

Injury & Illness Prevention Program

Production Safety Program for
Motion Picture & Television Productions

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Prepared by
Disney Entertainment Production Safety Department

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Hardcopy printouts of this program are uncontrolled and may not reflect the latest revision.

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Injury & Illness Prevention Program

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.

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1.0 Introduction & Statement of Policy

The health and safety of every cast and crew member is of primary importance on this production. In this plan, cast and crew members may simply be referred to as “crew.” 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.

2.0 Responsibility

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

2.1 Unit Production Manager (UPM)

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 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 crew reporting directly to a filming location; signed Acknowledgment Forms or Deal Memos are collected from those crew 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.

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- 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).

2.2 First Assistant Director (1st AD)

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.)

2.3 Construction Coordinator

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

2.4 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.

2.5 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.

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- 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.

2.6 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.).

2.7 Cast & Crew

Production safety is also the responsibility of all cast and crew. 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.

3.0 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 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.

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Reports for all infraction notices, and decisions for remediation and/or corrective action must be submitted to the Production Office and to Production Management.

4.0 Communication

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

4.1 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.

4.2 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 crew (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 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.

4.3 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.

See *section 12.0*

4.4 Employee Reporting

Cast and crew 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 Production Safety Hotline at (888) 745-6375.

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4.5 No Retaliation

Cast and crew must be able to express their concerns regarding health and safety matters without fear of reprisal. If at any time any crew 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.

5.0 Workplace Hazard Assessment

5.1 Periodic Inspections

In general, periodic inspections to identify and evaluate workplaces hazards shall be conducted:

(1) When this program is first established with the production; (2) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and. (3) Whenever the employer is made aware of a new or previously unrecognized hazard.

Additional hazard assessments should occur in the following areas and circumstances.

5.2 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 on the Production Safety website. 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.

5.3 On Set

Stage inspections conducted by the AD department and department heads are documented on the *Sound Stage Inspection Checklist* found on the Production Safety website.

5.4 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 on the Production Safety website.

5.5 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.

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6.0 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. Hazards shall be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.
- All such actions taken and dates they are completed shall be documented on the appropriate forms.

7.0 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.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible.
- Interviewing injured workers and witnesses.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure.
- Taking corrective action aimed at reducing the risk of an accident/exposure reoccurring.
- Recording the findings and corrective actions taken.

8.0 Training & Instruction

Safety training is required for all workers. Cast and crew 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.

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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.

9.0 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.

10.0 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.

An *Emergency Contacts* form can be found on the Production Safety Website.

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

11.0 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.

11.1 Medical Response

Prior to prepping a production location, identify the following:

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- 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.

11.2 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.

11.3 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.

11.4 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.

11.5 Earthquake

During the shaking:

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

After the quake:

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

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11.6 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

12.0 Required Workplace Health & 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.

13.0 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 crew of the AD team can provide a one-on-one briefing with the crew. It is assumed that all crew on the Call Sheet has received the

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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.

14.0 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.

15.0 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.

EXECUTIVE PRODUCERS:

your show

Call Sheet

Prod Office:

Episode Title:

Episode Number:

DIRECTOR:

WRITER:

DAY OF THE WEEK

Date

Day #:

Crew Call:

Shooting Call:

Start Date:

Scheduled Finish:

If you are in need of critical support, contact the Cast & Crew helpline at 818-560-CARE (2273) Hours: 7a-7p PST

NEAREST HOSPITAL:
ST JOSEPHS PROVIDENCE
501 S. BUENA VISTA ST, BURBANK, CA
(818) 847-3435

Anonymous Safety Hotline

Scan QR code to download app. Code: SAFED

Use Report It app for a prompt response, however voice messages can be left at (888) 745-6375

Production Safety Rep

John Smith
(818) 555-1212

Mandatory Safety Meetings to be conducted by the 1st AD at crew call. Additional meetings must be held whenever potentially hazardous activities / conditions are planned (e.g., stunts, SPFX, aircraft, trains, heat, etc.), or there are changes to the day's schedule.

TIME

Anonymous Safety Hotline

Scan QR code to download app. Code: SAFED

Use Report It app for a prompt response, however voice messages can be left at (888) 745-6375

Production Safety Rep

John Smith
(818) 555-1212

Mandatory Safety Meetings to be conducted by the 1st AD at crew call. Additional meetings must be held whenever potentially hazardous activities / conditions are planned (e.g., stunts, SPFX, aircraft, trains, heat, etc.), or there are changes to the day's schedule.

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Call Sheet Front Mandatory Statement

The following statement must be included on the Call Sheet:

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

The following statement must be included on the Call Sheet:

Questions or concerns regarding safety? Contact your production management, UPM, 1st AD, Safety Advisor, or call make a report using the Report It online app or calling the Production Safety Hotline (888) 745-6375, which both can be made anonymously if desired.

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: <https://www.csatf.org/production-affairs-safety/safety-bulletins/>

Codes of Safe Practice

Codes of Safe Practice for Cast & Crew have been developed and are contained in the *Production Safety Program Orientation Introduction* found on the Production Safety website.

16.0 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.

16.1 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).

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- 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.

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.

Link to login: <https://disney.my.cority.com/>

16.2 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 can be found on the Production Safety website.

16.3 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 Representative.

MyCority should also be used to report Near Misses and Basic First Aid treatment. Instructions on how to use MyCority can be found on the Production Safety website.

17.0 Safety Training Responsibilities and Requirements

Department Heads and Supervisors must ensure that the crew 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 under their care may be exposed to.

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

17.1 Production Safety Program Orientation Introduction

All cast and crew must receive a copy of the *Production Safety Program Orientation Introduction* 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*. They can be found on the Production Safety website and is the first introduction to the production-specific *Injury & Illness Prevention 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.

17.2 Production Safety Training

In addition to distribution of the two-page written Production Safety Program Orientation Introduction, management must ensure that crew 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:

17.2.1 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 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 cannot work unless their training is up-to-date and they appear on the CSATF experience roster.

17.2.2 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 directions. Available training resources include:

IATSE Entertainment & Exhibition Industries Training Trust Fund

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

Injury & Illness Prevention Program

CSATF online safety courses may be available online depending on your location. Visit www.csatf.org for more information.

17.3 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, telehandlers, 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 on the Production Safety website (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 or by contacting your Production Safety Representative.

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

18.0 Safety Program Access

Any cast or crew 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 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.

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- 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.

19.0 Production Safety Website

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

<https://wdproductionsafety.com>



The website contains 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.