

Production Safety Guidebook for Motion Picture & Television

Prepared as a Resource for Production
The Walt Disney Company Enterprise Risk Management/Safety Department
818-560-1726 | <https://wdproductionsafety.com>

– Part A –

Injury & Illness Prevention Program

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This *Injury & Illness Prevention Program*, also known as the *Production Safety Program*, was developed for use by all U.S.-based Motion Picture and Television Productions and is in compliance with occupational safety and health guidelines for the location you are working.

Studio Management considers a motion picture or television production as a company with accountability and responsibility for a safe and healthy production. It is recommended that production management personnel devote the necessary time and energy to understand and implement this program.

A Production Safety Representative will be assigned to each production. The role of a Production Safety Representative is to provide assistance and guidance, NOT to assume or replace the production company's role in providing a safe workplace. The Production Safety Representative will periodically audit production for compliance with this program. Findings will be reviewed with the Unit Production Manager/Line Producer on an ongoing basis.

Production Title: _____

Production Company: _____

The following individuals are the key points of contact with significant responsibility for health and safety:

1st Assistant Director: _____

Cell: _____

Construction Coordinator: _____

Cell: _____

Unit Production Manager: _____

Cell: _____

Production Office Coordinator: _____

Cell: _____

Production Safety Representative: _____

Cell: _____

Production Safety Consultant: _____

Cell: _____

Any productions with special effects, stunts, aerial photography, major set construction, unique/hazardous locations, children, or animals planned should be discussed in advance with your assigned Production Safety Representative or Consultant.

Introduction & Statement of Policy

The health and safety of every cast and crew member is of primary importance on this production. To ensure that safety does not occur by chance, a program has been established that blends together Studio standards as well as best practices established by the Industry-Wide Labor-Management Safety Committee, regulatory agencies, and safety standards organizations.

Responsibility

The Unit Production Manager (UPM) is responsible for administering and implementing the *Injury & Illness Prevention Program* (also known as the IIPP or Production Safety Program). In addition, various Department Heads have additional safety responsibility for their crew members. The assigned Production Safety Representative may periodically conduct audits to evaluate the effectiveness of the Production's IIPP.

Unit Production Manager

The Unit Production Manager is responsible for the overall management and administration of this IIPP, has overall control and responsibility for safety and has the authority to halt any activity where risk to workers' health or safety is discovered. He or she may seek the assistance of the Production Safety Representative for assistance in implementing elements contained in this program. Specific responsibilities include, but are not limited to:

- Ensuring that the production is operated, so far as is reasonably practicable, under safe and healthy working conditions.
- Informing the Production Safety Representative and Production Executive of any serious safety concerns.
- Making decisions on health and safety issues based on logical and realistic assessments of risk and then ensuring that such risks are controlled in an appropriate manner.
- Taking action to correct hazards or unsafe conditions by stopping work if needed to institute remedial actions to ensure cast and crew safety.
- Ensuring all provisions of the IIPP are implemented in all areas of production, including 2nd and 3rd units, pre and post-production activities, and at all advance work locations.
- Ensuring department heads are verifying crew members have the proper license(s) or certification(s) to operate assigned equipment and vehicles and have completed all required training, including Safety Pass training in the Los Angeles area and the Disney Production Safety Orientation (DPSO) computer-based training outside of LA.
- Ensuring the written Production Safety Program Orientation Introduction hand-out is distributed to all cast and crew members reporting directly to a filming location; signed Acknowledgment Forms or Deal Memos are collected from those members and documentation is maintained and readily accessible.
- Ensuring that every set has been assessed for hazards and is in compliance with applicable health and safety standards.
- Ensuring attendance at safety meetings and the receipt of required written materials by cast and crew is documented.
- Ensuring safety contact information is included on the call sheet (safety hotline phone numbers, contact names, emergency contact information, etc.)
- Ensuring unsafe and unhealthful conditions are corrected.
- Acting as liaison with governmental regulatory agencies.
- Ensuring safety and health inspections are conducted and following up to ensure necessary corrective action is completed.
- Establishing accident report and investigation procedures; ensuring accidents are properly investigated and, if necessary, that all appropriate regulatory agencies have been notified (at the direction of your Production Safety Representative).

First Assistant Director

When filming commences, the First Assistant Director (1st AD) is responsible for health and safety on set.

- He or she will ensure that potential risks have been identified and that safety measures have been effectively communicated to all involved during the safety meeting held at call and directly prior to shooting higher-hazard sequences.
- Communicate potentially serious safety risks that have been identified prior to the day's filming to the UPM and Production Safety Representative and will ensure that the proper control measures are implemented, and all cast and crew are informed. (The Second Assistant Director (2nd AD) may be delegated similar responsibilities as the 1st AD.)

Construction Coordinator

The Construction Coordinator and foreman are responsible for the safety of crew members in all areas where construction is taking place (on stage, warehouse, location, etc.).

Location Manager

The Location Manager is responsible for identifying reasonably safe filming locations or those that can be made safe. All location specific matters related to health and safety should be addressed in advance with production management, department heads and other key personnel. A *Location Hazard Assessment* form is available in this program and on the production safety website.

Department Head / Supervisor

Production Department Heads/Supervisors (Gaffers, Special Effects Coordinators, Stunt Coordinators, Key Grip, etc.) are critical to the safety program and play a key role in achieving its success. Specific Department Heads/Supervisors' responsibilities include, but are not limited to:

- Reviewing the *Injury & Illness Prevention Program* and knowing all safety rules and policies of the production company applicable to their area of responsibility.
- Communicating and enforcing safety rules and policies with their staff, including advising them that they can report hazards without fear of reprisal.
- Verifying their staff is properly trained and qualified for the work they'll be required to perform, and that the staff receives the necessary training before attempting this work.
- Verifying that new employees have received safety awareness training and have been informed of all production safety policies.
- Ensuring additional safety awareness training occurs whenever new processes, procedures, equipment, machines, substances, or materials are introduced to the workplace or there is a change in work location.
- Taking appropriate steps so that all injuries, no matter how minor, are treated properly and in a timely manner, investigating accidents and injuries, making recommendations for retraining and/or remediation and ensuring necessary paperwork has been completed and submitted to the production office.
- Periodically performing inspections of the work area (set, base camp, etc.) to identify unsafe conditions or work practices and taking appropriate steps so that corrective action occurs.
- Taking appropriate steps so that safety concerns are addressed and that unsafe conditions are reported and corrected in a timely manner.
- Taking appropriate action so that the above procedures are followed in all workplaces, including those off the set.
- Ensure appropriate personal protective equipment (PPE) is available and used.

Production Office Coordinator

The Production Office Coordinator (POC) will assist the Unit Production Manager in the administration and implementation of the IIPP. POC responsibilities include, but are not limited to:

- Ensuring the IIPP is readily available to all cast and crew.
- Distributing health and safety information to cast and crew (on call sheets, via AD's, etc.).
- Ensuring that all appropriate documents are forwarded to the Production Safety Representative.
- Maintain copies of all health and safety related documents (injury and illness paperwork and status reports, emergency contact list, inspection reports, accident investigations, safety meeting reports/minutes, training records, production reports documenting safety meetings, etc.).

Cast & Crew Members

Production safety is also the responsibility of all cast and crew members. More specifically, cast and crew responsibilities include, but are not limited to:

- Complying with all aspects of the IIPP.
- Complying with the Production Safety Guidelines, Codes of Safe Practice, applicable safety bulletins, and any company policies and procedures relating to safe work practices.
- Complying with additional information given through safety meetings, information published on call sheets, postings, and safety awareness training by their supervisors.
- Reporting all unsafe conditions and injuries to their supervisor, set medic, or production management.

Disciplinary Action Policy

All health and safety rules, procedures, and policies contained in the Production Company's Health & Safety Program shall be practiced and enforced by all site personnel. Compliance with the Health and Safety Program rules and instructions, and any other applicable federal, provincial, or local regulations is mandatory. This compliance includes personal responsibility to be up to date on any required Safety Training and adherence to the guidelines contained within Industrywide Safety Bulletins.

Employees who disregard, fail to exhibit, or comply with proper health and safety practices may be subject to disciplinary action. When disciplinary action is required to address non-compliance of any regulation or company instructions as set out in this safety program, such disciplinary action may include discharge.

Those engaged in a supervisory position must also ensure that the crew members for which they are responsible follow all health and safety rules, procedures, and policies. Failure to do so could subject them to disciplinary action up to and including discharge.

Reports for all infraction notices, and decisions for remediation and/or corrective action must be submitted to the Production Office and to Production Management. Forms to document these discussions can be found in Part B of this guidebook.

Communication

Matters concerning occupational safety and health should be communicated in the following ways:

Written Documentation

Call Sheets

Potentially hazardous situations must be clearly identified on the call sheet for the next day's shoot (explosions, helicopter use, fire, etc.). When applicable, a safety bulletin or other specific notification addressing the particular hazard should also be attached to the call sheet. Planned safety meetings, emergency response contact information and the safety hotline number will also be noted on the call sheet.

Safety Meetings & Briefings

In order to communicate safety during all phases of production, safety meetings are to be held with all appropriate production personnel as often as necessary. Meetings include, but are not limited to, toolbox construction talks, safety strategy meetings, on-set safety meetings with cast and crew before shooting call, etc.

The purpose of these meetings is to identify and discuss all potential site and activity hazards and safety issues and to control or eliminate them. Additional safety meetings should be scheduled as necessitated by any changes in the workplace shooting schedule and/or on set.

An on-set safety meeting must be held with the cast and crew before shooting call. These meetings are mandatory and must include information on potential hazards found during the hazard assessment and planned activities that will take place, such as: scenes involving stunts, special effects, aircraft, wild animals, or other potentially hazardous conditions. In addition, a safety awareness meeting must be conducted for all new cast and crew members (including extras) as locations change, new potential hazards are introduced, changes are made to stunt and special effects sequences, and whenever new equipment and/or procedures are implemented.

All on-set safety awareness meetings must be documented on the Daily Production Report. Supervisors (Construction Coordinator, Key Grip, Transportation Coordinator, etc.) must hold meetings with their crew members to review general safety issues and discuss any specific safety concerns as necessary. These meetings must be noted on the daily production report or on a *Production Safety Meeting Roster*.

Postings

Some regulatory agencies, such as OSHA, require that certain information be posted in a conspicuous location within the workplace frequented by employees (e.g., near craft service on a location, or the kitchen area in the production office). Contact your Production Safety Representative for obtaining necessary postings.

Employee Reporting

Cast and crew members are strongly encouraged to report any suspected unsafe or unhealthy conditions to their supervisor, production management, or Production Safety, verbally or in writing. Anonymous reporting of hazards by all cast and crew may be accomplished by telephone to the Studio Safety Hotline at (818) 560-7391.

No Retaliation

Cast and crew members must be able to express their concerns regarding health and safety matters without fear of reprisal. If at any time any cast or crew member voices a concern about a health, safety or related issue, corrective action must be taken immediately if there is an immediate threat to life safety or health or handled as soon as practical when there is not an imminent threat. There will be no retaliation against any employee for reporting hazards or potential hazards or for making suggestions related to safety.

Workplace Hazard Assessment

Filming Locations

The Location Manager will assess each potential filming location for potential hazards and environmental concerns prior to securing an agreement. He/she will work with the appropriate safety personnel to address any observed safety concerns accordingly. Location inspection forms can be found in Part B of this guidebook. A reassessment should occur at each new location and whenever new substances, processes, procedures, or equipment are introduced into the workplace. Department heads should document work site inspections using the appropriate checklist prior to principal photography.

On Set

Stage inspections conducted by the AD department and department heads are documented on the *Sound Stage Inspection* checklist (found in *Part B – Forms & Checklists*).

Offices & Workshops

Periodic inspections to ensure a safe work environment and to identify any unsafe conditions should also take place in office spaces and workshops. Department heads should document their inspections using appropriate checklists found in *Part B – Forms & Checklists* section of this guidebook.

Stunts & Special Effects

When production intends to perform higher-hazard activities in front of the camera, such as large-scale stunts and/or special effects, the appropriate department head (e.g., Stunt Coordinator, Special Effect Coordinator) is responsible for:

- Conducting a thorough hazard assessment, hiring/using fully qualified and experienced personnel.
- Ensuring appropriate equipment is acquired, inspected and used.
- Ensuring appropriate personal protective equipment is available and distributed.
- Ensuring all rehearsals and “dry runs” are documented.
- Communicating hazards to the 1st AD and any/all involved cast and crew.
- Communicating any changes to the initial planned activity.

Correcting Unsafe or Unhealthy Conditions

Unsafe or unhealthy conditions, work practices, and work procedures will be corrected in a timely manner, based upon the severity of the hazard. When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, all exposed personnel will be removed from the area except those necessary to correct the existing condition. Employees necessary and qualified to correct the hazardous condition shall be provided the necessary safeguards.

Injury / Illness Reporting & Investigation

All work-related injuries and illnesses must be reported to the employee's direct supervisor and to medical personnel on duty immediately. If an injury/illness requires treatment beyond basic first aid (sent out to a clinic or emergency room), your Production Safety Representative must be notified, and the production must initiate a notification to the Studio. Injuries that result in a worker being hospitalized must be reported immediately to the: UPM or Line Producer, Studio Production executive and Production Safety Representative.

Accident investigations should be conducted whenever:

- An incident occurs involving the public.
- A set emergency such as major damage to the set or equipment or earthquake, fire, flood, etc.
- An employee seeks medical care beyond basic first aid (treatment by a physician).
- Hospitalization of an employee occurs.
- An employee dies as a result of a workplace injury or illness.

Training & Instruction

Safety training is required for all workers. Cast and crew members must be trained on specific job tasks, workplace hazards and safety awareness to ensure they understand how to perform their job responsibilities in a safe manner. This may take the form of computer-based training, formal instruction, on the job training or informal training.

A copy of the *Production Safety Program Orientation Introduction* and *Codes of Safe Practice* must be provided to all newly hired employees.

Training will also be provided whenever employees are given new job assignments for which training has not previously been received, whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard, and whenever a new or previously unrecognized hazard is discovered.

Recordkeeping

Upon wrapping production, all safety training material, inspections reports, injury reports and Location Managers Inspection forms must be archived following Studio retention policies.

The Production Safety Representative or designee will maintain records returned by the production (i.e., inspections, training, surveys, investigations, etc.). These records shall be maintained for a minimum of three years.

Serious Injury Reporting

In the event a serious injury occurs, regardless of whether it involves a production employee or member of the public, it is critical that appropriate notifications are made as soon as possible.

For serious injuries that occur on set, the 1st AD is responsible for making necessary notifications.

For injuries that do not occur on set, the employee's supervisor is responsible for notifying the Unit Production Manager or the Line Producer.

The Unit Production Manager and Line Producer are responsible for notifying Studio representatives and ultimately regulatory agencies when required.

When notification of a regulatory agency is necessary, the UPM and Line Producer will first receive guidance from their Production Safety Representative.

Who Must be Notified/Emergency Numbers

Serious injuries must be communicated to the department head of the injured employee, the Unit Production Manager, the Line Producer, the 1st Assistant Director (if the injury occurs on-set), the Studio Production Executive and the Production Safety Representative (Enterprise Risk Management).

An *Emergency Contacts* form can be found in *Part B – Forms & Checklists* section of this guidebook.

Note: The *Emergency Contacts* form must be completed and made available to all personnel responsible for serious injury notification

Emergency Action Planning Basic Guidelines

During early prep, the development of an Emergency Action Plan (EAP) is necessary. The EAP is a plan to respond to anticipated and unanticipated emergencies. Emergencies can be man-made, or natural, and can be isolated or wide-spread events.

Many production facilities have Crisis Management programs that are "lot" or location specific. Always follow the instructions and plans of those responsible when working at any production facility.

Medical Response

Prior to prepping a production location, identify the following:

- Nearest hospital, the facility's trauma/surgical capabilities, and contact information
- Resources to transport a patient, estimated response time, and contact information
- Emergency medical and fire responders, and determine estimated response times to possible man-made and natural emergencies

If it is determined that local medical facilities are inadequate for medical care above a certain level, (i.e., greater than outpatient care), pre-arrangements for medical evacuation of a patient must be made.

Fire

Immediate response is necessary whenever a fire is detected. **Call 911.** An orderly evacuation from the affected area is a priority.

If a call for emergency response has been made, and employees are trained in the use of available fire suppression equipment, such as extinguishers, they may attempt to suppress a small fire in its earliest stage.

If there is any doubt about whether or not a fire can be easily extinguished, do not fight the fire. Instead, all personnel should leave the location, closing all doors behind them.

Power Failure

In the event of a partial blackout or a total power failure, evacuate the location. Ensure emergency lighting is available to allow personnel to traverse safely.

Weather Related Phenomenon

Continuous monitoring of local weather conditions should take place whenever severe weather conditions are forecast. Because most weather-related disasters can be predicted, pre-planning is essential. Contingency weather plans should include provisions for preparation, communication, evacuation, transportation, first aid, and shelter.

If working in a remote area, notify local authorities of your specific location and condition following a significant disaster.

Earthquake

During the shaking:

- Take cover under a solid structure such as a desk or table, if possible. Protect your neck/head.
- Stay away from glass and objects which could fall on you (e.g. stage lights and monitors)
- Stay where you are. Do not run outside – falling debris may cause injury.
- If outdoors, stay in an open area away from buildings. Do not enter buildings.

After the quake:

- Be prepared for aftershocks.
- Take count of personnel and check for injuries.
- DO NOT MOVE INJURED PERSONS UNLESS ABSOLUTELY NECESSARY.
- Replace telephone handsets that have been displaced. DO NOT USE TELEPHONES except to report fires or medical emergencies.
- The UPM should meet with facility emergency response personnel/security for further instruction.
- Stay away from potentially unstable areas and downed power lines.

Resources for Preparing an Emergency Action Plan

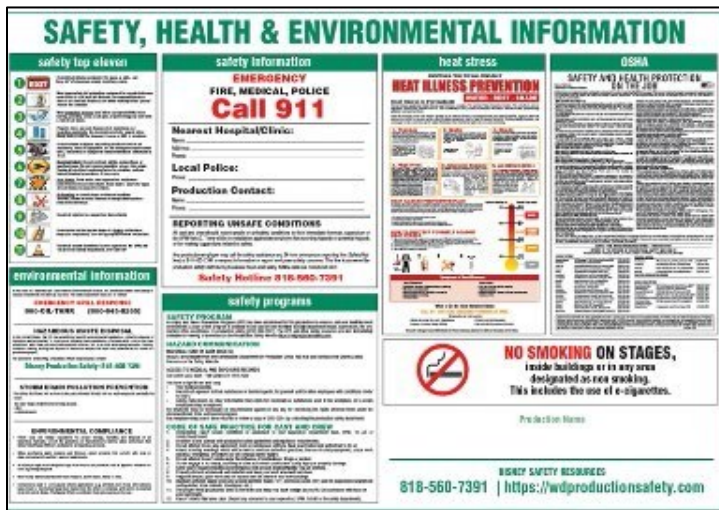
The following Departments can assist production in preparing an Emergency Action Plan:

- The Walt Disney Company Global Crisis Management
- The Walt Disney Company Production Security
- The Walt Disney Company Safety Department
- The Walt Disney Company Production Insurance Department

Required Workplace Health and Safety Postings

Some regulatory agencies, such as OSHA, require that certain information be posted in a conspicuous location within the workplace frequented by employees (e.g., near craft service on a location, or the kitchen area in the production office.).

The Production Safety Representative will provide the production with a supply of safety posters appropriate for stages and other work areas. Remember, if your production moves to a new state or country additional postings may be required. Contact your Production Safety Representative for assistance.



Safety Meetings / Briefings

Safety communication will take place regularly in the form of one-on-one and/or group meetings/briefings. Printed materials will be used to provide additional detail. These meetings/briefings that take place on set are generally held by the First Assistant Director and are mandatory for all cast and crew, including background and day players. Safety Meetings must be held:

- On the first day of production to introduce and reinforce elements of the IIPP (Production Safety Program).
- Daily to discuss safety issues related to the activities of the day or as a familiarization regarding the specific location where work is occurring.
- Daily on new sets or at new locations to discuss emergency procedures, heat illness plan, medical information, etc.
- Anytime a new process is introduced to the set such as the use of certain special effects, firearms, animals, cranes, gimbals, helicopters and/or drones, etc., a discussion of necessary safety precautions should take place.
- Before any stunt, special effect, or mechanical effect is used. If there is a change to the original plan after the initial safety meeting/briefing, a follow-up meeting must be held to communicate the revised plan.

Department heads are responsible for ensuring everyone under their supervision receives mandatory safety briefings. If someone is late or off-site at the time of the meeting, the department head or a member of the AD team can provide a one-on-one briefing with the crew member. It is assumed that all cast and crew on the call sheet has received the safety briefing upon their arrival on set. The exception being those that are on-call ("O/C") and are not on set the day of the meeting and will therefore not be exposed to the day's on-set activity.

Production Reports

All safety meetings and briefings should be documented on the daily production report. When documenting safety meetings, provide as much detail as possible. Do not simply state: "Safety Meeting Held at Call." Activities to document include, but are not limited to:

- Daily meetings conducted by the 1st AD, including when and what items were discussed.
- Briefings to discuss any event changes to filming sequences that were not covered in earlier briefings.
- Briefings to discuss location changes, the use of special effects, stunt activities, weather warnings, or other unusual, planned activity.

Call Sheets

The call sheet should be used as a safety communication tool to advise cast and crew when potentially unsafe conditions and/or activities may be present. Every Call Sheet must contain mandatory safety statements regarding safety contact information and safety meetings. When additional safety information specific to the day's activity must be communicated, Safety Bulletins as well as other documents will accompany the Call Sheet.

| | | | | | | | | | | |
|---|-----------|---|--|--|--|------------------------------------|-------|--------|----------------------|--|
| Production Company Address Phone Fax Email | | A Movie | | Monday, August 11, 2014 | | | | | | |
| Exec. Producer: Producer: | | Call Sheet GENERAL CREW CALL | | DAY 15 of 85 | | | | | | |
| Director: | | 6:00 AM | | Country breakfast 5:30A Shooting Call 7:00A Lunch 12:00P | | | | | | |
| NEAREST HOSPITAL | | CREW PARKING | | BASECAMP | | | | | | |
| Medical Center Address Address | | Parking Address Address | | Parking Address Address | | | | | | |
| | | | | WEATHER | | | | | | |
| | | | | Sunny and Hot | | | | | | |
| | | | | High 88° Low 75° Sunrise 5:43A Rain 0% Sunset 7:39P Wind 14k mph | | | | | | |
| Safety Meetings to be held by the 1st AD on the first day of a new location, or whenever stunts, SPFX or unusual activity is scheduled. | | | | | | | | | | |
| SCENE | Take | Activity | Time | Location | Notes | | | | | |
| M1 | 1/8 | Aerial work: Establishing shot of boats in rough seas. | D | 100, 101, 102, X, 104 | A Helicopter will be flown in close proximity to the crew. Anyone having questions, concerns or objections, please notify the 1st AD or UPM. | | | | | |
| M2 | 1/8 | Animals roaming free | D | 100 | | | | | | |
| 1 | 1 5/8 | Gimbal work | D | 101, 102 | Safety Bulletin for today's activity are posted in the production trailer and will be readily available to each crew member. | | | | | |
| 25 | 1 1/8 | Car weaves down highway Establish driver out of control | D | 1,3,4,5,6 | | | | | | |
| TOTAL PAGES: 3 | | | | | | | | | | |
| ID | CHARACTER | CAST | START | PICKUP | CALL | BUK/RSB | SET | LOST @ | SPECIAL INSTRUCTIONS | |
| 100 | Person | Stunt Double | W | 6/7 | 6:00A | 7:00A | 7:30A | | RPT to 2nd AD | |
| 101 | Person | Stunt Double | W | 6/7 | 7:00A | 7:00A | 7:30A | | RPT to 2nd AD | |
| QTY STAND-INS | | CAST | SPECIAL INSTRUCTIONS BY DEPARTMENT | | | | | | | |
| 1 Person Stand-in | | 7:00A | STUNTS | | | | | | | |
| 1 Person Stand-in | | 7:00A | | | | | | | | |
| 1 Person Stand-in | | 7:00A | | | | | | | | |
| QTY BACKGROUND | | CAST | MU/HAR | | | | | | | |
| 18 Pedestrian | | 8:00A | COSTUME | | | | | | | |
| | | | PIC VEH Sc 1: Pickup Truck. Sc 25: Pickup Truck. | | | | | | | |
| | | | ADDL No/for Sc 25: Process Trailer. | | | | | | | |
| 18 TOTAL STAND-INS / BACKGROUND | | | | | | | | | | |
| ADVANCE SCHEDULE SET & DESCRIPTION | | | D/R | CAST | NOTES | LOCATIONS | | | | |
| Tuesday, August 12, 2014 DAY 2 | | | | | | | | | | |
| 16A | 1 6/8 | INT. ELECTRONICS STORE | D | | 1:22:33 | | | | | |
| 35 | 1/8 | INT. ELECTRONICS STORE | D | | 1:30 | | | | | |
| 67B pt1/2 | 1/8 | INT. ELECTRONICS STORE | R | 30 | | Part of Sc 67 Shooting warnings | | | | |
| Wednesday, August 13, 2014 DAY 3 | | | | | | | | | | |
| QUESTIONS OR CONCERNS REGARDING SAFETY? CONTACT YOUR PRODUCTION MANAGEMENT, UPM, OR 1ST AD, OR CALL THE SAFETY HOTLINE (818) 560-7391. THIS CALL CAN BE MADE ANONYMOUSLY. | | | | | | | | | | |
| Second AD Director | | | First AD Director | | | Line Producer / UPM | | | | |

Safety Meetings to be held by the 1st AD on the first day of a new location, or whenever stunts, SPFX or unusual activity is scheduled.

QUESTIONS OR CONCERNS REGARDING SAFETY? CONTACT YOUR PRODUCTION MANAGEMENT, UPM, OR 1ST AD, OR CALL THE SAFETY HOTLINE (818) 560-7391. THIS CALL CAN BE MADE ANONYMOUSLY.

Call Sheet Front Mandatory Statement

Mandatory Safety Meeting to be conducted by the 1st AD on the first day at a new location, and whenever stunts, SPFX, or unique activity is scheduled.

Call Sheet Safety Reporting Procedure Mandatory Statement

QUESTIONS OR CONCERNS REGARDING SAFETY? CONTACT YOUR PRODUCTION MANAGEMENT, UPM, 1ST AD, SAFETY ADVISOR, OR CALL THE SAFETY HOTLINE (818) 560-7391. THIS CALL CAN BE MADE ANONYMOUSLY.

Alliance of Motion Picture and Television Producers (AMPTP) Safety Bulletins

Safety Bulletins are documents prepared by the Industry-Wide Labor-Management Safety Committee that provide industry specific guidance for activities unique to the motion picture and television industry.

Guidance contained in many Safety Bulletins also requires that they be attached to the Call Sheet. Safety Bulletins may be obtained from: <http://www.csatf.org/bulletintro.shtml>

Codes of Safe Practice

Codes of Safe Practice for Cast & Crew have been developed and are contained in the *Production Safety Program Orientation Introduction* which can be found in *Part B – Forms & Checklists* of this guidebook.

Injury / Illness Reporting

All work-related injuries and illnesses must be reported immediately to the employee's direct supervisor and to medical personnel on duty. If an injury/illness requires treatment beyond basic first-aid (sent out to a clinic or emergency room), your Production Safety Representative must be notified and the production must initiate an electronic injury/illness notification using the MyCority intake system – details below.

Upon submission of an electronic MyCority report, information will automatically be sent to Production Risk Management, the Production Safety Representative, and if applicable, the payroll company for workers' compensation reporting.

REMEMBER: Any injury that results in a worker being hospitalized must be reported immediately to the:

- Unit Production Manager or Line Producer
- Production Executive
- Production Safety Representative

Notification to Labor Relations, Legal Affairs and Union representatives may also be necessary depending on the circumstances. In addition, it may become necessary to notify OSHA (Occupational Safety and Health Administration) depending on the circumstances of the accident and severity of the injury. NOTE: Only your Production Safety Representative or Production Legal Counsel should contact a regulatory agency unless otherwise directed by Studio Management.

Accident Investigations

Accident investigations should be conducted whenever:

- An incident occurs involving the public.
- A set emergency such as major damage to the set or equipment, or earthquake, fire, flood, etc.
- An employee seeks medical care beyond basic first aid (treatment by a physician).
- Hospitalization of an employee occurs.
- An employee dies as a result of a workplace injury or illness.

The MyCority injury intake system should be used when submitting an investigation. Accident investigations should be conducted by the supervisor of the injured worker. If the injury or illness is of an extremely serious nature, the production attorney should be consulted as soon as possible and prior to any written investigation report being prepared. Complex investigations will be coordinated by your Production Safety Representative or Show Attorney.

An accident investigation should be made within 24 hours of the injury or illness requiring treatment beyond basic first aid. Forms for this purpose can be found in Part B – Forms & Checklists of this guidebook.

The investigation should never suggest the specific causes of the injury or illness. Speculation regarding what might have caused the injury or illness should be excluded; only the facts of what actually happened should be written on the report. Photographs should be taken at the direction of your legal department.

Injury & Illness Recordkeeping

A record of all injuries and illnesses must be kept by the productions in California. Cal-OSHA (Occupational Safety and Health Administration) requires that a log be maintained that records and classifies work-related injuries and illnesses as well as the extent and severity of each log entry. The Log is known as the *Log of Work-Related Injuries and Illnesses* (Form 300).

OSHA forms and specific recordkeeping instructions are found in Part D of the Production Safety Guidebook.

Electronic Injury / Illness Reporting (MyCority)

All work-related injuries and illnesses must be reported to a supervisor or management as soon as possible. All productions are also required to report injuries and illnesses using the online injury reporting system MyCority. Upon submission, the report will be routed to Risk Management, Production Safety, and if applicable, the payroll company for workers' compensation reporting.

If an injury/illness requires treatment beyond basic first aid (sent to a clinic or emergency room), Production Safety must also be notified. Production will initiate an investigation and the injury investigation report must be submitted within 24 hours.

If an injury/illness results in a worker being admitted into a hospital, it must also be reported immediately to the Production Executive and the Production Safety Manager.

MyCority should also be used to report Near Misses and Basic First Aid treatment.

Instructions on how to use MyCority can be found on Disney's Production Safety website:

www.wdproductionsafety.com

<https://sites.disney.com/wdproductionsafety/injury-reporting/>

Safety Training Responsibilities and Requirements

Department Heads and Supervisors must ensure that the crew members for which they are responsible receive appropriate safety training. Safety training must be provided:

- Upon employee hire.
- Whenever employees are given a new job assignment where additional training is necessary.
- Whenever new processes, substances or equipment is introduced to the workplace.
- For all individuals who supervise others (supervisors, department heads, etc.) to ensure awareness of health and safety hazards that crew members under their care may be exposed to.

Training requirements vary based on crew member position and the requirements of a particular production. At a minimum, the following safety orientation training must take place.

Production Safety Program Orientation Introduction

All cast and crew must receive a copy of the [Production Safety Program Orientation Introduction](#) (found in Part B) with their start paperwork (deal memo). For those individuals not signing a deal memo, receipt can be acknowledged on the [Production Safety Guidelines Acknowledgment of Receipt](#) (found in Part B). This is the first introduction to the production-specific [Injury & Illness Prevention Program](#) (Production Safety Program).

Information covered in the two-page document includes: safety guidelines for production; an IIPP overview; emergency response guidance including contact phone numbers, evacuation procedures and accident reporting procedures; chemical awareness, including availability of Safety Data Sheets, product labeling and personal protective equipment and heat illness awareness.

Production Safety Program Orientation Introduction

Safety Program

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

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

What are my responsibilities?

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

Who is responsible for set safety?

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

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

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

Responding to Unsafe Workplace Conditions

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

Injury & Illness Reporting

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

Call Sheet Safety Information

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

Emergency Action Plan

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

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

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

Production Safety Program Orientation Introduction

Codes of Safe Practice for Cast & Crew

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

Preventing Heat Illness

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

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

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

HEAT SYNOPIA (Fainting) is caused by a lack of adequate blood supply to the brain, usually as the result of dehydration and lack of acclimatization to work in very/hot weather.

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

HEAT STROKE is a life-threatening emergency that occurs when the body over-heats to a point where its temperature control system shuts down and heat builds up internally. The signs of impending heat stroke are bizarre behavior, confusion, unconsciousness and a clearly cessation of perspiration. Should these symptoms occur, seek medical assistance immediately.

Acclimatize to Hot Weather

During the first few days of hot weather, individuals may feel as if they are working harder and getting less accomplished. The acclimatization process normally takes about two weeks. During that time, perspiration may increase by up to 30 percent.

Call Sheet Hot Weather

Whenever possible, look for a balance between the heat load produced internally by the body and external sources such as sunlight. Remember to cool in the shade and use sunscreen.

Drink Plenty of Water

The average person loses between 1 and 2 quarts of fluid an hour from perspiration during heavy exertion in hot weather. The only way to replace the loss and help the body to cool itself is to drink water. Frequent, small quantities of water throughout the entire work shift. Drinking a minimum of one quart of water per hour (3rd glasses) will help maintain hydration.

Recognize Hot Weather

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

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

Outdoor Cold Illness Prevention Program

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

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

Production Safety Training

In addition to distribution of the two-page written *Production Safety Program Orientation Introduction*, management must ensure that crew members receive safety training that covers a variety of topics including, but not limited to, injury and illness prevention, personal protection equipment, lifting safety, heat illness prevention, and hazard communication. Training can be provided in several ways:

Inside California

Contract Services Administrative Trust Fund (CSATF) - Safety PASS

All IATSE and Basic Craft employees who are listed on the Industry Experience roster and working in California (or hired out of California to work in another state) are required to take safety training through CSATF Safety Pass before working for the production.

Safety pass training can be verified on-line at the CSATF website. Department heads should verify that their crew members have the proper certification(s) and license(s) to operate or use assigned vehicles or equipment (forklifts, aerial lifts, etc.). This includes all required Safety PASS courses. If training cannot be verified, supervisors must arrange for training for their employees. This group of crew members cannot work unless their training is up-to-date and they appear on the CSATF experience roster.

Outside California

When working outside of California in locations not subject to Safety PASS training requirements, it is the responsibility of the production to ensure that employees are trained and that the training is documented prior to commencement of work. Employees should be compensated unless other arrangements have been made and agreed upon by the employee and management. Consult with your Production Safety Representative for additional direction. Available training resources include:

IATSE Entertainment & Exhibition Industries Training Trust Fund – IATTF On-Line Safety Training

Employees working under the IATSE Area Standards Agreement may take on-line IATTF safety courses provided by CSATF. Currently, the “A” - General Safety/ IIPP course and the “A2” - Environmental Safety course are being offered.

Disney Production Safety Orientation (DPSO) On-Line Safety Training

Disney provides an on-line safety course that covers general safety and environmental training similar to the CSATF “A” - General Safety/IIPP and the “A2” - Environmental Safety courses, as well as craft-specific safety information. Completion of the on-line DPSO is mandatory for all production employees who are not eligible to participate in CSATF or IATTF training programs. Information on how to access the DPSO Training can found on the Production Safety Website.

Contract Services Administrative Trust Fund (CSATF) – Safety PASS

CSATF online safety courses may be available online depending on your location.

Visit www.csatf.org for more information.

Training Requirements

Fall Protection

Anyone exposed to fall hazards must be trained in the use of fall protection equipment and the use of approved anchorage points.

Aerial Lifts & Forklifts

Anyone who operates aerial lifts (scissor lifts, boom lifts, etc.) or powered industrial trucks (forklifts, tele-handlers, etc.) must be trained to operate the equipment. Proof of training and skills verification by the Department Head will be necessary before operating this equipment on the job.

Hazard Communication

Any department using chemical products must implement elements contained in the *Hazard Communication Program* found in Part C (SDS, container labeling, proper storage, etc.). This includes construction, paint, special effects, etc.

“Toolbox” Safety Talks

Every 10 working days, brief “Toolbox Talks” shall be provided to Construction, Grip, Electric, and SFX Department employees. Presentation topics are available on the Production Safety Website (<https://wdproductionsafety.com>) or by contacting your Production Safety Representative.

Please reference the *Production Safety Orientation Introduction/Code of Safe Practices* document in Part B for more training topics and safety guidelines.

Safety Program Access

Any cast or crew member may request a hard or electronic copy of the written IIPP at any time by contacting the Production Office Coordinator or by visiting the Production Safety website.

Each employee has the right and opportunity to examine and receive a copy of the *Injury & Illness Prevention Program (IIPP)*. An employee needs simply ask their immediate supervisor, and no additional procedures are required. An employee may also contact the Production Office Coordinator or visit the Production Safety Website. A link and a QR code are provided below to enable access from any device.

An employee may give written authorization to exercise a right of access to a designated representative. A written authorization means a request provided to the employer containing the following information:

- The name and signature of the employee authorizing a designated representative to access the IIPP on the employee's behalf;
- The date of the request;
- The name of the designated representative (individual or organization) authorized to receive the IIPP on the employee's behalf;
- The date upon which the written authorization will expire (if less than one (1) year).

The UPM shall provide access to the IIPP by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
 - a. Whenever an employee or designated representative requests a copy of the IIPP, the UPM shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, nondiscriminatory reproduction costs for the additional copies. Or,
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the IIPP. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Production Safety Website

The Injury and Illness Prevention Program, as well as all safety resources are available on the Production Safety Website:

<https://wdproductionsafety.com>



The website contains links to Safety Program guidelines, CSATF Safety Bulletins, Safety Hotline Reporting Information, Program Forms, Safety Personnel Contact Information, Accident Reporting Links, Construction Department Toolbox Safety Talks, Safety Training Courses, etc.