

GENERAL SAFETY GUIDELINES FOR PRODUCTION

It is Company policy to promote a safe and healthy work environment for all workers, and to comply with all applicable environmental, health and safety (EHS) laws, regulations, and Company policies governing workplace health and safety. Our goal is to ensure a safe production and create a work environment that is free from injury and work-related illness. Workers at all levels are required to actively participate in maintaining a safe and healthy work environment.

The safety of our workers and the public are of major importance. Therefore, safety will take precedence over expediency or shortcuts in the operation of our Company. The following general safety guidelines for production pertain to **all** cast and crew members. Disregard of these guidelines could result in serious injury to you and other crew or cast members, as well as disciplinary action, up to and including termination. These guidelines are not inclusive of all physical hazards or unsafe conditions that may be present on a production. Read and understand these guidelines so you can do your part to maintain a safe and successful production.

1. Your 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.
2. Report all unsafe acts or conditions to your immediate supervisor. Unsafe conditions should be corrected or made readily known to all personnel until corrected to prevent possible injury.
3. Safety hazards should be reported to your supervisor or Line Producer and/or Unit Production Manager, or you may report them by calling the Environmental, Health and Safety (EHS) Anonymous Safety Hotline: (800)364-0747 or (818)777-2153. **There will be no reprisal or disciplinary action for reporting unsafe conditions or work practices.**
4. Always be aware of the emergency procedures for the location(s) in which you are working and where the nearest medical care is available. Contact your supervisor if emergency procedures are unknown. Know the locations of fire extinguishers and how to use them.
5. Attend all safety and training meetings conducted by your department head, supervisor, or First Assistant Director. You are required to notify your supervisor if you cannot attend. Safety meetings are required each time new processes, equipment or machinery is introduced or if unusual activity is scheduled. These meetings do not take the place of required standard safety training.
6. Attend additional safety meetings (as required by your supervisor) whenever any stunt, special effect, hazardous or unusual activities (including, but not limited to, water hazards, firearms, helicopters, animals, etc.) are scheduled.
7. Special effects involving pyrotechnics, explosives, and/or fire must be noted in advance on the call sheet. All cast and crew members should wear appropriate safety protective equipment. Only persons necessary for the stunt/effect should be in the area.
8. Report all accidents and/or injuries, no matter how minor, to your supervisor immediately so proper medical or first aid treatment can be arranged.
9. Ensure all visitors remain a safe distance from construction and filming areas.
10. Observe designated smoking areas. Smoking (including electronic/vapor devices) is NOT allowed on stages or in buildings. Extinguish smoking materials in appropriate containers.
11. Inform your supervisor if you are taking any medication that may interfere with your ability to work. Working under the influence of illegal drugs or alcohol is prohibited.
12. Wear appropriate clothing and any necessary personal protective equipment needed for the job. Do not wear open-toed shoes. Ask your supervisor if you have questions.
13. Ensure all exterior doors are unlocked or capable of being opened from the inside when buildings are occupied. Aisles, traffic lanes, stage perimeters, electrical panels, fire exits, and all fire equipment must always remain clear and accessible.
14. Obtain training from a qualified instructor prior to operating aerial lifts. Safety harnesses and lanyards are to be worn at all times. Do not operate heavy equipment on stage pit covers without authorization.
15. 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. Do not handle or repair tools, machinery or equipment unless you have been trained and authorized to do so by your supervisor. Report any defective, damaged, or malfunctioning equipment to your supervisor.
16. Inspect ladders prior to use and make sure they are adequately supported. Always face the ladder and do not use the top two steps of any ladder.
17. Follow the correct procedures for lifting. Do not attempt to lift excessive or awkward loads without assistance. Lift with your legs, not with your back. Avoid lifting if possible – use carts, dollies, etc.
18. Store all flammable liquids in approved safety cans or cabinets. Do not accumulate excessive amounts of combustible debris such as boxes and paper.
19. All decorative set materials should be treated with a flame retardant or made of non-combustible materials. Special care should be taken when working with sets or props made with foam materials.
20. Read and familiarize yourself with Safety Data Sheets (SDS) prior to using any chemicals. Copies of SDS for any chemicals used should be sent to the production office.
21. Obey all traffic rules and proceed in a safe manner at all times. This includes bicycles, carts and personal vehicles. Personal vehicles are to be parked in their assigned location.
22. Do not use mobile telephone devices without a hands-free device while operating vehicles. Workers are also prohibited from using the texting and data applications of smartphones and 2-way radios while operating a vehicle.
23. Do not engage in pranks, horseplay, scuffling or other unsafe acts. This could result in serious injury to you and/or your fellow cast and crew members.

Additional safety information can be found in the Industrial Health and Safety Program manual located in the production office and on set for your review, upon request. You can also obtain a copy of the manual by contacting the Production Environmental, Health and Safety (EHS) Department.

INDUSTRIAL HEALTH & SAFETY PROGRAM OVERVIEW

It is Company policy to strive for the highest safety standards. It is the intention of Production Management to take every reasonable action to ensure a safe production and to ensure compliance with the requirements of applicable provincial health and safety regulations, including Workplace Hazardous Materials Information System (WHMIS) regulations. Therefore, workers at all levels are required to actively participate in maintaining a safe and healthy work environment.

The safety of our workers and the public is of major importance. Therefore, safety will take precedence over expediency or shortcuts in the operation of our Company.

To assist the Company in meeting its our goals and the requirements of federal, provincial and local regulatory agencies, an Industrial Health & Safety Program (IHSP) has been developed. This safety program places particular emphasis on provincial occupational health and safety legislation requirements that pertain to our business.

PROGRAM OVERVIEW

The following is a brief summary of the elements of the Industrial Health & Safety Program:

- **Responsible Persons** – The Producers, Directors, and the Line Producer/Unit Production Manager all have direct responsibilities for achieving a safe production. They may delegate safety related tasks to other positions but retain ultimate responsibility.
- **Communication** – Safety information will be given to the cast and crew on a frequent basis. The format may be group or individual meetings and/or printed or posted materials. It is expected that this communication be two-way to ensure there is a clear understanding of what is expected to take place.
- **Training** – This is required to ensure that all cast and crew members understand how to perform their job responsibilities in a safe manner. This may take the form of formal instruction, informal instruction, on-the-job training, or programmed training materials.
- **Inspections** – It is required that inspections take place to ensure that unsafe acts and conditions are identified and corrected. Inspections are to be performed both formally and informally.
- **Hazard Assessment and Control** – Unsafe acts and working conditions are to be corrected promptly. It is the cast and crew members' responsibility to report any hazard or unsafe act to their supervisor, the First Assistant Director, or the Line Producer/Unit Production Manager. This can be done formally, informally, or anonymously.
- **Enforcement of Safe Work Practices** – All cast and crew members are responsible for complying with safety procedures and regulations. The production company is responsible for ensuring that compliance takes place. A worker found in violation of a safety rule or guideline may be subject to disciplinary action, up to and including termination of employment.

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)

This program is to ensure that all workers are aware of the physical and chemical hazards found in the workplace. The WHMIS program provides workers with information about all the chemicals they use by utilizing Safety Data Sheets (SDS) and warning labels on the products. The production company keeps on file a copy of the SDS for all hazardous materials used on the production. Cast and crew members may request to review copies of these SDS at any time. In order to prevent overexposure to hazardous materials and to avoid accidents or injuries associated with physical hazards, workers may be required to attend additional training on the use of personal protective equipment. In order to protect yourself and your co-workers from any potential hazards, always use, handle and store chemical containing products according to manufacturer's instructions.

YOUNG AND NEW WORKERS / WORKING ALONE

All young (under 25 years of age) and new (to the worksite) workers must receive a documented health and safety orientation and training specific to their workplace before they begin work.

Any job where a worker is alone where assistance would not be readily available to the worker in the case of an emergency and in case the worker is injured or in ill health should be examined for risk factors to determine the degree of exposure involved. Factors to be considered include: Location, the nature of the work environment, the type of work, attributes of the workers involved, and past history of incidents in similar locations and situations.

If you have not received this orientation and training, or if you have questions about this or any other safety concerns, please contact your supervisor or the Production Environmental, Health and Safety (EHS) Department.