NOTE: Reading this PDF course book is not a substitute for completing the Self-Paced Online training portion of this course. This PDF course book is a resource that accompanies the online training.

GENERAL PRODUCTION SAFETY

Presented by **Contract Services** as part of the **Safety Pass Training Program** for the **Motion Picture and Television Industry**

English:
If you do not comprehend English, and you require Safety Pass training in a language other than English, please send notification in writing to 2710 Winona Avenue, Burbank, CA 91504. Please provide your name, along with contact information, and specify the language you comprehend. Thank you.

Spanish:
Si usted no comprende inglés y requiere la capacitación Safety Pass en un idioma diferente al inglés, por favor envíe una notificación por escrito a 2710 Winona Avenue, Burbank, CA 91504. Por favor provea su nombre, junto con la información de contacto, y especifique el idioma que usted comprende. Gracias.

Korean:
영어를 이해하지 못하시고 영어가 아닌 다른 언어로 Safety Pass 훈련을 받으셔야 한다면, 서면 통지를 2710 Winona Avenue, Burbank, CA 91504 로 보내주시기 바랍니다. 귀하의 성함과 연락처를 기재하시고 이해하실 수 있는 언어를 명시해주십시오. 감사합니다.

Armenian:
Եթե դուք անգլերեն չեք հասկանում և ձեզ հարկավոր է Safety Pass-ի մարզում անգլերենից տարբեր լեզվով, խնդրում ենք գրավոր ծանուցագիր ուղարկել հետևյալ հասցեով՝ 2710 Winona Avenue, Burbank, CA 91504: Խնդրում ենք ներկայացնել ձեր անունը, ինչպես նաև կապի տեղեկությունը, հատկապես նշելով ձեր հասկացած լեզուն: Շնորհակալություն:

This course book was created by Contract Services Administration Trust Fund (CSATF) for use in connection with the CSATF Safety Pass Training Program. It is intended to be used solely in conjunction with Safety Pass Instructor-led or online course presentations and other course materials. This course book is not intended to be used as a stand-alone instructional book or in conjunction with any training that is neither administered nor sanctioned by CSATF. This course book should not be used as the sole source of information about industry safety guidelines or standards. CSTTF is not responsible for the misuse of any information presented in this course book. This PDF course book is intended to be reviewed and used solely by those persons specifically authorized by CSATF and should not be copied, reviewed by, used by, disseminated to nor shared with anyone else. If you have not been specifically authorized to receive this PDF course book, you are hereby notified that any review, use, dissemination, copying or forwarding of this PDF course book is strictly prohibited.

Contract Services Administration Trust Fund
2710 Winona Avenue
Burbank, CA 91504

Safety Pass Training Program

The Entertainment Industry is committed to maintaining a safe and healthful working environment. To that end, all major studios have a safety representative on staff. In addition, all employers have a safety program in force. This Safety Pass Program has been designed to further promote safety and health and to prevent injuries, illnesses, and accidents on all productions, both on-lot and off-lot.

Studios and production companies may have more restrictive safety requirements than those mandated by local, state, or federal laws or regulations. They also may assign different duties or responsibilities to employees. Therefore, in addition to this Safety Pass training course, employees should refer to the safety manual and materials provided by their employers.

Employees must adhere to all safety rules and regulations. Failure of any employee to follow safety rules and regulations can lead to disciplinary action, up to and including discharge. However, no employee shall be discharged or otherwise disciplined for refusing to perform work that the individual reasonably believes is unsafe.

No safety training can comprehensively cover all possible unsafe work practices. Each production and its employees, therefore, should fully promote each employee's personal obligation to work safely in order to prevent accidents involving, and injuries to, the employee and to his/her fellow employees.

The Safety Pass Program derives from Federal and California Occupational Safety and Health Administration (OSHA) safety regulations. However, the material included in this workbook and its accompanying presentation should be used only as a general guideline. It is not intended as a legal interpretation of any federal, state, or local safety standard.

During the course of your employment, you may be acting as a supervisor or manager. In California, individuals with management authority and actual authority for the safety of a business practice could be convicted of a crime if they have actual knowledge of a serious concealed danger and fail to warn the affected employees and report the hazard. If a hazard exists, immediately notify the employer or studio safety department of the hazard and insure that potentially affected employees are informed of the danger and that steps are taken immediately to mitigate it.

Although the information contained in this training program has been compiled from sources believed to be reliable, the Alliance of Motion Picture and Television Producers, Contract Services Administration Trust Fund, Contract Services Administration Training Trust Fund, and the instructor make no guarantee nor warranty as to, and assume no responsibility for, the accuracy, sufficiency, or completeness of such information.

Industry Safety Resources

Safety Bulletins

Safety bulletins are researched, written, and distributed by the Industry Wide Labor-Management Safety Committee for use by the motion picture and television industry. The Industry Wide Labor-Management Safety Committee is composed of guild, union, and management representatives active in industry safety and health programs.

These safety bulletins are guidelines recommended by the safety committee. They are not binding laws or regulations. State, federal, and/or local regulations, where applicable, override these guidelines. Modifications in these guidelines should be made, as circumstances warrant, to ensure the safety of the cast and crew.

The committee and these safety bulletins are representative of the commitment of both labor and management to safe practices in the motion picture and television industry. The members of the committee and all those who contributed to its work have devoted a great deal of time and effort to these guidelines because of the importance of safety to our industry.

Current safety bulletins are available on the CSATF website:

www.csatf.org/production-affairs-safety/safety-bulletins/

24-Hour Industry Safety Hotline

The 24-hour industry safety hotline number directs callers to an automated system that will assist them in reaching the desired Studio Safety Hotline.

888-7-SAFELY

A list of the Studio Safety Hotlines can also be found on the CSATF website:

www.csatf.org/production-affairs-safety/studio-safety-hotlines/

Slide 1. INTRODUCTION

Hello and welcome. This Self-Paced Online training course is part of the Safety Pass training program for the motion picture and television industry, presented by Contract Services. After the course, you'll be directed to an online test. You must pass the test to receive credit for this course. Select the NEXT arrow at the lower right of the screen to continue.

Slide 2. Navigation

At any time during the presentation, you can use the player controls to play and pause the course, replay a slide, turn on closed captions, and open and close the sidebar. From the sidebar, you can view the Table of Contents and a written transcript of the audio narration.

Slide 3. Course Purpose

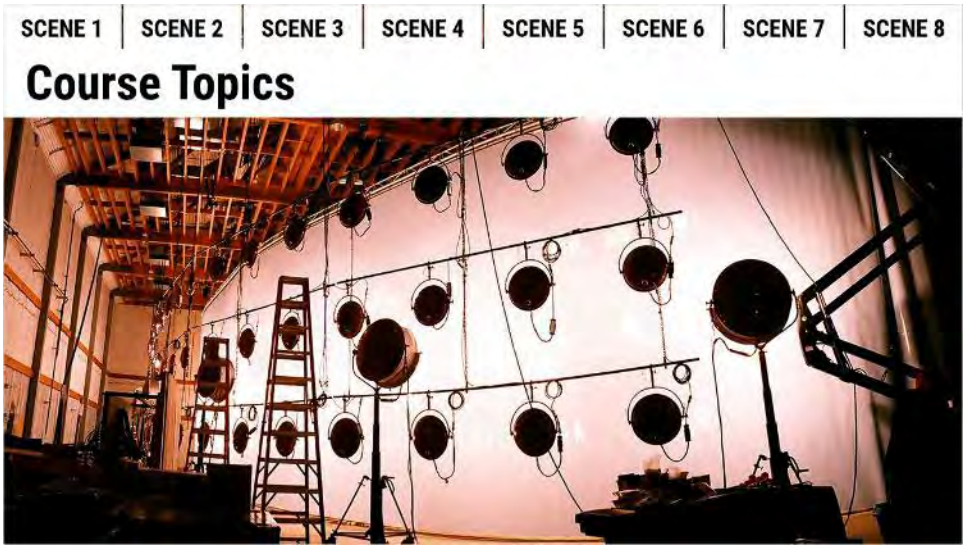
The Occupational Safety and Health Administration (commonly known as OSHA) entitles all employees with the right to a safe workplace. In the entertainment industry, the workplace includes a wide range of situations and environments, each having their own set of hazards. Regardless of your specific field, you may encounter any number of these hazards in the course of your work.

The purpose of the course is to provide you with essential information on workplace hazard recognition, safety plans, safety rules and regulations, and safe practices so that you have the knowledge to be working safely from day one.

Slide 4. About this Course

Note that in this course, the term "OSHA" will refer to Federal OSHA and California OSHA (also known as Cal/OSHA), unless specified otherwise. Other states and jurisdictions may have their own safety agencies.

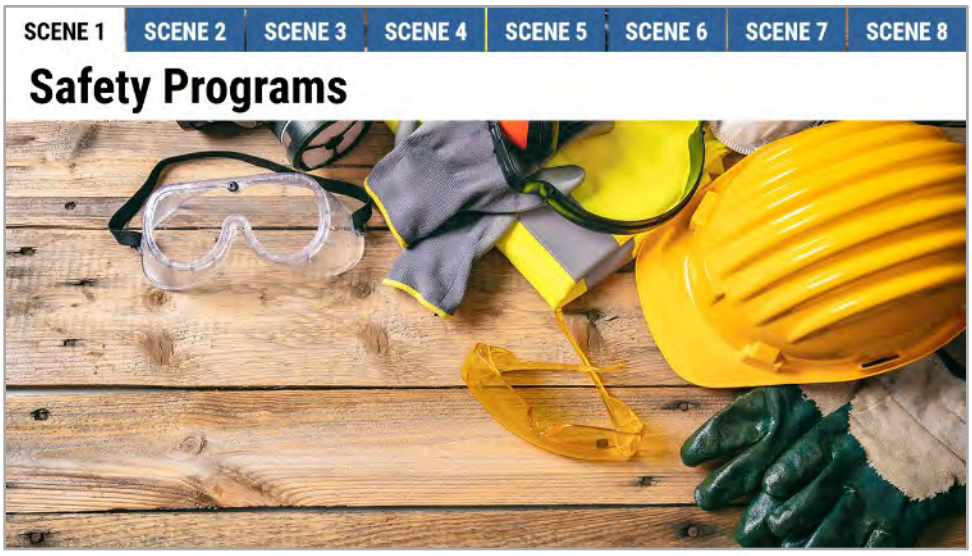
Slide 5. Course Topics



This course will discuss Safety Programs; Emergency Preparedness and Response; Fire Safety; Hazardous Materials; Health and Hygiene; Equipment and Tools; Studio Lots and Locations; and finally, Severe Weather and Natural Disasters.

Let's jump in.

Slide 6. SCENE 1, SAFETY PROGRAMS

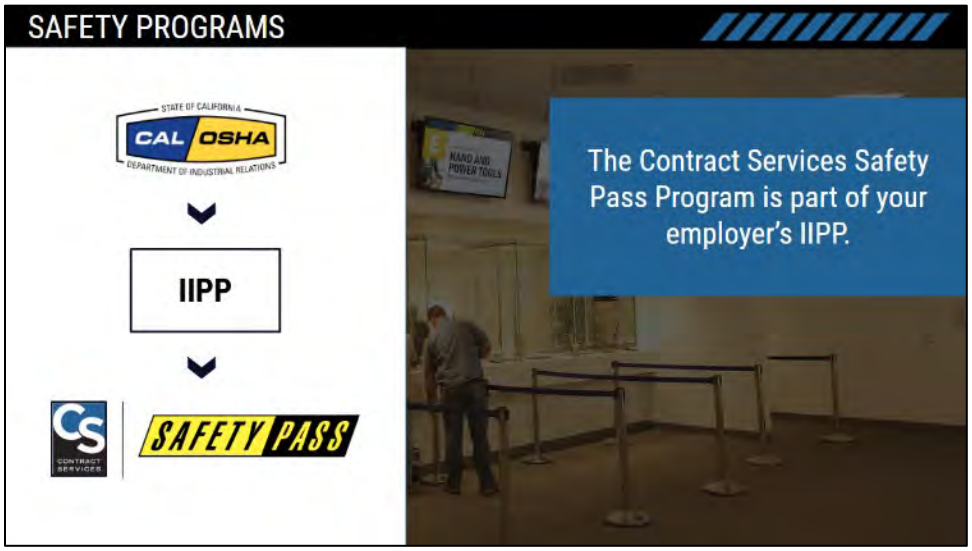


Scene One, Safety Programs.

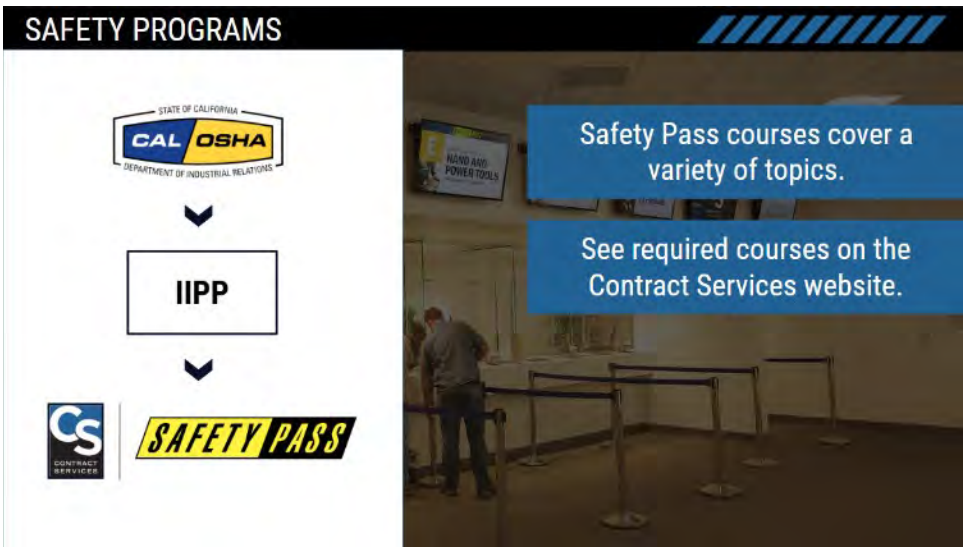
Slide 7. Safety Programs

OSHA requires employers to have a safety program and train its workers in safety.

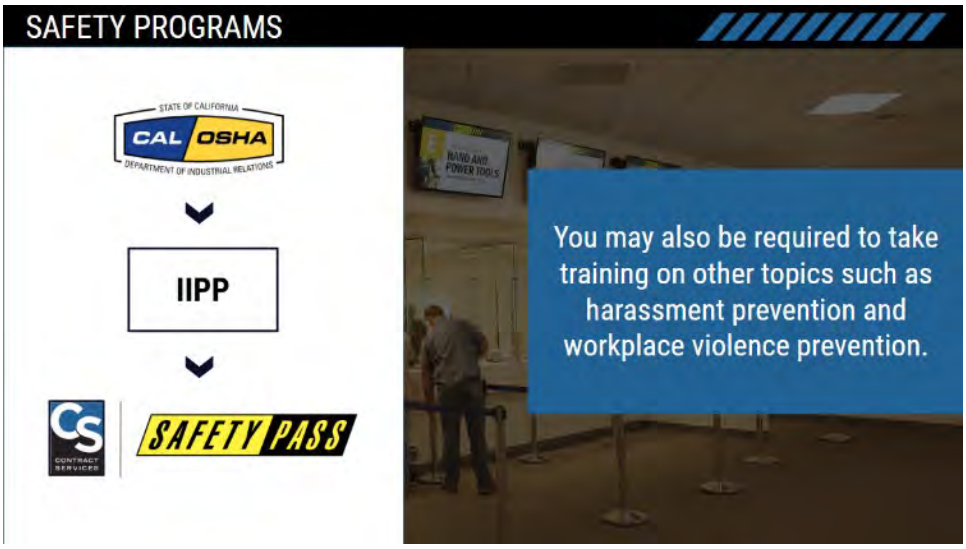
In California, the safety program is called an Injury and Illness Prevention Program, or IIPP.



The Contract Services Safety Pass Program is part of your employer's IIPP. It helps ensure that workers employed by industry employers meet industry safety standards as well as regulations set by OSHA, Cal/OSHA, and other government agencies.

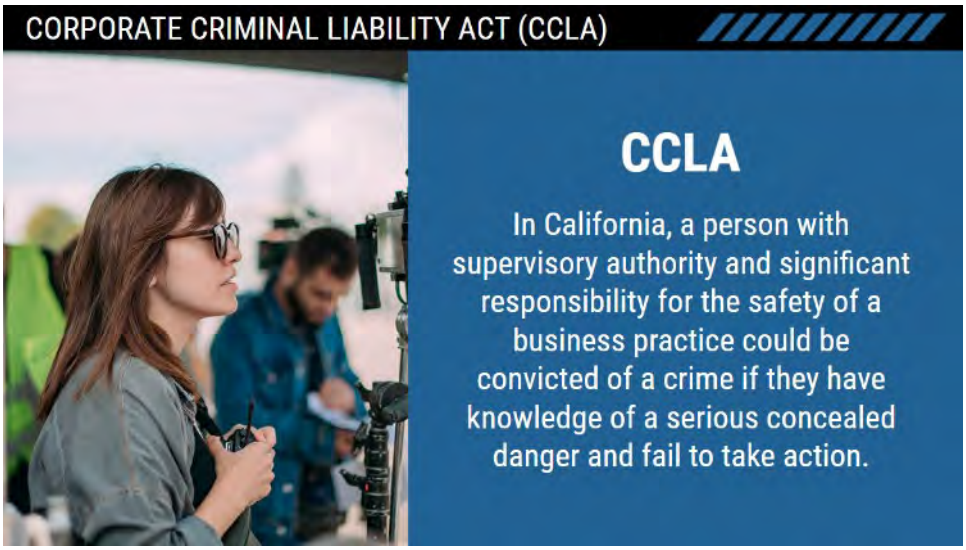


Safety Pass courses cover a variety of topics including boom and scissor lift safety, fall protection, firearm safety, and scaffold use. See required courses on the Contract Services website.



You may also be required to take training on other topics such as harassment prevention and workplace violence prevention.

Slide 8. Corporate Criminal Liability Act



In California, supervisors may be subject to the Corporate Criminal Liability Act (or CCLA). The law states that a person with supervisory authority and significant responsibility for the safety of a business practice could be convicted of a crime if they have knowledge of a serious concealed danger and fail to take action.

When a serious hazard becomes known, supervisors should notify production or the studio safety department immediately.

Slide 9. Employer and Worker Responsibilities 1

Employers and workers each have responsibilities that help keep the workplace safe.

Select each image to learn more.

Slide 10. Employer and Worker Responsibilities 2

Employers are responsible for establishing, implementing, and maintaining an effective safety program or IIPP.

It will include plans and procedures for worker training and communication; hazard assessment, mitigation, and elimination; worksite inspections; and injury and illness investigations.

Employers must also supply personal protective equipment (or PPE), other safety equipment, and a Safety Data Sheet (also called an SDS) for each hazardous chemical or substance in the workplace.

Your employer's written safety program or IIPP can be viewed upon request to your employer.

Select the "X" to close this window.

Slide 11. Employer and Worker Responsibilities 3

As an industry professional, you'll need to do your part in protecting your own health and safety.

Participate in employer-provided training and worksite and production safety meetings. Comply with rules, regulations, employer safety policies, and posted rules and warnings. Use the required PPE and safety equipment. If you don't see what you need, ask for it. Do not use or assemble equipment unless you are trained and authorized to do so. And report hazardous conditions and job-related injuries and illnesses to your employer.

You also need to read safety bulletins. Developed by the Industry-Wide Labor-Management Safety Committee, safety bulletins provide guidelines on specific industry topics and scenarios, such as using camera cranes, performing stunts, watercraft safety, working out of a base camp, and responding to severe weather.

Safety Bulletins are often attached to the call sheet. And they can be accessed anytime through the Contract Services website or app.

Failure to adhere to safety rules and regulations can lead to disciplinary action, up to and including dismissal. However, you cannot be disciplined or dismissed for refusing to perform work you reasonably believe to be unsafe.

Remember, you owe it to yourself to avoid accidents and injuries. The way you make a living and your quality of life depend on it.

Slide 12. Worker Resources

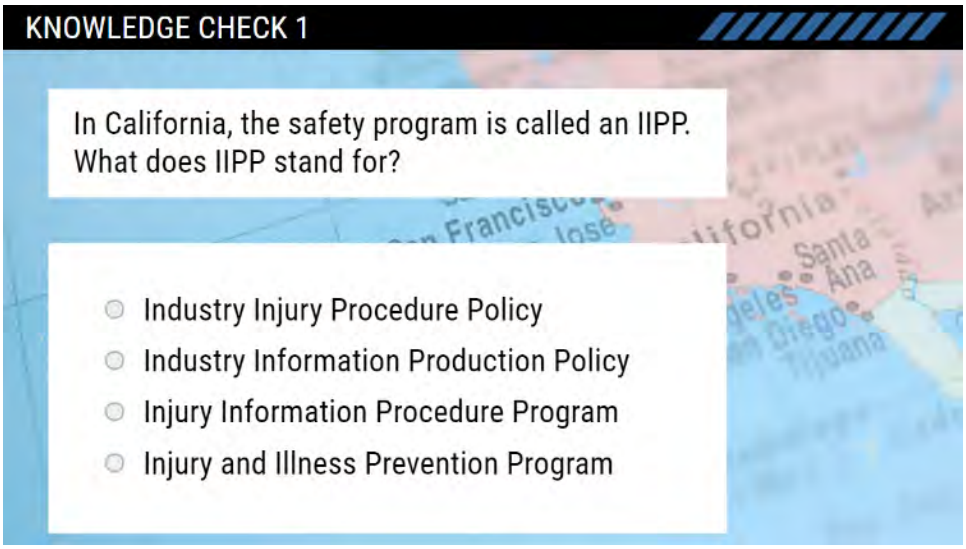
Utilize the resources available to you.

If you have questions or concerns, talk to a studio safety representative, your production safety representative, or your local union.

Or, you can ask questions or report unsafe conditions anonymously by calling the Industry-Wide Safety Hotline at 888-7-SAFELY, which will connect you with a specific Studio Safety Hotline. Access the list of Studio Safety Hotlines and other industry safety information on the Contract Services website at csatf.org or the Contract Services app.

Okay, to finish up this scene, try a couple of review questions.

Slide 13. Knowledge Check 1



Slide 14. Knowledge Check 2

Slide 15. SCENE 2, EMERGENCY PREPAREDNESS AND RESPONSE

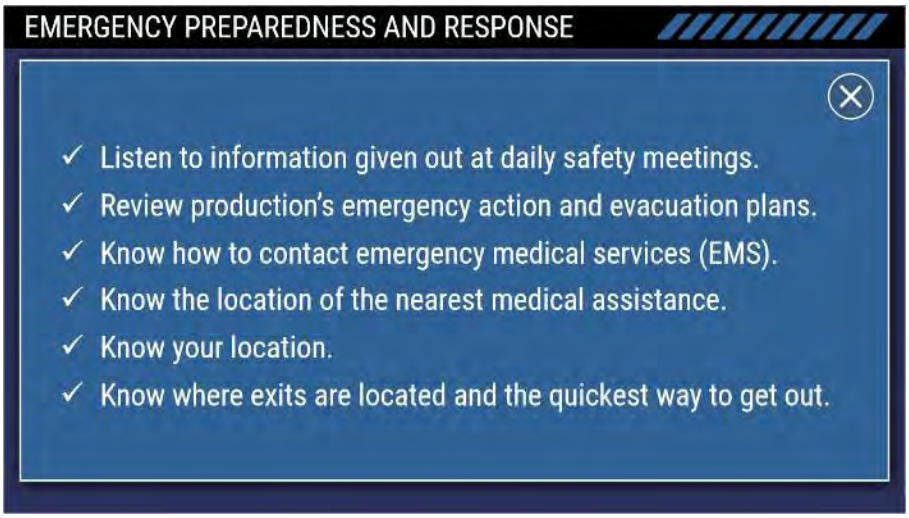
Scene Two, Emergency Preparedness and Response.

Slide 16. Emergency Preparedness and Response 1

Every industry professional needs to know what to do in an emergency situation. The best way to protect yourself and your coworkers is to be prepared. You may need to act quickly if there is a medical emergency, a fire, a natural disaster, a hazardous materials spill, or a turn in the weather. In some cases, you may need to evacuate a building or area.

Select each image to learn more.

Slide 17. Emergency Preparedness and Response 2

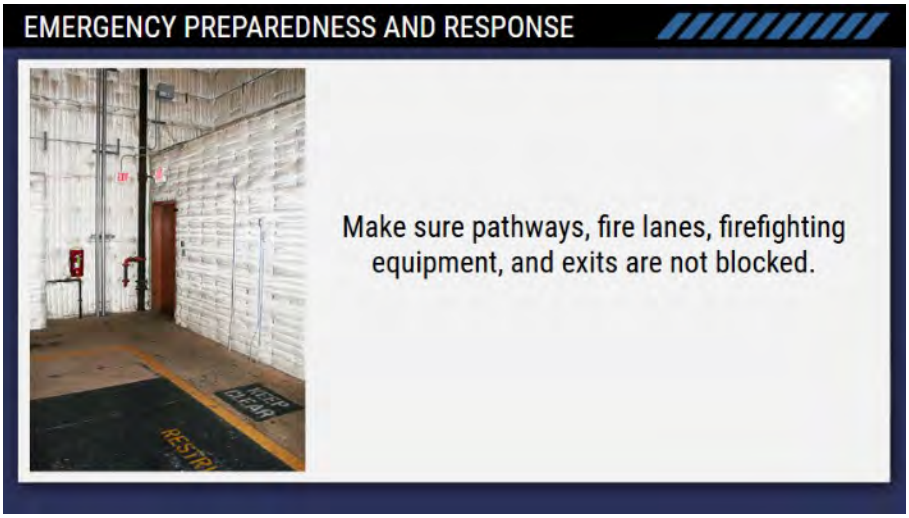


Start by attending safety meetings so that you can hear about production events and location hazards. Review the production's emergency action and evacuation plans.

Know how to contact emergency medical services. And know the location of the nearest medical assistance, whether it's a first aid station, an eye wash station, a set medic, a clinic, or a hospital.

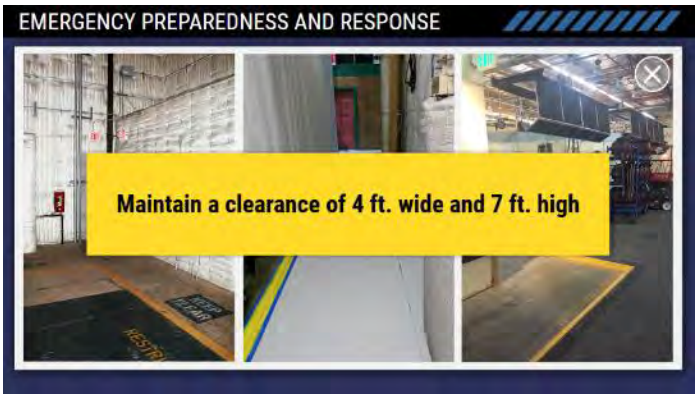
Next, know your location. This could be a stage number, the floor of a building, the nearest highway marker, or part of a much larger area, for example, the southwest corner of base camp. You may need to provide this information to EMS.

Know where exits are located and the quickest way to get out.

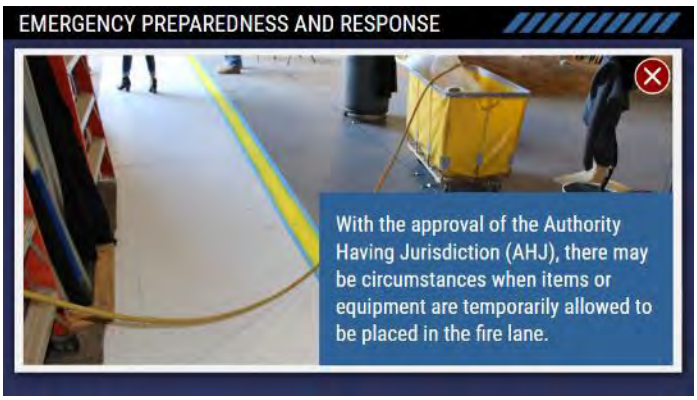


Make sure pathways, fire lanes, firefighting equipment, and exits are not blocked.

On a soundstage, the fire lane serves as an emergency route from stage walls to an exit. Since these exit routes are not independently lit as in non-studio workplaces, it is important to



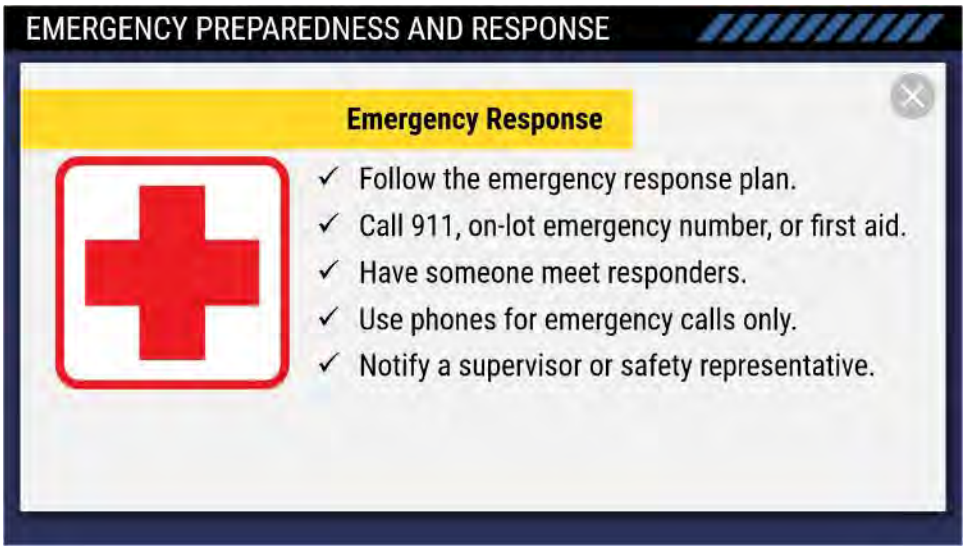
maintain a clearance of 4 feet wide and 7 feet high from obstructions and trip hazards that may hinder a safe evacuation in low-light or blackout conditions.



Under certain conditions and with the approval of the Authority Having Jurisdiction (also known as the AHJ), there may be circumstances when items or equipment are temporarily allowed to be placed in the fire lane.

Notify a supervisor if you notice anything potentially dangerous.

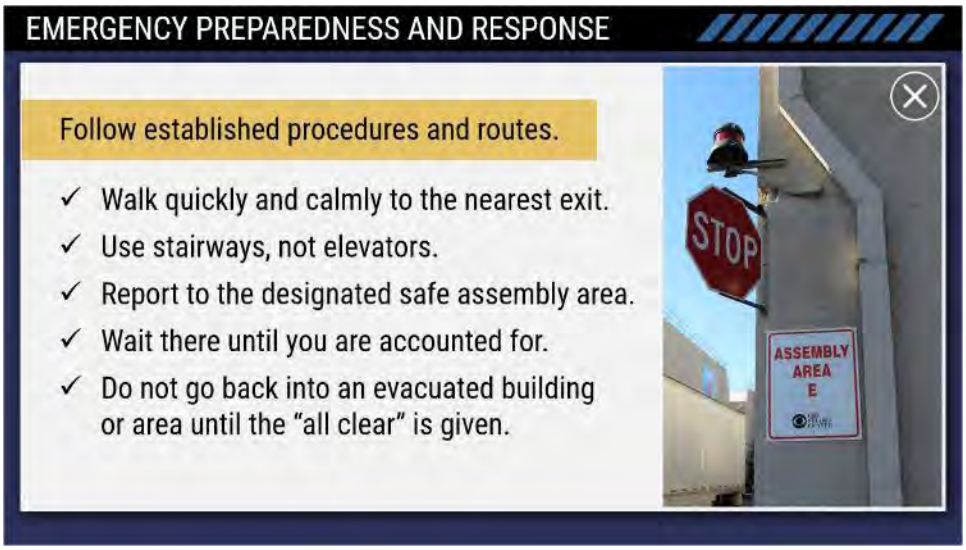
Slide 18. Emergency Preparedness and Response 3



In the event of an emergency, follow your employer's emergency response plan. Depending on the type of emergency, you may need to call 911 or the on-lot emergency number, or notify first aid. Have your location ready and be able to describe the situation. It's a good idea to have someone meet emergency responders to help lead them to the victim or fire, for example. In the event of a disaster, use phones for emergency calls only.

You may also need to notify a supervisor or safety representative. Injuries and accidents need to be reported, and hazardous materials spills require specific clean-up procedures to be followed by authorized employees only.

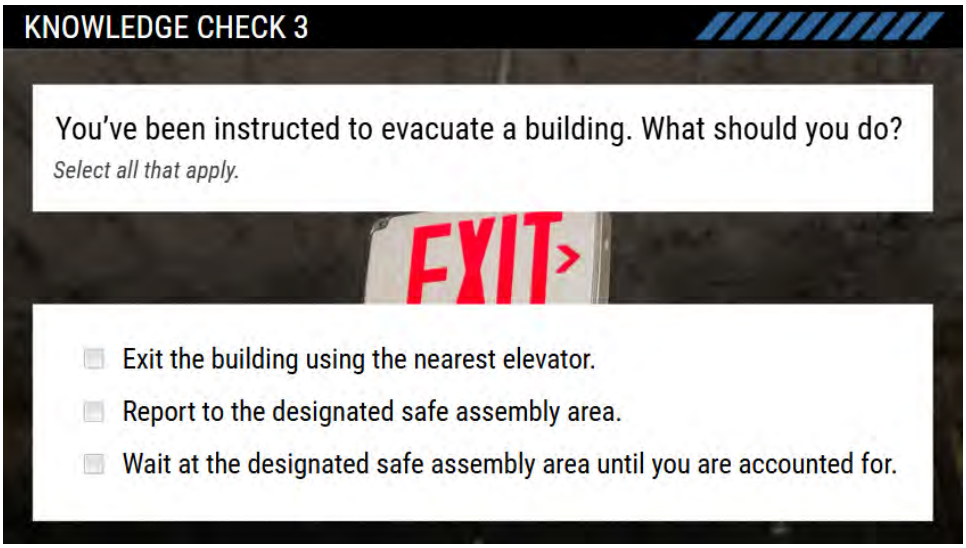
Slide 19. Emergency Preparedness and Response 4



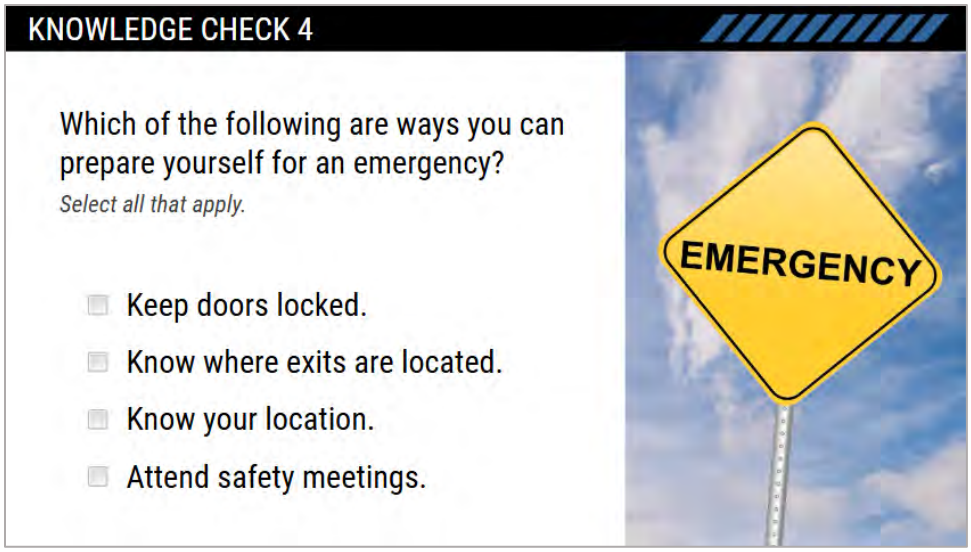
If an evacuation is necessary, follow established procedures and routes. Walk quickly and calmly to the nearest exit. If you're in a building, use stairways, not elevators. Report to the designated safe assembly area and wait there until you are accounted for. Do not go back into an evacuated building or area until the "all clear" is given by an authorized representative or the AHJ.

Let's test your knowledge with a couple of review questions.

Slide 20. Knowledge Check 3



Slide 21. Knowledge Check 4



Slide 22. SCENE 3, FIRE SAFETY

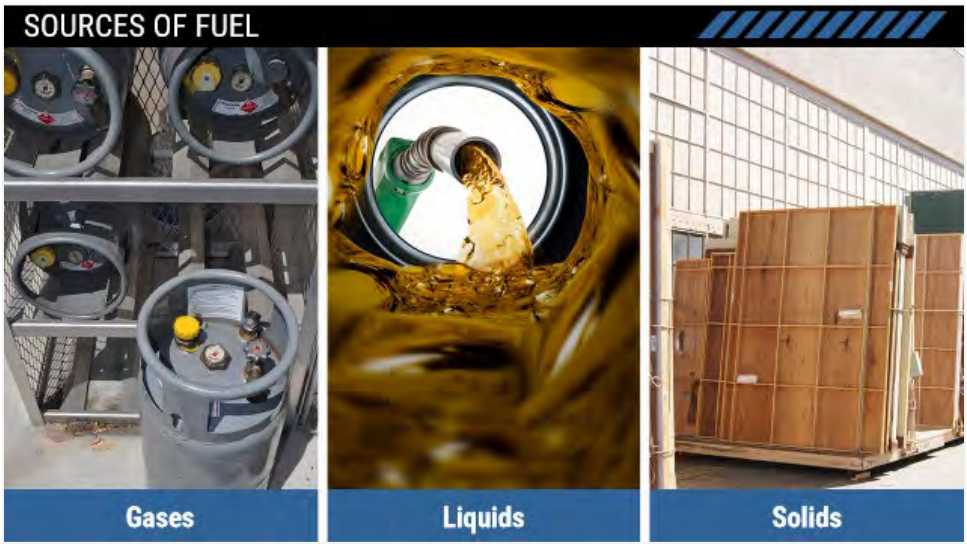
Scene Three, Fire Safety.

Fire prevention and preparedness are essential at any facility or location. In this scene, we'll discuss ignition and fuel sources that can lead to a fire, what you can do to prevent a fire from starting, what to do in the event of a fire, and what should happen after a fire is extinguished.

Slide 23. Sources of Ignition

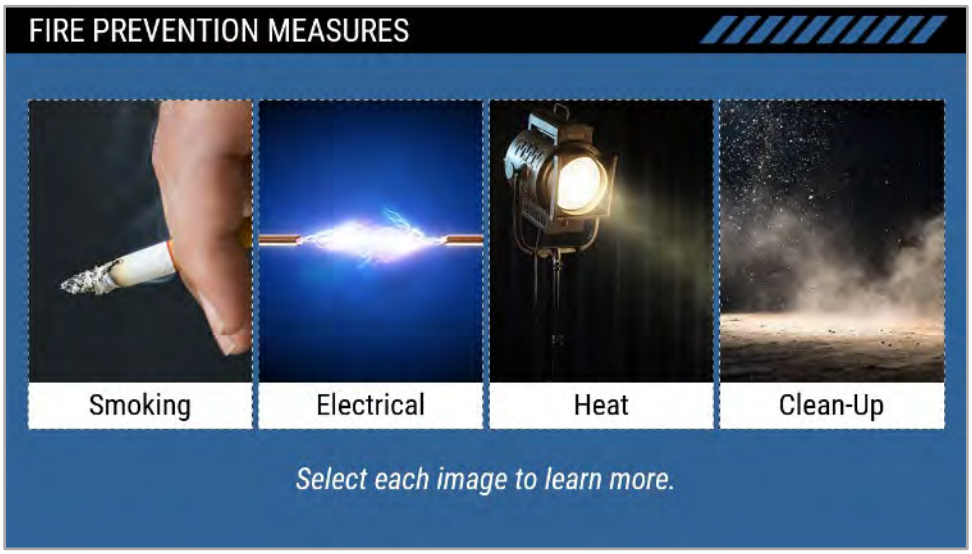
Let's start off with causes of fires. Possible ignition (or heat) sources in a production environment include smoking; open flames; electrical wiring and equipment that may be overloaded or defective; hot surfaces generated by lights, space heaters, or cooking appliances; sparks and hot metal produced during hot work; friction from metal work; static electricity; and spontaneous combustion from wood dust or improperly stored oily rags.

Slide 24. Sources of Fuel



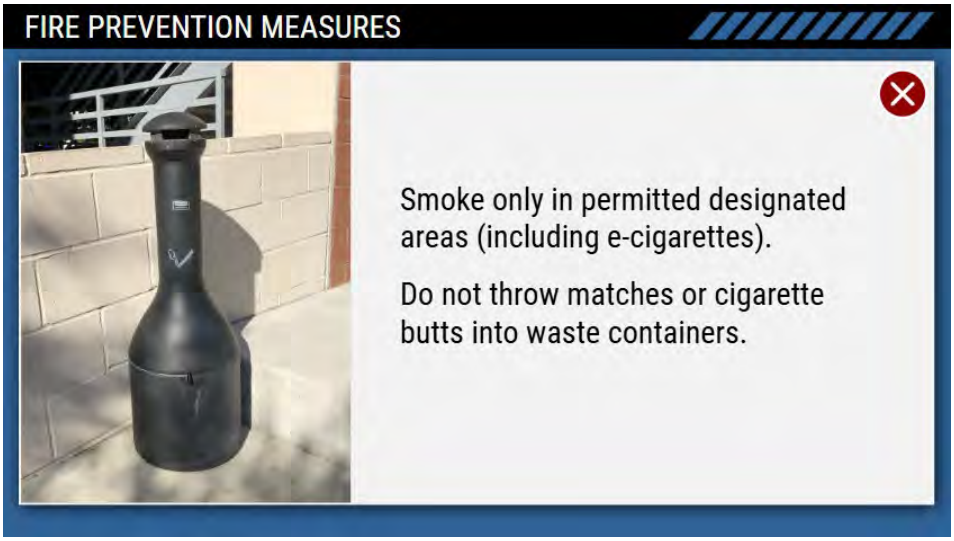
A fire also requires a fuel source—some combustible material that will burn. Fuel sources can be flammable gases like propane and acetylene; liquids like gasoline, oils, and solvents; or solids like sawdust, wood, and cloth.

Slide 25. Fire Prevention Measures 1

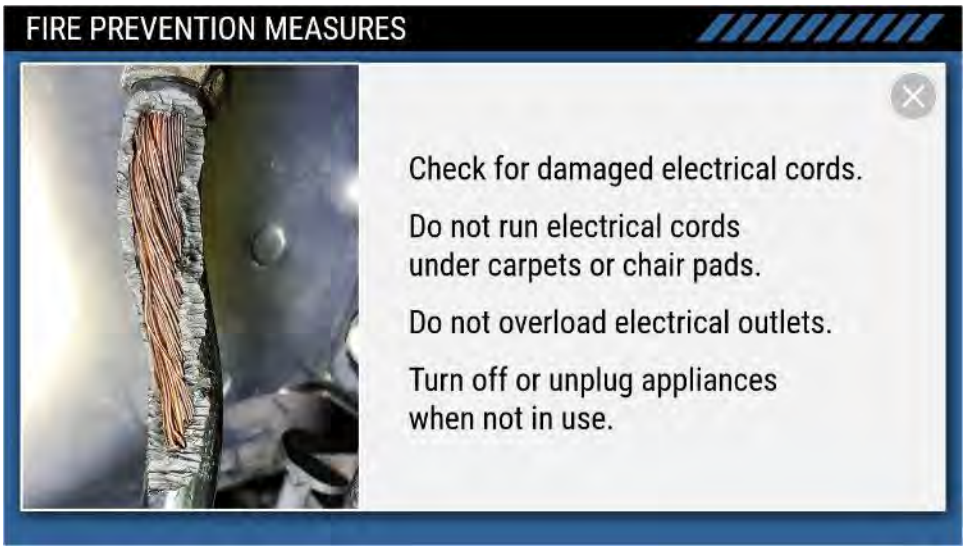


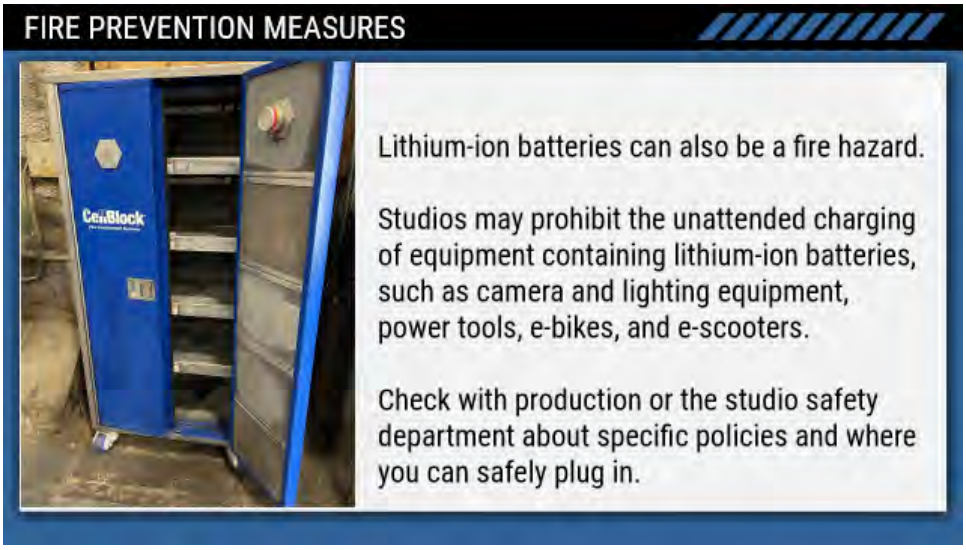
There is a lot you can do to prevent a fire. Select each image to learn more.

Slide 26. Fire Prevention Measures 2

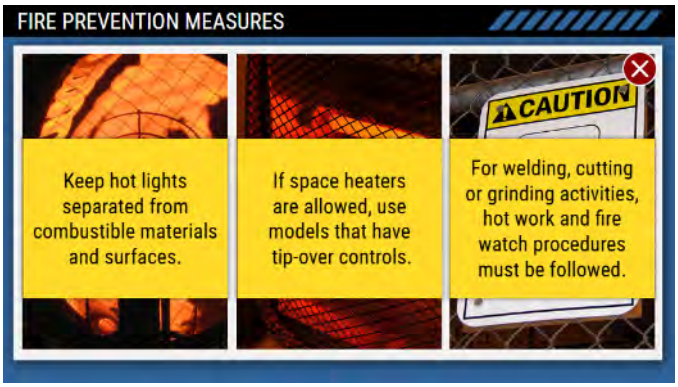


Slide 27. Fire Prevention Measures 3

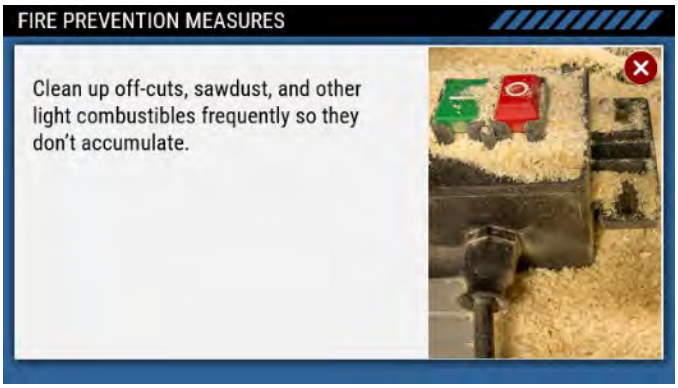


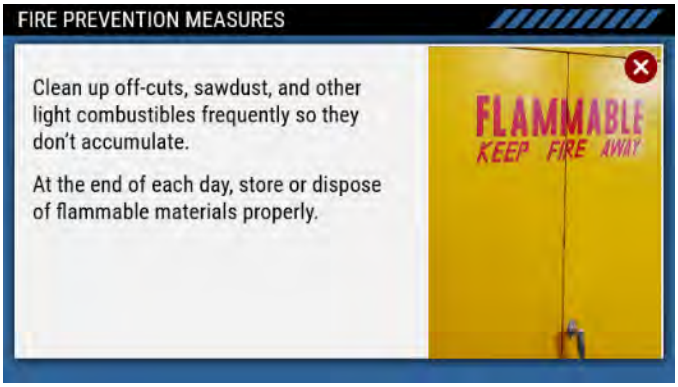


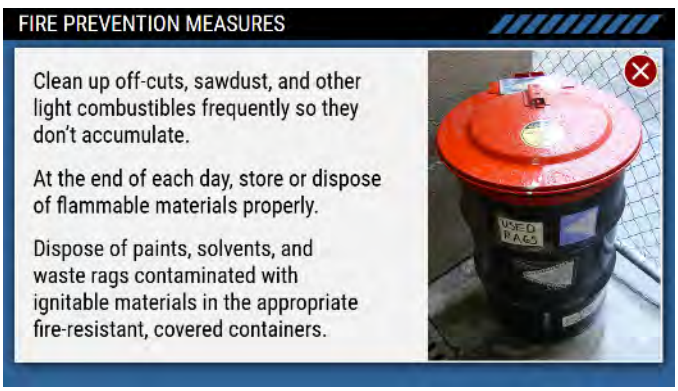
Slide 28. Fire Prevention Measures 4



Slide 29. Fire Prevention Measures 5



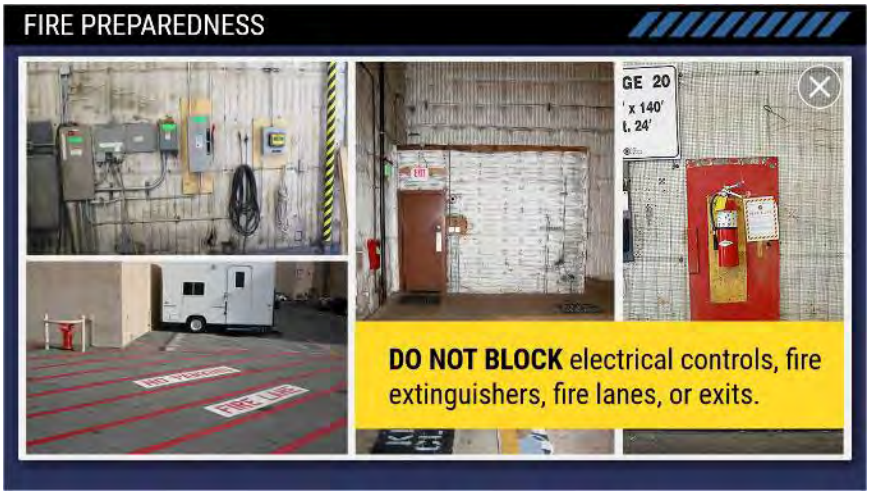


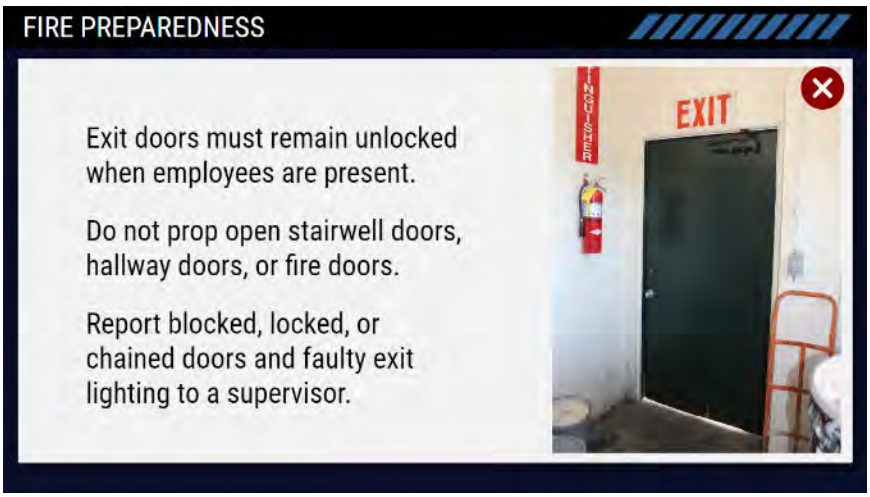


Slide 30. Fire Preparedness 1

Always be prepared for a fire. Select each image to learn more.

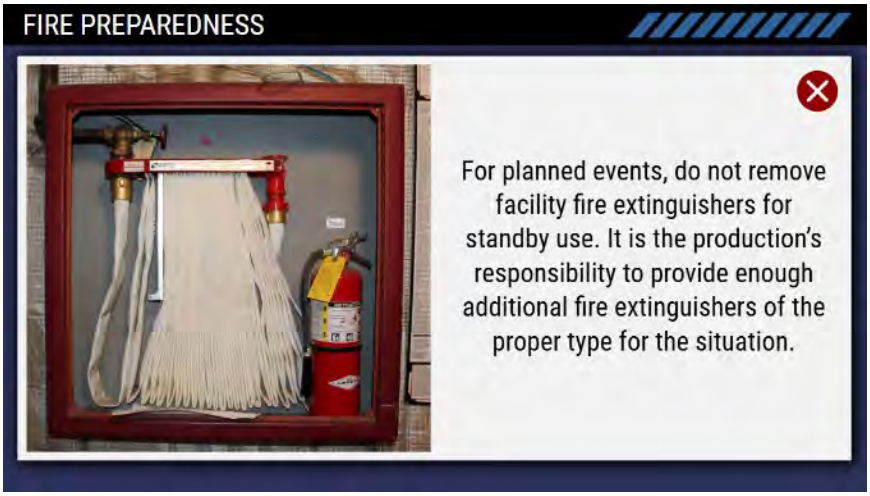
Slide 31. Fire Preparedness 2



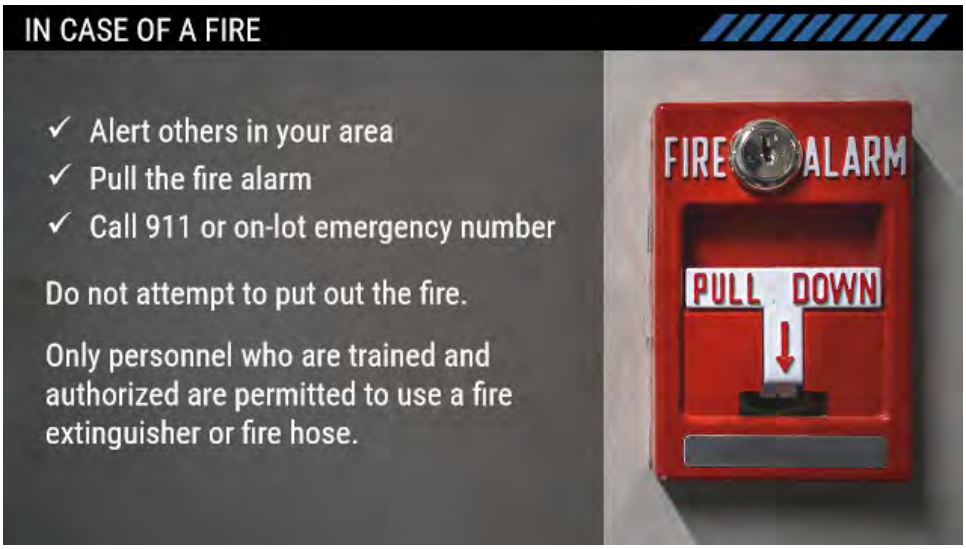


Slide 32. Fire Preparedness 3

Slide 33. Fire Preparedness 4



Slide 34. In Case of a Fire



If you discover a fire, alert others in your area, pull the fire alarm, and call 911 or the on-lot emergency number. Do not attempt to put out the fire. Only personnel who are trained and authorized are permitted to use a fire extinguisher or fire hose.

Evacuate to the designated safe assembly area. If smoke is present, stay low. Feel any closed door for heat using the back of your hand. If the door is hot, go to another exit. Close the door behind you, but do not lock it. Doing so could trap people inside or slow down firefighting efforts.

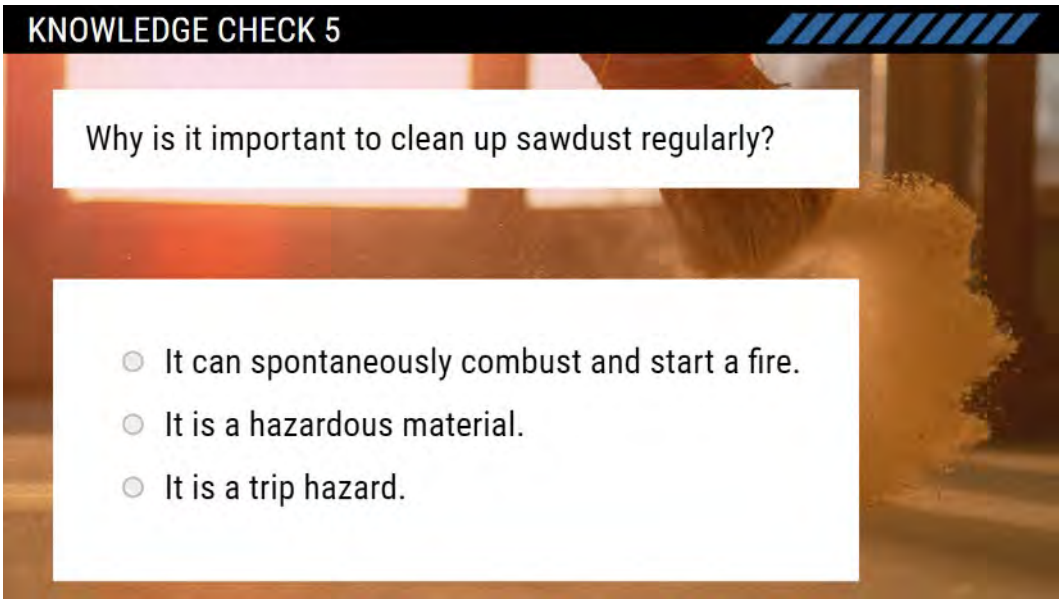
Slide 35. After a Fire is Extinguished

After a fire, the fire department should inspect the site to confirm that the fire is completely extinguished.

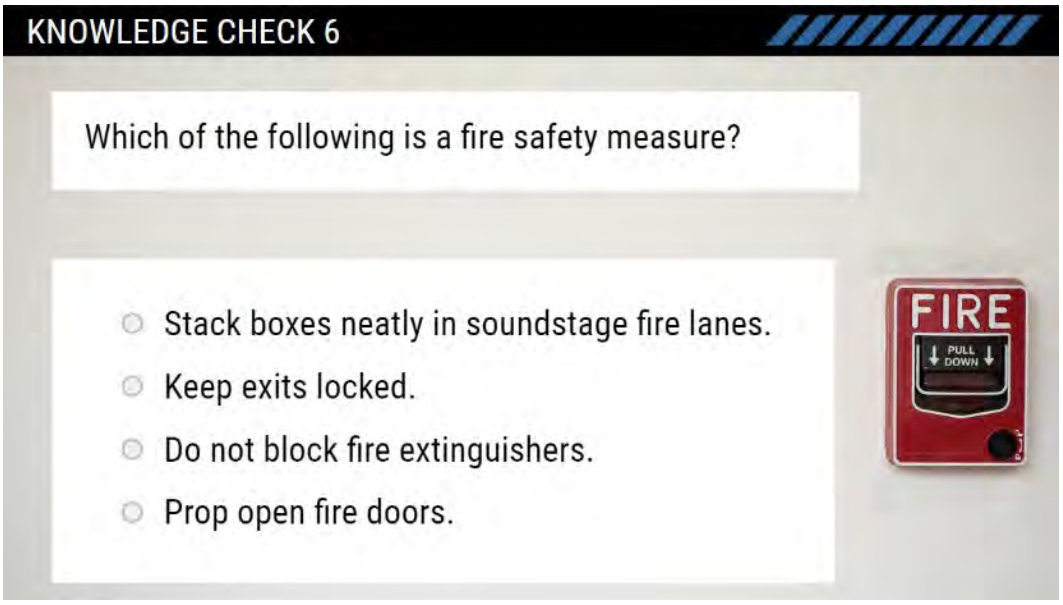
Be careful of slippery floors in the area. Extinguishing agents can become slick.

Let’s wrap up this scene with some knowledge checks.

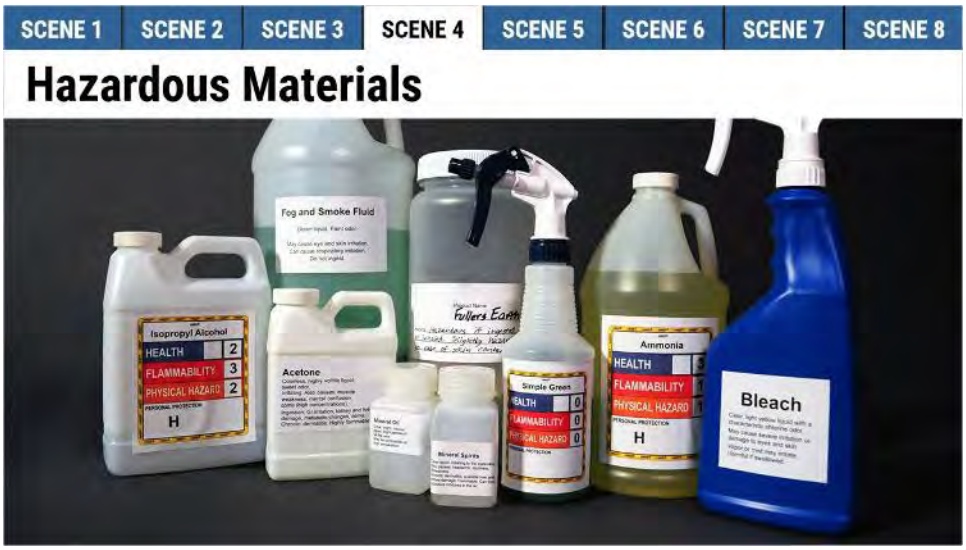
Slide 36. Knowledge Check 5



Slide 37. Knowledge Check 6



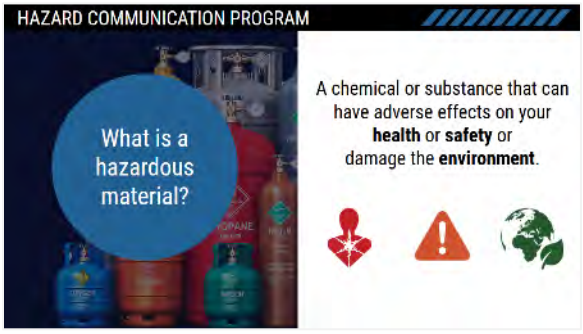
Slide 38. SCENE 4, HAZARDOUS MATERIALS



Scene Four, Hazardous Materials.

Slide 39. Hazard Communication Program

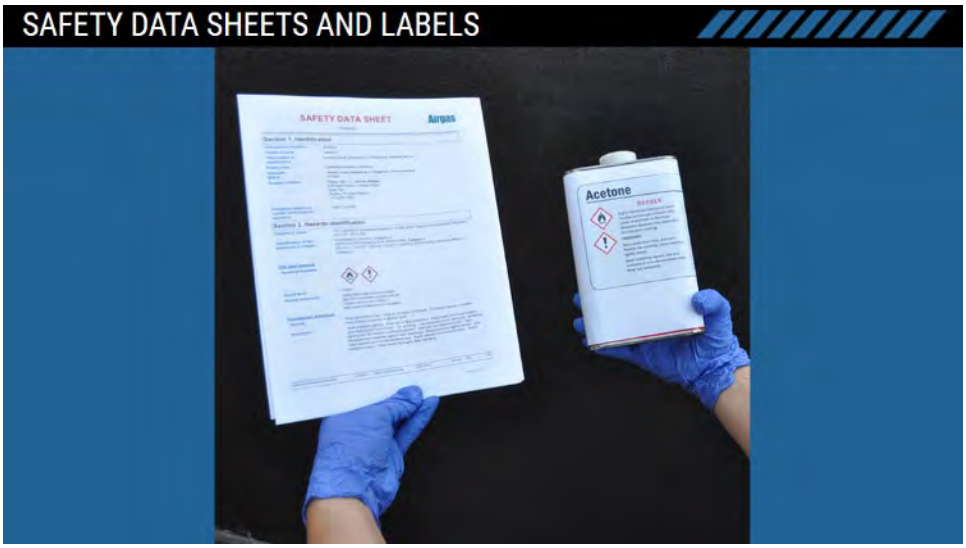
Employers with hazardous materials in the workplace are required to have a written hazard communication program that describes how information about the hazards of those chemicals will be provided to exposed workers.



A hazardous material is a chemical or substance that can have adverse effects on your health or safety, or damage the environment. No matter your job role, it's likely that you work with or around hazardous materials, for example, gasoline, compressed gases, aerosols, batteries, acetone, paint, solvents, cleaning products, and dyes.

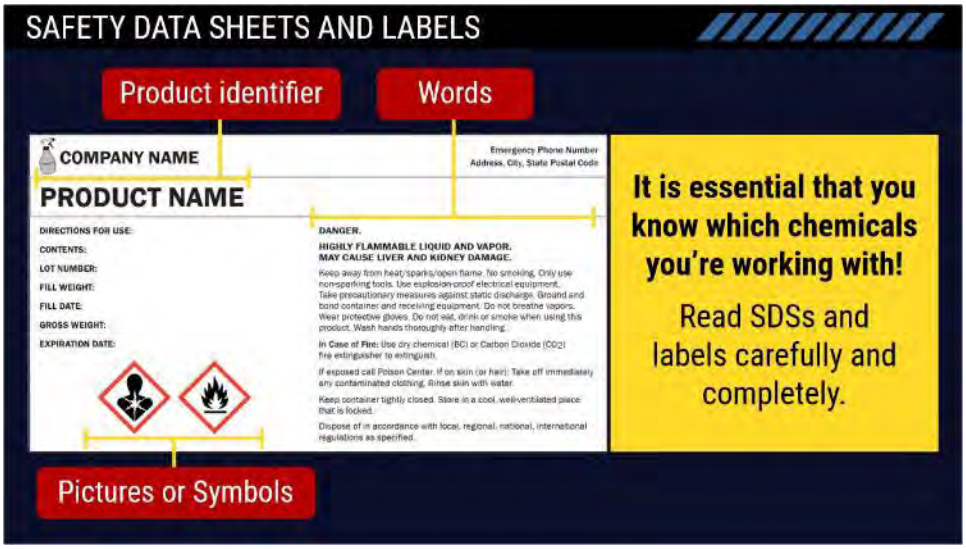
Effective information and training must be provided to workers on chemicals in their work area at the time of their initial assignment and whenever a new chemical hazard is introduced into their work area.

Slide 40. Safety Data Sheets and Labels



Each hazardous chemical must have an accompanying Safety Data Sheet, abbreviated as SDS.

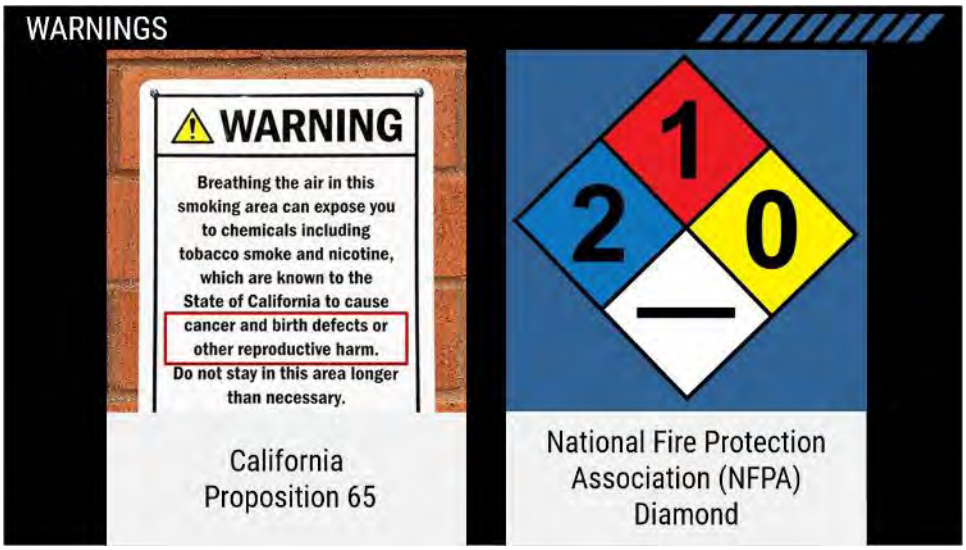
An SDS provides vital information about physical and health hazards, first aid and firefighting measures, handling and storage rules, required PPE, disposal considerations, transport information, and more.



Each container must be labeled, tagged, or otherwise marked with a product identifier and words, pictures, symbols, or a combination thereof, which provide at least general information regarding the hazards of the chemical.

To protect yourself and your coworkers from harm and comply with the law, it is essential that you know which chemicals you're working with. Read SDSs and labels carefully and completely.

Slide 41. Warnings



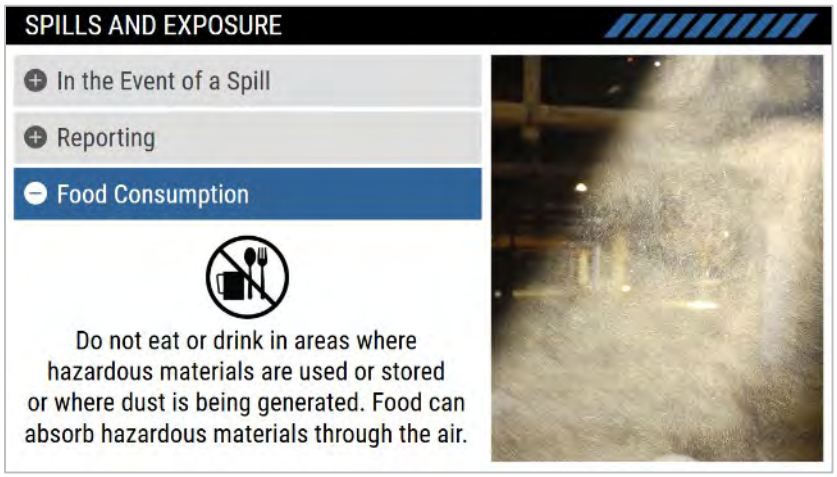
You may also notice posted signs warning of the presence of hazardous chemicals.

In California, Proposition 65 warning signs are required when there is the potential for exposure to chemicals that cause cancer, birth defects, or other reproductive harm.

And you may notice a National Fire Protection Association (or NFPA) diamond posted on doors or buildings. This sign provides a general idea of the hazards of a material and the severity of the hazards as they relate to emergency response. Blue denotes a health hazard, red a fire hazard, yellow an instability hazard, and white a specific hazard like radiation or oxidation. The numbers communicate severity from zero to four, with four being the most severe.

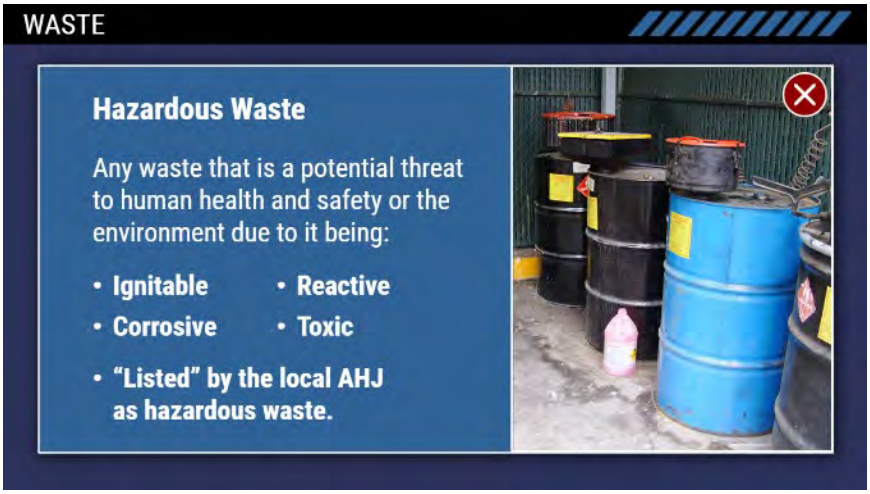
Slide 42. Spills and Exposure

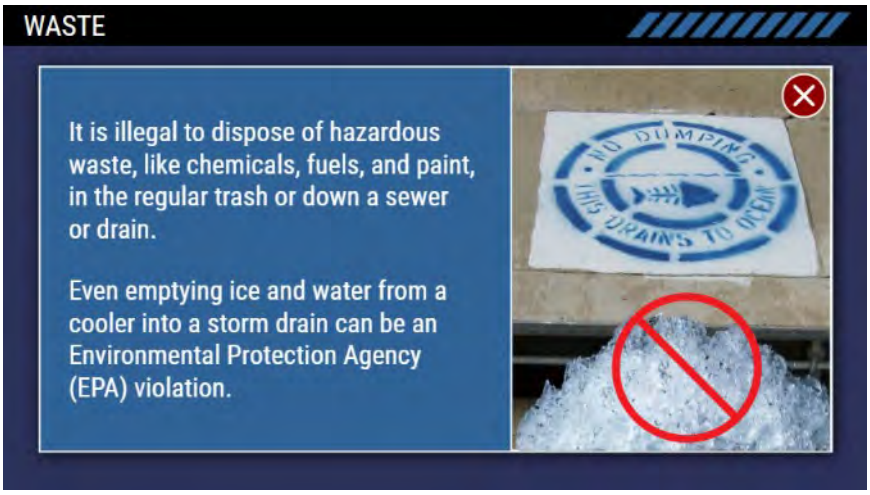
In the event of a hazardous materials spill, avoid toxic vapors by staying upwind and uphill. Prevent spilled materials from entering storm drains if it can be done safely. If you are exposed to a hazardous chemical, seek immediate treatment and, if possible, bring the SDS for that chemical with you. Select each button below to learn more.



Slide 43. Waste

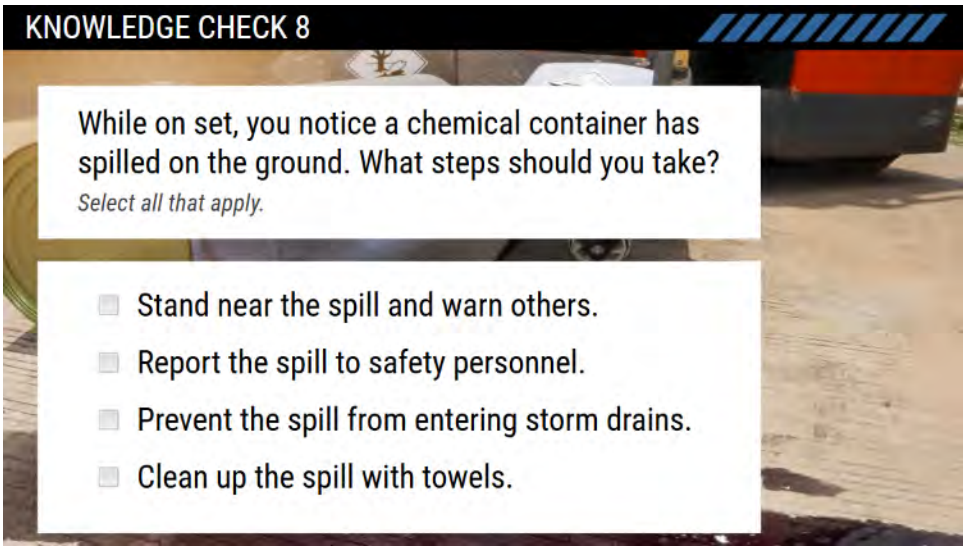
Our last topic for this scene is about hazardous materials waste. Select each image to learn more.





Slide 44. Knowledge Check 7

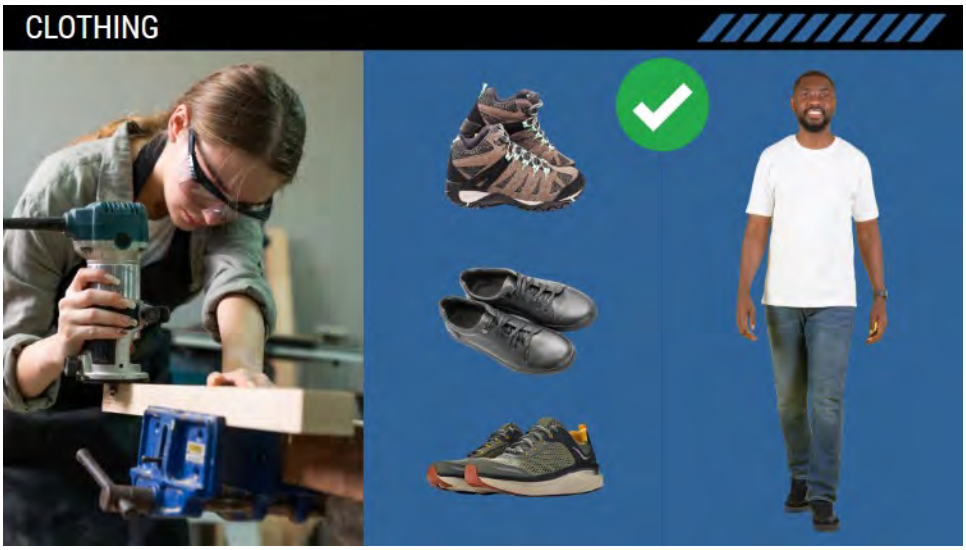
Slide 45. Knowledge Check 8



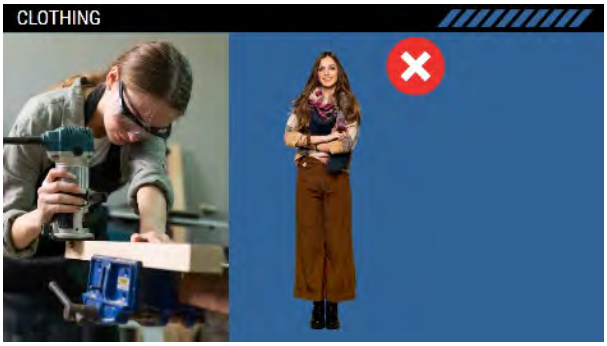
Slide 46. SCENE 5, HEALTH AND HYGIENE

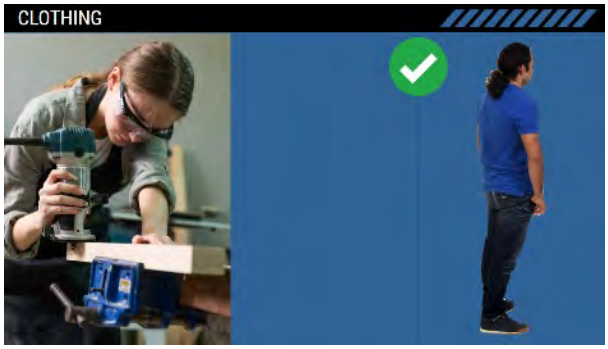
Scene Five, Health and Hygiene.

Slide 47. Clothing



Your first level of personal protection is what you wear to work. Wear sturdy, closed-toe shoes and comfortable clothing appropriate for the work environment and your job duties.





Do not wear jewelry, scarves, or loose clothing that could get caught in machinery. And if you have long hair, tie it back.

Slide 48. PPE

Next is PPE, that's personal protective equipment, which protects against both physical and health hazards.

Again, your employer will provide you with the proper PPE, but it is your responsibility to use it. Make sure PPE is clean, in good condition, and fits properly.

Select each icon to learn more about that type of PPE.

Slide 49. PPE | Head Protection

A hard hat or safety helmet protects your head from falling or flying objects, overhead stationary objects, burn hazards, and electric shock.

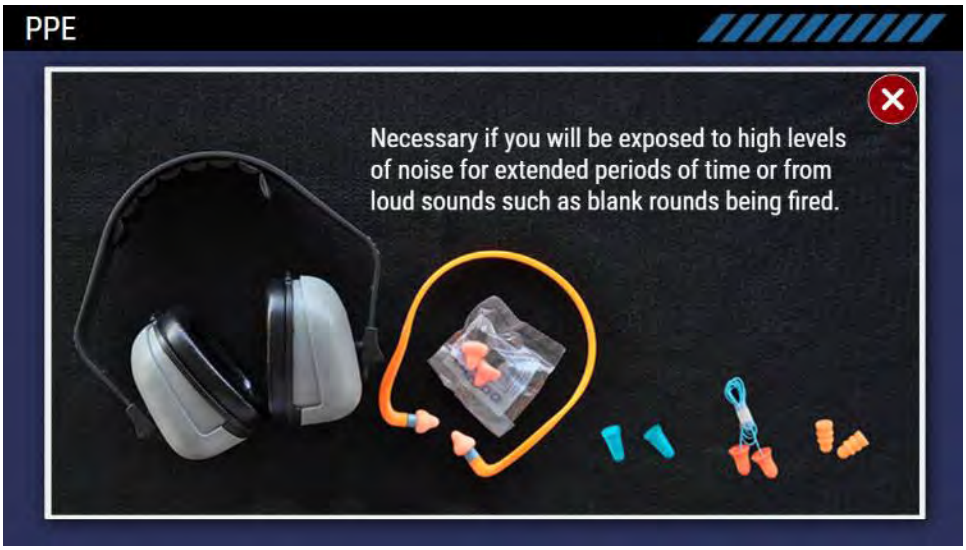
Slide 50. PPE | Eye and Face Protection

Goggles, safety glasses, or a face shield offer protection when you are exposed to eye or face hazards from flying particles and debris, protruding objects, molten metal, liquid chemicals, potentially harmful light radiation, or potentially infected material.

Slide 51. PPE | Respiratory Protection

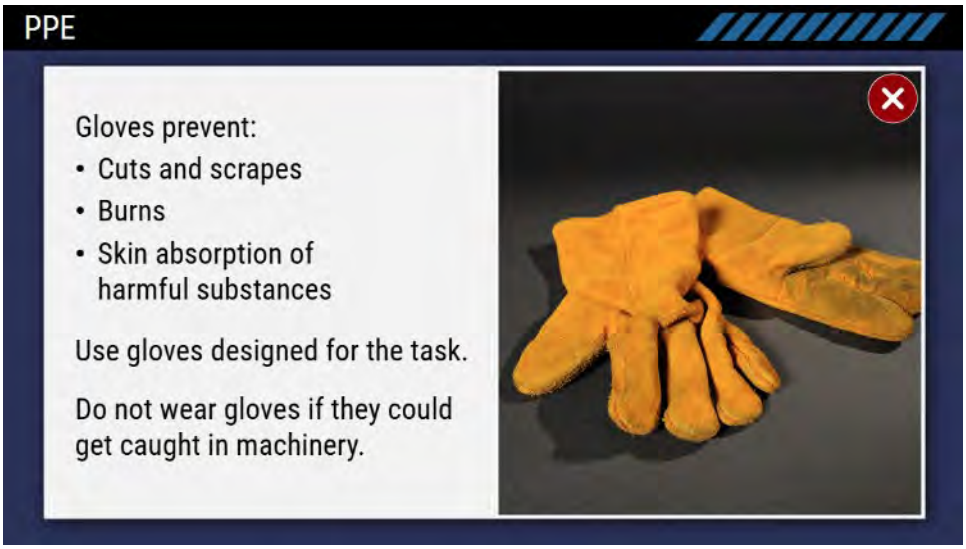
Respiratory protective equipment, such as a particulate respirator, a cartridge respirator, a powered air-purifying respirator, or a supplied-air respirator may be required when dust, mists, fumes, or chemical gases or vapors are present and other forms of protection, like adequate ventilation, are not feasible. Employers must supply the correct respirator for the type of hazard and provide equipment training and fit testing.

Slide 52. PPE | Hearing Protection



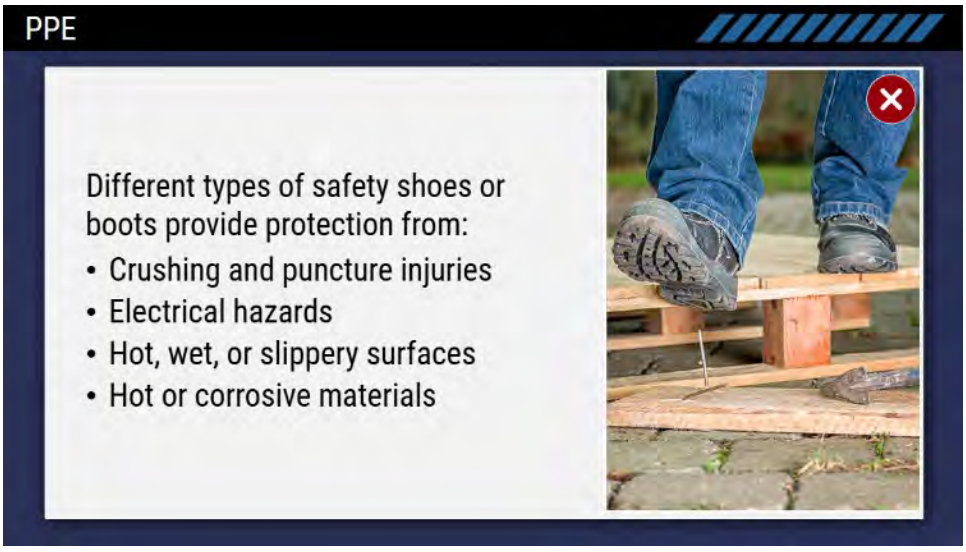
Hearing protection, such as earmuffs, ear caps, and earplugs, is necessary if you will be exposed to high levels of noise for extended periods of time or from loud sounds such as blank rounds being fired.

Slide 53. PPE | Hand Protection



Gloves prevent cuts and scrapes from sharp objects, burns, and skin absorption of harmful substances. It is essential that you use gloves specifically designed for the task, as gloves designed to protect against one hazard may not protect against a different hazard. Do not wear gloves if they could get caught in machinery.

Slide 54. PPE | Foot Protection



Depending on the task, specialized footwear may be necessary. Different types of safety shoes or boots provide protection from crushing and puncture injuries; electrical hazards; hot, wet, or slippery surfaces; and hot or corrosive materials.

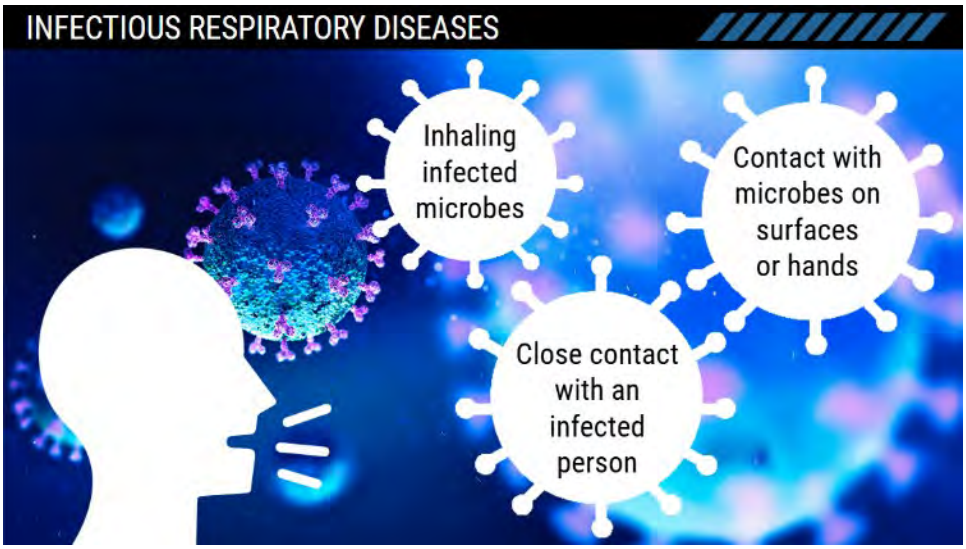
Slide 55. PPE | Fall Protection

Personal fall protection equipment (or PFPE) keeps a person from falling by restricting movement past a certain point or arrests a fall if one occurs.

Situations that require PFPE include working on a boom lift, working on a rooftop with unprotected edges, and working at height. Specific training may be required before using PFPE.

Read more about the different types of PPE in Safety Bulletin #21.

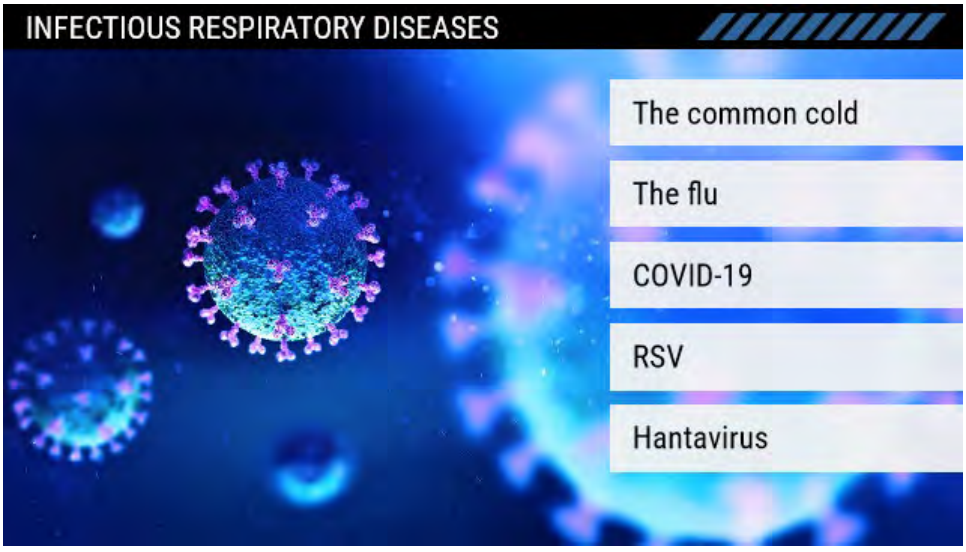
Slide 56. Infectious Respiratory Diseases



Let's move on to protecting your health inside the body.

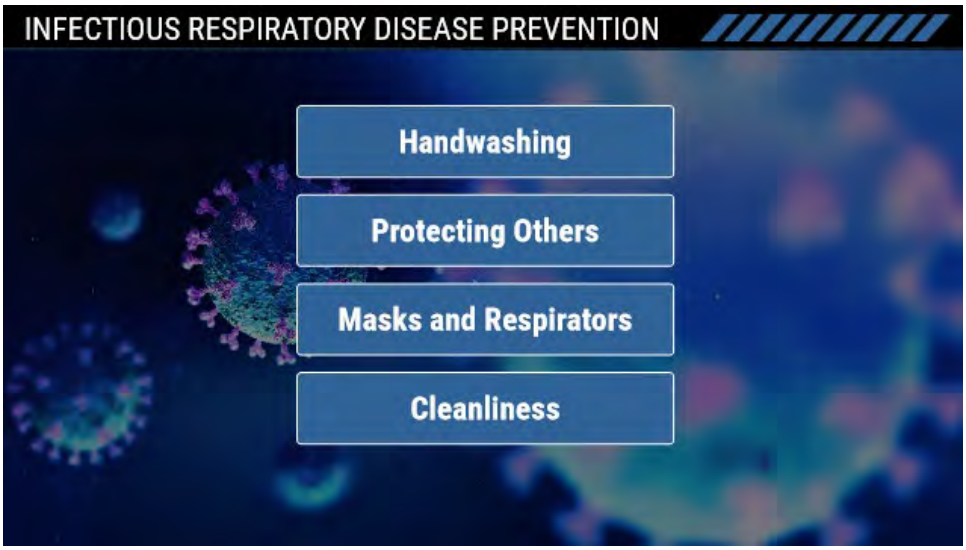
Infectious respiratory diseases are spread through microbes expelled when an infected person coughs, sneezes, talks, or laughs.

Another person can become infected when they inhale these microbes, when they touch microbes remaining on a surface or on someone's hands, or through close contact with an infected person.



The common cold, the flu, COVID-19, RSV, and hantavirus are all examples of infectious respiratory diseases.

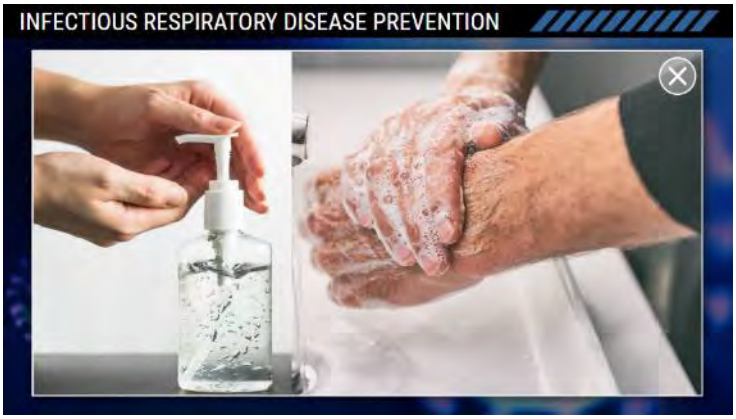
Slide 57. Infectious Respiratory Disease Prevention



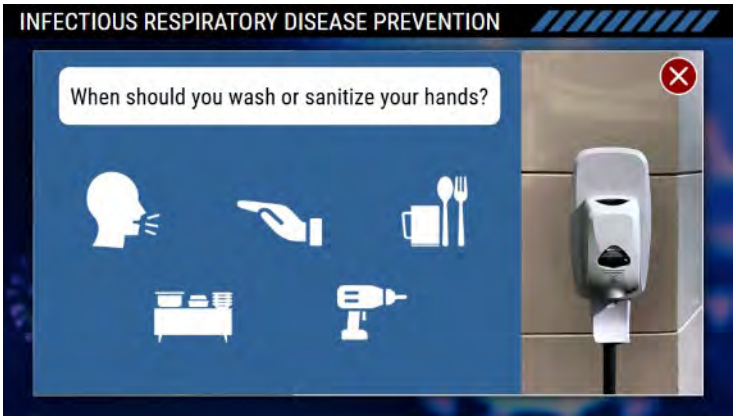
Transmission of infectious respiratory diseases can be greatly reduced by taking certain precautions. Select each button to learn more.

Slide 58. Infectious Respiratory Diseases Prevention | Handwashing

Wash your hands frequently with soap and water and for at least 20 seconds. This is one of the most effective ways to reduce the spread of illnesses.



Use an alcohol-based hand sanitizer when soap and water are not available. Keep in mind that hand sanitizer is not as effective as soap and water.

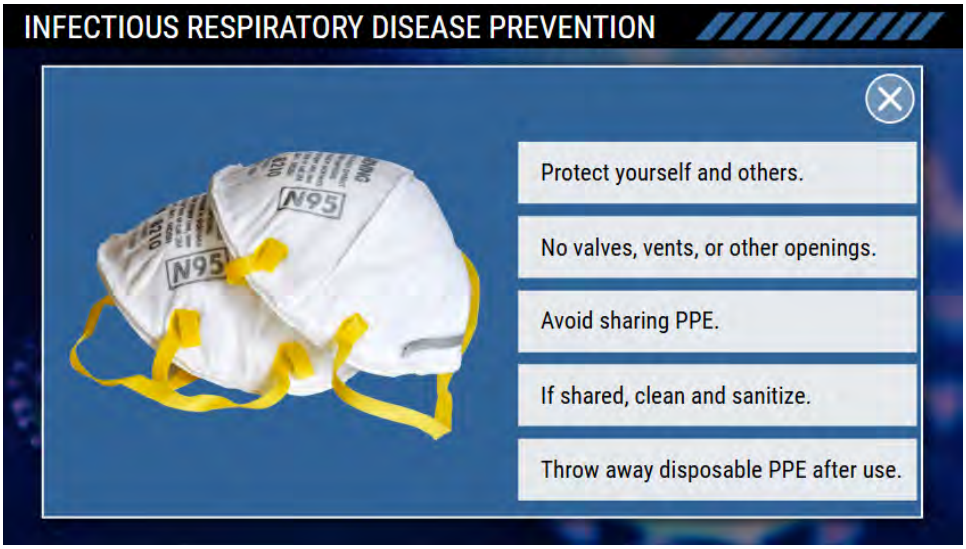


Wash or sanitize your hands after you sneeze, cough, or use the bathroom; after you touch a sick person, animals, or garbage; before eating or drinking; before visiting crafts service; and before using shared equipment.

Slide 59. Infectious Respiratory Diseases Prevention | Protecting Others

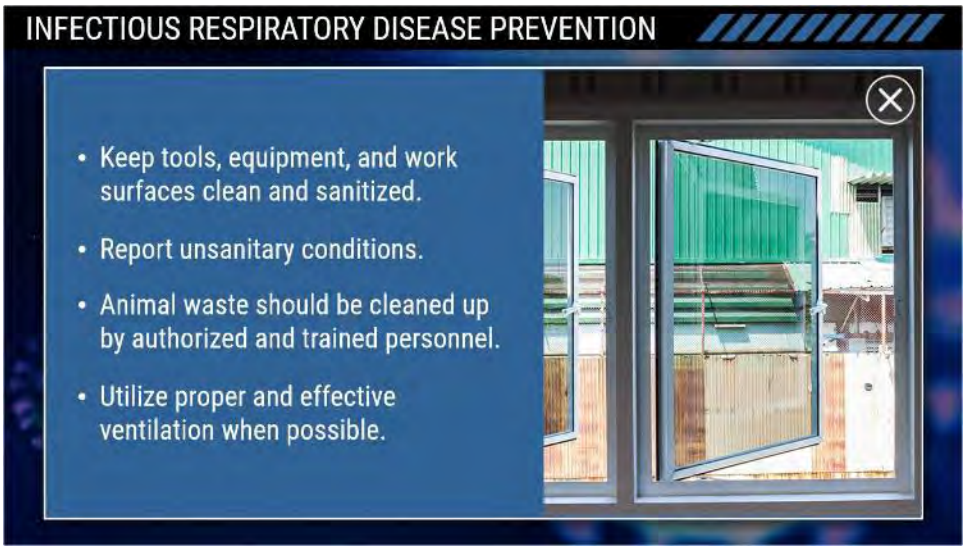
Cover sneezes and coughs with a tissue or your elbow, not your hands. Do not share cups or bottles. If you are sick, stay at home for at least 24 hours after your fever is gone (without the use of fever-reducing medication).

Slide 60. Infectious Respiratory Diseases Prevention | Masks



Wear a mask or respirator to protect yourself and others from getting or spreading illnesses. Do not use a mask or respirator with valves, vents, or other openings. Avoid sharing PPE that could transmit germs. If PPE must be shared, clean and sanitize it between users. Throw away disposable PPE after use.

Slide 61. Infectious Respiratory Diseases Prevention | Cleanliness

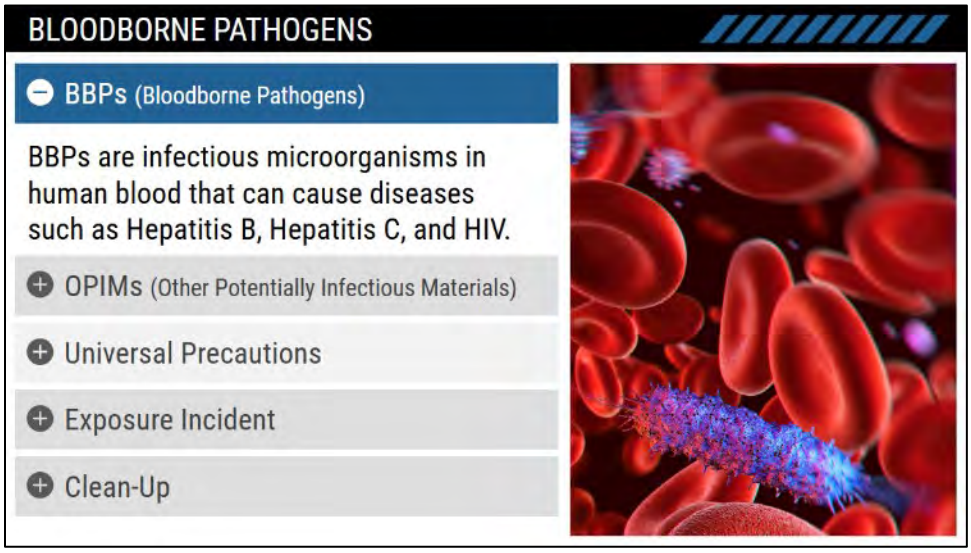


Keep tools, equipment, and work surfaces clean and sanitized.

Be sure to report unsanitary conditions like standing water, evidence of water intrusion, or signs of animal infestations. Animal waste, which can cause hantavirus or other infectious diseases, should be cleaned up by authorized and trained personnel.

And utilize proper and effective ventilation when possible.

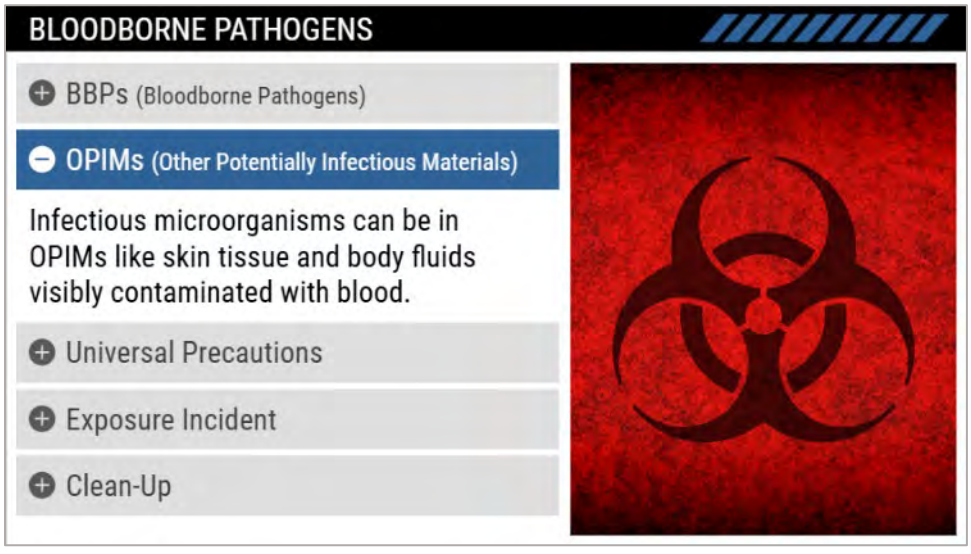
Slide 62. Bloodborne Pathogens



Now let's talk about bloodborne pathogens. BBPs are infectious microorganisms in human blood that can cause diseases such as Hepatitis B, Hepatitis C, and HIV.

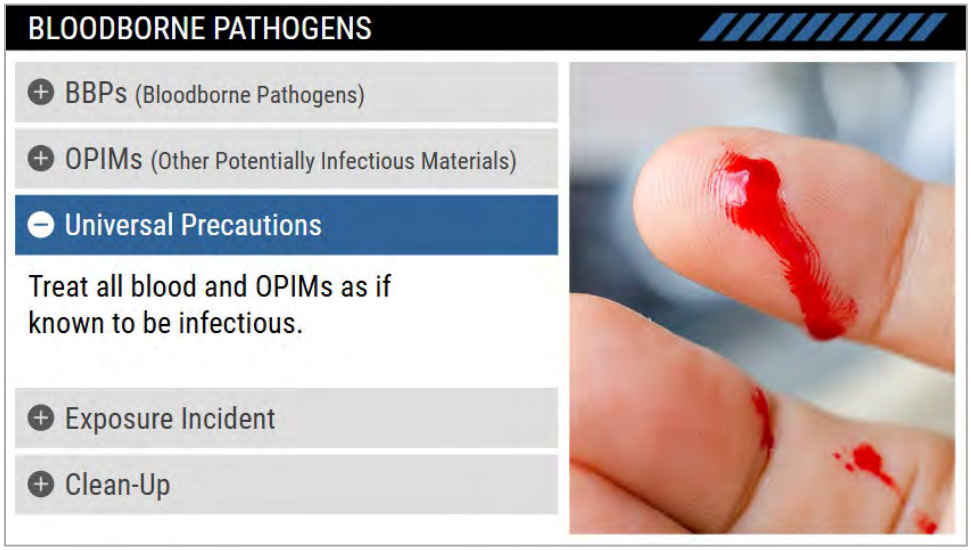
Select each button below to learn more.

Slide 63. Bloodborne Pathogens | OPIMs



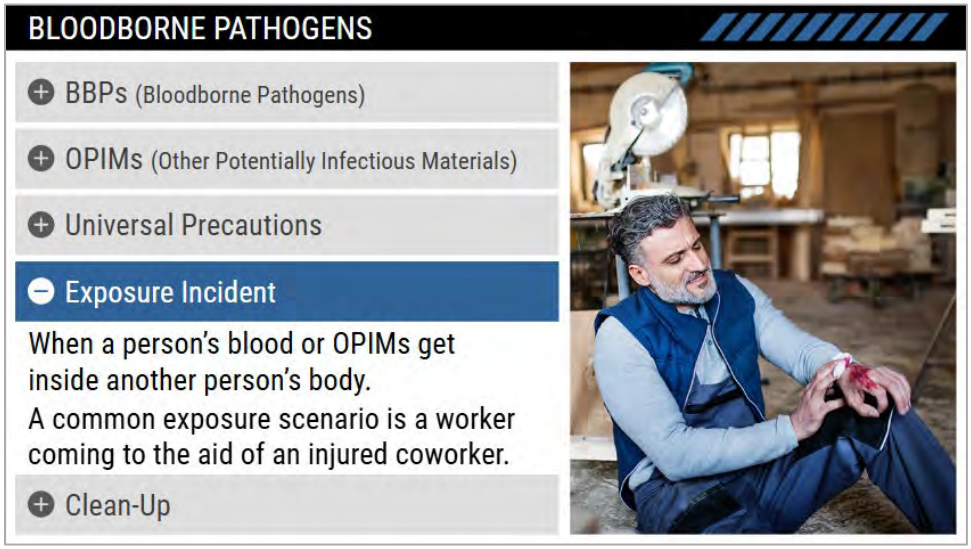
Infectious microorganisms can also be found in other potentially infectious materials (or OPIMs) like skin tissue and body fluids visibly contaminated with blood.

Slide 64. Bloodborne Pathogens | Universal Precautions

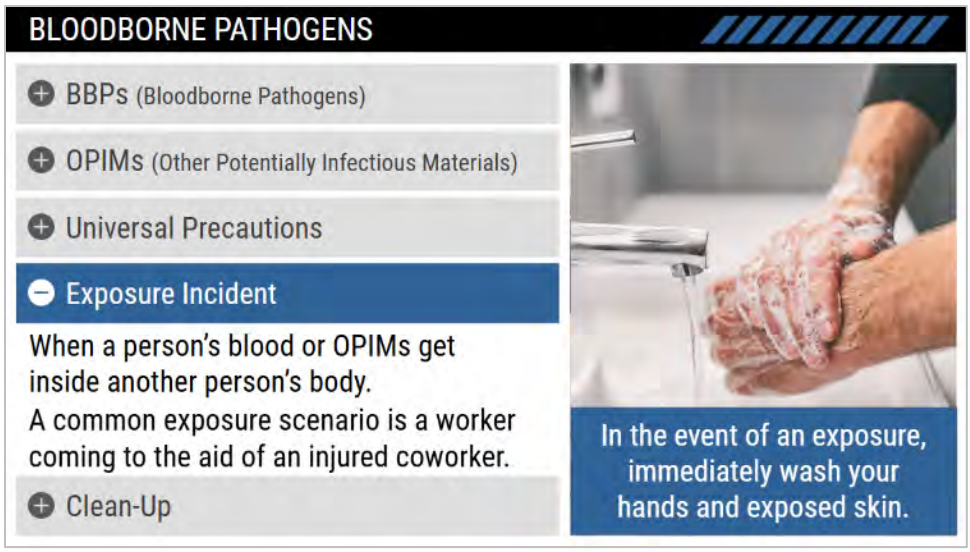


The most important thing you can do to protect yourself from being exposed to BBPs in the workplace is to follow the practice of Universal Precautions—treat all blood and OPIMs as if known to be infectious.

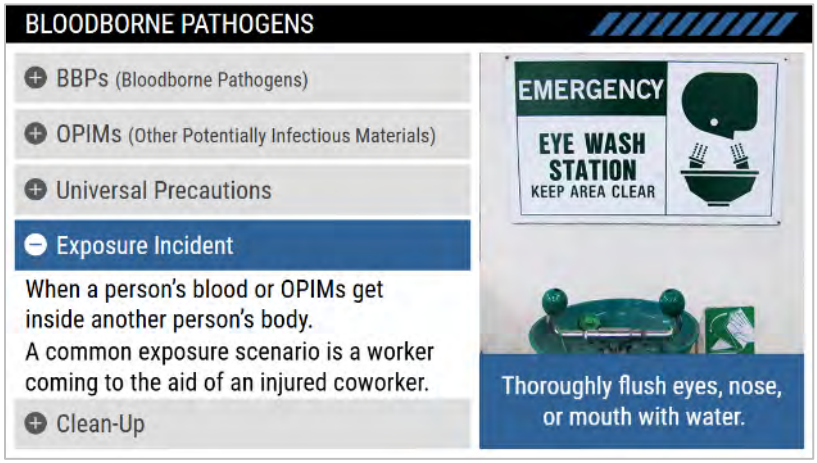
Slide 65. Bloodborne Pathogens | Exposure Incident



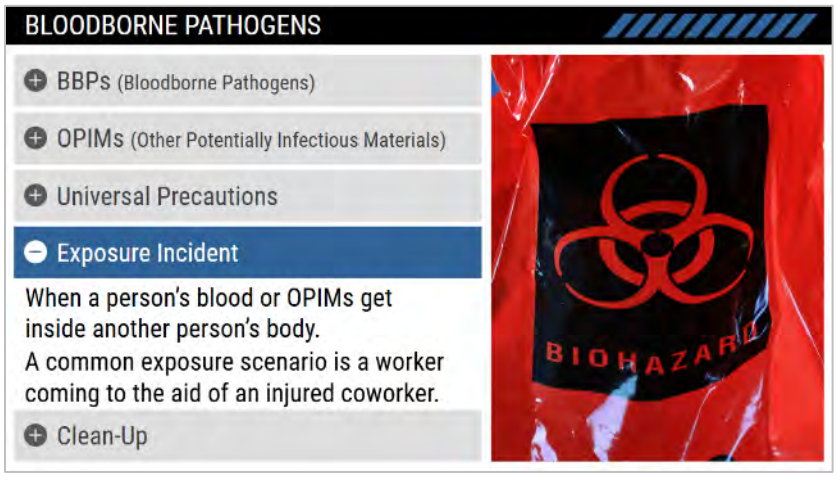
An exposure incident is when a person's blood or OPIMs get inside another person's body. A common way a worker can be exposed to BBPs is coming to the aid of an injured coworker.



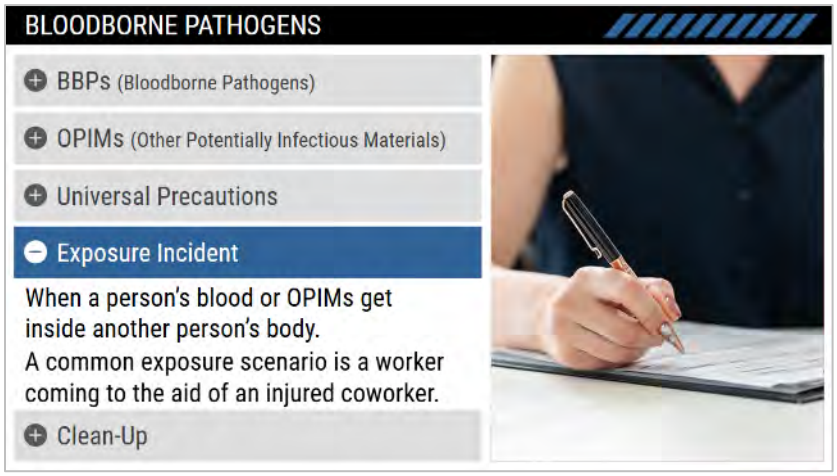
In the event of exposure, immediately wash your hands and any exposed skin with soap and water.



If blood or OPIMs have come in contact with your eyes, nose, or mouth, thoroughly flush the area with water.

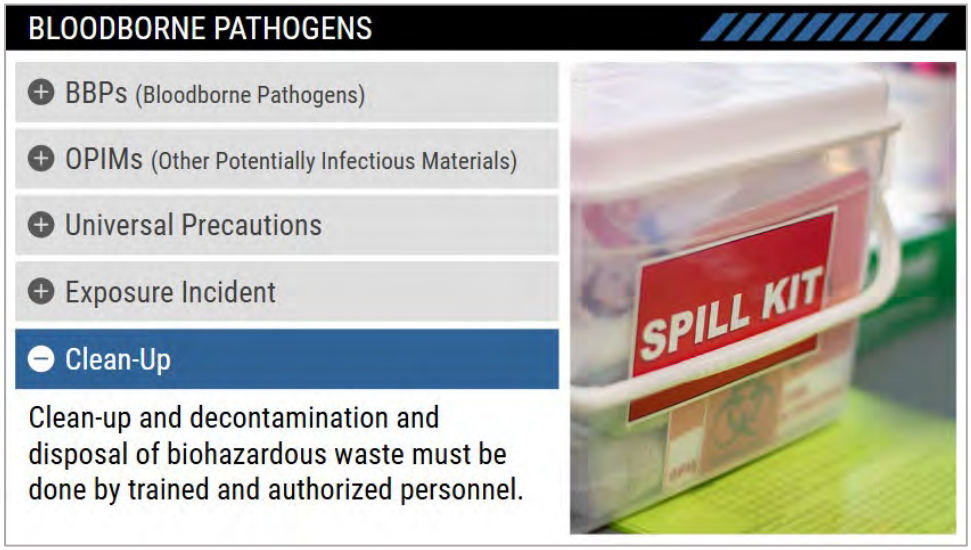


Put contaminated clothing into a biohazard bag to take home.



Report all exposure incidents to medical personnel.

Slide 66. Bloodborne Pathogens | Clean-Up



Clean-up and decontamination of blood and OPIMs and disposal of biohazardous waste must be done by trained and authorized personnel following established procedures. Do not clean up blood or OPIMs if you are not trained in these procedures.

Slide 67. Ergonomics | Risk Factors and Injuries 1

Our next topic is ergonomics, the study and prevention of musculoskeletal disorders. We'll talk about musculoskeletal injuries and how to avoid them at work.

Select each image to learn more.

Slide 68. Ergonomics | Risk Factors and Injuries 2

Physical injury is possible from forceful exertion, awkward or sustained postures, contact stress, repetitive movements, and vibration.

Slide 69. Ergonomics | Risk Factors and Injuries 3

Routine exposure to these ergonomic risk factors for several hours a day can cause soft tissue injuries or musculoskeletal disorders (abbreviated as MSDs) such as carpal tunnel syndrome, tendinitis, muscle strains, and low back injuries.

Signs of MSDs include pain, numbness, tingling, burning, swelling, stiffness, a reduced range of motion, and loss of strength.

If you experience any of these symptoms, report them to your supervisor or safety representative sooner rather than later. Early reporting, diagnosis, and intervention can limit injury severity, improve the effectiveness of treatment, and minimize the likelihood of disability or permanent damage.

Talk to your supervisor or safety representative if you have ideas for reducing the risk of MSDs. Your insight and experience is a valuable tool in an effective ergonomics program.

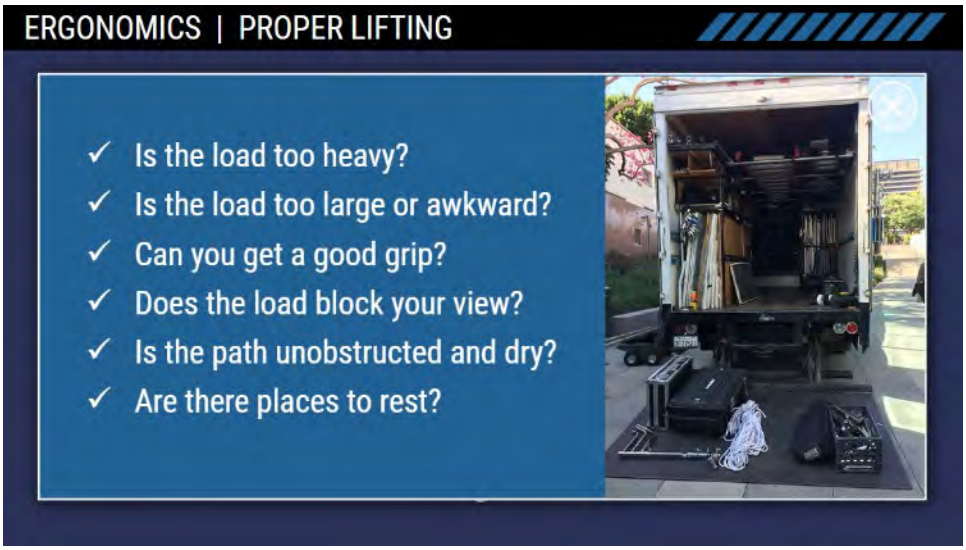
Slide 70. Ergonomics | Preventative Measures

Here are some strategies to prevent ergonomic injuries. Warm up your body before work and stretch out impacted areas like the wrists and back. Adjust your workstation and equipment to support proper posture and eliminate awkward movements. Use equipment properly. Take shorter breaks more often to change position and, if on a computer, rest your eyes. And practice proper lifting techniques.

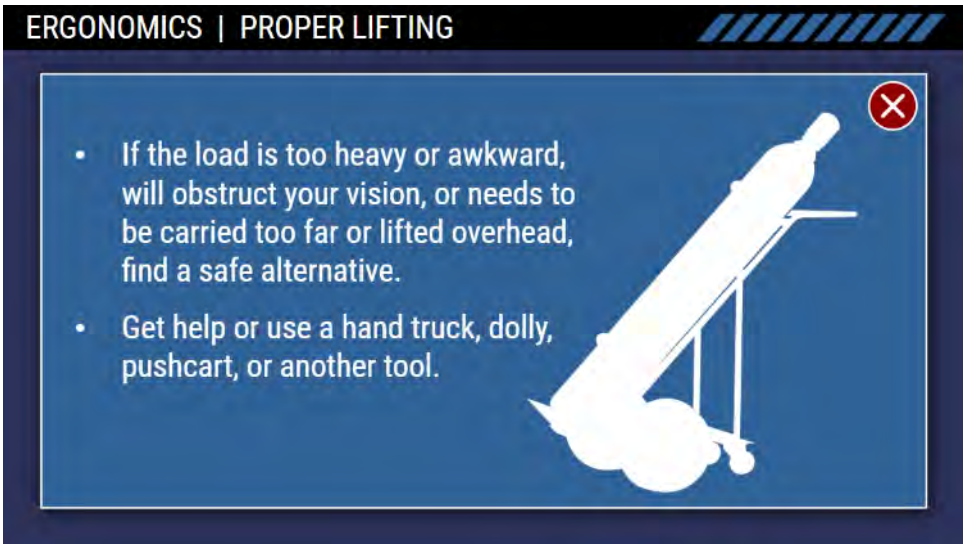
Slide 71. Ergonomics | Proper Lifting 1

Select each image to learn about evaluating a load and using safe lifting techniques.

Slide 72. Ergonomics | Proper Lifting 2



Proper lifting starts with an evaluation of the load and task. Is the load too heavy for you to lift? Is it too large or awkward for you to lift and carry safely? Can you get a good grip? Would gloves help? Does the load block your view? Is your path unobstructed and dry? Are there places to rest if the distance is far?



If the load is too heavy or awkward, will obstruct your vision, or needs to be carried too far or lifted overhead, find a safe alternative. You can get help from someone or use a hand truck, dolly, pushcart, or another tool.

Slide 73. Ergonomics | Proper Lifting 3

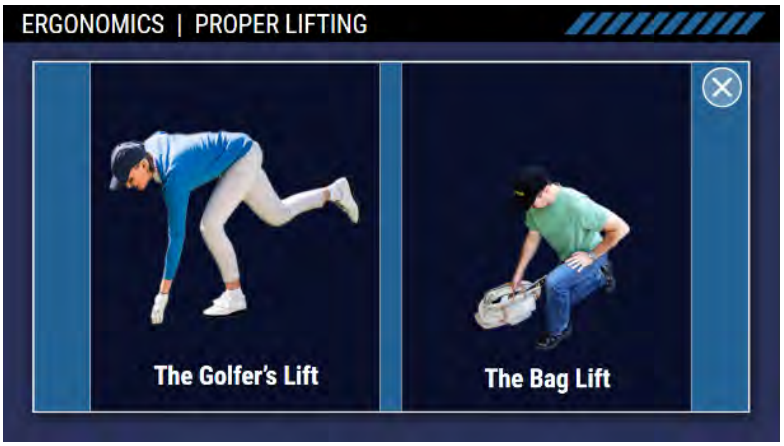
To lift a heavy object, stand close to the load with your feet shoulder-width apart and squat down. Hold the load close to your body, and stand by straightening your legs while keeping your back straight. Do not twist your torso while lifting.

Never bend forward to lift a heavy object.

When carrying a load, hold it close, level with your belly button. Keep your shoulders in line with your hips. Do not overexert yourself. If you are not breathing normally, put the load down and use a safe alternative.

Setting down a load can be just as dangerous as picking it up. Follow the same ergonomic principles. Keep the load close to your body and your back straight. Squat down, bending only at the knees and hips. Engage your core as you lower yourself.

Do not hold your breath when lifting, moving, or setting down a load.

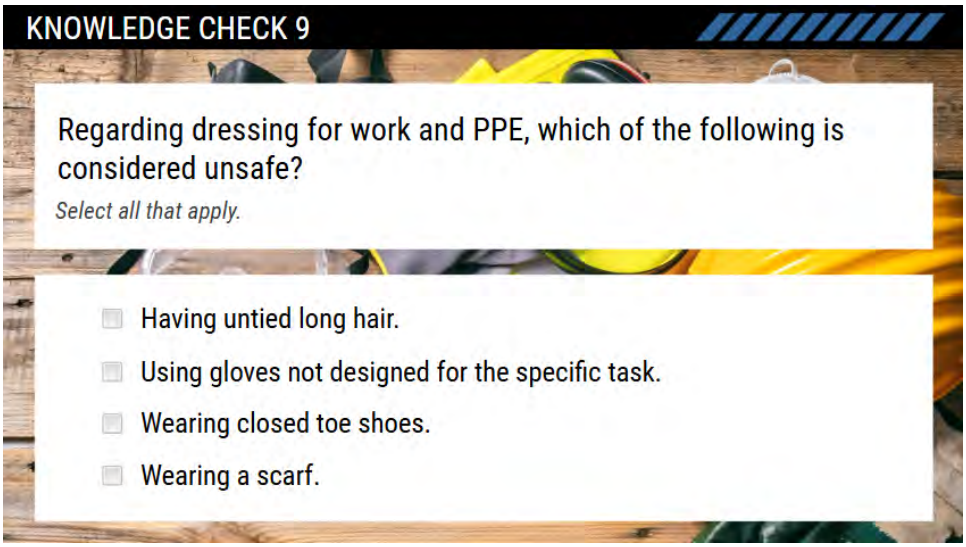


To pick up small, light objects, try the golfer's lift. Place one hand on a solid object, such as a table, for support. Tilt your torso forward, rotating at the hips, and extend behind you the leg that's on the same side of your body as your supporting hand. To come up, push off the support object, gently swing the lifted leg down, and lift your torso.

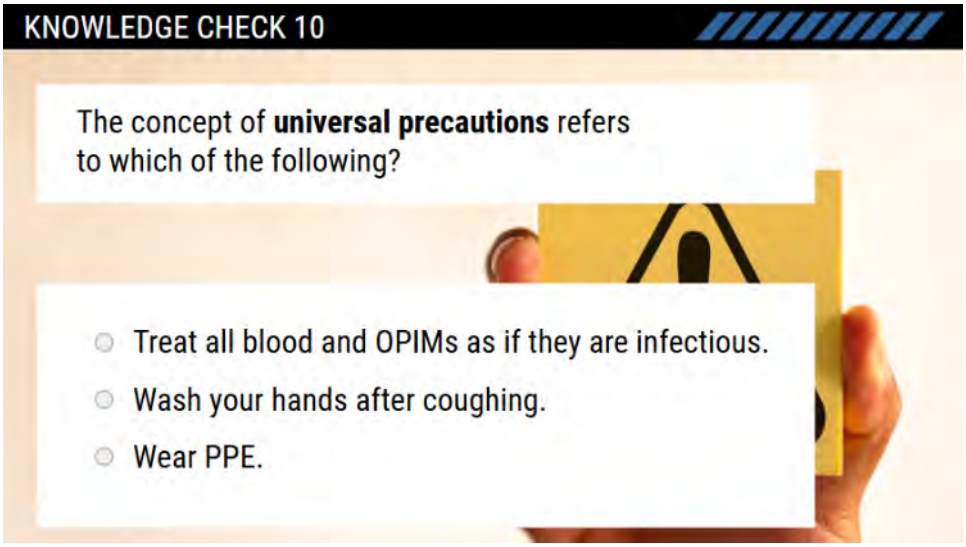
For heavy, bulky loads, try the bag lift. Drop down to one knee, bring the object close to your body, lift the object to your chest, and stand up using your leg muscles. Then place the object on your shoulder.

This brings us to the end of the scene. Let's see if you can correctly answer a couple of knowledge check questions.

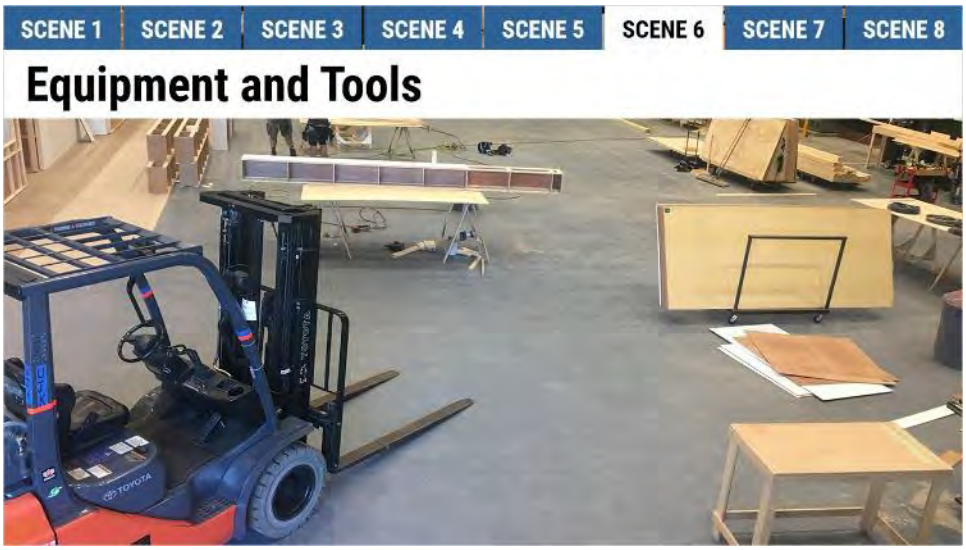
Slide 74. Knowledge Check 9



Slide 75. Knowledge Check 10

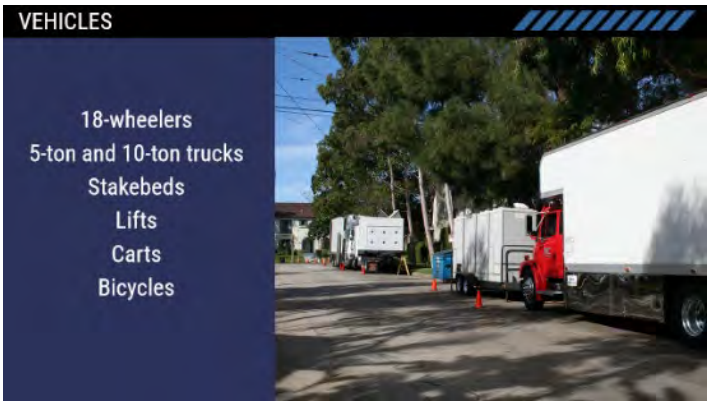


Slide 76. SCENE 6, EQUIPMENT AND TOOLS

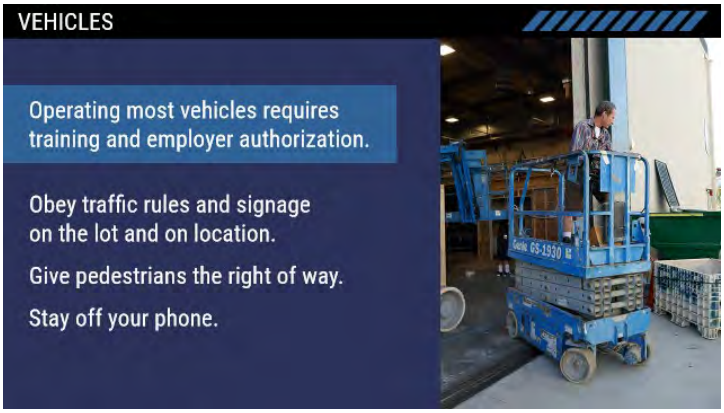


Scene Six, Equipment and Tools.

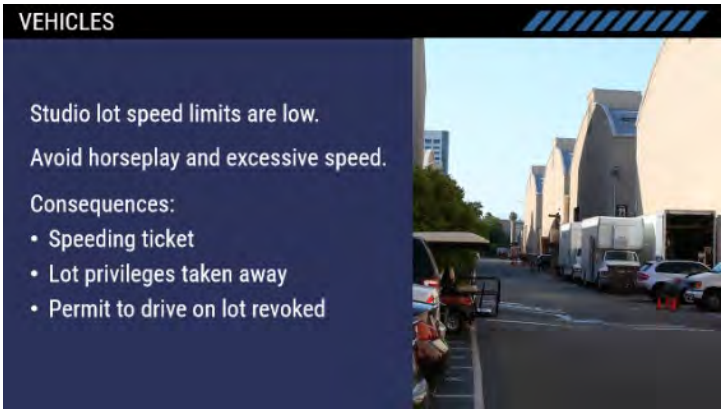
Slide 77. Vehicles



Many different types of vehicles are used on the lot and in production, for example, 18-wheelers; 5-ton and 10-ton box trucks; stakebeds; forklifts, boom lifts, and scissor lifts; electric passenger and utility carts; and even bicycles.



Operating most vehicles requires training and employer authorization. Obey all traffic rules and signage on the lot and on location. Give pedestrians the right of way. And stay off your phone.



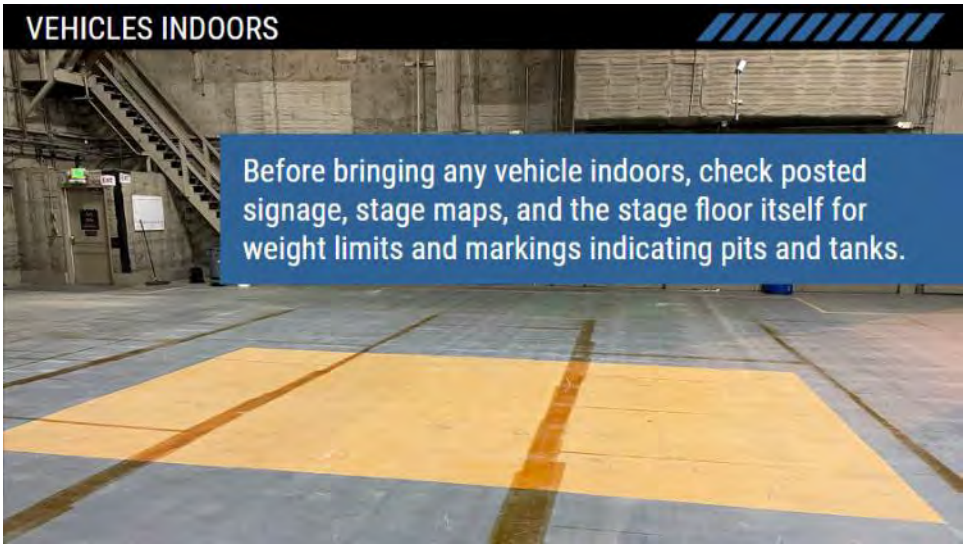
On studio lots, speed limits are low to account for heavy activity. Avoid horseplay and excessive speed. You can get a speeding ticket, your lot privileges can be taken away, or your permit to drive on the lot can be revoked.

Slide 78. Vehicles Parking

When parking, use a spotter if visibility is limited. Do not park in fire lanes or block fire hydrants. Secure parked vehicles by setting the parking brake and chocking the wheels when necessary.

Slide 79. Vehicles Indoors

Using vehicles indoors requires special permission. Do not bring heavy equipment or a vehicle with an internal combustion engine indoors without authorization.



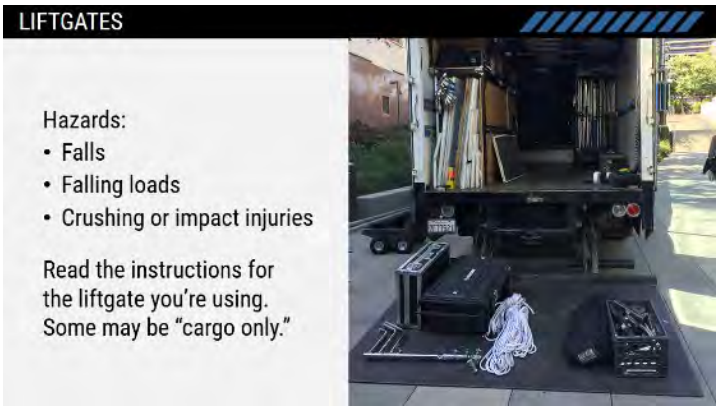
And before bringing any vehicle indoors, check posted signage, stage maps, and the stage floor itself for weight limits and markings indicating pits and tanks.

Slide 80. Truck Idling

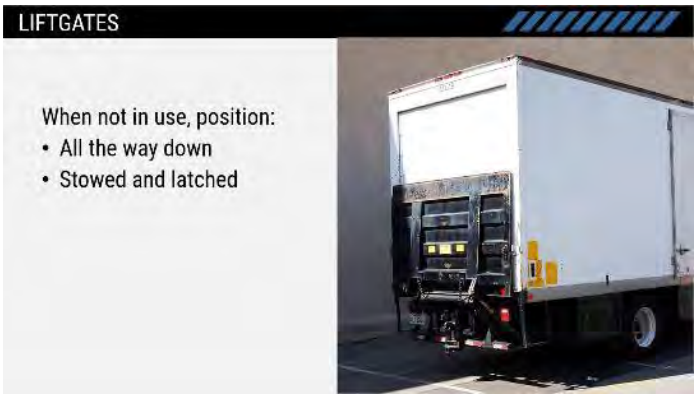
Commercial vehicles with a gross vehicle weight rating of 10,000 pounds or greater must comply with the idling limit of the state, county, or municipality of operation. Idling limits may also vary from studio to studio. In California, environmental regulations limit idling time to no more than five minutes.

However, there are some exceptions, for example, when stuck in traffic, when you cannot move due to adverse weather or mechanical failure, when the engine is necessary to operate some piece of equipment, when queuing for a drop off or pick up, or during an inspection.

Slide 81. Liftgates

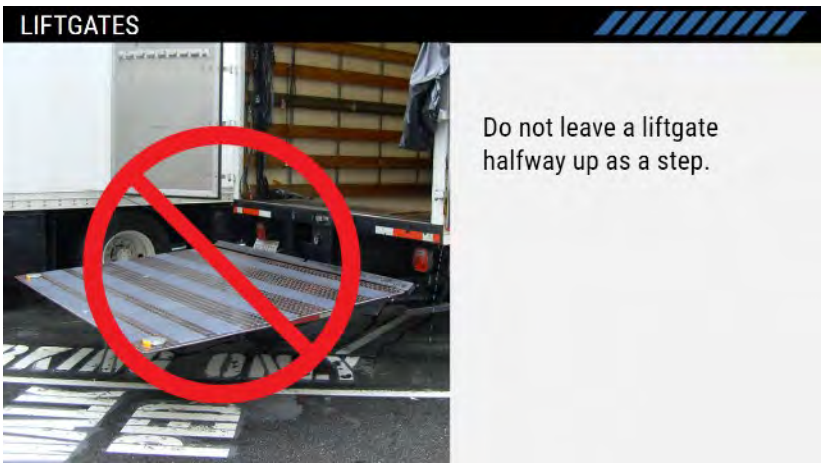


When not used safely, hydraulic liftgates can lead to accidents such as falls, being struck by a falling load, or other crushing or impact injuries. Read the manufacturer's instructions for the liftgate you're using. Some liftgates are for "cargo only." People are not allowed to ride on them.

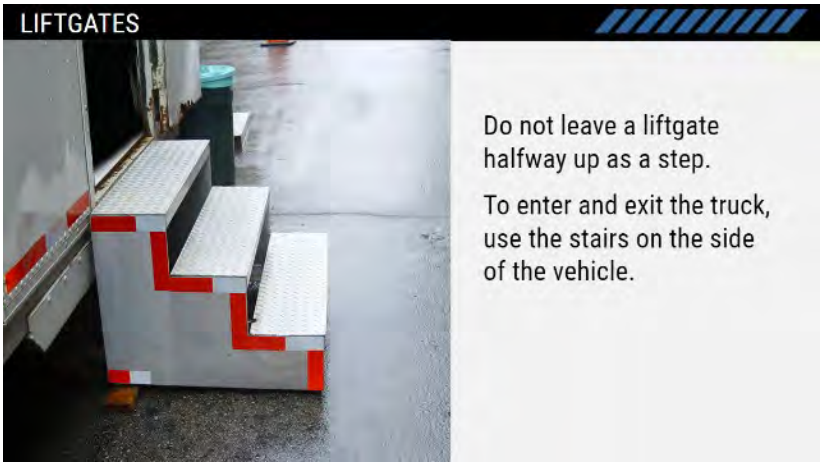


When a liftgate is not actively being used, it must be positioned in one of two ways: all the way down in full contact with the ground or stowed and latched.

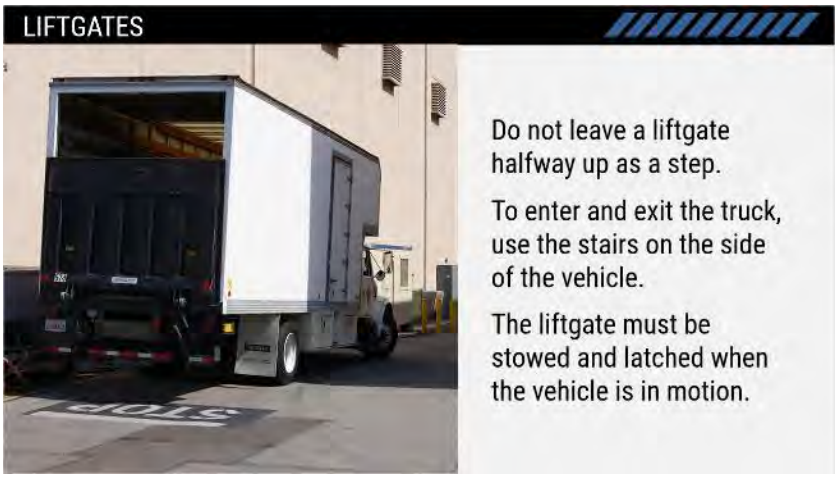
When on the ground, the liftgate should be marked with safety cones or some other method to prevent trip hazards.



Do not leave a liftgate halfway up as a step.

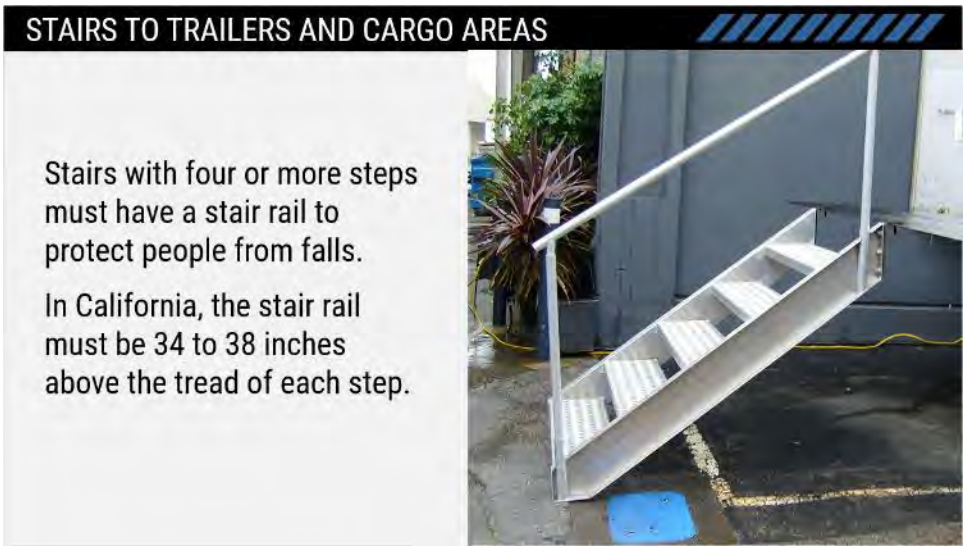


To enter and exit the truck, use the stairs on the side of the vehicle.



The liftgate must be stowed and latched when the vehicle is in motion.

Slide 82. Stairs to Trailers and Cargo Areas



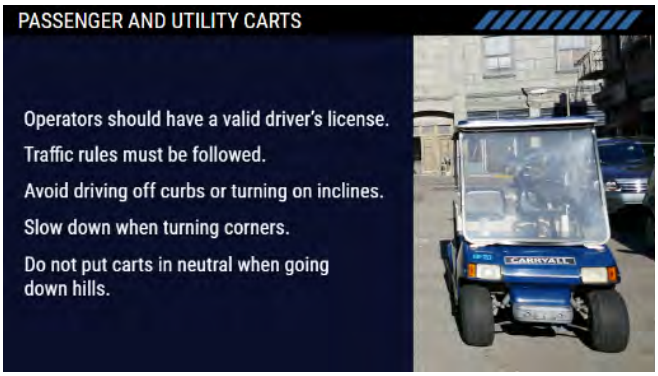
Stairs with four or more steps must have a stair rail to protect people from falls. In California, the stair rail must be 34 to 38 inches above the tread of each step. Consult with your employer for required stair rail heights if you're working outside of California.

Slide 83. Lifts

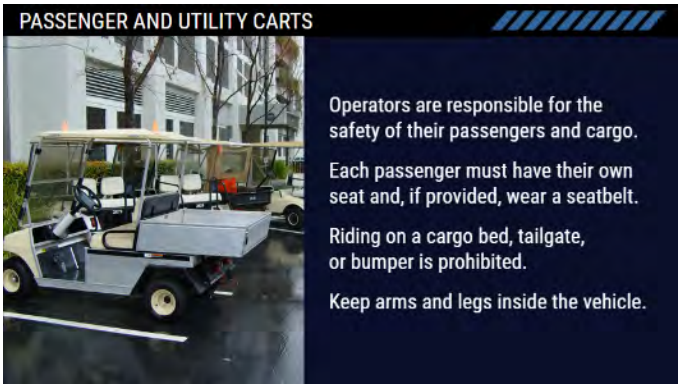
When working near forklifts, telehandlers, scissor lifts, or boom lifts, the main hazards are crushing injuries from falling loads, getting caught in pinch points, and collisions. Even small-model forklifts and scissor lifts can be extremely heavy.

Stand clear of lifts. Be aware of and do not enter designated work zones. Look for back-up lights and listen for back-up alarms. Avoid wearing so much hearing protection that you can't hear activity around you. Do not stand under elevated or suspended loads. And keep all parts of your body away from moving parts of any lift.

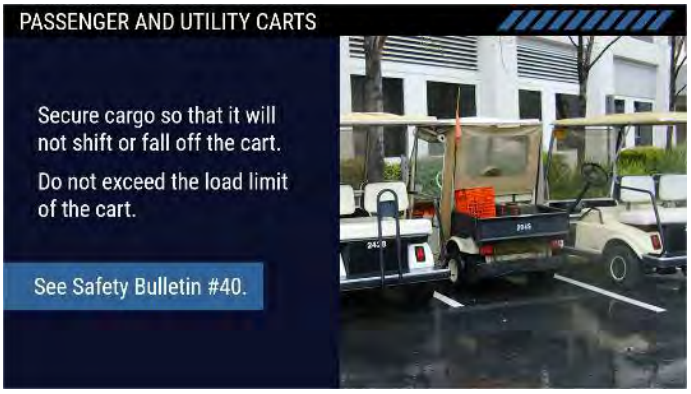
Slide 84. Passenger and Utility Carts



Operators of passenger and utility carts should have a valid driver's license. Traffic rules must be followed. Avoid driving off curbs or turning on inclines. Slow down when turning corners. Do not put carts in neutral when going down hills.

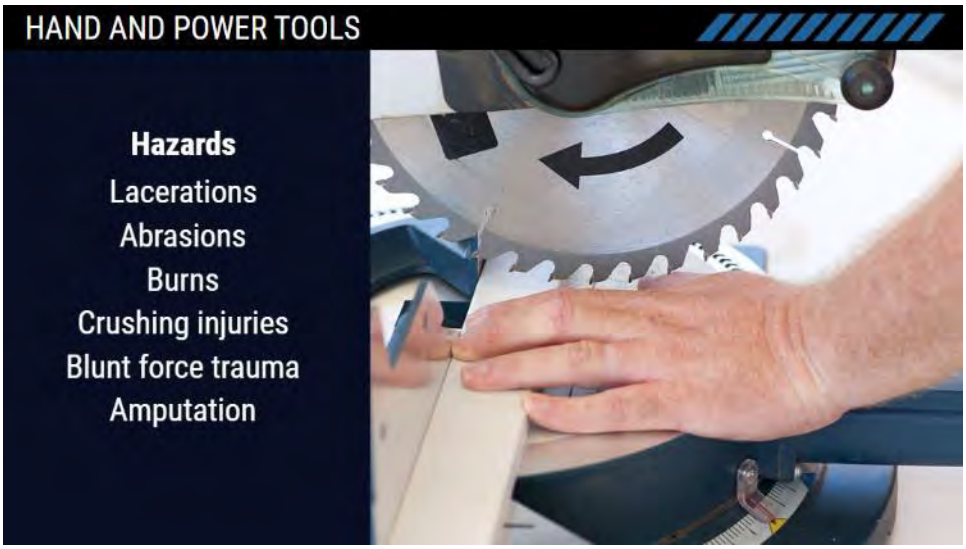


Operators are responsible for the safety of their passengers and cargo. Each passenger must have their own seat and, if provided, wear a seatbelt. Riding on a cargo bed, tailgate, or bumper is prohibited. Keep your arms and legs inside the vehicle.



Secure cargo so that it will not shift or fall off the cart. And do not exceed the load limit of the cart. Read more about utility vehicles in Safety Bulletin #40.

Slide 85. Hand and Power Tools

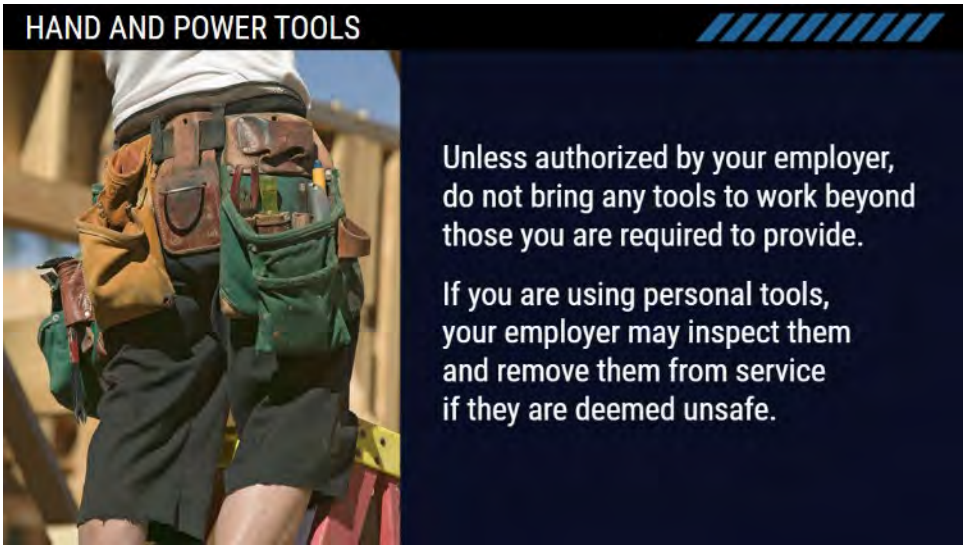


Moving on to hand and power tools.

Hand and power tool usage can result in lacerations, abrasions, burns, crushing injuries, blunt force trauma, or even the amputation of a body part.

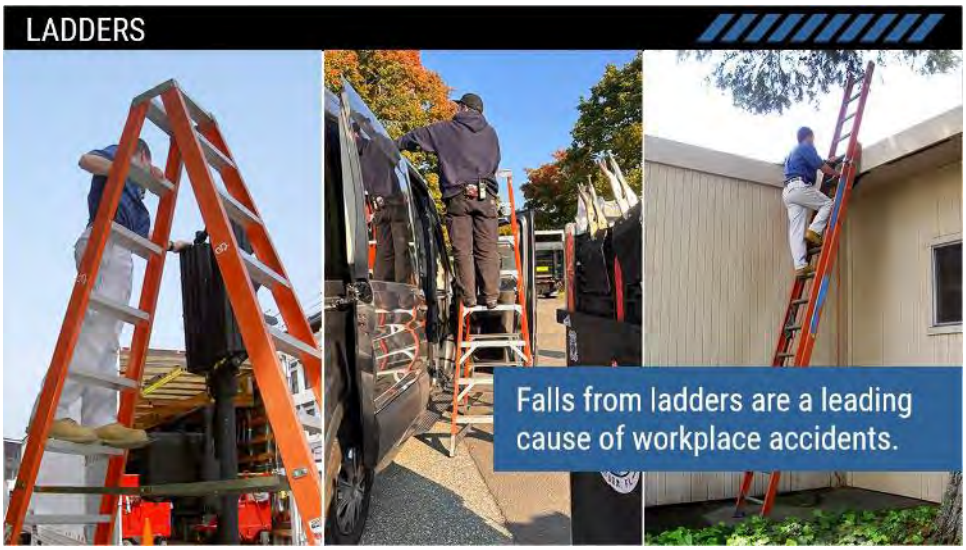
Do not use a tool unless you know how to use it properly and safely. Use tools only for their intended purpose. Wear the appropriate PPE for the tool. Keep your hands away from moving parts. And do not remove or bypass machine guards without authorization.

Inspect tools before use. If a tool is defective, remove it from service, tag it, and report it to your supervisor.



Unless authorized by your employer, do not bring any tools to work beyond those you are required to provide. If you are using personal tools, your employer may inspect them and remove them from service if they are deemed unsafe.

Slide 86. Ladders 1



Ladders are another everyday tool. Unfortunately, falls from ladders are a leading cause of workplace accidents. Stay focused and deliberate in your actions and follow established safety measures.

Select each image to learn more about ladder dos and don’ts.

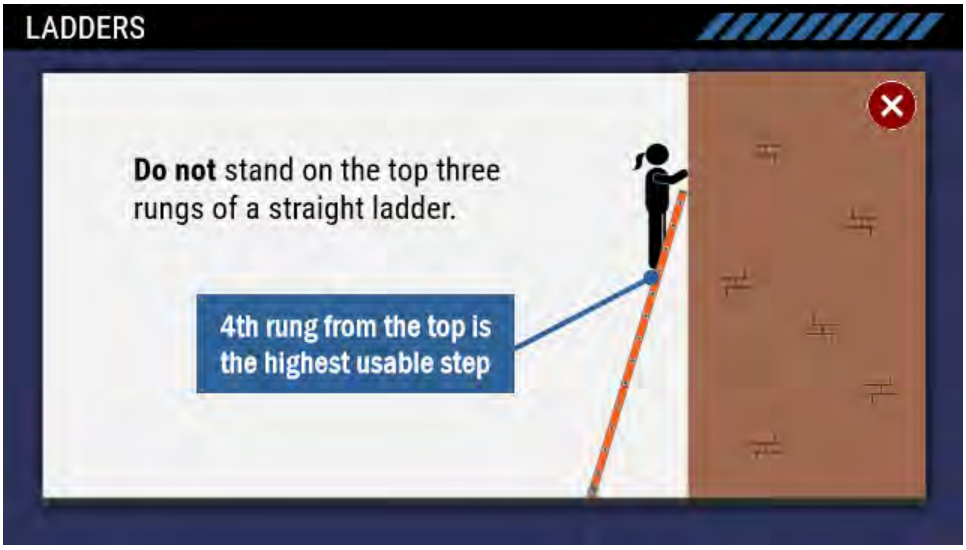
Slide 87. Ladders 2

First, choose the correct type of ladder for the job and use it as designed. For example, do not use a step ladder when a straight ladder is needed. And do not separate an extension ladder into two single ladders. Choose a ladder of proper height so that you are not tempted to overreach. Use insulated ladders when working around energized electrical equipment. Always maintain three points of contact—two hands and a foot or two feet and a hand.

Slide 88. Ladders 3

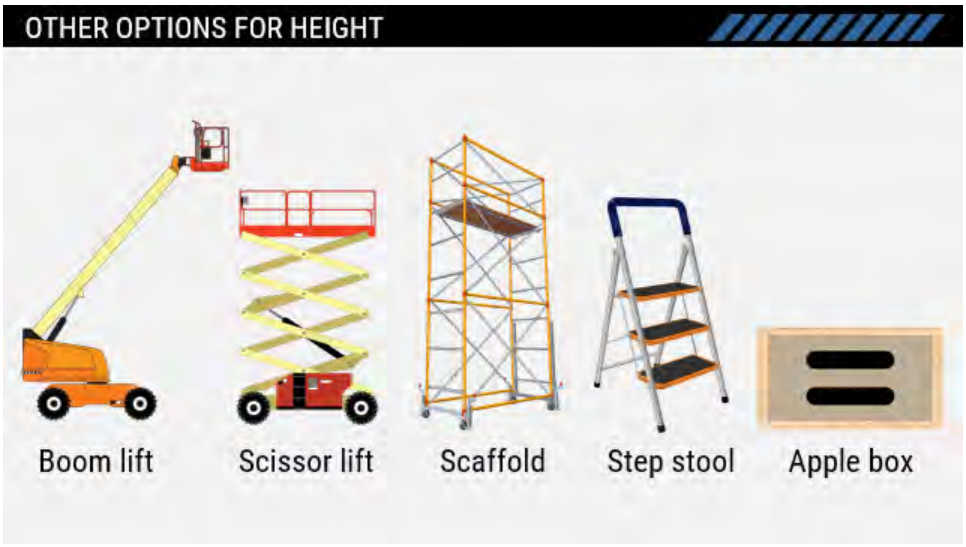
Do not carry anything in your hands when climbing. And do not use ladders that are damaged or defective. Such ladders should be taken out of service and returned to the shop or vendor that supplied it.

Do not sit or stand on the top cap or the step below the top cap of a stepladder. That makes the highest usable step the second step below the top cap.

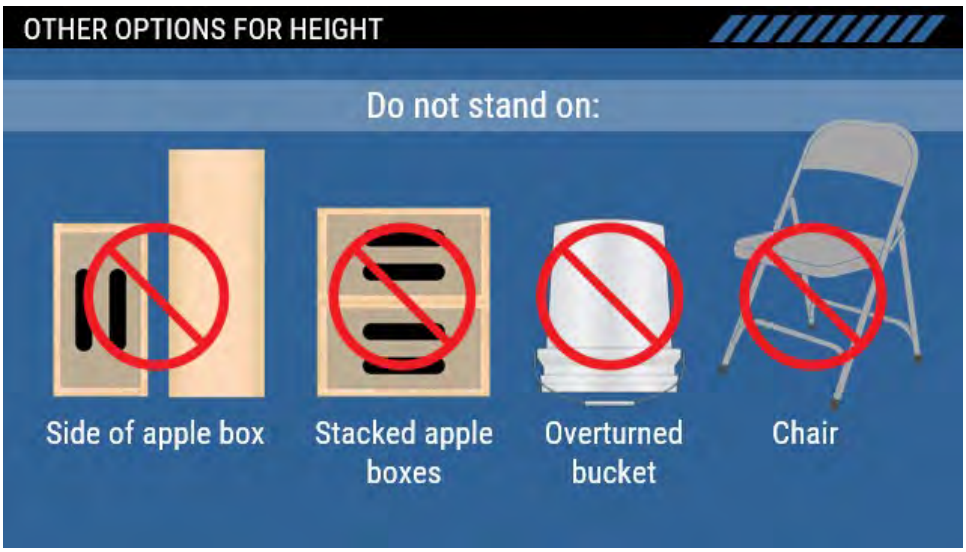


Do not stand on the top three rungs of a single or extension ladder. The highest usable rung is the fourth from the top.

Slide 89. Other Options for Height

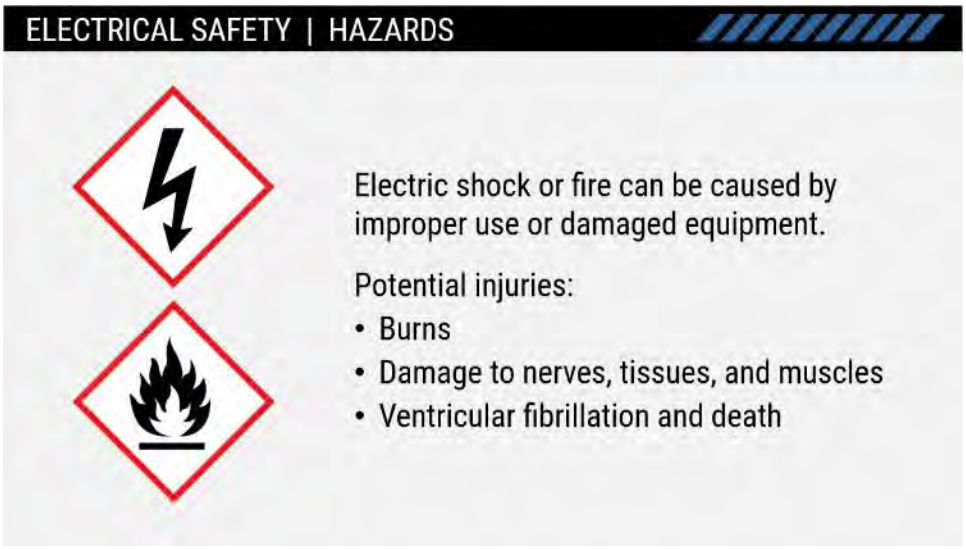


If the work cannot be safely accomplished with a ladder, use another safe alternative to gain height such as a lift, scaffold, step stool, or apple box.



Whether on set or in an office, do not stand on a narrow side of an apple box; stacked apple boxes (unless they are properly fastened together); an overturned 5-gallon bucket; a chair; or anything else not intended to support a person safely.

Slide 90. Electrical Safety | Hazards



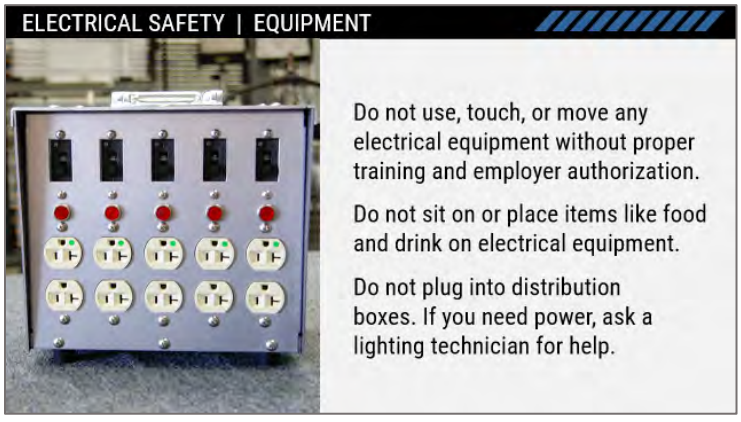
When working around electrical equipment, shock and fire are the two primary hazards. Either can be caused by improper use or damaged equipment.

The potential injuries from electric shock and fire are serious: burns; irreversible damage to nerves, tissues, and muscles; and ventricular fibrillation, which can result in death.

Slide 91. Electrical Safety | Equipment

Do not use, touch, or move any electrical equipment without proper training and employer authorization.

Do not sit on or place items like food and drink on electrical equipment.



Do not plug into distribution boxes. If you need power, ask a lighting technician for help.

Do not store equipment around electrical disconnects, spider boxes, electrical panels, or other equipment that requires regular access or access in case of an emergency.

Report any burning smell or noticeably overheating equipment to the set lighting department.

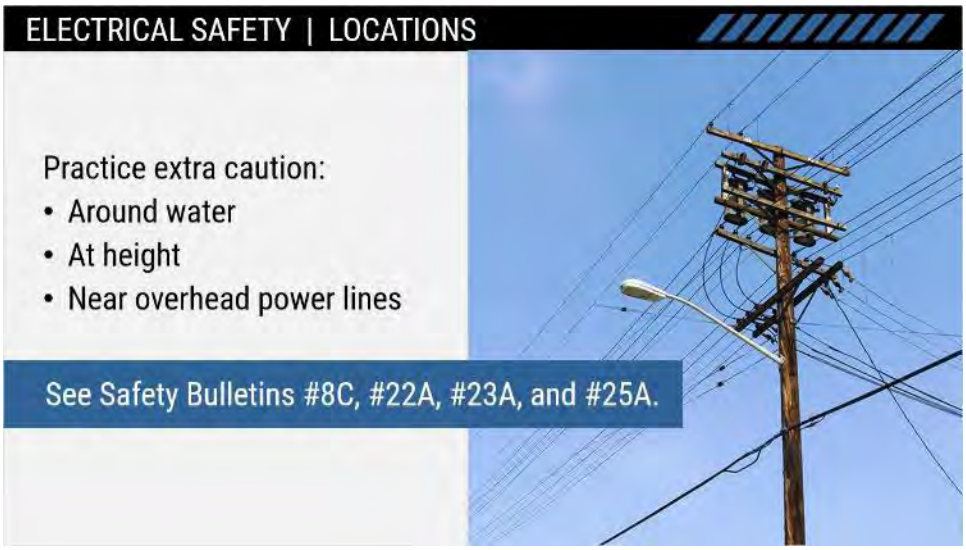
Inspect electrical equipment every time you use it. Report and remove from service damaged or defective equipment.

Slide 92. Electrical Safety | Cables and Cords

To prevent damage where there is pedestrian or vehicle traffic, cables should be protected by ramps, mats, or cable crossovers. Report cables that are not properly protected. Do not stand on or place equipment or furniture on top of cables.

Do not carry power tools or appliances by the cord, and report or clean up cords that are trip hazards.

Slide 93. Electrical Safety | Locations



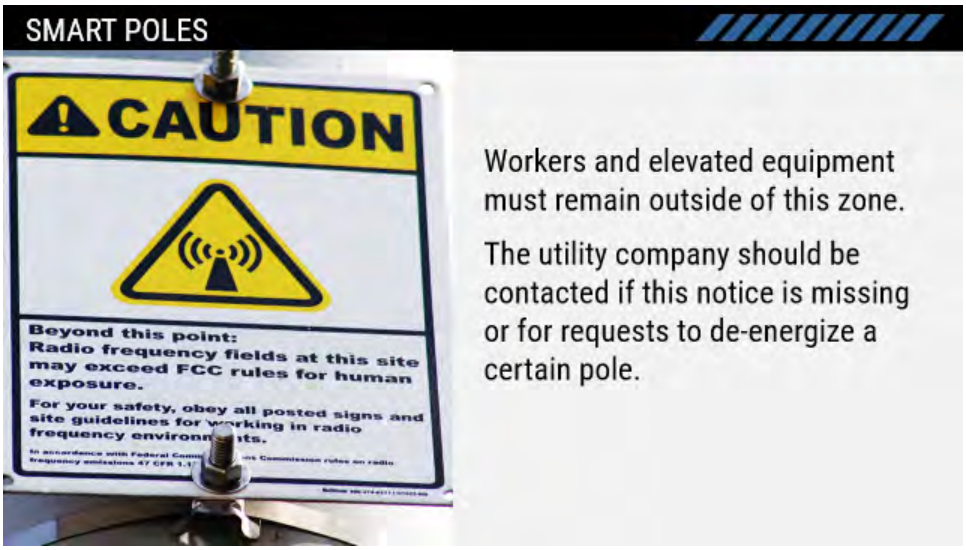
Certain locations require extra caution. Do not operate electrical equipment if you're barefoot or standing in water. If you are using electrical equipment at height, all it would take is a mild shock to involuntarily contract your muscles and cause a fall.

If you're working near overhead power lines, you should know the minimum clearance distance required between energized power lines and equipment such as vehicles, lifts, scaffolds, camera cranes, lengths of pipe, and metal frames.

You can review clearance requirements for different types of equipment in Safety Bulletins #8C, #22A, #23A, and #25A.

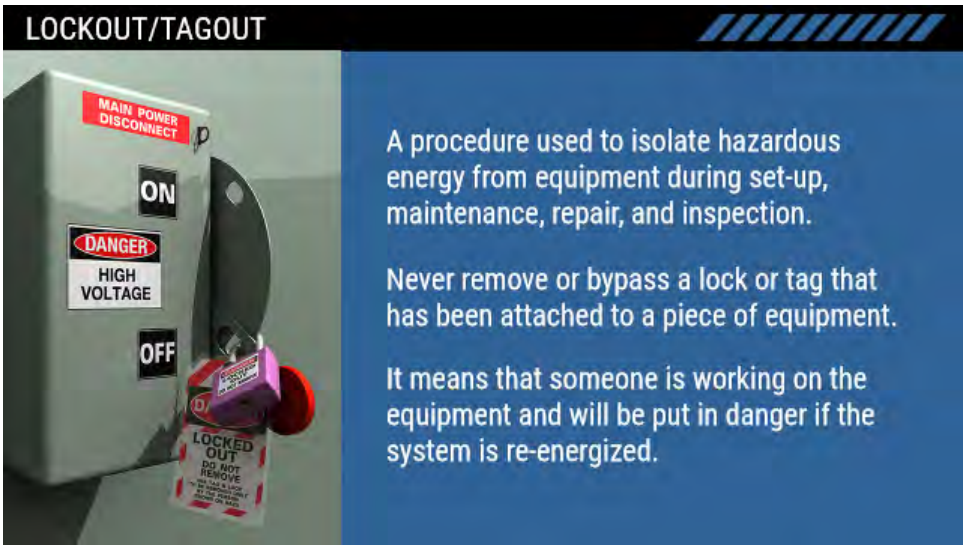
Slide 94. Smart Poles

A smart pole combines street lighting with other technology such as cellular service transmission. Workers could be exposed to radio waves that exceed safe limits if they come too close to the transmitter's antenna, usually located at the top of the pole.



A caution notice identifying a safe clearance distance from the antenna is posted on each pole. Workers and elevated equipment must remain outside of this zone. The utility company should be contacted if this notice is missing or for requests to de-energize a certain pole.

Slide 95. Lockout/Tagout

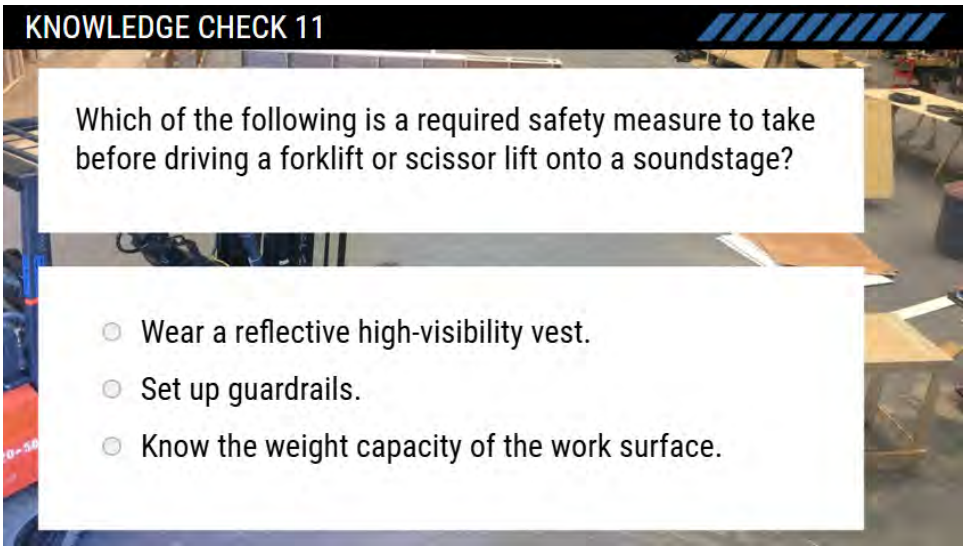


Lockout/tagout refers to a procedure used to isolate hazardous energy from equipment during set-up, maintenance, repair, and inspection.

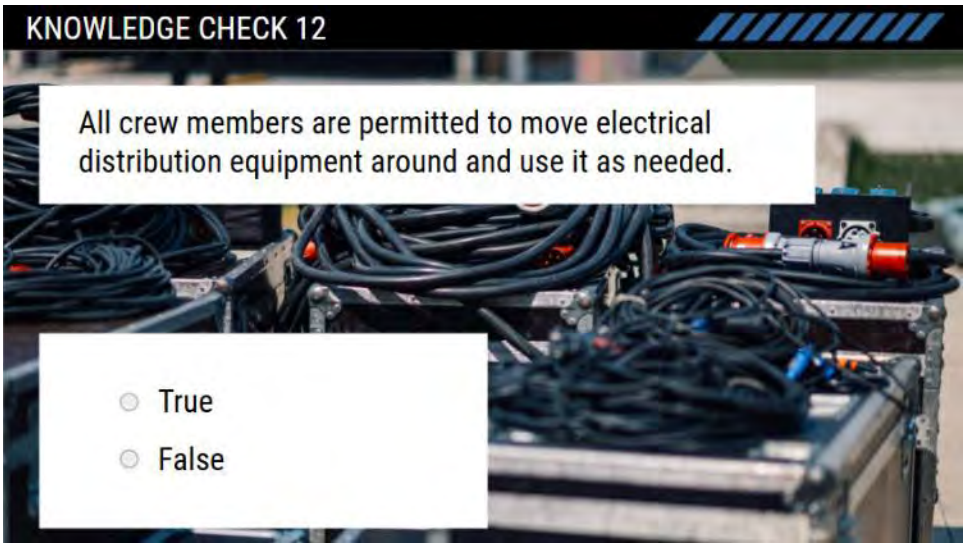
Never remove or bypass a lock or tag that has been attached to a piece of equipment. It means that someone is working on the equipment and will be put in danger if the system is re-energized.

To finish up this scene, try a few review questions.

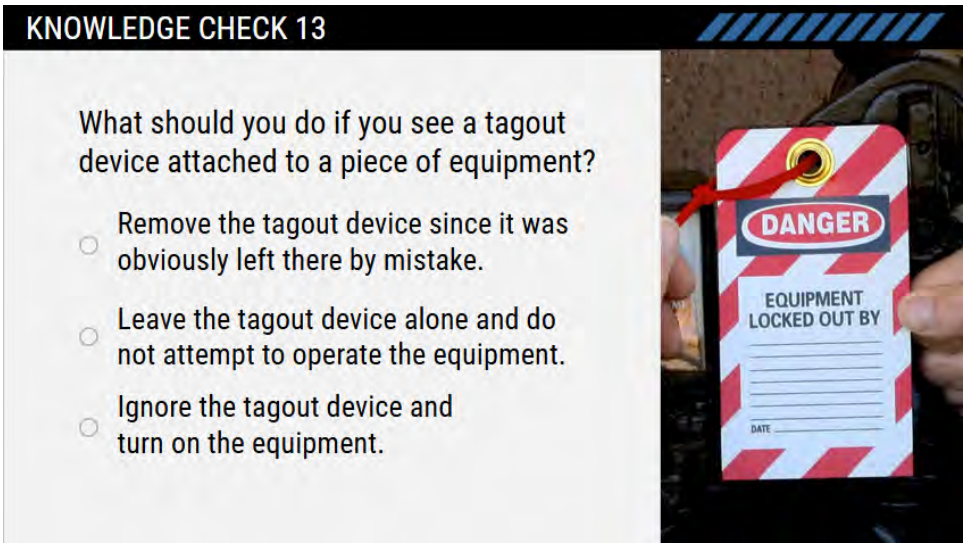
Slide 96. Knowledge Check 11



Slide 97. Knowledge Check 12



Slide 98. Knowledge Check 13



Slide 99. SCENE 7, STUDIO LOTS AND LOCATIONS

Scene Seven, Studio Lots and Locations. Wherever you are working, you need to be aware of your surroundings and follow rules and safe practices.

Slide 100. Multiple Crafts on Set

A set crowded with multiple crafts sharing the same space can be hazardous. One group may not be aware of the hazards created by another group's tasks.

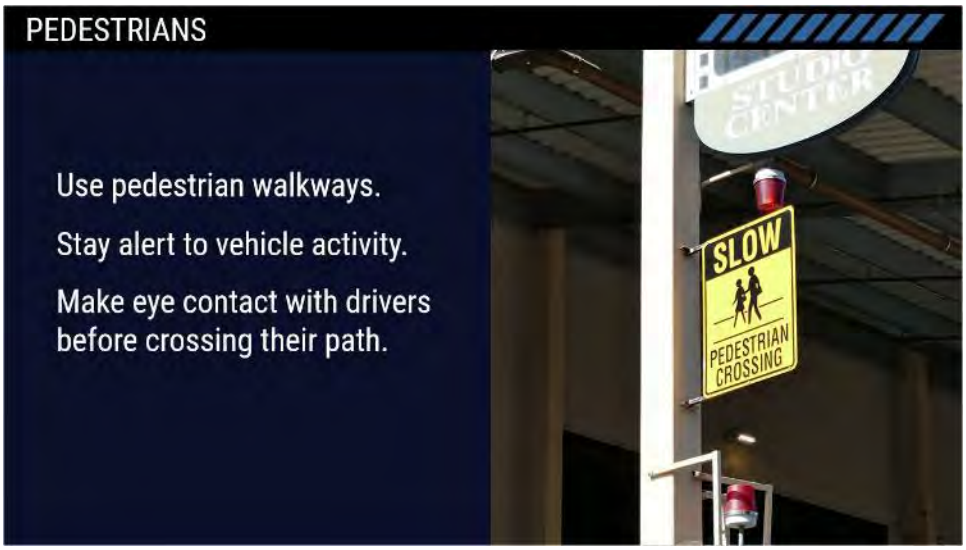
Activities like setting up cameras, lighting, and rigging; set decoration; managing props; and vehicle and equipment movement could impact others working nearby. If you see any activity that is affecting the safety of others, inform your supervisor or safety representative.

Stay alert to what is going on around you and maintain communication with other workers.

Slide 101. Security

Security of people and property during production can be challenging, but everyone can do their part to help. Secure valuables and report any unusual activity or unauthorized visitors. Security officers are there for protection–cooperate with them.

Slide 102. Pedestrians



With all the activity on the lot or on location, pedestrians need to do their part to keep themselves safe. Use pedestrian walkways and stay alert to vehicle activity. While drivers of all types of vehicles should yield to pedestrians, don't assume that they see you. Confirm they can see you by making eye contact before crossing their path.

Do not put yourself in a position where you could get pinned or crushed if a vehicle moves unexpectedly. And do not stand in the street unless there is traffic control.

Slide 103. Roadways

Production on public roadways requires traffic safety measures for the crew, residents, and passers-by. Busy streets may be barricaded or coned off, flaggers may be used, and police or local authorities may oversee traffic control.

Slide 104. High-Visibility Vests

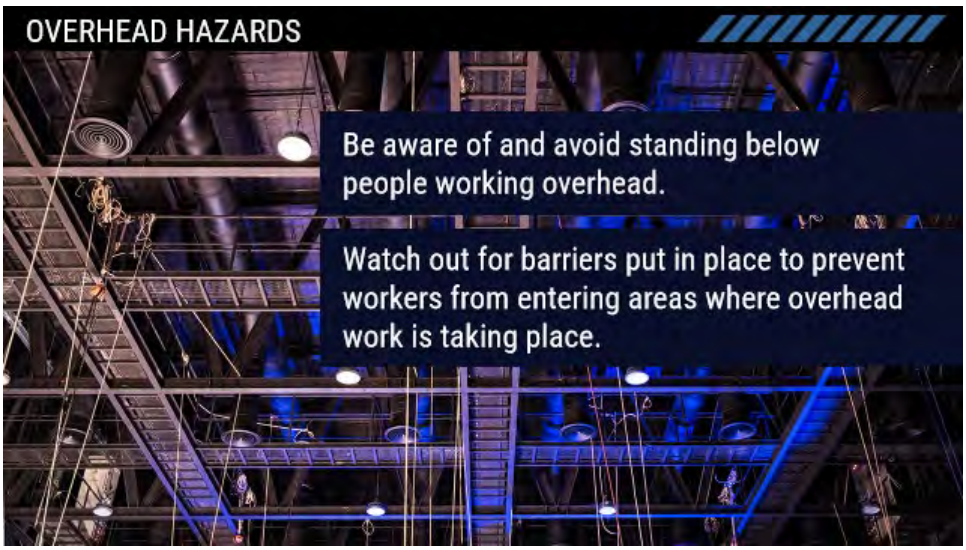
Whether scouting, setting up, rigging, filming, or striking, regulations require that workers exposed to traffic hazards wear reflective high-visibility vests, even when the production is using intermittent traffic control. Reflective high-visibility vests must be orange-red or yellow-green with reflective stripes.

Read more about safety vests in Safety Bulletin #21.

Slide 105. Walkways and Access

Members of the public should be kept away from production activity and equipment by establishing designated walkways using cones, caution tape, signs, barricades, or security guards. Do not block doorways or driveways.

Slide 106. Overhead Hazards



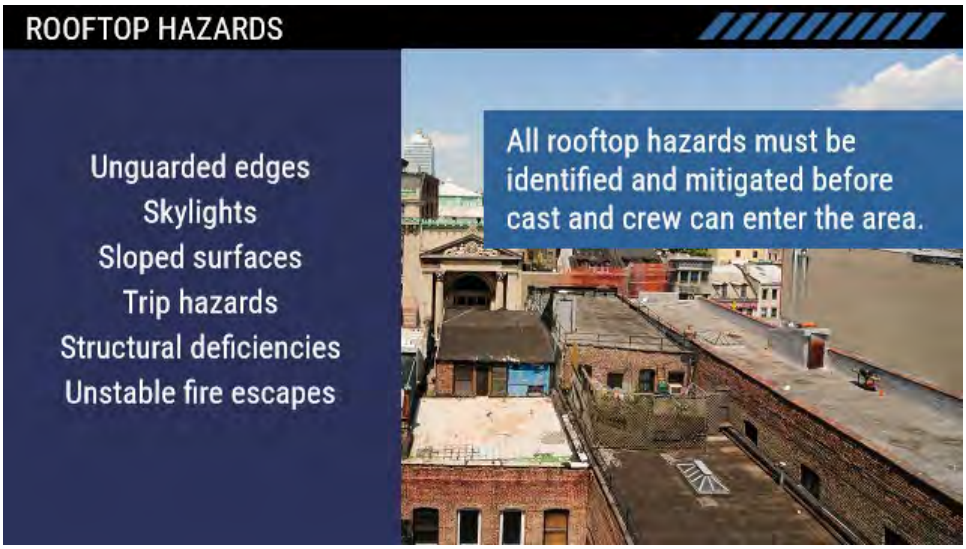
Be aware of and avoid standing below people working overhead such as people in the perms, camera crew up on a ladder, a technician hanging a light, or someone working on a lift. Falling objects can injure those working below. Watch out for barriers put in place to prevent workers from entering areas where overhead work is taking place.

Slide 107. Elevated Areas and Fall Protection

Falls are one of the top causes of injuries in our industry. Employers are required to provide fall protection for elevated areas like rooftops, scaffolds, and stage platforms and where there are openings in surfaces like skylights and hatches.

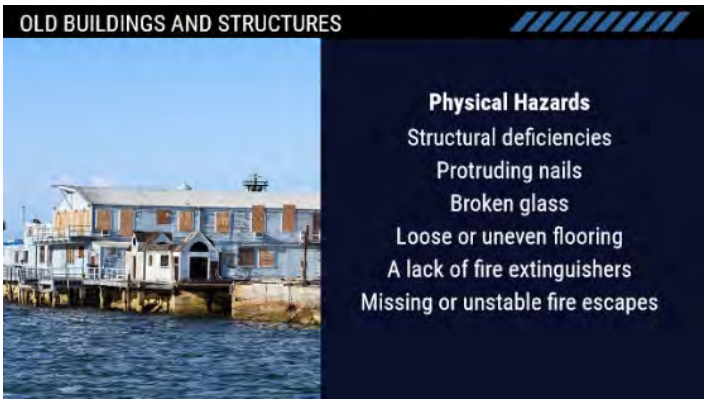
Fall protection can be guardrails, parapets, covers, or personal fall protection equipment. A combination of these protections may also be used. Do not alter or bypass a fall protection system without authorization.

Slide 108. Rooftop Hazards



Rooftop hazards include unguarded edges, skylights, sloped surfaces, trip hazards, structural deficiencies, and unstable fire escapes. The capacity and integrity of a roof, the height of the parapets, and fall protection for unguarded edges should be assessed. All rooftop hazards must be identified and mitigated before cast and crew can enter the area.

Slide 109. Old Buildings and Structures

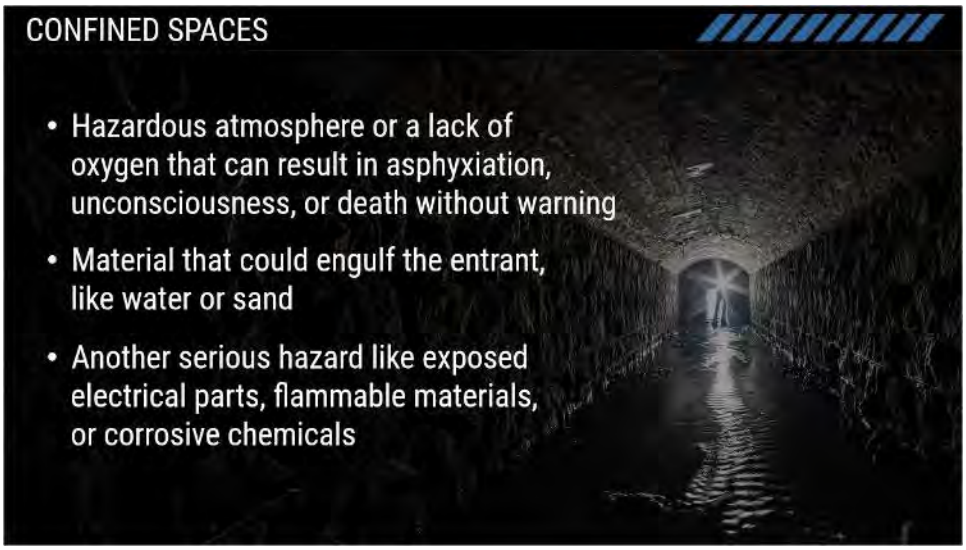


Even if it doesn't seem particularly run-down, an older or unoccupied building or structure may have physical hazards such as structural deficiencies, protruding nails, broken glass, loose or uneven flooring, a lack of fire extinguishers, or missing or unstable fire escapes.

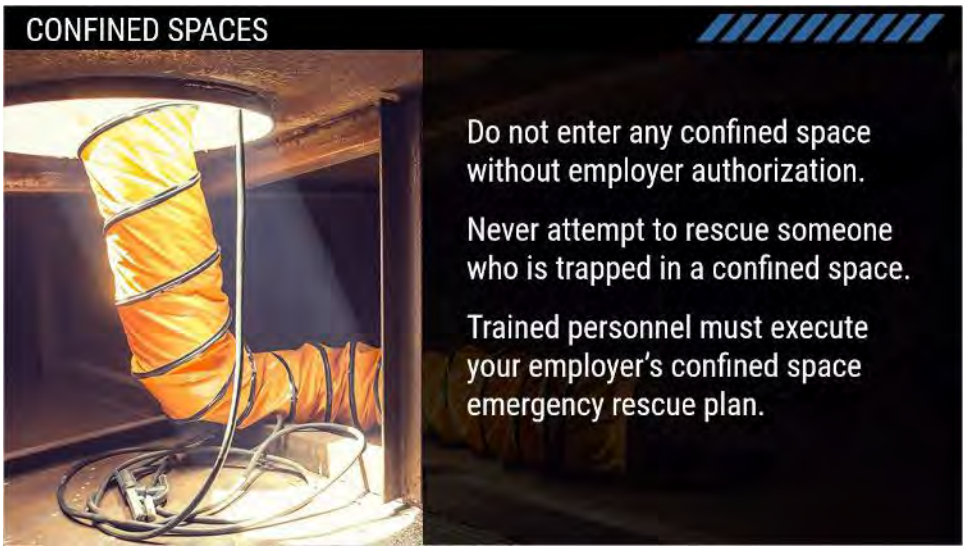
Health hazards such as bird and rodent droppings, mold, standing water, asbestos, or lead paint may also be present.

Do not enter a structure or disturb its floors, walls, or ceilings before it has been checked for these kinds of hazards. Do not go into any area that has been marked "off-limits."

Slide 110. Confined Spaces



A confined space can be extremely dangerous. It could have a hazardous atmosphere or a lack of oxygen that can result in asphyxiation, unconsciousness, or death without warning. It could contain a material that could engulf the entrant, like water or sand. Or the space could contain another serious hazard like exposed electrical parts, flammable materials, or corrosive chemicals.

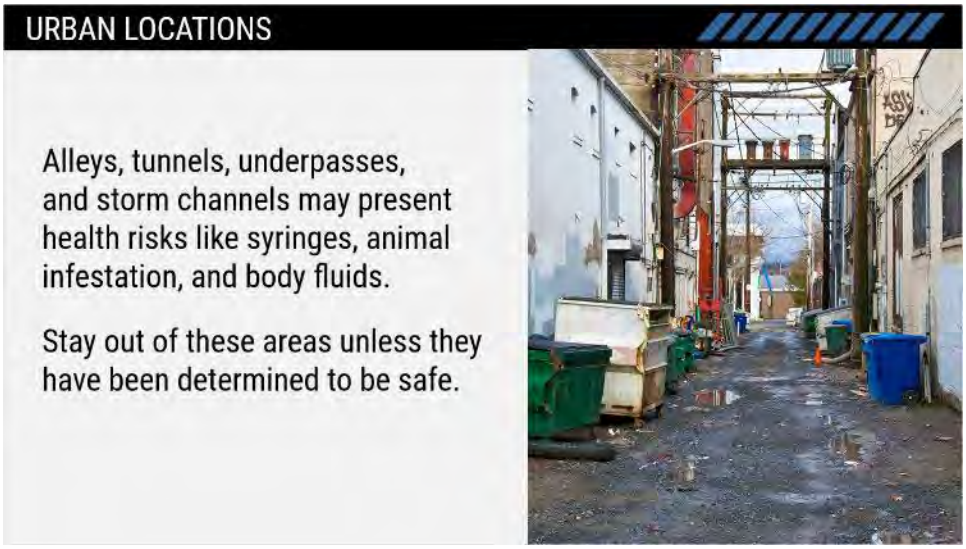


Do not enter any confined space without employer authorization. Never attempt to rescue someone who is trapped in a confined space. In such cases, trained personnel must execute your employer's confined space emergency rescue plan.

Slide 111. Excavations

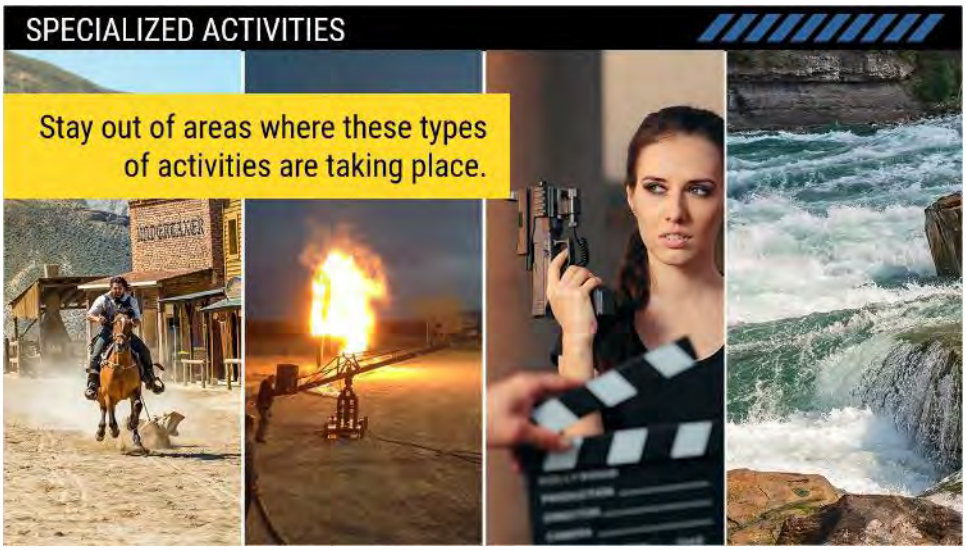
Do not enter or work near an excavation without employer authorization. Personnel can be injured in an excavation from a cave-in, a hazardous atmosphere, or energized electrical equipment. Emergency rescue of a trapped person should be handled only by trained professionals.

Slide 112. Urban Locations



Urban locations such as alleys, tunnels, underpasses, and storm channels may present health risks like syringes, animal infestation, and body fluids. Stay out of these areas unless they have been determined to be safe.

Slide 113. Specialized Activities



Production sequences that include stunts, animals, pyrotechnics, firearms, or bodies of water can have inherent hazards. Stay out of areas where these types of activities are taking place unless you are authorized to enter.

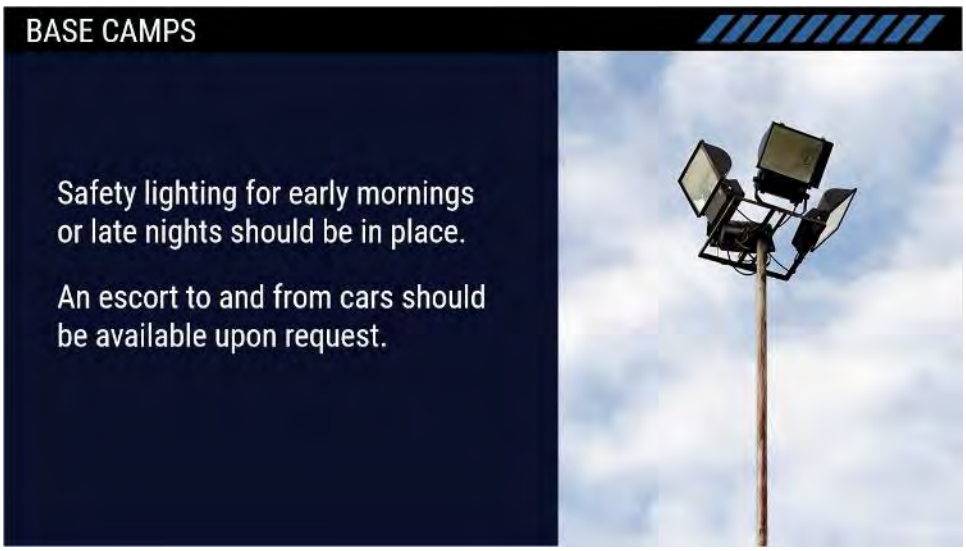
If you are involved in these activities, you may be required to take other safety courses and have additional training.

If you are uncomfortable working in any of these situations, notify your supervisor or safety representative prior to that day's call.

Slide 114. Base Camps

When working out of a base camp, be aware of and look for changing hazards. Drive slowly in unfamiliar areas. Look for and use pedestrian walkways.

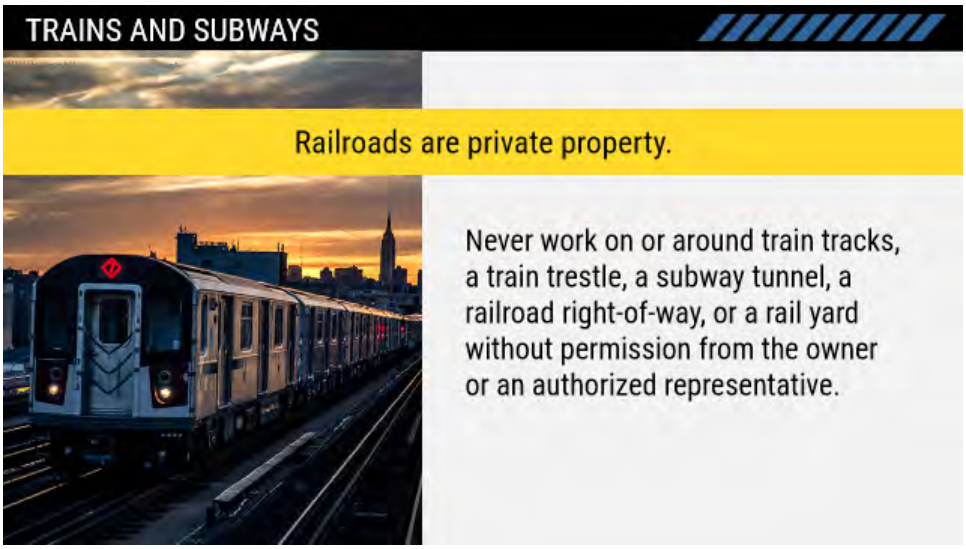
Watch out for trip hazards like cables and uneven terrain. Report trip hazards that can be corrected.



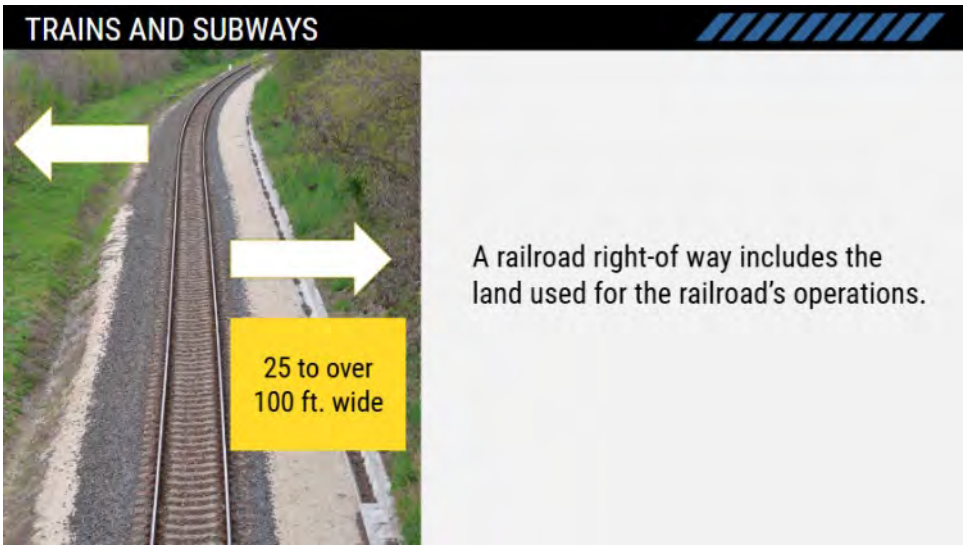
Safety lighting for early mornings or late nights should be in place. However, you may not want to walk alone. An escort to and from cars should be available upon request.

Dry brush may increase the risk of fire. Dispose of cigarettes only in supplied, fire-proof receptacles. If you experience even a small electrical shock when touching a base camp vehicle, report it immediately.

Slide 115. Trains and Subways



Railroads are private property. Never work on or around train tracks, a train trestle, a subway tunnel, a railroad right-of-way, or a rail yard without permission from the owner or an authorized representative.



A railroad right-of-way extends beyond the tracks. It includes the land used for the railroad's operations and can range from 25 feet to over 100 feet wide.

If authorization is given, the railroad's safety procedures must be followed. Typically, a designated railroad representative from the rail company or subway transit authority will be assigned to a production and will conduct a safety meeting to discuss work procedures and hazards.

Keep in mind that a train is significantly wider than the width of the tracks. A safe distance is considered 15 feet from the side of the tracks.

Slide 116. Airports and Aircraft

Stay a safe distance away from moving airplanes, helicopters, and drones. Runways and landing areas should be kept clear of equipment, props, and debris. Do not smoke within 100 feet of aircraft or fueler trucks.

Slide 117. Wilderness Locations

Hazards in wilderness locations include wild animals, poisonous animals and plants, and insects. Keep your distance from wild animals and wear clothes that keep your body covered.

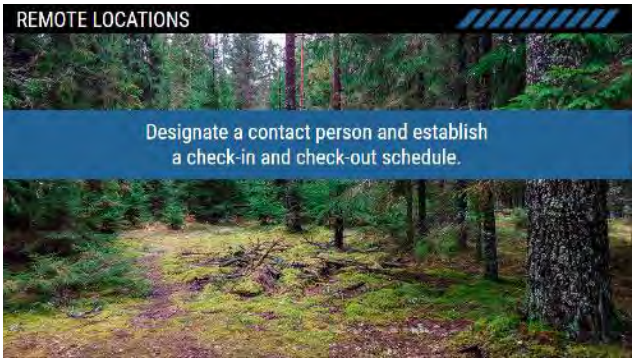
If you know you have allergic reactions to poison oak, poison ivy, or other poisonous plants, inform production and/or the set medic before entering an area that is known to have these types of plants. You may want to bring an extra set of clothing to change into at the end of the day.

Note that a production may not intentionally harm and must take precautionary measures to protect the safety of indigenous species in a filming area, including their nests, dens, or caves. See Safety Bulletin #31 to learn more about working around indigenous wildlife.

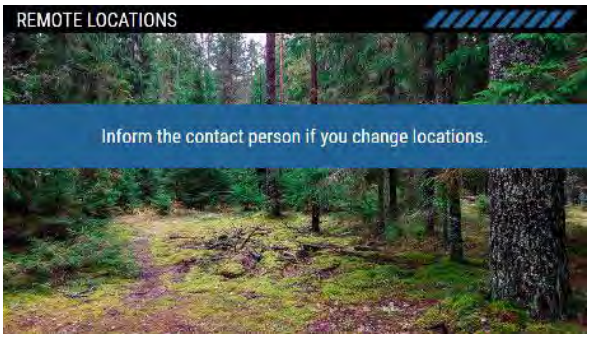
Slide 118. Remote Locations

Planning ahead is especially crucial when working in a remote location or by yourself.

Determine how you will communicate with the outside world. Test cell phone service ahead of time and make sure phones are charged. You may want to bring charged external batteries. Short-wave radios or satellite phones may be needed.

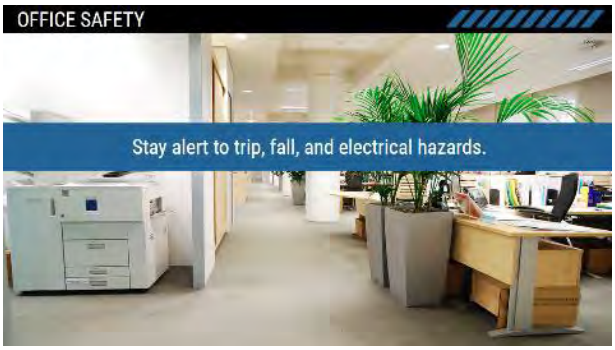


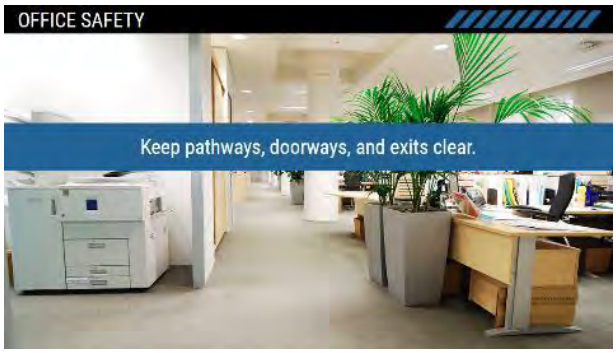
Designate a contact person and establish a check-in and check-out schedule.



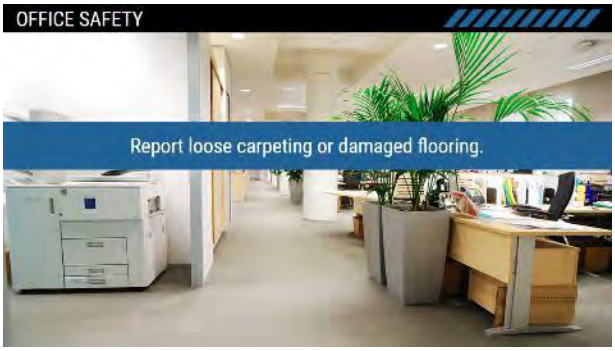
Inform the contact person if you change locations. Have an action plan if someone does not check in at the agreed-upon time.

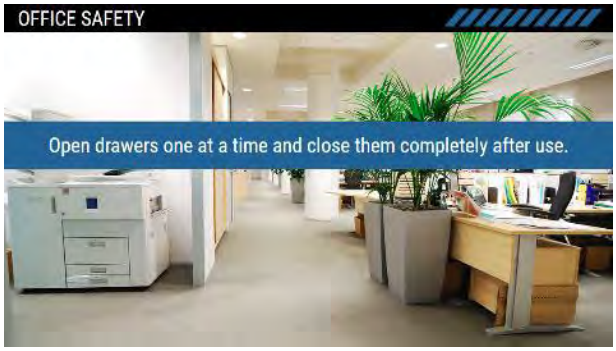
Slide 119. Office Safety





Even if you work in an office rather than on set, you still need to stay alert to trip, fall, and electrical hazards. Keep pathways, doorways, and exits clear.



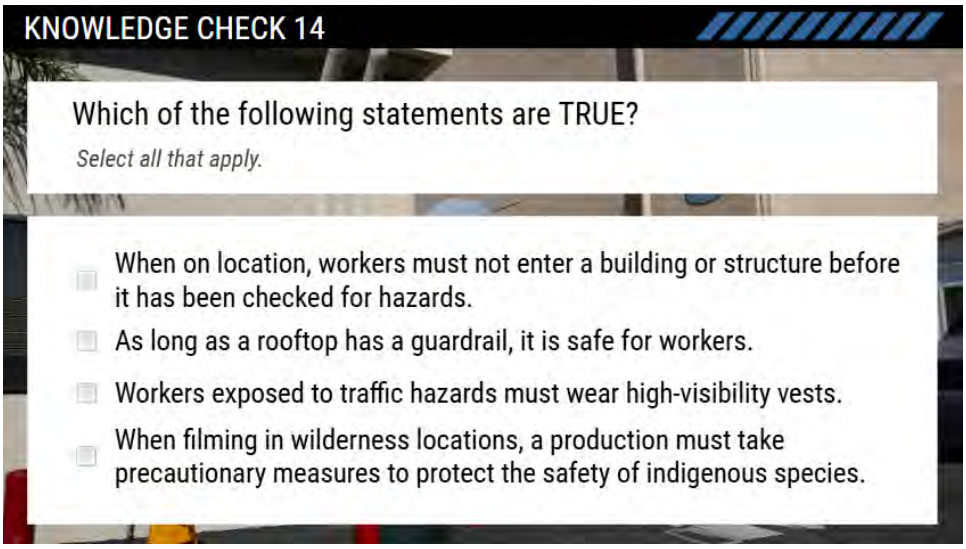


Report loose carpeting or damaged flooring. Open drawers one at a time and close them completely after use.

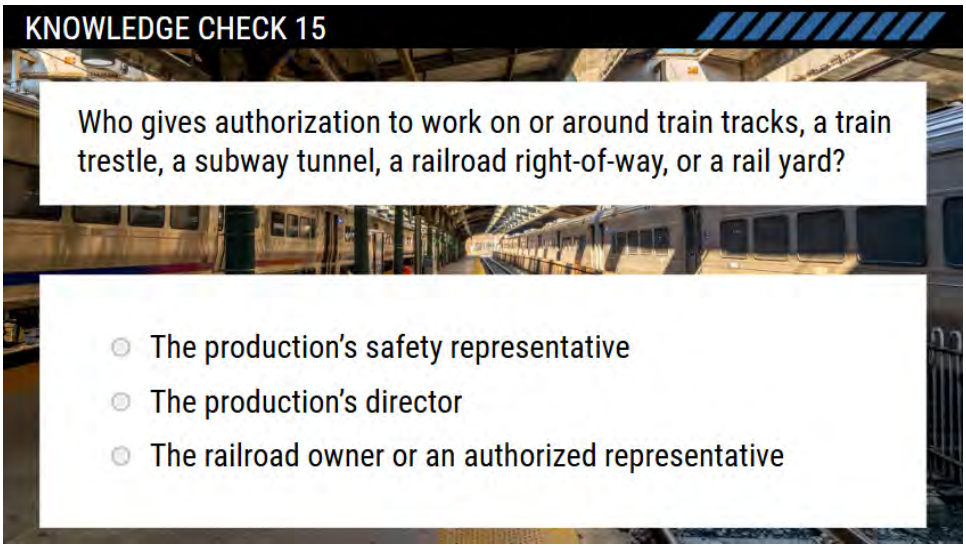
Keep electrical cords organized and out of the way. Do not overload outlets. Use a step ladder, not a chair, to reach overhead items. Never stand on a swivel chair.

We've reached the end of the scene. Ready for a couple of review questions?

Slide 120. Knowledge Check 14



Slide 121. Knowledge Check 15



Slide 122. SCENE 8, SEVERE WEATHER AND NATURAL DISASTERS

Scene Eight, Severe Weather and Natural Disasters.

Slide 123. Heat Illness | Employer Responsibilities

Let's start off with heat illness, a concern for those working in both outdoor and indoor locations.

Employers are required to provide protections from heat illness. In many states, these protections fall under the authority of Federal OSHA. However, some states, including California, have specific heat illness standards.

For the rest of this scene, we'll review California requirements. If you're working in another state, ask your employer or supervisor about heat illness protections for that location.

In California, employers are required to have a Heat Illness Prevention Plan that addresses both outdoor and indoor work locations. The plan must be written and made available to employees. It will include information on how the employer will comply with the requirements to provide water, shade, cool-down areas, cool-down rests, and access to first aid. It will also specify procedures for monitoring weather and responding to heat illness signs and symptoms and emergencies.

Slide 124. Heat Illness | Causes

Heat illness is a serious medical condition that occurs when heat builds up inside a person's body and it can no longer effectively cool itself.

Heat illness can be caused by environmental factors such as high air temperature; lack of air movement; high humidity; radiant heat from the sun, hot lights, or other sources; and conductive heat sources such as the ground.

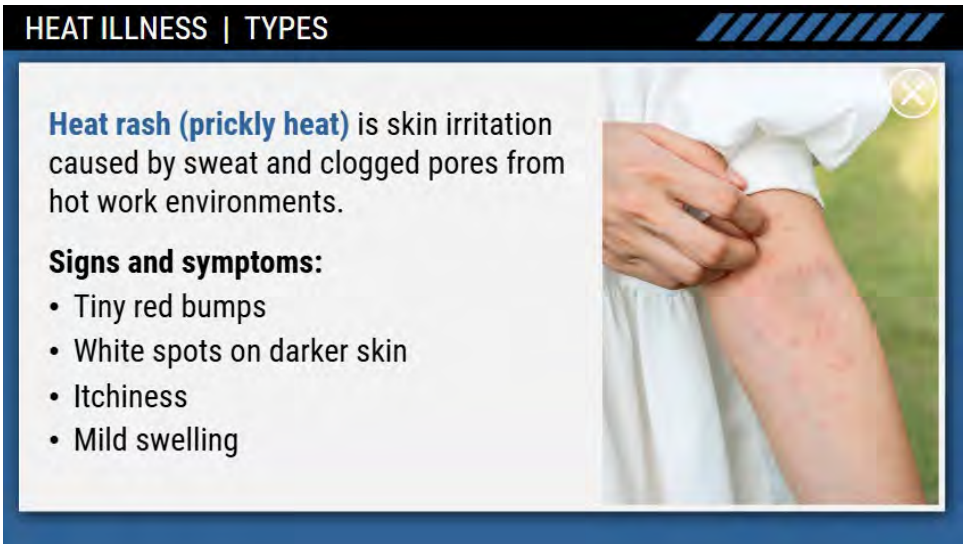
Personal risk factors can also make people more susceptible to heat illness including a history of heat illness; an individual's age and health; not drinking enough water; degree of acclimatization; use of medications that affect the body's water retention; and alcohol and caffeine consumption.

Additionally, physical exertion, the duration of physical activity, clothing, and PPE can cause heat to build up inside the body.

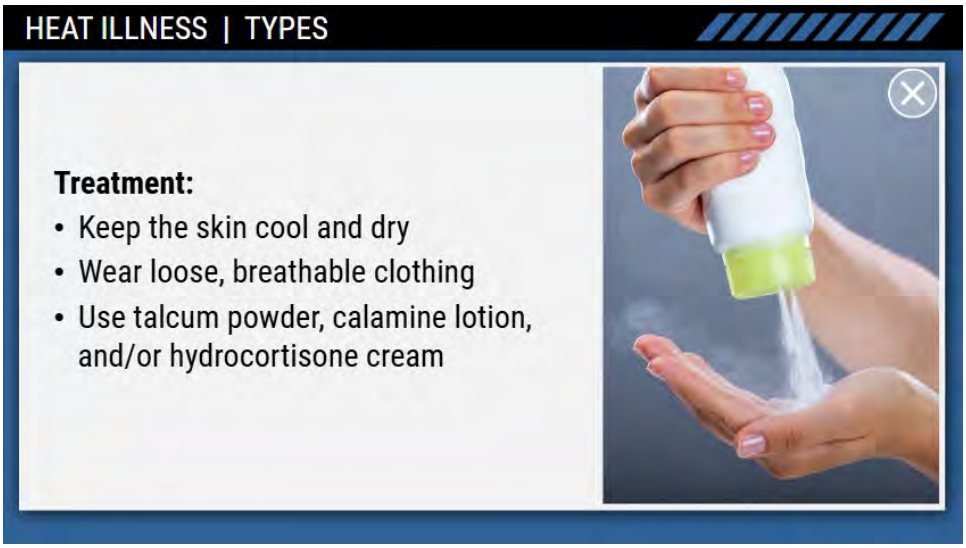
Slide 125. Heat Illness | Types

Heat illness can present as one or more conditions. Select each image to learn more.

Slide 126. Heat Illness | Heat Rash

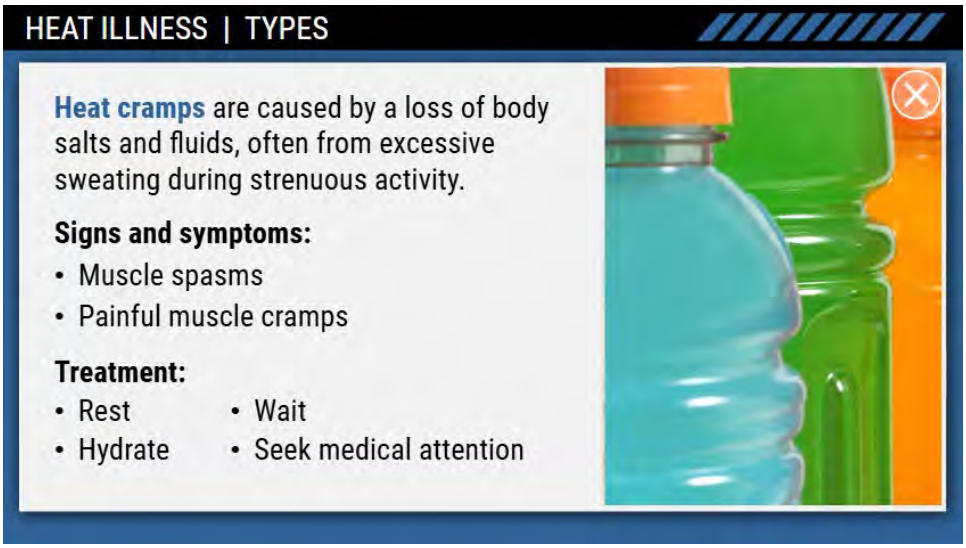


A **heat rash**, also called prickly heat, is skin irritation caused by sweat and clogged pores from hot work environments. Signs and symptoms include tiny red bumps that appear as blisters or pimples or white spots on darker skin; itchiness; and mild swelling.



To treat a heat rash, keep the skin cool and dry; wear loose, breathable clothing; and use talcum powder, calamine lotion, and/or hydrocortisone cream.

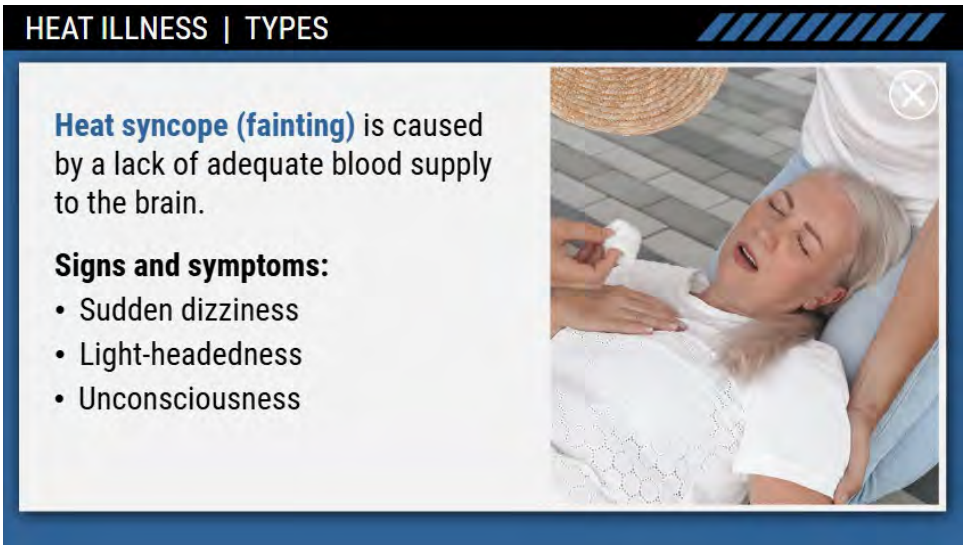
Slide 127. Heat Illness | Heat Cramps



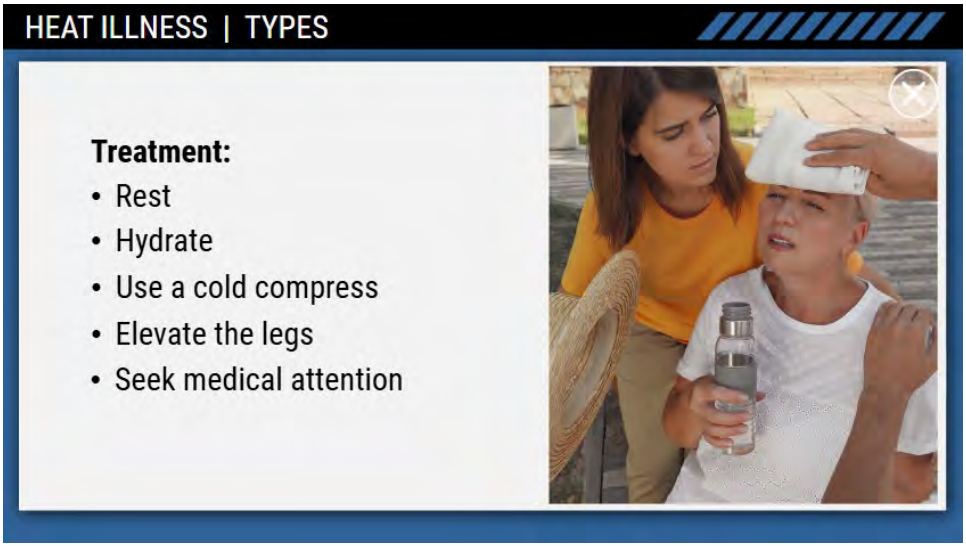
Heat cramps are caused by a loss of body salts and fluids, often from excess sweating during strenuous activity, resulting in muscle spasms or painful muscle cramps.

Those experiencing heat cramps should rest in a shaded, cool area; hydrate with water or a drink with electrolytes; and then wait a few hours before returning to strenuous work. Seek medical attention if cramps do not go away or other symptoms develop, like nausea, confusion, or high fever.

Slide 128. Heat Illness | Heat Syncope

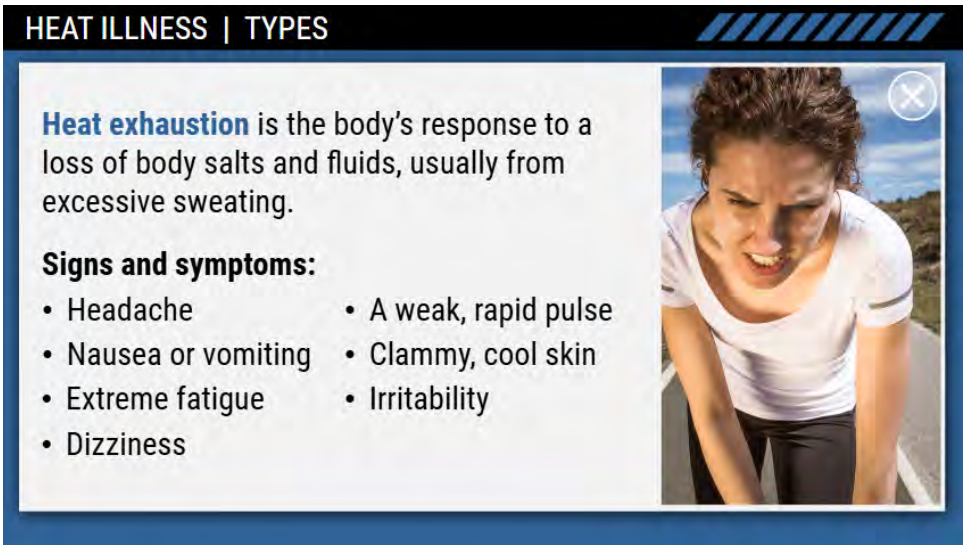


Heat syncope, or fainting, is caused by a lack of adequate blood supply to the brain. Dehydration or lack of acclimatization to work in warm or hot environments can increase the susceptibility to fainting. Heat syncope is characterized by sudden dizziness, light-headedness, and unconsciousness.

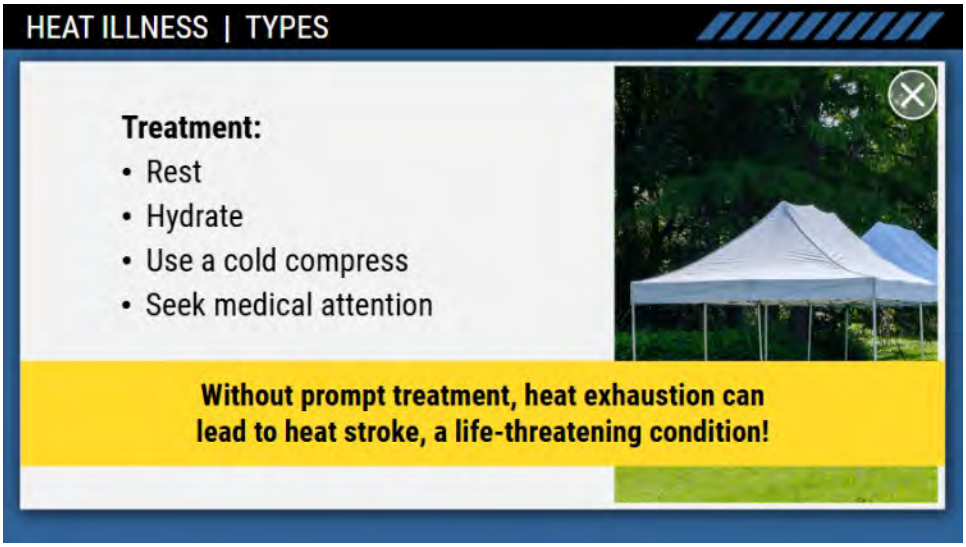


Those suffering from heat syncope should rest in a shaded, cool area; hydrate with water or a drink with electrolytes; use a cold compress, and elevate the legs. Seek medical attention if symptoms persist.

Slide 129. Heat Illness | Heat Exhaustion

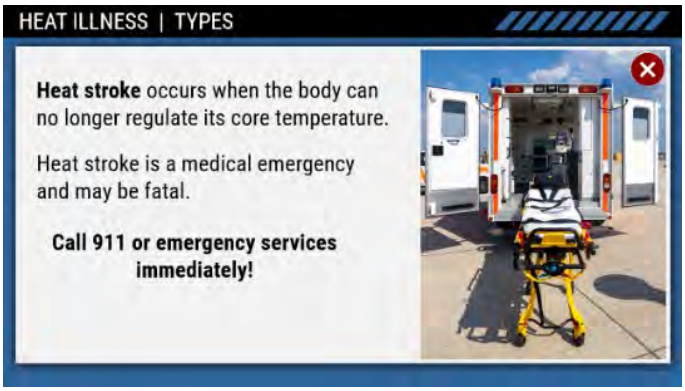


Heat exhaustion is the body's response to a loss of body salts and fluids, usually from excessive sweating. Signs and symptoms include headache; nausea or vomiting; extreme fatigue; dizziness; a weak, rapid pulse; clammy, cool skin; and irritability.

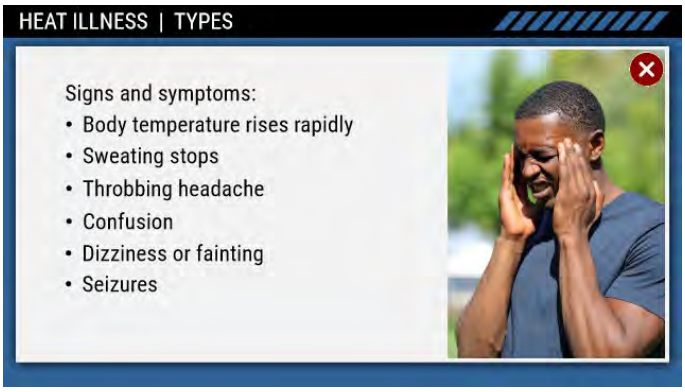


Treat heat exhaustion with rest in a shaded, cool area; hydration; and cold compresses. Seek medical attention if symptoms persist or worsen. Without prompt treatment, heat exhaustion can lead to heat stroke, a life-threatening condition.

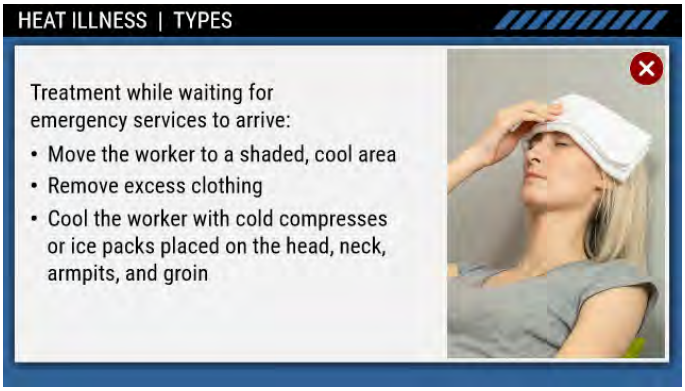
Slide 130. Heat Illness | Heat Stroke



Heat stroke occurs when the body can no longer regulate its core temperature. Heat stroke is a medical emergency and may be fatal. Call 911 or emergency services immediately!



During heat stroke, the body's temperature rises rapidly, sweating stops, and the body is unable to cool down. Other symptoms include a throbbing headache, confusion, dizziness or fainting, and seizures.



While waiting for emergency services to arrive, move the worker to a shaded, cool area and remove excess clothing. Cool the worker with cold compresses or ice packs placed on the head, neck, armpits, and groin.

Slide 131. Heat Illness | Warnings

Heat illness can develop rapidly and is not always obvious before it becomes life-threatening. Never discount discomfort or symptoms when working in heat, after work, or the next day. Symptoms can occur even after work has stopped.

Lack of thirst and cool skin are not valid indicators of how the body is reacting to heat. Internal body temperature may be building up to dangerous levels even if you don't feel thirsty or your skin feels cool.

Someone exhibiting symptoms of heat illness should not be left unattended. They could faint, fall, or hurt themselves unintentionally if they have a seizure.

Immediately report signs or symptoms of heat illness to your employer directly or through a supervisor so that the employer’s procedures for responding to heat illness can be implemented.

Slide 132. Heat Illness | Prevention

There is a lot you can do to prevent heat illness from occurring. Select each image to learn more.

Slide 133. Heat Illness | Prevention | Hydration

Drinking plenty of water is the most important step in avoiding heat illness. Drink small quantities of water frequently—up to four cups per hour. Don't wait until you're thirsty.

Water must be located as close as is practical to workers, but if your job duties do not allow you to leave your post, be sure to carry a large water bottle.

Limit beverages high in sugar and caffeine, and drink water before and after work.

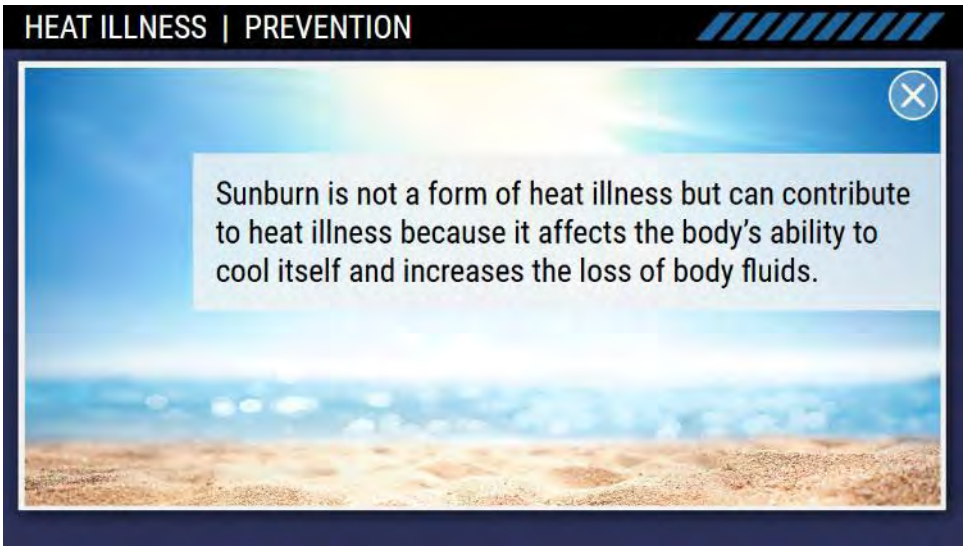
Slide 134. Heat Illness | Prevention | Acclimatization

Another important prevention measure is acclimatization, which is temporarily adapting the body to work in the heat through gradual exposure.

Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

Start with shorter lengths of exposure and less strenuous work and increase both gradually. Take breaks frequently to drink water and rest in the shade or a cool place. Repeat work-and-rest cycles until you are used to working in the heat. Don't expect to keep pace with others who are used to the conditions.

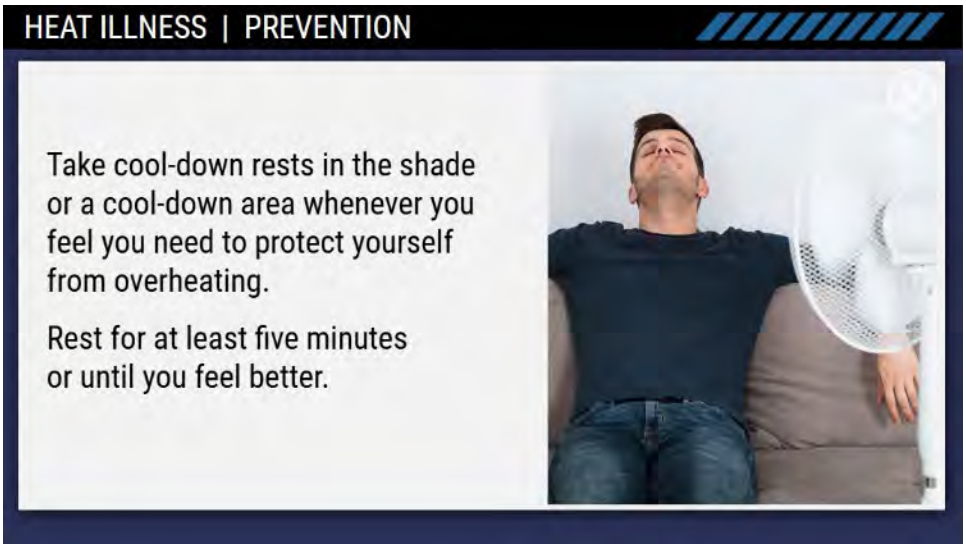
Slide 135. Heat Illness | Prevention | Sun Exposure



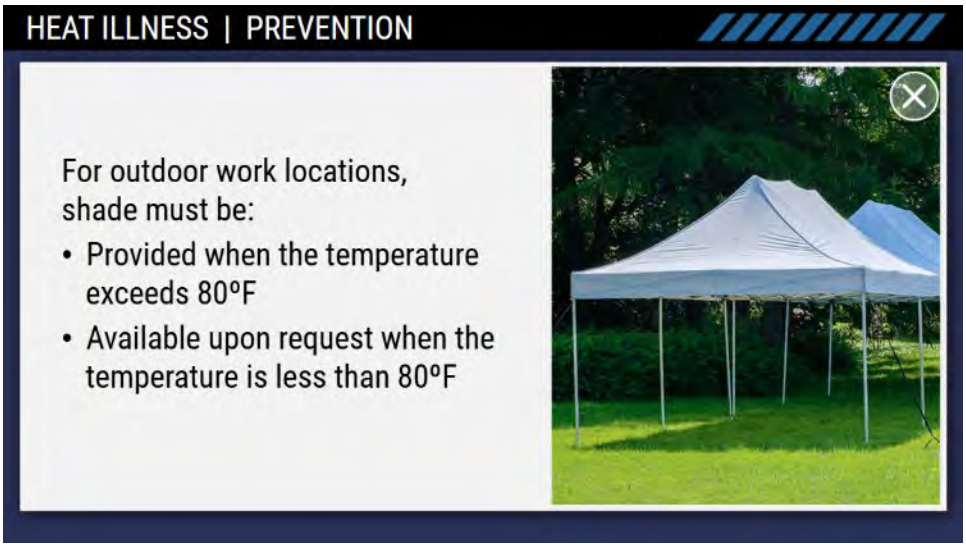
Sunburn, which is caused by overexposure to ultraviolet radiation, is not a form of heat illness but can contribute to heat illness because it affects the body's ability to cool itself and increases the loss of body fluids.

To protect against sun exposure, wear loose-fitting, light-colored clothing that covers your skin. Wear sunglasses with UV protection and a wide-brimmed hat—a baseball cap will not protect your ears or the back of your neck. And use sunscreen or sunblock and reapply at least every two hours or more often if you're sweating a lot.

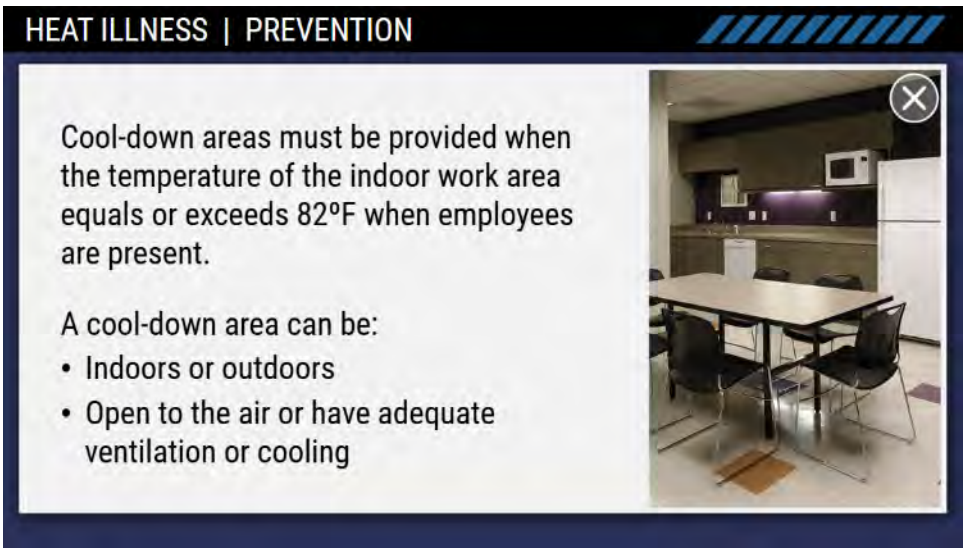
Slide 136. Heat Illness | Prevention | Cool-Down Rests



Take preventative cool-down rests in the shade or a cool-down area whenever you feel you need to protect yourself from overheating. Rest for at least five minutes or until you feel better.



For outdoor work locations, shade must be provided when the temperature exceeds 80 degrees Fahrenheit and it must be available upon request when the temperature is less than 80 degrees Fahrenheit.



For indoor work locations, cool-down areas must be provided when the temperature of the indoor work area equals or exceeds 82 degrees Fahrenheit when employees are present. A cool-down area can be indoors or outdoors and can be open to the air or have adequate ventilation or cooling.

Both shade and cool-down areas should be located as close as is practical to workers. Access to these areas is permitted at all times.

When a worker takes a preventative cool-down rest, they must be monitored for signs and symptoms of heat illness, encouraged to remain there for as long as necessary, and cannot be ordered back to work until signs and symptoms have abated.

Slide 137. Heat Illness | Prevention | Meals

Finally, eat light, easy-to-digest meals. Hot, heavy meals can increase body temperature.

Slide 138. Heat Illness | Supervisor Responsibilities

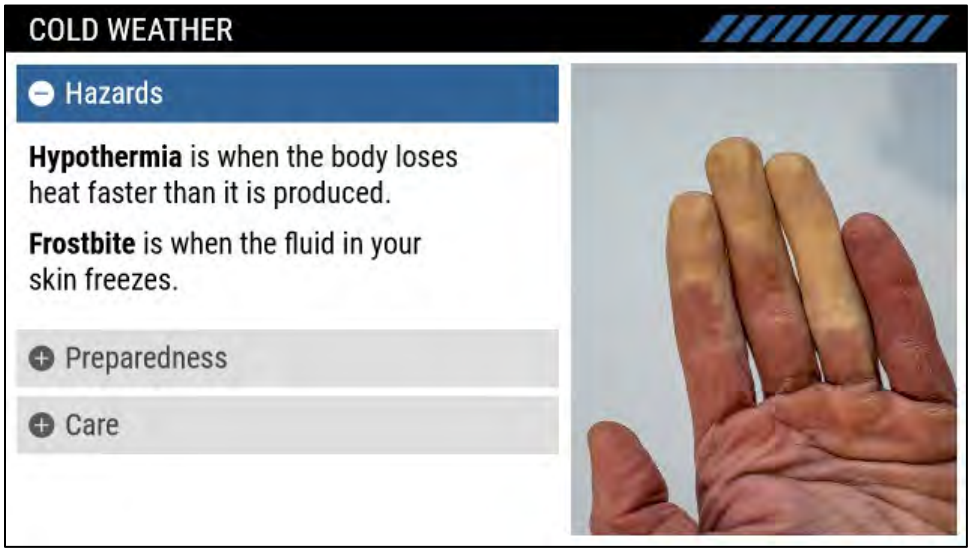
Beyond knowing the types and causes of heat illness, supervisors must know the procedures to follow to implement heat illness provisions and ensure their crew follows the heat illness prevention plan, understands the preventative measures for the location, and knows how to give clear and precise directions to the work site in case a crew member needs to contact emergency services.

Supervisors are also responsible for monitoring weather, including when an indoor work area is affected by outdoor temperatures, and knowing how to respond to hot weather advisories; maintaining effective communication with their crew; reminding workers to drink water; and ensuring there is access to shade for outdoor locations and access to cool-down areas for indoor locations.

Finally, supervisors must observe workers for signs and symptoms of heat illness; closely monitor workers during heat waves and during the first fourteen days of acclimatization; and know how to implement emergency response procedures.

Supervisors should use their employer's Heat Safety Checklist or another checklist to help them confirm that they have covered the requirements for water, shade, cool-down areas, rest, worker training, and emergency response.

Slide 139. Cold Weather | Hazards

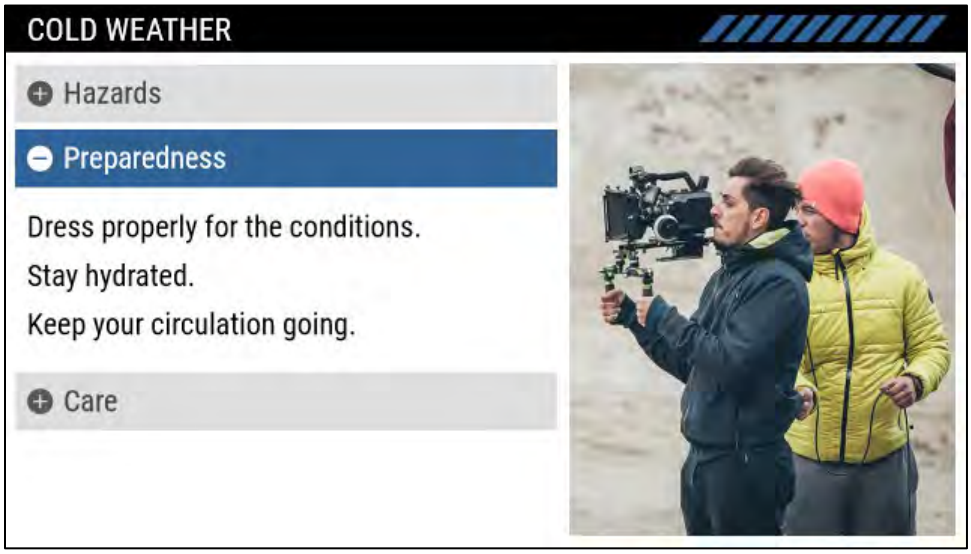


Now let's move on to cold weather, where the two most serious hazards are hypothermia and frostbite. Hypothermia is when the body loses heat faster than it is produced. Hypothermia can occur in freezing temperatures or cold wind, when working in water or wet clothing for extended periods of time, or a combination of these conditions.

Frostbite is when the fluid in your skin freezes. It can be caused by exposure to cold-weather conditions or direct contact with ice, frozen metal, or very cold liquids.

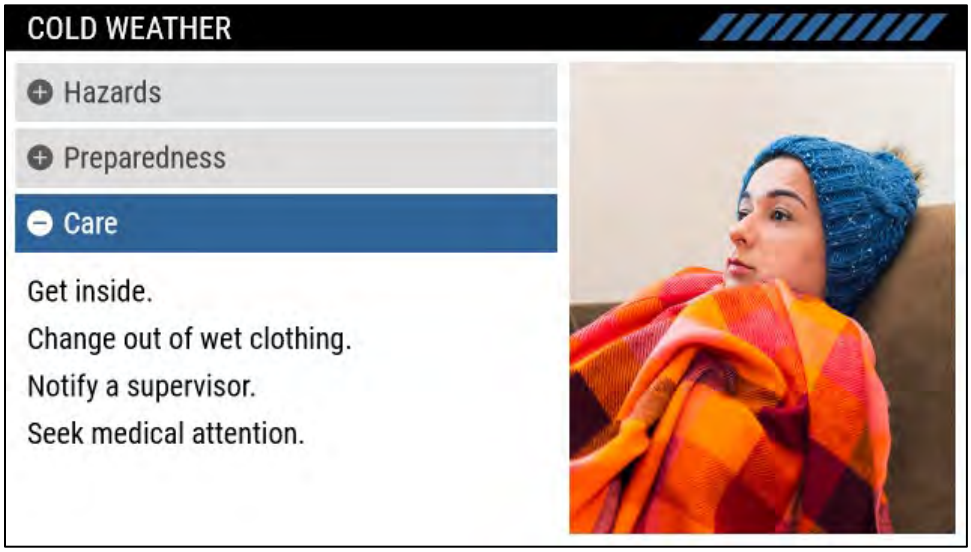
Select each button below to learn more.

Slide 140. Cold Weather | Preparedness



To avoid hypothermia and frostbite, dress properly for the conditions; have layers of clothing available so that you can add or remove items to better regulate your body temperature; have extra clothing so you can change out of wet or sweaty items; wear synthetic or wool clothing; stay hydrated; and keep your circulation going by moving your body.

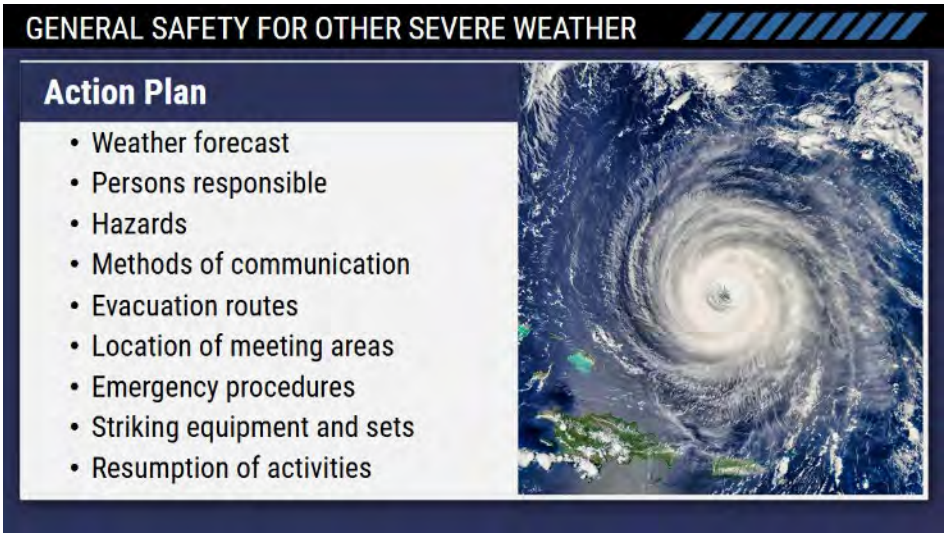
Slide 141. Cold Weather | Care



If there is a chance that someone is suffering from hypothermia or frostbite, they should get inside and change out of wet clothing. Notify a supervisor and seek medical attention immediately.

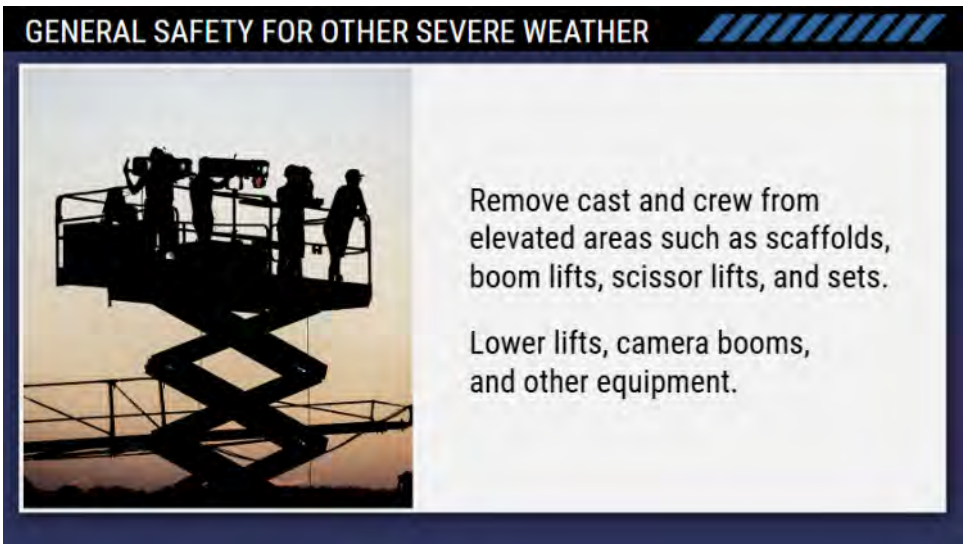
Slide 142. General Safety for Other Severe Weather

Dangerous weather or weather-related natural disasters are possible wherever you're working.



An action plan will be developed and communicated to the cast and crew at a safety meeting. Safety meeting topics may include, but are not limited to the weather forecast for the entire production day; the designated persons responsible for monitoring potential severe weather; the hazards associated with the severe weather; methods of communication; evacuation routes; the location of designated shelters or meeting areas; emergency procedures; when and how to strike equipment and sets, if required; and the resumption of activities after the threat is over.

For many of these potential disasters, there is ample warning time, allowing the crew to enact some safety measures.



Remove cast and crew from elevated areas such as scaffolds, boom lifts, scissor lifts, and sets. Lower lifts, camera booms, and other equipment.

Secure and protect equipment. And turn off or de-energize electrical equipment.

When ordered to evacuate, do not hesitate. Leave the area immediately and seek shelter at your pre-determined safe area. Do not return to the area until the “all clear” is given.

Slide 143. Other Severe Weather | Lightning

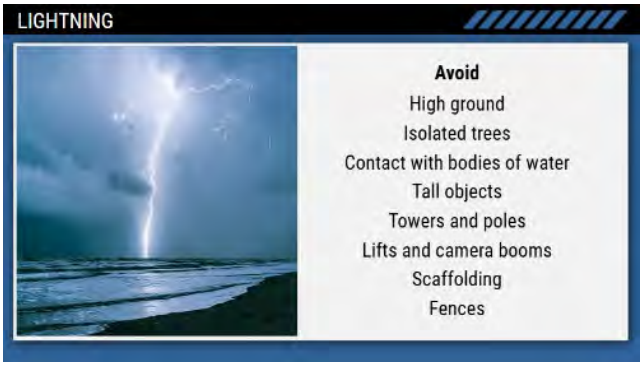
Lightning can strike miles from a thunderstorm even when there are no clouds or rain at your location and can cause electrocution, burns, fire, concussion from falling debris, and equipment damage. Production management, supervisors, and workers should be aware of weather conditions.

Watch for darkening clouds and increasing wind speeds, which can indicate developing thunderstorms.

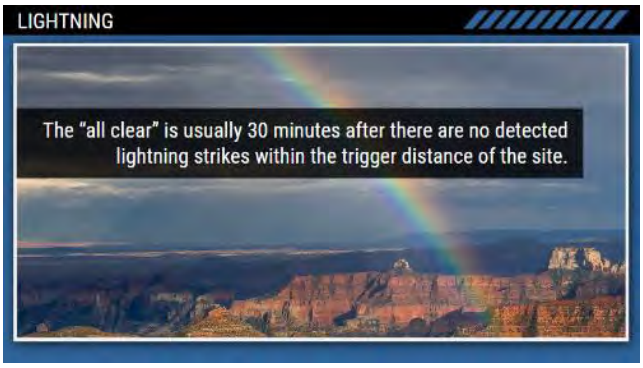
When signs of an approaching thunderstorm occur, production management will prepare to implement the action plan. Those working outdoors should not begin any task they cannot quickly stop.

A safe shelter should be identified in advance. If you're not near a substantial building, shelter in a hardtop car, bus, truck, or trailer with the windows rolled up.

If you're outside and shelter is not available, look for low areas or wooded areas with thick, small trees.

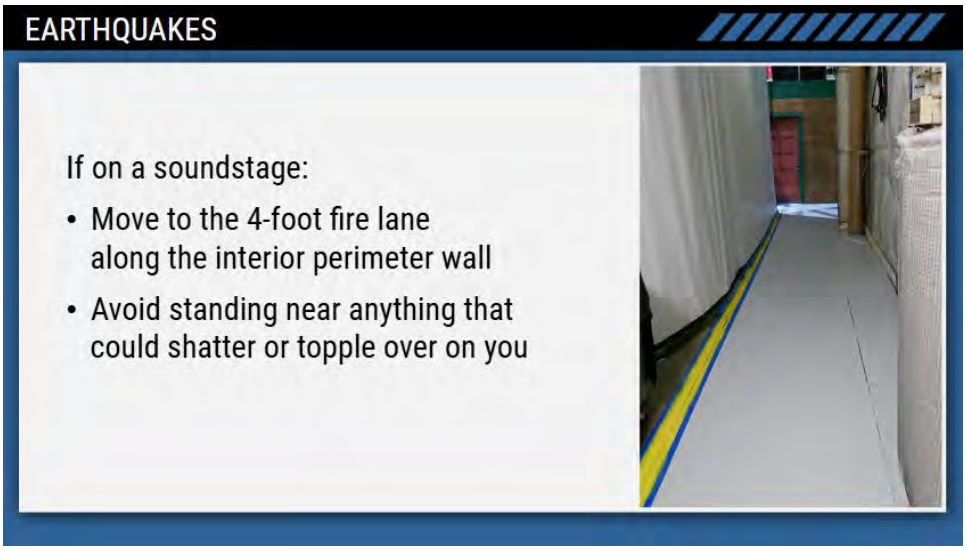


Avoid high ground, isolated trees, and contact with bodies of water. Keep clear of tall objects, towers and poles, scissor and boom lifts, camera booms, scaffolding, fences, and other metal equipment.

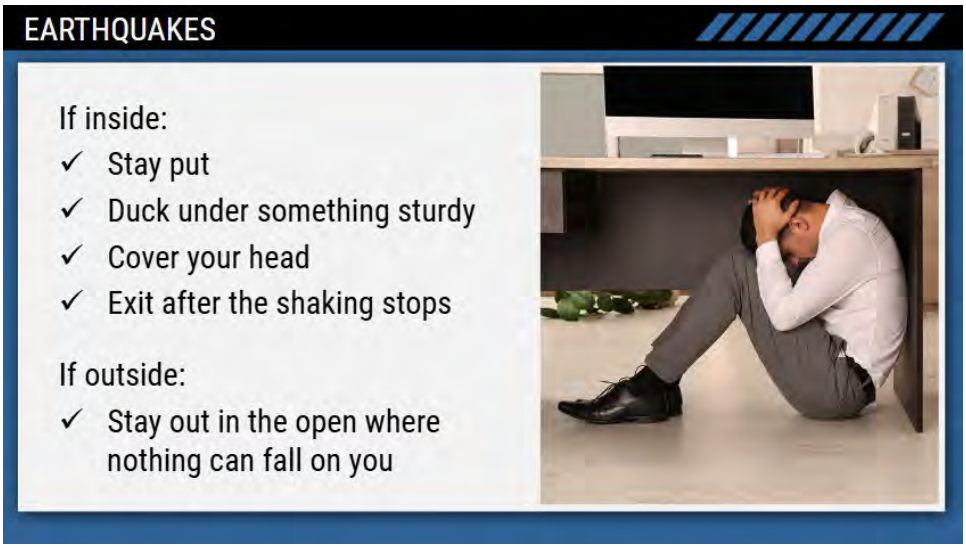


The "all clear" notification to return to the evacuated area usually will be 30 minutes after there are no detected lightning strikes within the trigger distance of the site, as specified in the action plan.

Slide 144. Earthquakes

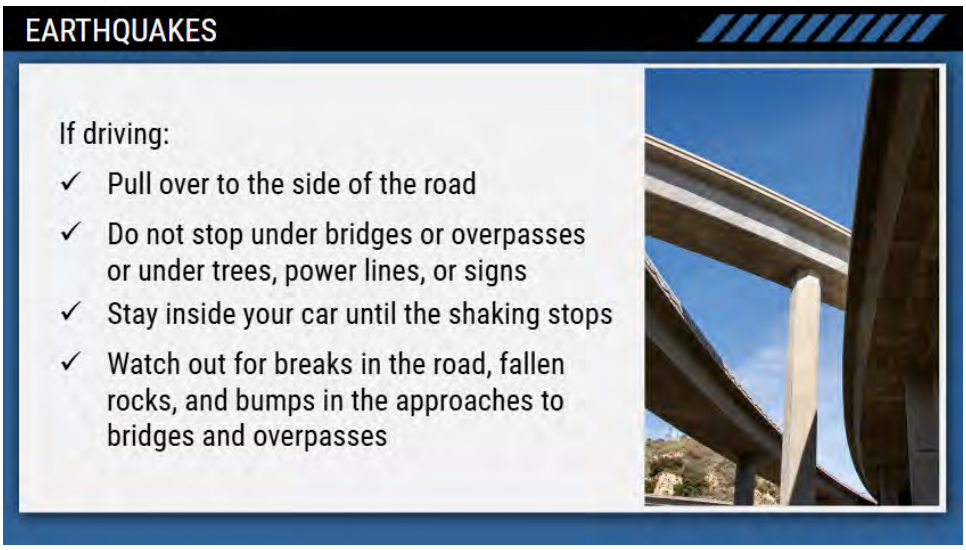


In the event of an earthquake when working on a soundstage, move to the 4-foot fire lane along the interior perimeter wall. Avoid standing near anything that could shatter or topple over on you.

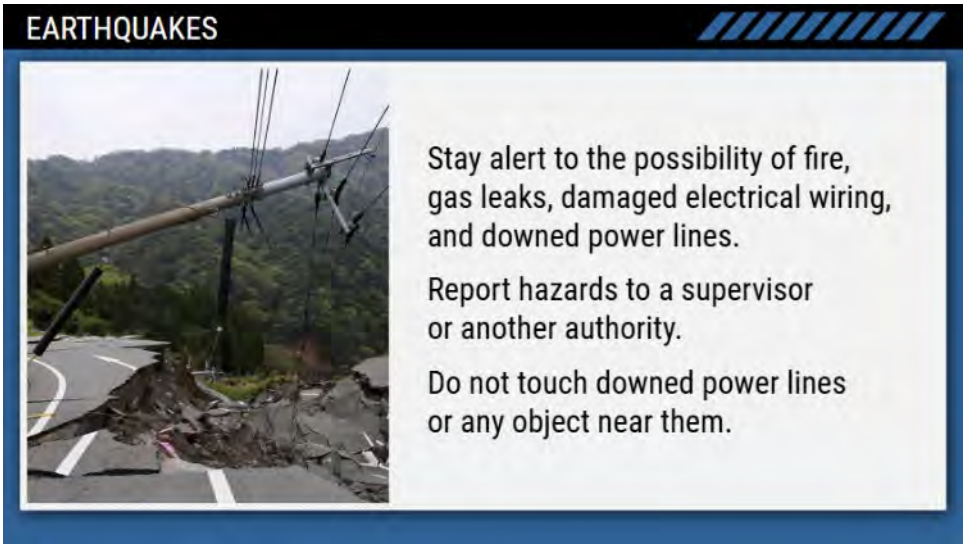


If inside a building, stay there. Duck under something sturdy and cover your head. Wait until the shaking stops before you exit.

If you're outside, stay out in the open where nothing can fall on you.



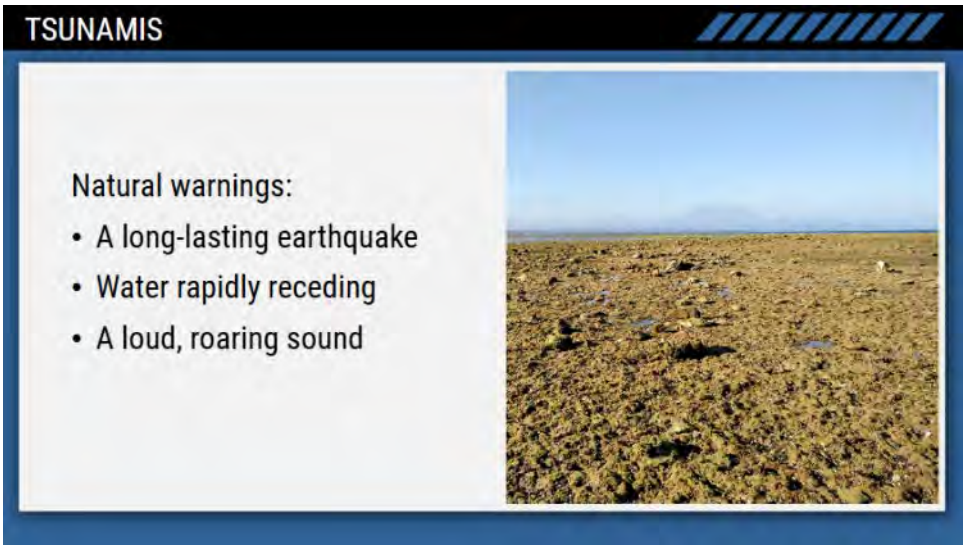
If you're driving, carefully pull over to the side of the road. Do not stop under bridges or overpasses or under trees, power lines, or signs that could fall onto the vehicle. Stay inside your car until the shaking stops. Once driving resumes, watch out for breaks in the road, fallen rocks, and bumps in the approaches to bridges and overpasses.



Stay alert to the possibility of fire, gas leaks, damaged electrical wiring, and downed power lines. Report such hazards to a supervisor or another authority. These dangerous areas may also need to be evacuated. Do not approach or touch downed power lines or any object near them.

Slide 145. Tsunamis

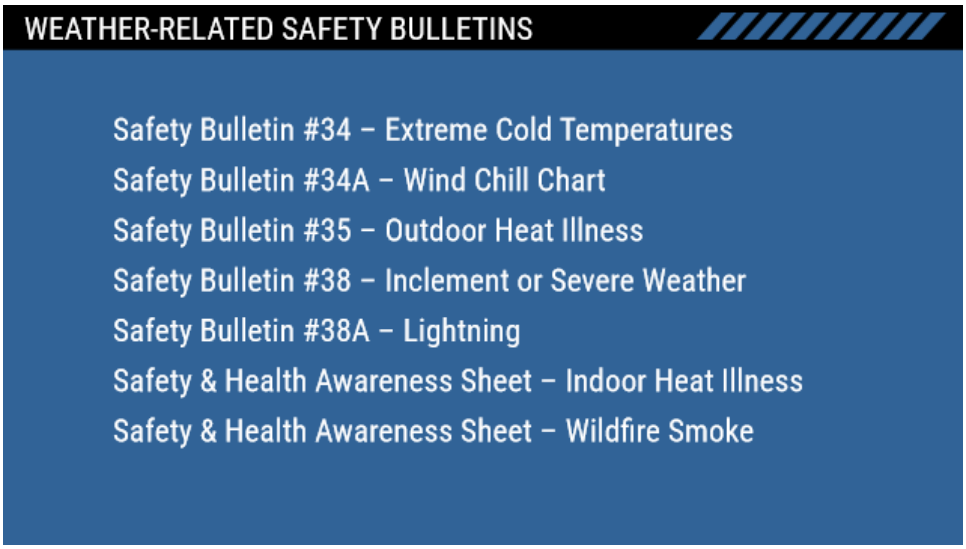
Earthquakes can trigger tsunamis. If you're working in a tsunami-prone area, after an earthquake watch out for tsunami warnings from emergency alerts and texts, news broadcasts, weather apps, and production notification.



And look for natural warnings: A long-lasting earthquake (20 seconds or more); water rapidly receding from the shoreline; and a loud, roaring sound like a train or jet.

If you think a tsunami is possible, do not wait for official instructions. Take action and move to a safe place. If working in a tsunami hazard zone, your employer's emergency plan should identify evacuation routes to a safe assembly area. However, evacuation routes may be subject to heavy traffic. Consider that the safest and closest place to evacuate may be a nearby elevated location such as the top floors of a multi-story building.

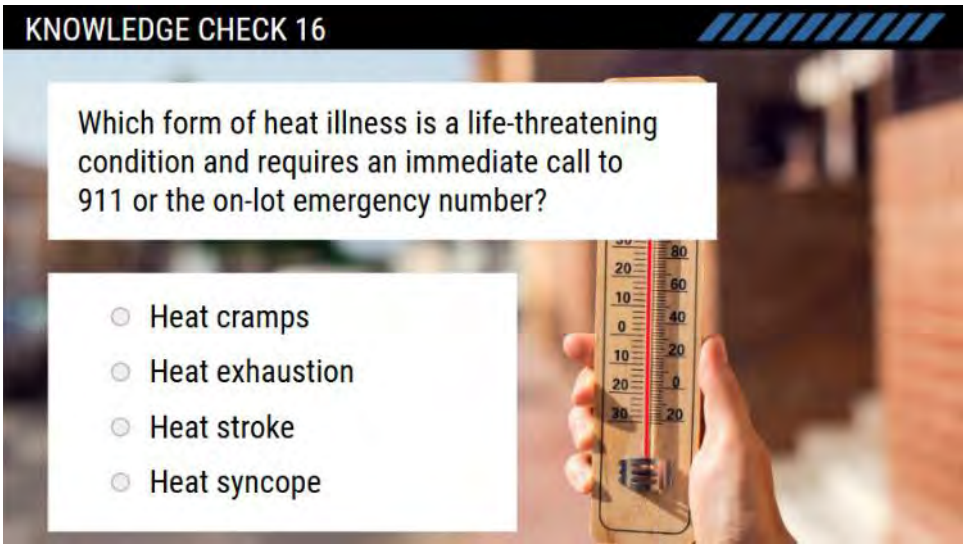
Slide 146. Weather-Related Safety Bulletins



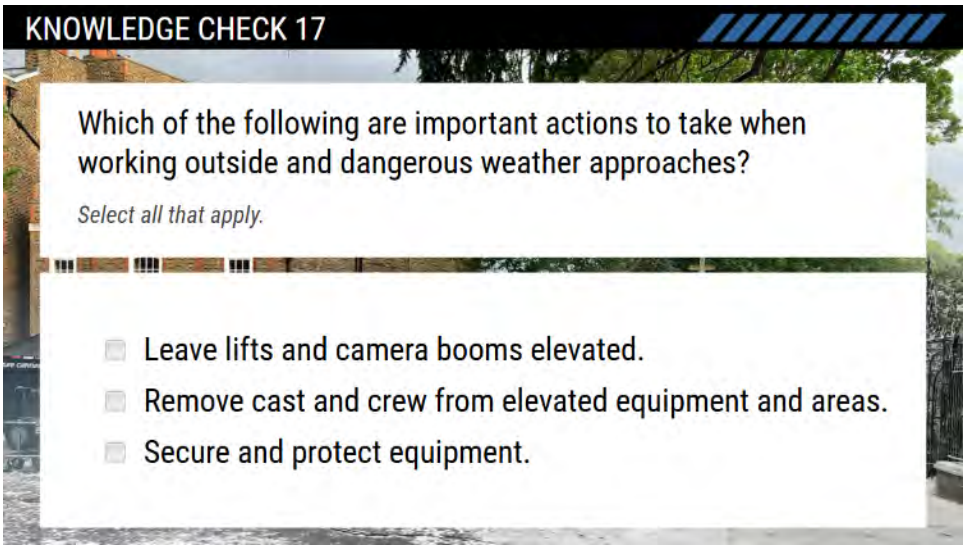
There are a number of weather-related safety bulletins and awareness sheets accessible through the Contract Services website or app. Take the time to review them thoroughly before you may be exposed to these conditions.

We're at our last couple of knowledge checks. Let's see how you do.

Slide 147. Knowledge Check 16



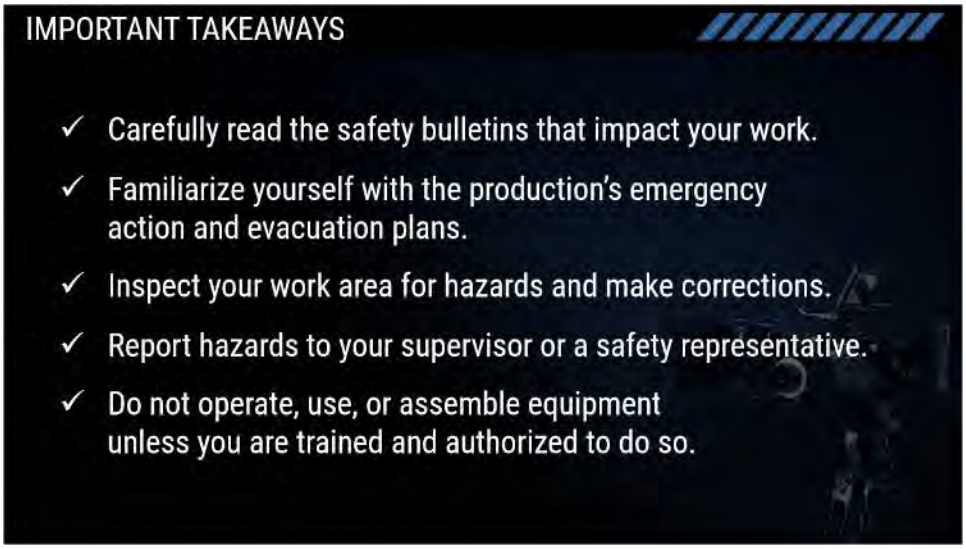
Slide 148. Knowledge Check 17



Slide 149. IN CLOSING

We've reached the end of the presentation. Before you are directed to the test, let's review some important points from the course.

Slide 150. Important Takeaways



Carefully read the safety bulletins that impact your work. Familiarize yourself with the production's emergency action and evacuation plans. Inspect your work area for hazards and make corrections where possible. Report hazards to your supervisor or a safety representative. Do not operate, use, or assemble equipment unless you are trained and authorized to do so.

Slide 151. A Safe Attitude

Your safe attitude impacts how you act and react to workplace conditions and challenges. Speak up about safety issues. Ask questions. Look out for your co-workers and for yourself. Remember, safety starts with you.