



Safety Training Course A

GENERAL SAFETY AND INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

Presented by
**Contract Services Administration
Training Trust Fund**

As part of the
**Safety Pass Training Program for the
Motion Picture and Television Industry**

A

Second Edition
July 2016



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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 91504로 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:

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Contract Services Administration Training Trust Fund
2800 Winona Avenue
Burbank, CA 91504

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Second edition 2013 (v2.10)

Printed in the United States of America



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.

The Entertainment Industry is committed to maintaining a safe and healthful working environment.

Injury and Illness Prevention Program



This class is part of the employer's safety program.

Employers must provide workers a place of employment free from recognized hazards and must have a safety training program in place.

In the State of California, this program is known as an Injury and Illness Prevention Program (IIPP). One requirement of an IIPP is that every employee must be properly trained in safety.

The IIPP and Safety Pass training courses are part of the employer's safety program.



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Scene 1

Safety Pass Program

Safety Pass Program

The motion picture industry is unique. It takes real people behind the scenes working safely to bring imagination to the screen.

The Safety Pass program is designed to help prevent illness and injury on the job in the motion picture and television industry.

This course is an introduction to the Safety Pass program. It covers general safety and safety issues that are specific to employment in the industry. Completion of Safety Pass courses may eliminate repeating certain training with each new industry employer.

**Every employee
must be trained
in safety.**



Figure 1.1. Safety training is required by law and by the motion picture industry. It is your personal responsibility to work safely.

Safety Training

Whether new to the industry or with years of experience, safety training is critical for all employees. There are three reasons to get safety training (Figure 1.1):

It's your personal responsibility. To go home each day in good health requires your commitment to good work practices. The way you make a living and your quality of life depend on working safely. You are responsible for working safely, to protect yourself and others you work with.

It's the law. Federal law mandates that every employer have a safety program and train its employees in safety. Under federal Occupational Safety and Health Administration (OSHA) and the California Occupational Safety and Health Administration (Cal/OSHA) regulations, employees are entitled to a safe and healthful workplace.

It's an industry requirement. Most industry workers will have many employers in their career. The Safety Pass program is a cooperative commitment between major motion picture and television studios and labor unions to consistently and effectively deliver required safety training to get the job done efficiently and safely without injury and illness.

Additional Responsibilities

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 ensure that potentially affected employees are informed of the danger and that steps are taken immediately to mitigate it.

There may be similar requirements when working outside of California. Check with the employer for additional supervisor or manager responsibilities.

Additional Safety Information

Working safely starts with Safety Pass training, but that is just the start.

Participate

Participate in work site safety meetings. Read the safety bulletins developed by the Industry-Wide Labor-Management Safety Committee. Follow all posted safety rules and warnings. Get site-specific training and information.

After this introductory course, there are many additional Safety Pass courses. Check the required course list to see which courses are required for each job classification, or ask a Safety Pass representative for help. To remain in compliance with Safety Pass training requirements, all courses required for each job classification must be completed within a specified time.

Regulations, equipment, and work processes may change over time. In order to provide continuing safety education, new courses may be added in the future.

Learn More

There are many resources available including the CSATF website, studio safety representatives, the local union, and the person responsible for safety on production. Call the studio safety hotline with any questions or concerns.

Know This

Employees must adhere to all safety rules and regulations. Failure 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.

Industry Safety Hotline
888-7-SAFELY

**Notify Safety
Pass when
your personal
information
changes.**



Notes

A large, empty rectangular box with a thin gray border, intended for handwritten notes.



Scene 2

General Safety

Safety Program

Every employer must have a safety program. In California, this is a written program called an Injury and Illness Prevention Program, or IIPP.

What goes into a safety program or an IIPP is spelled out by regulation. It must identify a person with authority and responsibility for implementing the safety program.

It identifies a system to ensure that employees comply with safe work practices. Industry employers may use both discipline and recognition to promote safety. Enforcement should be consistent.

It outlines how safe practices will be communicated. Industry safety meetings, call sheets, and safety bulletins are some of the ways safety experts educate, train, and communicate information. Remember, communication is a two-way street. Make sure you speak up with ideas or concerns about safety. And keep in mind that you have the right to use studio safety hotline numbers to report unsafe conditions anonymously and without fear of reprisal.

It also outlines procedures for identifying and evaluating potentially unsafe conditions or practices, usually by routine inspection. It must include a procedure to fully investigate work-related injury or illness.

It includes methods for correcting unsafe or unhealthy conditions. Report any unsafe condition or practice observed to your supervisor or studio safety.

This introductory course covers general safety and safety issues that arise in the motion picture and television industry.



Safety meetings, the content of any training, the findings of inspections, and reports of accidents are documented. To help with documentation, make sure to sign in when attending safety meetings or participating in training.

Finally, it includes a training plan. To help ensure a safe working environment, employers will, at minimum, provide their employees with training in general workplace safety. This is why employees take this class. Depending on their craft, employees may require additional specialized training or certification. New potential hazards or unusual conditions in the workplace may also require safety meetings and training.

In California, the employer's IIPP must include all of these elements. The safety program or IIPP can be reviewed on request.

Because OSHA regulations may differ from state to state, it is important to check with the employer or safety department for the specific safety standards that apply to the work location.

Employer and Employee Rights and Responsibilities

In addition to the safety program, employers and employees both have safety-related rights and responsibilities.

Employer Rights

Employers have the right to:

- Participate in OSHA work site inspections
- Contest OSHA citations and proposed penalties
- Protect trade secrets such as plot lines or proprietary effects
- Receive safety data sheets (SDSs) from chemical manufacturers and distributors
- Develop safety policies
- Require safety training and adherence to safety policies
- Discipline employees for safety violations

Both employers and employees have rights and responsibilities in the workplace.

Employer Responsibilities

Employer responsibilities include:

- Providing a safe and healthful workplace
- Complying with safety standards
- Providing employees with training, instruction, and required safety equipment
- Making safety records and SDSs available
- Having a safety program that complies with state and federal laws
- Posting required documents
- Providing a way for employees to report safety concerns anonymously

Employee Rights

Employees have rights and responsibilities, too. Employees have the right to:

- Work in a safe and healthful workplace
- Receive general and job-specific safety training
- Utilize appropriate personal protective equipment (PPE)
- Be advised about potentially hazardous materials

Employee Responsibilities

Employee responsibilities include:

- Using all safety equipment provided
- Adhering to all employer-issued safety policies
- Asking for the safety equipment needed
- Performing assigned tasks in a safe manner
- Reporting any unsafe acts or conditions to a supervisor or to the studio safety hotline
- Participating in the training provided
- Completing Safety Pass training

Safety is the responsibility of every employer and every employee.



The *General Code of Safe Practices for Production* is in Appendix A of this book and available online at www.csatf.org.

General Code of Safe Practices for Production

In addition to the employer's safety program and IIPP, the Industry-Wide Labor-Management Safety Committee has developed the *General Code of Safe Practices for Production* (CSP) based on federal, state, and local laws and regulations. The CSP contains information on:

- General rules
- Lifting and moving objects
- Common fall risks
- Chemicals and flammable materials
- Hand tools and related equipment
- Filming equipment and vehicles
- Electrical safety
- Water hazards
- Stunts and special effects
- Artificially created smokes, fogs, and dust effects
- Firearms and other weapons
- Animals
- Environmental concerns



Scene 3

Preparing for Work

Think Safe

Working safely is a habit, just like wearing a seat belt. To make safe work part of a daily routine, each time work begins, do this simple quick risk assessment. Think SAFE.

Scan the work site to identify and correct potential safety hazards.

Assess tools and equipment to make sure they work properly.

Find out about the job and location.

Ensure you and others are trained to do the tasks assigned.

Protect Yourself

The first level of personal protection is the clothing worn to work. Sensible attire, including sturdy shoes, is basic. Do not wear jewelry, loose sleeves, exposed shirttails, or garments that may get caught in machinery or hamper movements. Long hair should be tied back.

**Always
think SAFE.**

Personal Protective Equipment

Assess the hazards present at the work site. The employer will provide employees with any required PPE. It is up to the employee to use it (Figure 3.1 and 3.2).

Check the equipment to confirm that it is clean and in good repair. Check with the supervisor or studio safety representative for additional information.



Protect the body. Most of the time, sensible street clothes are sufficient protection. But sometimes, a higher level of protection is needed such as a leather welding apron.



Protect the head. A hard hat helps protect the head when exposure to flying or falling objects is possible such as when working beneath scaffolds or catwalks.



Protect the eyes and face. Wear eye and face protection when punctures, abrasions, contusions, or burns are a risk, or when flying particles, splashing chemicals, protruding hazards, or harmful light rays are present. Certain types of work, such as welding, require specialized eyewear.



Protect the ears. Exposure to high levels of noise for extended periods can cause permanent, premature hearing loss. If the noise level cannot be reduced, PPE may be required.

Figure 3.1. PPE should be in good repair and appropriate for the work.



Protect the lungs. Exposure to dust, fibers, fumes, chemicals, and other airborne contaminants can cause acute and chronic health problems.

Ask a supervisor about the proper respiratory protection for the job. The task may require a respirator. If that is the case, medical clearance, fit testing, and special training may be required. A beard, goatee, or moustache may interfere with the proper fit of a respirator, and therefore individuals with facial hair may not be able to perform work where a respirator is required.



Protect the knees. Knee protection is a good idea when crawling or kneeling, especially if there are exposed nails, burrs, slivers, or extremely hot or cold surfaces.



Protect the hands. Wear gloves whenever work tasks may cause exposure to hazards such as cuts, burns, chemical agents, or electrical hazards. Choose the right glove for the job. Do not wear gloves if they could get caught in machinery. If asked to handle a new material, ask a supervisor about the right gloves for proper protection.



Protect the feet. Wear sturdy footwear to work. Special footwear may be necessary if there is potential for foot injury from hot surfaces, corrosive materials, hazardous substances, falling objects, crushing or piercing, or when working in very wet or very cold conditions.

Figure 3.2. PPE may be required in certain areas and for certain tasks.

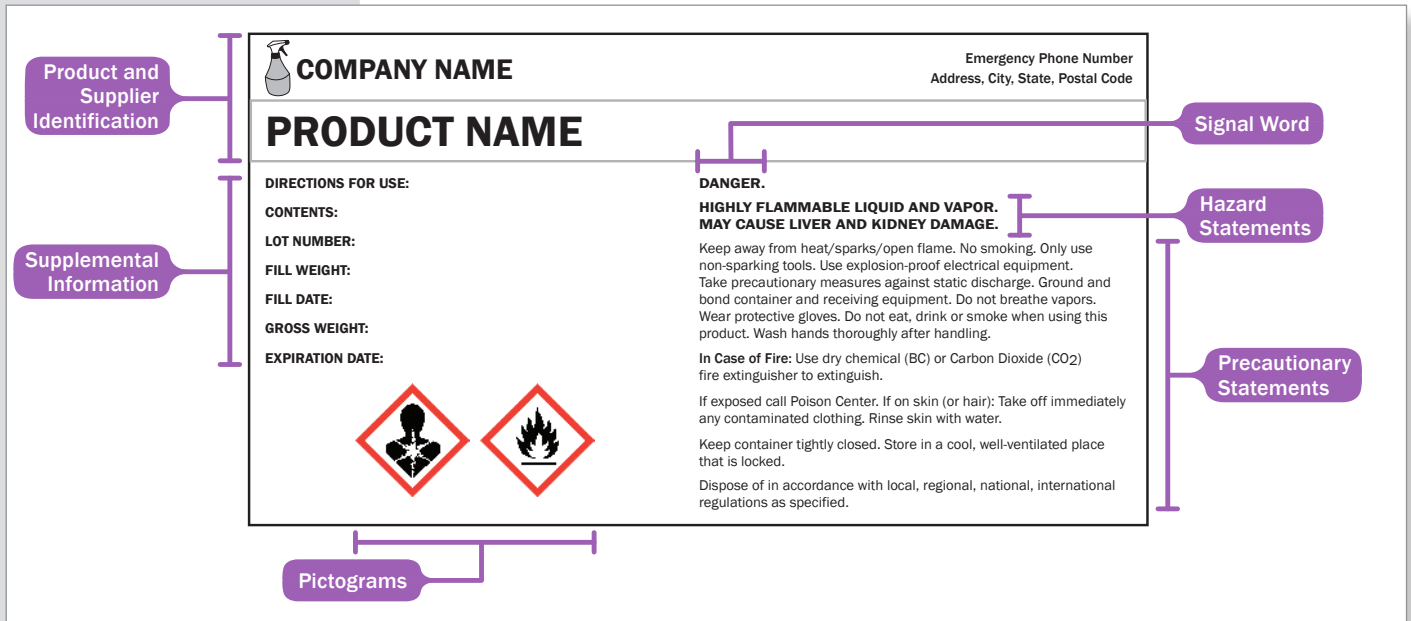


Figure 3.3. Chemicals that fall under Hazard Communication regulations use a container label like this one. (Many consumer products are labeled differently and may not include pictograms on the label, but generally the labels contain much of the same information.)

Comply with all posted warning signs.



Figure 3.4. If a hazardous chemical is at the work site, a copy of the SDS must be available.

Chemicals in the Workplace

People who work with or around hazardous chemicals may require additional training.

Common products and materials used in this industry may contain hazardous chemicals. Employees should understand what chemicals are in the workplace, the health effects if exposed to them, what to do if feeling ill, and what protection to use.

OSHA requires every employer to have a written program available to employees that includes:

- A list of hazardous chemicals used or stored in the workplace
- Notice upon exposure to such chemicals
- A description of the chemical and the possible health effects and physical hazards of exposure
- Training requirements when starting a job and when a new material is introduced
- Precautionary requirements such as the appropriate PPE to be used

Be aware of posted warning signs and hazardous chemicals that are used or stored in work areas. Be aware when others in the work area are using hazardous chemicals. When using chemicals yourself, read and understand the product label and use the recommended precautions and PPE (Figure 3.3).

The employer is required to maintain copies of the SDS for each hazardous substance in the workplace (Figure 3.4). An SDS provides detailed safety information in 16 standardized sections as shown on the right. Topics of particular interest to product users may include physical hazards and health hazards, first aid measures, firefighting measures, safe handling and storage, methods of protection from the chemical including PPE to be worn, disposal measures, and transport.

If treatment is needed for any health effects, take the SDS to the healthcare provider. It will help get proper treatment, faster. A supervisor or studio safety representative should know the location of the SDS.

In California, the presence of a Proposition 65 warning sign or label warning (Figure 3.5) is another indication that you could be exposed to one or more listed chemicals at that location. Contact the locations department or studio safety department if there are questions about potential exposure.

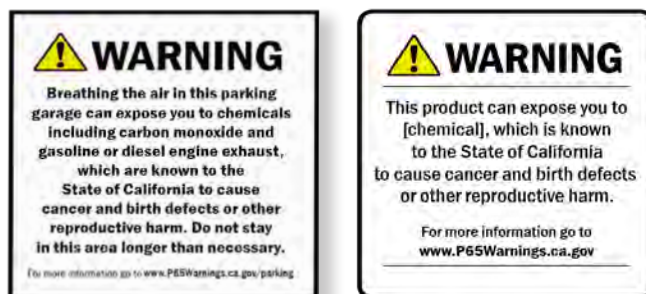


Figure 3.5. Proposition 65 warning sign (left) and product label (right).

Transportation of Hazardous Materials

It is illegal to transport hazardous materials on commercial airlines, buses, or trains. Use a qualified shipping agent, such as UPS or FedEx, to transport hazardous substances. Do not pack them in luggage or send them through the U.S. mail. Penalties are severe and delays are costly. Contact the employer or safety department for more information.

Sections

- Section 1** Chemical identity
- Section 2** Physical and health hazards
- Section 3** Composition
- Section 4** First aid
- Section 5** Fire-fighting measures
- Section 6** Accidental release measures (spills)
- Section 7** Handling
- Section 8** Exposure controls
- Section 9** Physical and chemical properties
- Section 10** Stability / reactivity
- Section 11** Toxicological information
- Section 12** Ecological information
- Section 13** Disposal measures
- Section 14** Transport
- Section 15** Regulatory information
- Section 16** Other

Even everyday products may have restrictions on shipping and transportation.

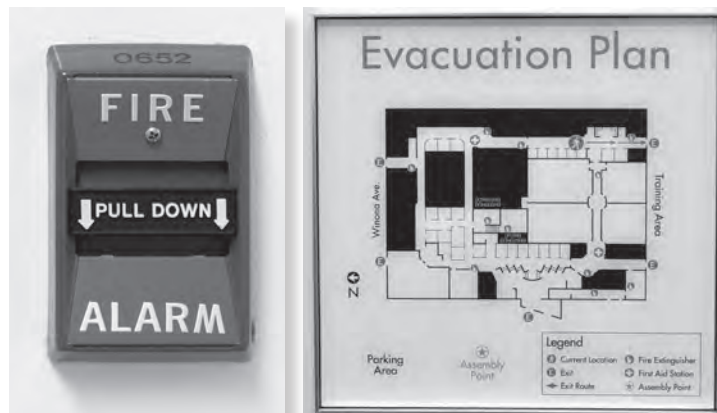


Figure 3.6. Before work begins, ensure safety equipment is not blocked, check the evacuation plan, and review the job site layout.

Emergencies

Before starting work, know how to prevent, react, and respond to emergencies (Figure 3.6).

Check for hazards.

- Avoid exposed electrical wires, connections, or panels.
- Never use faulty equipment. Notify a supervisor of the potential hazard.
- Keep fire equipment clear and accessible at all times. Do not block safety equipment or exits.
- Make sure all chemicals are stored in approved containers or cabinets.

Know the job site.

- Four-foot fire lanes are marked on stage floors—keep them clear (Figure 3.7).
- Check for the emergency evacuation plan posted at each work location. Always know how to get out.
- When arriving at any new job site, review the layout. Find the location of the nearest working telephone, fire extinguisher, exit, and first-aid equipment including the eyewash station.
- Smoke only in designated areas.



Figure 3.7. Fire lanes, whether on the buildings interior or exterior, must be kept clear.

Evacuations

In an evacuation, warn others and move quickly and calmly to the nearest exit. Use the stairways, not the elevators, and go to the assembly area specified on the evacuation plan (Figure 3.8).

DO NOT go back into an evacuated building until emergency workers give the all-clear signal.



Figure 3.8. Do not block evacuation routes, including emergency exits and stairs.

Emergency Services

For every job site, know how to contact emergency services, where the nearest hospital is, and how to get medical aid. Only authorized and properly trained personnel should clean up blood and other potentially infectious materials.



Earthquakes

In an earthquake, drop, cover, and hold on. If inside, take cover under a secured object or against the walls and away from windows. Stay there until the shaking or rolling stops. If outdoors, find a clear spot away from buildings, trees, and power lines. Use telephones only to report hazards or injuries. Keep phone lines clear for emergency workers.

Severe Weather

Severe weather hazards vary depending on location. Tornadoes and tsunamis may occur suddenly, while severe winter storms and hurricanes may have more predictable timing. Know your employer's emergency plans for severe weather in the area, as there may be different responses. For example, if a tornado warning is issued, move to a pre-designated site such as a basement, and avoid using trailers, RVs, or trucks as a storm shelter.

Always be prepared to evacuate when ordered, and do not return until the all-clear is sounded.

**In an earthquake,
take cover until the
shaking stops.**



Scene 4

Working Safely

Many different types of equipment are used in this industry. Operate equipment only if trained and authorized to do so.

Hand Tools

Though they are small, hand tools, such as drills, saws, sanders, grinders, even screwdrivers and hammers, can cause serious injury. Consider what PPE is needed to safely use hand tools (Figure 4.1).

Inspect tools before starting any job. Never use a defective tool. If a tool is defective, tag it, remove it from service, and report it to the supervisor. If using personal equipment, the supervisor may inspect it and remove it from service if it is deemed unsafe.

Guards are designed to protect against injury, but they will not work if they are removed or altered. Do not remove or alter machine guards in any way. Report missing or altered guards to the supervisor immediately.

Unless authorized by the employer, do not bring tools to work beyond those you are required to provide.



Figure 4.1. Guards protect against injury—do not alter or remove them.



Figure 4.2. Personal fall protection, such as a body harness, is required to be worn by occupants of aerial platforms, and is recommended for occupants of scissor lifts.

Fall Protection

Falls are preventable. OSHA requires fall protection for employees in elevated work locations. Always use the appropriate fall protection (Figure 4.2). The most typical protective device is a guardrail system. Do not bypass it.

Work tasks may require wearing personal fall protection such as a harness and lanyard. Training is required to wear it properly.

Ladders

Ladders are another potential hazard. Use only approved ladders (Figure 4.3). Do not climb while carrying anything. Maintain three points of contact when ascending or descending the ladder—two hands and a foot, two feet and a hand. Do not sit on a ladder. Do not stand on the topcap or the step below the topcap of a step ladder, or the top three rungs of an extension or straight ladder. Look up when placing a ladder or climbing up. If carrying a ladder, know the route and what is in the path.



Figure 4.3.
Use the proper ladder.

Office Safety

When working in an office (Figure 4.4), be sure pathways are kept clear, at least 28 in. Close drawers completely after use. Open upper drawers one at a time. Avoid excessive bending, twisting, and leaning while seated.

Bundle electrical cords and wires. Do not put too many plugs in an outlet. Use a step ladder, not a chair, to reach items overhead.



Figure 4.4. Injuries can also occur in an office environment.

To avoid slipping hazards:

- Clean up spills immediately.
- Report loose carpeting or damaged flooring.
- Do not carry anything that blocks vision.
- Wear stable shoes with non-slip soles.
- Never stand on a swivel chair.



**Stretching helps
relax tight muscles.**

Ergonomics

Injuries are not always caused by a single event. Some are caused by repetitive motion. Such injuries may impact bones, muscles, joints, tendons, or nerves. Symptoms may include pain, tingling, numbness, swelling, inflammation, weakness, and burning sensations. If experiencing these symptoms, report them to a supervisor or safety representative.

Ergonomics is the awareness of motion, pressure, and other stress on the body during work or play, and focuses on the symptoms and consequences of injuries caused by repetitive motion.

To be aware of the potential ergonomic effects of work tasks, evaluate whether the work involves:

- Repetitive motions
- Maintaining an awkward position or supporting a weighted load for extended lengths of time
- Consistent lifting of heavy loads
- Pushing or pulling heavy weights
- Pinching or grabbing unsupported objects
- Repeatedly raising hands over elbows or head
- Working with the back, neck, or wrists bent or twisted
- Using vibrating tools or equipment
- Using a keyboard or a mouse for extended periods

If the work has the potential to cause ergonomic problems, there are some simple, common sense solutions. Stretch and do recommended exercises before work, pay attention to posture while working, take recommended mini rest breaks, and adjust workstations to eliminate bending, twisting, or other awkward movements. Rest the eyes periodically when working at a computer for extended periods.

The Safety & Health Awareness Sheet, *Extended or Successive Takes* can be found in Appendix B of this book or online at www.csatf.org.

Check with a supervisor or the safety department for ideas on reducing the risk of repetitive motion injury.



Figure 4.5. Do not bend from the waist. Squat down with knees bent and lift with the legs.

Proper Lifting

Lifting is a common task. Proper body mechanics can prevent a lot of pain and injury (Figure 4.5). Following are some tips and techniques for injury-free lifting.

First, size up the load. Check for good grip points and test the weight. Do not lift anything too heavy or too large. Get help. Check the route of travel to ensure the path is clear. Take note of places to rest. Make sure there are no rough edges or protruding screws, nails, or staples that could injure hands. Use gloves if needed.

Learn the right lifting technique to protect the back. Do not bend from the waist. Squat down with knees bent and keep the back straight. Lift with the legs, not the back, and keep the object close to the body (Figure 4.6). Once the lift is made, keep the back straight. Twisting or turning while carrying a heavy object can cause serious injury to the back.

Just because a load can be lifted does not mean that walking with it is advisable. If strain is felt when starting to move, put the load down and get help.

If the load is manageable, center the weight of the load and stand with feet slightly apart (at about shoulder width) to give a broad base of support.

The pressure on the back while lifting is significantly more than the weight of the object being lifted.

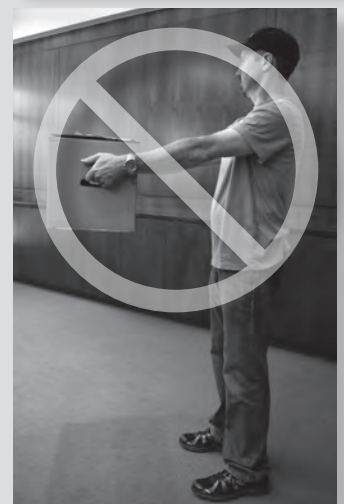
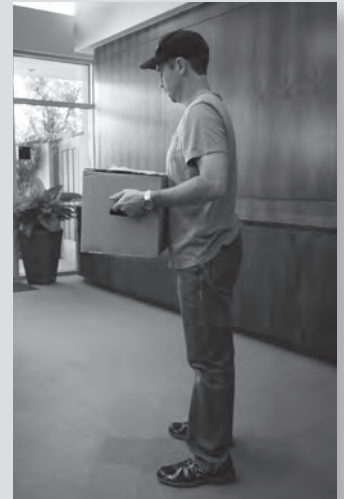


Figure 4.6. Keep the load close to the body.



Figure 4.7. Use a cart or hand truck if the load blocks vision.

Do not carry a load that blocks vision of the route of travel (Figure 4.7). Breathe normally. If unable to do so, that is a sign that help is needed with the load. Do not overexert.

The same principles apply to setting the load down as picking it up. Keep it close to the body, bend at the knees, and keep the back straight. Watch out for fingers when putting the load down.

Good form is important no matter what is lifted. Even a very light object lifted improperly can cause back injury (Figure 4.8). For a small, light object, try the lift golfers use to retrieve a ball from the hole.

To start, place one hand on a solid object for support. Tighten the abdominal muscles, then bend at the hips, raising the leg on the same side as the supporting hand. Pick up the object with the other hand. Push off with the supporting arm, look up, and lower the raised leg. Then straighten up from the waist.



Figure 4.8. Use the golfer's lift for small, light objects.



Figure 4.9. The bag lift.

For heavy, bulky loads, try the bag lift (Figure 4.9). Drop down on one knee and bring the object close to the body. Lift the object up to the chest, and stand up using the leg muscles. Keep the object as close to the body as possible while placing it on the shoulder.

Remember, it might be safer to have someone help, or to use a cart or hand truck (Figure 4.10).



Figure 4.10. Use assistance when lifting heavy items.

Get help with heavy loads.



Figure 4.11. Lockout/tagout on an electrical switch ensures an employee working on circuits is protected from the risk of shock.



Figure 4.12. Pits and tanks may be marked on the floor and identified on posted floor plans.

Lockout/Tagout

Another protection from injury is to strictly observe lockout/tagout procedures (Figure 4.11), which are used to isolate and control the release of hazardous energy. Lockout/tagout is not just for electrical energy. Other types of energy needing control include pneumatic, hydraulic, chemical, magnetic, and thermal.

Lockout/tagout procedures may also be used during preparation for stunts and special effects.

It is important to know this:

NEVER remove a lockout/tagout device that someone else has placed on a piece of equipment.

Production Safety

All phases of production, whether on or off set, can present unique safety considerations.

Make a point of being aware of the surroundings. Look out for potential slip, trip, and fall hazards. Make sure a mess is cleaned up right away so others will not face the hazard.

Watch out for pits and tanks (Figure 4.12). Most studios will have a sign and diagram of the floor that shows where the hazardous areas are, but things change. Check, even if it is marked.

Look for power lines when using equipment at heights, even if it is just a ladder. Power can go to ground, and when it does, it can go right through the body. Be aware of electrical shock hazards and let someone know if something needs to be corrected.

At base camp, the new environment presents new safety considerations. A temporary site may have unfamiliar traffic patterns, fire hazards, biting or stinging pests, unknown people, unprotected property, or unexpected terrain features such as cliffs, embankments, ravines, plants, or water.

Any time the production uses roadways, whether to shoot a vehicle action sequence or to park vehicles, extra caution is required. Busy streets may be barricaded or coned off, flagmen may be used, and police and local authorities may oversee traffic control. Follow all safety precautions outlined by the supervisor to protect the safety of the cast, crew, and general public.



Figure 4.13. An active construction site may have unusual hazards such as moving equipment and high noise levels.

Construction sites also have their own hazards (Figure 4.13). Usually, there is a lot going on at once. Be aware of other workers doing their jobs in the same space. There may be unfamiliar equipment and tools in the area.

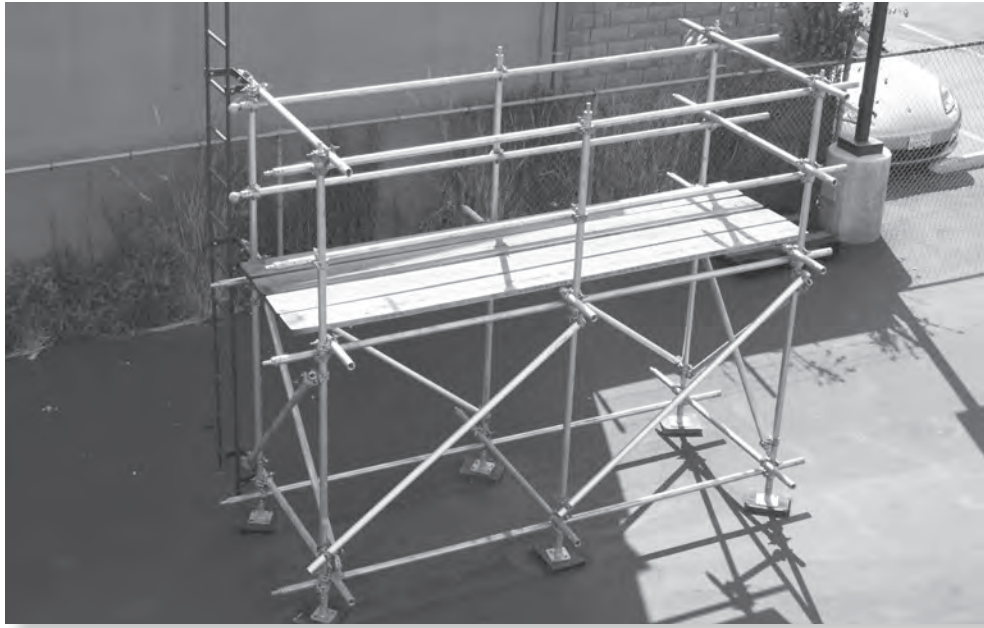
Security of people and property during production can be challenging. Everyone can help. Secure valuables. Report any unusual activity or unauthorized visitors. Security officers are present for protection. Please cooperate with them.

High-visibility vests are required when working near vehicular traffic.



Notes

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Scene 5

Special Circumstances

In this course, many safety basics have been covered, but this industry has many special circumstances.

This is a creative industry. Special equipment is often used, or ordinary equipment is used in unique ways, to accomplish a task. Comply with equipment design specifications.

Scaffolds

When erecting or working on scaffolds, special training is required.

When working around a scaffold, PPE, such as a hard hat, may be needed. Be aware of the surroundings at all times when working on or around scaffolds.

**Do not exceed
manufacturer's
specifications when
using equipment.**



Figure 5.1. Specialized training is required for the use of lifting devices.



Figure 5.3. Smart poles combine street lighting with other technology. Observe the clearance distance marked on the pole.



Figure 5.2. Read the manufacturer's requirements regarding fall protection.

Personnel Material Lifting

Forklifts may be used on relatively flat areas or on rough terrain (Figure 5.1). Always wear a seat belt when operating a forklift. As with other lifts, watch out for potential overhead hazards. A special forklift is required when operating on rough terrain.

Fall protection must be used at all times while working in aerial lifts (Figure 5.2). Watch for potential hazards and obstructions such as power lines, high winds, and overhanging tree limbs.

Clearance Requirements

Proximity to overhead power lines is a concern when using scaffolds, forklifts, or elevating work platforms, or when carrying equipment with a long reach, like a pipe or ladder. Electricity from an energized power line can cause shock or electrocution, even without direct contact. Avoid this hazard by following the safe approach distances set by OSHA or your employer.

A “smart pole” combines street lighting with other technology, such as cellular service transmitters. Workers could be exposed to radio waves when working too close to the transmitter, usually located at the top of the pole. Observe the minimum clearance distance that is marked on each pole. If the pole is not marked, the information can be obtained from the utility company.

Compressed Gas and Welding

Compressed gas and fuel cylinders are often used in production (Figure 5.3). Do not move a cylinder without the safety cap in place. Secure a cylinder with a safety strap or chain to prevent movement.

Using welding equipment requires special training. Always wear PPE (Figure 5.4), and put up screens to protect workers nearby.



Figure 5.3. Follow all guidelines when using compressed gas cylinders.



Figure 5.4. Specialized PPE, including helmets, gloves, glasses, and jacket, are used when welding.

Confined Spaces

Entering and working in a confined space requires special training and equipment. A confined space is defined as a space that is large enough to enter and perform work, has limited or restricted means of entry and exit, and is not designed for continuous occupancy.

Examples of confined spaces are underground pits and vaults, tanks, silos, pipes, and ducts.



Locations

In certain locations, like old buildings or factories, potential hazards, such as asbestos, mold, and lead-based paint, may be present (Figure 5.5). If these materials are suspected, do not disturb the area, and notify the employer or safety department. Sample materials should be lab tested to identify potential hazards.

Alleys can harbor unique hazards. Watch out for needles, animal infestation, and hazardous fluids.

Be cautious working on rooftops or fire escapes.

Special precautions may be necessary when working in or around bodies of water.

Be alert when working around trains and subways. Most transportation agencies will require their own training before allowing work to be performed.

Animals working on a set are not pets. Defer to the instructions of the wrangler when working around animals.

Keep a safe distance when working around helicopters and other aircraft (Figure 5.6). Do not approach without permission from the pilot.

Insert cars and process trailers have special safety requirements. Safety Bulletin #8, *Guidelines for Traditional Camera Cars*, developed by the Industry-Wide Labor-Management Safety Committee, describes some of the requirements.



Figure 5.5. Flaking plaster and paint on older structures may release lead paint dust, which could pose a health hazard if inhaled or ingested.



Figure 5.6. Be alert when working in proximity to aircraft. Follow Safety Bulletin #3, *Guidelines Regarding the Use of Helicopters in Motion Picture Productions*.

Special Effects and Stunts

If not directly involved in creating a special effect, stay away (Figure 5.7). To observe, ask where the safe area is.

Stunts are for the experts. It is best to stay completely away from stunt action.



Figure 5.7. Stay away from special effects and stunts unless a safe area has been established.

Remember

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 coworkers and for yourself. Remember, safety starts with you.

**Thank you and
congratulations!**



Notes

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Appendix A

General Code of Safe Practices for Production

This **“General Code of Safe Practices”** incorporates information from safety bulletins that have been developed and issued by the Industry-Wide Labor Management Safety Committee over the past 20 years. Many of these guidelines are simply common sense; others have evolved from Federal, State and/or Local laws and regulations.

These laws require every employer to have and post a general set of Code of Safe Practices at each job site.

This document is not intended to take the place of the Safety Bulletins. You should also refer to the Safety Bulletins (index attached), which address concerns specific to your work environment.

By following these guidelines, Safety Bulletins, laws, regulations and company policy and procedures, serious accidents and injuries can be prevented.

Working conditions may change from day to day, particularly on location. To prevent accidents, you need to be aware of your work environment and the equipment being used. Pay special attention to call sheets as they may contain important safety information for the next day’s shoot. **Safety Meetings** will be conducted as necessary to brief you on potentially hazardous set conditions. (Additional information on **“Safety Awareness”** and **“Safety Meetings”** may be found in **Bulletin #5**.)

If you have any questions or concerns, or notice anything you believe could be hazardous and/or unsafe to the cast and crew, please talk to your supervisor, unit production manager, producer, union representative or studio safety representative and/or call the studio safety hotline anonymously. You will not be disciplined or discharged for bringing attention to safety concerns.

Each company is required to name the person responsible for safety on the production as outlined in their Injury and Illness Prevention Program (IIPP).

A production company or studio may have additional or specific guidelines as part of their IIPP. You should refer to the IIPP and Safety Manual of the employer for whom you are employed.

1. GENERAL RULES

Familiarize yourself with emergency procedures for each location. You are responsible for knowing how to react in an emergency situation. Contact your supervisor if you do not know emergency procedures.

At a minimum, a four-foot perimeter should be kept clear around the interior of the stage walls. Make sure all exit doors are unobstructed, unlocked and capable of being opened from the inside.

Good housekeeping should be maintained at all times. Walkways and work areas are to be kept clear of materials, trash, equipment and debris.

All decorative set materials should be flame retardant or made of noncombustible materials if such materials will be exposed to hot lamps, fire effects or other ignition sources.

Obey all “No Smoking” signs. Observe designated smoking areas and *always* extinguish cigarettes in the appropriate containers (butt cans).

Fire equipment (hydrants, extinguishers, sprinklers, hoses, etc.) must be accessible at all times.

Always be aware of personnel working above and below you. All overhead equipment fixtures and props should be properly secured.

All cables should be neatly routed. Cables in walkways and traffic areas should be covered with mats and/or cable crossovers.



Pranks and other types of horseplay are unacceptable. Distracting crewmembers could result in accidents and injuries.

Report accidents immediately to your leadman, foreman, supervisor, and/or medical personnel. Follow instructions given to you when referred for medical treatment for any injury and retain documentation. **All injuries must be reported on the date of occurrence.**

Wear appropriate clothing and any required personal protective equipment (PPE). A shirt and proper footwear should be worn at all times. Safety glasses or hearing protection must be worn when operating equipment or performing work where eye or ear damage could potentially occur.

Medication which might interfere with your alertness or ability to perform your work should be used only under a doctor's direction. If you feel that any medication is impairing your work, please discuss this with your supervisor. Do not work while under the influence of illegal drugs or alcoholic beverages. Don't put yourself or your fellow workers at risk.

Attend all on-production, off-production and/or individual department **Safety Meetings**.

If involved in any stunt, special effect, aviation sequence, water sequence or other potentially hazardous or unusual activities, attend any additional **Safety Meetings** held for that activity.

Be aware of general location safety concerns, including extreme temperature conditions, physical surroundings, indigenous critters and nasty plants.

Additional information can be found in Industry Safety Bulletins #17, #21, #26, #27, #31, #34, #34A and #35.

2. LIFTING AND MOVING OBJECTS

Lifting loads improperly can cause back injuries.

Make sure you get the appropriate assistance when lifting or moving heavy or awkward objects. Avoid lifting such objects whenever possible by using carts, dollies and other mechanical devices or **GET ADEQUATE HELP**.

Before lifting any load, check for splinters, jagged edges, burrs, rough or slippery surfaces and protruding nails.

Check your intended path for obstructions.

3. COMMON FALL RISKS

Fall Protection:

Use appropriate fall protection equipment whenever you are working greater than 30 inches (general use/California) or 6 feet (during construction) above the floor, ground or other working area, when standard guardrails or other equivalent protection is not available.

Unprotected work areas such as platforms, sets, walkways, cliffs, floor openings, shafts and rooftops (when approaching within 6 feet of the roof's edge) require the use of approved fall protection measures. These measures include but are not limited to guardrails, barriers, safety net systems, a written fall protection plan, and/or the use of personal fall arrest, fall restraint, or work positioning systems.

Fall arrest equipment is always required when working in the permanent grid and truss system (perms) outside the catwalks and handrails.

DO NOT use fall protection equipment without proper training and instruction. Only use appropriate anchorage points.

Temporary stair railings and guardrails are required around elevated surfaces, pits, holes or other unprotected openings.

Ensure proper lighting in such areas and post signs as necessary.

Scaffolds:

Only use scaffolds with the appropriate guardrails, mid rails and toe boards. **DO NOT** remove guardrails; contact the scaffold “competent person” if they need to be removed to perform special work. **REPORT** any missing guardrails at once.

DO NOT climb across braces.

Ladders:

Inspect all ladders before each use for broken or missing rungs, steps, split side rails or other defects.

NEVER place ladders in doorways unless protected by barricades or guards.

NEVER stand on the top two rungs of a ladder.

USE only approved ladders or steps. Check the labels for compliance.

ALWAYS USE both hands while climbing.

4. CHEMICALS AND FLAMMABLE MATERIALS

Store all flammable liquids in approved safety containers or cabinets. Paint, chemicals, and other materials should not accumulate on stage floors, under platforms or in other work areas.

You should know and follow proper handling and storage procedures for all combustible or flammable materials.

Ensure that there is proper ventilation and wear appropriate personal protective equipment (PPE).

A **Material Safety Data Sheet** (MSDS) shall be obtained from the manufacturer or distributor and a copy of the MSDS must be kept on file for all chemicals and substances being used and/or stored.

5. HAND TOOLS AND RELATED EQUIPMENT

Use the right tool for the job. **Do Not** use tools or equipment for which you have not been properly trained and qualified. See your supervisor if you are unfamiliar with the equipment, have any questions or feel that you need additional training.

Ensure that all equipment is in proper working order and that all protective guards are in place and used.

Do Not attempt to alter, modify, displace, or remove any existing safety equipment. Saw guards, safety switches and other safety mechanisms are installed for your protection. Tag (“**Do Not Use**”) and report any damaged or malfunctioning equipment.

Wear appropriate personal protective equipment (PPE) and be aware of flying debris.

Additional information can be found in Industry Safety Bulletin #21.

6. FILMING EQUIPMENT & VEHICLES

(Including Booms, Camera & Insert Cars, Cranes, Process Trailers, Tow Dollies, Camera Dollies, Elevated Platforms, Fixed Wing Aircraft, Boats, Cars, Helicopters, Motorcycles, Trains)

Ratchet straps and/or ropes are the preferred method of securing loads and/or equipment. If using “bungees,” “rubber snubbers” or other elastic-type devices, ensure they are not frayed, worn, damaged, cracked or have damaged or bent hooking devices. Uncontrolled release can cause severe injuries to unprotected body parts, particularly to the face or eyes.

Use the proper equipment for the job; be aware of load and rider capacities. **Never allow more than 9 people (including the driver) on an insert car.**

Operators and passengers of all vehicles should always use personal protective equipment (PPE).

Obtain training from a qualified instructor prior to operating aerial lift platforms, scissor lifts, forklifts or rough terrain variable-reach forklifts. OSHA requires the operators of such equipment to wear approved personal protective equipment (PPE).

Be particularly cautious when driving, walking or traveling; proceed slowly and watch for sudden movements of objects or individuals.

Be especially careful when working around helicopters or on runways. Remain at least 50 feet away from helicopters or other aircraft unless directed by the Aerial Coordinator and/or Pilot in Command or ground safety contact.

Under no circumstances should you approach the helicopter or aircraft without permission from the ground safety contact or the Pilot in Command.

Whether the rotors are turning or not, always approach and leave the helicopter from the front. **NEVER WALK NEAR OR AROUND THE TAIL ROTOR OF A HELICOPTER.**

The use of aircraft, boats, trains or cars may require special permits and/or operator certifications. All vehicles, including their peripheral safety equipment (i.e., harnesses, belts, roll-cage, fuel cells, etc.), must undergo thorough safety inspection and testing on a daily basis by qualified experienced personnel

Additional information can be found in Industry Safety Bulletins #3, #3A, #8, #8A, #8B, #8C, #11, #11A, #15, #20, #22, #28, #29, #29A, #36 and #37.

7. ELECTRICAL SAFETY

POWER LINES: California Code of Regulation, Title 8, Section 2946, **Overhead Clearances**, *must* be observed and maintained at all times (applicable regulations are set forth in Addendum #8C, #22A and #25A of the Industry Safety Bulletins). This applies to ladders, scaffolds, booms, forklifts, aerial lifts, scissor lifts, cranes, rigging, sets, truss work, backdrops and other equipment that could come in contact with power lines.

To prevent electrocutions and injury resulting from contact between overhead power lines and conductive tools, materials, or scaffolds, OSHA recommends that employees be informed that most overhead, high voltage power lines are not insulated and, when in doubt, employees should assume that power lines are not insulated.

Employers should notify the utility company when work must be performed under and/or near overhead power lines where clearances cannot be maintained. In such situations, utility companies should deenergize the power lines or temporarily move or cover them with insulating hoses or blankets before any work is initiated.

Properly maintain all electrical equipment and wiring; no live parts should be exposed. Use equipment only for its intended purpose. Be particularly careful around water, especially when filming in rain scenes.

All A.C. (alternating current) electrical systems shall be grounded.

Keep electric panels accessible at all times. There should be no obstructions or storage within three feet (3') of a panel.

Remember that lights placed too closely to props, sets and other materials may pose a fire risk and, therefore, make sure that lights are placed far enough away to alleviate risk.

Only qualified persons with the appropriate technical knowledge should perform electrical work.

Additional information can be found in Industry Safety Bulletins #8, #8A, #22, #22A, #23, #23A and 25.

8. WATER HAZARDS

If working on or near water, an employee should make the Production Company aware if he or she has a fear of working around water or cannot swim.

All cast and crewmembers working on or near water should wear life vests or other water safety gear when appropriate.

When using watercraft, be aware of load and rider capacity limits. Only required personnel should be on watercraft; all others should remain on land.

Safety lines, nets, watch safety personnel and/or divers should be used when filming in rivers or other bodies of water where potentially hazardous conditions could exist (e.g., swift currents, thick underwater plant life, or rocks).

Know as much as you can about the body of water you're working on or in, including its natural hazards and animal life. The Production Company, Location Manager or the Safety Coordinator should have all relevant information.

If personnel are going to enter the water, when appropriate, samples of the water should be taken and analyzed for any potential environmental concerns and/or health hazards.

Additional information can be found in Industry Safety Bulletins #7, #15 and #17.

9. STUNTS & SPECIAL EFFECTS

All stunts and special effects should be reviewed by all participants prior to execution to help ensure that they are performed in the safest manner possible.

Before filming a stunt or special effect, the involved parties should all perform an on-site dry run or walk-through. A safety meeting should be held and documented.

Special effects involving pyrotechnics, explosives and/or fire must be noted in advance on the call sheet. Properly licensed individuals must perform all such effects. The necessary permits must be obtained and the appropriate regulatory agencies notified. Explosives must be stored and disposed of properly.

Appropriate personal protection equipment (PPE) and/or other safety equipment must be provided to the cast and crew as needed. There must be a planned escape route and each person involved should personally check all escape routes. Only persons authorized by the special effects and/or stunt coordinator shall be allowed in the area.

Radios, cell phones, pagers, personal data assistants (PDAs), transmitting equipment or remote control equipment should not be used around pyrotechnic or other explosive devices.

Additional information can be found in Industry Safety Bulletins #1, #2, #3A, #4, #11A, #14, #16, #18, #20, #29A, #30 and #37.

10. ARTIFICIALLY CREATED SMOKES, FOGS & DUST EFFECTS

Be aware that the use of atmosphere smoke has become highly regulated and limited by a variety of regulatory agencies. Contact the Safety Coordinator or Studio Safety Representative for guidelines and regulations.

Additional information can be found in Industry Safety Bulletin #10 and the Photographic Dust Awareness Sheet.

11. FIREARMS & OTHER WEAPONS

Treat all weapons as though they are loaded and/or ready to use. Do not play with weapons and **never** point one at anyone, including yourself. Follow the directions of the Property Master and/or Weapons Handler regarding all weapons.

The use of firearms and other weapons may require special permits and/or operator certifications. Anyone that will be using a weapon shall know all the operating features and safety devices. All weapons must undergo thorough safety inspection, testing and cleaning on a daily basis by qualified personnel.

Anyone handling a weapon shall receive the proper training and know all operating features and safety devices.

If firearms and other weapons are used in filming, the Property Master and/or Weapons Handler must meet with cast and crew and inform them of the safety precautions in effect and answer any questions.

Additional information can be found in Industry Safety Bulletins #1, #2, #16 and #30.

12. ANIMALS

Animals are unpredictable. If animals are used in filming, the Animal Handler should meet with cast and crew and inform them of the safety procedures in effect and answer any questions. Safety meetings should be held when appropriate.

Do not feed, pet or play with any animal without the permission and direct supervision of its trainer. **Defer to the animal trainers at all times.**

When working with exotic animals, the set should be closed and notices posted to that effect, including a note on the call sheet.

Additional information can be found in Industry Safety Bulletins #6, #12 and #31.



13. ENVIRONMENTAL CONCERNS

All hazardous waste generated by the company, including paint, must be disposed of properly. Proper documentation and permits for the transportation and disposal of such waste is required by law.

Be aware of hazards associated with lead paint and asbestos. If encountered, **do not disturb** and immediately report to your supervisor or safety representative.

Be aware of biological hazards such as human or animal waste, mold, fungus, bacteria, body fluids, blood borne pathogens, used needles (sharps), vermin, insects and other potentially infectious materials.

Employees shall not enter confined spaces (manholes, underground vaults, chambers, silos, etc.) until the oxygen and gas levels have been checked and confirmed to be within acceptable levels.

Certain situations may require permits and/or licenses, for example, when the production will be using artificial smoke, large dust effects, creating excessive noise or when working around endangered plant or animal life. Please be sure to comply with all applicable statutes and/or regulations.

Additional information can be found in Industry Safety Bulletins #17, #24 and #26.

NOTE:

Additional information regarding “job specific” safe practices and guidelines relating to special equipment should be reviewed as necessary. Contact the production company Safety Coordinator, Studio Safety Representative, supervisor or your union representative for additional information.

Appendix B

Extended or Successive Takes

INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

SAFETY & HEALTH AWARENESS SHEET EXTENDED OR SUCCESSIVE TAKES

INTRODUCTION

Advances in technology have enabled filmmakers to extend the length of individual takes (including continual resets) and the number of successive takes. In these circumstances, cast and crew may be required to support a weighted load (e.g., hand held sound boom, hand held camera, props, etc.) or maintain an awkward or still position for longer durations. Therefore, consideration should be given to the length of a take and the number of successive takes.

This Awareness Sheet has been developed to provide guidance for safety concerns caused by extended and successive takes. The objective is to increase awareness to enable the producer, director, cast and crew to communicate about and address these concerns before they become problems.

POTENTIAL HEALTH EFFECTS AND SAFETY CONCERNS

Maintaining an awkward position or supporting a weighted load for extended lengths of time can lead to various ailments ranging from body discomfort to muscle fatigue. Resulting safety concerns, such as dropping equipment, and trips and falls may also occur, potentially causing injury to the individual and to others.

Each production is unique and requires different technical and creative set-ups for shooting takes. In addition, each person's physical capabilities are different. These factors call for specific planning and communication in pre-production and throughout the duration of the production.

RECOMMENDED ACTIONS

- At the earliest stages of pre-production, conduct discussions with all affected department heads regarding the possibility of extended and/or successive takes.
- Evaluate when and where equipment and/or personnel options can be utilized to provide relief during the production.
- Special consideration should be given when equipment and/or personnel options are limited or unavailable.
- Throughout production, keep the lines of communication open and free-flowing between all cast, crew, and production management.
- In addition to the actions suggested, a review of available equipment options that provide support for weighted loads and relief to affected personnel should be included in pre-production meetings.

EQUIPMENT OPTIONS

A wide variety of equipment options are available for consideration during production and can include, but are not limited to:

- Dolly-mounted microphone boom
- Wireless microphone



- Camera dolly
- Tripod
- Stand
- Powered assist device

PERSONNEL OPTIONS

Some personnel options to consider:

- Rotation of operators
- Provide adequate rest intervals
- Spotters assigned to operators
- Encourage warm-up and stretching exercises

SUMMARY

Employees experiencing muscle fatigue or discomfort due to extended or successive takes are encouraged to communicate their situation to appropriate safety personnel and/or production management in a timely manner. Production management is encouraged to consider all options, including the above-outlined equipment and personnel options, to address these concerns.

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:

<http://www.csatf.org/bulletintro.shtml>

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:

http://www.csatf.org/studio_safety_hotlines.pdf

**Safety is everyone's
responsibility.**

