in-place considerations; shelter locations; return to work scenarios; etc.

9.3.3 **Emergency Action Plan Posting:** Written EAPs should be developed for specific remote events and an easy-to-read synopsis or overview document should be posted in employee and crew member gathering areas (e.g., office areas, catering locations, employee and crew member meeting areas, broadcast booths, etc.). This document should also list pertinent locations and contact information for fire, police, ambulance and local medical providers.

9.3.4 **Responsible Individual(s):** Individuals who are responsible to implement the plan and/or who are responsible for employee and crew member safety should be prominently listed on the plan along with contact information.

9.3.5 **Evacuation Rally Points:** Appropriate meeting locations should be established for the employees and crew members to gather in the event of a situation that would result in evacuation of the venue or a portion of the venue. At least two alternative locations should be selected with one being outside of the venue (e.g., TV compound, parking garage, etc.) and one being off site (e.g., crew hotel, etc.). Direction should be given for how people will be notified to evacuate and how to contact one of the responsible individuals if they cannot reach a Rally Point.

9.3.6 **Areas of Refuge:** Appropriate Areas of Refuge (e.g., buildings, garages, basements, etc.) should be identified for personnel to seek shelter during inclement weather (lightning, tornadoes, etc.). The location should be appropriate for the type of weather hazard. Care must be taken to verify that the identified locations are:

9.3.6.1 Large enough for all employees and crew members;

9.3.6.2 Available to the employees and crew during game day operations (i.e., areas should not be accessible to spectators); and,

9.3.6.3 Open and accessible at all times that employees and crew members are onsite without access restrictions (i.e., these areas must remain unlocked, accessible and available without additional credentialing or the need to call someone to allow access to the employees and crew members).

9.4 Tornadoes and High Winds: A tornado is a violent windstorm characterized by a twisting, funnel-shaped cloud. It is spawned by a thunderstorm (or sometimes as a result of a hurricane) and produced when cool air overrides a layer of warm air, forcing the warm air to rise rapidly. The damage from a tornado is a result of the high wind velocity and wind-blown debris. Tornado season is generally March through August, although tornadoes can occur at any time of year. They tend to occur in the afternoons and evenings: over 80 percent of all tornadoes strike between noon and midnight. Tornadoes can occur in any state but are more frequent in the Midwest, Southeast and Southwest. The states of Alabama, Arkansas, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Louisiana, Mississippi, Missouri, Nebraska, Oklahoma, South Dakota, and Texas are at greatest risk.

9.4.1 Tornadoes produce the most violent winds on earth. Tornado winds can approach speeds as high as 300 miles per hour, travel distances over 100 miles and reach heights over 60,000 feet above ground.

9.4.2 **Tornado Watches & Warnings:**

9.4.2.1 A ***Tornado Watch*** is issued by the National Weather Service when tornadoes are possible in your area. Remain alert for approaching storms. Listen to the radio or television for further developments.

9.4.2.2 A ***Tornado Warning*** is issued when a tornado has been sighted or indicated by weather radar.

9.4.3 **Tornado Danger Signs:** Learn these tornado danger signs:

9.4.3.1 An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.

9.4.3.2 Before a tornado hits, the wind may die down and the air may become still.

9.4.3.3 Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

9.4.4 **Tornado Actions:**

9.4.4.1 Mobile units are particularly vulnerable. A mobile unit can overturn very easily even if precautions have been taken to tie down the unit. When a tornado warning is issued, take shelter in a building with a strong foundation. Go to the basement of a building or to an inside hallway at the lowest level. Avoid places with wide-span roofs such as auditoriums, cafeterias, large hallways, or shopping malls. Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it. Use arms to protect head and neck.

9.4.4.2 If time permits, secure outdoor objects in the compound that could blow away or cause damage or injury. Take light objects inside.

9.4.4.3 If outdoors, get inside a building if possible. If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding. Use arms to protect head and neck.

9.4.4.4 If in a car, never try to outdrive a tornado in a car or truck. Tornadoes can change direction quickly and can lift up a car or truck and toss it through the air. Get out of the car immediately and take shelter in a nearby building. If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

9.4.5 **Following a Tornado:** Help injured or trapped persons. Give first aid when appropriate. Don't try to move the seriously injured unless they are in immediate

danger of further injury. Call for help. Turn on radio or television to get the latest emergency information. Stay out of damaged buildings. Leave a building if you smell gas or chemical fumes. Take pictures of the damage to the mobile units and contents for insurance purposes.

9.5 Thunderstorms and Lightning: Thunderstorms can bring heavy rains (which can cause flash flooding), strong winds, hail, lightning and tornadoes. Lightning is a major threat during a thunderstorm. In the United States, 75 to 100 Americans are hit and killed each year by lightning. If you are caught outdoors, avoid natural lightning rods such as tall, isolated trees in an open area or the top of a hill and metal objects such as wire fences, golf clubs and metal tools. It is a myth that lightning never strikes twice in the same place. In fact, lightning will strike several times in the same place in the course of one discharge.

9.5.1 While thunderstorms and lightning can be found throughout the United States, they are most likely to occur in the central and southern states. The state with the highest number of thunderstorm days is Florida.

9.5.2 Lightning is an electrical discharge that results from the buildup of positive and negative charges within a thunderstorm. When the buildup becomes strong enough, lightning appears as a "bolt." This flash of light usually occurs within the clouds or between the clouds and the ground. A bolt of lightning reaches a temperature approaching 50,000 degrees Fahrenheit in a split second. The rapid heating and cooling of air near the lightning causes thunder.

9.5.3 **Thunderstorm Watches & Warnings:**

9.5.3.1 A ***Severe Thunderstorm Watch*** is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop. This is the time to watch the sky and listen to the radio or television for more information.

9.5.3.2 A ***Severe Thunderstorm Warning*** is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is very serious and sporting events should be suspended. Wait for the "all clear" by the authorities.

9.5.4 **Lightning Danger Signs:** Some thunderstorms can be seen approaching, while others hit without warning. It is important to learn and recognize the danger signs and to plan ahead. Learn the thunderstorm danger signs:

- Dark, towering, or threatening clouds
- Distant lightning and thunder

9.5.5 **Thunderstorm Actions:**

9.5.5.1 Operations Management will use weather monitoring via WDT (or other similar service) and lightning detection tools along with local observations to help determine the proximity of lightning and which safety actions to implement. The direction and speed of an approaching thunderstorm should be accounted for along with locally developing storms that may form nearby or overhead. If lightning is in the vicinity, the following procedures are mandatory.

9.5.5.2 When lightning is detected within **Twenty (20) miles** of the venue:

9.5.5.2.1 WDT (or other similar service) notifies Operations Management of impending lightning threat. Operations Management notifies employees, crew members and event officials.

9.5.5.2.2 Check the compound for hazards. Dead or rotting trees and branches can fall during a severe thunderstorm and cause injury and damage.

9.5.5.2.3 Secure outdoor objects in the compound that could blow away or cause damage or injury. Take light objects inside. Close windows securely and brace outside doors. Listen to a battery operated radio or television for the latest storm information. Do not handle any electrical equipment or telephones because lightning could follow the wire. Control rooms and audio booths may be present a hazard during these times. Headsets should be removed.

9.5.5.3 When lightning is detected within **Eight (8) miles** of the venue:

9.5.5.3.1 WDT (or other similar service) notifies Operations Management of nearby lightning threat and an event delay is implemented. Operations Management notifies employees, crew members and event officials. Event officials suspend official activities.

9.5.5.3.2 All employees and crew member are directed to shelter in place (see safe assembly/refuge areas).

9.5.5.3.3 If outdoors, attempt to get into a building, car, or mobile unit. If no structure is available, get to an open space and squat low to the ground as quickly as possible. (If in the woods, find an area protected by low clump of trees--never stand underneath a single large tree in the open.) Be aware of the potential for flooding in low-lying areas. Crouch with hands on knees. Avoid tall structures such as towers, tall trees, fences, telephone lines, or power lines. Stay away from natural lightning rods such as golf clubs, tractors, fishing

rods, bicycles, or camping equipment. Stay from rivers, lakes, or other bodies of water. If you are isolated in a level field or prairie and you feel your hair stand on end (which indicates that lightning is about to strike), bend forward, putting your hands on your knees. A position with feet together and crouching while removing all metal objects is recommended. Do not lie flat on the ground.

9.5.5.3.4 Because light travels much faster than sound, lightning flashes can be seen long before the resulting thunder is heard. If you do not have access to a lightning alert system such as WDT, you can estimate the number of miles you are from a thunderstorm by counting the number of seconds between a flash of lightning and the next clap of thunder. Divide this number by five. You are in danger from lightning if you can hear thunder. **Take immediate action to seek shelter when lightning is determined to be Eight (8) miles away or less.** Knowing how far away a storm is does not mean that you're in danger only when the storm is overhead.

9.5.5.4 Resuming the Event **(All Clear):**

9.5.5.4.1 Operations Management will continue to monitor the proximity of thunderstorms using WDT or equivalent and use local observations to make an informed decision, determining the appropriate time to resume the event.

9.5.5.4.2 Operations Management may then allow for activities to resume after 30 minutes of no detected lightning strikes within an eight (8) mile radius of the venue. Operations Management will then notify employees and crew members that the lightning threat has ended and the time of the restart of the event.

9.5.6 **Following a Thunderstorm:**

9.5.6.1 A person who has been struck by lightning does not carry an electrical charge that can shock other people. If the victim is burned, provide first aid and call emergency medical assistance immediately. Look for burns where lightning entered and exited the body. If the strike cause the victim's heart and breathing to stop, give cardiopulmonary resuscitation (CPR) until medical professionals arrive and take over.

9.6 Flash Floods

9.6.5 **Flash Flood Danger Signs:** Floods and flash floods occur within all 50 states. Communities particularly at risk are those located in low-lying areas, near water, or

downstream from a dam. Floods are the most common and widespread of all natural disasters—except fire. Most communities in the United States can experience some kind of flooding after spring rains, heavy thunderstorms, or winter snow thaws. Floods can be slow- or fast-rising but generally develop over a period of days.

9.6.5.1 Flash floods usually result from intense storms dropping large amounts of rain within a brief period. Flash floods occur with little or no warning and can reach full peak in only a few minutes. Flood waters can be extremely dangerous. The force of six inches of swiftly moving water can knock people off their feet. The best protection during a flood is to leave the area and go to shelter on higher ground. Flash flood waters move at very fast speeds and can roll boulders, tear out trees, destroy buildings, and obliterate bridges. Walls of water can reach heights of 10 to 20 feet and generally are accompanied by a deadly cargo of debris.

9.6.6 **Flash Flood Actions:** The best response to any signs of flash flooding is to move immediately and quickly to higher ground. Cars can be easily swept away in just 2 feet of moving water. If flood waters rise around a car, it should be abandoned. Passengers should climb to higher ground.

9.6.6.1 Avoid walking through any floodwaters. If it is moving swiftly, even water only 6 inches deep can sweep you off your feet. If advised to evacuate, do so immediately. Evacuation is much simpler and safer before flood waters become too deep for ordinary vehicles to drive through.

9.6.7 **Following a Flash Flood:** Flood dangers do not end when the water begins to recede. Listen to a radio or television and don't return to the site until authorities indicate it is safe to do so. Stay out of buildings if flood waters remain around the building.

9.7 Severe Weather - Cold Environments

9.7.1 Prolonged exposure to cold air can lead to dangerous hypothermia. Adequate insulating clothing is necessary whenever work is performed in air temperatures below 40° F. Wind increases the body's rate of heat loss; therefore, the wind chill factor must also be taken in to account when evaluating exposure to cold environments.

9.7.2 Cold injury, i.e. frostbite, is unlikely to occur to extremities without developing the initial signs of hypothermia. Pain in the extremities, severe shivering, fatigue, drowsiness, irritability, or euphoria are signs of dangerous exposures and immediate action must be taken to remove the employees, freelancers, day hires and contractors from the elements.

9.7.3 **Severe Weather – Cold Environment Actions:**

9.7.3.1 Employees and crew members whose clothing becomes wet at air temperatures of 35.6° F must be provided dry clothing immediately to prevent hypothermia.

9.7.3.2 If air temperatures are below 0° F, hands shall be protected by mittens or other appropriate gloves.

9.7.3.3 At temperatures below 10.4° F, the following applies:

- Employees and crew members shall be under constant supervision or use the buddy system.
- The work rate should not induce sweating.
- Unprotected metal seats should not be used.
- Employees and crew members shall be protected from winds to the extent possible.
- Employees and crew members shall be informed of the signs of frostbite and encouraged to report signs immediately.
- Warm sweet drinks and soup should be provided during breaks to increase fluid volume/caloric intake.
- Drinking coffee should be discouraged because of the diuretic effect.

9.7.3.4 Continuous exposures should not be permitted when the effective temperature (wind chill and air temperature) is below -26° F. Refer to work regimens and warm-up schedules provided in **Table 1: *"OSHA Work/Warm-Up Schedule"* and *"Cold Stress Information"*** (**Form IIPP.007**) which can be found in **Appendix "H"** of this document.

9.8 Severe Weather - Hot Environments

9.8.1 Four (4) environmental factors affect the amount of stress a worker faces in a hot work area: temperature, humidity, radiant heat (such as from the sun or a furnace) and air velocity. Perhaps most important to the level of stress an individual faces are personal characteristics such as age, weight, fitness, medical condition and acclimatization to the heat.

9.8.2 The body reacts to high external temperature by circulating blood to the skin which increases skin temperature and allows the body to give off its excess heat through the skin. However, if the muscles are being used for physical labor, less blood is available to flow to the skin and release the heat.

9.8.3 Sweating is another means the body uses to maintain a stable internal body temperature in the face of heat. However, sweating is effective only if the humidity level is low enough to permit evaporation and if the fluids and salts lost are

adequately replaced.

9.8.4 As the body continues to store heat, the individual begins to lose concentration and has difficulty focusing on a task, may become irritable or sick and often loses the desire to drink. The next stage is most often fainting and death is possible if the person is not removed from the heat stress.

9.8.5 **Heat Disorders:** The following disorders are commonly associated with heat exposure:

9.8.5.1 **Heat stroke,** the most serious health problem for workers in hot environments. Sweating stops and the body can no longer rid itself of excess heat. Signs include (1) mental confusion, delirium, loss of consciousness, convulsions or coma; (2) a body temperature of 106 degrees F or higher; and (3) hot dry skin which may be red, mottled, or bluish. Victims of heat stroke will die unless treated promptly. Call 911 immediately and then the victim must be removed to a cool area and his or her clothing soaked with cool water. He or she should be fanned vigorously to increase cooling.

9.8.5.2 **Heat exhaustion** results from loss of fluid through sweating when a worker has failed to drink enough fluids or take in enough salt or both. The worker with heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. The skin is clammy and moist, the complexion pale or flushed, and the body temperature normal or slightly higher. Treatment is usually simple: the victim should rest in a cool place and drink an electrolyte solution

9.8.5.3 **Heat cramps,** painful spasms of the muscles, are caused when workers drink large quantities of water but fail to replace their bodies' salt loss. **Fainting** (heat syncope) may be a problem for the worker unacclimatized to a hot environment who simply stands still in the heat. Victims usually recover quickly after a brief period of lying down. Moving around, rather than standing still, will usually reduce the possibility of fainting. Cramps may occur during or after working hours and may be relieved by taking liquids by mouth.

9.8.5.4 **Heat rash,** also known as prickly heat, may occur in hot and humid environments where sweat is not easily removed from the surface of the skin by evaporation. . It can be prevented by resting in a cool place and allowing the skin to dry.

9.8.6 **Severe Weather – Hot Environment Actions:** Most heat-related health problems can be prevented or the risk of developing them reduced. Following a few basic precautions should lessen heat stress.

9.8.6.1 **Engineering controls** including general ventilation and spot cooling by local exhaust ventilation at points of high heat production may be helpful. Shielding is required as protection from radiant heat sources.

9.8.6.2 **Work practices** such as providing plenty of drinking water -- as much as a quart per worker per hour -- at the workplace can help reduce the risk of heat disorders. Employers should also consider an individual worker's physical condition when determining his or her fitness for working in hot environments. Older workers, obese workers and personnel on some types of medication are at greater risk.

9.8.6.3 Alternating **work and rest** periods with longer rest periods in a cool area can help workers avoid heat stress. If possible, heavy work should be scheduled during the cooler parts of the day and appropriate protective clothing provided.

9.8.6.4 **Acclimatization** to the heat through short exposures followed by longer periods of work in the hot environment can reduce heat stress.

9.8.6.5 **Education** is vital so that workers are aware of the need to replace fluids and salt lost through sweat and can recognize dehydration, exhaustion, fainting, heat cramps, salt deficiency, heat exhaustion, and heat stroke as heat disorders. Continuous exposures should not be permitted when the combination of ambient air temperature and relative humidity exceeds 95º F and 70% respectively. Refer to **Table II: *"OSHA Heat Index Table and Heat Stress Information"*** provided in **Form IIPP.008**) which can be found in **Appendix "I"** of this document.

9.9 California's Heat Illness Prevention Standard: The following procedures have been established concerning ESPN employees and crew members working outdoors at Event Sites located in California: on all days during which the temperature exceeds 80 degrees Fahrenheit, employees and crew members will be provided with: (1) easy acess to shade; (2) preventative cool-down rest periods; and (3) fresh, pure and suitably cool water.

9.9.1 **Access to Shade**

9.9.1.1 When the temperature exceeds 80 degrees Fahrenheit, suitable areas with shade will be made available to employees and crew members as close as practical to their working area;

9.9.1.2 When the temperature is below 80 degrees Fahrenheit, employees and crew members may request, and will be promptly provided access to a shaded area.

9.9.2 **Cool-down breaks**

9.9.2.1 Employees and crew members shall be provided and encouraged to take preventative cool-down rest breaks in a shaded area. These "cool-down" rest breaks are in addition to their regular 10-minute rest breaks.

9.9.2.2 These cool-down rest breaks shall last five minutes, or until such time as the employee or crew member feel ready to resume their work duties and they have no signs or symptoms of heat illness.

9.9.2.3 When the employee or crew member feels the need to take a cool-down rest break to protect to themselves from overheating, they must promptly move to the fixed shaded area.

9.9.2.4 At any time during the employee or crew member's shift, their supervisor may also require that they take a cool-down rest break in order to prevent the employee or crew member from overheating.

9.9.2.5 During the time that the employee or crew member is taking a cool-down rest break Operations Management should:

9.9.2.5.1 Monitor the employee or crew member and ask if they are experiencing symptoms of heat illness. If the employee or crew member exhibit any signs or report experiencing any symptoms of heat illness while taking a preventative cool-down rest break, appropriate first-aid or emergency response procedures should be implemented.

9.9.2.5.2 Employees and crew members are encouraged to remain in the shade until such time as they feel ready to resume their work duties and they have no signs or symptoms of heat illness; and,

9.9.2.5.3 Not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event less than 5 minutes in addition to the time needed to access the shade.

9.9.3 **Provision of Cool Drinking Water**

9.9.3.1 Employees and crew members should be encouraged to drink at least one quarter of water each hour.

9.9.3.2 Fresh, pure and suitably cold water should be readily accessible

9.9.3.3 On particularly hot days, employees and crew members should be encouraged to consume water more frequently, often in smaller quantities each time, consuming up to four cups per hour

9.10 Wildfire Smoke: The following procedures have been established for implementation to minimize crew member exposure to air contaminants present when wildfires occur in

proximity to remote events. These topics are also captured in a guidance document posted in Appendix "T" (Form IIPP.019) in Section 26 of this program.

9.10.1 Health Effects from Wildfire Smoke

9.10.1.1 Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is "particulate matter," the tiny particles suspended in the air. The smallest—and usually the most harmful—Particulate Matter (PM) is called PM2.5 because it has a diameter of 2.5 micrometers or smaller.

9.10.1.2 Particulate matter may irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter may also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death. People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects. Note that some people are more sensitive to particulates and may experience health effects at lower exposure levels than others.

9.10.2 Methods to protect Crew Members from wildfire smoke

9.10.2.1 When an Operations Producer is made aware of the presence of wildfires in a region where a remote event will occur, they should first ascertain the Air Quality Index (AQI) for that location. You can monitor the current AQI at www.airnow.gov. Enter the state of interest and the zip code for local AQI levels shown in a color-coded map. These color codes correspond to levels of concern ranging from "Good" (AQI 0 to 50) to "Hazardous" (AQI 301 to 500) as shown in the table below.

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201 to 300	Health alert: everyone may experience more serious health effects.
Hazardous	301 to 500	Health warnings of emergency conditions. The entire population is more likely to be affected.

9.10.2.2 Upon notification that the AQI approaches “Unhealthy for Sensitive Groups” (101 to 150), Operations Producers should communicate exposure levels with crew members. Any crew members who feel that they fall into this group of individuals affected by lower levels should approach the Operations Producer to discuss taking some of the below precautions earlier.

9.10.2.3 Upon notification that the AQI approaches “Unhealthy” (151 or greater), Operations Producers will utilize multiple levels of control based on operational needs. Some examples include, but are not exclusive, to the following:

- Locating work in enclosed structures or vehicles where the air is filtered.
- Reducing work time in areas with unfiltered air.
- Increasing rest time and frequency, and providing a rest area with filtered air.
- Reducing the physical intensity of the work to help lower the breathing and heart rates.

9.10.2.4 It may also include periodically monitoring AQI during the nearby wildfire, and communicating with crew members. When the current AQI is 151 or greater, ESPN operations will provide N95 disposable particulate respirators for voluntary use to crew members. If the current AQI is greater than 500, respirator use is required.

9.10.3 Medical Treatment

9.10.3.1 If a crew member is experiencing signs of injury or illness due to the wildfire smoke exposure, they should contact their supervisor. If a crew member is experiencing difficulty breathing, please call 911.

9.10.4 Communication

9.10.4.1 Air quality related to wildfire smoke will be communicated with crew members at crew calls. Crew members are encouraged to inform their supervisors if they notice the air quality is getting worse or if they are suffering from any symptoms due to air quality.

9.10.5 N95 Disposable Particulate Respirators

9.10.5.1 ESPN will provide N95 respirators for voluntary use (available through Grainger, Part #14F203). N95 respirators may not be used if AQI exceeds 500.

9.10.5.2 Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke.

9.10.5.3 Read and follow the manufacturer’s instructions on the N95 respirator’s use.

9.10.5.4 N95 respirators will not protect against gases or vapors, and it will not supply oxygen.

9.10.5.5 Crew Members should keep track of their N95 respirator and shall not be shared.

9.10.5.6 Crew Members who have a heart or lung problem should ask their doctor before using a N95 respirator.

9.10.6 N95 Respirator Use

9.10.6.3 Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.

9.10.6.4 Pinch the metal part (if there is one) of the N95 respirator over the top of the nose so it fits securely.

10 First Aid

10.1 ESPN requires that a first aid kit be maintained in a convenient location at each Remote Operations Site. Operations Management is responsible to ensure that first aid kits are:

- Placed in appropriate locations,
- Properly stocked and maintained,
- Inspected periodically, but not less than monthly, and
- Available for use at any time employees and crew members are working at the remote operations Event Site.

10.2 **If an employee or crew member is experiencing a medical emergency, including, but not limited to, the following symptoms or conditions: unconsciousness or unresponsiveness, severe bleeding, chest pain, difficulty breathing, or seizure, immediately call 911.**

10.3 First aid supplies are only provided for **self-administration by the employee or crew member. DO NOT ADMINISTER FIRST AID TREATMENT; DO NOT PROVIDE MEDICAL ADVICE OR TREATMENT; and, DO NOT DISCUSS PERSONAL MEDICAL ISSUES.** Simply allow the employee or crew member to choose the first aid supply they wish to use.

10.4 Employees and crew members with occupational injuries that require any medical treatment, which prevents them from performing their normal job duties or which may be OSHA recordable, must report those injuries to the on-site Operations Manager, Operations Producer and/or Technical Manager as soon as possible.

10.5 First aid kits should not be used by anyone who is not an ESPN employee or crew member.

10.6 Common medical conditions and related first aid treatment guidelines are included in the ***"First Aid At A Glance"*** guidelines (**Form IIPP.009**) which can be found in **Appendix "J"** of this document.

11 Fire Prevention Policy

11.1 Operating Guidelines: The following Operating Guidelines are to establish protocols for preparing for, identifying and responding to fire emergencies during work associated with Remote Operations.

11.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that fire prevention is appropriately addressed at Remote Operations sites in compliance with these guidelines.

11.3 Fire Prevention – General Requirements: Protection of employees, crew members, and the general public, will be an essential consideration when planning fire prevention activities at an Event Site. The following safety requirements should be addressed.

11.2 Fire Prevention: The primary objective of a fire protection program is that of fire prevention. This means don't let fires get started. Recognition of existing and potential hazards along with frequent inspection of the venue are two major steps we can take in our fire protection program. The following list of controls and/or rules will assist us in reaching our primary objective of fire prevention. **NO SMOKING** signs should be posted in restricted areas and must be strictly enforced.

11.2.1 NO SMOKING in any structure or tent.

11.2.2 Poor housekeeping is a major fire hazard. Regular clean-up of scrap materials, and debris is mandatory.

11.2.3 Inspection of electrical equipment shall be a daily task. All loose, frayed or defective electrical equipment must be removed from service, tagged, and either repaired or replaced. Never daisy chain power strips.

11.2.4 Use only approved containers for fuel storage. Never transfer flammable liquids from a metal container to a plastic container.

11.2.5 Refuse cans, with lids where required, should be provided in convenient locations

11.2.6 All motors and engines must be shut off during refueling operations.

11.2.7 Temporary heating devices should not be used unless with proper authorization. These devices must be monitored during all hours in which they are used.

11.2.8 Access to fire hydrants must be maintained at all times. Minimum distance of 20’ shall be maintained on all roadways.

11.2.9 **Portable Fire Extinguishers:** Portable fire extinguishers shall be located inside

every office trailer, tent and mobile unit and should be placed in convenient outdoor locations throughout the venue site. Mounting should be unobstructed and available for immediate use.

11.2.9.1 ABC Dry Chemical Fire Extinguishers shall be located so as to limit travel to 75' in any direction to access.

11.2.9.2 All tented structures shall have a Multi-purpose Dry Chemical Fire Extinguisher mounted and immediately accessible.

11.2.9.3 Food service areas, and areas of gathering (i.e. offices, production areas) will be supplied with Multipurpose Dry Chemical Fire Extinguishers.

11.2.9.4 Food cooking areas utilizing open flame sources or deep fry cookers, shall be equipped with "K" Rated kitchen fire extinguishers.

11.2.9.5 Fire extinguishers must be fully charged and equipped with current inspection stickers.

11.2.9.6 Accessibility to fire extinguishers must be maintained at all times.

11.2.9.7 Flammable/Combustible spillage in the storage areas should not be allowed to accumulate, but must be cleaned up as soon as possible.

11.3 Evacuation Routes: Evacuation and escape routes shall be kept free of obstructions at all times.

11.4 Fire Extinguisher Use:

11.4.1 Make sure you are familiar with the location of fire extinguishers.

11.4.2 Never tamper with a fire extinguisher.

11.4.3 Never reuse an extinguisher; once the pin has been pulled, and the unit discharged, the extinguisher must be recharged.

11.4.4 Use the right type of extinguisher for the class of fire you are fighting.

11.4.5 Only use fire extinguishers on incipient level fires (small fires such as a trash can fire) that can be easily controlled and only use a fire extinguisher if you feel safe to do so.

11.4.6 Never let the fire get between you and the exit.

11.4.7 Employees and crew members should be familiar with the **P.A.S.S.** method to use a fire extinguisher:

P = **Pull** the Pin
A = **Aim** the Extinguisher at the leading edge of the fire, at the base of the fire.
S = **Squeeze** the Handle
S = **Sweep** the nozzle back and forth in a sweeping motion.

11.4.8 Don't attack the top of the flames; always attack the source or base.

11.4.9 Don't start and stop the flow of the agent from the extinguisher; this could allow the flames to re-ignite.

11.5 PROCEDURES FOR WHEN A FIRE IS DISCOVERED

11.5.1 Use the **RACE Method** to determine appropriate response:

R = RESCUE: What is the situation? Rescue persons immediately.
A = ACTIVATE: Notify the appropriate authority, no matter how small the fire.
C = CONFINE: Confine incident to the smallest area possible.
E = EVACUATE: Remove personnel from the area.

12 Fall Prevention/Protection

12.1 Purpose: This section establishes guidelines relative to the Fall Prevention/Protection policy for ESPN. This section defines the practices and procedures used to protect employees and crew members required to work in areas where fall hazards are present or may occur.

12.2 Scope: These guidelines apply to all employees and crew members who must work from elevated surfaces, and to the design and operation of facilities where fall hazards are present or may occur. The ESPN Fall Prevention/Protection program has been developed to comply with fall protection requirements established by the Occupational Safety and Health Administration (OSHA). It is not the intent of this program to outline every requirement relative to fall prevention/protection. Therefore any fall prevention/protection questions not answered by this program should be forwarded to the ESPN Safety & Health Department. These guidelines do not apply to:

- Work being performed from portable ladders

12.3 Hierarchy of Controls: ESPN will take all practical measures to eliminate, prevent and control fall hazards. Work sites and activities shall be surveyed to identify areas where fall hazards are present or may occur. Good fall prevention/protection control calls for a prioritized system to tackle foreseeable fall hazards. Sometimes used in combination, the following hierarchy is in order of importance:

12.3.1 **Eliminating fall hazards:** Elimination of fall hazards is the first and best line of defense against falls from heights. If the hazard is eliminated, then employees and crew members are not put at risk. For example, if an employee or crew member can operate effectively from a ground level platform instead of a raised platform, the fall hazard has been effectively eliminated.

12.3.2 **Preventing fall hazards by guarding:** Preventing fall hazards is the second line of defense when fall hazards cannot be entirely eliminated. This involves making changes to the workplace to eliminate the need for personal protective equipment or administrative techniques. Examples include providing same-level barriers, such as floors, walls, covers, guardrails, handrails and fall restraint systems to prevent the worker from direct and unprotected exposure to a fall hazard.

12.3.3 **Arresting falls:** Arresting falls is the last line of defense. Fall arrest should be considered only after determining that the fall hazard cannot be eliminated or the possibility of fall prevented. This is the domain of fall protection devices, and calls for equipment such as: safety nets, harnesses, lanyards, shock absorbers, fall arresters, lifelines and anchorage connectors.

12.4 Management Responsibilities: Operations Management is primarily responsible for ensuring that the Fall Prevention/Protection Program is implemented and enforced during Remote Operations. This responsibility includes the following:

12.4.1 Ensuring all managers and supervisors who monitor and oversee the activities of employees and crew members exposed to fall hazards have successfully completed a fall protection safety briefing.

12.4.2 Ensuring only employees and crew members who have completed a safety briefing in fall protection are allowed to work in areas where fall hazards are present or may occur. NOTE: Safety briefings shall be provided by Operations Management or a qualified training provider such as SPSG. At minimum, fall protection safety briefing shall include:

12.4.2.1 The nature of fall hazards in the work area.

12.4.2.2 The correct procedures for maintaining and inspecting the fall protection systems to be used.

12.4.2.3 The use and operation of guardrail systems, personal fall restraint systems, or other protection to be used.

12.4.3 Conducting fall prevention/protection hazard assessments of locations at Event Operations venues.

12.4.4 Providing the required personal fall protection equipment to employees and crew members prior to such work beginning.

12.4.5 Management shall enforce the company policies when noncompliance is observed.

12.5 Employee and Crew Member Responsibilities: employees and crew members are responsible for the following:

12.5.1 Attending and successfully completing safety briefings when assigned.

12.5.2 Complying with the guidelines contained in this program and those specified by management.

12.5.3 Using appropriate company issued fall protection equipment when working in areas where fall hazards are present or may occur. Please see the ***"How to put on a Fall Protection Harness"*** information sheet (**Form IIPP.010**), which can be found in **Appendix "K"** of this document.

12.5.4 Personally inspecting the fall protection equipment prior to each use, and for

notifying management whenever such equipment is in question, need of repair or replacement.

12.5.5 Ensuring the proper care of fall protection equipment under their use and/or control.

12.5.6 For ensuring that company issued equipment is returned to the company.

12.6 ESPN Safety & Health Department Responsibilities: The ESPN Safety & Health and Safety Department is responsible for the following:

12.6.1 Maintaining and administering the Fall Prevention/Protection Program.

12.6.2 Assisting Operations Management with assessing operations and making determinations of the types and applications of Personal Fall Protection Systems/Equipment to be used by ESPN employees and crew members.

12.6.3 Recommending and approving equipment vendors and specific fall protection equipment for use during ESPN remote operations.

12.6.4 To provide on-site assessment, if practical, of work situations where the use and/or need for specific fall protection systems and equipment is in question.

12.6.5 Exercising the authority to enforce the use of fall protection equipment when conducting Event Site evaluations, inspections, or observations.

12.6.6 Maintaining the ESPN Fall Prevention/Protection safety briefing database.

12.6.7 Evaluating and providing approved safety briefing programs/vendors for use by Operations Management.

12.6.7 Conducting a periodic review of the Fall Prevention/Protection Program.

12.7 Fall Protection Equipment Purchase: Please see the ***"Recommended Fall Protection Equipment Inventory"*** sheet, (**Form IIPP.0011**, which can be found in **Appendix "L"** of this document, for descriptions and digital images of fall protection equipment typically used in remote operations. Miller fall protection equipment can be obtained Grainger. The ESPN Account rep is:

Company	Phone	Website	Contact
GRAINGER	347-552-1596	http://www.grainger.com/	Michael Lockward

NOTE: Please direct any questions regarding Fall Protection Equipment inventory/ordering to the ESPN Safety & Health Representative.

12.8 Operating Guidelines: The following Fall Prevention/Protection Operating Guidelines must be followed during all work associated with remote operations.

CAUTION: No employee or crew member shall work in areas where a fall hazard is present or may occur, or use fall protection equipment until they have completed a fall protection safety briefing.

12.8.1 **General:** Standard guardrail systems or barrier walls are the primary means of protecting employees and crew members on elevated walking/working surfaces. When such systems are not present or feasible, employees and crew members shall use Personal Fall Arrest or Restraint Systems whenever they work within six (6) feet of an unprotected edge or in work situations outlined in this program.

12.8.2 **Body harnesses** used in conjunction with a lanyard, lifeline and anchorage point are the only personal fall arrest equipment approved for use for all elevated work where there is a potential of fall greater than four (4) feet (or 30” in the state of California).

12.8.3 **Body belts** are prohibited for use as part of a Personal Fall Arrest System. Body belts are approved for use to restrain crew members at elevated work locations where they are designed and installed to prevent employees and crew members from reaching an area (e.g. unprotected edge) where a fall could occur.

12.8.4 **Floors, Platforms, Scaffolds, and Camera Baskets:** All open sides of floors, floor openings, platforms, camera baskets, scaffold platforms, runways, and pits which are four (4) feet or more above a lower level (or 30” in the state of California), will be guarded in accordance with OSHA requirements, by use of standard railings (or equivalent barrier).

12.8.5 Camera platforms which have OSHA-compliant rails will require the appropriate application of a fall restraint system if any section of the top rail must be removed or lowered to accommodate camera operation. Fall restraint equipment must be donned prior to removal of the top rail and it must meet the following requirements:

- The system must be attached to a substantial anchorage point capable of supporting at least 200 pounds;
- The complete system (body belt or harness, lanyard and connecting

devices) must be able to prevent the employee or crew member from reaching the exposed edge of the platform;

- The fall restraint system must be employed before removing the top rail and at all times that the rail is down; and,

- The employee or crew member must have received a safety briefing on the application and limitation of a fall restraint system.

12.8.6 Openings for ladderways that penetrate floors or platforms (floor openings) will be guarded by use of a standard railing with standard toe boards on all exposed sides (except at the entrance to the ladder opening) with the passage through the railing for the ladder provided with a self-closing swinging gate or so offset that a person cannot walk directly into the opening.

12.8.7 Areas less than four (4) feet high will be guarded when adjacent to or over hazardous equipment or machinery. When installation of standard railings is not feasible due to physical limitations or operational restrictions, the following will apply: A permanent, conspicuous line (or other approved means of identification) will be applied on the working surface at a distance six (6) feet back from the unprotected edge(s), to identify a “Fall Hazard Zone”. Work performed inside of the “Fall Hazard Zone” requires the use of an approved Personal Fall Arrest System.

- Where work is performed within locations where it is not feasible or practical to apply floor markings six (6) feet back from an unprotected edge(s), employees and crew members shall be instructed to remain at least six (6) feet clear of open edges and to use appropriate fall protection equipment when working within this zone.

12.8.8 **Berms, Walls, and Non-Performance Show Sets:** Generally any work above ground level performed from these surfaces will be done through use of portable ladders, scaffolds, or aerial work platforms. When such devices cannot be used, appropriate fall protection equipment shall be used when the working surface is:

12.8.8.1 Four (4) feet or more above a lower level (or 30” in the state of California), and

12.8.8.2 The work requires access to within six (6) feet of an unprotected edge, or

12.8.8.3 The surface has slope greater than 4 in 12 (vertical to horizontal) and which ends in a vertical edge that is four (4) feet or more above a lower level.

12.8.9 **Live Performance Stages and Show Sets:** Live performances do not generally require use of standard railings on stages. However, the Safety & Health Department, through participation in the show design review process, may require

the use of personal fall arrest equipment or restraint systems for live performance stages and show sets and/or specific performance elements.

12.8.9.1 The work required to set-up/strike stage sets or the performance of maintenance requires that employees and crew members be protected from falls from stage or appurtenant stage surfaces which are four (4) feet or more above a lower level. This protection will be provided by either use of personal fall protection equipment, temporary work platforms or temporary guardrail systems. Fall protection is not required when such work is performed from portable ladders unless those ladders are within a fall hazard zone.

12.8.10 **Roofs:** Personal Fall Arrest Systems shall be used on rooftops when:

12.8.10.1 Work is required to be performed within six (6) feet of an unprotected roof edge,

12.8.10.2 When work is performed on any roof that has a slope greater than 4 in 12 (vertical to horizontal) and the height above a lower level is four (4) feet or greater, or

12.8.10.3 When working within six (6) feet of an unguarded skylight.

12.8.10.4 Use of a Personal Fall Arrest System is not required when simply stepping onto or off of a roof at a ladder or stair access point.

12.8.11 **Vehicles and Watercraft:** Employees or crew members working atop vehicles or watercraft where a fall hazard of more than four (4) feet (or 30” in the state of California) exists will be protected by appropriate fall protection equipment (e.g. Personal Fall Arrest System) attached to a certified anchorage point, or through use of temporary work platforms installed to prevent falls to a lower level.

12.8.12 **Work Conducted over Water:** Employees or crew members fall protection during work conducted over water will be determined based on the greater of the hazard, the water or a fall. Where water is the greater hazard, crew members shall be required to wear personal flotation devices (PFD) at all times during the work. Where the greater hazard is a fall, a Personal Fall Arrest System shall be used and secured to a certified anchorage point. In some cases the use of a PFD and a Personal Fall Arrest System may be required. ESPN Safety & Health should be contacted for guidance when work involves working over water.

12.8.13 **Aerial Work Platforms:** Generally speaking aerial work platforms include, but are not limited to, the following pieces of equipment:

- Bucket Truck
- High Reach

- Knuckle High Reach
- Scissors Lift
- Vertical Lift

12.8.13.1 Employees and crew members working in aerial work platforms, excluding scissors lifts, are required to utilize approved Personal Fall Protection Equipment at all times.

12.8.13.2 Employees and crew members working in scissors lifts that have the potential for the guardrails to be removed must have approved Personal Fall Protection Equipment readily available for use whenever the guardrails are removed.

12.8.13.3 Lanyards of Personal Fall Arrest Systems shall only be attached to designated anchorage points installed by the manufacturer of the aerial work platform. Lanyards of Personal Fall Protection Equipment used for fall restraint may be attached to alternative locations as approved by the manufacturer.

12.9 Safety Briefings: Operations Management who monitor and oversee the activities of employees and crew members exposed to fall hazards; specify and/or procure fall protection equipment; inspect and maintain fall protection equipment; and/or, provide on-site fall prevention/protection safety briefings, shall attend the Fall Protection safety briefing conducted by a Safety & Health Department approved training provider such as SPSG or other competent persons.

12.9.1 All employees and crew members whose role requires working within a fall hazard zone shall receive a job and/or area-specific fall protection safety briefing conducted in the local area by qualified Operations Management. All employees and crew members must receive safety briefings in the specific fall protection procedure to be followed on a given site. Operations Management is responsible for ensuring employees and crew members have received instruction in fall protection procedures and proper use of fall protection equipment.

12.9.2 No employees or crew members shall work in an area where a fall hazard is present or may occur until he/she has completed a fall protection safety briefing.

12.10 Personal Fall Protection Equipment Inspection: Area management shall require a pre-use inspection of all Personal Fall Arrest and Fall Restraint System components.

12.10.1 All equipment that has been subjected to a “free fall” of any distance shall be immediately removed from service until they can be thoroughly inspected by a competent person.

12.10.2 Inspections shall be conducted in accordance with the manufacturer recommendations for all pieces of equipment.

12.10.3 Any fall protection equipment that does not meet the appropriate inspection parameters shall be immediately removed from service and permanently destroyed to prevent use.

12.10.4 Pre-use visual inspection of Personal Fall Arrest System components and/or equipment shall include the following:

12.10.4.1 **Anchorage Point Inspection:** Anchorage points shall be inspected visually by the user prior to each use. Should the pre-use inspection reveal any defect as noted below, the anchorage shall not be used. The following items shall be looked for during the anchorage point pre-use inspection:

- Bent, deformed, cracked, loose, or worn anchorage
- Damage to structure supporting the anchorage point
- If anchorage or supporting structure is of questionable strength (for any reason)
- Corrosion

12.10.4.2 **Harness/Belt Inspection:** Harnesses and body belts shall be inspected visually by the user prior to each use. Should the pre-use inspection reveal any defect as noted below, the harness/body belt shall not be used. The following items shall be looked for during the pre-use inspection:

- Begin at one end, hold the body side of the harness toward you, grasping the harness straps with your hands six (6) to eight (8) inches apart.
- Bend the belt in an inverted “U.” Watch for frayed edges, broken fibers, pulled stitches, cuts or chemical damage.
- Check D-rings and D-ring metal wear pads for distortion, cracks, breaks, and rough or sharp edges.
- The D-ring bar should be at a 90-degree angle with the long axis of the belt or harness strap and should pivot freely.
- Attachment of buckles and D-rings should be given special attention. Note any unusual wear, frayed or cut fibers, or distortion of the buckles. Rivets should be tight and irremovable with fingers. Body side rivet base and outside rivets should be flat against the material.
- Inspect for frayed or broken strands. Broken webbing strands generally appear as tufts on the webbing surface. Any broken, cut or burnt stitches should be readily seen.

- Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. Rollers should turn freely on the frame. Check for distortion or sharp edges.

- Inspect the friction buckle for distortion. The outer bar or center bars must be straight. Pay special attention to corners and attachment points of the center bar.13.10.4.3 **Lanyard Inspection:** Begin at one end and work to the opposite end. Slowly rotate the lanyard so that the entire circumference is checked. Spliced ends require particular attention. Hardware should be examined for cracks, corrosion, distortion, or pitted surfaces.

12.10.4.4 **Retractable Lifeline Inspection:** Both permanently attached and portable retractable lifelines are available for use. Inspect the lifeline by slowly pulling it out to its full length to assure the cable or fabric is not frayed, kinked, or worn in any way. Test the braking mechanism by pulling down quickly on the lifeline to assure the brake catches and holds. Look for worn, broken or defective parts of the lifeline housing. Inspect for any deformities, cracks, or wearing of attachment point on the housing.

12.10.4.5 **Shock-Absorbing Pack Inspection:** Examine the outer portion of the pack for burn holes and tears. Examine the stitching on areas the pack is sewn to the D-ring, belt or lanyard for loose strands, rips and deterioration.

12.10.4.6 **Snaphooks and Carabiners:** Check to ensure that it operates freely and the keeper locks automatically when released. Inspect for signs of damage, any bent cracked, or distorted components. Units that do not pass this inspection or have been subjected to fall arresting forces must be removed from service.

12.10.4.7 **Restraint System Inspection:** As applicable, inspections shall be conducted of all Restraint System components as those discussed above for Personal Fall Arrest Systems. Any piece of equipment which does not meet acceptable inspection parameters shall be immediately removed from service.

12.10.5 Please see the ***"Fall Protection Equipment Inspection Guidelines"*** sheet, (**Form IIPP.012**), which can be found in **Appendix "M"** of this document for further information on inspection and maintenance of fall protection equipment.

12.11 Violations: The requirements and associated responsibilities identified in this procedure are based on the requirements of the Occupational Safety and Health Administration (OSHA). Failure to meet these requirements could result in injury of employees, crew

members or public bystanders, damage to property or equipment, and/or monetary penalties from regulatory agencies.

12.11.1 Violations of this procedure represent violations of federal law and ESPN policy. ESPN Safety & Health Policy, requires that appropriate corrective action, according to the company's disciplinary policy, be taken with respect to any employee who violates government safety and health regulations, company policies and procedures, or who fails to exercise proper care to ensure compliance with these procedures. If a crew member violates ESPN's procedures, Operations Management shall contact the crew member's employer to ensure that appropriate corrective action is taken or that the crew member is not assigned to work future ESPN Remote Events.

12.12 Definitions:

12.12.1 **Anchorage Point:** A secure point of attachment for lifelines, lanyards, or deceleration devices that is capable of supporting a 5000 pound load per person.

12.12.2 **Body Belt:** A strap with means both for securing it above the waist and for attaching it to a lanyard, lifeline or deceleration device. Body belts must be approved by ANSI. NOTE: BODY BELTS ARE NOT ACCEPTABLE AS PART OF A PERSONAL FALL ARREST SYSTEM, however, they are acceptable as part of a fall restraint system.

12.12.3 **Body Harness:** Straps that may be secured about the person in a manner that will distribute the fall arrest forces over the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personal fall arrest system. Body harnesses must be approved by ANSI.

12.12.4 **Competent Person:** One who is capable delivering a safety briefing to help people to recognize existing and predictable fall hazards in the work area and to identify and utilize appropriate fall protection systems. Each competent person shall have successfully completed a fall protection safety briefing, area-specific fall hazard safety briefings and be totally knowledgeable about the fall hazards present in his/her work area(s).

12.12.5 **Deceleration Device:** Any mechanism, such as a rope grab, rip-stitch lanyard, specially-woven lanyard, tearing and deforming lanyard, automatic self-retracting lifelines/lanyards, etc., which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limit the energy imposed on a person during fall arrest. Deceleration devices must be ANSI approved.

12.12.6 **Fall Hazard Zone:** Any portion of a walking/working surface located four (4) feet or more above a lower level (or 30" in the state of California) and within six (6) feet of

an unprotected edge. An area in which a Personal Fall Systems or temporary guarding must be used in order for work to take place. This does not apply to steep roofs having a slope greater than 4 in 12 (vertical to horizontal), in which case, use of a Personal Fall Arrest System is always required.

12.12.7 **Free-Fall:** The act of falling from an elevated walking/working surface before a Personal Fall Arrest System begins to apply force to arrest a fall.

12.12.8 **Guardrail System:** A barrier erected to prevent a person from falling to lower levels from an elevated walking/working surface. As applicable, all guardrail systems shall be constructed to meet requirements outlined by the Occupational Safety and Health Administration (OSHA). In general, guardrails must be installed with the top rail between 39 and 42 inches high and a midrail at 21 inches high. Top guardrails must be able to withstand a force of 200 pounds applied in any direction.

12.12.9 **Lanyard:** A flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body belt or harness to a deceleration device, anchorage, or lifeline. Lanyards must be ANSI approved.

12.12.10 **Lifeline:** A component consisting of a flexible line for connection to an anchorage at one end to hang vertically, or for connection to anchorage's at both ends to stretch horizontally, and which serves as a means for connecting other components of a personal fall arrest system to the anchorage.

12.12.11 **Low-Slope Roof:** A roof having a slope less than or equal to 4 in 12 (vertical to horizontal).

12.12.12 **Lower Levels:** Those areas or surfaces to which a person can fall. Such areas or surfaces include, but are not limited to, ground levels, floors, platforms, ramps, runways, excavations, pits, tanks, material, water, equipment, structures, or portions thereof.

12.12.13 **Personal Fall Arrest System:** A system used to arrest a person in a fall. It consists of an anchorage point, connectors, and harness, and may include a lanyard, deceleration device, lifeline, or suitable combination of these. NOTE: BODY BELTS ARE NOT ACCEPTABLE AS PART OF A PERSONAL FALL ARREST SYSTEM.

12.12.14 **Positioning Device System:** A full-body harness rigged to allow a person to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning. NOTE: THE USE OF BODY BELTS AS PART OF A POSITIONING DEVICE SYSTEM IS PROHIBITED.

12.12.15 **Restraint System:** A fall prevention system consisting of a body belt or harness

and a securing rope or cable lifeline, the intent of which is to prevent the wearer from getting to a point where they could fall. Restraint Systems shall be approved by the ESPN/ABC Sports Health and Safety Department prior to installation and/or use.

12.12.16 **Rope Grab:** A deceleration device which travels on a lifeline and automatically, by friction, engages the lifeline and locks so as to arrest the fall of a person. A rope grab usually employs the principle of inertial locking, cam/lever locking, or both. Rope grabs must be ANSI approved.

12.12.17 **Self-Retracting Lifeline/Lanyard:** A deceleration device containing a drum wound line which can be slowly extracted from or retracted onto, the drum under slight tension during normal movement, and which, after the onset of a fall, automatically locks the drum and arrests the fall. Self-retracting lifelines must be ANSI approved.

12.12.18 **Snap-hook (Double-action):** A connector comprised of a self-locking keeper which remains closed and locked until unlocked and pressed open for connection or disconnection. NOTE: THE USE OF ANY SNAPHOOK WITHOUT A DOUBLEACTION SELF-LOCKING KEEPER IS PROHIBITED.

13 Scaffolding Safety

13.1 Operating Guidelines: The following Scaffolding construction, maintenance and inspection Operating Guidelines must be followed during all work associated with Remote Operations.

13.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that the scaffolding used at Remote Operations sites is erected, maintained and inspected in compliance with these guidelines and applicable OSHA requirements.

13.3 Scaffolding Erection, Maintenance and Inspection: Scaffolds shall be constructed and erected in accordance with the manufacturer's instructions or designed by a competent person. Scaffolding shall be erected, maintained and inspected by a properly trained scaffolding competent person. Since the types of scaffolds at remote sites will vary, the following are general guidelines for tubular and welded frame scaffolds:

13.2.1 All scaffolding must be rated as "Heavy Duty" and must have a minimum design strength of 75 psf. System scaffolding is the preferred type of scaffolding for ESPN operations.

13.2.2 The pipe structure, including guardrails, will be bolted, pinned or clamped at every joint.

13.2.3 Mud sills (at least 2" thick X 10" wide X 12" long lumber) shall be attached at each corner to base plates and are to be used on all verticals or bearing supports. Adjusting screws rather than blocking will be used to adjust to uneven grade conditions. NOTE: adjusting screws shall never be extended more than 12" from the base plate.

13.2.4 Plumb and level all scaffolds as erection proceeds, so that braces fit without forcing.

13.2.5 Scaffold components manufactured by different manufacturers shall not be modified in order to intermix them unless a competent person determines the resulting scaffold is structurally sound.

13.2.6 All scaffold decks more than four (4) feet in height (30" in the state of California, or if 30" rule is enforced by the local authority having jurisdiction) must be equipped with OSHA-compliant top guardrails (38 to 45" high), mid-rails and toe boards. Fall restraint systems may be used where full-height guardrails would interfere with normal camera operation, however, every effort should be made to equip all sides of scaffold decks with full guardrail systems.

13.2.7 NOTE: For any scaffold that's intended use includes permitted access to members of the general public or anyone other than credentialed work crew, the four inch

sphere rule applies. In other words, a 4" sphere cannot pass through any opening on the entire structure including the space between the bottom of the guardrail and/or stair handrails and the floor/landing decking.

13.2.8 On wall scaffolding place and maintain anchors between the structure and scaffold every fifteen (15) feet of length and twenty (20) feet of height.

13.2.9 No tower is to be erected within fifteen (15) feet of a power line less than 50 kV. Add 4 inches for each 1 kV over 50 kV.

13.3.10 All towers **of** seven (7) feet or more in height (ground to deck) will be provided with interior stairways with landings and handrails or as an alternative, with an exterior stairway built as an integral part of the tower. Stairways will have handrails on both sides of the stairway consisting of toprails, midrails, and landings.

13.3.11 Towers less than seven (7) feet in height, if not provided with interior stairways, will be provided with either an exterior stairway or fixed ladder securely affixed to the structure and secured at ground level. The fixed ladder shall have flat rungs and will extend a minimum of 42 inches above the platform-working surface.

13.3.12 All scaffold towers will be braced with stiff legs at each vertical member on each side of the tower. In addition, towers of twenty (20) feet or more in height (and/or towers erected on slopes) shall be anchored with appropriate guy wires/straps at each corner. These cables/straps shall be checked regularly (at least once at the beginning of each work day and after significant wind, rain or any other event which could conceivably cause loosening of the anchors).

13.3.13 Stiff legs and guy wires/straps shall not extend into areas subject to vehicular traffic and shall be protected by fencing, barricades or other acceptable means at ground level. In addition, guy wires/straps shall be marked with highly visible flags or caution tape at three (3) feet and six (6) feet above ground level.

13.3.14 All scaffold towers of twenty five (25) feet or more in height and all scaffold towers wrapped in scrim, banners or any other facing which impacts wind loading shall be designed by a Professional Engineer (PE). Design specifications shall be maintained on site at all times. Scaffold platforms must be designed to resist a wind load of at least 70 mph.

13.3.15 Scaffolds and their components shall be capable of supporting, without failure, at least four (4) times the maximum intended load.

13.3.16 Roofs will be constructed to protect employees, crew members, and equipment from weather conditions if deemed appropriate by the specific remote management. Canvas awnings will be equipped with a "break away" in the event of severe wind.

Contractors will be instructed to consider maximum wind lift when installing a roof.

13.3.17 **Inspections:** Scaffolds must be inspected at the beginning of each workday by a trained Scaffolding Competent Person and documented on an appropriate scaffolding inspection form such as the ***"SPSG Scaffold Pre-Use Inspection Checklist"*** (**Form IIPP.013**) can be found in **Appendix "N"** of this document. This form or equivalent can be used to document inspections. Daily inspection report forms shall be submitted to onsite Operations Management. All identified deficiencies shall be corrected prior to scaffold usage. Scaffolds shall be tagged in the following manner:

- RED tags mean DO NOT USE
- YELLOW tags mean CAUTION (with notation as to why)
- GREEN tags mean OK TO USE

13.3.18 Completed scaffolding safety checklist forms (ESPN Scaffolding Inspection Checklist below or equivalent) should be maintained by Operations Management and submitted to the ESPN Safety & Health office at the end of the event.

14 Aerial Lift Safety

14.1 Operating Guidelines: The following Operating Guidelines for use of aerial lifts must be followed during all work associated with Remote Operations.

14.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that aerial lifts used at Remote Operations sites are used in compliance with these guidelines and applicable OSHA requirements.

14.3 Aerial Lifts – General Requirements: For the purposes of this section "Aerial Lift" refers to any articulated or telescopic boom lift, truck lift, bucket lift, scissor lift or other form of equipment utilized to lift equipment and/or personnel above the ground as defined by OSHA at 29CFR1910.67 with the exception of Powered Industrial Trucks (Forklift Trucks) as defined by OSHA at 29CFR1910.178. Note that Forklift trucks may NEVER be used to lift personnel under any conditions.

14.4 All aerial devices utilized by employees and crew members shall be designed, manufactured, and operated in accordance with one of the following ANSI Standards:

- A92.2 – 1900 Vehicle Mounted Elevating and Rotating Aerial Devices
- A92.5 – 1992 Boom-Supported Elevating Work Platforms
- A92.6 – 1900 Self – Propelled Elevating Work Platforms

14.5 Manufacturers of aerial devices are required by ANSI standard to publish a manual for the equipment that contains the following information:

14.5.1 Description, specification, and capacity of the aerial device

14.5.2 Instructions for installing or mounting the aerial device

14.5.3 An expression of the operating pressure of any hydraulic or pneumatic system that is part of the aerial device

14.5.4 Instructions regarding operation and maintenance

14.5.5 Replacement part information

14.6 Equipment vendors shall include an Operator's Manual with each piece of equipment delivered. These equipment manuals shall be obtained by Operations Management when the lift is delivered to the site and a copy shall be kept with the equipment at all times. Operations Management shall ensure that copies of the manual are readily available in the field. All Aerial Lifts must be delivered in good working condition and must be inspected by the equipment vendor immediately prior to equipment delivery. Equipment must be equipped with a pre-use inspection tag and a current annual inspection tag.

14.7 Equipment must be in presentable condition without significant rusting, chipping or paint overspray.

14.8 The manufacturer is also required to attach to each aerial device a plate(s) located in a readily accessible area, clearly visible, stating the following:

14.8.1.1 Make, model, and manufacturer's serial number

14.8.1.2 Rated capacity

14.8.1.3 Platform height

14.8.1.4 Maximum recommended operating pressures of hydraulic or pneumatic system(s) or both

14.8.1.5 Cautions or restrictions

14.8.1.6 Operating instructions

14.8.2 Where alternative configurations are possible, the plate must show by chart the capacities of all combinations in their operating positions and cautions or restrictions for operation of all alternate configurations. The Operations Manager, Operations Producer and/or Technical Manager shall ensure that these plates are present on each piece of equipment. Plates shall not be removed from the device, painted over, or otherwise made unavailable for reference by the operator.

14.8.3 Aerial lifts may not be field modified for uses other than those intended by the manufacturer without prior approval from the ESPN Safety & Health Department. Any proposed alteration must be submitted in writing to the ESPN Safety & Health Department for approval. All other uses shall be in a manner consistent with the manufacturer's manual and this program.

14.9 Safety Briefing: Only those employees and crew members who have received a safety briefing in the use of a specific type of aerial lift may use that lift. These safety briefings must be conducted a properly qualified trainer or an approved vendor At a minimum, safety briefings shall include the following:

- Review of OSHA's Vehicle Mounted Elevating and Rotating Work Platforms Regulation, 29 CFR 1910.67
- Hazards of equipment operation
- General safety principles and review of equipment safety features
- Specific equipment use procedures

14.9.1 All employees and crew members whose role requires operation of an aerial lift shall receive job and/or area-specific fall protection

14.9.2 No employees or crew member shall work in an area where a fall hazard is present or may occur until he/she has completed a fall protection safety briefing.

14.9.3 When equipment modifications are made employees and crew members shall receive additional safety briefings. If aerial lifts are rented or leased, they should be rented or leased with the stipulation that on site instruction be provided for ESPN personnel on safe lift operations.

14.9.4 In the event that an aerial lift supply company provides the equipment operator, that company shall assure ESPN that their employees have been trained on the use of that specific equipment. Certificates of insurance should be obtained as part of the rental lease agreement.

14.10 Safe Operating Procedures: General operating procedures for aerial lifts are summarized below. Employees and crew members shall always follow the specific procedures identified by the manufacturer in the equipment manual.

14.10.1 Aerial Lifts may not be operated whenever winds (sustained or 3-second gusts) exceed **25 mph**. Aerial Lifts must be lowered and secured whenever winds are anticipated to reach this level.

14.10.2 Aerial Lifts for lifting employees and crew members may not be used whenever lightning is detected within **8 miles** of the location. The lift must be lowered and the operator(s) removed to a safe sheltered location before lightning reaches this distance. Aerial Lifts cannot be placed back into service until lightning has not been detected within **8 miles** for at least **30 minutes.**

14.10.3 Aerial Lifts can only be operated on relatively level and compacted surfaces (asphalt, concrete, gravel, grass, compacted soil, etc). They must never be operated on slopes exceeding the manufacturer's allowable limits or on soft/shifting surfaces that cannot sustain the load.

14.10.4 Aerial lifts operated in close proximity to electrical lines must maintain a clearance between the lines and any part of the lift of at least:

- 15 feet for power lines rated at 50kV or less
- 15 feet plus 4 inches for every 10kV in excess of 50kV

14.10.5 All power lines must be considered live until the owner of the lines or an authorized designee ensures that the lines are de-energized. The insulated portion of an aerial life may not be altered in any manner that would reduce its insulating value.

14.10.6 Whenever work is to be performed from elevated platforms in the vicinity of communication and radar equipment, prior clearance must be obtained from the installation's safety office.

14.10.7 Operators shall be alert at all times and follow the procedures identified in this program. Operators using medications that may result in drowsiness or dizziness shall not use aerial lifts.

14.10.8 The work zone of an aerial lift shall be cordoned off to prevent injury to bystanders.

14.10.9 Tying off or securing to an adjacent pole structure or equipment while working from an aerial lift is prohibited.

14.10.10 Boom and basket load limits specified by the manufacturer must not be exceeded. An aerial lift truck must not be moved when the boom is elevated in a working position with personnel in the basket except for equipment which is specifically designed for this type of operation, such as sideline vehicles.

14.10.11 Rough Terrain scissor lifts and other Aerial Lifts should be procured with leveling devices (outriggers) whenever possible. When outriggers are used, they must be positioned on pads or a solid surface and the brakes shall be set. Wheel chocks shall be installed before using an aerial lift on an incline.

14.10.12 Articulating boom and extensible boom platforms, primarily designed as personnel carriers, must have both platform upper and lower controls. Upper controls must be in or beside the platform within easy reach of the operator. Lower controls must provide for overriding the upper controls. Controls shall be plainly marked as to their function. Lower level controls shall not be used unless permission has been obtained from the employee or crew member in the lift, except in emergency situations. Aerial lifts shall not be used during electrical storms, snow or other adverse weather conditions that could endanger employees, freelancers, day hires or contractors on the platform.

14.10.13 The provisions of ANSI 92.2 Section 4.9, Bursting Safety Factor, will apply to all critical hydraulic and pneumatic components. Crucial components are those in which a failure would result in a free fall or free rotation of the boom. All non-critical components must have a bursting safety factor of at least two.

14.10 Aerial Lift Guying – Additional Safety Requirements: Aerial lifts may be stabilized with guy wires to prevent sway. Operations Management shall communicate these requirements to the operator and the camera person.

14.10.1 The following precautions must be taken to prevent inadvertent activation of the controls when an aerial lift is stabilized with guy wires:

14.10.1.1 The lift should be guyed in all directions.

14.10.1.2 Guy wires must be tagged at heights of 3 feet and 6 feet from the ground

with high visibility ribbon or tape.

14.10.1.3 Once the lift is in the desired position and guyed, either the key or the emergency shut-off shall be engaged at the base controls.

14.10.1.4 A tag must be placed on the operating controls at the base stating “DANGER - Lift is guyed, operation of the controls will cause tipping.”

14.10.1.5 The operator on the platform shall remain in visual and audible contact with personnel with access to the base.

14.10.2 UNDER NO CIRCUMSTANCES SHOULD GUY WIRES BE USED AS STABILIZERS WHEN THE GROUND IS UNSTABLE OR WIND SPEEDS EXCEED 25 MPH

14.10.3 Immediately following the use of the camera position, the following precautions must be taken:

14.10.3.1 The guy wires shall be removed when not in use by a person on the ground and stowed to prevent an entanglement hazard with the mechanics of the lift.

14.10.3.2 The person on the ground shall remove the Danger Tag, insert the key or inactivate the emergency shut-off.

14.10.3.3 The lift shall then be lowered by the person operating the base controls.

14.11 Fall Protection: A safety harness equipped with a shock-absorbing fall arrest lanyard must be worn and a lanyard attached to a suitable anchorage point on the boom or basket when working from any articulating or telescopic boom lift. Fall protection is NOT required when working from a Scissor Lift as long as all guardrails are maintained in the full upright position.

14.12 Transporting Aerial Lifts: Manufacturer instructions shall be followed before transporting aerial lifts. Aerial ladders must be secured in the lower traveling position by the locking device on top of the truck cab and the manually operated device at the base of the ladder before the truck is moved for highway travel. The Operations Manager, Operations Producer and/or Technical Manager shall ensure that each boom is properly cradled, that outriggers are in stowed positions, and other manufacturer requirements have been met before moving.

14.12.1 On-loading and off-loading aerial lifts shall be done using appropriate handling equipment and practices.

14.13 Aerial Lift Inspections: The equipment provider shall inspect all units prior to each rental and Operations Management should request proof of inspection at the time of delivery. The lift operator shall inspect and test lift controls and equipment each day prior to operation to ensure that the controls are in safe working condition. Aerial lifts must be inspected at the beginning of each workday. The *"**SPSG Mobile Aerial Platforms Inspection Checklist"*** (or equivalent) sheet, (**Form IIPP.014**), which can be found in **Appendix "O"** of this document, can be used for these inspections.

14.13.1 However, if provided in the equipment manual, use the manufacturer's safety checklist.

14.13.2 Report any unsafe conditions to Operations Management immediately and remove the equipment from service until repairs can be made.

14.13.3 Manufacturer's recommended maintenance procedures must be strictly followed. All repairs must be done by qualified personnel.

14.14 Definitions:

14.14.1 **Aerial Device:** Any vehicle mounted device, telescoping or articulating or both, which is used to position personnel.

14.14.2 **Aerial Ladder:** An aerial device consisting of a single or multiple section extensible ladders.

14.14.3 **Articulating Boom Platform:** An aerial device with two or more hinged boom sections.

14.14.4 **Extensible Boom Platform:** An aerial device (except ladders) with a telescopic or extensible boom. Telescopic derricks with personnel platform attachments shall be considered to be extensible boom platforms when used with a personnel platform.

14.14.5 **Insulated Aerial Device:** An aerial designed for work on energized lines and apparatus.

14.14.6 **Mobile Unit:** A combination of an aerial device, its vehicle, and related equipment.

14.14.7 **Platform:** Any personnel-carrying device (basket or bucket), which is a component of an aerial device.

14.14.8 **Vehicle**: Any carrier that is not manually propelled.

14.14.9 **Vertical Tower:** An aerial device designed to elevate a platform in substantially vertical axis.

15 Remote Stage Safety

15.1 Operating Guidelines: The following Operating Guidelines are to establish protocols for erecting remote stages and associated equipment for use associated with Remote Operations.

15.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that remote stages are erected and maintained appropriately at Remote Operations sites in compliance with these guidelines.

15.3 Remote Stages – General Requirements: All remote stages erected for ESPN use must be constructed of appropriate materials, in such a way as to support the intended weight of all cameras, people, lights, screens, speakers, etc. that would normally be associated with a stage system.

15.4 Operating Requirements: The following Stage System and Overhead Rigging Support Structure erection, maintenance and inspection safety requirements must be followed during all work associated with ESPN events.

15.5 Stage System and Overhead Rigging Support Structure Erection, Maintenance and Inspection: Stage Systems and Overhead Rigging Support Structures shall be designed by a registered Professional Engineer (PE) familiar with this type of construction and shall be constructed and erected in accordance with the manufacturer's instructions. Stage systems and Overhead Rigging Support Structures shall be erected, maintained and inspected by a properly trained competent person who is familiar with safety issues related to each specific type of Stage System and Overhead Rigging Support Structure in use. Overhead rigging shall be installed, inspected and maintained in accordance with the most current version of the "ESPN Requirements for the Attachment of Overhead Objects and Rigging Systems" policy document.

15.6 Stage System and Overhead Rigging Support Structure Design Standards: All Staging Systems and Overhead Rigging Support Structures must be designed and erected in full compliance with the following standards:

- IBC 2009: International Building Code
- ANSI/ESTA E-1.2-2006 Entertainment Technology: Design, Manufacture and Use of Aluminum Trusses and Towers
- ANSI/ESTA E-1.21-2006 Entertainment Technology: Temporary Ground-Supported Overhead Structures Used to Cover the Stage Areas and Support Equipment in the Production of Outdoor Entertainment Events
- ANSI/ASCE 7-05, Minimum Design Loads for Buildings and Other Structures
- The Aluminum Association, Aluminum Design Manual 2005: Specifications and Guidelines for Aluminum Structures
- ASCE 37-02 Design Loads on Structures During Construction

- ESPN Requirements for the Attachment of Overhead Objects and Rigging Systems

15.7 Engineering Specifications:

15.7.1 Signed and sealed Engineering drawings and calculations, including general arrangement drawings of the stage, roof and truss support systems, shall be provided by the stage system vendor for each individual Stage System and Overhead Rigging Support Structure configuration.

15.7.1 Engineering drawings shall include dimensions and all components including roof structures, back/side walls, ballast/anchoring requirements, rigging loads, etc.

15.7.2 Engineering submittal shall also include end-user instructions which contain definitive statements about the Operating Limits of the stage and roof structure including but not limited to the following:

- Allowable payload including overall payload, point loading and shock loading limits
- Design wind speed and wind loading considerations for all conceivable configurations of roof and/or structural coverings
- Assumed effective wind area inclusive of structure and equipment suspended from or attached to the structure
- Guying/ballast requirements
- Seismic loading considerations
- Superimposed load considerations (i.e.; rain, snow, ice, etc.)

15.8 Stage System and Overhead Rigging Support Structure Erection:

15.8.1 **Competent Person:** The Stage system and Overhead Rigging Support Structure owner shall designate a Competent Person or Competent Persons to have overall responsibility on site for the Stage System and Overhead Rigging Support Structures. This competent person must have adequate knowledge of the engineering documentation and Operations Management Plan for the specific stage system and all components in use. This Competent Person must also be authorized to enact the Operations Management Plan, including ordering a full stage evacuation, as conditions dictate. Any deviations from the original intended use must be approved by the design engineer of record. The onsite Competent Person shall ensure that the Stage System and Overhead Rigging Support Structures are erected in accordance with the codes listed above and applicable local codes including any permitting and code compliance inspection requirements.

15.8.2 The onsite Competent Person shall be responsible for procurement of all required permits, copies of which shall be provided to the onsite ESPN Operations Producer

or designated Operations lead.

15.8.3 The onsite Competent Person shall be responsible to ensure that all truss couplers and nuts and bolts are tightened correctly; that rigging is conducted in compliance with the load plan; and, that the truss system is never put in danger of being overloaded.

15.8.4 The onsite Competent Person shall ensure that site conditions are verified as meeting the design intent of the individual Stage System and Overhead Rigging Support Structures.

15.8.5 The onsite Competent Person shall conduct and document inspections as described in section 25.10 below.

15.8.6 The onsite competent person shall meet with the onsite ESPN Operations Producer, Operations Specialist, Operations Manager or designated authority to review the Operations Management Plan; weather monitoring; site evacuation plans; and, overall communications. Copies of the following documents shall be provided to ESPN by the Competent Person:

- A copy of the Operations Management Plan.
- A copy of all required permits.
- Contact information for the primary and secondary onsite competent person.
- Inspection records as required.

15.8.7 **Installation Guidelines**: Staging and Overhead Rigging Support Structures must be erected in accordance with the manufacturer's written installation guidelines. Scaffold systems used to support stages must be erected in accordance with **Section 13 Scaffolding Safety** of this document. All stages must be designed to a minimum live load of 100 psf or higher as required by local Building Code.

15.8.8 **Foundations:** Ground conditions and foundations must be verified as being acceptable to support the design load of the entire loaded stage system along with an acceptable safety factor. The onsite designated Competent Person is responsible to evaluate conditions and determine if the ground will support the intended load. All vertical stage support members must be in contact with the ground and must rest on appropriate wooden mudsills. Mudsills on sloped ground must be dug into the slope to create a level foundation and must be staked to prevent slippage.

15.8.9 **Roof Support Tower bases**: When towers are to be erected on stages it must first be determined that the stage is capable of withstanding the substantial point load imposed by the towers. Towers must be erected so that they are vertical and that all legs of a tower base have equal contact with the surface of the ground. All tower base support members must rest on appropriate wooden mudsills (minimum ¾" plywood) or other approved means. Where adjustable legs such as screw jacks are

used, they should be inspected and adjusted, as required, the first time a load is applied to the towers; each time the roof is raised or lowered; when the roof has been left in one position for a period of time; and/or, after rain or high wind events.

15.8.10 **Lateral Stability**: Guy wire assemblies shall be provided, where required by the Structural Engineer of Record, to transfer the lateral forces that are imposed on the roof structure, or other support structures, to the ground. All cable components shall have a safe working load equal to or greater than the design anchorage technique for each stage system based on conditions onsite.

15.8.11 **Ballast Systems**: Earth anchors, ballast systems or other anchoring options shall be determined by the Competent Person based on site-specific factors such as location, soil condition, length of service, etc. Guy wire systems shall be checked before each use and after rain or wind events. Ballast shall be composed of the following:

- Concrete block
- Water ballast
- Earth anchors
- Other approved means
- Ballast shall be sized for a minimum safety factor of 1.5 against uplift. In addition, ballast shall be sized for a minimum safety factor of 1.5 against sliding unless measures are taken to prevent sliding of the ballast.

15.8.12 **Design Loads**: The stage surface, roof support towers and overhead rigging support truss systems shall be capable of supporting the design load and shall not be loaded in excess of the maximum allowable payload limits described in the engineering specifications.

15.8.13 **Rigging Plot**: A show-specific rigging plot shall be developed for each individual overhead rigging support structure to indicate maximum loading and location of suspended equipment. The rigging plot shall be approved by a licensed Professional Engineer familiar with this type of construction. Additional equipment shall not be added to the rigging without written approval provided by the Engineer of Record.

15.8.14 **Guardrails**: All stage edges and access points higher than 30” above an adjacent level shall be protected with OSHA-compliant guardrails (42” high top rail/21” high midrail/4” high toeboard with the top rail able to withstand 200 pounds of force applied in any direction without significant deflection).

15.8.15 **Stage Access/Egress**: Every stage shall be equipped with OSHA-compliant stairways that are fully guardrail protected. Stage and access stair landings shall be covered in uniform materials with no floor holes larger than 2” in diameter. A clear

egress path no less than 44" wide shall be maintained on the stage and on the ground at the stair landing at all times. Equipment boxes and other materials shall not be stored in stairwells or egress paths.

15.8.16 **Fire Safety**: Every stage shall be equipped with at least two (2) portable fire extinguishers which are to be staged in highly visible and accessible locations. Open flames shall not be used on covered stages. Heaters, if used shall be electrically powered. Heaters, lights and other heat-generating equipment shall not be placed in contact with flammable or combustible materials. All roof and wall materials (including backdrops, sidewalls, signage, scrims and other decorative materials, etc.) shall be rated as fire retardant and associated flame retardancy certifications shall be maintained with the engineering drawings.

15.8.17 **Electrical Safety**: All electrical equipment used on outdoor stages must be grounded and approved for outdoor usage. Metal components (trusses, scaffold structures, etc.) in contact with electrical wiring or components (lift motors, show lights, etc.) must be appropriately grounded before any electrical systems are energized.

15.8.18 **Suspended Equipment**: All equipment suspended from the rigging (lights, cameras, audio equipment, etc.) must be individually safety cabled to the structure with redundant safety cables.

15.8.19 **Roof Lifting**: Stage roofs and overhead rigging support structures shall be lifted using appropriately designed and engineered lift motors or mechanical hoist systems that are capable of supporting the intended load (anticipated vertical and lateral loads) with an appropriate safety factor. Where the lifting devices are designed for erection of structure only, lock-off devices, such as rigid structural pins, shall be used to secure the roof and overhead rigging support structures at trim height. The roof shall not be raised in wind speeds in excess of 15 mph unless specific precautions are taken to provide adequate lateral stability during the lift. Appropriate guy wires shall be installed as soon as the roof is lifted to trim height. All hoists must be run simultaneously in order to keep the rig level during lifting and lowering.

15.8.20 **Truss Climbing**: All truss climbing beyond 4' above adjacent floor levels shall be limited to properly trained personnel using ANSI-approved fall protection equipment in compliance with OSHA.

15.9 Operations Management Plan: An Operations Management Plan must be prepared and implemented for each Stage System and Overhead Rigging Support Structure application. The designated Competent Person must be onsite at all times to implement the plan. A typical Operations Management Plan must address at least the following issues:

15.9.1 **High Wind Action Plan**: The high wind action plan must address specific actions to be taken when winds speeds exceed certain thresholds, including the following:

15.9.1.1 A team of qualified persons to be assembled when wind speeds are anticipated to exceed a specified action level (typically 15 mph or higher as specified by the Engineer of Record).

15.9.1.2 Sound cabinets and video walls to be lowered to stage/ground level and laterally restrained when wind speeds are anticipated to exceed a specified action (typically 20 mph or higher as specified by the Engineer of Record). Lowering of equipment to be done from the ground by use of remotely activated equipment such as motors or equivalent devices.

15.9.1.3 Scrims on sound wings and side/back drop panels to be removed when wind speeds are anticipated to exceed a specified action level (typically 25 mph or higher as specified by the Engineer of Record). Lowering of scrim to be done from the ground by use of remotely activated equipment such as motors or mechanical releases.

15.9.1.4 Stages, areas in the vicinity of the stages and areas beneath overhead rigging support structures are to be evacuated and the roof and overhead truss structures are to be lowered to stage or ground level when wind speeds are anticipated to exceed a specified action level (typically 30 mph or higher as specified by the Engineer of Record). Roof membrane is to be removed from roof structure after it is lowered.

15.9.2 **Posting:** The High Wind Action Plan is to be conspicuously posted in the area of the stage system.

15.9.3 **Wind Speed Measurement**: Weather monitoring shall be the primary responsibility of the onsite Competent Person and shall be a shared responsibility with the onsite ESPN Operations Producer and/or ESPN Tech Manager. Wind speeds are to be measured onsite by placing an anemometer on top of the roof structure or on an elevated point that is near the roof structure and is located at least 30 feet above ground level. Wind speed measurements will be conducted continuously while the stage roof is elevated. Appropriate weather prediction services (NOAA, NWS, etc.) shall also be employed to predict weather events that may impact the stage system. Measured wind speeds of concern include sustained winds and 3-second wind gusts, the higher of which will dictate implementation of the High Wind Action Plan.

15.9.4 **Inclement Weather**: The High Wind Action Plan shall be implemented whenever severe weather is anticipated and/or when National Weather Service (NWS) Severe Storm Warnings are issued for your area.

15.9.5 **Rain and/or Snow Events**: Unless specifically stated in the engineering specifications, stage roof systems are not designed to hold the incremental weight of ponded water or snow accumulation. Appropriate equipment and procedures must be in place to address these conditions if rain or snow is anticipated.

15.10 Inspections: All Stage Systems, Overhead Rigging Support Structures and components including trusses, lift motors, rigging, stage components, etc. must be routinely inspected.

15.10.1 **Pre-use Inspections:** Stage Systems, Overhead Rigging Support Structures and components shall be visually inspected by the onsite competent person prior to erection and before each day's use. Stage System and Overhead Rigging Support Structure components shall also be inspected immediately after an incident that might in any way have caused damage to any part of the stage system structure. Stage and tower support screw jacks shall be inspected before each day's use; each time the roof is raised/lowered; and, after rain or high wind events.

15.10.2 **Periodic Inspections**: Periodic inspections shall be performed by a qualified person on structural components (truss systems, lift motors, etc.) at least annually. Components shall be taken out of service during inspection.

15.10.3 **Damaged Equipment**: Any component that shows significant visible damage, or is suspected of containing a damaged element, whether visible or not, shall be immediately removed from service and marked accordingly.

15.10.4 **Inspection Records**: Records of pre-use inspections shall be maintained by the onsite competent person and shall be provided to the ESPN onsite Operations Producer or Technical Manager upon completion of the initial inspection and all subsequent inspections. Annual inspection records shall be provided to ESPN Event Operations prior to each year's use. Written records of all other inspections addressed above may be required to be submitted at ESPN's discretion.

16 Forklift Truck Safety

16.1 Operating Guidelines: The following Operating Guidelines for use of forklift trucks must be followed during all work associated with Remote Operations.

16.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that forklift trucks used at Remote Operations sites are used in compliance with these guidelines and applicable OSHA requirements.

16.3 Forklift Trucks – General Requirements: Forklift trucks (also referred to as "Powered Industrial Trucks") may be provided at remote sites for purposes of material handling during load-in and/or load-out.

16.4 All forklift trucks utilized by Remote Operations personnel shall meet the design and construction requirements for powered industrial trucks in accordance with ANSI B56.1-1969 - Standard for Powered Industrial Trucks, Part II.

16.5 Manufacturers of forklift trucks are required by ANSI standard to publish a manual for the equipment that contains the following information:

16.5.1 Description, specification, and capacity of the forklift truck

16.5.2 An expression of the operating pressure of any hydraulic or pneumatic system that is part of the forklift truck

16.5.3 Instructions regarding operation and maintenance

16.5.4 Replacement part information

16.5.5 These manuals shall be obtained by Operations Management when the lift is delivered to the site and a copy shall be kept with the equipment at all times. Operations Management shall ensure that copies of the manual are readily available in the field.

16.6 The manufacturer is also required to attach to each forklift truck a plate(s) located in a readily accessible area, clearly visible, stating the following:

16.6.1 Make, model, and manufacturer's serial number

16.6.2 Rated capacity

16.6.3 Maximum recommended operating pressures of hydraulic or pneumatic system(s) or both

16.6.4 Cautions or restrictions

16.6.5 Operating instructions

16.6.6 Forklift trucks may not be field modified for uses other than those intended by the manufacturer without prior approval from the ESPN Safety & Health Department.

16.6.7 Any proposed alteration must be submitted in writing to the ESPN Safety & Health Department for approval. All other uses shall be in a manner consistent with the manufacturer's manual and this program.

16.7 Safety Briefing: Only those employees and crew members who have participated in a safety briefing in the use of a specific type of forklift truck may use that equipment. These safety briefings must be conducted an approved vendor.

16.7.1 At a minimum, a safety briefing shall include the following:

- Review of OSHA's Powered Industrial Truck Standard, 29 CFR 1910.178
- Hazards of equipment operation
- General safety principles and review of equipment safety features
- Specific equipment use procedures

16.7.2 Operations Management shall ensure that only qualified employees and crew members who have participated in an appropriate safety briefing, are allowed to operate forklift trucks. If forklift trucks are rented or leased, they should be rented or leased with the stipulation that on site instruction be provided for ESPN personnel on safe operations.

16.7.3 In the event that a forklift truck supply company provides the equipment operator, that company shall assure ESPN that their employees have been trained on the use of that specific equipment and are qualified to operate it. Certificates of insurance should be obtained as part of the rental lease agreement.

16.8 Pre-Use Inspection: The operator of a powered industrial truck (or other qualified person) is required to perform an inspection of the equipment prior each work shift using the ***"SPSG Powered Industrial Trucks Inspection Checklist"*** (or equivalent) sheet, (**Form IIPP.015**), which can be found in **Appendix "P"** of this document. Any defects that would affect safe operation of the equipment must be repaired before use. The most efficient way of checking the machine is by conducting a walk-around inspection. The five areas of inspection include engine compartment: wheels, rims and tires; forks, uprights and attachments; operator controls; and fuel system. Visual inspection should be performed only when hydraulic systems are in a relaxed state, with the engine off, forks fully lowered and parking brake set. The following items should be checked during the pre-use inspection:

- Fluid Levels: oil, coolant, battery, hydraulic fluid, brakes, transmission fluid

- Drive Belts: condition and proper tension
- Wheel Rims: dents, lug nuts
- Mast and Carriage: condition, bolts, welds
- Chain Guides, Pulleys, Channels, Rollers: wear, freedom of motion
- Chain: Flexibility, wear, lubrication
- Lift Cylinder: alignment, damage, leaks, nicks/pits in cylinder rods
- Hoses: wear, leakage, binding
- Control Valves/Blocks: leakage, damage
- Attachments: condition, welds, hardware
- Overhead Guard: damage, secure mounting
- Forks: cracks, secure mounting, alignment, wear bends
- Instrument Gauges: function
- Warning Devices: horn, lights
- Steering: function
- Lift Controls: function of lift, tilt, auxiliary controls
- Hydraulic Controls: function
- Brakes: function, pedal pressure
- Fuel Tank (LPG): condition, leakage, fittings, clamps
- Equipment Storage Area: spillage/leakage on floor
- Equipment Surfaces: grease, foreign material
- Fire Extinguisher: mounted on any truck used outdoors

16.9 Safe Operating Procedures - General: General operating procedures for forklift trucks are summarized below. Employees and crew members shall always follow the specific procedures identified by the manufacturer in the equipment manual as well as the following items: **Caution:** Forklift trucks are never to be used for lifting personnel at remote sites.

16.9.1 Perform the pre-use daily inspection. Any deficiencies which may affect safe operation must be repaired prior to use.

16.9.2 Be knowledgeable of the weight limitation of the truck (see capacity plate mounted on the machine.

16.9.3 Seatbelts are required to be used at all times while operating a fork truck.

16.9.4 Plan ahead and determine your intended route of travel.

16.9.5 Avoid operating in congested areas where clearance between truck and material or pedestrians is questionable.

16.9.6 Check to ensure that all persons are a safe distance (two feet or more) from the truck.

16.9.7 Prior to entering a trailer, truck, or rail car, check to ensure for:

- Proper placement of wheel blocks or engagement of truck/dock locking device. (This applies even when the tractor is engaged to semi-trailer).
- Proper position and condition of dockboard.
- Safe condition of vehicle floor surface.
- Prior to entering a semi-trailer less than 30 feet in length, when not coupled to a tractor, provide supplementary jacking at the front of the trailer to sustain the load imposed by the industrial truck.

16.9.8 Be aware of conditions around you. Drive defensively and "expect the unexpected".

16.9.9 The only passenger on a powered industrial truck shall be the operator, and only if the truck is designed for a riding operator.

16.9.10 The driver must always keep entire body inside the operator compartment while operating the truck.

16.9.11 Speed up and slow down the truck smoothly and gradually. Avoid jerky, abrupt movements.

16.9.12 Always give the right-of-way to any pedestrian walking in your path of travel, and never drive up to a person who is standing in front of a fixed object.

16.9.13 Observe the floor for wet or slippery areas and clean as necessary. Avoid running the truck over loose objects on the floor surface.

16.9.14 Attempt to turn the truck only while on a level surface.

16.9.15 When approaching a corner or other obstruction which blocks your field of vision, STOP, ACTIVATE HORN, and then proceed slowly with caution. If necessary, travel in reverse if this will enhance your field of vision.

16.9.16 Always come to a complete stop at designated intersections.

16.9.17 Maintain slow but constant speed while moving around corners (avoid acceleration and deceleration).Watch your rear-end swing while turning the truck.

`16.9.18 Never travel sideways across an inclined surface. Always travel in a straight line either up or down the incline.

16.9.19 When traveling up on an incline without a load, keep truck forks pointed uphill.

16.9.20 When traveling up on an incline with a load, keep truck forks pointed uphill.

16.9.21 If necessary to leave a truck parked on an incline, block the truck wheels and turn the steering wheel toward the curbing, wall, or railing.

16.9.22 Maintain clearance of at least three feet while driving parallel to the edge of an elevated platform such as a loading dock.

16.9.23 Approach railroad tracks at an angle.

16.9.24 Prior to leaving a truck unattended:

- Park only in approved area
- Engage the brakes
- Lower the forks to the floor
- Neutralize controls
- Ignition off; remove key

16.9.25 Operators shall not make any repairs or adjustments unless specifically authorized to do so.

16.9.26 Horseplay may result in immediate revocation of the Operator Certificate and application of other disciplinary action, not excluding termination.

16.10 Safe Load Handling:

16.10.1 Inspect the load before handling. Handle only stable loads in good condition.

16.10.2 Never exceed the manufacturer's load rating of an industrial truck. If uncertain of the load weight, lift the load very slowly. If the truck begins to tip, or if the engine is straining, do not proceed with the lift.

16.10.3 Never overload a truck, as this will cause a loss of steering control and stability.

16.10.4 Never add weight to the counter-balance to compensate for overloading of forks.

16.10.5 Using fork extensions or any modifications to the forks shall not be permitted without manufacturer's prior written approval.

16.10.6 Always turn the truck steering wheel gradually to prevent loss of control.

16.10.7 When engaging a load, the truck forks must be inserted fully under the load.

16.10.8 Adjust the forks to be as wide apart as possible for the load. This will increase load stability.

16.10.9 Always observe the work area for overhead obstructions before lifting a load.

16.10.10 A backrest must be used if loads are to be lifted above truck operator head level.

16.10.11 Inspect the load to ensure that is not unstable, and that the pallet is not damaged.

16.10.12 When lifting, lowering and transporting a load, keep the load as close to the front wheels as possible.

16.10.13 Enter vehicles, trailers, and RR cars “load-first”, to avoid crushing the operator between the truck and vehicle wall.

16.10.14 To elevate a load:

- First make sure the truck is fully stopped with the brake applied.
- If uncertain of load weight, test the load slowly before proceeding.
- Position load straight up or tilted back, but never tilted forward.
- Only lift loads that are at or below fork backrest height.
- Check to ensure that the load will not catch on other materials or obstruction.

16.10.15 To move a load:

- Fork height should be 6 to 10 inches above floor level. Never travel with loaded elevated above 10 inches.
- Do not proceed if your vision is blocked by the load. If the load obstructs your frontal view, travel in reverse should be considered.
- Drive slowly.
- Stop or slow the truck gradually. Avoid quick stops or quick changes in direction of travel, which could result in dumping the load.
- The presence of a person beneath an elevated load is prohibited.
- Be sure that truck forks are free of the load before backing away from the load.
- Do not store a load where it will block access to electrical panels, emergency fire equipment, or building exit route.

16.11 Refueling and Recharging: Crew members are not permitted to refuel forklift trucks. Refueling may only be accomplished by an appropriate vendor.

16.12 The above information is “generic” to most powered industrial trucks. Some models may have specific safety requirements in addition to that provided above.

16.13 The operator/owner manual should be reviewed prior to operating any powered industrial truck and a safety briefing on the specific type(s) of machine(s) to be operated is also required.

17 Utility & Golf Cart Safety

17.1 Operating Guidelines: The following Operating Guidelines for use of Utility & Golf Carts must be followed during all work associated with Remote Operations.

17.1 Management Responsibilities: Operations Management is primarily responsible for ensuring that utility carts used at Remote Operations sites are used in compliance with these guidelines and applicable OSHA requirements. Operations Management must have a system in place to ensure that crew members who drive utility carts are instructed in their use and are made aware of the seriousness of misuse. It is critical the drivers understand that horseplay will not be tolerated.

17.2 Utility & Golf Carts – General Requirements: Utility carts include golf carts, flat bed cats and other vehicles used to transport materials and personnel around remote work sites. The following list of safety requirements should be used as the basic utility cart safety instructions for Operations Management should modify these instructions to fit the unique needs of any specific remote operation.

17.3.1 Upon delivery of utility carts from the vendor, a designated crew member shall check the equipment for steering, brakes, and other controls.

17.3.2 When a utility cart is left unattended the direction lever must be in the “Park” or “Neutral” position and the key in off. Parking brakes must be set and keys are not to be left in the vehicle.

17.3.3 Remain seated, with arms, hands, and feet inside the vehicle while it is in motion.

17.3.4 Make certain the directional lever is in the desired position before starting the vehicle in motion.

17.3.5 Check the area before backing up.

17.3.6 Use extra care and reduce speed when driving on surfaces such |as loose dirt, wet grass, and gravel.

17.3.7 Drive directly up or down hills. Keep speed at a minimum when traveling down steep grades.

17.3.8 Drive in designated areas only. These may change from day to day.

17.3.9 Use extra care when passing under ropes or other barriers. Be certain the rope is not caught in the cart before proceeding. Use designated |paths/gates whenever possible.

17.3.10 Avoid overloading utility carts with equipment or people. Place equipment carefully to avoid it slipping off the cart or onto the pedals.

17.3.11 Drive defensively, being aware of the people around the cart. Many times spectators are unaware of an approaching cart and they may not move out of the way, even if they are aware.

17.3.12 When utility carts are specifically assigned, only that cart is to be driven. Never take a utility cart that has been assigned to someone else. Report any problems with equipment or unsafe conditions to management immediately.

17.3 Utility & Golf Cart Safety Briefing: Golf cart operator safety briefings shall be provided by the golf cart vendor or a training provider such as SPSG. The attached ***"SPSG Utility & Golf Cart Operating Guidelines Form"*** (or equivalent) sheet, (**Form IIPP.016**), which can be found in **Appendix "Q"** of this document can also be used.

18 Crane Safety

18.1 Operating Guidelines: The following Operating Guidelines for use of cranes must be followed during all work associated with Remote Operations.

18.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that cranes used at Remote Operations sites are used in compliance with these guidelines and applicable OSHA requirements.

18.3 Cranes – General Requirements: Cranes may be provided at remote sites for purposes of elevating camera platforms, RF antennas, and building event structures. The following safety requirements should be used as the basic crane safety instructions for Remote Operations:

18.4 Crane Vendors:

18.4.1 The crane vendor will provide certificates of insurance prior to signing of contracts.

18.4.2 The crane company shall document that the crane has been inspected immediately before our use and that it meets the requirements prescribed in ANSI B30.5 and OSHA 1926. 1433 (a).

18.5 Crane Inspections:

18.5.1 Inspections of all cranes shall be performed and documented by the crane operator prior to the use. ESPN shall confirm the completion of the cane inspection by completing the ***"Jobsite Crane Use Permit Form"*** (or equivalent) sheet, (**Form IIPP.017**), which can be found in **Appendix "R"** of this document. The Jobsite Crane Use Permit covers the inspection of the following items:

- Outriggers
- Boom and Cable
- Perimeter Safety
- Wind Conditions
- Cab

18.6 General Safety Requirements:

18.6.1 Only licensed or certified individuals are permitted to operate cranes.

18.6.2 ESPN employees and other crew members are not permitted to operate cranes.

18.6.3 Crane Operator's must possess a valid operator's license or certificate onsite while operating cranes.

18.6.4 Ground conditions must firm, drained, graded and be able to support the crane, supporting materials plus the material or equipment that is being lifted

18.6.5 A signal person will be provided if the operators view is obstructed, if the operator determines one is necessary.

18.6.6 Tag line shall be used for all items being hoisted.

18.6.7 Do not move a load over people. People shall not be placed in jeopardy by being under a suspended load.

18.6.8 Accessible areas within the swing radius of the rear of the rotating crane, either permanently or temporarily mounted, shall be barricaded in such a manner as to prevent an employee from being struck or crushed by the crane.

18.6.9 If the appropriate clearance from power lines cannot be maintained, then the power lines will be de-energized.

18.7 Hoisting Employees and Crew Members General Safety Requirements:

18.7.1 When platforms are used to hoist employees or crew members, the platform shall be raised daily to its operating height and rotated to its working position unoccupied before it is mounted by any employee or crew member. The trial lift is to be repeated prior to hoisting employees or crew members whenever the crane is moved and set up in a new location or returned to the previous location.

18.7.2 The crane operator will remain in the cab at all times when the platform is aloft

18.7.3 Any defects found during inspections which create a safety hazard shall be corrected before hoisting equipment, employees or crew members.

19 Aerial Camera, Vehicle-Mounted Camera and Jib Crane Safety

19.1 Operating Guidelines: The following Operating Guidelines for use of aerial cameras, vehicle-mounted cameras and jib cranes must be followed during all work associated with Remote Operations.

19.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that these guidelines are followed at Remote Operations sites.

19.3 Aerial Cameras and Vehicle-Mounted Cameras – General Requirements: Protection of the public, employees and crew members will be an essential consideration whenever aerial cameras, vehicle-mounted cameras and/or jib cranes are considered for use.

19.3.1 Aerial cameras are typically movable cameras supported by overhead cable systems which generally fall into the following categories:

- Four (4) point systems (SkyCam, SpiderCam, Action Cam, etc)
- Two (2) point systems (FlyCam, SupraCam, CamCat, etc)

19.3.2 Vehicle-mounted cameras generally fall into the following categories:

- Sideline camera vehicles
- Crane-mounted camera platforms
- Spider cameras
- Jib crane carts

19.3.3 Jib cranes generally fall into the following categories:

- Standard jib cranes
- Technocranes
- Jita cranes
- Jib crane carts

19.4 Modifications: Aerial cameras, vehicle-mounted cameras and jib cranes may not be field modified for uses other than those intended by the manufacturer without prior approval from the ESPN Safety & Health Department or manufacturer of the equipment. Any proposed alteration must be submitted in writing to the ESPN Safety & Health Department or the manufacturer of the equipment for approval. All other uses shall be in a manner consistent with the manufacturer's manual and this program.

19.5 Safety Briefings: Only those employees and crew members who have participated in a safety briefing in the use of a specific type of aerial camera, vehicle-mounted camera or jib crane may use that equipment. This safety briefing must be conducted by qualified Operations Management or an approved vendor.

19.5.1 At a minimum, a safety briefing shall include the following:

- Hazards of equipment operation
- General safety principles and review of equipment safety features
- Specific equipment use procedures

19.5.2 Operations Management shall ensure that only those employees and crew members who have participated in an appropriate safety briefing and are qualified, are allowed to operate aerial cameras, vehicle-mounted cameras or jib cranes. If aerial cameras, jib cranes or vehicle-mounted cameras are rented or leased, they should be rented or leased with the stipulation that onsite operational/safety instruction be provided for ESPN personnel prior to equipment usage.

19.5.3 In the event that an aerial camera, vehicle-mounted camera or jib crane supply company provides the equipment operator, that company shall assure ESPN that their employees and crew members have been trained on the use of that specific equipment and are qualified to operate it. Certificates of insurance should be obtained as part of the rental lease agreement.

19.6 Aerial Cameras: Aerial cameras are used in a variety of configurations across multiple sports. Four (4) point systems are typically used in field sports such as football and soccer. These systems use support points located near the corners of a venue to allow the camera a wide range of motion over most of the field of play. Two (2) point systems use support points located at two ends of a particular run to allow the camera to follow the action down a course or over a specific swath of ground and are most often used for remote studio shows and downhill sports as Slopestyle events at X Games. Aerial cameras are almost exclusively owned and operated by specific vendors hired by ESPN. The following safety requirements must be met whenever an aerial camera is used on an ESPN Remote Event:

19.6.1 Aerial camera vendors must always be hired through a contract process and must operate per the conditions of a contractual agreement with ESPN.

19.6.2 Aerial camera vendors must carry at least $5M of General Liability insurance and provide proof of insurance which indemnifies ESPN and includes appropriate indemnification language per Disney Risk Management guidelines.

19.6.3 Aerial camera vendors must provide properly trained crews including: an aerial camera Pilot; an Engineer in charge (EIC); and appropriately trained crews.

19.6.4 All aerial camera operations consoles and individual drive winches shall include a functional Emergency Stop (“E” Stop) button that is checked and verified for proper operations after every setup.

19.6.5 All aerial camera winches shall be installed in areas inaccessible to the general

public or precautions shall be taken to guard winches from the general public.

19.6.6 All trusses or other apparatus to elevate sheaves, pulleys and/or winches shall be engineered to handle the intended loads and shall be properly erected and ballasted per the design engineering.

19.6.7 All elevated sheaves, pulleys and hang points shall be securely fastened and equipped with appropriate redundant safety cables.

19.6.8 All aerial camera trolleys, sleds and other apparatus used to mount the camera shall be equipped with appropriate redundant safety cables and/or systems.

19.6.9 An appropriately trained EIC shall be in the vicinity of the flight operations (on or near the field of play) anytime that an aerial camera is in operation. EIC and Pilot shall be in constant communication whenever the aerial camera is in operation.

19.6.10 Every aerial camera shall only be operated within a safe window of operation and shall not be flown when environmental factors (high wind, heavy snow, etc.) would make operation of the aerial camera potentially unsafe.

19.6.11 Every aerial camera system shall be thoroughly inspected prior to game day operations. This inspection shall be conducted by the onsite EIC using an inspection protocol developed by the aerial camera vendor. The inspection shall be documented in writing and shall be shared with ESPN Safety and Operations prior to game day operations. Inspection checklists shall be prepared by the aerial camera vendor and must be specific to the system in use. The inspection needs to cover the below topics as a minimum:

- Winch locations and clearance
- Winch drum condition
- Visual and tactile inspection of all suspension lines
- E-Stop functionality verification
- Overhead rigging connections (including redundancy)
- Gimbal connections (including redundancy)

19.7 Sideline Camera Vehicles: A variety of specialty camera vehicles are typically used as mobile camera platforms for use on the sidelines of football fields. These are typically electric-powered vehicles such as the Olympian® series mobile carts manufactured by Chapman/Leonard Studio Equipment, Inc. These vehicles are operated by a driver seated on/in the vehicle and are capable of lifting a camera and operator from 4’ to 13’ above the ground while constantly moving up and down the sideline.

19.7.1 Sideline camera vehicle drivers must be trained and certified to operate the sideline vehicle by the vendor providing the vehicle for use. These operators must also

complete SPSG “Sideline Vehicle Safety Briefings” as required.

19.7.2 Sideline camera vehicle drivers and camera operators must be in constant verbal communication. The vehicle cannot be moved without communication and agreement between the driver and camera operator.

19.7.3 Sideline camera vehicles must have a clear path of operation along a planned route of travel. This path must be a minimum of twelve feet (12’) in width.

19.7.4 Sideline camera vehicles used on College Football (CFB) shows must be operated in conjunction with at least three (3) dedicated ESPN Utilities and at least four (4) dedicated security employees provided by the venue. Sideline vehicles used on National Football League (NFL) shows must be operated in conjunction with at least three (3) dedicated ESPN Utilities and at least two (2) dedicated security employees provided by the venue. The job of the Utilities and the Security personnel is to keep people out of the path of travel of the sideline vehicle and make sure that the camera cables are kept free and clear of people and obstructions. The sideline vehicle operator must review safety procedures and communications with all of these people prior to the start of the event.

19.7.5 The sideline vehicle operator must conduct a thorough pre-use inspection of the vehicle and the designated vehicle path prior to each day’s usage. The vehicle operations manual should be consulted for inspection requirements. Any deficiencies found with the vehicle or the vehicle path must be corrected before the vehicle can be used. The sideline Vehicle operator should complete the daily inspection by completing the ***“SPSG Sideline Vehicle Daily Inspection Checklist”*** (or equivalent) sheet, (**Form IIPP.018**), which can be found in **Appendix “S”** of this document

19.7.6 The vehicle must be used on a level surface and cannot be used on any type of grade. The camera platform must be lowered to the lowest possible setting and must not be occupied when the vehicle is moved to any location prior to set-up on the actual sideline. During movement the operator must cross any incline at a 90 degree angle to reduce the possibility of tipping.

19.7.7 The vehicle camera platform must be equipped with a full guardrail at all times that crew members are on the platform. In addition, anyone on the platform must wear a fall protection body belt, and positioning lanyard attached to the center post of the platform, at all times when on the platform. The lanyard must be an 18” restraint lanyard or positioning lanyard which does not allow the operator to move beyond the limit of the guardrail. Longer lanyards are not permitted.

19.7.8 Jib crane carts (i.e.; jib cranes mounted on powered utility carts or similar vehicles) when used on sidelines at sporting events shall adhere to similar requirements as

stated in this section. Specifically, an appropriate number of Utilities and Security personnel shall be assigned to work with each cart to ensure safe movement.

19.8 Tower Crane and Spider Cam Vehicles: ESPN utilizes mobile Camera Cranes and "*Spider Cam*" camera platforms provided by M.B. Network Towers, Inc. These units include a Model M-24 camera platform manufactured by MIRK, Inc. which is attached to either a Terex Model TX51-19 rough terrain material handler (Spider Cam) or a Manitowac mobile crane (Tower Crane) with a telescopic boom. The camera is mounted on the center post of the M-24 platform which allows full 360 degree camera panning. This system is equipped with a 42" high rotating tubular steel basket which is also attached to the center post and rotates with the camera operator. This basket allows the camera operator to use a fall restraint body belt attached to two (2) separate manufactured anchorage points which keep the camera operator positioned safely inside the basket during full 360 degree camera panning.

19.8.1 Tower Crane and Spider Cam vehicle operators must be trained and certified to operate the Tower Crane and/or Spider Cam vehicles by the vendor providing the vehicle for use.

19.8.2 Spider Cam vehicle drivers must remain in the cab of the vehicle at all times that a camera operator is on the camera platform. Tower Crane and Spider Cam vehicle operators and camera operators must be in verbal communication at all times.

19.8.3 The Tower Crane and Spider Cam vehicles cannot be moved with a camera operator on the camera platform. The boom must be lowered to the saddle position and the camera operator must leave the platform before the vehicle is moved.

19.8.4 The Tower Crane and Spider Cam vehicles must be parked on level ground and the outriggers must be fully deployed prior to raising the camera platform. **NOTE:** The Tower Crane and Spider Cam vehicles must be on level ground in the lateral (i.e., side-to-side) axis, however, the vehicles can be parked on a grade as long as 1) the grade does not exceed 10º.

19.8.5 The Tower Crane and/or Spider Cam vehicle operator must conduct a thorough pre-use inspection of the vehicle prior to each day's usage. The vehicle operations manual should be consulted for inspection requirements. Any deficiencies must be corrected before the vehicle can be used.

19.9 Aircraft-Mounted Cameras – General Requirements: Protection of the public and the crew will be an essential consideration whenever aircraft-mounted cameras are considered for use. Aircraft-mounted cameras generally fall into the following categories:

- Fixed Wing
- Helicopters

- Lighter-than-Air (Balloons/Blimps/Airships)
- Remote-Controlled (RC) Helicopters and Blimps

19.9.1 Whenever aircraft are to be used in any capacity, the **Disney Risk Management Department** at **818-567-5492** should be consulted to verify that appropriate contractual and insurance considerations have been addressed.

19.10 Jib Cranes: Jib Cranes are used in a variety of configurations across multiple sports. The following safety requirements must be met whenever a jib crane is used on an ESPN Remote Event:

19.10.1 Each jib crane should be accompanied by an assembly/usage manual supplied by the manufacturer/vendor. The manual should clearly show assembly instructions, maximum payload and maximum gross weight in all configurations, safety precautions and maintenance procedures.

19.10.2 Only persons trained in the safe use of jib cranes should assemble and/or operate these devices.

19.10.3 When used, jib cranes should be inspected daily by qualified personnel (e.g., jib crane operator), following an inspection protocol supplied by the manufacturer/vendor. If components are missing, damaged or improperly fitted, the equipment should be removed from service. Missing or damaged components are to be replaced or repaired in accordance with the manufacturer's/vendor's procedures prior to the equipment being returned to service.

19.10.4 The jib crane base should be on a flat and level surface that is capable of supporting the intended load.

19.10.5 If there is a potential fall of greater than 4 feet and the guardrails are less than 39 inches in height, fall protection is required.

19.10.6 The payload on the boom arm should not exceed that which can be balanced by the counterweight system supplied with the equipment. Additional counterbalance weight that is above and beyond that specified by the manufacturer/vendor should not be used. Collars or Clips are to be used at each end of the grips to prevent counter weights from slipping off. The manufacturer/vendor should be consulted regarding all extension configurations that are not explicitly specified in the operating manual.

19.10.7 When operating a jib crane, qualified personnel should ensure that there is adequate clearance for operation. Potential obstructions or hazards, such as power lines, spectators, etc. should be considered. Special attention should be given to working around high voltage power lines.

19.10.8 If the jib crane is equipped with outriggers/stabilizers, follow the manufacturers' instructions regarding their proper use.

19.10.9 Jib cranes should be secured to prevent movement or tipping of the unit by using the proper amount of counterweights, or sandbags, or straps.

19.10.10 All wheels on the dolly legs should be locked to prevent movement.

19.10.11 When operating jib cranes, consideration should be given to wind (e.g., if winds reach 20 mph per ESPN's requirements or the manufacturer's requirements if it is more stringent.), rain, extreme heat and cold and other atmospheric conditions, whether natural or manmade, which can affect the safe use of jib cranes.

19.10.12 Jib cranes should be dismantled or secured with the use of ratchet straps at a safe distance from the building edge if wind gusts exceeding 25 mph are forecast.

19.10.13 Jib cranes must have a clear path of operation along a planned route of travel.

19.10.14 All large jib cranes (e.g., Technocranes, etc.) used on elevated work platforms (e.g., scaffolds) and Overhead-Suspended Jita cranes shall be evaluated by a professional Engineer. Engineering documentation specific to the application shall be provided by the Engineer of Record regarding scaffolding requirements, ballast, overhead attachment (with redundancy), etc. for all such jib cranes. In addition, scaffold platforms used to support jib cranes shall be designed, erected and used in accordance with **Section 13 Scaffolding Safety** of this document.

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20 Unmanned Aerial Vehicles (UAVs)/Drone Safety

20.1 Operating Guidelines: The following Operating Guidelines for use of Unmanned Aerial Vehicles (UAVs) commonly referred to as “Drones” must be followed during all work associated with Remote Operations.

20.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that UAVs/Drones are appropriately deployed when used at Remote Operations sites in compliance with these guidelines.

20.3 UAV/Drones – General Requirements: Protection of employees, crew members and the general public will be an essential consideration when using a UAV/Drone at a remote site. Any new UAV/Drone application must first be approved by ESPN Remote Operations leadership and the following considerations must be met:

20.3.1 The selected UAV/drone vendor requires an FAA Exemption to fly for commercial purposes (domestic events)

20.3.2 Vendor needs to sign a thorough contract with ESPN.

20.3.3 Vendor needs to have General Liability insurance of US$5M.

20.3.4 Vendor needs to secure a Certificate of Authorization (i.e. a “COA”) from the National branch of the FAA for each shoot.

20.3.5 Vendor needs to submit a Plan of Activities (i.e. a “POA”) to the local branch of the FAA that governs air traffic in the area in which you are shooting.

20.3.6 ESPN and/or Vendor needs to seek Authorization from the owner(s) of the stadium or facility that you will be flying over.

20.4 UAV/Drones – Safety Requirements: The following safety requirements shall be followed when using a UAV/Drone:

20.4.1 Use is restricted to “closed set” environments.

20.4.2 UAV/Drone must weigh less than 55 pounds, including camera.

20.4.3 UAV/Drone may not be flown at a ground speed exceeding 50 knots.

20.4.4 Flights must be operated at an altitude of no more than 400 feet above ground level.

20.4.5 UAV/Drone must be operated within visual line of sight at all times.

20.4.6 Prior to each flight, UAV/Drone must be inspected to ensure it is in a condition for safe use.

20.5.7 The UAV/Drone operator must hold a current remote pilot airman certificate satisfying FAA Part 107 or an appropriate pilot license with an RC endorsement. (UAS/Drone operators flying under a FAA 333 Exemption must provide a copy of the Exemption for review).

20.4.8 The UAV/Drone Operator must confirm and evidence the UAV/Drone to be used has been properly registered with the FAA and maintained according to manufactures recommendations and any appropriate industry and regulatory guidelines that may apply.

20.4.9 UAV/Drone may not be operated directly over any person, except authorized and consenting production personnel.

20.4.10 The UAV/Drone operator must confirm the mechanism that causes the UAV/Drone to home and land in the event of a failure or disruption on any control systems, including the radio link, is in working and acceptable condition for flight.

20.4.11 UAV/Drone operation site location including emergency operation zone and any safety zone during operation of the UAV/Drone shall be under the operator's full control and visual line of sight at all times during the period of flight. All filming during UAV/Drone flight will be monitored by a filming assistant who will then provide directional guidance to the operator as necessary.

20.4.12 In instance where UAV/Drone loses communications or GPS signal, UAV/Drone must return to predetermined location within the security perimeter and land or be recovered in accordance with operator's manual.

20.4.13 UAV/Drone operation must be completed within 30 minutes flight time or with 25% battery power remaining, whichever occurs first.

20.4.14 UAV/Drone operations may not be conducted during the night.

20.4.15 UAV/Drone may not be operated by the PIC from any moving device or vehicle.

20.4.16 A flight log shall be maintained by the authorized UAV/Drone operator for each flight. The flight log shall include at minimum:

- Flight location
- Purpose of the UAS/Drone flight
- Date of flight
- Time of day the flight/s will occur
- Operators name and other essential personnel (such as spotter)

- UAV/Drone make and model

20.5 Unauthorized UAV/Drone Flights - ESPN-Owned Events: When an unauthorized UAV/Drone is spotted over an ESPN Owned & Operated (O&O) Event, such as the X Games, the following actions should be taken:

20.5.1 ESPN Security Command (860-766-2486) and onsite event Incident Command (if operational) should be notified immediately.

20.5.2 Onsite Incident Command (if operational) or ESPN Security Command shall contact local law enforcement for assistance.

20.5.3 Security and Operations shall determine if the UAV/Drone poses a threat to an area of spectators or to athlete competition. If a threat is posed, operations shall attempt to clear the area of spectators at risk and/or terminate competition.

20.5.4 Security and Operations shall attempt to identify the person flying the UAV/Drone and request they safely land the UAV/Drone outside of the venue with the assistance of local law enforcement.

20.5.5 Bristol Command Post shall send out an Everbridge notification to the appropriate groups.

20.5.6 If the UAV/Drone lands inside the venue or during competition, the following steps shall be taken:

- Clear an area around the UAV/Drone of 100 feet.
- Stop competition and restrict access to the UAV/Drone. DO NOT APPROACH, allow law enforcement to assess and offer guidance on the threat or risk and follow their instructions.

20.6 Unauthorized UAV/Drone Flights – ESPN non-Owned Events: When an unauthorized UAV/Drone is spotted over an ESPN non-owned event, such as Monday Night Football, the following actions should be taken:

20.6.1 Event operations managers or security managers should be notified immediately.

20.6.2 The event operations managers or security manager shall contact venue management for assistance. Impacts on the safety of staff and the operation of the event shall be assessed and appropriate action taken to safeguard our personnel, assets, and the show.

20.6.3 The Bristol Security Command Post shall also be notified at 860-766-2486.

20.6.4 Bristol Command Post shall send out an Everbridge notification to the appropriate groups.

21 Camera Positioning Safety

21.1 Operating Guidelines: The following Operating Guidelines for positioning of cameras must be followed during all work associated with Remote Operations.

21.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that cameras are appropriately positioned at Remote Operations sites in compliance with these guidelines.

21.3 Camera Positioning – General Requirements: Protection of employees, crew members and the general public will be an essential consideration when positioning cameras. The following safety requirements should be followed when positioning cameras:

21.3.1 **Camera Platforms:** Cameras built on any platforms higher than four feet (4') above a lower level (30" in the state of California) must be built behind an approved guardrail system or appropriate fall protection equipment must be worn by anyone on the platform. Note that an approved guardrail system consists of a top rail that is at least 39" high, a mid-rail and a toeboard. The top rail must be able to withstand 200 pounds of force applied in any direction without significant deflection.

21.3.2 **Camera Hoisting:** If a block and tackle or other type of hoisting system is used to hoist cameras or other equipment into place precautions must be taken to ensure that:

21.3.2.1 The top mounting bracket on the platform is secure.

21.3.2.2 The hoisting system is in good condition. The rope/cable should be inspected frequently for deterioration resulting in loss of original strength and must be replaced as necessary.

21.3.2.3 The safe working load should be plainly marked on the system and shall not be exceeded.

21.3.2.4 Personnel on a platform to catch the camera or assisting in its lowering will need to use appropriate fall protection equipment if it is necessary to lower or remove platform railings to accomplish camera movement.

21.3.3 **Camera Tripod Anchorage:** Cameras and their tripods placed on working surfaces more than four (4) feet above the adjacent floor or ground level must be secured by chaining or other appropriate method to prevent falling. Eyebolts must be closed loop and securely attached to withstand at least 200 pounds of force. Likewise, tie-down chains or straps must also be rated for at least 200 pounds of force.

22 Electrical Safety

22.1 Operating Guidelines: The following Operating Guidelines for electrical safety must be followed during all work associated with Remote Operations.

22.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that these electrical safety guidelines are implemented at Remote Operations sites.

22.3 Electrical Safety – General Requirements: Electrical safety procedures to protect the safety of employees, crew members, and the general public will be an essential consideration when conducting remote operations. Electrical accidents are caused by a combination of three possible factors -unsafe equipment and/or installation, workplaces made unsafe by the environment, and unsafe work practices during installation, alteration, troubleshooting, and repair of electrical equipment. Working with this equipment requires skilled and knowledgeable personnel who can perform the work in a safe manner. The following electrical safety requirements should be followed:

22.3.1 **Lighting:** Lamps for general illumination must be protected from breakage and metal shell sockets must be grounded. Temporary lights must not be suspended by the cords, unless they are designed for such use.

22.3.2 **Installations:** Electrical installations made in accordance with the current National Electrical Code are considered to be in compliance with OSHA's electrical standard for construction, except for the following requirements:

22.3.3 **GFCIs:** Employers and crew members must provide ground-fault circuit interrupters (GFCI's) to protect employees and crew members from ground fault hazards at remote sites.

22.3.3.1 All 120 volt, single-phase, 15-and 20-ampere receptacles that are not part of the permanent wiring must be protected by GFCI's. Receptacles on smaller generators are exempt under certain conditions.

22.3.4 **Electrical Work Practices:** Operations Management must not allow employees and crew members to work near live parts of electrical circuits, unless the employees and crew members are protected by one of the following means:

22.3.4.1 De-energizing and grounding the parts.

22.3.4.2 Guarding the parts by insulation.

22.3.4.3 Any other effective means.

22.3.4.4 In work areas where the exact location of underground electrical power lines is unknown, employees and crew members using tools that may contact the lines must be protected by insulating gloves, aprons, or other protective clothing which will provide equivalent electrical protection.

22.3.4.5 Barriers or other means of guarding must be used to ensure that workspace for electrical equipment will not be used as a passageway during periods when energized parts of equipment are exposed.

22.4 Electrical Safety for Remote Vehicles and Operations: The following electrical safety procedures should be implemented at all remote operations Event Sites:

22.4.1 Mobile unit and generator electrical connections may only be made by the Mobile Unit Engineer, the Generator Vendor or the venue Electrician. At no time will other ESPN employees or crew members connect or disconnect Mobile Unit or generator power connections.

22.4.1 Inspect all trailer mounted / truck mounted equipment at the start of an assignment, to insure no damage has occurred during transit. Damage shall be reported to Operations Management.

22.4.2 Hydrogen gas is explosive and produced when batteries are charging. Avoid open flames, sparks, and smoking in these areas.

22.4.3 Visually inspect all A.C. cables prior to making any electrical connection.

22.4.4 Inspect all plug type connectors for broken or damaged plugs and for loose or frayed cable connections.

22.4.5 Identify any plug, cable or connector found by removing the item from service and marking with a red defective.

22.4.6 All power cables must be color coded. If cables of the appropriate color are unavailable, the plug connector housing will be covered on each end with tape of the appropriate color:

22.4.6.1 All ground cable will be identified by the color GREEN.

22.4.6.2 All neutral cable will be identified by the color WHITE.

22.4.6.3 All live source cable will be identified by a color other than above.

22.4.7 A non-standard plug configuration shall be used on all ground cable.

22.4.8 All ground cables shall be connected first, and shall be the last cable to be disconnected. The ground cable shall never be disconnected while power is being provided to the trailer/truck mounted equipment. The ground shall never be disconnected to resolve technical problems such as an interfering “hum”.

22.4.10 All A.C. cables shall be protected from damage and not be coiled.

22.4.11 All ground cable associated with a specific piece of equipment shall have a permanent tag placed on both ends of the cable to identify what piece of equipment it is grounding.

22.4.12 All cables shall be bundled neatly and protected from damage where high traffic conditions exist. DO NOT bundle AC power cables with audio/video cables.

22.4.13 Electrical cables shall be placed in high visibility cable troughs for protection in areas of pedestrian and/or vehicular traffic or where they pose a tripping hazard.

22.4.14 Where feasible, employees and crew members shall use ground fault circuit interrupter (GFCI) equipment when temporary electrical wiring or outside/wet locations utilizing electricity are required.

22.4.15 Employees and crew members shall use an assured equipment grounding program where GFCIs cannot be used on technical equipment due to stray RF fields that inadvertently trip the GFCIs.

22.4.16 DO NOT defeat the CCU/triax safety switch on cameras with this feature.

22.4.17 DO NOT disconnect or separate triax connectors while they are energized.

22.4.18 No aerial device may be brought closer than 15 feet to an overhead power line. Operators must anticipate that antenna masts and crane booms will sway and allow additional clearance. Operators must also assure that the vehicle is on stable soil (mudsills) or pavement with jacks deployed so that an overhead device will not make electrical contact by tilting into a power line.

22.5 Procedures for Portable Generators

22.5.1 Portable generators may only be moved, connected, disconnected or serviced by the portable generator vendor. At no time will other ESPN employees or crew members conduct work associate with portable generators.

22.5.2 Portable generators may only be parked where there is sufficient ventilation for generator exhaust and where the generator can safely be refueled.

22.5.3 Portable generators must be properly grounded prior to start up. The green ground lead must be the first lead connected and the last lead disconnected. Proper grounds are listed below:

22.5.3.1 Ground rod driven at least eight feet (8') into the ground. Note that you should always consult with the venue or facility engineers to ensure that there are no underground utilities in the area prior to driving a ground rod.

22.5.3.2 Building ground or substantial building steel that is grounded to a substantial earth ground.

22.6 Energizing Field Equipment:

22.6.1 The engineer-in-charge shall place all A.C. safety switches associated with trailer mounted/truck mounted equipment into the OFF position before any electrical connections are made.

22.6.2 Where remote site electricians connect the A.C. supply cables, the supply cables will remain de-energized until such time as the engineer-in-charge visually inspects all conductors and deems it safe to authorize power up.

22.6.3 The Engineer- in-Charge shall perform a mandatory overhead clearance inspection prior to energizing equipment and attempting to raise any aerial device.

22.6.4 The Engineer-in-Charge shall check in-line meters to assure proper line voltage before trailer mounted/truck mounted equipment is energized by the external power source.

22.6.5 All service disconnect equipment supplying trailer mounted/truck mounted equipment shall display signage clearly indicating what the particular disconnect switch is supplying. Example: Post Production Trailer – Utility Trailer – Production Trailer. This will allow for rapid identifications of service.

22.7 Extension Cords/Multiple Outlet Boxes/Flexible Cords and Cables:

22.7.1 Use only three-wire, 12 or 14 GA, extension cords and cables.

22.7.2 Check extension cords before use to ensure they are adequate for the intended current and purpose.

22.7.3 DO NOT use multiple extension cords connected together.

22.7.4 Inspect extension cords daily for damage before placing them in service.

22.7.5 Receptacles connected to circuits with different voltages, frequencies, or current (ac or dc) shall have different attachment configurations.

22.7.6 Only high-visibility orange or yellow extension cords rated for hard or extra hard use shall be used outdoors.

22.7.7 Flexible cords and cables shall comply with the requirements in NEC Article 400 (Flexible Cords and Cables). They shall not be used as a substitute for fixed wiring of a structure.

22.7.8 Flexible cords and cables shall not be:

22.7.8.1 Routed through holes in walls, ceiling, or floors: or through doorways, windows, or similar openings (unless appropriately guarded to prevent damage), concealed behind building walls, ceilings, or floors.

22.7.8.2 Wired with plug or connector that has live parts exposed to a person on the operations side of the equipment.

22.7.8.3 Placed where they could present a trip or fall hazard.

22.7.8.4 Used when the cord insulation is damaged, cracked, or spliced; or when the grounding pin is missing from the end of the male cord plug.

22.7.8.5 Installed in raceways, except as otherwise permitted by the event organizer/host.

22.8 Activities:

22.8.1 A switching procedure is required for all high voltage system operations (greater than 400 volts) or for lower voltages where there is a possibility of back feed to the high voltage system under consideration. If these conditions are encountered, a LICENSED ELECTRICIAN should be contracted to perform the necessary work.

22.8.2 ONLY LICENSED ELECTRICIANS shall be permitted to work on exposed live current carrying conductors.

22.8.3 Each cord set, attachment cap, plug and receptacle of cord sets, and any equipment connected by cord and plug, except cord sets and receptacles which are fixed and not exposed to damage, shall be visually inspected before each day's use for external defects, such as deformed or missing pins or insulation damage, and for indications of possible internal damage. Equipment found damaged or defective shall be tagged and immediately taken out of service until repaired.

23 Hearing Conservation

23.4 Operating Guidelines: The following Operating Guidelines for hearing conservation must be followed during all work associated with Remote Operations.

23.5 Management Responsibilities: Operations Management is primarily responsible for ensuring that these hearing conservation guidelines are implemented at Remote Operations sites.

23.6 Hearing Conservation – General Requirements: Occupational Safety Standards require ESPN to provide hearing protection, audiometric testing and a safety briefing to employees exposed to noise levels exceeding 85 dBA for 8 hours or 115 dBA for 15 minutes. The standard also mandates noise monitoring to determine noise exposure over time.

23.6.1 Long-term exposure to noise levels in excess of 90 dBA (averaged over an 8-hour workday) and/or short-term exposure to noise levels in excess of 115 dBA can result in permanent and irreversible hearing loss.

23.6.2 NOTE: noise levels can only be measured with a properly calibrated sound level meter, however, a good “rule of thumb” is as follows: Noise levels probably exceed 90 dBA if you must raise your voice for someone to understand you during normal face-to-face conversation.

23.6.3 ESPN Safety & Health should be consulted whenever remote operations may involve long-term (> 8 hours) exposure to noise levels greater than 90 dBA or short-term (>15 minutes) exposure to noise levels greater than 115 dBA. ESPN Safety & Health will evaluate noise exposure potential and determine an appropriate course of action.

23.7 Noise Exposure Reduction: Exposure to noise levels can be controlled by minimizing the amount of time spent in the vicinity of high noise levels. However, the nature of certain remote operations requires that crew members work in high noise level areas. The first line of defense is to minimize this exposure by limiting time in the area to only that time necessary to complete the work. Another consideration is the distance away from the noise source and in general, employees and crew members should perform their work from a location as far as possible from the noise source.

23.7.1 When needed, hearing protection will be provided to employees and crew members who perform tasks designated as having a high noise exposure (i.e., football field sidelines, automobile racing coverage, etc.) and replaced as necessary. It is the responsibility of Operations to require employees to wear hearing protection in all locations when noise levels reach or exceed 90 dBA. Protection can be provided by properly-fitted noise attenuation devices such as ear muffs and ear plugs. Noise

attenuating ear muffs and headsets can effectively reduce exposure to moderate noise levels. However, during higher noise levels (i.e., automobile racing coverage), additional protection will be required. This can be accomplished by wearing disposable or custom-fitted earplugs underneath the ear muffs or headsets.

23.8 Training: Affected employees and crew members will be required to be trained in the proper usage and wearing of hearing protection. The training will be conducted by onsite Safety Manager, or a designated representative, on the first date onsite at an event and then annually thereafter.

- Training shall consist of the following components:
- How noise affects hearing and hearing loss;
- Review of the OSHA hearing protection standard;
- Explanation of audiometric testing;
- Rules and procedures;
- Locations where hearing protection is required; and
- How to use and care for hearing protectors.
- Training records will be maintained by ESPN

23.9 Audiometric Testing: Employees routinely exposed to high noise levels (i.e., automobile racing crews, etc.) will receive an annual audiometric test to measure hearing ability and determine if the employee has experienced a hearing threshold shift. Audiometric testing will be coordinated by the ESPN Safety & Health Department. If the annual audiometric testing shows that an employee has suffered a standard threshold shift, the employee will be retested within thirty (30) days of the annual audiogram. If the retest confirms the occurrence of a standard threshold shift, the employee will be notified in writing within twenty-one (21) days of the confirmation. Employees who do experience a standard threshold shift will be refitted with hearing protection and provided more training on the effects of noise.

24 Tent Safety

24.4 Operating Guidelines: The following Operating Guidelines are to establish protocols for the installation and use of tents during work associated with Remote Operations.

24.5 Management Responsibilities: Operations Management is primarily responsible for ensuring that tents are erected and maintained appropriately at Remote Operations sites in compliance with these guidelines.

24.6 Tents – General Requirements: All Tents used for or by ESPN must meet the following ESPN Tent Safety Requirements. For the purposes of this section "Tent" refers to any temporary structures constructed of fabric or other pliable materials such as tents, canopies, enclosures, shelters or other membrane structures. Tents shall comply with local building codes, as well as, the following ESPN Tent Safety Requirements:

24.7 Tent Erection, Maintenance and Inspection: Tents shall be constructed and erected in accordance with the manufacturer's instructions or designed by a competent person. Tents shall be erected, maintained and inspected by a properly trained competent person.

24.8 Tent Guidelines: The following document serves as uniform requirements for all ESPN events whenever a temporary structure/tent/canopy is used on a remote site. It should be understood that these guidelines are only applicable to the International Building Codes. Some Local Jurisdictions might have more stringent requirements, and it is the responsibility of the Operations Producer, Operations Specialist and/or Operations Manager to abide by the more stringent guidelines of the Local Codes.

24.8.1 Permits shall be obtained for air-supported temporary membrane structure or tents >200 sf when required by local AHJ or fire code official.

24.8.2 Permits shall be obtained for canopies > 400 sf when required by local AHJ or fire code official.

- Exception – Fabric canopies open on all sides that are < 700 sf and have a 12' minimum clearance to structures and other tents.

24.8.3 Permits shall be obtained by the tent erecting company where the local AHJ or fire code official requires a permit and reviewed by the ESPN Operations Manager before occupying the tent.

24.8.4 The tent, air-supported, air-inflated or tensioned membrane structure must be inspected by the ESPN Operations Manager for approval prior to use.

24.8.5 Fire department access roads must be provided to access each tent structure.

24.8.6 Structures cannot be located within 20 feet of lot lines, buildings, other tents,

canopies, or membrane structures, or parked vehicles.

- Exception – Separation distance between membrane structures, tents, and canopies not used for cooking is not required when the aggregate floor area is < 15,000 sf.
- Exception – Membrane structures, tents, or canopies need not be separated from buildings when all of the following are met: Area of membrane structure, tent, or canopy is < 10,000 sf; combined allowable area of structure and building does not exceed International Building Code; sufficient exit capacity of temporary structure and building; and fire access roads are provided

24.8.7 Membrane structures > 15,000 square feet must be separated from other structures by 50', unless connected by a corridor.

- Note: corridor must contain exit doors on each end and a 12' opening on each side, approximately opposite of each other.

24.8.8 A 12' unobstructed opening must be maintained on all sides of the temporary structure unless otherwise approved by the local AHJ or fire code official.

24.8.9 The Operations Producer, Operations Specialist and/or Operations Manager shall review documentation of structural stability, provided by tent erecting company, to verify proper erection of temporary structure to manufactured standards.

24.8.10 If structure is air-supplied, the following conditions must be met:

- Backup blower to maintain full inflation pressure.
- Generator power must be provided for at least 1 blower continuously for 4 hours if being used by more than 200 person.

24.8.11 12" clearance width must be maintained between rows for assembly style seating, with ½" increase for each chair over 24 in a single row.

24.8.12 There should not be less than 100' travel distance from any single point in the structure to the nearest exit.

24.8.13 The following chart indicates the necessary number of exits and their widths based on the occupant load:

Occupant Load	Minimum # of Exits	Minimum Width of Each Exit (in) Tent or Canopy	Minimum Width of Each Exit (in) Membrane Structure
10-199	2	72	36
200-499	3	72	72
500-999	4	96	72
1000-1999	5	120	96
2000-2999	6	120	96
>3000	7	120	96

24.8.14 Exits openings from tents shall remain open unless covered by flame-resistant curtains of opposite color to the tent:

- The curtains must be distinctly marked in contrast to the tent wall so as to be recognizable as means of egress.
- The curtains must be installed across an opening that is at least 6 ft in width.
- The curtains must be hung from slide rings or equivalent hardware so as to be readily moved to the side to create an unobstructed opening in the tent wall that is of the minimum width required for door openings.

24.8.15 Exit doors shall swing in the direction of exit travel and not have an opening force >15 lbs.

24.8.16 Aisle widths must be at least 44” wide.

24.8.17 Exits shall be clearly marked and sign shall be installed to indicate direction of travel when serving an occupant load of 50 or more.

24.8.18 Exits can be an approved self-luminous type or shall be internally or externally illuminated.

24.8.19 All tent materials shall be labeled with size and fabric type and shall be flame resistant as determined in accordance with NFPA 701.

24.8.20 Records must be presented to the Operations Producer, Operations Specialist and/or Operations Manager, from tent erecting company, indicating the tent owner’s contact information, the date the fabric was last treated with flame-resistant solution, the type of chemical used in treatment, and the name of testing agency and test standard used for the fabric testing.

24.8.21 Tent materials must be of non-combustible construction or sprinklers are required.

24.8.22 No smoking is allowed and signs must be posted.

24.8.23 Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.

24.8.24 Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code,* and shall be approved by the fire code official. Electrical cooking and heating equipment shall comply with the ICC *Electrical Code*. Heating and cooking equipment not producing flames must be

approved by local Fire Marshal and cannot be located within 10' of the exits.

24.8.25 Tents where cooking and heating is approved cannot be within 20' of other structures unless otherwise approved by local AHJ or fire code official.

24.8.26 LP-gas containers shall be located outside the tents and contain safety release valves pointed away from the tent. LP-gas containers <500 gallons must be located >10' away from any structure. LP-gas containers >500 gallons must be located >25' away from any structure.

24.8.27 LP-gas containers must be protected from tampering.

24.8.28 All LP gas connections shall be tested for leaks using soap solution before being placed into service and after any changes or alterations are made to the equipment.

24.8.29 No flammable or combustible liquids can be within 50' of any structure.

24.8.30 Motor vehicles used for display must be approved by local Fire Marshal.

24.8.31 Fireworks cannot be used within 100'.

24.8.32 Spot or effect lighting must be by electricity and all combustible materials within 6' of the spot lighting must be insulated >9.5" thick.

24.8.33 Motion pictures shall not be displayed under structures unless the motion picture film is safety film.

24.8.34 There shall be a minimum of 3' clearance from interior materials and the walls of the structures, when walls exist.

24.8.35 Portable fire extinguishers must be provided.

24.8.36 Fire hose lines (garden hoses) and water supply must be provided.

24.8.37 Back-up generators cannot be located within 20 feet of any structure and shall be isolated from tampering.

24.8.38 Fire monitoring should be provided for the structure.

24.8.39 Bleacher seating inside a tent structure cannot exceed 12' in height.

24.8.40 Heaters used inside a tent must be approved by local Fire Marshal.

24.8.41 Emergency lighting is required for tents >1200 sf.

24.8.42 All temporary electrical equipment shall be connected to a properly grounded electrical supply system and rated for outdoor usage.

24.8.43 Fire alarm system must be installed in tents serving more than 300 people unless otherwise approved by the AHJ or fire code official.

24.8.44 Ceiling height cannot be less than 7'.

24.8.45 All tent occupants will have to evacuate the tent and seek shelter indoors if lightning strikes are recorded within **8 miles** of the scheduled event. The tent can be reoccupied when lightning has not been detected within **8 miles** for at least **30 minutes**.

24.8.46 Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, canopy or membrane structure shall be not less than 12 inches (305 mm) from the flue or vent.

24.8.47 All tent structures must be designed to resist a wind speed of 90 mph without significant damage. Appropriate ballast and/or earth anchors must be installed to ensure that the tent structure meets the wind resistance requirements.

24.9 Definitions

24.9.1 **Tent.** A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner except by air or the contents it protects.

24.9.2 **Canopy.** A structure, enclosure, or shelter constructed of fabric or pliable materials supported by any manner, except by air or the elements it protects, and is open without sidewalls or drops on 75% or more of the perimeter.

24.9.3 **Air-Supported Structure.** A structure wherein the shape of the structure is maintained by air pressure, and the occupants of the structure are within the elevated pressure area.

24.9.4 **Membrane Structure.** An air-inflated, air-supported, cable or frame-covered structure as defined by the IFC and not otherwise defined as a tent or canopy.

24.9.5 **Temporary Structure.** Not used for more than 180 days within a 12 month period.

25 Bleacher Safety

25.1 Operating Guidelines: The following Operating Guidelines are to establish protocols for erecting bleachers for use associated with Remote Operations.

25.2 Management Responsibilities: Operations Management is primarily responsible for ensuring that bleachers are erected appropriately at Remote Operations sites in compliance with these guidelines.

25.3 Bleacher Safety – General Requirements: All bleachers erected for employees, crew members, VIPs, spectators or the general public must be constructed of appropriate materials, in such a way as to support the intended weight of full capacity bleachers. Bleachers must comply with OSHA scaffold standards (if erected on a scaffolding base) and the following ESPN Bleacher Safety Requirements:

25.4 Operating Requirements: The following bleacher construction, maintenance and inspection safety requirements must be followed during all work associated with ESPN events.

25.5 Bleacher Erection: Maintenance and Inspection: Bleachers shall be constructed and erected in accordance with the manufacturer's instructions or designed by a competent person. Bleachers shall be erected, maintained and inspected by a properly trained competent person.

25.6 Bleacher Requirements: NOTE: The following design standards are minimum requirements for bleachers and grandstands erected or utilized by ESPN and are based on current NFPA*, ICC** and CPSC*** guidelines. It is important to note that existing local building code requirements may be more stringent and must be followed when they exist.

25.6.1 Bleacher seating structures must be designed by a Professional Engineer or Registered Architect and ESPN Safety must receive engineering drawings that provide a blue print of how the structure is built, along with load calculations for structural and wind loads, occupancy calculations and designation of required egress paths.

25.6.2 All structures that will be used to support people (i.e. bleachers, grandstands, platforms, etc.), must be designed for a minimum uniform live load of 100 psf. Continuous bench style seating configuration is preferred. If individual seats or chairs are used, they must be firmly secured in rows.

25.6.3 Structures must be designed to resist wind up to 70 mph, or the 100 year winds, whichever is greater. Design must account for additional wind loading created by the installation of scrim and/or signage to front, sides and/or rear of the structure.

25.6.4 Bleachers and Grandstands must meet the provisions of NFPA 102* and ICC 300** which includes, but is not limited to the following:

25.6.5 Guardrails must be at least 42" in height and must be installed around all open sides, including the front whenever the walking deck or first row of seats exceeds 30” in height. Guardrail components must be designed to discourage climbing (e.g., continuous vertical bars, solid walls, chain link fencing having a maximum mesh size of 1.25”, etc.).

25.6.6 The four inch sphere rule applies. In other words, a 4" sphere cannot pass through any opening on the entire structure including the space between the seatboards and floorboards; between the top guardrails and floorboards; and, the triangular opening formed by the riser, tread and bottom rail at the end of each aisle stair or tiered seating row.

25.6.7 Walking decks must be complete with no openings greater than ¼” and walking surfaces cannot deflect more than 1/60 the thickness (width) of the walk board(s).

25.6.8 Aisle widths must be a minimum of 48” when located between two seat rows, or 36” when located with a seat row on only one side.

25.6.9 Egress aisles must be designated and maintained based on the following occupancy loading:

- Occupant Load: 0 – 250 — 1 Egress Aisle
- Occupant Load: 251 - 750 — 2 Egress Aisles
- Occupant Load: 751 - 2,500 — 3 Egress Aisles
- Occupant Load: >2,500 — 4 Egress Aisles

25.6.10 Stair risers must be closed and must be marked in such a way that the stair nosings are readily apparent when viewed in descent. Distinctive colored traction tape or paint markings should run the full width of the tread and should be between 1” and 2” in width.

25.6.11 Stair treads and risers must be of uniform size and shape. Riser height should be 4” to 8” and must be consistent with no more than a ¼” height differential between the smallest and largest riser in any flight of stairs. Likewise, treads must be at least 11” deep and must be consistent with no more than a 3/8” depth differential between adjacent treads. A minimum overhead clearance height of 6’ 7” must be maintained over every egress aisle.

25.6.12 Handrails are required wherever access and egress stairs are installed, regardless of stair height. These handrails should be 1.25” to 2” in diameter; installed 34” to 38” above the stair risers; placed at least 1.5” away from the wall; and should be smooth and free of sharp edges. Ends of handrails should be rounded or

terminated back to the surface to prevent sharp edges and obstructions.

25.6.13 Intermediate handrails or center aisle handrails may be required so that all portions of the stairway width required for egress capacity are within 30 inches (762 mm) of a handrail.

25.6.14 The area beneath a bleacher structure must be protected against unauthorized entry and must not be used for the storage of flammable or combustible materials.

* National Fire Protection Association (NFPA) standard, NFPA 102: “Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures”. Current Edition: 2006.

** International Code Council (ICC) standard, ICC 300: “Standard for Bleachers, Folding and Telescopic Seating, and Grandstands”. Current Edition: 2007.

*** U.S. Consumer Product Safety Commission (CPSC) publication, CPSC Pub. No. 330: “Guidelines for Retrofitting Bleachers”.

26 Forms, Posters and Information Sheets

Form Number	Form Title	Document Type	Location
IIPP.001	*"Remote Operations Emergency Action Plan"*	Form	Appendix B
IIPP.002	*"OSHA Workplace Safety"*	Form/Poster	Appendix C
IIPP.003	*"Worker Accident Investigation Report"*	Form	Appendix D
IIPP.004	*"Confidential Report of Spectator/Guest or Vendor Incident"*	Form	Appendix E
IIPP.005	*"Vehicle Accident Report"*	Form	Appendix F
IIPP.007	Table I: *"OSHA Work/Warm-Up Schedule"* and *"Cold Stress Information"*	Table and Information Sheet	Appendix H
IIPP.008	Table II: *"OSHA Heat Index Table and Heat Stress Information"*	Table and Information Sheet	Appendix I
IIPP.009	*"First Aid At A Glance"*	Information Sheet	Appendix J
IIPP.010	*"How to put on a Fall Protection Harness"*	Information Sheet	Appendix K
IIPP.011	*"Recommended Fall Protection Equipment Inventory"*	Information Sheet	Appendix L
IIPP.012	*"Fall Protection Equipment Inspection Guidelines"*	Information Sheet	Appendix M
IIPP.019	*"Wildfire Smoke Procedures"*	Information Sheet	Appendix T

Appendix A: Document Revision History

REVISION HISTORY			
Rev	**Description of Change**	**Author**	**Effective Date**
0	***DRAFT:*** Remote Operations Safety & Health Plan revised and reformatted into existing Injury & Illness Prevention Plan (IIPP) Format.	Rob Bee	10/15/06

1	***DRAFT:*** IIPP revised to incorporate changes requested by ESPN Legal Department.	Rob Bee	02/16/07
2	IIPP revised to incorporate final ESPN Legal Department changes and issued.	Rob Bee	06/01/07
3	IIPP revised to reflect "Remote Operations" departmental name change to "Event Operations".	Rob Bee	12/15/07
4	IIPP revised to remove references to "Engineer in Charge (EIC)".	Rob Bee	03/15/08
5	IIPP revised to reflect changes in accident investigation and documentation procedures (Section 19 Accident Management Procedures). Revision included replacement of *"ESPN Worker Accident Investigation Report"* form (IIPP.016); deletion of *"ABPSI Accident Investigation Report"* form (IPP.017); and, addition of *"CAPS First Report of Injury"* form (IIPP.017), *"Confidential Report of Spectator/Guest or Vendor Incident"* form (IIPP.018) and *"Vehicle Accident Report"* form (IIPP.019).	Rob Bee	07/10/08
6	IIPP revised to reflect changes in Remote Health and Safety Emergency Contact Listing (Section 4 Injury and Illness Prevention Program) to include contact information for Tiffany Taylor and Debbie Clay). Revision also included addition of Aircraft-Mounted Cameras – General Requirements in Section 12.	Rob Bee	01/10/09
7	IIPP revised to reflect changes in Scaffold Safety Guidelines (Section 7 Scaffolding Safety Policy) and to include revised Appendix J: Form IIPP.009 *"Event*	Rob Bee	11/15/09
8	IIPP revised to expand coverage to include X Games events and to reflect changes in various sections such as the Scaffolding and Aerial Lift Safety Policies.	Rob Bee	03/24/2014
9	Entire IIPP document revised and refreshed with all sections updated and the overall document realigned. New sections added to cover SPSG; California Heat Illness Prevention Standard; Fire Prevention; Remote Stages; UAV/Drones; Tents and Bleachers.	Rob Bee	03/01/2019
10	IIPP reviewed and section 9 revised to include "*Wildfire*	Rob Bee	11/06/2019

	Smoke Procedures" details and accompanying Appendix "T" documentation sheet. Entire document renumbered accordingly.		
11	IIPP reviewed and section 19 revised to include Aerial Camera inspection requirements (19.6.11) and a subsection addressing Jib Cranes (19.10).	Rob Bee	04/20/20
12	IIPP Safety point of contact revised. Contact switches from regional coverage to sporting event.	Dan Pivin	11/16/2021
13	Grainger Point of Contact revised.	Dan Pivin	11/16/2021
14	Appendix L, POC revised for fall protection inventory.	Dan Pivin	11/16/2021
15	Appendix G, modified checklist to reference.	Dan Pivin	11/16/2021
16	Remove Appendices N, O, P, Q, R and S	Marty Lalick	03/30/22

Appendix B: Form IIPP.001 *"Remote Operations Emergency Action Plan"* form

ESPN

EMERGENCY EVACUATION ACTION PLAN

EVENT: Nationwide Series
ADDRESS: Daytona International Speedway
1801 International Speedway Blvd.
Daytona Beach, FL 32114

OPERATIONS PRODUCER (on site): Your Name Here (XXX-XX-XXXX)
ONSITE SAFETY/SECURITY REPRESENTATIVE: Safety Rep (XXX-XXX-XXXX)

1. In the event of an emergency that requires evacuation, "Rally Points" for meeting have been established in the locations shown below:
2. In a Tornado warning or other situation that requires that the crew seek shelter, the rallying point will be in the "Area of Refuge" shown below:
3. The crew will be released over the PL or two-way radio (if possible). If power is interrupted at the truck and the PL is not working, follow the venue instructions for evacuation details.
4. Please meet at the rally point, in the order listed below as soon as possible for an accurate headcount. If you are unable to meet at the rally point, please call:

Ops Producer	C: XXX-XXX-XXXX
Ops Assistant	C: XXX-XXX-XXXX

Area of Refuge Location: The rest rooms located under the stands adjacent to the TV Compound

Rally Point A: In the TV Compound next to the FEATHERLITE

Rally Point B: Crew Parking Lot

Rally Point C: ESPN Hotel:
Hilton Daytona Beach
100 North Atlantic Ave
Daytona Beach, FL 32118

FOR AMBULANCE, FIRE, AND POLICE DIAL 911

HOSPITAL: Halifax Medical
(386) 239-5000 | 400 North Clyde Morris Blvd Daytona Beach, FL
LOCAL POLICE: City of Daytona Beach Police Department
(386) 671-5100 | Daytona Beach, FL
NON-EMERGENCY FIRE DEPT: City of Daytona Beach Fire Department
(386) 671-4000 | Daytona Beach, FL
TRACK INFIELD MEDICAL CENTER

The Infield Care Center is located behind the NASCAR Sprint Cup garage.

Appendix C: Form IIPP.002 *"OSHA Workplace Safety"* poster

You Have a Right to a Safe and Healthful Workplace.

IT'S THE LAW!

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with OSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.

The *Occupational Safety and Health Act of 1970 (OSH Act)*, P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. The Occupational Safety and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the *OSH Act*. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency, or seek OSHA advice, assistance, or products, call 1-800-321-OSHA or your nearest OSHA office: • Atlanta (404) 562-2300 • Boston (617) 565-9860 • Chicago (312) 353-2220 • Dallas (214) 767-4731 • Denver (303) 844-1600 • Kansas City (816) 426-5861 • New York (212) 337-2378 • Philadelphia (215) 861-4900 • San Francisco (415) 975-4310 • Seattle (206) 553-5930. Teletypewriter (TTY) number is 1-877-889-5627. To file a complaint online or obtain more information on OSHA federal and state programs, visit OSHA's website at **www.osha.gov**. If your workplace is in a state operating under an OSHA-approved plan, your employer must post the required state equivalent of this poster.

1-800-321-OSHA
www.osha.gov

U.S. Department of Labor • Occupational Safety and Health Administration • OSHA 3165

Appendix D: Form IIPP.003 *"Worker Accident Investigation Report"* form

Worker Accident Investigation Report

(1) Name of Worker	(2) Supervisor and phone number	(3) Employee/Agency Payrolled
(4) Position or Job Title	(5) PERNR # (If Applicable)	(6) Employer/Staffing Agency
(7) Home Address, City, State, Zip	(8) Sex	(9) Work Unit or Department
(10) Date of Birth	(11) Date of Hire	
(12) Telephone Number(s) worker can be reached	(13) Was this company property	(14) Sport if applicable (NBA/NFL/ETC.)
(15) Address where accident occurred, City, State, Zip (Site/Location code, if applicable)		
(16) Date of Accident (MM/DD/YYYY)	(17) Time of Accident	(18) Time person started work?
(19) What was worker doing just before injury/inllness occurred? (Describe tools, equipment or materials worker was using. Ex "climbing ladder with roofing materials")		
(20) What happened? (Tell how injury occurred, be specific. Ex "When ladder slipped on wet floor, worker fell 20 feet")		
(21) What is the injury and parts of the body affected? (Ex "Broken lower left arm")		
(22) What object or substance directly harmed Worker? (Ex "concrete floor")		

(23) Was medical care provided?	yes ☐	no ☐	If so, when?
(24) Was Worker treated in an emergency room?	yes ☐	no ☐	If so, when?
(25) Was Worker hospitalized overnight as an in-patient?	yes ☐	no ☐	If so, when?

(26) Name and Address of Physician:	
(27) Name and Address of Hospital:	(28) If Worker died, enter date of death.

(29) Witness(es)	(30) Date of Report	(31) Prepared by (Name, Title, Phone #)

Appendix E: Form IIPP.004 *"Confidential Report of Spectator/Guest or Vendor Incident"* form

Spectator /Guest /Vendor Accident Investigation Report

IMPORTANT: This report is prepared for the Legal Department and Risk Management Department and MUST be kept confidential.

(1) Name	(2) Business name (if applicable)	(3) Position or Job Title
(4) Telephone Number(s) S/G/V can be reached	(5) Address, City, State, Zip	
(6) Parent/Guardian Name if guest is a minor		(7) Sex
(8) Was this company property	(9) Sport if applicable (NBA/NFL/ETC.)	
(10) Address where accident occurred, City, State, Zip (Site/Location code, if applicable)		
(11) Date of Accident (MM/DD/YYYY)	(12) Time of Accident	(13) Time started work?

(14) What was S/G/V doing just before injury/inllness occurred? (Describe tools, equipment or materials person was using. Ex "climbing ladder with roofing materials")

(15) What happened? (Tell how injury occurred, be specific. Ex "When ladder slipped on wet floor, person fell 20 feet")

(16) Describe what S/G/V said occurred. If the incident is descibed by somebody other than the injured please indicate his/her identity and relationship to the injured.

(17) What is the injury and parts of the body affected? (Ex "Broken lower left arm")

(18) What object or substance directly harmed S/G/V? (Ex "concrete floor")

(19) STAFF MEMBER(S) WITNESSING OR HAVING KNOWLEDGE OF INCIDENT

Name:	Phone#
Name:	Phone#

(20) SPECTATOR /GUEST /VENDOR WITNESSING OR HAVING KNOWLEDGE OF INCIDENT

Name:	Phone#
Address:	
Name:	Phone#
Address:	

(21) Prepared by (Name, Title, Phone Number)	(22) Date of Report

In the event of a severe or critical injury or illness ONLY please call 877-703-5340 to report this claim to ACE/ESIS immediately.
If reported to ACE/ESIS: date reported _____ / _____ / _____ Claim #_____

Appendix F: Form IIPP.005 *"Vehicle Accident Report"* form

VEHICLE ACCIDENT REPORT

THIS FORM MUST BE COMPLETED IN FULL BY THE DRIVER - PLEASE PRINT

If this is a RENTAL VEHICLE you must submit a copy of the RENTAL AGREEMENT with this report

(1) Name of Worker	(2) Supervisor and phone number	(3) Employee/Agency Payrolled
(4) Position or Job Title	(5) PERNR # (If Applicable)	(6) Employer/Staffing Agency

COMPANY / RENTAL VEHICLE

(7) Vehicle Year	(8) Make	(9) Model	(10) Location of Damage
(11) Name of driver	(12) Drivers address		
(13) Drivers License Number	(14) State	(15) Age	(16) Phone where party can be reached
(17) Have Police been notified? YES ☐ NO ☐ HIGHWAY PATROL ☐ POLICE ☐ SHERIFF ☐	(18) City, Address, Phone Number		(19) REPORT NUMBER (include copy of report when submitting this form)

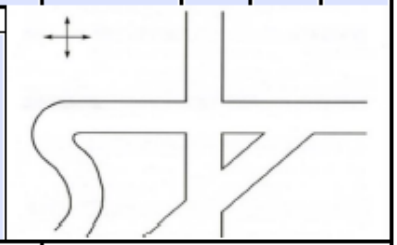
OTHER VEHICLE OR DAMAGE TO PROPERTY

(20) Vehicle Owner	(21) Address		(22) Phone where party can be reached
(23) Driver if other than vehicle owner	(24) Address		(25) Phone where party can be reached
(26) Vehicle Year	(27) Make	(28) Model	(29) Location of Damage
(30) Drivers License Number	(31) State		(32) Age
(33) Name of Insurance Company		(34) Was Car insured? YES ☐ NO ☐ (34a) Policy #	

LIST PASSENGERS / WITNESSES / PERSONS INJURED

NAME	ADDRESS	PHONE	AGE	Passenger: COMPANY VEHICLE	Passenger: OTHER VEHICLE	PEDESTRIAN	EXTENT OF INJURIES: MINOR	MODERATE	SERIOUS

(35) DESCRIBE HOW ACCIDENT OCCURRED



(36) Prepared by (Name, Title, Phone Number)	(37) Date of Report

FOR ESPN FLEET VEHICLES - Notify Tom Hislop at 860-766-2219, submit the completed form to Tom Hislop.

FOR ALL OTHER LEASED/RENTAL VEHICLE ACCIDENTS: Fax the completed form to Risk Management: 818-260-8295

Email completed report along with the rental agreement and police report to ESPN Safety Mailbox (espn.safety.mailbox@espn.com)

Appendix G: Form IIPP.006 *"Remote Operations Compound Safety Reference"*

Remote Operations Compound Safety Reference

I. Compound Area:

_____ Area secured to restrict public access to compound and electrical supply areas with fencing or rope.
_____ All walking surfaces maintained in good condition with hazards "flagged."
_____ All cabling protected from traffic or troughed.
_____ Lighting provided for nighttime use of area and for security.
_____ Suitable stairs provided where needed, in good condition, with handrails if 4 or more risers in height.
_____ Housekeeping checked regularly with adequate trash containers provided and maintained.
_____ Access to compound area maintained for emergency vehicles.
_____ Temporary power cables with strain relief
_____ Gloves for handling power hook-ups.

II. Office Trailers, Tents, Booths, Buildings

_____ Local emergency telephone numbers posted in office: Fire, Police, First Aid/Paramedics, Hospital.
_____ Fire Protection: At least one 2A-20 BC rated fire extinguisher provided for each unit near exit.
_____ Electrical: a) General condition b) Weather protected
c) Appropriately breakered d) Secured from public access
_____ Housekeeping checked regularly and adequate trash containers provided and maintained.
_____ General condition of all units safety maintained.

III. Cabling

_____ All cabling secured as remotely as practical from public access.
_____ All cabling flown a minimum of 8' above the surface or troughed in public walking areas (14'minimum in vehicle access areas).
_____ All cabling protected by matting over sharp edges (fences, steel beams, roofs, building corners, etc.) that could damage cables.
_____ All cabling run so as to prevent damage to buildings or other facilities and never within 15' of overhead power lines.

IV. Golf Carts

_____ Operating instructions presented to the crew.
_____ Operational daily check:
a) General Condition, b) Steering, c) Tires & Wheels, d) Governor function, e) Brakes, f) Engine
_____ All carts of the four wheel type, if available.

_____

Appendix H: Form IIPP.007 *"Table I: "OSHA Work/Warm-Up Schedule" and "Cold Stress Information"*

Table 1. Work and Warm-up Schedule for Four Hour Workshift

Air Temperature	No wind		5 mph Wind		10 mph Wind		15 mph Wind		20 mph Wind	
° F	Max. Work	No. Breaks	Max. Work	No. Breaks	Max. Work	No. Breaks	Max. Work	No. Breaks	Max. Work	No. Breaks
-15 to -19	--	--	--	--	75	2	55	3	40	4
-20 to -24	--	--	75	2	55	3	40	4	30	5
-25 to -29	75	2	55	3	40	4	30	5	None	
-30 to -34	55	3	40	4	30	5	None		None	
-35 to -39	40	4	30	5	None		None		None	
-40 to -44	30	5	None		None		None		None	
below -44	None		None		None		None		None	

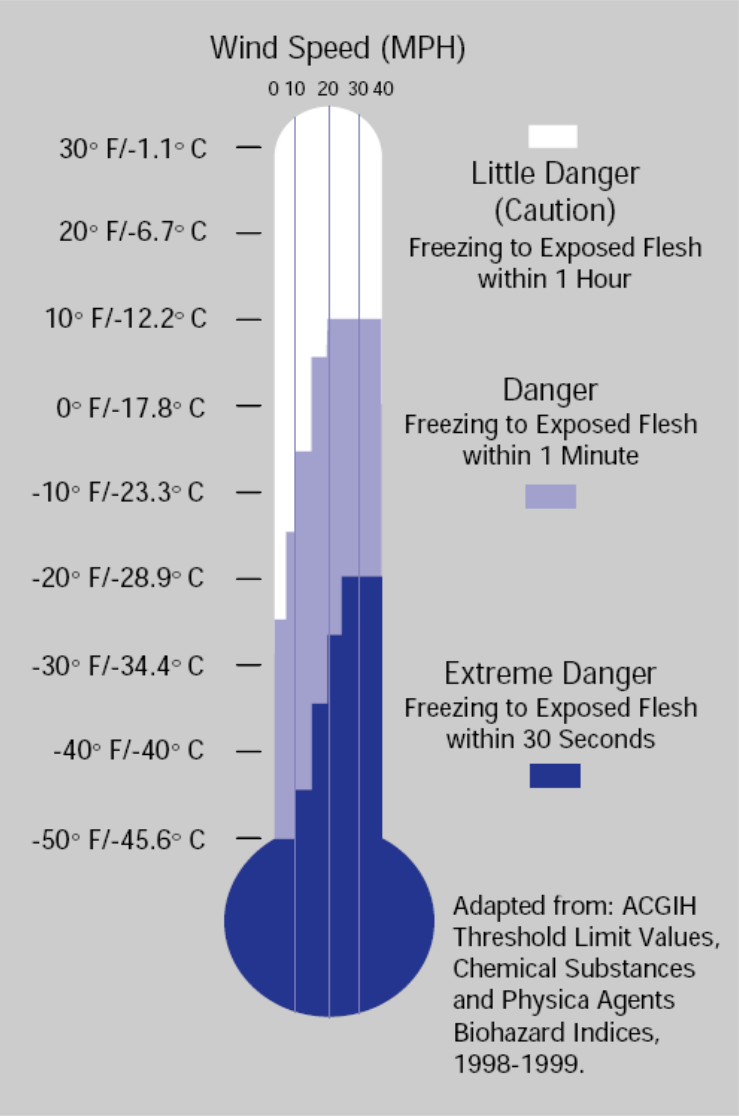
Notes:
Maximum Work is given in minutes in the table.
Under conditions indicated in shaded areas, only emergency work shall be performed.

Following the following link for additional information regarding working in cold environments.

THE COLD STRESS EQUATION

LOW TEMPERATURE + WIND SPEED + WETNESS = INJURIES & ILLNESS

When the body is unable to warm itself, serious cold-related illnesses and injuries may occur, and permanent tissue damage and death may result. **Hypothermia** can occur when *land temperatures* are **above** freezing or *water temperatures* are below 98.6°F/ 37°C. Cold-related illnesses can slowly overcome a person who has been chilled by low temperatures, brisk winds, or wet clothing.



OSHA 3156
1998

FROST BITE

What Happens to the Body:

FREEZING IN DEEP LAYERS OF SKIN AND TISSUE; PALE, WAXY-WHITE SKIN COLOR; SKIN BECOMES HARD and NUMB; USUALLY AFFECTS THE FINGERS, HANDS, TOES, FEET, EARS, and NOSE.

What Should Be Done: (land temperatures)

- Move the person to a warm dry area. Don't leave the person alone.
- Remove any wet or tight clothing that may cut off blood flow to the affected area.
- **DO NOT** rub the affected area, because rubbing causes damage to the skin and tissue.
- **Gently** place the affected area in a warm (105°F) water bath and monitor the water temperature to **slowly** warm the tissue. Don't pour warm water directly on the affected area because it will warm the tissue too fast causing tissue damage. Warming takes about 25-40 minutes.
- After the affected area has been warmed, it may become puffy and blister. The affected area may have a burning feeling or numbness. When normal feeling, movement, and skin color have returned, the affected area should be dried and wrapped to keep it warm. **NOTE:** If there is a chance the affected area may get cold again, do not warm the skin. If the skin is warmed and then becomes cold again, it will cause severe tissue damage.
- Seek medical attention as soon as possible.

HYPOTHERMIA - (Medical Emergency)

What Happens to the Body:

NORMAL BODY TEMPERATURE (98.6° F/37°C) DROPS TO OR BELOW 95°F (35^{0}C); FATIGUE OR DROWSINESS; UNCONTROLLED SHIVERING; COOL BLUISH SKIN; SLURRED SPEECH; CLUMSY MOVEMENTS; IRRITABLE, IRRATIONAL OR CONFUSED BEHAVIOR.

What Should Be Done: (land temperatures)

- Call for emergency help (i.e., Ambulance or Call 911).
- Move the person to a warm, dry area. Don't leave the person alone. Remove any wet clothing and replace with warm, dry clothing or wrap the person in blankets.
- Have the person drink warm, sweet drinks (sugar water or sports-type drinks) if they are alert. **Avoid drinks with caffeine** (coffee, tea, or hot chocolate) or alcohol.
- Have the person move their arms and legs to create muscle heat. If they are unable to do this, place warm bottles or hot packs in the arm pits, groin, neck, and head areas. **DO NOT** rub the person's body or place them in warm water bath. This may stop their heart.

What Should Be Done: (water temperatures)

- Call for emergency help (Ambulance or Call 911). Body heat is lost up to 25 times faster in water.
- **DO NOT** remove any clothing. Button, buckle, zip, and tighten any collars, cuffs, shoes, and hoods because the layer of trapped water closest to the body provides a layer of insulation that slows the loss of heat. Keep the head out of the water and put on a hat or hood.
- Get out of the water as quickly as possible or climb on anything floating. **DO NOT** attempt to swim unless a floating object or another person can be reached because swimming or other physical activity uses the body's heat and reduces survival time by about 50 percent.
- If getting out of the water is not possible, wait quietly and conserve body heat by folding arms across the chest, keeping thighs together, bending knees, and crossing ankles. If another person is in the water, huddle together with chests held closely.

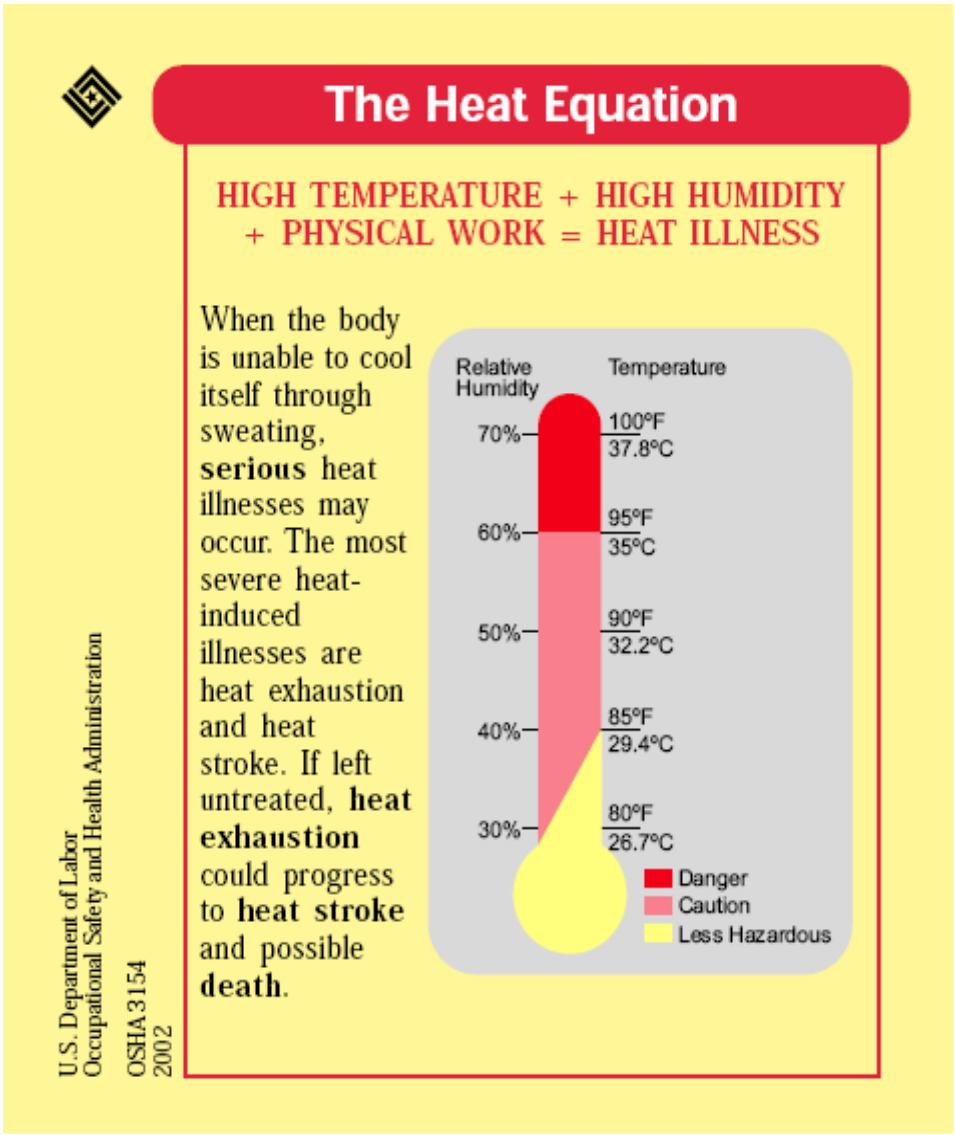
How to Protect Workers

- Recognize the environmental and workplace conditions that lead to potential cold-induced illnesses and injuries.
- Learn the signs and symptoms of cold-induced illnesses/injuries and what to do to help the worker.
- Train the workforce about cold-induced illnesses and injuries.
- Select proper clothing for cold, wet, and windy conditions. Layer clothing to adjust to changing environmental temperatures. Wear a hat and gloves, in addition to underwear that will keep water away from the skin (polypropylene).
- Take frequent short breaks in warm dry shelters to allow the body to warm up.
- Perform work during the warmest part of the day.
- Avoid exhaustion or fatigue because energy is needed to keep muscles warm.
- Use the buddy system (work in pairs).
- Drink warm, sweet beverages (sugar water, sports-type drinks). Avoid drinks with caffeine (coffee, tea, or hot chocolate) or alcohol.
- Eat warm, high-calorie foods like hot pasta dishes.

Workers Are at Increased Risk When…

- They have predisposing health conditions such as cardiovascular disease, diabetes, and hypertension.
- They take certain medication (check with your doctor, nurse, or pharmacy and ask if any medicines you are taking affect you while working in cold environments).
- They are in poor physical condition, have a poor diet, or are older.

Appendix I: Form IIPP.008 *"Table II: "OSHA Heat Index Table and Heat Stress Information"*



Heat Exhaustion

What are the symptoms?

HEADACHES; DIZZINESS OR LIGHTHEADEDNESS; WEAKNESS; MOOD CHANGES SUCH AS IRRITABILITY, CONFUSION, OR THE INABILITY TO THINK STRAIGHT; UPSET STOMACH; VOMITING; DECREASED OR DARK-COLORED URINE; FAINTING OR PASSING OUT; AND PALE, CLAMMY SKIN

What should you do?

- Act immediately. If not treated, heat exhaustion may advance to heat stroke or death.
- Move the victim to a cool, shaded area to rest. Don't leave the person alone. If symptoms include dizziness or lightheadedness, lay the victim on his or her back and raise the legs 6 to 8 inches. If symptoms include nausea or upset stomach, lay the victim on his or her side.
- Loosen and remove any heavy clothing.
- Have the person drink cool water (about a cup every 15 minutes) unless sick to the stomach.
- Cool the person's body by fanning and spraying with a cool mist of water or applying a wet cloth to the person's skin.
- Call 911 for emergency help if the person does not feel better in a few minutes.

Heat Stroke–A Medical Emergency

What are the symptoms?

DRY, PALE SKIN WITH NO SWEATING; HOT, RED SKIN THAT LOOKS SUNBURNED; MOOD CHANGES SUCH AS IRRITABILITY, CONFUSION, OR THE INABILITY TO THINK STRAIGHT; SEIZURES OR FITS; AND UNCONCIOUSNESS WITH NO RESPONSE

What should you do?

- Call 911 for emergency help immediately.
- Move the victim to a cool, shaded area. Don't leave the person alone. Lay the victim on his or her back. Move any nearby objects away from the person if symptoms include seizures or fits. If symptoms include nausea or upset stomach, lay the victim on his or her side.
- Loosen and remove any heavy clothing.
- Have the person drink cool water (about a cup every 15 minutes) if alert enough to drink something, unless sick to the stomach.
- Cool the person's body by fanning and spraying with a cool mist of water or wiping the victim with a wet cloth or covering him or her with a wet sheet.
- Place ice packs under the armpits and groin area.

How can you protect yourself and your coworkers?

- Learn the signs and symptoms of heat-induced illnesses and how to respond.
- Train your workforce about heat-induced illnesses.
- Perform the heaviest work during the coolest part of the day.
- Build up tolerance to the heat and the work activity slowly. This usually takes about 2 weeks.
- Use the buddy system, with people working in pairs.
- Drink plenty of cool water, about a cup every 15 to 20 minutes.
- Wear light, loose-fitting, breathable clothing, such as cotton.
- Take frequent, short breaks in cool, shaded areas to allow the body to cool down.
- Avoid eating large meals before working in hot environments.
- Avoid alcohol or beverages with caffeine. These make the body lose water and increase the risk for heat illnesses.

What factors put you at increased risk?

- Taking certain medications. Check with your health-care provider or pharmacist to see if any medicines you are taking affect you when working in hot environments.
- Having a previous heat-induced illness.
- Wearing personal protective equipment such as a respirator or protective suit.

Appendix J: Form IIPP.009 *"First Aid At A Glance"* Information Sheet

First Aid At A Glance

INJURY OR CONDITION	SIGNS AND SYMPTOMS	FIRST AID TREATMENT
Profuse Bleeding	Bright red blood spurting or freely flowing from wound. Bleeding which has soaked through multiple layers of clothing. Bleeding which has formed a pool on the ground around the victim.	Cover wound with sterile dressing. Apply firm direct pressure to the area for at least 10 minutes. Do not lift or remove dressing to check on bleeding, if dressing soaks through add additional dressings on top of the previous one. If sterile dressings are not available use clean towels, clothing, or your hand. Be prepared to treat victim for shock, provide CPR if necessary.
Victim Not Breathing	Victim is not breathing, they are unconscious and unresponsive. Their chest is not rising and falling. Their skin may be bluish particularly around the mouth and at the extremities (fingers and toes).	Tilt the victim's head back and lift the chin. Look, listen and feel for breathing and for a pulse. If no pulse begin CPR. If pulse is present but victim is still not breathing, pinch their nose shut, place your mouth over their mouth hard enough to form a seal. Give 2 full breaths. If victim is still not breathing, continue giving 1 full breath ever 5 seconds until breathing returns or until help arrives. Continue to monitor the victim's pulse while performing mouth to mouth breath Be ready to give CPR if pulse is absent.
Victim With No Pulse	Victim is unresponsive. Victim has no pulse or respiration. Skin may be bluish or pale white.	Call for medical assistance, dial 9999. Begin CPR if you a trained to do so. If you are not trained to perform CPR, and if medical assistance is not available, seek out others in the area who have training and can help.
Broken bone(s) **(fractures)**	Pain, swelling, bruising, obvious deformity or angulations, protruding bone ends, difficulty in or inability to move affected area, lack of a pulse in affected extremity. *Without professional medical care it may be impossible to determine if a limb or joint is broken, sprained or dislocated. Treatment should be provided as if the area is broken. " If in doubt .....splint ! "*	Move the victim as little as possible. Cover any open wound or protruding bone end with a dry sterile dressing. DO NOT try to push bone ends back into place. Check the circulation in the affected limb by taking the pulse or observing the skin color. Apply a well padded rigid splint to the affected area. Splint may be held in place with roll gauze surgical tape or strips of cloth. The splint should immobilize the fracture site including the joint above and below. Check the circulation in the affected limb again after splinting, if circulation is absent or diminished loosen the splint and seek medical care immediately. Watch the affected limb closely for swelling to ensure that the splint does not restrict the circulation. The shoulder, chest and pelvis can be splinted with a heavy blanket or pillow.

INJURY OR CONDITION	SIGNS AND SYMPTOMS	FIRST AID TREATMENT
Burns	*Burns are classified by degree. The seriousness of a burn depends upon the degree of the burn, the part of the body burned and the percentage of the body burned.* 1st degree = reddened skin 2nd degree = blistered skin 3rd degree = charred skin *All burns of the face, neck, chest, mouth, genitals, and joints should be considered serious. Anytime The victim has soot in the nose or mouth or singed nasal hair burns of the airway and lungs should be suspected and medical care should be sought as soon as possible. All electrical burns are serious.*	Stop the burning process with cool (not cold) water. Remove all tight or restrictive clothing and jewelry. Cover affected area with dry sterile dressing. Monitor victim for airway (breathing) problems and shock DO NOT apply grease, ointment, or butter to the burn! Treat any other injuries such as fractures and cuts. Keep the victim calm and warm. Seek medical care as soon as possible
Heart Attack	Tightness or pain in the chest, pain radiating to the arms or jaw, shortness of breath, profuse sweating, history of previous heart problems.	Keep the victim calm, and warm. Place them in a position where they are lying down with their head and shoulders elevated. Send or call for medical help. Allow the victim to take their heart medication if they have it. Give oxygen if it is available. Give nothing by mouth other than their medication. Administer CPR if victim becomes pulseless.
Seizure (Convulsions)	*Seizures may occur for a number of reasons including head injuries, overdose of drugs or medication, poisoning, high fever (mostly in children) or epilepsy.* Victim will be unresponsive; they may shake or flail uncontrollably. They may become incontinent. In some cases the victim may stop breathing.	DO NOT place or force anything into the victims mouth. Keep them from hurting themselves during the seizure but DO NOT tightly restrain them. Loosen tight clothing. Watch for airway obstruction. Do not attempt to give anything by mouth. Look for a Medic Alert bracelet, necklace or card. Individuals with known seizure conditions may have this type of identification. If seizure continues for more than 5 minutes or if the victim has multiple seizu seek medical help immediately. It is normal for the victim to be disoriented following a seizure.
Poisoning	*Poisoning is fairly common following a disaster particularly with children.* Information provided by the victim or observer, presence of poison container, burns or blisters around the mouth, breath odors, pupils pinpoint size, profuse salivation, altered state of consciousness.	Try to determine the type of poison. Look for the container. DO NOT induce vomiting or give anything by mouth unless instructed to do so by a doctor or the poison control center. Keep victim calm and warm. Victim may become unconscious. Watch for signs of airway obstruction and shock. Contact the poison control center immediately. If the victim vomits try to save the contents. Send the contents and the poison container to the hospital with the victim.

INJURY OR CONDITION	SIGNS AND SYMPTOMS	FIRST AID TREATMENT
Shock	Shock may result from many different causes. The most common cause is as a result of injury or bleeding. No matter what the cause all shock is serious. Weakness, rapid pulse, rapid or irregular breathing, pale skin, cool or cold skin, moist clammy skin, thirst, feeling of dread or doom, decreased blood pressure and in the latter stages unconsciousness and death.	The best treatment for shock is to treat the cause. Control any bleeding and treat any other injuries. Keep the victim lying down and move them as little as possible. Elevate their feet and legs 8" to 10". Maintain the victim's normal body temperature. Maintain the airway and be prepared to administer rescue breathing or CPR if necessary. Seek medical attention immediately.
Back and Neck Injuries	*Back injuries which occur as a result of "over doing it" are usually not serious. Back and neck injuries which occur as a result of a fall, automobile accident, impact to the head or neck or other traumas should be considered serious.* Bruising of the neck or back. Penetrating injuries near the spine. Numbness of the arms, legs, fingers, or toes. The inability to move any one or all of the extremities. Difficulty in breathing.	Move the victim only if it is unsafe to leave them in their present location. If the victim must be moved, try to move them as a "unit". Try to keep the head, neck and spine in a straight line. To help maintain the alignment of the spine apply a "c-collar" if one is available. Place the victim on a solid board and use it as a stretcher. If no board is available use a table, door or ironing board. The more persons available to help move the victim the better. 4 to 5 people is optimum. Be sure to work together as a team. The person at the victim's head is in charge and will coordinate the move-ment. Seek medical care as soon as possible. Watch the victim for airway problems and for shock.
Impaled Objects	A foreign object such as glass, wood, or metal which has penetrated the body and remains lodged in the wound.	DO NOT remove any impaled object unless it is impossible to move the victim with the object in place or if the object is blocking the victim's airway. Stabilize the object in place by placing large bulky dressings or towels around the object and hold them in place with surgical tape, roll gauze or strips of cloth. Seek medical attention as soon as possible. Watch the victim for signs of bleeding, airway problems and shock.
Minor **- Cuts** **- Scrapes** **- Scratches**	Skin is cut or scraped and there is little bleeding. The break in the skin is shallow and no underlying muscle, tissue, or bone is exposed. There are no foreign bodies in the wound.	Wash the affected area with soap and clean warm water. Cover with a dry sterile dressing. First aid or antibiotic cream or ointment may be applied if desired. Watch wound for signs of infection or bleeding. Check with personal doctor as soon as possible to determine need for further treatment or tetanus vaccination.

INJURY OR CONDITION	SIGNS AND SYMPTOMS	FIRST AID TREATMENT
Hazardous Materials Contamination	***Caution:*** *Hazardous materials contamination poses a risk not only to the victim, but to the person(s) providing first aid care and any one else they may come into contact with! Hazardous materials may be in the form of a gas, liquid, powder, solid, or other form such as radiation. Substances may be odorless and colorless. Substances may pose more than one threat such as fire, explosion, freezing or corrosion.* Skin irritation, minor chemical burns, severe chemical burns, itching, hives, chemical odor, report by victim, report by others, hazardous materials signs and placards, respiratory problems, profuse salivation, watery eyes, visual disturbances, bleeding from the nose, mouth, eyes, and or ears, melting of clothes, unconsciousness, presence of a vapor cloud.	PROTECT YOURSELF AND OTHERS FIRST. DO NOT ENTER A ROOM, BUILDING OR CONFINED SPACE TO RESCUE THE VICTIM! DO NOT RISK BECOMING CONTAMINATED YOURSELF! MANY SUBSTANCES ARE SO TOXIC THAT PROTECTIVE EQUIPMENT IS REQUIRED WHEN RESCUING OR DECONTAMINATING A VICTIM. If it is safe to do so decontaminate the victim by removing their clothing and washing them with water for at least 20 minutes. Try to contain the waste water and prevent others from coming in contact with contaminated water, objects, and clothing. When washing the victim avoid washing the chemicals onto uncontaminated parts of the body. ONCE DECONTAMINATION IS COMPLETE, treat any injuries the victim may have. Seek medical attention as soon as possible.
Medical Emergencies	There are a large number of medical conditions that may require first aid. Check with others at your workplace to determine if they have any conditions that might require special care particularly during a disaster or emergency. If you have a medical condition let someone know and carry a medic alert card, or tag. Common medical conditions: Diabetes, high blood pressure, epilepsy, heart disease, use of contact lenses, pacemaker, vertigo, emphysema, acute allergic reaction to foods or stings, hearing problems, visual problems, hypoglycemia, asthma, panic disorder.	Treatment for medical emergencies will depend upon the type of condition that has affected the victim. If you or others in your family, office, school, club, or group have medical conditions get instructions from a doctor in advance as to the most appropriate first aid treatment for that condition. Have the necessary supplies and equipment on hand to deal with these conditions before an emergency occurs or a disaster strikes.

Appendix K Form IIPP.010 *"How to put on a Fall Protection Harness"* information sheet

HOW TO PUT ON A HARNESS

Hold harness by back D-ring. Shake harness to allow all straps to fall in place.

If chest, leg and/or waist straps are buckled, release straps and unbuckle at this time.

Slip straps over shoulders so D-ring is located in middle of back between shoulder blades.

Pull leg strap between legs and connect to opposite end. Repeat with second leg strap. If belted harness, connect waist strap after leg straps.

Connect chest strap and position in midchest area. Tighten to keep shoulder straps taut.

After all straps have been buckled, tighten all buckles so that harness fits snug but allows full range of movement. Pass excess strap through loop keepers.

Appendix L: Form IIPP.011 *"Recommended Fall Protection Equipment Inventory"* information sheet

Fall Protection Inventory

IMPORTANT: The fall protection equipment included in this inventory is provided for use only by ESPN employees and crew members who have participated in an appropriate safety briefing. The following requirements must be met prior to distribution of this equipment:

- **Safety Briefing:** The end-user must have attended a fall protection safety briefings provided by an approved vendor or a qualified Operations Producer, Operations Specialist or Operations Manager. In addition, a job-specific fall protection safety briefing must be provided by the Operations Producer, Operations Specialist or Operations Manager.

- **Daily Inspection:** It is the responsibility of the end-user of this equipment to properly inspect each piece of fall protection equipment prior to use. Equipment should be inspected prior to each day's use and damaged or defective equipment must be immediately taken out of service and reported to Operations Management.

Further Information: Any questions regarding use of this equipment should be addressed with the Operations Producer, Operations Specialist or Operations Manager. For further information or consultation regarding specific fall protection or other safety and health issues, your safety representative.

Key: The following comments are found in this inventory list:

- ***NOTE:*** Notes are provided for informational purposes.

- ***CAUTION:*** Caution statements are mandatory limitations that must be followed whenever this fall protection equipment is used.

Ordering Replacement Parts and/or Additional Equipment:

CAUTION: Ordering of equipment not included in this inventory must first be approved by ESPN Sports Safety & Health.

You can find Miller fall protection equipment through the following authorized vendors:

Company	Phone	Website	Contact
GRAINGER	347-552-1596	http://www.grainger.com/	Mike Lockward

Miller Full Body Harnesses

NOTE: Can be used for **Fall Arrest** (i.e., catch you after a fall) or **Fall Restraint** (i.e., prevent you from reaching an edge where you can fall).

CAUTION: Must be used in conjunction with a shock-absorbing lanyard and 5,000 lb/person capacity anchorage point when used for fall arrest.

Size	Qty	Model #
Universal	4	E650QC/U or E650/U or 552T/U or 850T/U
Small/Medium	1	E650QC/S/M

E650QC/U & E650QC/S/M

552T/U

850T/U

Miller Shock-Absorbing Fall Arrest Lanyards

NOTE: Can be used for Fall Arrest or Fall Restraint

Size	Qty	Model #
6'	2	216M/6FT or 216TWL/6FT or T5111/6FT

216TWS/6FT

216M/6FT

T5111/6FT

Miller Fall Restraint Body Belts

CAUTION: Body Belts are only to be used for fall restraint to prevent the user from being able to reach a fall hazard. Body belts are not to be used for fall arrest.

Single Back D-Ring

123N & 3NA

Size	Qty	Model #
Small	1	123N/S or 3NA/S
Medium	1	123N/M or 3NA/M
Large	1	123N/L or 3NA/L
X-Large	1	123N/XL or 3NA/XL

Two Side D-Rings

2NA

Size	Qty	Model #
Large	1	2NA/L

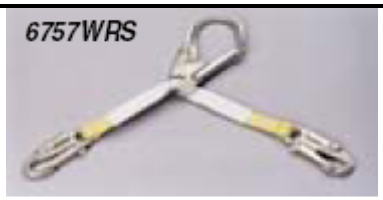
Miller Fall Restraint and Positioning Lanyards

CAUTION: Fall restraint and positioning lanyards are only to be used for fall restraint to prevent the user from being able to reach a fall hazard. The combined length of the lanyard and anchorage connector must prevent the user from being able to reach the edge of the platform/roof.

Size	Qty	Model #
Adjustable	2	203RLS 210WLS
6'	1	213WLS/6FT
4'	1	213WLS/4FT
3'	1	213WLS/3FT
2'	1	213WLS/2FT
18”	2	213WLS/18IN
35”	1	6757WRS/35IN

210WLS & 213WLS Web Lanyards

203RLS Rope Lanyards



Positioning Assembly

Miller Carabiners

NOTE: Carabiners can be used to attach fall arrest or fall restraint equipment to an appropriate anchorage point (i.e., I-beam, structural steel, etc.

CAUTION: Carabiners must be connected to an appropriate anchorage point capable of supporting 5,000 lbs/worker for fall arrest or 2X the intended load for fall restraint.

Size	Qty	Model #	
N/A	1	17D1	 **17D1**
N/A	1	18D2	 **18D2**

Miller Cross-Arm Anchorage Straps

NOTE: Cross-arm anchorage straps can be used to attach fall arrest or fall restraint equipment to an appropriate anchorage point (i.e., I-beam, structural steel, etc.)

CAUTION: Cross-arm anchorage straps must be connected to an appropriate anchorage point capable of supporting 5,000 lbs/person for fall arrest or 2X the intended load for fall restraint.

Size	Qty	Model #	
2'	1	8183/2FT	 **8183**
3' or 4’	1	8183/3FT or 8183/4FT	
6'	2	8183/6FT	

Appendix M: Form IIPP.012 *"Fall Protection Equipment Inspection Guidelines"* information sheet

Inspection and Maintenance of a Personal Fall Arrest System

CAUTION: **To maintain proper service life and high performance, fall protection equipment – harnesses, body belts, lanyards, anchorage connectors and anchorage points; must be inspected prior to each day's use and damaged or defective equipment must be immediately taken out of service and reported to management.**

Harness (and Body Belt) Inspection

To inspect your harness or body belt, perform the following procedures.

1) Webbing – Grasp the webbing with your hands 6 inches *(152mm)* to 8 inches *(203mm)* apart. Bend the webbing in an inverted "U" as shown. The surface tension resulting makes damaged fibers or cuts easier to detect. Follow this procedure the entire length of the webbing, inspecting both sides of each strap. Look for frayed edges, broken fibers, pulled stitches, cuts, burns and chemical damage.

2) D-Rings/Back Pads – Check D-rings for distortion, cracks, breaks, and rough or sharp edges. The D-ring should pivot freely. D-ring back pads should also be inspected for damage.

3) Attachment of Buckles – Inspect for any unusual wear, frayed or cut fibers, or broken stitching of the buckle or D-ring attachments.

4) Tongue/Grommets – The tongue receives heavy wear from repeated buckling and unbuckling. Inspect for loose, distorted or broken grommets. Webbing should not have additional punched holes.

5) Tongue Buckles – Buckle tongues should be free of distortion in shape and motion. They should overlap the buckle frame and move freely back and forth in their socket. Roller should turn freely on frame. Check for distortion or sharp edges.

6) Friction and Mating Buckles – Inspect the buckle for distortion. The outer bars and center bars must be straight. Pay special attention to corners and attachment points at the center bar.

7) Quick-Connect Buckles – Inspect the buckle for distortion. The outer bars and center bars must be straight. Make sure dual-tab release mechanism is free of debris and engages properly.

Lanyard Inspection

When inspecting lanyards, begin at one end and work to the opposite end, slowly rotating the lanyard so that the entire circumference is checked. Additionally, follow the procedures below.

1) Hardware –

a. Snaps: Inspect closely for hook and eye distortions, cracks, corrosion, or pitted surfaces. The keeper (latch) should seat into the nose without binding and should not be distorted or obstructed. The keeper spring should exert sufficient force to firmly close the keeper. Keeper locks must prevent the keeper from opening when the keeper closes.

b. Thimbles: The thimble must be firmly seated in the eye of the splice, and the splice should have no loose or cut strands. The edges of the thimble must be free of sharp edges, distortion, or cracks.

2) Wire Rope Lanyard – While rotating the wire rope lanyard, watch for cuts, frayed areas, or unusual wearing patterns on the wire. Broken strands will separate from the body of the lanyard.

3) Web Lanyard – While bending webbing over a pipe or mandrel, observe each side of the webbed lanyard. This will reveal any cuts or breaks. Swelling, discoloration, cracks and charring are obvious signs of chemical or heat damage. Observe closely for any breaks in stitching.

4) Rope Lanyard – Rotate the rope lanyard while inspecting from end-to-end for any fuzzy, worn, broken or cut fibers. Weakened areas from extreme loads will appear as a noticeable change in original diameter. The rope diameter should be uniform throughout, following a short break-in period.

5) Shock Absorber Pack – The outer portion of the pack should be examined for burn holes and tears. Stitching on areas where the pack is sewn to D-rings, belts or lanyards should be examined for loose strands, rips and deterioration.

6) Shock-Absorbing Lanyard – Shock-absorbing lanyards should be examined as a web lanyard (described in item 3 above). However, also look for the warning flag or signs of deployment. If the flag has been activated, remove this shock-absorbing lanyard from service.

Self-Retracting Lifeline Inspection

1) Check Housing – Before every use, inspect the unit's housing for loose fasteners and bent, cracked, distorted, worn, malfunctioning or damaged parts.

2) Lifeline – Test the lifeline retraction and tension by pulling out several feet of the lifeline and allow it to retract back into the unit. Always maintain a light tension on the lifeline as it retracts. The lifeline should pull out freely and retract all the way back into the unit. Do not use the unit if the lifeline does not retract.

The lifeline must be checked regularly for signs of damage. Inspect for cuts, burns, corrosion, kinks, frays or worn areas. Inspect any sewing (web lifelines) for loose, broken or damaged stitching.

3) Braking Mechanism – The braking mechanism must be tested by grasping the lifeline above the impact indicator and applying a sharp steady pull downward which will engage the brakes. There should be no slippage of the lifeline while the brakes are engaged, once tension is released, the brakes will disengage and the unit will return to the retractable mode. Do not use the unit if the brakes do not engage.

Check the hardware as directed in 1a on page 35. The snap hook load indicator is located in the swivel of the snap hook. The swivel eye will elongate and expose a red area when subjected to fall arresting forces. Do not use the unit if the load impact indicator has been activated.

Cleaning

Basic care of all safety equipment will prolong the durable life of the unit and will contribute toward the performance of its vital safety function. Proper storage and maintenance after use are as important as cleansing the equipment of dirt, corrosives or contaminants. Storage areas should be clean, dry and free of exposure to fumes or corrosive elements.

1) Nylon or Polyester – Remove all surface dirt with a sponge dampened in plain water. Squeeze the sponge dry. Dip the sponge in a mild solution of water and commercial soap or detergent. Work up a thick lather with a vigorous back and forth motion; then wipe with a clean cloth. Hang freely to dry, but away from excessive heat.

2) Housing – Periodically clean the unit using a damp cloth and mild detergent. Towel dry.

3) Drying – Equipment should dry thoroughly without close exposure to heat, steam or long periods of sunlight.

Appendix N: Form IIPP.019 *"Wildfire Smoke Procedures"*

Protection from Wildfire Smoke Section (Appendix B – CCR 5141.1)

Purpose – This document will provide information on the Protection from Wildfire Smoke regulation.

Health Effects from Wildfire Smoke - Although there are many hazardous chemicals in wildfire smoke, the main harmful pollutant for people who are not very close to the fire is "particulate matter," the tiny particles suspended in the air. The smallest—and usually the most harmful—Particulate Matter (PM) is called PM2.5 because it has a diameter of 2.5 micrometers or smaller. Air quality index (AQI) can be monitored at www.airnow.gov, enter your zip code for local AQI.

Particulate matter may irritate the lungs and cause persistent coughing, phlegm, wheezing, or difficulty breathing. Particulate matter may also cause more serious problems, such as reduced lung function, bronchitis, worsening of asthma, heart failure, and early death. People over 65 and people who already have heart and lung problems are the most likely to suffer from serious health effects.

Methods to protect Cast Members from wildfire smoke – Upon notification that the air quality approaches 151 or greater for PM 2.5, ESPN Operations Producers will utilize multiple levels of control based on operational needs. Some examples include, but are not exclusive, to the following:

- Locating work in enclosed structures or vehicles where the air is filtered.
- Reducing work time in areas with unfiltered air.
- Increasing rest time and frequency, and providing a rest area with filtered air.
- Reducing the physical intensity of the work to help lower the breathing and heart rates.

Air Quality Index (AQI) Categories for PM2.5	Levels of Health Concern
0 to 50	Good
51 to 100	Moderate
101 to 150	Unhealthy for Sensitive Groups
151 to 200	Unhealthy
201 to 300	Very Unhealthy
301 to 500	Hazardous

It may also include periodically monitoring AQI during the nearby wildfire, and communicating with crew members. When the current AQI for PM2.5 is 151 or greater, ESPN operations will provide a N95 respirator for voluntary use to crew members. If the current AQI is greater than 500, respirator use is required.

Medical Treatment – If a crew member is experiencing signs of injury or illness due to the wildfire smoke exposure, they should contact their supervisor. If a crew member is experiencing difficulty breathing, please call 911.

Communication – Air quality related to wildfire smoke will be communicated with employees at crew calls. Crew members are encouraged to inform their supervisors if they notice the air quality is getting worse or if they are suffering from any symptoms due to air quality.

N95 Respirators – The following precautions shall be considered for use:

1. DLR will provide N95 respirators for voluntary use. N95 respirators may not be used if AQI exceeds 500.
2. Surgical masks or items worn over the nose and mouth such as scarves, T-shirts, and bandannas will not provide protection against wildfire smoke.
3. Read and follow the manufacturer's instructions on the N95 respirator's use.
4. N95 respirators will not protect against gases or vapors, and it will not supply oxygen.
5. Cast Members should keep track of their N95 respirator and shall not be shared.
6. Cast Members who have a heart or lung problem should ask their doctor before using a N95 respirator.

N95 respirator use:

1. Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
2. Pinch the metal part (if there is one) of the N95 respirator over the top of the nose so it fits securely.