

Production Company: _____

Motion Picture / Television Production: _____

PRODUCTION HEALTH & SAFETY MANUAL

Date: _____

ALL CAST AND CREW MEMBERS WILL BE ISSUED A COPY OF THIS MANUAL PRIOR TO STARTING WORK.

YOU ARE RESPONSIBLE FOR FAMILIARIZING YOURSELF WITH THE CONTENTS OF THIS SAFETY MANUAL. COMPLIANCE WITH SAFETY RULES AND PROCEDURES IS REQUIRED.

Table of Contents

GENERAL SAFETY RULES AND PROCEDURES 1
 Compliance with Rules, Laws and Regulations 1
 Responsibilities of the Production Company 1
 Health & Safety Representative..... 2
 Safety Meetings and Talks 2
 Call Sheets 2
 Risk Assessments 2
 Contact Numbers..... 2
AIRCRAFT 4
ANIMALS 5
EXCAVATION AND DEMOLITION 5
CRANES AND ELEVATING PLATFORMS..... 5
DRUGS AND ALCOHOL..... 6
ELECTRICAL SAFETY 6
ENVIRONMENTAL MATTERS 7
EXCAVATING AND TRENCHING 7
FIRE SAFETY 8
FIRST AID..... 8
HAZARDOUS MATERIALS AND TOXIC SUBSTANCES..... 9
FIREARMS AND WEAPONS..... 9
GLASS 10
HOISTS..... 11
HOUSEKEEPING STANDARDS 11
INCIDENT REPORTING 11
INSPECTIONS..... 12
LIFTING 12
LIGHTING 12
LOCATIONS 13
 Buildings..... 13
 Outdoor City Locations 13
 Wilderness Locations..... 13
 Water Locations..... 14
MINORS..... 15
MOBILE EQUIPMENT 15
PAINTING AND SET CONSTRUCTION..... 15
SAFETY GEAR 16
 Protective Equipment and Clothing 16
 Safety Guards and Devices 16
 Fall Protection and Arrest Equipment..... 16
SCAFFOLDS AND LADDERS 17
 Scaffolds..... 17
 Ladders..... 18
SMOKING 19
STUNTS AND SPECIAL EFFECTS..... 19
 Stunts 19
 Pyrotechnics..... 20
 Smoke and Fog 20
TOOLS AND EQUIPMENT 21
 Equipment and Machinery 21
 Compressed Air..... 21
 Power Tools..... 22
TRAFFIC SAFETY 22
 Accidents..... 22
 Motor Vehicle Operation..... 22

Traffic Control	22
Safe Filming and Recording Involving Vehicles	23
Railroad Tracks & Crossings	23
WELDING AND CUTTING	23

GENERAL SAFETY RULES AND PROCEDURES

Film and television production may present many health and safety concerns for all cast and crew. It isn't just the stunts and special effects teams that face hazards every day!

Set construction carries its own brand of hazards associated with power tools, welding, use of scaffolds and ladders, electrical work, and hazardous materials, such as paints, solvents, and spray adhesives. Shooting in outdoor locations may present dangers ranging from severe weather, frostbite, heat stroke, exposure, wild animals, and insect bites to violence, vandalism, and street crime.

Whether it's falling over a cable, hurting yourself lifting heavy gear, or cutting your hand on an exposed staple, there are endless opportunities to get injured on a production.

It's the responsibility of every one of us to reduce the risks to ourselves and others by working safely.

Compliance with Rules, Laws and Regulations

All employees and contractors of [Name of Production] (the "Production") must adhere to safety rules contained in this Safety Manual, as well as the requirements of all applicable occupational health and safety laws and regulations, and related safety and health standards. Each member of the cast and crew shall be responsible for the enforcement of such rules, laws and regulations and be liable for failure to comply with these requirements.

All work and materials furnished must conform to the requirements of all applicable federal, state/provincial, municipal and local laws and ordinances and to all applicable regulations of any public authority having jurisdiction.

Any disregard and/or infraction of these safety rules and/or the applicable laws and regulations could result in immediate dismissal without recompense. If you spot a potential hazard, if the job you are asked to do is unsafe (in your reasonable opinion), or if you are aware of infractions of the safety rules by someone else, it is your responsibility to immediately alert the department head or the Production Office.

Responsibilities of the Production Company

The Production Company is responsible for the health and safety of all cast and crew. The Producers will provide/perform the following: *[NOTE: Make sure that this list includes all the items required by local and federal laws in the jurisdiction where the production is being filmed.]*

- a comprehensive health and safety program;
- first aid equipment and training in emergency procedures;
- protective equipment and clothing;
- qualified, competent personnel who are properly trained and certified (where necessary);
- reporting of all accidents, injuries and illnesses to the appropriate worker's compensation authority;
- investigation of all incidents.

It is our responsibility to ensure that all of our workers are given adequate safety information, and are educated and trained to understand the information.

Common sense tells us that productivity and creativity suffer when cast and crew are exhausted. To promote better working conditions on set, the Production Company will make every effort to limit the

shooting day to 12 hours, with 30-minute breaks after 6 hours. The 12-hour day begins at crew call and ends at wrap.

Health & Safety Representative

The Production Company will appoint a Health & Safety Representative, who will be responsible for identifying potential hazards and unsafe working conditions, and for making recommendations to eliminate hazards and improve safety. This individual will be carrying out regular workplace inspections, and ensuring that incidents are investigated.

Safety Meetings and Talks

Department heads must attend safety meetings scheduled in advance of filming any potentially hazardous sequences (dangerous locations, stunts, special effects / pyrotechnics, etc.), to document and plan how the sequence will be shot and reduce the risks associated. If you received notice of the safety meetings, that means your presence is required.

All cast and crew involved in filming any such sequence must attend safety talks scheduled on the morning of filming prior to the start of filming. These safety talks will address potential hazards or safety concerns, explain the safety precautions in place and the procedures that cast and crew must follow, and encourage everyone involved to voice their concerns and any suggestions or recommendations they may have. If safety gear is required, it will be distributed at the safety talk to the personnel who will need to use it.

IF YOU MISS THE DAILY SAFETY TALK DUE TO A LATE CALL OR OTHER REASON, YOU MUST BE FULLY BRIEFED BEFORE STARTING WORK.

Call Sheets

The daily call sheets will include information on potential hazards in the day's shooting schedule, including:

- stunts;
- special effects;
- use of firearms;
- hazards specific to the location;
- safety gear required and where to obtain it;
- name, contact number and location of the first aid attendant;
- location of first aid kits;
- location of nearest hospital or treatment facility,
- any other health and safety information relevant to the day's shooting.

Risk Assessments

The Operational Health & Safety (OHS) Coordinator will conduct a risk assessment for each potentially hazardous activity or situation, including stunts, special effects, water work, situations involving aircraft, animals, and potentially hazardous locations. The results of each risk assessment will be provided to all personnel involved in the sequence / location.

Contact Numbers

The following are a list of contact numbers for persons to be contacted in case of emergency, accident, injury, fire, theft, etc.:

EMERGENCY
(Police, Fire Department, Ambulance service): 911

[or whatever the emergency number is in the area where you're filming – this changes from country to country]

[Also list production supervisors, department heads, first aid attendants, OHS coordinator, local police non-emergency, and other contacts to be notified]

Name

Number

AIRCRAFT

- Pilots must be registered accredited pilots, and must have experience in film work. Before performing any aerial stunts, the pilot must obtain the necessary waivers and certificates, and must keep them on-site until filming is complete.
- The pilot is in charge of all flight operations. Both the pilot and the stunt coordinator have the authority and responsibility to refuse to do a stunt if they consider it unsafe. Any change to a stunt requires the authorization of both the pilot and the stunt coordinator.
- All flights must comply with government regulations. The production supervisor is responsible for contacting the necessary authorities and obtaining any required permits or approvals.
- The OHS Coordinator will conduct a risk assessment for any potential hazards.
- Dedicated single-channel two-way communication will be maintained at all times between the aircraft and the ground control.
- All non-essential cast and crew must stay at least 500 ft away from the aircraft.
- **NO SMOKING WITHIN 100 FT OF THE AIRCRAFT OR SUPPORT TRUCK.**
- Remember that aircraft taking off and landing cause air disturbances, resulting in blowing dust, dirt and debris. Wear personal protective clothing and equipment to avoid injury to eyes and skin. All non-essential personnel should be clear of the area during takeoffs and landings.
- Camera operators close to the action must use personal protective clothing and equipment.
- Light stands and other equipment close to the aircraft should be weighted with sandbags.
- Call sheets will include information about sequences involving aircraft and the relevant safety guidelines and risk assessments. The supervisor will conduct a safety talk with cast and crew to review the sequence, the potential hazards and required safety precautions.
- Always know where the aircraft's propellers / rotors are, especially when the engine is running.
- If the engine is running, make sure the pilot is in his/her seat and in control of the aircraft. An aircraft should never be unattended while running.
- During filming, anchor the aircraft to prevent any forward motion.
- When approaching a helicopter, make sure the pilot has seen you and acknowledged your presence, and has waved you forward before you come any closer.
- Always approach and leave the helicopter from the front, so that you are always in the pilot's line of vision. NEVER WALK AROUND THE TAIL SECTION.
- Crouch as you approach and leave the helicopter, to avoid any possible contact with the rotors. If you are carrying any gear, carry it below waist level – not upright or over your shoulder.
- Do not walk downhill toward a helicopter, or uphill away from it, as this increases the risk of injury from the rotors.
- During filming of takeoffs or landings, camera placements should be determined based on a maximum degree of safety for the camera operators.