

IA492 Injury and Illness Prevention Program

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INTRODUCTION

IA492 is creating a comprehensive Health, Safety and Environmental (H.S.&E.) and Minimum Standards Training Program to promote a safe working environment, ensure compliance with local, state and federal regulations and create common understandings of task.

These efforts are fashioned after existing Injury and Illness Prevention Programs (I&IPP), and accepted standards resources that have been created for the Entertainment Industry.

This pamphlet contains general safety and health information to orient crew working in production to an expectation of safe work practices.

COMMUNICATION

'Flow' exists to facilitate proper and documented communication between production and crew.

The person responsible for safety on the set is the 1st Assistant Director. Department Heads, or task supervisors are responsible for safety as well. These individuals are assigned the responsibility of ensuring that crew under their supervision adhere to Safety policies and procedures.

Issues related to safety will be addressed via routine task and safety meetings, by special postings, and by notification on Call Sheets.

All crew are encouraged and expected to report any and all unsafe conditions, practices and hazards to their immediate supervisor.

Training and instruction to all crew will be offered during regularly held membership meetings, and per production safety meetings. Additional specialized training will occur as compliance and circumstance are warranted.

Failure of crew to follow safety procedures and rules may result in disciplinary action up to and including discharge.

GENERAL SAFETY PRACTICES

Report all work-related accidents, injuries and illnesses to immediate supervisor.

Read and observe all hazard warning notices posted in work area.

Know the primary and secondary exits from work area. All exits are to be unblocked and unlocked during working hours.

Smoking is discouraged in all interior locations. Smoke only in areas located away from potential hazards. Extinguish and properly discard cigarettes in butt cans.

Crew taking medication that might interfere with alertness or ability to work must inform immediate supervisor. There is A **Zero Tolerance Policy** regarding the presence of illegal drugs or alcohol in a worker or in the workplace.

Working conditions may change from day to day, particularly on location. Call sheets may contain important safety information.

Recognizing that no set of guidelines can completely cover all situations at all times. There may be unforeseen or unique situations, which may require on-site judgment differing from guidelines. Such judgments should be made in the best interest of the safety of cast and crew.

Think.

SAFETY MEETINGS

Safety meetings will be held on set and during membership meetings to present a strong push to all that crew and production are mutually responsible for reducing incidents.

All dissemination of safety materials is intended to be informative to specific hazard concerns and updates concerning rules and practices.

All safety meetings of are to be trackable with concern to attendance and topic to reflect compliance with expectation of local, state and federal OSHA guidelines.

PERSONAL PROTECTIVE EQUIPMENT

This section provides a guide by which crew can select appropriate clothing and certain types of personal protective equipment. Supervisors will assess the workplace and determine the necessity of the use of personal protective equipment (PPE).

Clothing

Refrain from wearing jewelry, loose sleeves, exposed shirttails, neck ties (!), lapels, loose cuffs or other loose clothing.

Long hair should be tied back.

Superiors will inform crew engaged in any of the following activities regarding specific PPE:

- Working with electricity
- Welding or cutting
- Working with special effects, pyrotechnics, open flames, or hazardous objects
- Working construction - including alteration, painting, repairing, maintenance, renovation, or striking.

Foot Protection

No flip-flops.

Appropriate foot protection is required of crew who are exposed to potential foot injury from hot surfaces, corrosive materials, hazardous substances, falling objects, crushing or penetrating actions, or who are required to work in abnormally wet locations

Hand Protection

- Gloves are required of all crew whose work involves exposure to cuts, burns, harmful physical hazards, chemical agents or electrical hazards which cause injury.
- Gloves should be appropriate for type of exposure.

Eye and Face Protection

Eye Protection must be worn when there is a risk of injury from flying particles, debris, hazardous substances, electricity, heat/flame, or injurious light rays.

Specialized forms of eye protection are required for certain types of work such as welding or use of lasers.

Hearing Protection

Crew exposed to high noise levels must wear hearing protection. The type of work may dictate hearing protection. Under some conditions, the noise level may be assessed, and specific type of hearing protection shall be issued.

Head Protection

Crew that is exposed to flying or falling objects and/or electrical shock and burns shall be safeguarded by means of approved hard hats.

PPE Maintenance

PPE shall be kept clean and in good repair. All crew will be responsible for the care and proper storage of their own personal protective equipment.

EMERGENCY REPORTING AND FIRST AID 911

Call sheets should include contact information for nearest hospital and emergency services to locations.

Large productions often have medical services on set.

Smaller production might have a band-aid at craft service.

A personal first aid kit is always a good idea to include in you PPE gig bag.

Members are encouraged to attend First Aid classes through the Red Cross or periodic offerings through the Union.

Stewards, department heads and supervisors are accountable for immediate, proper reporting of accidents to production as well as to the Local.

Accurately reporting an accident is critical to proper resolution of the incident:

Date of accident

Time of Accident

Place of accident

Name of technician / Production Company

Time on the job (career/day)

Brief description of the incident

Note about the general conditions.

Investigation of accidents should include mention of these items when applicable:

Personal Protective Equipment

Equipment and tools.

Floors, Aisles and Exits.

Material Handling.

Cranes, lifts, ladders, hoists, ramps.

Wiring, cabling and electricity.

Ventilation and lighting.

Training.

Speed.

Positions.

HOUSEKEEPING

Housekeeping is a topic one seldom thinks of in the workplace. However, poor housekeeping can have serious consequences beyond being 'messy'.

How many slip and fall type injuries are related to spills on the floor, loose equipment and tools, hastily installed distribution, cords or cables?

How about the build up of trash? Or, piles of props and equipment? Do these force cast and crew to maneuver around or through them?

How many times have you seen the same tortured equipment appear on set? Take the time to remove damaged or dysfunctional gear, properly mark the questionable gear and notify immediate superior.

Hey, everyone is busy, everyone has other tasks to attend to and it's easy to ignore the simple solution of cleaning up. If *everyone* looks after good housekeeping then no one person has to shoulder the load.

Expect and strive for:

- Clean and orderly worksites.
- Slip resistant working surfaces.
- All leaks to be cleaned up and/or repaired.
- Proper disposal of trash, waste and combustible materials.
- Proper waste disposal containers.
- Clean and sanitary toilet and wash areas.
- Work areas free from obstructions and accumulated material.
- Tools are cleaned and stored in proper manner.

PROPER LIFTING TECHNIQUES

Get firm footing.

Bend at knees, not at waist.

Lift with your legs – not your back.

Keep back upright – avoid twisting.

Get help. Don't try and lift excessive or awkward loads without getting help. Use a dolly or cart whenever possible.

ELECTRICAL SAFETY

(Refer to Industry-wide Safety Bulletin #23 for more detailed information)

Do not overload electrical outlets.

Ground and properly maintain all electrical equipment and wiring.

Keep electrical panels accessible at all times.

Do not place lights too close to props, flags, or set materials.

Only use grounded extension cords.

Use only insulated staples when securing electrical cords.

FIRE SAFETY

Fire extinguishers should be located within 75' of work locations.

Crews need to be aware of location and usage.

Hoses, Hydrants and extinguishers should be kept clear at all times.

Maintain clear walkways and exit passages.

Keep a 4' perimeter around set and stage walls clear.

Do not block aisles, traffic lanes or fire exits.

Illuminated exit signs, visible in all directions, are required at all pedestrian doors.

Turn off all electrical equipment at the end of the day or during extended periods of non-use.

Prevent the accumulation of flammable and combustible materials on the set.

Flammable materials must be stored in an approved cabinet.

Trash should be removed daily.

All decorative set materials should be flame retardant or made of non-combustible materials.

In the event of a fire call 911, or local fire department and sound an alarm.

Upon hearing the fire alarm, evacuate the building immediately.

Communicate with superiors to verify escape.

Any special effects may require permits and approval from local jurisdiction and is production's responsibility.

LADDER SAFETY

All ladders should be maintained in good condition. Before using any ladder look for:

Loose nails, bolts or screws.

Loose or missing rungs or cleats.

Damaged or badly worn rungs, cleats or side rails.

Wood splinters.

Corrosion of metal ladders or metal parts.

If you find a ladder in poor condition – *don't use it*. And, report condition to supervisor after marking.

Never leave ladders against walls – secure or lay down.

Never use the top three rungs of any ladder.

Check footwear before climbing.

Always face ladder while climbing.

Maintain three-point contact.

Never carry equipment in hands while climbing.

Ladders are not platforms, runways or scaffolds.

Do not paint wood ladders – coat with clear sealant.

PORTABLE AND EXTENSION LADDERS

Ladders should not be used by more than one person.

Ladders shall have insulating non-slip materials.

Do not use metal ladders while working with electricity.

SURFACES, SLIPS, AND COMMON FALL RISKS

Check out your working area. Look for potential problems:

Torn, broken or damaged carpet or flooring;

Slippery, or uneven surfaces;

Look for cables, tools, props & producers in doors and walkway areas;

Poor, broken or inadequate light;

Clearly marked stairs;

Clearly mark ALL potential problems and notify immediate supervisor;

Fall protection is required to work from any elevated surfaces over 30" and around pits or holes;

Use of lanyards and harnesses where needed, especially if working above ground level on scaffolding, aerial platforms, or elevated areas without guard rails.

HAND TOOLS AND POWER EQUIPMENT

Use the right tool for the job.

Hand tools and power equipment are to be operated only by trained and designated personnel.

Report any defective, damaged or malfunctioning equipment to a supervisor. Clearly mark "DO NOT USE".

Operate machinery with all safety guards in place.

Wear protective equipment as necessary.

USE OF VEHICLES

Only certified and designated individuals are to operate motorized vehicles.

The use of vehicles may require special permits and/or operator certifications.

All vehicles and their equipment must undergo thorough safety inspections on a regular basis by qualified personnel.

Use proper equipment for job.

Do not exceed load or rider capacity.

Proceed slowly when operating in congested areas.

When motorized vehicles are used on stage:

Adhere to fire safety precautions;

The gas tank must be no more than $\frac{1}{2}$ full and the fill spout sealed;

The battery should be disconnected while car is on stage;

The use of safety cones is advised when working vehicles are parked in areas of varied traffic.

WORKING WITH HAZARDOUS MATERIALS

Prior to the use of any hazardous materials, personnel should receive training and safe work practices and understand the hazards associated with proximity.

Department heads and supervisors are responsible for identifying hazards and providing appropriate information about existence of hazard.

Be sure to report unlabeled and improperly labeled containers.

Properly dispose of unused materials. Do not dispose of in storm drains or circumstances that poorly affect the environment.

Do not allow paints or any materials to accumulate.

ETHICS

Beyond all else mind the safety, health and welfare of your Brother and Sister, the protection of property and environment in the performance of professional duties; and exercise the obligation to advise crew, bystanders, and appropriate authorities of danger and unacceptable risk.

Maintain honesty, fairness, impartiality; act with integrity and responsibility. Adhere to ethical conduct, with balanced care for the interests of the crew, public, clients, and profession. Avoid all conduct that is likely to discredit the profession or deceive the public.

Issue public statements only in an objective and truthful fashion; and only when founded with knowledge of the facts, and competence in the subject matter.

Accept and undertake assignments only when qualified by education, training or experience in the fields involved; and accept responsibility to maintain and continue your professional growth and competence.

Avoid actions that falsify or misrepresent professional qualifications regarding degree of responsibility in, or for, prior assignments for previous employment.

Never engage in pranks, horseplay, scuffling, running or other unsafe activities.

Act in a manner free of bias with regard to religion, ethnicity, gender, age, affiliation, or sexual orientation.

APPENDIX

The IA492 Injury and Illness Prevention Program has been assembled through the use of the following resources:

- Safety Net – Networking For Safety In Tennessee
- Paramount Pictures – Injury & Illness Prevention Program
- Entertainment Technician Certification Program
- California Production Injury & Illness Prevention Program
- Safety Passport Training Program