

INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

SAFETY BULLETIN #09

RECOMMENDED GUIDELINES FOR WORKING IN AND AROUND BASE CAMPS
"ADDENDUM A" – BASE CAMP INSPECTION CHECKLIST

Production Name:		Completed By:		
Location Address:		Date(s) at Location:		
THIS CHECKLIST CAN BE USED BY PRODUCTIONS AS THEY ARE SETTING UP A BASE CAMP TO ENSURE THE FOLLOWING SAFETY ITEMS ARE ADDRESSED. THE PRODUCTION SHOULD DESIGNATE AN INDIVIDUAL TO COMPLETE THIS CHECKLIST.				
<i>INSTRUCTIONS: Indicate "YES", "NO" or "N/A" (i.e. Not Applicable) for every numbered item below.</i>				
ACCESS / FIRE PROTECTION		YES	NO	N/A
1	Clearance (Fire Equipment): Fire hydrants, extinguishers, sprinklers & standpipe connections are readily accessible and clear of all equipment & vehicles (e.g., no parking in front of hydrants, nothing hung from sprinklers, etc.). Fire lane access must be maintained (20 feet wide minimum)			
2	911 Reporting: Methods of reporting an emergency are available (e.g., mobile phone, landline, etc.)			
CORRECTIVE ACTION TO BE TAKEN:				
SMOKING (DESIGNATED & NO SMOKING AREAS)		YES	NO	N/A
3	DESIGNATED SMOKING (Location): Where smoking areas are allowed, those areas are clearly marked and supplied with butt cans			
4	NO SMOKING (Signage): "NO SMOKING" signs prominently visible where smoking is prohibited and/or required (special effects, flammable fuel storage, etc.)			
CORRECTIVE ACTION TO BE TAKEN:				
POWER & LIGHTING		YES	NO	N/A
5	Power distribution installed and inspected by a qualified person(s)			
6	The electrical cables are protected from physical damage, and trip hazards mitigated			
7	Lighting levels are adequate for safety and security during dark hours			
8	Portable high-wattage luminaires are separated from flammable/combustible materials and surfaces			
CORRECTIVE ACTION TO BE TAKEN:				
SECURITY		YES	NO	N/A
9	Restricted public access to base camp is provided in the form of physical barriers or other access control measures			
10	Adequate security personnel are available as needed			
CORRECTIVE ACTION TO BE TAKEN:				

GENERATORS		YES	NO	N/A
11	Generators have been inspected for proper operation.			
12	Where power is supplied by the generator that is isolated from earth-ground, ensure the equipment they are supplying is completely insulated from earth by means of rubber tires, rubber mats around metal stairways, and under any type of lift gate or jacking device.			
13	Generators have been placed in approved locations (e.g., so that the exhaust will not enter habitable spaces and/or heat from the exhaust will not cause a fire, etc.)			
14	Generators are placed in locations that do not block access to fire protection systems or exits			
<i>CORRECTIVE ACTION TO BE TAKEN:</i>				
CATERING		YES	NO	N/A
15	Catering is located in an approved and safe area to operate; catering vehicles are prohibited from cooking inside buildings, tents, or other enclosures.			
16	Liquefied petroleum gas (LPG) cooking is prohibited inside buildings.			
17	Are LPG portable containers and other pressure vessels secured and stored outside with "No Smoking" signs and protected from vehicular traffic?			
18	Do catering vehicles have fire extinguishers (2A-10BC minimum rating) readily available?			
19	Where provided, is the grease cooking exhaust hood system in proper working order, and has the hood extinguishing system and grease fire extinguisher been properly serviced and maintained?			
<i>CORRECTIVE ACTION TO BE TAKEN:</i>				
TENTS / HOLDING AREAS		YES	NO	N/A
20	Are all tents properly secured for high winds or other adverse weather conditions and provided with the required life and safety equipment, including "No Smoking" signs, fire extinguishers, and exit signs?			
21	Check with the AHJ to determine if a permit is required for tents and if they must be treated with a flame retardant.			
<i>CORRECTIVE ACTION TO BE TAKEN:</i>				
TRAILERS / PORTABLE DRESSING ROOMS		YES	NO	N/A
22	Smoke / Carbon Monoxide detectors function and required fire extinguishers present.			
23	Portable space heaters are of the auto shut-off type.			
<i>CORRECTIVE ACTION TO BE TAKEN:</i>				