

# [NAME OF PRODUCTION]

## PRODUCTION SAFETY GUIDELINES

### **Safety is the Responsibility of Everyone**

The Production Company is committed to maintaining a safe and healthy workplace for all employees. These guidelines are provided so that everyone understands the importance of safety in the workplace. By being safety-conscious at all times on the job, employees can prevent work-related injuries and illnesses. **YOU ARE RESPONSIBLE FOR FOLLOWING ALL SAFETY RULES.**

Supervisors are responsible for helping to provide a safe working environment. Any supervisor who witnesses or has knowledge of unsafe work practices, dangerous equipment, or untrained personnel must take action to correct the situation. All employees will receive safety training.

### **Injury & Illness Prevention Program**

The goal of the Injury & Illness Prevention Program is to protect the Company, its supervisors and employees from work-related injuries and illnesses. A copy of the Program will be available on set, in the Production Office and any other worksite, and all key personnel have received a copy of the Program.

Specifically the Program contains the following:

- list of people identified as being responsible for implementing the Program;
- systems for identifying and evaluating workplace hazards;
- methods and procedures for correcting unsafe or unhealthful conditions;
- safety training to instruct new employees on general safe work practices and specific instructions with respect to hazards for job assignments;
- systems for communicating with employees on safety matters;
- system of discipline to reinforce and to ensure compliance with safe work practices;
- system to maintain occupational health and safety records.

During construction, the Construction Coordinator is responsible for safety. during production, the First Assistant Director acts as the on-set Safety Coordinator. The Construction Coordinator will continue to administer construction safety throughout the production so long as construction takes place. In non-production (office) locations, your supervisor is generally responsible for assisting with safety concerns.

### **Safety Rules**

ALL safety rules, codes of safe practices and safety directions must be followed by all employees. These rules include (but are not limited to):