

**ROCART, INC./STORYBOOK  
PRODUCTIONS, INC.**

**PRODUCTION SAFETY PROGRAM**

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# **ROCART, INC./STORYBOOK PRODUCTIONS, INC. PRODUCTION SAFETY PROGRAM**

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# **SECTION 1**

## **Production Safety Program Commitment and Overview**

Providing a safe and healthy workplace for employees, vendors, visitors, guests and contractors is a priority. RoCart, Inc./Storybook Productions, Inc. (“Company”) is committed to, and supports its occupational safety and health program (“the Production Safety Program” or “Program”) at all Company workplaces. This manual describes the principal elements of Company’s Program, including Program responsibilities, a system for compliance, communication, hazard assessments, accident/exposure investigations, hazard correction, training, and recordkeeping.

The Production Safety Program’s successful implementation requires the full support and commitment by Company’s executives, employees, and representatives. Company’s designated Safety Program Director for this production and/or workplace is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Company’s Safety Program Director and designee(s) are expected to enforce the rules fairly and uniformly. This approach provides the framework to minimize the potential for workplace accidents and to meet or exceed applicable compliance requirements.

The Production Safety Program requires the participation of every employee at all levels of the organization. It is equally the duty of each employee to accept and follow established Company regulations and procedures.

As Company continues to create world-class entertainment content, Company is committed to making safety in the workplace a priority.

This Production Safety Program shall apply to all employees of Company. In addition, this Program shall apply to all vendors, visitors, guests and contractors engaged in work on behalf of Company.

## **SECTION 2**

# **Production Safety Program Responsibilities**

### **EXECUTIVE RESPONSIBILITIES**

An executive producer, unit production manager, line producer, or other lead production executive (Responsible Executive) has direct responsibility for ensuring a healthy and safe production workplace. The Responsible Executive may be the Safety Program Director or may delegate safety-related tasks to other positions, but the Responsible Executive retains ultimate responsibility. Specifically, the Responsible Executive is responsible for the following:

- Establishing a system to ensure compliance with the occupational safety and health regulations applicable to the production;
- Establishing a system to communicate safety and health information with the employees and to inform them of any unsafe or hazardous conditions;
- Reviewing safety conformity/performance for the production;
- Ensuring that conditions identified as hazardous or unsafe are corrected in a timely manner in accordance with the Production Safety Program;
- Ensuring proper resources are available to implement the Production Safety Program; and
- Designating the Company Safety Program Director for each production.

### **SAFETY PROGRAM RESPONSIBILITIES**

The Production Safety Program assigns certain responsibilities to the Company Safety Program Director, Safety Coordinator(s), Department Safety Coordinator(s), and others who will work in coordination with other personnel and contractors working at the workplace.

#### **Unit Production Manager/Line Producer/Staging Supervisor (Safety Program Director)**

In addition to the responsibilities stated above, the Unit Production Manager/Line Producer/Staging Supervisor is responsible for the effective day-to-day administration and implementation of the Production Safety Program and acts as the Safety Program Director. The Safety Program Director will coordinate with other contractors and third parties, where applicable, to implement the policies and procedures of the Program.

The Safety Program Director also will consult with internal and external safety professionals, as needed, for implementation of this Production Safety Program, and may delegate to others the completion of safety activities required by the Program, as appropriate.

### **1st Assistant Director or Safety Program Director Designee(s) (Safety Coordinator(s))**

The Safety Coordinator(s) may be designated by the Safety Program Director to be responsible for supporting the Safety Program Director in fulfilling the requirements as set forth in this Program manual for the production location and maintaining documentation of safety meetings, crew notices, incident reports, and accurate production safety reports and other documents. Further, the Safety Coordinator maintains a library of safety information, including copies of all safety program documentation for the production and/or workplace, as described in this Program manual.

### **Other Department Heads, Supervisors, and Coordinators (Department Safety Coordinators)**

Other Department Heads, Supervisors, and Coordinators act as the Department Safety Coordinator for that person's particular department and area of responsibility during all phases of work. The designated Department Safety Coordinator is responsible for being familiar with and conveying current safety requirements to all persons working with that Department Safety Coordinator's area of responsibility, provides guidance for meeting Production Safety Program goals, and supervises, trains and ensures that all those working within the Department Safety Coordinator's area of responsibility meet their Program responsibilities. The Department Safety Coordinator further acts at the direction of the Safety Program Director or designated Safety Coordinator.

### **Safety Consultant**

The Safety Consultant, when retained for specific workplaces, is responsible for providing guidance and assistance on all safety matters to the Safety Program Director, Safety Coordinator(s), all Department Safety Coordinators, and others, pursuant to the Safety Consultant's retention agreement. At the request of the Safety Program Director or other Company executive, the Safety Consultant shall perform any of the duties of the Safety Program Director or a Safety Coordinator, consistent with the Safety Consultant's retention agreement.

The Safety Program Director, Safety Coordinators, and Department Safety Coordinators, and their designees, with the support of the Safety Consultant, if retained, are responsible for implementing the Production Safety Program in their respective group/area. They will:

- Ensure that workplace safety and health practices and procedures are clearly communicated and understood by employees through training programs, safety bulletins, or other effective means;
- Ensure that workplaces and equipment are safe, well maintained, and in compliance with applicable regulations;
- Evaluate employees on compliance with safe work practices;
- Encourage employees to report workplace hazards without fear of reprisal;
- Ensure that employees are properly trained;

- Ensure that training sessions are documented;
- Ensure that each new or transferred employee is trained on the specific tasks (and task certified, as appropriate) prior to performing the task;
- Investigate workplace incidents (including work related injuries, illnesses, accidents, and near misses) and prepare the required documentation in accordance with the Production Safety Program;
- Ensure that employees are provided with, and properly use, safety equipment where required, e.g., safety glasses, hard hats, hearing protection;
- Immediately retrain any employees found unsatisfactory in performance or knowledge;
- Answer worker questions about the Production Safety Program; and,
- Report to appropriate Company management all hazardous or unsafe conditions that require correction.

### **EMPLOYEE RESPONSIBILITIES**

Every employee is responsible for complying with the requirements of this Production Safety Program and other production and departmental safety practices and procedures. Each employee should:

- Have a positive attitude toward safety and health;
- Participate in all required training classes or sessions;
- Perform assigned job duties in accordance with the prescribed safety practices and procedures, including wearing personal protective equipment when required;
- Report to his/her supervisor potential hazards in the workplace, injuries, and/or accidents without fear of reprisal; and
- Assist/cooperate in workplace incident investigations.

Employees' disregard of safe work practices will not be tolerated. Any employee found in violation of a safety rule or guideline may be subject to disciplinary action, up to and including, termination of employment. Potential disciplinary actions for violations of safe work practices will be determined on a case-by-case basis.

It is the responsibility of everyone to make every effort to ensure a safe work environment for all involved.

## SECTION 3

# General Health and Safety Requirements

The Safety Program Director will provide to each employee the **General Health and Safety Guidelines & Code of Safe Practices for Construction** (Appendix A). The full Production Safety Program manual is maintained in the Production Office and is available for review upon request by any employee.

### COMMUNICATION

Relevant occupational health and safety information will be given to all employees. The format may be group or individual meetings and/or printed materials. It is expected that this communication be two-way to ensure there is a clear understanding of what is expected to take place.

The Safety Program Director is responsible for ensuring that employees are provided with access to hazard and safety information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by employees will be made available from a number of sources. These sources include, but are not limited to:

- The Department Supervisor/Lead/Coordinator;
- Material Safety Data Sheets (MSDSs) or Safety Data Sheets (SDSs);
- Container labels;
- Work area postings or distributed materials;
- Written Safety Bulletins; and
- Workplace safety and health training programs.

Employees are encouraged to express any concerns regarding health and safety matters to the Safety Program Director without fear of reprisal. If at any time, an employee raises a good faith concern about their health and well-being or about any safety or other related issue, it will be investigated. Appropriate corrective actions are to be implemented as soon as practicable. A **Hazard Notification** form (*Appendix B*) or telephone call to the Safety Program Director may also be used to anonymously report an occupational health or safety concern.

Federal and state laws require that a poster stating the basic requirements and procedures for compliance with the state's job safety and health laws and regulations be posted at each workplace. A copy of the poster can be obtained by contacting your Safety Program Director. The federal poster and links to state-specific posters can be found at this website: <https://www.osha.gov/Publications/poster.html> . In addition, each permanent location for a production should have the **Safety Posting** in *Appendix I* completed and displayed.

## TRAINING

Safety training is required to ensure that all production employees understand how to perform their job responsibilities in a safe manner.

The written **General Health and Safety Guidelines & Code of Safe Practices for Construction** (Appendix A) will be provided to each employee. In addition, basic safety training includes a review of:

- The basic provisions of this Production Safety Program;
- Emergency Action Plan;
- Fire Prevention Plan;
- Appropriate safe clothing and personal protective equipment (PPE);
- Chemical hazards, if any, and the content of the **Hazard Communication Program** information (see separate **Hazard Communication Program** document); and
- Reporting unsafe conditions or practices, incidents, and workplace injuries and illnesses.

Training will include training on the employee's job tasks, tools and equipment operation, as well as training addressing general workplace hazards and safe practices. The actual training may be provided either in a classroom setting, on-the-job or via an online source.

At a minimum, appropriate training shall be provided to appropriate employees whenever:

- An employee is hired or given a new assignment for which the employee has not been previously trained;
- An employee will be exposed to new substances, processes, procedures, or equipment which present a new hazard; or
- Company becomes aware of a new or previously unidentified hazard.

Supervisors will be trained to be familiar with the hazards to which employees under their immediate direction and control may be exposed.

Potentially hazardous situations or conditions are to be clearly identified at a safety meeting or otherwise as appropriate. If appropriate, a **Safety Bulletin** (Appendix C) or other special notification addressing the particular hazard can be distributed or communicated. In all cases, every attempt will be made to control recognized hazards before they become a danger to employees.

As appropriate, a safety meeting will be held for all affected employees and other workers to convey the scope of the day's work and any specific safety precautions applicable to planned activity. For those working in construction, Toolbox Safety Meetings will be held at least once every ten (10) working days.

Safety training and communications shall be appropriately documented. All training documentation shall be maintained in accordance with the Company document retention program or a minimum of three (3) years, whichever is greater.



## **HAZARD IDENTIFICATION AND ASSESSMENT**

For all locations, the Company Safety Program Director or designee will conduct a Hazard Assessment by completing or obtaining a completed **Facility Safety Inspection Checklist** (Appendix F or similar form). The Company Safety Program Director or designee will evaluate and identify work place hazards and unsafe/unhealthy conditions and work practices. All deficiencies identified during the hazard assessment will be addressed in a timely manner. The **Facility Safety Inspection Checklist** shall be maintained in the Production Office or other appropriate location for the workplace.

In addition, the Safety Program Director or designee shall complete a **Personal Protective Equipment (PPE) Hazard Assessment Form** (Appendix G) for Company employees at each production. This form shall be maintained in the Production Office or other appropriate location for the workplace. If the need for PPE is identified through the PPE Hazard Assessment, the Company Safety Program Director or designee shall select and have each affected employee use the appropriate PPE.

## **PERIODIC INSPECTIONS**

Periodic workplace inspections will be completed by the Safety Program Director or designee, updating the **Facility Safety Inspection Checklist** and **PPE Hazard Assessment Form** (Appendices F and G), as appropriate, and signed and dated as of the date of such inspection. In addition to the periodic inspections, an inspection of the location will be completed whenever:

- New substances, processes, procedures, or equipment are introduced into the workplace that present new potential hazards;
- New or previously unidentified hazards are recognized; or,
- An occupational incident occurs, which includes any serious injury, illness, accident, or a “near-miss.”

Periodic inspections as designated in this section may be completed by Department Safety Coordinator(s), the Safety Consultant or others designated by the Safety Program Director. Inspections conducted by contractors, building operators, or others at the workplace may be relied upon in lieu of inspections completed by Company, after review and approval by the Safety Program Director or designee.

## **CORRECTIVE ACTIONS**

Upon completion of each safety inspection, the inspection report (Appendices F and/or G) will be forwarded to the Safety Program Director and/or the appropriate Department Safety Coordinator(s), who are responsible for reviewing the reports to ensure that any appropriate corrective actions are taken in a timely manner. The required corrective action(s) will be recorded on the safety inspection report and forwarded to the person responsible for implementation. Copies of all completed safety inspections, and any associated corrective actions, will be maintained in the Production Office and retained in accordance with the Company document retention policy.

The person responsible will correct the unsafe condition(s) noted as soon as practicable. If correction cannot be completed promptly, the situation and reasons precluding correction should be discussed with the Safety Program Director, and

affected employees will be provided the necessary protection or will be removed from the unsafe area.

## **INJURY AND ILLNESS REPORTING**

All employees have the obligation to report immediately all work related incidents, which include any accident, injury, illness, or a near-miss, no matter how minor the incident may seem, to their supervisor, who will report incidents to the Safety Program Director or Department Safety Coordinator. If immediate medical treatment beyond normal first aid is needed, call 9-1-1 or an equivalent emergency response number, if one is provided for the location.

If the injured employee received treatment from a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. If the health care provider stipulates any work restrictions or work conditions that must be adhered to before the employee resumes his/her full duties, immediately contact the Safety Program Director and Company Risk Management.

## **INCIDENT INVESTIGATION**

The Safety Program Director or designee shall investigate any accident, injury or illness that occurs in the workplace and will cooperate with any investigation by governmental agencies. Incident investigations should be conducted as soon as possible following an accident (but after emergency medical treatment). Upon notification of an incident, the Safety Program Director or designee will conduct an incident investigation and complete an **Incident Investigation Report** as provided on [prt.viacom.com](http://prt.viacom.com).

The Safety Program Director (or designee) will also:

- Ensure appropriate first aid and/or medical treatment is rendered, as appropriate;
- Preserve and secure all equipment and property involved in the incident, as appropriate;
- Notify the appropriate Company Executive (depending upon significance of the incident); and
- Take photographs or otherwise document the incident site, if appropriate.

Upon completion of the investigation, the Safety Program Director (or designee) will confer with the appropriate personnel to establish any applicable corrective action(s) and to assign responsibilities for completing such actions.

## SECTION 4 Emergency Procedures

### SERIOUS ACCIDENT OR EMERGENCY NOTIFICATION PROCEDURES

An **Emergency Action Plan** (form found in Appendix H) and **Fire Prevention Plan** (form found in Appendix H) should be posted at each permanent worksite. Company employees may rely on information posted in Emergency Action Plans and Fire Prevention Plans posted at a worksite by other contractors, building owners, or employers of others, particularly with respect to building-specific procedures, such as evacuation routes. Particularly when the Company Emergency Action Plan is not posted at the worksite, the Safety Program Director's name and phone number and other emergency information, as necessary, shall be on the call sheet.

In the event of a serious accident or emergency, the Safety Program Director, or in his/her absence or designation, the Safety Coordinator, or other appropriate designee, is to follow the steps listed on the **Emergency Action Plan**. The **Fire Prevention Plan** should be followed in order to identify potential fire hazards and measures taken to prevent a fire from occurring and to control the ignition and spread of fires.

In all cases of a serious accident or an emergency involving or affecting Company employees, the notifications described on the **Emergency Action Plan** (form found in Appendix H) are to be made. If location-specific emergency information is not provided, call 911.

Emergency notifications are to be made by telephone, regardless of the time of day or night. The person making the telephone notifications is to speak personally with each individual who must be contacted, messages are unacceptable.

A serious accident/set emergency includes, but is not limited to the following:

- Fatality;
- Injury to member(s) of the public as a direct result production activities;
- Serious injury to an employee; or
- Occurrence of an earthquake, fire, flood, etc. or other event seriously impacting the production.

Work-related fatalities and many serious injuries or illnesses are required to be reported immediately by telephone to the responsible occupational safety and health government agency, such as federal OSHA, Cal/OSHA, or other states' OSHA designated office. **Company's notification to a government agency in the event of work-related fatalities or serious injuries or illnesses, including hospitalizations, is handled exclusively by Paramount's Vice President of Production Safety, Paramount Risk Management, or Company Business & Legal Affairs.**

If OSHA inspects the workplace, either as the result of a serious incident, or for any other reason, consult Appendix E.

## **SECTION 5**

### **Document Retention and Maintenance of Records**

Documents related to the Production Safety Program are maintained in a safe and convenient location for record keeping. Unless otherwise specified, documents will be maintained in the Production Office and will be made available for review upon request. Upon completion of activities for the production, the documents will be retained for a minimum of three (3) years or longer, if applicable, in compliance with Company's records retention policy.

Document retention shall be in compliance with Company's policies and procedures. The following are records for which retention is required or highly recommended:

- Occupational health and safety and job specific training;
- Workplace inspections;
- PPE Hazard Assessment forms;
- Minutes or records of safety meetings;
- Incident Investigation Reports;
- Emergency Action Plan;
- Fire Prevention Plan; and
- OSHA injury and illness recording forms.

This list is not intended to be a complete list and any questions or concerns regarding record keeping should be addressed to Business & Legal Affairs (Labor & Employment Department) or the Paramount Vice President of Production Safety.

Appendix A  
General Health And Safety Guidelines &  
Code Of Safe Practices For Construction

## **GENERAL HEALTH AND SAFETY GUIDELINES & CODE OF SAFE PRACTICES FOR CONSTRUCTION**

**A complete copy of the Production Safety Program manual is available for review by any employee upon request to the Safety Program Director. The following general health and safety guidelines have been prepared to provide basic health and safety information for all employees, including those working in construction. These guidelines apply to a wide variety of work activities, only some of which may involve your work, but you should be aware of and comply with precautions and instructions throughout your work activities. Additional health and safety information and training will be provided during the production, as appropriate.**

### **GENERAL**

1. **KNOW THE EMERGENCY PROCEDURES FOR EACH LOCATION.** The Emergency Action Plan for each production location is posted. Familiarize yourself with the location of emergency exits and safe refuge areas. Notify your supervisor if you are unaware of emergency procedures for your work area.
2. All unsafe acts or conditions must be reported to your supervisor immediately. All identified potential hazards should be addressed to prevent possible injury. Report these hazards to either your supervisor or the Safety Program Director. There will be no reprisal or disciplinary action for reporting unsafe conditions, work practices, or hazards. To report safety concerns anonymously, please contact the Safety Program Director.
3. Report all injuries and accidents, no matter how minor, to your supervisor immediately so proper medical or first aid treatment can be arranged. All accidents and injuries must be reported on the day of occurrence. If there is a medic on site, consult the medic regarding all injuries or illnesses.
4. Attend all safety and training meetings for your department. Safety training will be provided when you are first assigned, each time new processes, equipment or machinery are introduced, and if unusual activity is scheduled. These meetings or trainings do not replace the requirement of standard safety training for your craft. If you are unable to attend a safety meeting or training, notify your supervisor so the information can be communicated to you.
5. Those working in construction are to attend Toolbox Safety Meetings at least once every ten (10) working days.
6. All work shall be well-planned and supervised to prevent injuries. Whenever a potentially hazardous or unusual activity is scheduled (e.g., stunt, special effect, pyrotechnics), all affected employees must attend additional safety meetings (as required by your supervisor).
7. A 4-foot perimeter must be maintained at all times around the interior walls of the stage. All exterior doors must remain unlocked, clear of debris or other obstructions and capable of being opened from the inside when building is occupied. Aisles, traffic lanes, electrical panels, and fire exits are to be kept clear at all times. All fire equipment must remain accessible at all times with a 3-foot clear perimeter. In the event of a fire, evacuate immediately and do not attempt to extinguish the fire.
8. If you are taking prescribed medication that may impede your ability to perform your job safely, please notify and discuss with your supervisor. Medications should be used only under the direction of your doctor.
9. The use of illegal drugs or alcohol is strictly prohibited while working or during breaks. Consumption of alcohol or illegal drugs during the work period, including breaks, will not be tolerated and may result in immediate termination of employment.
10. Always wear appropriate Personal Protective Equipment (PPE) for your job. This may include proper footwear, protective clothing, ear and eye protection, face shield, gloves, harnesses and other equipment. Use goggles or safety glasses when cutting, grinding or chipping; wear harnesses and lanyards when working above or outside of guardrails; wear hard hats when exposed to potential falling objects. PPE should be cleaned regularly or disposed of after use. Always keep PPE in good repair. Please ask your supervisor if you are unsure of your PPE requirements or have questions.

11. Inappropriate footwear or shoes, including open-toe shoes, open-back shoes, sandals, "flip flops," shoes with unsafe heels, or shoes with thin or badly worn soles shall not be worn.
12. Always wear hearing protection when noise levels exceed 85 decibels.
13. Horseplay, fighting, gambling, or pranks will not be tolerated. Be serious with your work and your safety.
14. Sanitary facilities and conditions must be maintained on the job. All trash should be placed in appropriate containers.
15. If decorative set materials may be exposed to high heat or ignition sources such as lights or fire effects, then such materials should be flame retardant or made of non-combustible material, as required by local regulations. A certificate stating the item is flame retardant should accompany any piece where the vendor claims it has been treated with a fire retardant or made flame proof.
16. Always be aware of people working above you or below you. When working at heights, in the catwalks, aerial lifts or ladders ensure that all tools and materials are secured to prevent falling on people below. This also includes lights, props, fixtures, backings, and other tools and materials.
17. When working below ground, such as digging a trench or a hole or putting your body into a trench or a location below ground surface, contact the Safety Program Director first. Special safety regulations may apply to work occurring below ground surface.
18. Establish and maintain good housekeeping practices. Walkways, work stations, storage areas are to be kept clear of combustible materials, equipment and trash.
19. Ensure all authorized visitors remain in a designated area that is a safe distance from construction and filming. All visitors must be accompanied by a member of production.

#### **CHEMICALS, FLAMMABLES, AND HAZARD COMMUNICATION**

1. These Guidelines and Code are designed to help employees work safely with any potentially hazardous materials that they may use. Your employer has a written Hazard Communication Program, which all employees may review. The Hazard Communication Program describes procedures for employees to become aware of chemical hazards that you may encounter and how to protect yourselves. You have the right to know about all hazardous or toxic chemicals to which you are exposed during your work.
2. Observe and comply with all warning signs that you encounter (e.g., DANGER; NO SMOKING).
3. Read, understand and obey warning labels that are attached to containers of products containing hazardous chemicals.
4. Check to see that all containers being used to store hazardous chemicals, including those that have been transferred from the original container, are labeled with the proper information that is available on the manufacturer's label.
5. Alert your supervisor when you discover unlabeled containers.
6. Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS), which may contain more in-depth information than is provided on the product label, are available for review by all employees. You can also request a copy of an MSDS/SDS for any product used by calling the 3E Company at (800) 451-8346. Your Safety Program Director can help you retrieve the MSDS/SDS from the 3E website.
7. In the event of a chemical emergency through contact or exposure, call 3E MSDS service at (800) 451-8346 immediately to retrieve the current MSDS/SDS on the product used.
8. Smoking is prohibited on stage or inside buildings. Designated smoking areas must be observed at all times. Smoking materials must be extinguished in appropriate receptacles.
9. All combustible or flammable materials must be properly handled, stored, and ventilated. Only approved safety cans and cabinets, with self closing spring loaded doors and proper fire rating may be used when storing flammable liquids. Secondary containers, any container that does not come from the manufacturer such as small generic paint buckets, must be properly labeled.

10. Do not accumulate excessive amounts of combustible debris, such as boxes, and paper.
11. Fuel-operated equipment must be kept clean and stored in designated areas. Caution must be exercised during refueling operations to minimize vapors and accidental spills. Immediately clean up any spilled fuel in compliance with applicable environmental regulations.
12. Only licensed persons shall be in immediate charge of explosives, pyrotechnics, and blasting.
13. Store chemicals in approved areas (e.g., flammable materials in flammable cabinets, acids in acid cabinets). Incompatible materials like flammable and oxidizing materials or inorganic acids and certain combustible materials can react violently if allowed to mix. Always store these incompatible materials separately. An MSDS/SDS should be consulted for specific incompatibility information.
14. Notify your supervisor before mixing together any hazardous materials. Conduct all mixing operations following the directions found on the product's warning label, the manufacturer's mixing instructions, or on the MSDS/SDS.
15. In the event of a spill, attempt to contain the spread of the hazardous material only if it is safe to do so.
16. Regularly inspect hazardous material containers for leaks or signs of deterioration. Notify your supervisor of containers in poor condition.
17. Exercise particular caution when using chemicals in areas with poor air circulation.
18. Employees shall not enter confined spaces (manholes, underground vaults, chambers, silos) until a Confined Space Plan has been developed and the oxygen and gas levels have been tested.
19. When heaters are used in confined spaces, special care shall be taken to provide sufficient ventilation in order to ensure proper combustion, maintain the health and safety of workers and limit temperature rise in the area.

#### **TOOLS AND MACHINERY EQUIPMENT**

1. Only trained and authorized personnel may use, handle or repair tools and machinery. Only appropriate tools shall be used for the job. Contact your supervisor if you think you need additional training or have any questions regarding the tool/machinery you are using.
2. All tools and equipment shall be maintained in good condition. Damaged tools or equipment shall be removed from Service and tagged "DEFECTIVE."
3. Work shall be well planned to minimize the potential for injuries in the handling of materials and equipment.
4. Loose or frayed clothing, long hair, dangling ties or earrings, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
5. Machinery shall not be serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
6. Welding operations may only be performed by an authorized and trained person.
7. NEVER attempt to alter, modify, displace, disable or remove any existing safety equipment, such as guards and switches.
8. Goggles or safety glasses must be used when grinding, sawing, chipping, using powder-actuated tools, open-air hoses, and blasting.
9. Portable electric tools shall not be lifted or lowered by means of the power cord. Use ropes or chains, properly rated, to lift or lower tools.

#### **ELECTRICAL**

1. All electrical wiring and equipment must be properly grounded and in good working condition, with no exposed or "live" parts. Grounding of electrical wiring and equipment can prevent potential shock or electrocution.



2. Inspect electrical cords on a regular basis. Electric wires shall not be exposed to damage from vehicles or mobile equipment. Do not use, and tag as "DEFECTIVE" if cord is damaged or frayed or a prong is missing from a 3-pronged plug.
3. All electrical panels must remain accessible at all times. Maintain a 3-foot clearance in front of all panels.
4. Electrical work can only be performed by a qualified person with appropriate technical knowledge, training and certifications.
5. Always assume overhead power lines are energized. It is recommended by OSHA that employees are made aware that most overhead lines are not insulated and this should always be assumed, when in doubt. Contact with these lines can cause serious injury including death.
6. Safe distances must be maintained when working near electric power lines. Specific regulations apply to all persons and equipment that may be in close proximity to power lines, such as aerial platforms/lifts, ladders, scaffolds, booms, forklifts, cranes, rigging sets, truss work and backdrops, so consult your Safety Program Director before beginning work.

### **LOCK OUT/TAG OUT**

1. Lock Out/Tag Out is a method of keeping equipment from being set in motion and endangering workers.
2. Lock Out/Tag Out is necessary whenever you are performing a service or maintenance around any machine or equipment where you could be injured by unexpected startup or movement.
3. The most common situations for Lock Out/Tag Out are: (a) when you are to remove or bypass a guard or other safety device, (b) when you are to place any part of your body where it could be caught in or by moving machinery, or (c) when using electrical circuits.
4. Whether the power switch is on or off, energy could be present in equipment.
5. Stored energy poses special problems. Employees are to be aware of the power source, i.e., hydraulic pressure, steam, electric charge, etc. All residual energy should be dissipated prior to work being performed.
6. Moving machinery and equipment must not be serviced while in operation. Lock Out/Tag Out procedures must be followed when servicing machinery or tools with moving parts. Stay clear of moving belts, pulleys, gears, and rollers at all times.
7. **Energy controls are applied according to a six-step procedure**
  1. Preparation for shutdown
  2. Equipment shutdown
  3. Equipment isolation
  4. Application of Lock Out/Tag Out devices
  5. Control of stored energy
  6. Equipment isolation verification

### **Removal of Lock Out/Tag Out Devices**

8. Prior to removing Lock Out/Tag Out devices, make sure that the equipment is safe to operate by removing all tools and verifying that the system is fully assembled.
9. Lock Out/Tag Out devices are to be removed only by the person who put them on, except in an emergency. When the worker who applied a lock is not present to remove the lock, it can be removed only in an emergency, and only under the direction of the supervisor. Never remove a lock until you are absolutely sure that it is completely safe to do so.
10. Follow the manufacturer's checklist to re-energize the system.

11. If an outside contractor or other outside worker is performing service or maintenance, they are to coordinate their activities with the Safety Program Director, the head of the Electrical Department, or other appropriate department.
12. If servicing lasts more than one shift, Lock Out/Tag Out protection should not be interrupted.

### **COMPRESSED AIR**

1. Compressed air or other compressed gases in excess of 10 pounds per square inch gauge shall not be used to blow dirt, chips, or dust from clothing while it is being worn.
2. Do not disconnect air hoses at compressors until the hose line has been bled.
3. Compressed air or gases are not to be used to empty containers of liquids where the pressure can exceed the container's safe working pressure.
4. Use personal protective equipment (PPE) such as safety glasses to protect employees from eye or body injury.
5. Abrasive blast cleaning nozzles are to be equipped with an operating valve, which are to be held open manually. A support is to be provided on which the nozzle may be mounted when not in use.
6. Compressed gases shall not be used to elevate or otherwise transfer any hazardous substance from one container to another unless the containers are designed to withstand (with a factor of safety of at least four) the maximum possible pressure that may be applied.

### **ENVIRONMENTAL CONCERNS**

1. As required by strict environmental laws, hazardous waste must be managed properly at all times.
2. The usual types of hazardous wastes generated by production can include paint, solvents, asbestos, motor oil and cooking oil. These waste streams must be stored at the location and managed in accordance with environmental laws and regulations.
3. All universal waste, such as spent batteries and lighting, must be managed properly.
4. NEVER pour cooking oil down the drain. It should be collected and managed properly.
5. Contact the Safety Program Director for a list of approved environmental consultants, industrial hygienists, or engineering firms, to use for identifying and abating environmental hazards.
6. Transportation and disposal of hazardous waste must be documented as required by EPA and DOT regulations.
7. Gasoline shall not be used for cleaning purposes at anytime.
8. Bodily fluids such as blood, saliva, vomit, etc., shall only be cleaned up by persons that are fully trained in handling blood borne pathogens.
9. Dust masks will be available for the comfort of the employees when airborne nuisances require them. Only employees who are trained and fit tested are permitted to wear fitted respirators. Contact the Safety Program Director if you think you need a respirator.
10. Vehicle exhaust during idling situations has the potential to create an unhealthy work area. If an engine is to remain running, the area must be well ventilated.
11. Be aware of hazards associated with lead paint, mold and asbestos. If encountered, do not disturb and immediately report to your supervisor or to the Safety Program Director. Also be aware of all biological, environmental, chemical, physical, and blood-borne pathogen hazards. For more information, please contact the Safety Program Director.

### **LIFTING AND MOVING OBJECTS**

1. Always bend at the knees, using your legs, to lift heavy loads. When lifting heavy objects, never bend at the waist as this may cause back strain.

2. Before lifting any load, walk your path to ensure it is clear from slip or trip hazards. Also check the piece you are moving for any sharp edges, loose or protruding parts. Check for slick surfaces to avoid having your hands slip,
3. Material handling and lifting must be done properly and with careful attention to the job. Use proper tools, methods, and gloves when hoisting equipment is being used.
4. If an object is too heavy for you to lift, ask for help. A few extra minutes now can save you from a lifetime of back problems.
5. Always make sure the area below is clear of personnel when working with overhead loads.

### **LADDERS AND STATIONARY WORK PLATFORMS**

1. Use the proper ladder for the job. This not only includes height (i.e., can you reach your intended work surface without standing on the top 2 rungs or leaning off of the ladder), but also the load rating for the ladder. The load rating will be marked on the side of the ladder by the manufacturer. If the load rating cannot be found, use another ladder.
2. Inspect all ladders, scaffolds or working platforms before every use. Check for missing rungs, guardrails, midrails, toeboards, wheels, feet, etc.
3. NEVER stand on the top 2 rungs of any ladder.
4. Always face the ladder and maintain 3 points of contact while ascending or descending.
5. Ladders and scaffolds, working platforms, and walkways must be properly maintained and used in a safe manner in accordance with the manufacturer's guidelines.
6. DO NOT modify any scaffolding by removing guardrails or other safety features designed for the protection of employees.
7. NEVER move a ladder or scaffolding with a person aboard. This includes "hopping" a ladder or moving rolling scaffolding with people on it.
8. Ensure wheels are locked before using scaffolding.
9. Maintain the minimum safe distances from power lines and electrical sources when using any elevated platform, scaffold or ladder. A wooden ladder should be used when working in such areas. Consult the Safety Program Director regarding minimum safe distances applicable to your work.
10. Do not use scaffolds that do not have proper guardrails, midrails and toeboards (as appropriate).
11. Do not overload scaffolds. Follow manufacturer's safe working load recommendations.
12. Do not climb cross braces. Use only approved access ladders or steps and use both hands while climbing. When climbing, always maintain three points of contact.
13. Do not stand on guardrails, ladders or makeshift devices on top of scaffolds to gain greater height.
14. Never use scaffolds where contact can be made with live electrical circuits or power lines. Always maintain safe clearance from any electrical source.
15. Never apply shock loads to the scaffold platform. (Never jump down onto the platform.)

### **MOBILE EQUIPMENT AND VEHICLES**

(This includes Booms, Cranes, Tow Dollies, Camera Dollies, Forklifts, Elevated Platforms, Cars, Motorcycles, All Terrain Vehicles, and Boats)

1. Only trained employees with proper certification may operate specialty equipment, such as aerial lifts, forklifts, and scissor lifts. Such training must be given by a qualified person per OSHA requirements. Employees must present proof of training before use of equipment. A forklift operator must present written certification demonstrating successful completion of training within the prior three years.
2. Personal Protective Equipment (PPE) such as safety harnesses, lanyards, and/or seat belts must be worn while operating mobile equipment and vehicles.

3. All employees must read the operating instructions or manuals prior to initial operation of the equipment. Only operate such equipment on safe surfaces and inclines, as described in the manual for that equipment.
4. All vehicles, including their peripheral safety equipment such as, harnesses, belts, roll-cage, fuel cells, etc. must undergo thorough safety inspection and testing on a daily basis by qualified experienced personnel.
5. Special safety precautions will apply to use of mobile equipment and vehicles. Contact your supervisor and/or Safety Program Director (or designee) for further instructions.

## **AERIAL PLATFORMS**

1. For operations involving: (1) vertically operated elevating work platforms or “scissors lifts”; (2) boom-mounted telescoping and rotating elevating work platforms or “condors”; and (3) forklifts with attached work platforms, only persons trained in the safe operation of these work platforms shall be authorized and certified to operate aerial elevating work platforms described above.
2. Do not use this equipment if you feel dizzy, ill, or unsteady in any way. Do not use while under the influence of alcohol or drugs. Do not use outside a building if wind conditions prevent safe use.
3. Equipment shall be inspected prior to operation for condition, security, damage, and defects. This will include all operational controls, which shall be in proper functioning condition. All labels and placards on the equipment shall be legible and in good condition. Operators shall report discrepancies to their supervisors.
4. SAFETY HARNESSSES – an approved safety harness with lanyard shall be properly worn when using any aerial/elevating work platform that can telescope or rotate. The lanyard shall be securely attached to the boom, basket, tub, or platform. Belting off to an adjacent pole, structure or equipment while working from basket, tub, or platform is not permitted. The lanyard shall be attached in a manner that prevents a free fall of more than four feet.
5. All personnel should be clear when the platform is being raised or lowered. Operate all controls slowly to facilitate smooth platform movement.
6. Do not sit or stand on guardrails or use guardrails to carry materials. Do not allow overhang of materials when elevating platform.
7. Do not use without chain rail/guardrail in place. Work only within the platform guardrail area and do not attempt to increase the working height by any other means. Do not lean out over the platform railing to work.
8. Do not release the levers or outriggers or move the unit with a person or materials on board. The brake system shall be set whenever workers are being elevated in the vehicle. Outriggers should be on solid footing and shall be equipped with hydraulic holding valves or mechanical locks at the outriggers.
9. Do not use the lift to do work which would result in horizontal force being applied to the work platform.
10. Aerial baskets, tubs, or platforms shall not be supported by or attached to any adjacent structures.
11. Do not use near moving vehicles. Where traffic or moving vehicles are present, the work area around the aerial equipment shall be marked by flags, signs, traffic cones, or other means of traffic control.
12. Batteries shall be charged in well-ventilated areas free of sparks and open flames.
13. Do not exceed manufacturer’s load capacity. Weigh the job to be done against the job site location for potential hazards.
14. “Climbers” pole-climbing equipment shall not be worn while performing work from an aerial device.
15. Do not operate an aerial elevating work platform within 10 feet of an energized, high-voltage source unless danger from accidental contact with the source has been effectively guarded against. Apply greater clearance distances with greater high voltage, energized sources.

16. The operation of aerial platforms OVER energized, high voltage sources of any kind is prohibited at all times.
17. Make sure the jobsite's surface is stable and will support the equipment and that there are no hazardous irregularities or accumulation of debris that might cause the moving platform to overturn or otherwise be unstable. Survey the route to be used. Check for overhead obstructions, traffic, holes in the pavement, ground, or shoulder, ditches, slope of the road, and other irregularities or hazards.
18. Soft surfaces or soundstage flooring with pits or weight restrictions may require grip track (to spread the load) or outriggers (to add stability) to be used. When in doubt, contact the Safety Program Director. Always observe stage floor load restrictions.
19. Operation of aerial platforms on inclined surfaces shall not exceed manufacturer's ratings. Wheel chocks shall be used on inclined surfaces.
20. No employee shall stand in front of or behind an aerial platform when it is being moved. Remote control operation may only be done from the side of the aerial platform – never in front of or behind the vehicle.

## **WORKING AT HEIGHTS – FALL PROTECTION GUIDELINES**

### **Fall Prevention**

1. The best way to avoid a fall is not to work from a height. Bring the work down to ground level whenever possible.
2. If you cannot bring the work to ground level, work from access equipment such as scaffolding, a platform, an aerial lift, or a ladder.
3. If the work environment does not allow you to use access equipment, secure the elevated work area with a passive fall prevention barrier system, such as guardrails or a 42" high parapet.
4. Adequate fall protection devices (e.g., guardrails, covers, personal fall arrest systems, barricades) shall be provided at all elevated surfaces, excavations, trenches, pits and floor openings that expose a worker to a potential fall of greater than 4 feet or less if the fall could result in serious injury.
5. Fall protection equipment may only be used with proper training and instruction.

### **Controlled Access Zone – Fall Restraint and Arrest Systems**

1. If the work environment does not allow for the use of a fall prevention system, use an approved fall restraint system, if possible, and then – a fall arrest system, such as a rope grab kit or self-retracting lanyard.
2. For any work occurring at heights requiring personal fall protection equipment, such equipment must always be used when working at heights and such equipment must be inspected for wear, tear, and proper functioning, prior to each use.
3. When working outside the catwalks, in the unprotected area of the permanents known as the "ozone," you must use fall arrest equipment. You may work outside the catwalks only if you have been trained to do so and are being supervised. This equipment may include a full body harness and a self-retracting lanyard (SRL) or shock absorbing lanyard. In addition, certain areas may have fixed horizontal wire rope cable fall arrest systems installed. Fall arrest equipment is available through the Safety Program Director.

## **STUNTS AND SPECIAL EFFECTS**

1. Prior to the performance of a stunt or special effect, all appropriate department heads and personnel need to consult on the logistics and execution of the scene to ensure all health and safety concerns are addressed. A safety meeting must be held prior to performing the stunt to inform personnel of what will happen and what to do if something unforeseen occurs.
2. Special effects involving pyrotechnics, explosives and/or fire may only be performed by properly licensed individuals. Such events must have all necessary permits and notification to the proper authorities and jurisdictions. Often this will include notification to the local police and fire

departments, as well as neighborhood organizations within the filming area. All special effects and stunts must be noted in advance on the call sheets.

3. Only persons authorized by the Special Effects and/or Stunt Coordinator are allowed in the area of the special effect or stunt. Any applicable safety equipment and/or PPE such as, ear, eye and face protection or lexan for the camera department, must be provided to employees, as appropriate.
4. There should be a designated "safe area" for all employees that do not need to be near the stunt or special effect to perform their job. For persons that need to be in the vicinity, there must be an escape plan with designated routes. Each employee should personally walk his/her closest route to become familiar with the area, in the event of an emergency.
5. Atmospheric smokes and fogs must be documented in advance on the call sheet. These artificial smokes, fogs and dust are regulated by different agencies which determine certain fogs and smoke that may be used in different situations, e.g., indoor use versus outdoor use. The MSDS/SDS for the product being used must be on file and be made available to any employee upon request.

### **WATER HAZARDS**

1. When working on or near water, an employee shall inform his/her supervisor if the employee cannot swim or has a fear of water. All employees working in or from boats must wear an approved flotation device such as a life jacket.
2. A water safety team, which may include safety spotters, divers and/or additional safety boats, should be used when filming on any body of water. When filming in rivers or oceans, where strong currents may arise, additional safety measures such as nets or safety lines may be needed.
3. When using watercraft, consult with the captain or marine coordinator regarding load and rider capacity limits. Only required personnel should be on watercraft, all others should remain on land.
4. If employees are going to enter the water, some precautions may be necessary such as water testing for health hazards or animal wranglers for aquatic life. The production should always inquire about the conditions in the body of water and wildlife that may be present.

### **FIREARMS AND OTHER WEAPONS**

1. Firearms and weapons can only be managed by a qualified Property Master or Armorer. When firearms are used on set, the Property Master should meet individually with cast members involved in the scene to explain the types of weapons, safety features of each weapon and how it responds (i.e., a small handgun may only eject the cartridge 4 feet whereas an automatic weapon may project the cartridge 15 feet).
2. Before the weapons are used on set, a safety meeting with all appropriate employees should be held to address any questions and safety concerns that may arise, such as camera and crew positions. The Property Master should show the weapon to the affected employees so they have the opportunity to inspect the weapon. A "safe zone area" should be designated for employees that do not need to be a part of the shot.
3. Treat all weapons as though they are loaded and ready to use. Do not play with weapons and never point one at anyone, including yourself. Follow the directions of the Property Master and or Armorer regarding all weapons.
4. The use of firearms and other weapons may require special permits and or operator certifications. All weapons must undergo thorough safety inspection, testing and cleaning on a daily basis by qualified personnel.

### **ANIMALS**

1. To ensure the safety of all cast and crew, as well as the animals, only qualified professional trainers and/or handlers should be allowed to work with animals on productions.
2. When animals are used in filming, it should be noted on the call sheet or otherwise posted to inform employees.

3. Before the animal is brought to set, the wrangler or trainer should hold a safety meeting informing all employees of all safety concerns and precautions to be taken when working around the animal.
4. Production should restrict access to necessary employees only and post "closed set" signs whenever possible to help maintain minimal employee exposure.
5. Do not feed, pet or play with any animal without the permission and direct supervision of its trainer or handler. Defer to the animal trainers at all times.
6. When working with certain animals, it may be necessary to cable, fence or cage the animals to protect employees from potential harm.

Appendix B  
Hazard Notification Form



# HAZARD NOTIFICATION

This form is designed to be used by employees to report any potential hazards or unsafe acts or conditions observed as part of the production. The reporting employee **is not** required to sign his/her name to the form. Turn in the form (*may be done anonymously*) to your immediate supervisor. To those who receive this form – **a copy must be forwarded to the Safety Program Director.**

Production Title: \_\_\_\_\_  
\_\_\_\_\_

Date Observed: \_\_\_\_\_

Time Observed: \_\_\_\_\_  AM  PM

Location (be specific): \_\_\_\_\_  
\_\_\_\_\_

Describe Hazard or Unsafe Condition or Act:

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Action Taken:

(note any immediate action taken to minimize risk)

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Suggestions for Corrective Action:

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USE REVERSE SIDE IF NECESSARY

## APPENDIX C: SAFETY BULLETINS

**Safety Bulletins are updated periodically. Production should always ensure that they are working with the most current versions.** The website mentioned below will list the revised or issued date next to each bulletin. Copies of all Safety Bulletins may be found on the Contract Services Administration Trust Fund ([CSATF](http://www.csatf.org)) website and are available for a wide range of subjects relevant to filmed entertainment production. The Safety Bulletins are researched, written and distributed by the Industry-Wide Labor-Management Safety Committee for the Motion Picture and Television Industry. The Safety Bulletins are guidelines. They are not binding laws or regulations. Where applicable, Federal, State and/or local requirements supersede the information or practices included in the Safety Bulletins.

IN CONSIDERATION OF THE ENVIRONMENT, PLEASE VISIT CONTRACT SERVICES WEBSITE FOR THE CURRENT INDUSTRY WIDE SAFETY BULLETINS. PLEASE PRINT RELATED BULLETINS ON AN “AS NEEDED” BASIS. THANK YOU

CONTRACT SERVICES ADMINISTRATION TRUST FUND WEBSITE: [WWW.CSATF.ORG](http://www.csatf.org)

1	Firearms	23	Electrical
2	Live Ammunition	23A	Power Line Distances
3	Helicopters	23B	Basic Electrical Safety
3A	External Loads on Helicopters	23C	480 Volt Systems
4	Stunts	23D	Electrical PPE
5	Safety Awareness	23E	Generators
6	Animal Handling	24	Blood
7	Diving Operations	25	Camera Cranes
8	Traditional Camera Cars	25A	Power Line Distances
8A	Process Trailers	26	Urban Locations
8B	Camera Boom Vehicles	27	Poisonous Plants
8C	Power Line Distance Requirements	28	Railroad Safety
9	Multiple Dressing Room Units	29	Hot Air Balloons
10	Artificial Smoke and Fog	29A	External Loads for Balloons
11	Fixed Wing Aircraft	30	Edged Props (Knives and swords)

11A	External Loads for Fixed Wing	31	Critters
12	Venomous Reptiles	32	Food Handling
13	Gasoline Operated Equipment	32A	LA County Food Requirements
14	Parachuting and Skydiving	33	Infants
15	Boating and Watercraft	34	Extreme Cold Weather
16	Pyrotechnics	34A	Wind Chill Chart
17	Water Hazards	35	Heat Illness
18	Stunt Freefall Systems	36	Drones (UAS)
19	Open Flames	37	Vehicle Restraint Systems
20	Motorcycles	38	Severe Weather
21	Clothing and Personal Protective Equipment (PPE)	39	Foamed Plastics
22	Aerial Work Platforms	40	Non-camera Utility Vehicles
22A	Power Line Distances	41	Gimbals
		42	Alternate Driving Systems
		43	Free Driving

# Appendix D

## Incident Investigation Report

**See [prt.viacom.com](http://prt.viacom.com) for latest form**

# ROCART, INC & STORYBOOK PRODUCTIONS, INC.

## INCIDENT REPORT

Please print or type to complete this form. Mark N/A if the question is not applicable. Please complete this report immediately and send in accordance with the instructions below. If multiple people are affected, fill out a separate form for each person.

### INFORMATION ABOUT AFFECTED PERSON

Full Name of Injured/Ill Person ("Affected Person"): \_\_\_\_\_

Occupation: \_\_\_\_\_ Department: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Phone: Home: ( ) \_\_\_\_\_ - \_\_\_\_\_ Work: ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ Social Security #: \_\_\_\_\_

DOB: \_\_\_\_\_ Hire Date: \_\_\_\_\_ If Minor, Parent or Guardian Name: \_\_\_\_\_

Month/Day/Year

Month/Day/Year

Supervisor's name, phone and e-mail: \_\_\_\_\_

Network Channel: \_\_\_\_\_ Hiring Entity: \_\_\_\_\_ Payroll Company: \_\_\_\_\_

Production Title: \_\_\_\_\_

Worker/Visitor Status: Staff \_\_\_\_\_ Freelance/Temp: \_\_\_\_\_ Spectator/Visitor: \_\_\_\_\_

If Incident Involved Vendor or Contractor, provide name, address, phone: \_\_\_\_\_

### INFORMATION ABOUT THE INCIDENT

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM or Time Undetermined? Y/N

Time Affected Person began work on day of Incident: \_\_\_\_\_ AM/PM

Exact location of Incident: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Incident as stated by Affected Person: \_\_\_\_\_

Object Causing Injury: \_\_\_\_\_ Body Part: \_\_\_\_\_ Affected Person's Initials: \_\_\_\_\_

Description of Incident by person completing report (if different than above) (include any tools, equipment, material the affected person was using or exposed to): \_\_\_\_\_

Injury Type (Examples: strained lower back; lacerated left second finger below lower knuckle; lost consciousness; burn with blister on right knee): \_\_\_\_\_

What was the Affected Person doing just before the Incident? \_\_\_\_\_

### INFORMATION ABOUT HEALTH CARE

On-site Treatment or Set Medic Only  Off-site Treatment

Name of physician or other health professional: \_\_\_\_\_

Hospital/health care facility name and location: \_\_\_\_\_

Address: \_\_\_\_\_

Was Affected Person treated in emergency room? Y/N

Was Affected Person hospitalized overnight as an in-patient? Y/N

If Affected Person died, when did death occur? \_\_\_\_\_

Month/Day/Year

Did Affected Person receive instructions from medical provider to restrict work duties? If so, provide name of medical provider who gave instructions and what was instructed: \_\_\_\_\_

**RETURN TO WORK**

Did Affected Person return to work? \_\_\_\_\_

If time away from work applies; please note the dates: \_\_\_\_\_

Date Affected Person returned to work: \_\_\_\_\_

Last Day Affected Person worked: \_\_\_\_\_

**PROPERTY DAMAGE**

If the Incident involved damage to property, please include the following:

Description of Incident: \_\_\_\_\_

Age of property: \_\_\_\_\_ Estimated replacement value of property: \_\_\_\_\_

Condition of property before and after Incident: \_\_\_\_\_

**INCIDENT FOLLOW-UP INFORMATION**

Name of Witness(es)/Phone: \_\_\_\_\_

Who was working in area at time of Incident? (if different) \_\_\_\_\_

Who inspected Incident area after Incident occurred? \_\_\_\_\_

Condition of Incident area upon inspection: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**REPORT PREPARED BY:**

Name: \_\_\_\_\_ Title/job position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_ Case No. on OSHA Log: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Report: \_\_\_\_\_

**IMPORTANT**

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- For **ALL** Workers Compensation related incidents involving production employees, staff or freelance employees, please fax a completed copy of the Incident Report to Paramount Risk Management at **(323)862-5999** OR email this form to Jason Houston at [jason.houston@willis.com](mailto:jason.houston@willis.com) with a copy to Paramount Risk Management at [sharon.brennan@paramount.com](mailto:sharon.brennan@paramount.com) and [barrie.wexler@paramount.com](mailto:barrie.wexler@paramount.com)
- For **incidents** involving third parties such as **Spectators or an Automobile Accident**, please call **ESIS** at **(866)789-3747** or e-mail this form to [esis\\_fnol@firstnotice.com](mailto:esis_fnol@firstnotice.com)
- For **“Property Damage only”** claims, please call and report the incident to Paramount Risk Management, Corrin Hu **(323)956-2520** or Barrie Wexler **(212)846-7201**

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

## APPENDIX E: OSHA REPORTING, INSPECTIONS, AND RECORDKEEPING

### OVERVIEW

The federal Occupational Safety and Health Administration or a similar government agency operating under state law (generically, “OSHA”) may conduct an inspection of workplaces, to the extent permitted by law, to determine compliance with occupational safety and health legal requirements. OSHA does not have to provide advance notice before it seeks to conduct an inspection. There are several reasons why an OSHA Inspector (“Inspector”) might seek to inspect a workplace, including receipt of an anonymous complaint regarding safety, a scheduled inspection, or in response to a fatality or other serious injury at the workplace.

The production’s Safety Program Director is the designated production representative in the event of an OSHA inspection.

If:

- An OSHA Inspector arrives at a workplace and seeks to conduct an inspection<sup>1</sup>; OR
- A serious injury, illness, or fatality occurs at a workplace, including during a location shot; OR
- A worker involved in a production is transported to a hospital or emergency care facility; OR
- An audience member or other member of the public is injured during a production activity; OR
- A serious incident (e.g., severe weather incident, environmental release, etc.) occurs during a production activity,

then, the production’s Safety Program Director should be contacted immediately. The Safety Program Director will then contact all of the following people, who have authority to contact OSHA or direct other response actions on behalf of the Company, as required:

1. Paramount Media Networks Vice President of Production Safety (Chris Velvin - (c) 424-280-9674)
2. Paramount VP, Production Safety (Jonas Matz – (w) 323-956-8239 / (c) 310-901-4648)
3. Risk Management (Corrin Hu – (w) 323-956-5200 / (c) 310-897-4495)
4. Business & Legal Affairs (William Tran – (w) 310-528-8531 / (c) 323-527-7323)

If the Safety Program Director is not available, the people above should be immediately contacted. The Safety Program Director also may delegate someone to contact the people above.

In each case of a workplace fatality and, in certain cases when an employee is hospitalized, the incident must be reported directly to OSHA. The Company representatives listed above have the authority to contact OSHA in the case of reportable incidents.

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<sup>1</sup> NOTE: Always request the Inspector's OSHA credentials bearing the Inspector's photo and serial number, which can be verified by phoning OSHA, if necessary. Politely ask the Inspector to wait while the contacts discussed below are being made.

## **OSHA FORMS AND RECORDKEEPING**

All workplace injuries and illnesses are to be reported to the Safety Program Director or Safety Coordinator, investigated, and documented on the Risk Management ***Incident Report***. In addition, those injuries and illnesses that require treatment beyond ordinary first aid are to be recorded using the OSHA 300 log form, as well as on the Risk Management ***Incident Report***. A copy of the 300 log and related recordkeeping forms can be found at:

<http://www.bls.gov/respondents/iif/forms/oshaforms.pdf>.

The Medic, Safety Coordinator or other appropriate person should complete the OSHA 300 log and ***Incident Report*** for every injury, illness, or fatality required by law to be recorded.



Appendix F  
Facility Safety Inspection Checklist

## FACILITY SAFETY INSPECTION CHECKLIST

**Production**

**Name:** \_\_\_\_\_ **Facility Name:** \_\_\_\_\_

**Inspection**

**Conducted By:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

/ \_\_\_\_\_  
**Signature/Printed Name**

**INSTRUCTIONS:** For each inspection item, "YES" indicates that the inspection item complies with all requirements, and "NO" indicates that a deficiency was identified during the inspection. Include observations and comments for all items marked "NO". Any items corrected during the inspection should be noted on this inspection form. Mark "N/A" if Not Applicable. Contact the Safety Program Director if you have questions.

Hazard Inspected	Yes/No	Observations/Comments/ Corrective Action Completed
<b>GENERAL</b>		
General housekeeping in good order.		
Safety Poster completed and displayed in a location where all employees are likely to see it.		
AMPTP Safety Bulletins attached to Call Sheet.		
First aid supplies stocked and clean.		
Materials are stacked, piled, or racked in a manner that will prevent them from collapsing.		
Projecting nails and screws removed or bent over.		
Waste containers provided and used.		
Personal protective equipment (PPE), e.g., safety glasses, gloves, closed-toe shoes, as required by the PPE Hazard Assessment Form.		
Illumination is adequate for the tasks performed.		
Fire extinguishers marked and accessible.		
Four-foot perimeter, aisles and passageways free of hazards.		
Working surfaces are dry or otherwise slip resistant.		
Trip hazards removed or covered.		
Flats appropriately secured and braced.		
Pits and floor openings covered or otherwise guarded.		
Ramps in good condition and have guardrails.		
Standard stair rails or handrails on all stairways having four or more risers.		
Scaffolding in good condition.		
All exits free of obstructions.		
Directions to exits, when not immediately apparent, marked with visible signs.		
<b>PAINTS AND CHEMICAL PRODUCTS</b>		
Covered metal cans used for paint and paint-soaked waste.		
Portable eye wash station present.		
Paints, adhesives, solvents and chemicals kept in closed containers when not in use.		
Each container for a hazardous substance (vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning.		
Pressure vessels/cylinders properly stored.		
All propane has been removed from the stage.		

Hazard Inspected	Yes/No	Observations/Comments/ Corrective Action Completed
<b>AERIAL PLATFORMS, LADDERS &amp; WORKING AT HEIGHTS</b>		
Only trained and authorized personnel allowed to operate aerial platforms and scissor lifts.		
Approved and inspected safety harnesses and lanyards worn when using aerial platforms or working at heights.		
All ladders maintained in good condition. (Take note of joints between steps and side rails, all hardware and fittings, and movable parts.)		
Ladders kept clear of doorways, exits, and passageways.		
Ladders are secured to prevent slipping, sliding or falling.		
When a ladder is used to gain access to an elevated work area, the ladder extends at least 3 feet above the elevated surface.		
When hoisting material or equipment, provisions made to assure no one will be passing under the suspended loads.		
<b>PERMANENTS &amp; GREENBEDS</b>		
Guardrails (top and middle) and toeboards present on all sides of the catwalks (except at the entrance to stairways or ladders).		
Fall protection systems being used.		
Handrails and midrails in place on greenbeds, where appropriate.		
Cables properly stored, "laced" or run uniformly and flat down one side of catwalk and greenbed.		
<b>ELECTRICAL</b>		
No frayed or damaged cords or plugs.		
Electrical cords or cables routed neatly to prevent tripping.		
Lighting in good working order.		
All set lights and/or overhead lighting fixtures (e.g., chandeliers) have a safety tie.		
<b>OFFICE</b>		
Proper exits marked and Emergency Action Plan provided which includes clearly marked exits and location of fire extinguishers.		
No flammable chemicals in office.		
Smoking area designated out of the office and away from flammable materials.		
<b>Other hazards observed?</b>		
<b>Comments/Notes:</b>		
Submit copies of the completed form to 1st Assistant Director <u>and</u> to the Safety Program Director. File the original in the Production Office. Note date corrective actions completed if different from inspection date.		

Appendix G  
Personal Protective Equipment (PPE)  
Hazard Assessment Form

**PERSONAL PROTECTIVE EQUIPMENT (PPE) HAZARD ASSESSMENT FORM**

<b>I am reviewing (check the appropriate box):</b>	<input type="checkbox"/> A worksite	Specify location:	
	<input type="checkbox"/> A single employee's job description	Name of employee:	
		Position Title:	
	<input type="checkbox"/> A job description for a class of employees	Position Titles:	
Location:			
<b>Your Name:</b>		<b>Title/Department:</b>	
<b>Date:</b>			
<b>EYE HAZARDS:</b> Tasks that can cause eye injury include: working with chemicals or acids; UV lights; chipping, sanding, or grinding; welding; furnace operations; and metal and wood working.			
<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>		<i>Required PPE</i>
Chemical Exposure <input type="checkbox"/>			
High Heat/Cold <input type="checkbox"/>			
Dust/Flying Debris <input type="checkbox"/>			
Impact <input type="checkbox"/>			
UV/IR Radiation <input type="checkbox"/>			
Other:			
<b>HEAD/NECK/FACE HAZARDS:</b> Tasks that can cause head/neck/face injury include: working below other workers who are using tools or materials that could fall; working on energized electrical equipment or utilities; and working in trenches or confined spaces.			
<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>		<i>Required PPE</i>
Chemical Exposure <input type="checkbox"/>			
Dust/Flying Debris <input type="checkbox"/>			
Impact <input type="checkbox"/>			
UV/IR Radiation <input type="checkbox"/>			
Electrical Shock <input type="checkbox"/>			
Other:			
<b>FOOT HAZARDS:</b> Tasks that can cause foot injury include: exposure to chemicals or acids; welding or cutting; materials handling; renovation or construction; and electrical work.			
<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>		<i>Required PPE</i>
Chemical Exposure <input type="checkbox"/>			
High Heat/Cold <input type="checkbox"/>			
Impact/Compression <input type="checkbox"/>			
Electrical Shock <input type="checkbox"/>			
Puncture <input type="checkbox"/>			
Slippery/Wet Surfaces <input type="checkbox"/>			
Other:			

### PPE HAZARD ASSESSMENT FORM (Cont.)

**HAND HAZARDS:** Hand injury can be caused by: work with chemicals or acids; exposure to cut or abrasion hazards (for example, during demolition, renovation, woodworking, or food service preparation); work with very hot or cold objects or materials; and exposure to sharps.

<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
Chemical Exposure <input type="checkbox"/>		
High Heat/Cold <input type="checkbox"/>		
UV/IR Radiation <input type="checkbox"/>		
Electrical Shock <input type="checkbox"/>		
Puncture <input type="checkbox"/>		
Cuts/Abrasions <input type="checkbox"/>		
Other:		

**BODY HAZARDS:** Injury of the body (torso, arms, or legs) can occur during: exposure to chemicals, acids, or other hazardous materials; abrasive blasting; welding, cutting, or brazing; chipping, sanding, or grinding; use of chainsaws or similar equipment; and work around electrical arcs.

<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
Chemical Exposure <input type="checkbox"/>		
High Heat/Cold <input type="checkbox"/>		
Impact/Compression <input type="checkbox"/>		
Electrical Arc <input type="checkbox"/>		
Cuts/Abrasions <input type="checkbox"/>		
Other:		

**FALL HAZARDS:** Personnel may be exposed to fall hazards when performing work on a surface with an unprotected side or edge that is 4 feet or more above a lower level, or 10 feet or more on scaffolds. Fall protection may also be required when using vehicle man lifts, elevated platforms, tree trimming, performing work on poles, roofs, or fixed ladders.

<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
Fall Hazard <input type="checkbox"/>		

**NOISE HAZARDS:** Personnel may be exposed to noise hazards when working in mechanical rooms; machining; grinding; sanding; cage washing; dish washing; working around pneumatic equipment, grounds equipment, generators, chillers, motors, saws, jackhammers, or similar equipment.

<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
Noise Hazard <input type="checkbox"/>		

**RESPIRATORY HAZARDS:** Personnel may be exposed to respiratory hazards that require the use of respirators: during emergency response, when using certain chemicals outside of a chemical fume hood; when working with hazardous powders; when entering fume hood plenums; when working with animals; when applying paints or chemicals in confined spaces; when welding, cutting, or brazing on certain metals; and when disturbing asbestos, lead, silica, or other particulate hazards.

<i>Check the appropriate box for each hazard:</i>	<i>Description of hazard(s):</i>	<i>Required PPE</i>
Chemical Exposure <input type="checkbox"/>		
Particulate Exposure <input type="checkbox"/>		
Other:		

I certify that the above hazard assessment was performed to the best of my knowledge and ability, based on the hazards present on this date.

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Appendix H  
Emergency Action Plan  
And  
Fire Prevention Plan

# EMERGENCY ACTION PLAN

Location:

Prior to beginning operations at a location, each location will be evaluated and emergency action procedures established. This Emergency Action Plan is designed to meet the requirements of 29 CFR 1910.38 and/or state equivalents. It includes the following:

## EMERGENCY CONTACTS:

### Step 1 SUMMON EMERGENCY HELP IMMEDIATELY

Fire	<b>Emergency: 911</b>
Police	<b>Emergency: 911</b>
Ambulance	<b>Emergency: 911</b>
Nearest Hospital	<span style="background-color: yellow;">[Name, Address and Phone Number of Nearest Hospital]</span> . Hospital is located approximately <span style="background-color: yellow;">[how far and in what direction]</span> from production location or workplace.

### Step 2 CONTACT Company Safety Program Director

Name	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
Phone Number	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> (mobile)

### Step 3 CONTACT Company Risk Management

Name	Barrie Wexler
Office Phone Number	212-846-7201
Mobile/Alternate Phone Number	917-838-9643



## **EMERGENCY ESCAPE PROCEDURES**

Emergency escape routes are communicated to employees before work begins at a new location or whenever such routes are changed or modified. Employees are directed to assemble at a large open space away from the emergency site.

**EVACUATION ROUTES/SAFE ASSEMBLY AREAS: For each area used at this workplace, the evacuation routes and safe assembly area are posted in this building. [OR] are stated on the call sheet [OR] are as follows:**

In the event of an emergency, employees will be alerted by means of a verbal announcement or other signal. Department heads and other supervisors will communicate by two-way radios, if available. They will then communicate to their employees. All employees will evacuate immediately, unless given other directions (such as to take shelter).

## **Procedures to Account for Employees**

Department supervisors are responsible for knowing which employees are present on site and for accounting for all employees in their department at the designated assembly site. Department supervisors/leads/coordinators will also be responsible for any visitors, guests or contract employees under their direction. Department supervisors shall report anyone unaccounted for to the Safety Program Director or designee via two-way radio, if available.

## **Rescue and Medical Personnel**

Before operations begin, the local hospital may be notified and made aware of the types of operations to be conducted and potential emergency scenarios. In the event that a stunt or special effect is to be conducted, fire personnel and an ambulance may be present or notified, as appropriate. Additional equipment appropriate to respond to potential emergencies arising from the stunt or special effect will be available on site.

## **Means of Reporting Fires or Other Emergencies**

The Safety Program Director will ensure that a means to report fires or other emergencies has been established, and that contact information has been posted or otherwise been made available, in advance of starting operations at each location. In the event of a fire, chemical spill or other emergency, immediately contact 911, unless fire department personnel are on site, in which case fire department personnel will call for backup as necessary.

In the event of a medical emergency, the on site medic, if present, will be called using a two-way radio. Two-way radios are widely distributed for emergency and other purposes. Typically, the medic will determine whether emergency response

services should be called. Emergency responders may be called immediately if circumstances warrant, or if no qualified medical personnel are available.

The location of the local hospital and emergency contacts are listed above.

### **Critical Operations**

No employees will remain to address critical operations. All employees will evacuate immediately.

## **FIRE PREVENTION PLAN**

### **Purpose**

The purpose of this Fire Prevention Plan is to identify potential fire hazards and measures taken to prevent a fire from occurring and to control the ignition and spread of fires. All employees, including Department Supervisors, are expected to follow the procedures outlined in this plan.

### **Authority**

29 CFR 1910.39 and Cal/OSHA Title 8, Section 3221

### **Potential Fire Hazards**

- Storage of combustible materials on stage or worksite
- Fire related special effects materials
- Electrical equipment and machinery, including set lighting
- Fuels used in equipment (e.g., forklifts, scissor lifts, etc.)
- Flammable paints, solvents or other chemicals
- Flammable materials and furnishings used on sets

### **Fire Control Measures**

- Minimize storage of combustible material on stage, set or worksite
- Store flammable paints, solvents, chemicals in appropriate flammable storage cabinets,  
or at least 100 feet from other areas of the set or worksite
- Secondary containment in place for drums of chemicals
- Full sprinkler system and/or adequate number, size and type of fire extinguishers within the building or at the set or worksite
- Maintain appropriate distances between set lighting and other electrical equipment and machinery and flammable materials
- Maintain all electrical equipment, machinery and connections in good condition
- Only operate electrical equipment and machinery (including set lighting) in accordance with manufacturer's procedures and good practice



# Appendix I

## Workplace Safety Posting

**PRODUCTION NAME**  
**PRODUCTION LOCATION/ADDRESS**

**SAFETY INFORMATION**

**ANY WORKPLACE SAFETY OR HEALTH CONCERN MAY BE REPORTED ANONYMOUSLY BY CALLING:**

- 1. SAFETY PROGRAM DIRECTOR: Name, Phone Number**
- 2. SAFETY COORDINATOR: Name, Phone Number**
- 3. SAFETY CONSULTANT: Name, Phone Number**
- 4. PARAMOUNT ANONYMOUS SAFETY HOTLINE: 323 956-8955**

The leadership of this production is committed to and supports the Injury and Illness Prevention Program at all production locations. We urge each employee to join us in recognizing that an effective safety program requires the commitment and participation of every employee. A copy of the full Injury and Illness Prevention Program is available from the Safety Program Director.

**EMPLOYEE SAFETY RESPONSIBILITIES**

Every employee is responsible for complying with safety procedures and policies. Each employee should:

- Have a positive attitude toward safety and health;
  - Participate in all required training sessions;
  - Perform assigned job duties in accordance with the prescribed safety practices and procedures, including wearing personal protective equipment when required;
  - Report to his/her supervisor potential hazards in the workplace, injuries, and/or accidents without fear of reprisal; and
  - Assist/cooperate in workplace incident investigations.
- 
- Employees' disregard of safe work practices will not be tolerated. Any employee found in violation of a safety rule or guideline may be subject to disciplinary action, up to and including, termination of employment. Potential disciplinary actions for violations of safe work practices will be determined on a case-by-case basis.
  - It is the responsibility of everyone to make every effort to ensure a safe work environment for all involved.
- 
- **REPORT ALL INJURIES, ILLNESSES OR UNSAFE CONDITIONS IMMEDIATELY**