

Paramount



Paramount

PARAMOUNT CBS STUDIOS

INJURY AND
ILLNESS
PREVENTION
PROGRAM

SAFETY MANUAL

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AIR MONITORING / INDUSTRIAL HYGIENE

1.0 PURPOSE:

To identify airborne occupational health hazards before crew members are exposed, and to provide a means for reporting potential hazards associated with airborne contaminant.

2.0 RESPONSIBILITY:

2.1 Producer or designated Safety Representative – Shall be familiar with the contents of this program and initiate action whenever there are indications of airborne contaminants in the workplace.

2.2 Environment, Health and Safety Department:

- a. Shall coordinate testing and evaluation activities between CBS and their associated productions, analytical laboratories and regulatory agencies.
- b. Shall annually coordinate an audit of each production to identify sources of airborne contamination.

2.3 Facility/Maintenance shall ensure that proper ventilation is maintained for all sets and work areas.

3.0 PROCEDURES:

3.1 It is the Production Company's policy that a workplace free of airborne contaminants is provided for all cast and crew members.

- a. Airborne Contaminants – Harmful materials including gases, dusts, mists, vapors, fumes, powders, liquids, microbial, magnetic, and lights such as UV or Laser.
- b. Exposure Limits – Standard exposure limits prescribed by a recognized agency such as OSHA or American Conference of Governmental Industrial Hygienists (ACGIH). Exposure limits are expressed as Threshold Limit Values (TLV's), for example, the current TLV for carbon dioxide is 5000 parts per million (ppm) based on an 8 hour time-weighted. Cal/OSHA standards are referred to as Permissible Exposure Limits (PEL's) and as a compliance standard, are legally enforceable. The PEL for carbon dioxide is 10,000 ppm. These exposure limits refer to airborne concentrations of substances and represent conditions under which it is believed that nearly all workers may be repeatedly exposed day after day without adverse effect.
- c. Engineering Controls – Mechanical controls such as local exhaust ventilation, general area ventilation, etc., used to minimize crew member exposure.
- d. Administrative Controls – Management and supervisory procedural controls that emphasize the duration as a means of limiting crew member exposure.
- e. Airborne Contaminant Incident – These are initiated by a crew member's concern or complaint related to some form of physical discomfort or injury, and/or testing results showing exposure values above prescribed permissible exposure limits.
- f. Physical Effect – The effects of airborne contamination that manifest themselves physically. Examples include, but are not limited to, burning eyes, irritation of the respiratory passages, skin irritation, drowsiness, etc.



- 3.2 All airborne contaminant incidents shall be investigated and exposure documented by the Environment, Health and Safety Department.
- 3.3 Recommendations for corrective measures shall be the responsibility of the Environment, Health and Safety Department.
- 3.4 Special effects or new processes that may generate airborne contamination shall be reviewed by the Environment, Health and Safety Department to identify control measures needed to minimize crew exposures.
- 3.5 Supervisors and/or safety representative, as part of any proposed special effect or process, shall include a review of possible airborne contamination releases. Special attention shall be given to incendiary devices and activities or processes involve chemicals.
- 3.6 Cast and crew members who experience physical effects from suspected airborne contaminates, shall comply with the following procedures:
 - a. Report any physical effects immediately to the Environment, Health and Safety Department.
 - b. The affected crew member(s) are to complete the "Indoor Quality Questionnaire/Complaint" form, Appendix I.
 - c. Forward the completed form(s) to the Environment, Health and Safety Department.
 - d. The Environment, Health and Safety Department will forward a copy of the completed form to the Human Resources Department who maintains the "OSHA Form 300".
 - e. Crew members who sustain injury from airborne contaminants in the workplace are subject to the workers' compensation laws and regulations of the state in which their facility is located. If the injured worker is a CBS employee, refer the cases to the Environment, Health and Safety Department for coordination of all workers' compensation benefits.
 - f. Because of wide variation in individual susceptibility, a small percentage of workers may experience discomfort from some substances at concentrations at or below the threshold limit; a smaller percentage may be affected more seriously by aggravation of a pre-existing condition or by development of an occupational illness. Therefore, cast and crew exposures will be maintained at level as low as possible.
 - g. Exposure limits are continually updated as data is evaluated. The Environment, Health and Safety Department will maintain current exposure limit information with up-to-date limits. Supervisor or safety representative of all work locations shall verify their exposure data before crew members are allowed to enter contaminated atmospheres.
 - h. Control measures to reduce or eliminate air contamination include:
 - Substitution – Substitution of less toxic materials.
 - Change of a process – Process changes, for example, a change from gas-operated forklift trucks to electric trucks.
 - Isolation – Placing the hazardous process in a separate room or an isolated area to reduce the number of persons exposed.
 - Administrative controls – Limiting the total amount of time an individual is exposed to a health hazard by rotating two or more workers each day.



- i. Training and Education of Crew Members – Cast and crew will be told what airborne hazards they may be exposed to and the ways to minimize such exposure.
- j. Personal Hygiene – Personal hygiene cannot be over-emphasized. Crew members should wash their hands before eating, smoking, or using toilet facilities. Skin exposed to chemicals such as alkalis, acids, solvents, and strong cleaning agents should be washed off immediately. Crew members are not permitted to eat around chemicals, pyrotechnic devices or in contaminated areas. Clothing should be changed and washed daily if it becomes contaminated with toxic chemicals, dust, fumes, mist or liquids.
- k. Personal Protective Equipment – Items such as respirators, hearing protection devices, protective clothing, and protective equipment must be made available.
- l. Ventilation – Ventilation includes either local exhaust ventilation, by which airborne contaminants are removed at the point of generation; or general area ventilation where mechanical ventilation reduces exposure by diluting the contaminants with fresh air.



AIR QUALITY QUESTIONNAIRE/COMPLAINT

To be completed by the crew member experiencing physical affects from exposure.

Building Name:

File Number:

Address:

Occupant Name:

Work Location:

Occupant Job Duties:

Date:

Time:

Complaint:

(yes or no)

Complete the following questions to the best of your ability.

I. SYMPTOMS PATTERNS

What kind of symptoms or discomfort are you experiencing, check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Temperature too cold | <input type="checkbox"/> Temperature too hot |
| <input type="checkbox"/> Lack of air circulation (stuffy feeling) | <input type="checkbox"/> Noticeable odors (describe) |
| <input type="checkbox"/> Dust in the Air | <input type="checkbox"/> Disturbing noises |
| <input type="checkbox"/> Other specify | |

Are you aware of other people with similar symptoms or concerns? (Yes or No) _____

If yes, what are their names and locations:

Do you have a health condition(s) that may make you particularly susceptible to environmental problems? Check all that apply:

- | | | |
|--|---|--|
| <input type="checkbox"/> chronic cardiovascular disease | <input type="checkbox"/> contact lenses | <input type="checkbox"/> allergies |
| <input type="checkbox"/> chronic neurological problems | <input type="checkbox"/> do you smoke | <input type="checkbox"/> chronic respiratory disease |
| <input type="checkbox"/> under chemotherapy or radiation therapy | | <input type="checkbox"/> immune system disorder |
| <input type="checkbox"/> other condition(s) not stated above | | |

II. TIMING PATTERNS:

When do these problems occur? Check all that apply.

- | | | |
|--|------------------------------------|--------------------------------|
| <input type="checkbox"/> morning | <input type="checkbox"/> afternoon | <input type="checkbox"/> daily |
| <input type="checkbox"/> no noticeable trend | | |

When are they generally worse? _____

Do they go away? If so when? _____

Have you noticed any other events (such as weather, temperature or humidity changes, or activities) in the building that tend to occur around the same time as your symptoms?



III. HEALTH PROBLEMS OR SYMPTOMS:

Describe in three words or less each symptom or adverse health effect you have experienced more than two times per week. Example: runny nose

Symptoms #1

Symptoms #2

Symptoms #3

Symptoms #4

Symptoms #5

Symptoms #6

Do the above symptom(s) clear up within 1 hour after leaving work?

yes no

If no, which symptom(s) persist, at home or at work, throughout the week. Please identify by drawing a circle around the symptom number below.

Symptoms: #1 #2 #3 #4 #5 #6

Have you sought medical attention for your symptoms? yes no

If yes, describe the medical treatment and evaluation by the doctor.

Attach any other comments you wish to make concerning this incident.

The information on this form will be used to determine testing criteria and corrective action.



1.0 BODY FLUID PATHOGEN EXPOSURE CONTROL PLAN

PURPOSE:

- 2.0 To prevent Production Company and contractor personnel from being exposed to infectious body fluids that may result from the performance of employment related duties.

2.1 RESPONSIBILITY:

Environment, Health and Safety Department:

- a. The Environment, Health and Safety Department retain oversight authority for program implementation.
- b. Assist supervisor or safety representative to identifying those jobs that pose a potential risk of blood or body fluid contamination during routine work activities.
- 2.2

Supervisors or Safety Representative:

- a. Shall ensure their crew members receive training as to the requirements of this program.
- b. Shall identify jobs that would pose a risk of blood or body fluid contamination during the performance of their regular assigned duties.
- c. Ensure proper medical support is provided to the individual should a crew member become exposed to blood or other body fluids.
- 2.3 d. Must properly document and report exposure incidents to the Environment, Health and Safety Department.

Crew Members:

- a. Follow the safety procedures discussed in the training sessions to prevent exposure to blood or body fluids potentially contaminated with infectious agents.
- 3.3 b. Report all contamination incidents immediately to their manager or supervisor.

DEFINITION:

At Risk Jobs – An exposure determination for the occupation or job where it is REASONABLY ANTICIPATED that skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials may result from the performance of employment related duties. These are DESIGNATED jobs tasks where rendering first aid assistance is required as part of their regular assigned duties. An example of such an occupation would be a facility nurse and an example of a designated job task would be safety personnel required to respond to accidents or injuries.

Non-risk Jobs – An exposure determination for the occupation or job where there



is no risk of contamination with infectious materials in the performance of employment related duties. An example of such a job would be an assembler on the production line or a material handler.

Restricted Work Area – An exposure determination for a work area where it is a REASONABLE LIKELIHOOD OF EXPOSURE TO BLOOD or other potentially infectious materials can be anticipated. Crew members are not to eat, drink, apply cosmetics or lip balm, smoke, handle contact lenses, or keep food or beverages in the restricted work area. An example of a restricted work area would be the facility first aid room.

Hepatitis B Vaccine – All crew members having occupational exposure to blood or other potentially infectious materials will be offered the vaccine at no cost to the crew member, within 10 working days of their initial assignment to a designated RISK JOB. The vaccine is a preventive measure against hepatitis infection.

Exposure Incident – Whenever crew members, either risk or non-risk, are exposed to infectious material.

Post Exposure Evaluation & Follow-up – After an exposure incident determination of why it occurred, who was exposed, and tracking the medical care of exposed crew members.

Health Care Professional – A medical doctor contracted by the Company to provide medical services.

Written Opinion – Supplied by the health care professional whenever a crew member is exposed to infectious materials or sent to receive the Hepatitis B vaccine.

Exposure Determination – Review by supervisors and safety representative of their crew member's job classifications, associated tasks and procedures to identify risk jobs, non-risk jobs, restricted work areas and emergency response personnel.

3.0 PROCEDURES:

- 3.1 Hepatitis B vaccination is to be offered to all crew members who have occupational exposure to blood or other potentially infectious materials, these are RISK JOBS.
- 3.2 When the primary job assignment of such designated first aid providers is not providing first aid, the Hepatitis B vaccination is not required. If the crew member asks for the vaccination and is a qualified/certified first aid provider, though they do not have a RISK JOB, the vaccination will be made available to them.
- 3.3 All supervisor or safety representative will examine their crew member job classifications and work areas to identify RISK JOBS and RESTRICTED WORK AREAS annually. A list of RISK JOBS and RESTRICTED WORK AREAS will be submitted to the Environment, Health and Safety Department.



- 3.4 First aid providers, who respond as a collateral duty to incidents, generally at the location where the incident occurred, are not considered RISK JOBS.
- 3.5 An exposure incident includes crew members exposed to infectious material even if personal protective equipment is used such as masks, gloves, apron, etc.
- 3.6 All exposure incidents shall be reported to the Safety Representative who shall record and maintain a listing of such exposures. This list shall be readily available to all crew members and shall be provided to an inspector of a regulatory agency upon request. All incidents shall be reported before the end of the shift or workday.
- 3.7 Training shall be provided upon hiring, change of job classification and annual refresher thereafter. The Environment, Health and Safety Department shall coordinate the training requirement with the Safety Representative or supervisors.
- 3.8 Training Records shall be maintained by the Human Resources Department. The department shall have the necessary documentation available for inspection upon request by a regulatory agency.
- 3.9 Crew Member Training shall include:
 - a. An explanation of the OSHA Standard for Bloodborne Pathogens.
 - b. Epidemiology and symptomatology of bloodborne diseases.
 - c. Modes of transmission of bloodborne pathogens.
 - d. This Exposure Control Plan (i.e., points of the plan, lines of responsibility, implementation, explanation of RISK and NON-RISK JOBS, etc).
 - e. Control methods that will be used at the facility to control exposure to blood or other potentially infectious materials.
 - f. Personal protective equipment available at this facility to control exposure to blood or other potentially infectious materials.
 - g. Procedures for post exposure follow-up.
 - h. Explanation of signs and labels used at the facility.
 - i. Hepatitis B vaccine program at the facility.
- 3.10 The potential spread of disease from blood and other body fluids during Production Company activities is extremely low. The risk of injury that results in bleeding is low, and the joint use of equipment potentially contaminated with blood or other body fluids is also extremely low. However, the sensitivities associated with the potential transmission of disease, merit the development of a program to ensure control of potential bloodborne/body fluid pathogens.
- 3.11 The transmission of Hepatitis B and Human Immunodeficiency Virus (HIV) is of paramount concern, and to ensure adequate control, the following procedures have been developed:



- a. Exposure Control - Cutting Instruments (knives, etc.) To minimize the potential hazard associated with the transmission of Hepatitis B, and HIV, each knife and other hand cutting tool will be individually assigned. It must be emphasized that the cutting instrument does not represent an exposure hazard. It is only following an injury in which the knife, etc., becomes contaminated with blood that a potential hazard exists. Fortunately, when such injuries occur, the potentially contaminated instrument is easily cleaned and sanitized.
 - b. In the event that an injury occurs involving a knife or other cutting instrument, the potentially contaminated work area and tool will be thoroughly cleaned with warm water and detergent, and following cleaning, will be treated with a disinfectant. The personnel involved in cleaning activities will wear disposable latex or vinyl gloves to preclude skin contact.
- 2.0 Exposure Control – General
- a. In the event of an injury that results in the release of blood, the affected area will be immediately sectioned-off and access restricted. The accident will be immediately investigated by the Environment, Health and Safety Department and the injured crew member supervisor. Once the investigation is completed, the area will be cleaned and sanitized. A solution of warm water and detergent will be used for cleaning. Following cleaning activities, a commercially available disinfectant will be used as a rinse. The staff personnel involved in such activities will wear disposable latex or vinyl gloves to preclude skin contact.
 - b. First Aid Responders:
 - During a first aid emergency in which an exposure to blood or other body fluids is possible, a potential exposure hazard exists. The potential for contracting a disease as a result of responding to a first aid emergency is small. However, to minimize the hazard, the first aid responder will use latex or vinyl gloves. These gloves will be stored in each first aid kit.
 - Following the initial response to an emergency, the responder will remove all blood or body fluids contaminated clothing and thoroughly wash their hands and other affected area. For washing, the hand soap supplied in each Production Company restroom is adequate.
 - All equipment and the work area contaminated with blood or other body fluids will be cleaned and sanitized in accordance with the procedures "Exposure Control-General".
- 3.13 All records required by OSHA shall be maintained by the Environment, Health and Safety Department. The OSHA Log 300 will be maintained by the Human Resources Department.
- 3.14 All crew members who incur an exposure will be offered Post Exposure Evaluation and Follow Up. The following shall be documented:
- a. Route of the exposure and the circumstances related to the incident.
 - b. If possible, the identification of the source individual(s). The blood of the



source individual will be collected as soon as feasible and tested for HIV/HBV infection.

- c. Names of all first aid providers.
 - d. All first aid providers shall be offered a full immunization series within 24 hours of a reported incident.
 - e. Results of the source individual testing will be made available to the exposed crew member who will also be informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
 - f. The exposed crew member shall have their blood collected for HIV/HBV serological series testing immediately following a reported incident.
 - g. The crew member will be offered post exposure prophylaxis in accordance with the current recommendations of the US Public Health Service.
 - h. Appropriate counseling concerning precautions to take during the post-incident period, shall be made available to the crew member, along with information on symptoms and the need to report any related experiences to appropriate personnel.
 - i. A written opinion shall be obtained from the health care professional who evaluates crew members of this facility. An opinion is required when a crew member received a Hepatitis B Vaccine and when there is an exposure incident. The opinion shall be limited to whether the vaccine is indicated, if the crew member received the vaccine, if the evaluation was following an incident, if the crew member was informed of the results of the evaluation, and if the crew member was informed about any medical conditions resulting from exposure to blood or potentially infectious materials.
 - j. All contaminated materials shall be collected from the site, labeled as contaminated waste and disposed of in accordance with local regulations.
- 3.14 Personal protective equipment shall be made available to designated RISK crew members.

COMPRESSED GAS CYLINDER SAFETY

1.0 PURPOSE:

This policy is intended to ensure for the safe handling, use, and storage of compressed gas cylinders.

2.0 RESPONSIBILITY:

2.1 Supervisor or Safety Representative– It is the supervisor or safety representative's responsibility to ensure the safe handling, use and storage of compressed gas cylinders. They will instruct crew members in the safe handling, proper use and storage of compressed gas cylinders.

2.2 Environment, Health and Safety Department – The Environment, Health and Safety Department will assist supervisor or safety representative with the development and implementation of a safe compressed gas cylinder handling, storage, and training program.

2.3 Crew Members – All crew members will follow the established procedures for the safe handling, use and storage of compressed gas cylinders.

3.0 PROCEDURE:

3.1 Definitions:

- a. Adapter – A device for connecting two parts (as of different diameters or having different threads).
- b. Code Vessel – A pressure vessel designed, constructed, and stamped in accordance with the American Society of Mechanical Engineers Boiler and Pressure Vessel Code, or to an equivalent code acceptable to the state in which it is being used.
- c. Combustible – A material with a flash point above or equal to 100 degrees F.
- d. Compressed Gas Cylinder – A thick-walled metal cylinder fitted with a check valve, specifically designed to hold gasses under high pressure.
- e. DOT Cylinder – An unfired pressure vessel inspected and maintained in accordance with Department of Transportation regulations.
- f. Flammable – A material with a flash point below 100 degrees F.
- g. Hydrostatic Testing – Tests using water.
- h. Regulatory – A device used to regulate the pressure of a gas being withdrawn from a cylinder or pipeline.
- i. Retest – All regulatory scheduled tests of gas cylinders, which are conducted after the manufacturer's initial test.



- 3.2 Receiving:
- a. Only containers of compressed gas, which bear markings identifying them as Code Vessels or DOT cylinders shall be accepted from suppliers.
 - b. Any cylinder or valve that shows evidence of damage shall be rejected and returned to the supplier.
 - c. Leaking cylinders shall not be accepted.
 - d. Where evidence of damage, leakage, missing or defective parts is found after cylinders have been accepted, said cylinders shall not be allowed in service, nor shall repairs be made or attempted by crew members. The supplier shall be contacted and advised of the problem.
 - e. Only cylinders clearly and distinctly identifying the compressed gas product shall be accepted.
- 3.3 Transporting:
- a. Unless specifically excluded by DOT regulations, all cylinders containing flammable, corrosive, poisonous, or noxious gasses shall have their valves protected by metal caps securely attached to the cylinders with sufficient strength to protect the valves from damage during storage or transit.
 - b. Caps may be removed when the cylinder is connected for use.
- 3.4 Storage:
- a. Cylinders shall be stored in a vertical position with secure protective caps in specified areas, such as strong racks or other rigid structures where they may be secured against damage due to toppling, falling, or passing objects. Cylinders should be secured with chains or metal bands.
 - b. Do not store cylinders containing incompatible products together (e.g. oxygen cylinders shall be isolated from fuel gas cylinders or other highly combustible materials). A distance of at least 20 feet or by a five-foot-high, one-half-hour rated firewall is required.
 - c. Cylinders shall be protected against undue sources of heat or where they might form part of an electric circuit. If possible, they should be protected from the direct rays of the sun and stored in a location where their temperature will not exceed 125 degrees F.
 - d. All cylinders, including empties, shall be secured to suitable trucks or dollies to protect against falling, toppling, or rolling.
 - e. Consideration shall be given to possible incompatibilities of the compressed gas with other products during transport (e.g. oxygen cylinders should not be transported with oil or grease).
 - f. Rope and chain slings or magnets shall not be used to lift cylinders. If a crane must be used, only a suitable cradle or platform approved by the Environment, Health and Safety Department shall be allowed.
 - g. The valve protection cap shall never be used as a lifting point.
 - h. Never use cylinders as rollers or supports.
 - i. Avoid dropping, striking cylinders, or allowing them to strike each other.
 - j. Ensure that all valves are closed before moving the cylinder(s).
 - k. Handle each cylinder as though it were full.
 - l. Empty cylinders shall be appropriately marked EMPTY or MT and stored



separately from full cylinders. They should be returned to the supplier as soon as is practicable.

3.5 Inspection Compressed Gas Cylinders

- a. Read the cylinder label to identify the contents. Do not rely on the color coding of the compressed gas cylinder to identify contents. Suppliers often use their own code. Suppliers must identify cylinder contents by a label/stencil, but it may become unreadable. When in doubt, do not use the gas.
- b. Inspect the cylinder for damage, such as burn marks, dents, gouges, cuts, pitting, bulges, and cylinder stability.
- c. Check the retest information on cylinder to ensure compliance with pressure test requirements.
- d. Inspect cylinder for proper connection threads. Each major family of gases has a standard connection thread.
- e. Do a hammer test to identify possible internal corrosion. Using a half-pound (1/2) ball peen hammer, tap the cylinder side with light blows. The cylinder should have a clear ring when tapped. A dull ring indicates internal corrosion, liquid, or accumulation of foreign material in the cylinder.
- f. Cylinders found to be damaged or internally contaminated shall be taken out of service immediately.

3.6 Operations

- a. Safety devices shall not be tampered with.
- b. Compressed gas cylinders will not be used in service without suitable pressure regulating devices. EXCEPTION: Fire extinguishers and ammonia cylinders.
- c. A hammer or wrench shall not be used to open cylinder valves. If the valve cannot be opened by hand, the supplier shall be notified.
- d. Cylinder valves shall be “cracked” momentarily to clear any dirt from passage before connecting to regulating devices, except the cylinders containing highly toxic gases. The valve shall be opened while standing to one side of the outlet; never in front. Never crack a fuel gas cylinder valve near welding operations, near sparks, flames, or other possible sources of ignition.
- e. Cylinder valves should never be opened suddenly because of the potential for a shock locking effect on gauges, regulators, and other system equipment.
- f. Leakage checks should always be made immediately after the system has been pressurized. Only approved leak test solutions shall be used.
- g. Cylinders shall be located so that valves and regulators are easily accessible. Consideration should be given to the possibility of leakage or undesired release of gas cylinder contents in confined spaces. Even though such gases may not be toxic, they can create a lethal, oxygen-deficient atmosphere by displacement of oxygen.
- h. Before a regulator is removed from a cylinder valve, the cylinder valve shall be closed and the gas released from the regulator.



- i. Acetylene cylinders shall be used and stored in an upright position, so as to keep gas absorbent liquid in the cylinder out of the valves. The implant use of acetylene in cylinders shall be conducted in accordance with Compressed Gas Association Pamphlet G11966.
- j. Nothing shall be placed on top of an acetylene cylinder when in use that may damage the safety device or interfere with the quick closing of the valve.
- k. An acetylene cylinder valve shall not be opened more than one and one-half turns of the spindle, and preferably no more than three-fourths of a turn.
- l. If oxygen or fuel gas cylinders are found to have a leaky valve or fitting which cannot be stopped by closing the valve, the cylinders shall be taken outdoors away from sources of ignition and slowly emptied.
- m. Fuel gas cylinders shall never be used directly from cylinders for torches or other devices without being equipped with shutoff valves and pressure-reducing regulators, suitable for the cylinder valve or manifold.
- n. Cylinders shall never be disconnected or removed from a manifold system while the joint to be broken is under pressure. Adjustments and tightening of lines and fittings shall be performed only after it has been verified that no pressure is present in the system.
- o. Crew members shall not fill any compressed gas cylinders.
- p. Inert gases or compatible gases may be mixed in the same cylinder only by the supplier.
- q. Cylinders shall never be pressurized above their rated pressure.
EXCEPTION: During cylinder tests the vendor may fill cylinders to 10 percent over the rated pressure.



APPENDIX I - COMPRESSED GAS CYLINDERS

This guide is to be used for the handling and storage of compressed gas cylinders.

I. Storage:

- a. Cylinder storage areas shall be prominently posted with the names of the gases to be stored.
- b. Where gases of different types are stored at the same location, cylinders shall be grouped by types of gas.
- c. Cylinder storage areas shall be constructed so as to prevent cylinder bottom corrosion.
- d. Cylinder containing hazardous materials shall be stored outside.
- e. Cylinders in storage must be secured against accidental fall.
- f. Cylinders in storage must have metal valve protection caps on at all times. Plastic protection caps are unsuitable.
- g. Liquefied gas cylinders shall be stored valve end up.
- h. Used cylinders will be capped and returned to the empty storage rack.

II. Transportation:

- a. Any time cylinders are being transported, other than by manually rolling with a cylinder buggy, the regulators shall be removed and valve protection caps installed.
- b. When cylinders are being transported on a cylinder buggy they must be secured to the buggy, and the buggy must be designed for such purpose.
- c. Cylinders transported horizontally must be chocked or otherwise secured to prevent rolling, bumping, or sliding while being transported.
- d. Materials of construction of a receiving system into which a cylinder is to be discharged must be compatible with the contents of the cylinder or pressure sample container (e.g. copper tubing or fittings must not be used in acetylene service).
- e. The cylinder valve must not be left in the OPEN position when the cylinder is not in use. Pressure must be bled from the regulator if one is used. Cylinders connected to equipment such as manifolds or vapor phase chromatography instruments requiring a continuous flow overnight are considered to be in use.
- f. Care must be taken that a cylinder is not contaminated by backpressure from a system to which it is connected. Pressure regulators or flow regulators are not considered satisfactory check devices to prevent backflow into cylinders.
- g. A leaking cylinder containing toxic or flammable materials should be removed to the outside, hood or a vent system, away from personnel and any source of ignition. The area should be barricaded and the contents allowed to bleed down slowly. It is permissible to use an appropriate type pressure regulator to control a leaking cylinder valve, temporarily, until the cylinder can be



removed. The cylinder should be tagged to indicate its condition, and the owner and the Environment, Health and Safety Department should be notified.

- Note: One satisfactory method of preventing contamination of cylinders is listed below:
 - i. Check valves are available that will allow flow with differential pressure of 1/3, 1, 10, and 25 psig. These are 3000 pound valves in brass or stainless steel. These checks can be incorporated with swivel nut connectors on pressure regulators, or adapted to discharge lines where regulators are not applicable.
 - ii. Acetylene cylinders should be opened a maximum of one full turn and the “T” wrench or key must remain in place on the cylinder when in use. Acetylene must not be used at a pressure exceeding 15 psig.



CONTRACTOR SAFETY

1.0 PURPOSE:

The intent is to provide a safe and healthful environment for all contractor personnel working at Production Company facilities.

2.0 RESPONSIBILITY:

It is the responsibility of all Production Company personnel to ensure the safety of contractor personnel while engaged to work at company facilities and sets.

3.0 PROCEDURE:

3.1 Definition:

Visitor – Any person who is not a Production Company cast or crew member. Contractors are considered visitors; however, their work at the individual facilities can be for an extended period of time.

Temporary Crew Members (Temps) -- These are crew members who have job duties similar to those of the Production Company's full time personnel but are typically employed to support a specific project or activity.

3.2 All contractors will be advised of the hazards they may potentially encounter while working at the corporate facility.

3.3 All contractors will report to the Safety Representative or his/her designated representative at the start of the shift. Production company personnel engaged in set design/set construction activities will report directly to the sound stage/location where production activities are occurring.

3.4 Before the contractor(s) is allowed onto the set they will be advised of the following:

- Chemicals, pyrotechnics or other unique hazards likely to be encountered in their work locations and the necessary safety precautions.
- Types of warning alarms and the evacuation procedures to be followed in the event of a fire or other emergency.
- All production company personnel and contractors shall receive a job/site orientation prior to starting work. All such personnel shall participate in a pre-job safety briefing by the Safety Representative.

3.5 Regular production and maintenance work, performed by on-site production/contractor personnel, are exempt from these requirements.

5.4 Production and contractor personnel who have been through the indoctrination process within the past twelve months may be exempt from the safety

Paramount



orientation. Note: Safety orientation is required at least every twelve months.

CRANES AND HOISTS

1.0 PURPOSE

Cranes, hoists, slings, and other lifting devices shall be properly serviced and used in a manner that will prevent property damage or personal injury.

2.0 RESPONSIBILITY:

- 2.1 Environment, Health and Safety Department – The Environment, Health and Safety Department will ensure that all lifting devices are inspected and maintained as specified in this policy. Only properly trained crew members use these devices.
- 2.2 Facilities/Maintenance – Facilities/Maintenance will ensure that all lifting devices are inspected and maintained to ensure proper operation.
- 2.3 Supervisor or safety representative– Supervisors or the safety representative will ensure that only properly operating lifting equipment and devices are used and used only by properly trained operators.
- 2.4 Crew Members – Only crew members who have received proper training will operate lifting equipment or devices.

3.0 PROCEDURES:

- 3.1 All lifting equipment will be maintained in a safe condition, inspected for defects before use, and operated by qualified personnel.
 - a. Cranes – Equipment used to lift material using a swinging arm.
 - b. Hoists – Overhead mounted equipment used to lift material.
 - c. Slings – Nylon straps, wire or rope used to surround material for attachments to a crane or hoist for lifting.
- 3.2 Safety Rules:
 - a. All lifting devices and equipment shall be of sufficient capacity for the loads lifted.
 - b. All lifting devices and equipment shall be labeled with their load capacities.
 - c. Only trained operators shall use cranes, hoists, or other lifting devices.
 - d. No one shall walk under a suspended load.
 - e. Safety hooks shall be used on all hoisting equipment.
 - f. All accessory equipment shall be considered as part of the load and must be calculated to ensure remaining within the maximum safe working load requirements.
 - g. All attachments shall have a rated capacity of at least equal to that of the primary hoist and chain. Homemade or makeshift attachments are prohibited.
 - h. Hoisting equipment shall not be purchased without the prior approval of the design drawing by the Environment, Health and Safety Department.



- 3.3 Inspections
- a. All lifting devices and equipment shall be visually inspected by the operator daily or before each use.
 - b. All lifting devices and equipment shall be inspected by the supervisor or Safety Representative each quarter. The inspection will be documented and retained.
 - c. All lifting devices and equipment shall be identified by a serial number for recording purposes.
 - d. All lifting devices and equipment shall be load tested at 125 percent of their load capacity at least annually by a commercial vendor specializing in lifting equipment.



ELECTRICAL SAFETY

1.0 PURPOSE:

The intent of this policy is to provide for the safe design, installation, maintenance, and use of electrical systems and equipment.

2.0 RESPONSIBILITY:

2.1 Supervisors and Safety Representative:

- a. Must ensure that crew members are properly trained to operate and work on electrical equipment.
- b. Must ensure that all electrical safety rules and regulations are practiced in their areas of responsibility. Supervisors and the Safety Representative will ensure compliance with the Lockout/Tagout procedures.

3.0 PROCEDURE:

3.1 Definition:

- a. Working Clearance – Working clearance is the dimension of the working space adjacent to live parts operating at 600 volts or less to which access will be necessary, and likely to require examination, adjustment, servicing or maintenance while energized. It may not be less than three (3) feet in depth or 30 inches wide.

3.2 All supervisors of crew members who work on, or could come in contact with, electrical systems will ensure that at least one crew member is trained in cardiopulmonary resuscitation (CPR).

3.3 Only qualified crew members are authorized to perform electrical work or make electrical repairs.

3.4 Work on energized circuits or equipment requires the approval of the individual's supervisor or safety representative.

3.5 Portable electric tools must be grounded or double insulated.

3.6 Access to electric switch and circuit breaker panels must be available at all times, Access distance are 30" inches width and 36 in depth.

3.7 Energized components of electrical equipment operating at high voltage shall be guarded against accidental contact by using approved cabinets or other forms of enclosures. No components will be repaired or replaced on a system while energized with high voltages.



- 3.8 When testing equipment with energized unprotected high voltage parts, a crew member must:
 - a. Follow the Manufacturing Control Specifications (MCS).
 - b. Segregate the area from the rest of the work place with a physical barrier and clearly identify the area with a warning sign stating “DANGER - HIGH VOLTAGE - KEEP OUT.”
 - c. Ensure equipment is not left unattended when testing is in progress.
 - d. Ensure a minimum of two (2) people are in the immediate area.

- 3.9 When repairs are required on electrical equipment, the following Lockout/Tagout procedures are required:
 - a. Electrical repairs or modifications will not be made on electrical circuits or equipment until the electric source has been shut-off and access to the shut-off has been locked open by the individual(s) performing the work.
 - b. Alert the operator of the unit to be maintained.
 - c. Make sure the equipment being maintained cannot be set in motion until maintenance is completed.
 - d. Place your OWN padlock on the control switch, lever, or valve, even if someone has locked the control before you.
 - e. Place a tag on the equipment telling who and why the power is locked out. When through working at the end of your shift, remove your own padlock or tag. Never permit someone else to remove it for you.
 - f. Be certain you are not exposing another person to danger when you remove your padlock or tag. If you lose the key to your padlock, report the loss immediately to your supervisor and get a new padlock.

- 3.10 Ground-fault circuit interrupters (GFCI) are required when:
 - a. Crew members are required to work in out-of-door locations with electrical powered tools or equipment.
 - b. Inside buildings and using electrical tools or equipment in a damp or wet area.
 - c. Electrical outlets are located within (4) feet of sinks or water faucets.

- 3.11 The use of electric space heaters is not permitted unless approved by the Facilities/Maintenance. Heaters must have enclosed heating elements to preclude contact with combustible material and a level switch that secures the heater in the event it is knocked over.

- 3.12 Extension cords must NOT be used as a substitute for fixed wiring or receptacles.

- 3.13 Appliances:
 - a. COFFEEPOTS – Coffeepots must be UL-approved and sized to ensure they do not exceed the load limits of the electrical circuit. Coffeepots must be placed on a non-flammable surface away from combustible materials and must be unplugged when empty, not in use, and at the end of the day. Coffee makers designed to be left plugged in must be equipped with a shut-off switch.

- b. HOT PLATES – Hot plates are not permitted unless in a designed food preparation area. Where used they must be UL-approved for the location and rated for the circuit. Hot plates must be placed on a non-flammable surface away from combustible materials. Hot plates used for the preparation of food must be approved by the Environment, Health and Safety Department. Personal hot plates are NOT PERMITTED.
 - c. MICROWAVES – Microwave units and their location must be approved by the Environment, Health and Safety Department. The ovens must be kept clean and free of food splatters. No foil or other metal objects are to be used inside the oven.
 - d. REFRIGERATORS – All refrigerators and their locations must be approved by the Environment, Health and Safety Department. If approved, any refrigerators intended for food service is to be used ONLY for food. CHEMICALS must not be stored in the same refrigerator as food. All refrigerators must be grounded.
- 3.14 Clear and unobstructed access to electrical equipment, circuit breakers, and switches shall be maintained at all times.
- 3.15 Energized parts of electric equipment operating at 50 volts or more shall be guarded against accidental contact by approved cabinets or other forms of approved enclosures.
- 3.16 Sufficient space shall be provided and maintained around electric equipment to permit safe operation and maintenance of such equipment.
- 3.17 A conductor used as a grounded conductor shall be identifiable and distinguishable from all others.
- 3.18 No grounded conductor may be attached to any terminal or lead so as to reverse designated polarity.
- 3.19 A grounding terminal or grounding-type device on a receptacle, cord connector, or attachment plug may not be used for purposes other than grounding.
- 3.20 Receptacles shall be of the grounding type. Unless installed in a complete metallic raceway, each branch circuit shall contain a separate equipment-grounding conductor and all receptacles shall be electrically connected to the grounding conductor.
- 3.21 No bare conductors or earth returns may be used for the wiring of any temporary circuit.
- 3.22 Lamps for general illumination shall be protected from accidental contact or breakage. Protection shall be provided by elevation of at least seven (7) feet from normal working surface or by a suitable fixture.



- 3.23 No wiring systems of any type shall be installed in ducts used to transport dust, loose stock, or flammable vapors. No wiring system of any type may be installed in any duct used for vapor removal, ventilation of commercial-type cooking equipment, or in any shaft containing only such ducts.
- 3.24 Outlet devices shall have an ampere rating not less than the load to be served.
- 3.25 Signs warning of high voltage shall be posted where other than qualified crew members might come in contact with energized parts.
- 3.26 Equipment, wiring methods and installation of equipment in hazardous (classified) locations shall be intrinsically safe, approved for the hazardous (classified) location, or safe for the hazardous (classified) location.
- 3.27 Electrical Safety Training will be conducted when a crew member is assigned to electrical work and on a continuous basis, while assigned electrical related duties.

TRAINING ACTIVITY OUTLINE

- 1) Hazards
 - Electrical hazards of the workplace
 - Basic rules of electrical safety
 - Housekeeping requirements
 - Clearance requirements
- 2) Electrical Warning Signs
- 3) Accessibility to Qualified People
- 4) Safety Devices
 - What they are and how they work
 - Necessity to leave operable
 - Importance of leaving covers in place
- 5) Inspections
 - When required
 - What to look for
- 6) Operation of Equipment
 - Startup
 - Danger Signs
 - Shut down
- 7) Grounding Requirements
- 8) Disconnects and Restart Procedures
 - Hazards of accidental or unexpected restart
 - Procedures for safe operations
- 9) Hazardous Locations
 - Where sites are
 - What hazards exist
- 10) Lock Out/Tag Out Procedures



EMERGENCY ALARMS: REQUIREMENTS & TESTING

1.0 PURPOSE:

The emergency alarm systems are designed to warn the crew members of dangerous situations and the need to vacate the work areas.

2.0 RESPONSIBILITY:

2.1 Facilities/Maintenance – Facilities/Maintenance will ensure emergency alarms are installed and maintained in accordance with current regulatory requirements. Only authorized personnel will repair, modify, or install emergency alarm systems.

2.2 Environment, Health and Safety Department: -- All emergency alarms shall be evaluated monthly and tested annually. A list of discrepancies shall be provided to the Facilities/Maintenance for correction. A record of each inspection shall be maintained for regulatory review.

2.3 Supervisors or Safety Representative – Supervisor or safety representative shall incorporate reviews of emergency alarm requirements whenever changes are made to the work place.

3.0 PROCEDURES:

3.1 Emergency alarms shall remain unobstructed at all times.

- Emergency Alarm – A bell, whistle, or other audible signal sounded automatically or manually to warn crew members of danger and to evacuate the work location. Such alarms may also include rotating lights for visual notification.
- Emergency Public Address – An emergency announcing system to provide information and instructions to crew members during an emergency.

3.2 Alarm or speakers shall be loud enough to be heard above the surrounding noise level.

3.3 Spaces that are modified shall be reviewed to ensure emergency alarms maintain their effectiveness.

3.4 Documentation of inspections shall be maintained in an inspection log available for review by a regulatory agency upon request. These records are to be maintained by the Facilities/Maintenance.

3.5 Provision shall be made for crew members with physical disabilities. Visual in lieu of audible alarms for the hearing impaired.

3.6 A back-up means of warning shall be provided in the event the alarm fails to operate.



- 3.7 Provisions shall be made to protect the systems from damage that may take place in the workplace.
- 3.8 The Environment, Health and Safety Department must be notified whenever the system is not functioning.



EMERGENCY LIGHTS: REQUIREMENTS & TESTING

1.0 PURPOSE:

This procedure is intended to ensure exit and other avenues of escape are properly illuminated during power failure or other emergencies.

2.0 RESPONSIBILITY:

2.1 Facilities/Maintenance:

- a. Will ensure emergency lighting is installed and maintained in accordance with current regulatory requirements.
- b. Shall inspect and testing the emergency lighting and generator monthly. All discrepancies shall be immediately corrected. The emergency generator has sufficient capacity to pickup the electrical load of all lighting within the corporate offices.

2.2 Environment, Health and Safety Department: -- Shall ensure monthly inspections are completed and maintain the inspection log for review by a regulatory agency upon request.

2.3 Supervisors or Safety Representative – Supervisor or safety representative shall ensure that emergency lighting requirements are evaluated as part of any facility changes and any changes are brought to the attention of the Environment, Health and Safety Department.

3.0 PROCEDURES:

3.1 Emergency lighting shall remain unobstructed at all times.

Emergency Lighting -- Lighting specifically designed to be activated during an emergency when normal power is interrupted. At the major studio complexes, the emergency lighting is integrated into the ceiling fluorescent lighting and is connected to the emergency generator. Following a power failure, the emergency lighting will be activated within seconds. Emergency lighting is not meant to provide sufficient light for normal work activity but rather they are designed to supply sufficient light to accommodate safe evacuation.

Lighting equipment shall be maintained in operating condition at all times. Discrepancies shall be reported to Facilities/Maintenance who will initiate and ensure repairs are completed.

3.3 Spaces that are modified shall be reviewed by the Environment, Health and Safety Department to insure sufficient emergency lighting for exiting are maintained.



ERGONOMIC SAFETY

1.0 PURPOSE:

The intent is to protect Production Company personnel from Cumulative Trauma Disorders (CTD) through the establishment of a formal Ergonomics Program. Crew member welfare will be assured through a coordinated program including workplace analysis, procurement and use of proper furniture and equipment, medical surveillance, program training, and comprehensive record keeping.

2.0 RESPONSIBILITY:

2.1 Supervisors:

- a. Will insure that ergonomic concerns are taken into consideration when modifications are made to individual workstations.
- b. Will ensure all crew members are provided training in the proper use of equipment.
- c. Maintain overall responsibility for the program.
- d. Provide support to the Environment, Health and Safety Department.

2.2 Environment, Health and Safety Department – The Environment, Health and Safety Department will assess, using professional assistance where necessary, the various workstations and from these reviews, make recommendations. A record of these assessments will be kept.

3.0 PROCEDURE:

3.1 The Production Company is committed to providing a safe work environment for all cast and crew members. Ergonomic hazards shall be eliminated when identified, and crew members trained in the proper use of equipment.

3.2 Definitions

- a. Cumulative Trauma Disorder (CTD) – Medical symptomatology that develops incrementally from the application of physical stress to the body or its parts, including but not limited to, carpal tunnel syndrome and other nerve entrapments, chronic lower back pain, tendinitis, tenosynovitis, and “trigger” finger.
- b. CTD Risk Factors – Any aspect of a job, process, operation, or activity that contributes to the risk of developing CTD. Some examples include:
 - Repetition of specific physical activities
 - Forceful exertions
 - Prolonged static postures
 - Awkward postures
 - Lifting, bending, or stooping
 - Stretching/twisting of joints, tendons, or muscles
 - Friction, pressure, or heating/cooling of body parts
 - Vibration



- Lack of adjustable chairs, footrests, body supports, or work surfaces
 - Use of inappropriate/inadequate hand tools
 - Use of equipment, tools, or machinery outside design specifications
 - Poor grips on handles
 - Slippery surface (continuous conditions)
 - Lighting, glare, or other visual factors
 - Problems associated with physical limitations
- c. Ergonomic team shall be established (Safety Committee may be utilized) that would identify ergonomic concerns and ensure appropriate professional assistance is obtained.
- 3.3 The Environment, Health and Safety Department will monitor the Production Company's records (e.g., OSHA Form 300, and supervisor's Accident Report) to identify ergonomic related injuries in the workplace. A review of the appropriate information shall be conducted at the various work areas where ergonomic injuries have occurred so that corrective action can be taken. This data analysis will establish priorities for further action, such as workstation inspections, job hazard analysis, and crew member training.
- 3.4 Crew members shall report any symptoms of CTD to their Supervisor or Safety Representative, who will in turn notify the Environment, Health and Safety Department. CTD symptoms include burning sensations or inflammation of tendons, limitations of motion, numbness, pain, swelling, tenderness and tingling. A medical evaluation by a physician shall be conducted immediately upon receipt of report of CTD. A formal written record of these symptoms will be maintained.
- 3.5 Each report will be reviewed by the Crew member's supervisor and in conjunction with the Environment, Health and Safety Department an appropriate corrective measure will be developed.
- 3.6 A Work Site Evaluation (WSE) will be conducted by the Environment, Health and Safety Department using a professional ergonomist when appropriate. The WSE consists of:
- a. A survey of those crew members at risk to determine if crew members are experiencing discomfort/CTD.
 - b. Description and analysis of each workstation. An evaluation can include multiple job sites, provided that all unique crew member exposure characteristics are analyzed.
 - c. Evaluation of ergonomic control measures implemented.
 - d. A description of any new measures intended to eliminate, reduce, or control CTD risk factors.
- 3.7 WSE will be conducted promptly whenever:
- a. Any crew member is diagnosed with CTD. The WSE shall include all crew members performing the same/similar activities in the same department area.
 - b. Two or more crew members performing the same or similar activities report CTD symptoms within a one-year's period.



- c. A new workstation is created within an affected category.
 - e. New information indicates existing CTD risk control measures are not adequately controlling CTD.
- 3.8 Control of CTD Risks:
- a. Engineering Controls:
 - Engineering controls shall be incorporated which include adjustable workstations, tables, chairs, equipment, and tools, as well as physical modifications to the work station, tools, and work environment to alleviate CTD.
 - All engineering controls must first be evaluated and approved by the Environment, Health and Safety Department.
 - b. Administrative Controls – Administrative controls shall include modification of normal work duties, the use of alternate work assignments, stretching exercises, and periods of rest to interrupt activities posing a CTD risk.
 - c. Personal Protective Equipment: -- Personal protective equipment includes body supports, braces, padding, and splints. NOTE: These items are issued through and require the approval of a Medical Provider.
- 3.9 Training – Crew members identified by way of crew member complaint, worker's compensation information, or loss control data will receive Ergonomic Hazard Program training. This training shall include:
- a. Explanation of CTD risks and its causes.
 - b. Type of CTD and related symptoms.
 - d. Reducing CTD risks.
 - e. Instruction on the proper use of adjustable workstations, equipment, tools, and personal protective equipment.
 - Importance of work/rest regimen.
 - Reporting procedure and evaluation system.
- 3.10 The Ergonomic Investigation supervisor Report shall be completed and forwarded to the Environment, Health and Safety Department within 24 hours of a reported incident. (See Appendix I.)



APPENDIX II - ERGONOMIC INVESTIGATION SUPERVISOR REPORT

NAME _____ CREW MEMBER NO _____
TIME _____ LOCATION _____ BLDG _____
JOB CODE _____ MONTHS ON JOB _____ OCCUPATION _____
DATE _____ HIRE _____

FOR BACK INJURIES/STRAINS/SPRAINS OR HERNIAS:

1. Was the back struck by or against something?

2. Was the accident as a result of a fall?

3. If there was a specific task associated with the accident, did the task involve:
Low Bending/Far Reaching/Twisting

Describe for each of the above:

4. What other additional tasks are involved? (Give information for most difficult tasks):
Describe for each of the above: _____

5. For every "Yes" in 3 and 4 above, describe a way to do the tasks that would change your answer to a "No." _____

6. Has the worker had a similar accident/injury before? _____ If so,
when: _____

Include: To/From information on handling task, weight/size of object, and how often handled.



FOR ALL INJURIES TO THE HAND, WRIST, ELBOW, SHOULDER OR NECK:

1. If there was a task associated with the accident, did the task involve:

Job Rotation: Yes No Alternate Hands Yes No

Repetition: Yes No Describe & state how many

repetitions min/hour: _____

Moderate to High Forces: Yes No Describe what & how often

Awkward postures: Yes No _____
Circle & describe all that apply.

Gloves: Yes No _____

Describe gloves and their use (to present against) _____

Mechanical pressure (sharp edges of work surfaces, hand tools or handles on equipment, tools or objects that poke the hand, or objects that worker pounds with hand.) Yes No

Describe: _____

Cold temperatures (e.g., cold exhaust from an air tool) Yes No

Describe: _____

Vibration (e.g. bench grinder used on table where worker rests elbows, air tool) Yes No

Describe: _____

Machine pacing Yes No

Describe: _____

2. Does worker wear jewelry, watch, wrist brace/band? Yes

No

Describe: _____

3. Has worker had a prior injury on same limb? Yes No

Describe: _____

4. Does worker have any hobbies or sports that involve repetitive motion?

(E.G. knitting, gardening, tennis, etc.)

Yes No

Describe: _____

By _____ Ext. _____ By _____ Ext. _____

Department supervisor

Department manager

Supervisor Signature _____ Date _____

Manager Signature _____ Date _____



EYE WASH / DELUGE SHOWERS

1.0 PURPOSE:

This program is intended to provide an immediate source of water for flushing during an emergency when chemicals, cleaner or paints are inadvertently splashed into the eyes or onto the body.

2.0 RESPONSIBILITY:

2.1 Supervisors or Safety Representative:

- a. Shall be responsible to ensure that proper flushing equipment is available in the immediate work area where chemicals or other hazardous agents are present.
- b. Shall be responsible for instructing all crew members potentially exposed to chemical agent where the flushing equipment is located and its operation.

2.2 Environment, Health and Safety Department: -- The Environment, Health and Safety Department will assist supervisor or safety representative in the selection and proper placement of emergency flushing equipment.

3.0 PROCEDURE:

3.1 All work areas that use chemicals or materials that represent a skin or eye hazard shall have flushing equipment available for immediate use.

- Fixed Eyewash Units – Plumbed to a fixed potable water supply. Used where the face area may be exposed to injurious chemicals. Such units provide an unlimited quantity of water for rinsing the eyes and face.
- Fixed Emergency Showers – Plumbed to a fixed potable water supply. Used where the entire body may be exposed to injurious chemicals and large quantities of flushing water may be required.
- Tank Eyewash Units -- Water used for flushing the eyes is provided from a tank. Used where the face may be exposed to injurious chemicals and limited amounts of flushing water is needed. These units are also suitable for temporary locations and can be easily removed when no longer needed.
- Tank Emergency Showers – Water used for rinsing skin surfaces is provided from a tank. The use of tank emergency showers is authorized so long as a 15-minute supply of water is available.

3.2 Supervisor or safety representative shall inspect their work areas and insure that flushing equipment is readily available when chemicals or process hazards exist.

3.3 The Environment, Health and Safety Department shall assist in determining the type of equipment required and its placement.

3.4 The placement of flushing equipment shall be isolated from recognized hazards (i.e. electrical equipment, machining activities, traffic areas, etc.)



- 3.5 Work areas that use caustics, corrosives and/or acids shall have flushing equipment located so that it will take no longer than 10 seconds to access the equipment from the work area. The access path must be unobstructed.
- 3.6 Eye Wash/Deluge Showers shall supply sufficient water for 15 minutes continuous flushing.
- 3.7 Flushing equipment shall be inspected by a competent person on a monthly interval and the inspection documented. The flushing equipment that contains tanks of solution shall have the solution replaced according to the manufacturer's instructions and the servicing documented.
- 3.8 Flushing equipment that is damaged or not serviceable will be removed from the work area and replaced with serviceable equipment before work continues in the work area.
- 3.9 Access to the flushing equipment shall be free and clear of obstructions.
- 3.10 Flushing equipment shall be for emergency use only.
- 3.11 Supervisors and crew members working in the area where chemicals could contaminate them shall be trained in the emergency use of the equipment prior to their assignment to work in the area.
- 3.12 Emergency flushing equipment shall be located within a travel distance of no greater than 50 feet, line of sight, or a maximum of 10 seconds travel time.
- 3.13 Documentation of inspections shall be by:
"Inspection tag" Must be attached to each unit.
Inspection tag must be signed and dated after the unit has been inspected and found to be in proper operating condition.
The inspection tag for "Tank" flushing equipment must state the date when the water was replaced and what additive was used for tank units. Also water-to-be-changed servicing date must be stated on the inspection tag.
- 3.14 Fixed flushing units shall have the piped water supply valve locked in the "on" position at all times.
- 3.15 Emergency flushing stations shall be identified with a highly visible sign.

FALL PROTECTION - WORKING AT ELEVATIONS

1.0 PURPOSE:

This procedure has been developed to provide safety procedures and requirements for personnel working at heights.

2.0 RESPONSIBILITY:

It is the responsibility of Supervisors or Safety Representative to ensure that crew members working at elevated locations are provided adequate fall protection. They will instruct all crew members in the hazards associated with working at elevated locations and the required personal protective equipment.

3.0 PROCEDURE:

3.1 Definitions:

- a. Lanyard – A rope/line suitable for supporting one person. One end is fastened to a safety belt or harness and the other end is secured to a substantial object or a safety line.
- b. Lifeline – A rope/line suitable for supporting one person, to which a lanyard safety belt or harness, is attached.
- c. Full Body Safety Harness – A nylon or web belts which have shoulder and leg straps designed to equally distribute the impact of a fall across the whole body. NOTE: **Full Body Safety Harnesses must be worn on all aerial devices.** Crew members shall wear a safety harness securely fastened to the platform by a lanyard so secured that the crew member(s) cannot free fall more than 4 feet.
- d. Fall Restraint Safety Belt – A device worn around the waist that when attached to a lanyard and lifeline will limit or actually prevent a fall. NOTE: **Fall Restraint Belt must be used in all scissor lifts.** Crew members shall wear a restraining belt with a lanyard not to exceed 4 feet in length. The lanyard must be secured to an anchorage point or mid-rail only.
- e. Engineering Control – Working at elevations, more than four (4) feet above grade, on platforms, roofs, scaffoldings, ladders, climbing stairs, or performing activities where falls could result in injury, death, immersion in water, or contact with chemicals requires provisions for preventing falls. Ideally this prevention will be provided by engineering control, safety railings, and enclosures, etc. Ladder use, circumstances in construction at hazardous materials sites, or environmental assessments may require fall protection for Personal Protective Equipment (PPE), in addition to or instead of engineering controls.
- f. Personal Protective Equipment – Personal Protective Equipment (PPE) for Fall Protection includes Lifeline Systems consisting of safety belts, body belts, safety harness, lanyards, and safety lines. A friction/grabbing device may be used to connect the lanyard to the safety line and act as a brake.



- 3.2 Before any fall protection system is used it shall be inspected for suitability of use and condition by the user. The user will complete safety training in the proper use of the equipment prior to its use.
- 3.3 If a Lifeline System is used it must meet, as a minimum, the Standards and Criteria of OSHA 29 CFR 1926.104, and CAL/OSHA Title 8 CCR 3388, 1669 and 1670:
- 3.4 The Anchorage Point must be able to support a dead weight of 5,400 lbs.
- 3.5 Lifelines must be of 3/4-inch manila or equivalent. The lifelines should have a minimum breaking strength of 5,400 lbs. Lifelines used for rockwork or which may be subjected to abrasion must be 7/8-inch wire core manila rope.
- 3.6 Safety Belt Lanyard must be a minimum of 1/2-inch nylon rope or equivalent. Safety belt should not exceed six (6) feet and have a minimum breaking strength of 5,400 lbs.
- 3.7 Bolts, Shackles, D-rings, Snap Hooks, and Metal Links must be able to bear a tensile load of 4,000 lbs. without cracking, breaking, or permanent distortion.
- 3.8 All Lifeline System Hardware shall be drop forged, pressed steel, or cadmium plated in accordance with Type 1, Class B Plating specified in Federal Specification QQ-P-416. Surfaces must be smooth and free of defects.
- 3.9 A person experienced in the use of Lifeline Systems must inspect the entire system before and after each use and at regular (monthly) intervals. Lifeline Systems elements showing any sign of stress or damage or which have been used to break a free fall shall be taken out of service immediately and destroyed.
- 3.10 Choice of a Lifeline System for each task or location will be based upon the actual needs of the activity. This must be approved by the Environment, Health and Safety Department.
- 3.11 Fall protection will be worn by production personnel working in high-lift, scissor lift equipment and while working outside the Catwalks in the Permanents (Perms).



FIRE & EMERGENCY EXITS: SIGNS, ACCESS, TESTING

1.0 PURPOSE:

This procedure is intended to ensure a designated safe means of exit for crew members and audiences during fires and other emergencies.

2.0 RESPONSIBILITY:

2.1 Supervisors or Safety Representative – It is the responsibility of supervisor or safety representative to ensure exits are unobstructed, properly identified, and that the crew members are familiar with their location and purpose. Supervisors who have crew member(s) with physical impairments shall assign a coworker to assist the physically challenged crew member(s) in an emergency.

2.2 Environment, Health and Safety Departments – The Environment, Health and Safety Departments shall ensure emergency exits are constructed and maintained in accordance with current regulatory requirements.

2.3 Crew Members -- Each crew member is responsible for knowing the emergency escape route from their work location. Crew members should also know their alternate route if the primary route is blocked.

Facilities/Maintenance:

- Facilities/Maintenance shall conduct monthly inspection of the lighted emergency exit signs. Discrepancies shall be correction immediately. A record of each inspection shall be maintained for regulatory review.
- Shall ensure all exits and egress routes are properly identified and labeled.
- Security shall ensure an adequate number of guards are available at each event in which the public participates to assist with evacuation during emergency.
- Guest Relations shall ensure an adequate number of trained Pages are available at each public event to assist with evacuation during an emergency.



3.0 PROCEDURES:

- 3.1 Access to emergency exits shall remain unobstructed at all times.
- 3.2 Spaces, such as sound stages, that are modified in preparation to a production shall be reviewed by the Environment, Health and Safety Department to insure emergency exits and egress routes are maintained.
- 3.3 Supervisor or safety representative shall insure crew members know both the primary and secondary emergency escape routes. This requirement applies to all regular, per diem and contractor crew members.
- 3.4 Supervisor or safety representative shall assign a coworker to assist crew members with physical disabilities during an emergency. This requirement applies to all regular crew members, consultants, contract personnel, visitors, and guests.
- 3.5 Documentation of inspections shall be maintained in an inspection log available for review by a regulatory agency upon request. These records will be maintained by Facilities/Maintenance.



FIRE DETECTION & EXTINGUISHING SYSTEMS

1.0 PURPOSE:

To ensure an effective fire detection and extinguishing system has been developed and implemented at Production Company facilities

2.0 RESPONSIBILITY

2.1 Supervisors:

- a. It is the responsibility of the supervisor or safety representative to ensure crew members are familiar with the type of detection and extinguisher systems installed within the work place.
- b. Shall incorporate the needs for maintaining fixed systems whenever changes are made in the work place.
- c. Shall ensure crew members know what to do when a system is activated in their location. This requirement applies to all permanent and temporary crew members.
- d. Shall assign a coworker to assist crew members with physical disabilities to exit safely in an emergency. This requirement applies to all permanent and temporary crew members.
- e. Supervisor or safety representative shall ensure their work areas maintain unobstructed fixed fire detection and extinguishing capabilities.

2.2 Facilities/Maintenance – Facilities/Maintenance will ensure detection and extinguishing systems are constructed and maintained in accordance with current regulatory requirements. All fixed fire systems shall be inspected at the following intervals:

- a. Water Sprinkler System:
 - Annual test of main drain flow
 - Annual test of alarms
 - Semi Annual test to open inspector's test valves
- b. Water and Hose Stations
 - Annual test and inspection



A record of each inspection shall be maintained for regulatory review.

2.3 Crew Members

It is the responsibility of each crew members to know the location of fixed fire detecting and extinguishing equipment in their work location.

3.0 PROCEDURES

3.1 Tests and inspections shall be conducted as required above. Facilities/Maintenance will ensure equipment is in operating condition at all times.

3.2 Only trained personnel are authorized to test and service fixed fire extinguishing and detecting equipment. A vendor specializing in fire equipment inspection and servicing will be employed to conduct the required tests, inspections and annual servicing.

3.3 Spaces that are modified shall be reviewed to ensure detection and extinguishing capability of fixed systems has not been compromised.

3.4 Documentation of inspections shall be maintained in an inspection log available for review by a regulatory agency on request. Inspection records will be maintained by Facilities/Maintenance.

3.5 Whenever the fixed equipment is not operational for any reason, Facilities/Maintenance shall be notified.

3.6 Modifying, repairing or tampering with any fixed system is strictly forbidden and will result in disciplinary action.



FIRE EXTINGUISHERS - PORTABLE

1.0 PURPOSE:

To provide or make available portable fire extinguishers to crew members during fire emergencies. The intent is to enable a crew member to extinguish a small contained fire only; large fires must be controlled and extinguished by professional fire fighters. Report all fires regardless of size.

2.0 RESPONSIBILITY:

2.1 Supervisors or Safety Representative:

- a. It is the responsibility of supervisor or safety representative to ensure proper portable fire extinguishing equipment is available for emergency use.
- b. Each supervisor must ensure an adequate number of crew members are trained in fire extinguisher use. The training is required annually.

2.2 Environment, Health and Safety Department – The Environment, Health and Safety Department will supervisors and the Facilities/Maintenance with the selections and proper placement of portable fire extinguishers.

2.3 Facilities/Maintenance:

- ##### 2.3.1 Facilities/Maintenance is responsible for inspecting and maintaining portable fire extinguishers. Fire extinguishers shall be inspected monthly and serviced annually by a vendor specializing in fire equipment. All inspections and servicing shall be documented.
- a. Portable Fire Extinguisher – Self-contained extinguishing units that can be moved by one person and are not permanently attached to a surface.
 - b. Fire Extinguisher Class – There are four classes of fire extinguishers A, B, C, and D. Each class extinguisher is designed to extinguish a particular type of burning medium. In general:
 - Class A Extinguisher is for ordinary combustibles such as wood or paper:
 - Class B Extinguisher is for flammable liquids such as grease or oils.
 - Class C Extinguisher is for electrical fires.
 - Class D Extinguisher is for combustible metals such as magnesium. Some extinguishers have multiple class ratings.
 - Class ABC Extinguisher is for use as defined above.
 - c. Fire Extinguishing Agent – Manufacturer select the extinguishing agent based on the type of fire the extinguisher is designed to fight. The different extinguishing agents are for specific types of fires. For example, a Class A extinguisher may contain dry-chemical or a foam agent and a Class B extinguisher may contain a foam agent or carbon dioxide gas.



4.0 PROCEDURES:

- 4.1 All work areas shall have either portable or fixed fire extinguishing equipment ready for immediate use. When portable fire extinguishers are used, they shall meet the requirements of all federal, state and local regulations.
- 4.2 Only approved type fire extinguishers shall be used.
- 4.3 Portable fire extinguishers containing carbon tetrachloride, chlorobromomethane, soda acid or gas cartridge where the extinguisher needs to be inverted are not to be used and shall be replaced with an approved class and type extinguisher immediately.
- 4.4 Selection and distribution, in general, shall follow the following guidelines for the maximum travel distance by a crew member to reach a fire extinguisher shall not exceed:
 - Class A type extinguisher 75 feet or less (22.9 meters)
 - Class B type extinguisher 50 feet or less (15.2 meters)
 - Class C type extinguisher 50 feet or less (15.2 meters)
 - Class D type extinguisher 75 feet or less (22.9 meters)
- 4.5 Access to portable fire extinguishers shall be free and unobstructed at all times.
 - a. Inspection – Monthly inspections of each portable fire extinguisher is required. Inspection shall include:
 - Ensuring the extinguisher is fully charged (pressure gauge is in the green)
 - The extinguisher is mounted no higher than five (5) feet above the floor.
 - The extinguisher's hose has no cracks or breaks and is in good repair.
 - The extinguisher's actuation handle is panned and the break-away safety retainer is in place.
 - The extinguisher has an attached safety inspection tag.
- 4.7 Testing – Each portable fire extinguisher shall be serviced annually by an approved servicing contractor. Whenever an extinguisher is used or repaired it will be serviced and tested by an approved vendor. Extinguishers requiring hydrostatic testing shall be completed at the required interval by an approved servicing vendor.
- 4.9 Each crew member who is designated or may have to use a portable fire extinguisher shall be trained in its proper use and general principles of fire fighting. This training is required upon initial assignment and annually thereafter.



FIRE PREVENTION

1.0 PURPOSE:

The intent is to develop a procedure and assign responsibilities for the prevention and control of fires.

2.0 RESPONSIBILITY:

2.1 Supervisors or Safety Representative:

- a. Will ensure that crew members follow the fire prevention procedures identified herein.
- b. Will instruct all crew members as to the fire hazards in the work area and the actions required should a fire develop.
- c. Will control the accumulation of flammable and combustible materials within their work areas.

2.2 Environment, Health and Safety Department – The Environment, Health and Safety Department will assist supervisor or the Safety Representative to implement this program. Assistance may also be requested from the local fire department.

2.3 Crew Members:

- a. All crew members will comply with the procedures for fire prevention outlined herein.
- b. Only those crew members who have received training in the use of fire extinguishers will attempt to extinguish a fire.

3.0 PROCEDURES:

3.1 Definitions:

Portable Fire Extinguishing Equipment – Fire extinguishers designed to be transported to the scene of the fire and, because of its portability, containing a limited quantity of extinguishing agent. This type of equipment includes dry chemical, water, carbon dioxide and others.

Fire Extinguishing Agents – The material contained in fire extinguishers used to extinguish fires. The following is a list of the agents to be used for the various fires:

Fire Type	Symbol	Type Extinguisher
Ordinary Combustibles	A	Water, AFFF, Dry Chemical
Flammable	B	CO ₂ , AFFF, Dry Chemical
Electrical	C	CO ₂ , Halon, Dry Chemical
Combustible Metals	D	Chemical

- Fixed Fire Extinguishing Equipment – Equipment that is not transportable and has a large quantity of extinguishing agent. This type equipment includes fire hose with nozzles attached to piped water supply, overhead sprinklers and piped carbon dioxide systems.
- Fixed Fire Detection Equipment – Equipment permanently mounted in a specific location that can detect heat and/or smoke and sounds an alarm or signal a control station of a fire.

3.3 Fire prevention is successful when crew members are properly trained, ignition sources



are controlled, fire loading (fuel sources) is minimized and in the event that a fire occurs, it will be contained and extinguished immediately. All incidences should be reported to the Environment, Health and Safety Department.

3.4 Training

- a. Crew Members – All crew members can receive instructions in fire prevention techniques and the appropriate response during a fire emergency.

3.5 Supervisors or Safety Representative:

- a. Shall ensure that all new crew members, during their initial assignment, are apprised of the potential fire hazards associated with the materials and processes used in their work area.
- b. Shall brief new crew members on the specific contents of this procedure to ensure the appropriate response during an emergency. This requirement applies equally to transferred/ reassigned Crew members.
- c. Shall make special provisions for all disabled crew members needing assistance during an emergency.

3.6 Potential Fire Hazards - The quantity of combustible and flammable materials kept in a work area directly impacts the potential severity of a fire and the fire extinguishing equipment required. Most design and research processes involve the use of combustible materials or ignition sources. It is in the control of one or both of these items that the hazard of fires can be minimized.

3.7 Containment - Early containment and suppression of a small fire is absolutely essential to prevent a large fire from developing. Usually, a very short period of time is available to gather a group of individuals equipped with fire extinguishers to control the blaze. The first few minutes are considered the most critical. Good housekeeping, prompt response, proper equipment, and common sense combine to prevent a small fire from becoming a disaster.

3.8 Extinguishing - Primary responsibility for the containment of a small fire rests with the first party to arrive on the scene. Unless specifically trained, this individual is not to combat the fire but will call for help. For large fires, the local fire department must be called. The following on-the-scene measures shall be taken to extinguish a fire:

- a. If the fire is small and can be readily extinguished with a portable fire extinguisher, the person discovering the fire should first seek assistance before attempting to extinguish the fire. NOTE: Fires should be extinguished only by trained individuals. The fact that the fire occurred, no matter how small, must be reported by notifying the Environment, Health and Safety Department.
- b. Materials and portable equipment that could intensify the fire should if possible be removed from the immediate area.

3.9 Fire Protection Systems

- a. Fire protection is provided at the large majority of Production Company facilities through the use of sprinkler systems, fire extinguishers, central alarms, and emergency telephone service. A system malfunction or an equipment serviceability problem must be promptly reported to Facilities/Maintenance.



b. Sprinkler systems are installed in many of the buildings used by the Production Company. In the event of a fire, they are automatically activated. Operational status of these systems must be verified by routine inspections conducted by Facilities/Maintenance. Access to control valves and monitoring devices associated

with sprinkler system installations must be kept clear and unobstructed. Serviceable components of the sprinkler systems must be kept clear and unobstructed. Unserviceable sprinkler systems components must be reported to Facilities/Maintenance.

- c. Fire extinguishers are available throughout Production Company facilities in quantities and types which meets any projected need. Serviceability of each extinguisher is verified by a monthly inspection by Facilities/Maintenance and an annual inspection by a licensed fire safety contractor. Fire extinguishers shall not be moved from designated positions unless required for use. Access to fire extinguishers must be kept clear and unobstructed. Unserviceable fire extinguishers shall be tagged and promptly reported to Facilities/Maintenance.
- d. A central alarm system, public address system or other means of general public warning is available at all Production Company facilities. The alarm consists of an audible bell, visual warning on the numerous television monitors or personnel warnings. Local alarms may be sounded by any individual observing an emergency situation requiring an alarm. Unwarranted activation of local alarms is cause for disciplinary action.
- e. All Production Company telephones can be used to report fires by dialing 91. During the telephone call, identify yourself, location, state the nature of the fire, and type assistance needed.

3.10 Control of Flammable/Combustible Waste by Periodic Inspections

a. Supervisor or safety representative are responsible for conducting periodic inspections to minimize the accumulation of flammable materials within the workplace. Periodically, the Environment, Health and Safety Department will also conduct an independent survey in order to ensure the control of flammable and combustible materials. Fire prevention inspections are to be conducted on a quarterly basis. Suggested areas/items to be checked include:

- Extinguishers charged/proper location.
- Fire hose mounted properly.
- Access to fire equipment.
- Exit lights/doors/signs.
- Local alarm.
- Frayed/defective electrical wiring.
- Overloading circuits.
- Machinery not grounded.
- Unnecessary/improper electrical use.
- Wall outlets/switch boxes/junctions.
- Hazardous and flammable material properly stored.
- Powered ventilation operative.
- Emergency evacuation posters current, showing grouping areas.
- Careless disposal of smoking material.
- Housekeeping.

3.11 Unsatisfactory conditions discovered during fire prevention inspections that cannot be corrected immediately shall be reported to Environment, Health and Safety Department.



FIRST AID STATIONS / MEDICAL FIRST AID SUPPLIES

1.0 PURPOSE:

To provide medical first aid equipment and supplies to meet the emergency first aid medical needs of the facility and provide timely aid to injured crew members.

2.0 RESPONSIBILITY:

2.1 Medical Support Services – Utilizing medical support services or if available the Emergency Medical Technicians (EMT), will ensure that the first aid and emergency supplies are properly stocked and maintained in good order.

2.2 Environment, Health and Safety Department – As part of the quarterly safety audits will conduct monthly inspect of the first aid kits to ensure they are adequately stocked.

3.0 PROCEDURES:

All Production Company facilities must have adequate first aid supplies readily available for immediate use. All medical supplies used to stock the first aid kits must be approved by either a physician or nurse practitioner and a record of the written medical approval retained by Human Resources.

3.2 First Aid Kits must be located so that they are visible and available to all cast and crew members. The kits will be located at the entrance to the restroom on both the first and second floors, and in the exercise room.

3.3 The First Aid Kits in which the medical supplies are stored must be portable and constructed of metal or durable plastic so they may be taken to the site of the accident. The First Aid kits must contain the following:



- Wound Clean (Swift)
- Polysporin Ointment
- Antibacterial Hand Wipes
- Adhesive Strips, 1" X 3" (Coverlet)
- Adhesive Strips, ¾" X 3" (Coverlet)
- Extra Large Plastic Strips (Band Aid)
- Knuckle and Joint Dressing (Coverlet)
- Adhesive Pads, 3" X 4 ½" (Johnson & Johnson)
- Plastic First Aid Tape, 1" (3M)
- Non-Stick Dressing, 2" X 3"
- Conforming Wound Dressing
- Gauze Pads, 2" X 2"
- Gauze Pads, 4" X 4"
- Cold Pack, 5" X 9" (3M)
- Normal Saline/Eye Wash Solution, 4 ounce
- CPR Microshield
- Vinyl Gloves, two pairs--one medium and one large

- 3.4 First aid supplies cannot include any medications that can be taken internally; this includes aspirin, antihistamines, cough drops, pain relievers, etc.
- 3.5 Supplies must be inspected monthly and a record of the inspection maintained for review by regulatory agencies.
- 3.6 At least one person at the various work locations must be certified by a recognized agency to administer first aid.
- 3.7 The kit shall be inspected and the attached tag signed and dated by the Safety Representative or a qualified service provider.
- 3.8 Supervisor or safety representative providing their own mini first aid kits shall inspect their kits monthly to ensure that the appropriate first aid supplies are available. If specialized chemicals are used within a work area then the appropriate medical supplies to address the potential hazards must be made available. The Environment, Health and Safety Department should be informed of the work location specific needs.
- 3.10 The Environment, Health and Safety Department will ensure the supplies are periodically inspected and necessary records maintained for regulatory review.



FORKLIFT & INDUSTRIAL POWERED TRUCKS

1.0 PURPOSE:

To ensure the proper and safe operation of powered industrial trucks such as forklifts, powered hand lifts, pallet jacks, etc.

2.0 RESPONSIBILITY:

2.1 Environment, Health and Safety Department – Ensures the establishment of safe operating procedures for powered industrial trucks is provided.

2.3 Supervisors or Safety Representative:

- a. Reinforce the policy that all operators are required to be properly trained and certified before operation of any powered industrial truck or equipment. This includes temporary and contractor employees working for the Production Company.
- b. Ensure all crew members tasked with operating powered industrial equipment are properly trained and certified.

2.4 Drivers and Operators:

- a. Complete the required training before operating equipment.
- b. Follow all safety precautions when using equipment.
- c. Report hazards to your supervisor immediately.
- d. Inspect powered industrial trucks prior to use and report defects immediately to the manager or supervisor.

3.0 PROCEDURES:

3.1 It is the Production Company's policy that any operator of a forklift, hand lift, man up or powered industrial truck be trained and certified before operating the equipment. The Environment, Health and Safety Department will assist in establishing a training program.

3.2 DEFINITIONS:

Forklift – A powered vehicle, which the rider operates and is fitted with forks, blades or other lifting device on the front of the vehicle.

Hand Lift – A powered vehicle, which the operator does not ride and is fitted with, forks, blades or other lifting device. Some hand lifts are hydraulically operated by use of a hand pump device instead of an electrical or other power source.

Man Up – A powered vehicle which carries the operator up and down with forks, blades or other fitted lifting device.

Powered Industrial Truck – Any vehicle that is used to pull, push, lift or move material or equipment.

3.3 Post the required Cal/OSHA posters and ensure crew members are aware of their location.

3.4 An operator must be determined to be physically fit to operate equipment before being considered as a candidate for the program.



- 3.5 Training will include two sections, formal classroom training and a practical driving demonstration. The minimum passing grade is a score of 75% for each section. Training must be for each type of equipment being operated, forklift, hand lift, man lift or powered industrial truck. For example, a certified operator for forklifts cannot operate a man up unless trained and certified for that equipment.
- 3.6 After successfully completing the prescribed training course an operator will be considered certified and be issued a card or badge to signify their certification. The operator will show proof of certification while operating the equipment when asked to do so.
- 3.7 Candidates certified by another Company must also be certified by the Production Company.
- 3.8 Suspension or termination of certification shall be effective whenever a safety rule is violated, an accident occurs, material is damaged from industrial truck operation, complaints of improper use of the equipment from other crew members are reported, or the manager or supervisor deems the operator unsuitable for operator responsibilities.
- 3.10 Industrial trucks shall be operated only in areas designated for their use. Use of gas powered trucks in enclosed buildings areas is prohibited.
- 3.11 Fueling and battery charging safety procedures shall be strictly followed by all operators.
- 3.12 Safety rules for truck operation shall be followed at all times by the operator. Lifting of crew members by using industrial trucks lifting devices is prohibited.
- 3.13 Industrial trucks shall be inspected by the operator before and after use. If any part of the truck requires maintenance, the supervisor shall be informed and the truck tagged "out of service" until repairs are completed.



HAND TOOL SAFETY

1.0 PURPOSE:

Provide procedures and practices for the safe use of hand tools.

2.0 RESPONSIBILITY:

It is the responsibility of all crew members to comply with the provisions outlined in this policy.

3.0 PROCEDURES:

3.1 DEFINITION

a. Hand Tools -- Any tool, powered or unpowered, that can be held by the user while operating it. Examples include hammers, portable electric saw, portable grinder, pliers, etc.

3.2 Hand tool safety instructions provided by the manufacturer shall be followed.

3.3 Tools shall be maintained in good working order with all safety devices left in place.

3.4 Tools will be stored in their proper location immediately after use.

3.5 crew members shall be trained in the proper use and care of the tools they operate.

3.6 Damaged or defective tools shall be turned into the manager or supervisor for replacement.

3.7 Tools will not be operated unless all safety devices are in place.

3.8 Appropriate Personal Protective Equipment (PPE) shall be provided and used when required for safe hand tool operation.

3.9 When necessary, warning signs or barricades shall be required.

3.10 All tools shall be restricted to the use for which they are intended.



HAZARD COMMUNICATION

1.0 PURPOSE:

This program has been established in order to ensure that all crew members receive adequate information relevant to the possible risks which may be involved with the various hazardous substances used in the Production Company's operations and processes.

2.0 RESPONSIBILITY:

- 2.1 Supervisors – Supervisor shall inform their crew members of all risks related to hazardous materials. A review of the MSDS shall be completed with the crew member.
- 2.2 Environment, Health and Safety Department – The Environment, Health and Safety Department will periodically inspect work areas to ensure all Right to Know stations are current and are accessible to all crew members.

3.0 POLICY:

- 3.1 The Hazard Communication Standard requires chemical manufacturers to determine the physical and health hazards of the products they make and to provide that information to users.
- 3.2 Employers are to determine which workplace materials are hazardous and to provide crew members with the information, training and equipment they need to protect them and others.

4.0 PROCEDURE:

4.1 Container Labeling

- a. Departmental supervisors shall make certain that all containers are adequately labeled to identify the hazardous chemicals contained therein and will show hazard warnings appropriate for crew member protection.
- b. The label must contain; (a) the chemical name of the contents; (b) the appropriate hazard warnings, and (c) the name and address of the manufacturer.
- c. All secondary containers will be labeled with the identity of the substance with the same name that appears on the manufacturer's label and the MSDS for that substance. This information must be legible and available to all crew members in the work area. The information must include details of all chemicals which are in the referenced container.

4.2 Labeling exceptions:

- a. Posting signs which convey the hazard information if there are a number of stationary containers in a given area which have similar contents and hazards.

- b. Operating procedures, process sheets, batch tickets, blend tickets and similar written materials can be substituted for container labels if they contain the same information and are readily available to crew members.
- c. Portable containers are not required to be labeled provided the transferred chemical is for immediate use by the crew member who made the transfer.

4.3 Material Safety Data Sheets (MSDS)

- a. The MSDS is the key to hazard communication as it contains all the important information on the chemical. MSDSs contain the following:
 - Supplier's information
 - Hazardous ingredients
 - Physical & chemical characteristics
 - Fire & explosion data
 - Reactivity data
 - Health hazard data
 - Precautions for safe handling and use
 - Control measures
- b. Supervisors shall notify the Safety Representative when they have purchased a new chemical or material which may be hazardous.
- c. Each supervisor will be responsible for maintaining the MSDSs for those chemicals used in their area and making them readily available to the members of their crew. A copy of each MSDS shall be forwarded to the Safety Representative.
- d. The Safety Representative will also maintain a record of MSDSs for all production areas.
- e. No hazardous material will be used in the workplace unless an MSDS has been obtained and is on file in the work area.

4.4 Crew member Information and Training

- a. All crew members shall attend an orientation meeting which will include information and training on the following items prior to beginning work:
 - An overview of the requirements of the Hazard Communication Standard including their rights under this regulation.
 - Information regarding the use of hazardous substances in their work areas.
 - The controls, work practices and personal protective equipment available for protection against possible exposure.
 - Emergency and first aid procedures to follow if crew members are exposed to hazardous substances.
 - How to read labels and Material Safety Data Sheets to obtain appropriate hazard information.



HAZARDOUS WASTE POLICY

1.0 PURPOSE:

- 1.1 This policy describes the procedures that must be implemented to ensure the proper disposal of hazardous waste.

2.0 SCOPE:

- 2.1 This policy applies to all CBS Productions and their employees, contractors and sub-contractors

3.0 POLICY:

- 3.1 CBS requires that all hazardous waste, including water based paint waste, be handled with the utmost care and concern for human health and the environment. The handling and disposal of these wastes are governed by a variety of compliance organization therefore care must be exercised in their handling and ultimately disposal. The processes that generation hazardous waste should also be regularly reviewed by Production management to order to minimize the quantities generation. **It is a violation of Federal law to dump hazardous wastes into trash containers, sewers or sinks.**

- 3.2 Hazardous wastes generated on a production site shall be evaluated to identify their proper California hazardous waste stream identification code. If there are questions regarding the proper hazardous waste code, contact the CBS EHS Department at 818-655-6078.

- 3.3 Production wastes are categorized as hazardous when they are known to adversely affect human health or the environment. A waste is considered hazardous if it demonstrates one or more of the following characteristics:

- Ignitable – Materials that catches fire when exposed to oxidizer. Examples are paints and solvents.
- Corrosive – The reactions or acids and bases with a host of materials including metals, glass, concrete and tissue. The lower the pH of an acid or higher the pH of a base (caustic) the greater the potential corrosivity. Examples include rust removers, drain cleaners, battery electrolyte, paint removers, etc.
- Reactive – Unstable or other reactive materials that explode, produces toxic fumes, gases, and vapors when exposed to mechanical shock, water, heat or high pressure. Examples are caustic cleaners, pyrotechnics, mixing of strong acid and bases, mixing of cleaners containing chlorine and ammonia, etc.
- Toxic – Materials that are harmful or fatal if ingested or absorbed. Examples include wastes contain heavy metals, such as cadmium, lead or mercury, solvents etc.



4.0 PROCEDURES:

- Productions are responsible for properly storing hazardous wastes in “Primary” 55- gallon steel drums. Each container will be labels indicating the type of waste being stored, name of the Production, collection start date and address or stage number. The primary containers must be stored in a designated accumulation area.
- Metal lids must be kept on each primary container when it is not being filled.
- Each category of waste shall be segregated. Water base paint waste from oil base/solvents paint waste and liquid waste from solid waste.
- “Secondary” container of hazardous waste will be placed into the larger Primary container located at the accumulation area. Note: The contents of secondary containers when placed in a common primary container must be compatible.
- The 55 –gallon primary containers located in the accumulation areas must be placed on a Spill Containment storage bin.
- All waste rags contaminated with ignitable solvents must be stored separate from other solid waste. The container for ignitable solvent rags must be equipped with a self closing lid and bottom vents to disperse heat.
- Waste rags should be cleared from the set/stage at the end of the work day by transferring to the primary storage container located in the accumulation area.
- All primary waste containers must be properly disposed within 90 day of the waste accumulation start date.
- Once the primary waste containers is full or within 90 days from the date filling began, the disposal vendor will be contacted to have the waste removed from the production area. The CBS approved vendor is a licensed waste hauler and will ensure proper manifesting and disposal. The approved vendor is ENVOROSERV— see below.



CBS Vendor: ENVIROSERV (Contact Steve) - 2650 Lime Ave. - Signal Hill, Ca 90806 Phone 1-562-427-7277 Fax 1-310-490-7272



HEARING CONSERVATION

1.0 PURPOSE:

The purpose of this program is to ensure that crew members occupationally exposed to industrial noise are adequately protected. Noise in excess of 85 dB(A) has been shown to produce noise induced hearing loss after prolonged exposure. It is the prevention of this potential loss and to ensure compliance with both state and federal hearing conservation standards that this program has been developed.

It is the Production Company's policy to protect its crew members from noise exposures that may result in hearing loss. In accordance with Cal/OSHA's Occupational Noise Exposure standards, a Hearing Conservation Program has been established to minimize the risk of crew members who operate equipment or occupy areas where noise is present in excess of the permissible exposure limits.

2.0 RESPONSIBILITY:

2.1 Environment, Health and Safety Department:

- a. Provide noise surveys in order to define areas to be included in the Hearing Conservation Program.
- b. Conduct regularly scheduled noise surveys to update records of noise exposure.
- c. Conduct monitoring once every three years or whenever necessary as a result of process or equipment changes.
- d. A contract health clinic or audiometric testing facility will be used to develop the baseline audiograms and provide annual audiometric testing as required by the Hearing Conservation Program.

2.3 Supervisors or Safety Representative:

- a. Provide crew members with appropriate hearing protection.
- b. Provide the Environment, Health and Safety Department a list of crew members requiring audiometric testing.
- c. Ensure crew member use hearing protection equipment in those areas designated as noise hazardous.
- d. Identify areas that may need to be included in the Hearing Conservation Program and contact the Environment, Health and Safety Department for initial noise measurements.
- e. Inform the Environment, Health and Safety Department of any process changes or new processes that may generate noise at levels exceeding the action level of 85 dB(A) in order to obtain an initial determination of the noise intensity.



2.4 Crew member – Each crew member has a personal responsibility to protect his/her hearing by using hearing protection devices. Although members of the crew may be able to tolerate noise that is well in excess of the permissible exposure limits, the ability to hear in later years may depend on today's use of hearing protection devices.

4.0 Hearing Conservation Program:

4.1 The Hearing Conservation Program provides monitoring and audiometric testing of crew

members in those areas where the 8-hour time weighted average (TWA) noise exposure equals or exceeds 85 decibels, measured on the A scale. The 85 dB(A) level is also referred to as the action level since this is the point at which action to reduce noise exposure to the crew members must be initiated. Table 13-1 lists the exposure level and duration that will cause an crew member exposure go excess the action level. The Cal/OSHA and Fed/OSHA Standards both require that all Hearing Conservation Programs include the following elements:

- a. Engineering controls shall be used to reduce noise level below the permissible noise exposure. If these controls are not adequate, it is acceptable to implement administrative controls and/or the use of personal hearing protective equipment.
- b. A monitoring program must be implemented where exposure may equal or exceed an 8-hour TWA of 85 decibels measured on the A scale. Also a copy of Cal/OSHA or Fed/OSHA Standard, "Occupational Noise Exposure", must be posted in the affected area.
- c. Monitoring must be repeated whenever a change in production, process, equipment or controls increase noise exposure to the extent that additional areas may exceed the action level, or hearing protection may be rendered inadequate.
- d. The Company must notify each crew member of noise exposure at, or above, and 8-hour time weighted average of 85 decibels.
- e. An audiometric testing program must be established for crew members who are exposed to noise at, or above, the action level. These tests must be conducted annually.
- f. A baseline audiogram must be performed within six months of a crew member's first exposure at, or above, 85 dB (A).
- g. The Environment, Health and Safety Department shall determine which type of ear protection is suitable for the work area affected.
- h. Equipment shall protect crew members against the decibels they are exposed to in the work area.
- i. Crew members must be trained by a qualified trainer in the proper use of the equipment, its limitation, care, and service life. This training shall be conducted before the crew member uses the equipment.
- j. Crew members must be given a choice as to the type of equipment they will use in the work place, i.e. ear plugs or ear muffs of the proper decibel rating, or ear plugs of different design with the proper decibel rating.
- k. Audiometric testing shall be conducted by a qualified clinic if required. The results shall be given to the crew member in accordance with Title 29 CFR 1910.20 and Title 8 CCR Chapter 4 Section 3204.
- l. The Safety Representative shall make suitable provisions for the required record retention.



4.2 The following tables lists the maximum noise levels permitted and the corresponding duration over which a crew member may be exposed.

Table 13-1. Permissible Noise Exposures

Exposure Duration's per Day	Hearing Protection Required	ACTION LEVEL Participation in Hearing Conservation Program
8 (hours)	90 (decibels)	85 (decibels)
6	92	---
4	95	90
3	97	---
2	100	95
1-½	102	---
1	105	100
½	110	105
1/4 or less*	115	110
1/8 or less*	---	115

*Hearing protection is required in excess of 115 dB(A) for any duration of time.

Participation in the Hearing Conservation Program is required for crew members exposed in excess of the action level.



HEAT ILLNESS PREVENTION

1.0 PURPOSE

The Heat Illness Prevention Standard is used to reduce the risk for employees to heat related illnesses when working outdoors. In conjunction with the Injury and Illness Prevention Program, the heat illness prevention procedures must be followed to provide sufficient water, shade and training to all employees. This will guide supervisors and employees on how to lower the exposure and prevent heat related illness while working outdoors.

No supervisor or employee shall discount any signs or symptoms they are experiencing and are encouraged to report problems immediately.

2.0 HAZARDS

A heat related illness occurs when your core body temperature rises above 98.6 degree Fahrenheit and your temperature control system is overloaded. The rise of temperature happens rapidly where sweating and normal control measures fail. In extreme cases with high temperatures and humidity, sweat is unable to cool the body down which will lead to fatal Heat Stroke. These effects are compounded by obesity, dehydration, heart disease, poor circulation, prescription or illegal drug use and alcohol use.

Definitions

Heat Stroke is a life-threatening emergency that occurs when the body overheats to a point where its temperature control system shuts down and heat builds up internally. Should these symptoms occur, seek medical assistance immediately.

Common Symptoms of Heat Stroke

- Discomfort
- Headache
- Fatigue
- Loss of coordination
- Vomiting
- Seizures
- Fainting
- Blurry vision
- Confusion
- Dizziness
- Irritability
- Poor concentration
- Muscle pain/cramps
- Lack of sweating or excessive
- Altered behavior



Definitions continued

Heat Rash is a skin irritation caused by excessive sweating during hot, humid weather.

Sunburn is caused by exposure to the sun's rays. Overexposure can cause immediate burns and blisters, while repeated or long-term exposure can potentially lead to skin cancer.

Heat Cramps affect people who sweat excessively during strenuous work activity. The sweating depletes the body's salt and fluids. The low salt level in the muscles causes painful cramps.

Fainting is caused by a lack of adequate blood supply to the brain usually as the result of dehydration and lack of acclimatization to work in warm/humid weather.

Heat Exhaustion is caused by a loss of fluids from sweating and/or a lack of drinking proper fluids.

Common Symptoms of a Heat Illness

- Heavy sweating
- Paleness
- Muscle cramps
- Tiredness
- Weakness
- Dizziness
- Headache
- Nausea or vomiting
- Fainting

Acclimatization is the duration the body needs to adapt to working in the heat. This event occurs gradually when a person is exposed to heat and peaks in most people within a few weeks. During this acclimatization period you should:

- Start work slowly and increase the pace gradually. During a heat wave there is still a risk for heat illness even if previously acclimatized.
- Report to a supervisor if returning to work after an absence or illness, or when changing from a cool to a hot and/or humid climate.
- Supervisors and employees should be aware that acclimatization to heat can take several days and work/rest cycles should be scheduled accordingly.

3.0 RESPONSIBILITIES

A. General

1. All supervisors and employees will be trained before working outdoors on their duties and procedures for preventing heat illness.
2. On days forecasted at **95 degrees Fahrenheit or greater**, there will be a short tailgate meeting informing employees of the risk to heat illness and the importance of drinking water frequently throughout their shifts.
3. Supervisors and employees must exercise greater caution and be more vigilant:
 - For New Hires
 - During acclimatization periods
 - Heat waves
 - Sudden spikes in temperature
 - Other severe working or environmental conditions
4. Supervisors must have working communications to emergency services at all times such as cell phones or stand by emergency personnel. These communications shall be checked before each shift and periodically throughout the shift.
5. Drink Plenty of Water. Frequently drink small quantities of water throughout the entire work shift. A minimum of 8-ounces per hour is recommended.
6. Don't wait until thirsty to drink water. Being thirsty is not a good signal for the need to hydrate. Drink water both before and after work. Avoid substituting soft drinks and coffee for water.
7. Drink water and avoid soda or other drinks containing caffeine or sugar.
8. Know the nearest cool resting place(s). Get out of the sun or away from the source of heat and find a cool, preferably well ventilated, resting place when you are starting to overheat or need to cool down.
9. Wear Appropriate Work Clothes. Wear light-colored loose fitting long-sleeved shirt and pants, and UV sunglasses or, if appropriate, other protective equipment.
10. Wear a wide brim.
11. Use sunscreen or sun block and reapply as needed.



B. Supervisors

1. Supervisors need to continuously check employees for the presence of heat related symptoms.
2. Before the employee shift begins, supervisors must provide potable water and ensure there is at least 32 ounces of water per employee per hour for the entire length of the shift.
3. The supervisor or designated employee must monitor water containers every 30 minutes and replenish as needed when water is depleted below 50% or becomes dirty and contaminated.
4. Supervisors must remind employees to drink frequently and provide water breaks every 30 minutes.
5. Water containers must be in close proximity to the work area and be no more than 50-100 yards.
6. Disposable or single use cups will be provided with the water to employees at the start of each shift.
7. Shade shall be provided to employees to prevent heat related illnesses or as a method of recovery for those suffering from a heat illness.
8. Shade must also be open to the air and ventilated or cooled.
9. At or later than 5:00 pm the day before the shift, Supervisors must check the National Weather Service forecast and document the temperature for the following day's shift. If the temperature is forecasted for **85 degrees Fahrenheit or greater**, the following provisions for shade must be made:
 - a. **Area** - Before the start of the shift, Supervisors must ensure there is adequate shade to accommodate at least 25% of the employees at any given time. Within the shaded area, each employee must be able to sit comfortably and with sufficient space so that the employees are not forced to touch one another.
 - b. **Distance** - Shade must be in close proximity to the work area and no more than a 2-1/2 minute **walk** or no more than 50-100 yards. The shaded area needs to always be in close proximity to the employees and must be relocated as needed.



High-Heat Procedures

On days with temperatures forecasted to be at or exceed **95 degrees Fahrenheit**, the days work will be guided by the high-heat procedures. These procedures shall include measures taken at 85 degree or higher and the following to the extent practicable:

1. Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the work site can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
2. Observing employees for alertness and signs or symptoms of heat illness.
3. Reminding employees throughout the work shift to drink plenty of water.
4. Close supervision of a new employee by a supervisor or designee for the first 14 days of the employee's employment by the employer, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for 4 or more hours per day.

C. Employees

1. Each employee is to comply with all established safety and health policies and procedures to prevent heat related illnesses.
2. Employees should use the "Buddy System" to watch for the presence of heat related symptoms for themselves and coworkers.
3. Employees should also monitor other employees on an hourly basis to identify signs of heat related illness.
4. Employees need to report any heat illness signs or symptoms for themselves or "buddy" employee to their supervisor.
5. Employees are allowed to rest in shaded area provided if suffering from heat illness or believing a preventative recovery period is needed.



4.0 PROCEDURES

D. Emergency Response

1. If heat illness is suspected, call emergency medical services without delay.
2. Remove the employee from the heat and into the shade.
3. Cool the employee down immediately and allow them to drink water.
 - a. **When on Location**, call the set medic and use the call sheet attached map for the nearest medical facility.
 - b. **When on Stage**, call the set medic, studio nurse or emergency number designated by the host studio. These emergency numbers change from studio to studio, so please make note before the start of each shift.
 - c. **For all other locations**, work areas or when away from your primary location, please call 911 for emergency services. Be sure to have the address of your current location.



LADDER SAFETY - PORTABLE

1.0 PURPOSE:

This policy has been developed to ensure the safe use and proper inspection of portable ladders.

2.0 RESPONSIBILITY:

2.1 Supervisor or Safety Representative— Supervisor or safety representative are responsible for program compliance and the safety of those under their direction or responsibility.

3.0 PROCEDURES:

3.1 Portable ladders include all metal, wood, and resin-based moveable ladders and platform stairs.

3.2 All straight, extension, and stepladders used at the corporate offices shall meet the requirements of ANSI Code A14.1 and Industrial Grade Type I.

3.3 Straight and extension ladders shall be equipped with non-slip safety shoes on the bottom and secured at the top with a rope.

3.4 For normal usage the maximum height of stepladders is restricted to 14 feet.

3.5 Only ladders made of nonmetallic, nonconductive materials may be used. Ladders made of fiberglass or resinous side rails with metal treads (rungs) may be used if they meet standards of Type I, Industrial Grade, providing that there is no continuity between metal parts.

3.6 The user shall inspect the ladder or work stand before use. The inspection shall include the non-slip feet of all equipment, the assurance that the unit is appropriate for the height of the work to be done, and has sufficient ground space to properly place the equipment.

3.7 Work stands are to be used with caster brakes set, stabilizers in place, and all safety pins and locks in place. Safe practices are to be used at all times including: prohibition against standing on guard rails, working from work stands while electrical power is "on" in the area, or with a weight limit or number of people exceeding the manufacturers established limits.

3.8 Any defects noted on ladders or work stands are to be reported to the appropriate authority and tagged as needing repair or replacement and removed from service until repaired.

3.9 Crew members using ladders are to receive safety training in their proper use.



- 3.10 Supervisor or safety representative shall ensure crew members using portable ladders are trained in their proper use.
- 3.11 Supervisor or safety representative shall ensure ladder equipment that meets the required standards is purchased and used.
- 3.12 Supervisor or safety representative shall inspect all ladders at a minimum of once each quarter and document the inspection. Each ladder inspected shall be marked showing the date of the inspection and the inspector's initials.
- 3.13 Ladders that are defective shall be tagged with a danger warning "do not use" tag.
- 3.14 Only authorized personnel shall repair or alter ladders in accordance with the manufacturer's instructions and remove the danger "do not use" tag.
- 3.15 Unauthorized ladders shall be removed from the location immediately and replaced with authorized equipment. Condemned and unauthorized ladders shall be destroyed so they cannot be reused.

LOCKOUT/TAGOUT PROGRAM

1.0 PURPOSE:

To provide a procedure that ensures the safety of crew members when servicing or repairing equipment that is capable of a spontaneous release of stored mechanical, electrical, or hydraulic energy, or which could be inadvertently energized.

2.0 RESPONSIBILITY:

2.1 Environment, Health and Safety Department:

- a. Is responsible for implementing and evaluating the lockout/tagout program.
- b. Is responsible for approving energy control procedures and providing guidance to supervisor or safety representative concerning the applicability of the energy control standard.

2.2 Supervisors:

- a. Will implement the lockout/tagout requirements for all equipment identified as requiring lockout/tagout procedures.
- b. Will assist in lockout/tagout procedure development for specific equipment located in their areas of responsibility.
- c. Will coordinate the development of lockout/tagout procedures with the Environment, Health and Safety Department.
- d. Will assure that whenever replacement, major repair, renovation, or modification of a machine, or equipment, is performed, and whenever new machines or equipment are installed, energy control requirements are identified and adequately addressed.
- e. Will ensure that when equipment or machinery, which is subject to the energy control standards, is procured or modified, it can accept a lockout device.
- f. Will ensure that lockout/tagout warning signs are affixed to all equipment, machinery, and energy sources that fall under the energy control requirements.

2.3 Crew Members:

- a. Crew members will comply with all the restrictions and limitations imposed upon them by the lockout/tagout procedures.
- b. Crew members will not perform maintenance or servicing on machinery and equipment that is designated as being in the lockout/tagout program unless:
 - They have received appropriate training as specified by this document.
 - An authorized crew member has prepared the machinery or equipment in accordance with written lockout/tagout procedures.

- Lockout/tagout procedures have been followed, all potentially hazardous energy has been isolated/de-energized, and the machinery or equipment has been locked out or tagged as prescribed by the procedures.

3.0 PROCEDURES:

3.1 The Production Company's energy control program (Lockout/Tagout) includes control procedures, crew member training, and periodic inspections to ensure crew member compliance and program.

3.2 Definitions:

- a. Affected Crew Member – Crew member whose job requires him/her to operate a machine or piece of equipment on which servicing or maintenance is being conducted under lockout/tagout requirements, or whose job requires the operator to work in an area in which such servicing or maintenance is being performed.
- b. Authorizing Crew Member – A crew member who is required to lockout/tagout machines or equipment in order to service or perform maintenance. A crew member becomes "authorized" only after completion of appropriate training and approval/certification by the Environment, Health and Safety Department.
- c. Capable of being locked out – An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which or through which, a lock can be affixed, or it has been designed with an internal locking mechanism. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.
- d. Energy – Electrical, pneumatic or hydraulic energy sources connected to a piece of equipment, or the equipment or machine is designed to contain residual or stored mechanical, hydraulic, pneumatic, or electrical energy.
- e. Energy isolating device – A mechanical device that physically prevents the transmission or release of energy, including, but not limited to, the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type of devices are not energy isolating devices.
- f. Energy sources – A source of electrical, mechanical, hydraulic, pneumatic, chemical, or thermal energy.
- g. Hot Tap – A procedure used in the repair, maintenance, and service activities which involves welding on a piece of equipment (pipelines, vessels, or tanks) under pressure in order to install connections or appurtenances.
- h. Lockout – The placement of a lock on an energy isolating device, in accordance with an established procedure, which ensures that the energy isolating device and the equipment being controlled cannot be operated while the lock is in place.
- i. Lockout device – A device that utilizes a lock, either key or combination, to secure a device designed to isolating a source of energy thus preventing the machine or equipment from being energized. Included are blank flanges and bolted slip blinds.

- 3.3 Whenever practical, lockout will be the preferred method for the safety of crew members and complying with the requirements of the standard. However, when locking out the specific energy source is physically impossible, tagout procedures may be followed. When tagout systems are used, the Environment, Health and Safety Department must review the conditions and document that the tagout procedures are at least as effective as lockout. Use of tagout procedures may require additional safety measures such as removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the possibility of inadvertent energization.
- 3.4 This policy/procedure establishes minimum performance requirements that are designed to prevent unexpected energization or start-up of equipment and machinery or sudden release of energy that could cause injury to crew members. It applies to any source of mechanical, hydraulic, pneumatic, chemical, thermal, or other energy including piping systems and non-ionizing radiation. The rules cover the servicing or maintenance of machines and equipment in which the unexpected energization or start-up of the machines or equipment, or release of stored energy, could cause injury to crew members. The following are examples of energy control procedures:
 - 3.5 Electrical Control:
 - a. Unplug the machine or equipment using an electrical plug lock or a disconnect switch with padlocks and tag.
 - b. Ensure that all power sources are locked and tagged out.
 - c. Bleed and stored electrical energy to a "zero energy state".
 - d. Use a tester to check that all circuits are de-energized.
 - 3.6 Pneumatic Control:
 - a. Release the pressure stored in the system to ensure a "zero energy state" is achieved.
 - b. Lockout the source of pressure to preclude re-energizing the system.
 - c. Evaluate all accumulators, hoses, and valves to ensure the system has been depressurized before accessing system.
 - d. Lockout, blind, or disconnect the pneumatic source to preclude re-pressurizing.
 - 3.7 Hydraulic Control:
 - a. Release accumulated system pressure to achieve a "zero energy state".
 - b. Lockout the hydraulic pump to preclude re-pressurizing the system.
 - c. Evaluate all accumulators, hoses, and valves to ensure the system has been depressurized before opening.
 - d. Lockout, blind, or disconnect the pneumatic source to preclude re-pressurizing.
 - 3.8 Mechanical Systems:
 - a. Release or block all potential energy sources. Be cautious of gravity, springs, tension, and other mechanical energy sources that are not always obvious.
 - b. Restrain mechanical energy sources using blocks.
 - 3.9 Normal production operations do not require lockout or tagout procedures unless servicing and/or maintenance is required. For example:
 - a. When a crew member is required to remove or bypass a guard or other safety



- device.
 - b. When a crew member is required to place any part of his or her body into the point of operation or where an associated danger zone exists during a machine operating cycle.
- 3.10 The lockout/tagout standard does not apply to the following:
- a. Minor tool changes or adjustments and other minor servicing activities which take place during normal production operations are not covered by this procedure if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection.
 - b. Plug and cord electrical equipment is exempt from this standard if the equipment is unplugged and the plug is under the exclusive control of the crew member performing the servicing or maintenance. The plug is considered under the exclusive control of the crew member if it is physically in the possession of the crew member, or if the crew member has affixed a lockout/tagout device on the plug.
 - c. Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products which are performed on pressurized pipelines, provided that the employer demonstrates that (1) continuity of service is essential; (2) shutdown of the system is impractical; (3) documented procedures are followed; and (4) special equipment is used which will provide proven effective protection for crew members.
 - d. Machines which have no potential for stored or residual energy, or the re-accumulation of stored energy after shutdown. Machines or equipment that having a single, readily identifiable energy source which can be isolated. The isolation and locking of that energy source will completely de-energize and deactivate the machine or equipment.
 - e. The machine or equipment is isolated from that energy source during servicing or maintenance.
 - f. A single lockout device will achieve a locked out condition.
 - g. The lockout device is under the exclusive control of the authorized crew member performing the servicing or maintenance.
 - h. The servicing or maintenance does not create hazards for other crew members.
 - i. The employer, utilizing these exceptions, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.



3.11 Training Requirements:

- a. The Company will provide basic lockout/tagout program training for all crew members. Training will include instructions about the purpose and use of the energy control program.
- b. Each authorized crew member shall receive additional training by the Environment, Health and Safety Department in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the method and means necessary for energy isolation and control.
- c. The supervisor or safety representative will be provided training on the lockout/tagout program requirements and the need for active enforcement. Training assistance can be obtained from the Environment, Health and Safety Department
- d. Supervisor or safety representative are responsible for retraining all authorized and effected crew members when there is a change in their job assignments; a change in mechanical equipment; processes that present a new hazard; or when there is change in the energy control procedures.
- e. Training shall reestablish Crew member proficiency and introduce new or revised control methods and procedures, as necessary.
- f. Where tagout systems are used, Crew members shall also be trained in the following limitations of tags:

3.12 Tags:

- a. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- b. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- c. Tags must be legible and understandable by all authorized crew members, and all other crew members whose work operations are or may be in the area, in order to be effective.
- d. Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the workplace.
- e. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- f. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.



- 3.13 Lockout Devices:
- a. Lockout and tagout devices will be durable and designed to withstand “worst case” environments, and be standardized.
 - b. The Environment, Health and Safety Department will select the lockout device and no other device will be used.
 - c. Lockout/tagout devices will not be used for other than lockout/tagout purposes.
 - d. The manager or supervisor will issue a personal lockout device to all authorized crew members. The crew member’s name will be attached to the device.
 - e. Only authorized crew members will attach lockout devices to energy isolation devices. They shall be affixed in a manner that will hold the energy isolating devices in the SAFE or OFF position.
 - f. Lockout or tagout devices shall be removed from each energy-isolating device by the crew member who applied the device.
 - g. When the authorized crew member who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the department manager, after coordinating this action with the Environment, Health and Safety Department. Before coordinating this action with the Environment, Health and Safety Department, the department manager must:
 - h. Verify that the authorized crew member is not available to remove the device.
 - i. Make all responsible efforts to contact the authorized Crew member to inform him/her that the lockout/tagout device will be removed.
 - j. Ensure that the authorized crew member has this knowledge before he/she resumes work at the facility.
- 3.14 Tagout Devices:
- a. Tagout procedures will be used only in situations where use of lockout devices is impractical. The Environment, Health and Safety Department will provide a listing of all machines and equipment where only lockout procedures are authorized.
 - b. Only authorized tagout labels shall be used. These devices are constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible. These tags contain special coatings that are impervious to corrosive environments such as areas where acid and alkali chemicals are handled and stored.
 - c. Tagout devices shall be affixed in such a manner that it will clearly indicate the operation or movement of energy isolating devices from the SAFE or OFF position is prohibited.
 - d. Tagout devices will not be reused and must include the following hazard warnings, as appropriate: “Do not open,” “Do not close,” “Do not start,” “Do not energize,” “Do not operate.” Tagout labels will not be affixed to affected machinery or equipment unless the authorized crew member’s name is printed on the label.
 - e. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
- 3.15 Operations:
- a. Periodic hazardous energy analyses will be conducted by the Environment, Health and Safety Department and Facilities/Maintenance to identify the types of hazard that could exist due to unexpected energization of equipment or sudden release of energy during maintenance or servicing operations.



- b. Results from the hazard analyses will be used to classify machines, equipment, and procedures into the following categories:
 - Machines or equipment requiring documented lockout procedures.
 - Machines or equipment requiring documented tagout procedures.
 - Machines or equipment that do not fall under the lockout/tagout standard and thus do not require documented procedures.
- c. Supervisors or Safety Representative will ensure that detailed lockout/tagout procedures are developed and located near, or attached to, each machine or item or equipment falling into category (a) or (b). Additionally, a sign will be posted on each machine that requires lockout/tagout procedures.
- d. Written lockout/tagout procedures for the various machines and equipment shall clearly and specifically outline the scope, purpose, authorization rules and techniques to be used for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:
 - A specific statement of the intended use of the procedure.
 - Notification of the authorized and affected crew members that lockout is to be performed.
 - Description of the type, magnitude, and nature of energy to be controlled.
 - Specific procedural steps for shutting down, isolation, blocking, and securing machines or equipment to control hazardous energy.
 - Specific procedural steps for the placement, removal, and transfer of lockout devices or tagout devices and the responsibility for them.
 - Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.
 - Steps for clearing crew members and nonessential equipment from the work area before removal of energy control devices.
 - Steps for removal of the energy control devices after the job is complete.
 - Notification of affected crew members that energy control devices have been removed.
 - Appropriate safety precautions must be included in the procedure if a need to temporarily remove, for testing or positioning the machine, energy control devices is required. The following sequence of procedures must be followed.
 1. Clear the machine or equipment of tools and materials.
 2. Remove crew members from the machine or equipment area.
 3. Remove the lockout or tagout devices.
 4. Re-energize and proceed with testing or positioning.
 5. De-energize all systems and reapply energy control measures to continue service or maintenance.
- e. In no case will work be started on machines or equipment that have been locked or tagged out before the authorized crew member has verified that isolation and de-energization of the machine or equipment has been accomplished.
- f. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures must be followed that address the following:
 - The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
 - The work area shall be checked to ensure that all crew members have been

safely positioned or removed.

- Affected crew members shall be notified that the lockout/tagout devices are being removed.
- Each lockout or tagout device must be removed from each energy-isolating device by the crew member who applied the device.
- Identical or similar machines may be covered by the same procedure. These machines are identified by type, location, and property number. Additionally, the manager or supervisor will ensure all procedures are reviewed on an annual basis and whenever deficiencies are noted.

3.16 Outside Contractors:

- a. The Safety Representative will ensure that all outside contractors are provided with a copy of this procedure during pre-contract meetings. Outside contractors will be required to provide a copy of their lockout/tagout procedure to the Environment, Health and Safety Department or agree to abide by the Production Company's lockout/tagout program prior to beginning work.
- b. The Environment, Health and Safety Department is responsible for ensuring all Production Company crew members who are exposed to outside contractor operations are provided with sufficient details about the outside contractors lockout/tagout procedures to ensure their own safety. Additionally, crew members must understand and comply with the restrictions and prohibitions of the outside contractor's energy control program.

3.17 Group Lockout or Tagout:

- a. When service or maintenance is performed by more than one individual, the Safety Representative will designate, in writing, one of the individuals as the Primary Authorized Employee (PAE). This individual will be responsible for coordinating all work on the specific piece of machinery or equipment. A group lockout device will be attached to the machinery or equipment and each additional authorized crew member will attach their personal lockout/tagout device only after coordinating the action with the PAE.
- b. When service or maintenance actions are performed by a crew, craft, department, or other group, the following procedures, which provide a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device, will be used.
- c. The Safety Representative shall designate in writing one crew member as the PAE. This individual will be responsible for coordinating the work of all crew members. Additionally, one crew member will be designated as the authorized crew member for each group, crew, craft, or department.
- d. The PAE will attach his/her personal lock or tag and a group lockout attachment device to the equipment, or machinery. Each additional authorized crew member who will be working on the machine or equipment will attach his/her personal lockout or tagout device to the group attachment device when he/she begins work, and will remove his/her lockout device when their work is completed.
- e. When the work has been completed, and all authorized crew members have removed their lockout device from the group lockout attachment device, the PAE will follow the written procedures for lockout/tagout device removal and machine or equipment start-up.

3.18 Shift or Personnel Changes:

- a. Specific procedures are necessary to ensure the continuity and orderly transfer of lockout protection during shift or personnel changes. When it becomes necessary to continue lockout/tagout of a machine or equipment from one shift to another or when crew members working under lockout/tagout procedures are replaced and moved to another job, the following procedures are followed:
- b. When individuals of the same craft, group, or crew, are replaced by individuals of the same qualifications within the same shift, the crew member who is currently performing the work will not leave the work-site until the replacement crew member has arrived and has been briefed on the status of the work by the work supervisor and the crew member that is being replaced. After the briefing is complete, crew members will switch lockout devices.
- c. When crew members are replaced at the end of a shift, each authorized crew member will brief the PAE on the status of their job. Each authorized crew member will remove their lock/tag after briefing the PAE. The outgoing PAE will brief the incoming PAE on the status of all jobs in progress. Once this briefing is complete, the outgoing PAE will remove his/her lock/tag. The new shift of crew members who are reporting for duty at the job site will add their locks/tags to the group lockout device after being briefed by the incoming PAE.

3.19 Inspections:

- a. An annual inspection of the energy control program effectiveness will be conducted. Additional periodic scheduled and unscheduled inspections of lockout/tagout operations will be conducted when deficiencies are discovered and when lockout/tagout operations are in progress. Inspections shall provide for a demonstration of the procedures and may be implemented through random audits and planned visual observations. See attachment 1 for an inspection format.
- b. Documentation of these inspections will be maintained by the Environment, Health and Safety Department and will include the date of the inspection, name of the inspector, location of the inspection, machines or equipment inspected, identification of any deficiencies noted, and corrective action taken.
- c. Each machine or equipment specific lockout procedure will be reviewed annually as directed by the Department Manager. The inspection shall be performed by an authorized crew member other than the one(s) using the energy control procedure being inspected.
- d. When a lockout activity is reviewed by the manager or supervisor, the assessment will consist of a documented procedure review, a review of procedure implementation between the inspector and each authorized crew member, and the crew member's responsibilities under the energy control procedure being inspected.
- e. The manager or supervisor will maintain written verification of these inspections. The verification shall identify the machine or equipment on which the energy control procedure was being used, the date of the inspection, the names of the crew members including the inspection, and the name of the person performing the inspection.

APPENDIX III - CONTROL OF HAZARDOUS ENERGY

LOCKOUT/TAGOUT

INSPECTION FORM:

1. What is the status of action items assigned during previous evaluation?
2. Who is responsible for the program?
3. What machinery and equipment has had a hazard analysis?
4. What procedures exist?
5. Do they contain all necessary lockout/tagout elements?
6. When last were they updated and reviewed?
7. What machinery or equipment has been identified that requires tagout procedures?
8. Do the written lockout/tagout procedures exist?
 - a. Do they contain all the necessary elements?
 - b. Have they been appropriately updated and reviewed?
9. What tagout systems can be replaced by lockout systems?
10. What machinery or equipment is exempted from written procedures because it meets the nine rules of exemption?
11. What operations are routine and can be performed while the machine is energized?
12. How is it ensured that the following groups of crew members receive the appropriate lockout/tagout training?
 - New crew members
 - Reassigned Crew members
 - Affected crew members
 - Authorized crew members
 - Supervisors
 - Provide additional (annual update) training for personnel
13. Where is the documentation for the training?
14. How is it kept up to date?
15. How are outside contractors made aware of the energy control procedures?
16. How are group lockout or tagout operations executed?
17. How are the shift or personnel changes handled?
18. What available lockout/tagout hardware is on hand?
19. What hardware is needed to lock out equipment that is presently being tagged out?
20. What discrepancies have been identified since the last inspection?
21. What are the new action items and suspense dates?



MACHINE GUARDING

1.0 PURPOSE:

The program is intended to ensure safety device(s) are installed on tools and equipment.

2.0 RESPONSIBILITY:

2.1 Supervisors and Safety Representative – Supervisors and Safety Representative shall enforce the use of machine guarding on equipment and tools used in their area(s) of responsibility.

2.2 Environment, Health and Safety Department – The Environment, Health and Safety Department will periodically inspect work areas to ensure all equipment requiring guards have been identified and the guards installed.

3.0 POLICY:

3.1 Before performing tasks involving the use of a tools and equipment, the operators must receive initial and annual training as necessary to maintain competence.

3.2 Equipment with guards, sensing devices, and or safety switches shall be operated only when the safety devices are engaged and operating properly.

- a. Machine Guard – A mechanical device fitted to operating machinery to prevent operator's limbs from contacting the machinery parts and resulting in an injury.
- b. Sensing Device – An electronic device fitted to operating machinery which will sense the presence of the operator and shut down the machinery, thus preventing the operator's limb from contacting the machinery's moving parts.
- c. Operator – Person who is assigned to operate a particular machine, has been trained in its use, and has the authority to turn it on and off.
- d. Safety Switches – Machinery requiring multiple switches to be engaged before the equipment will operate. Generally these switches are placed so that the operator's limbs cannot be caught in the moving parts of the machine.
- e. Pull-Backs or Hold-Backs – Restraining devices attached to the operator restricting limb movement to an area outside of the machines "area of operation."

4.0 PROCEDURE:

4.1 The manufacturer's recommended test procedures for checking the operation of the machine guard shall be followed and completed before the machinery is operated.



- 4.2 The “safe” distance required for safe operation of specific machinery must be maintained.
- 4.3 The operation, function, and performance of the machine guard and safety guarding devices must be clearly understood by the operator.
- 4.4 There are limitations to machine guards that must be understood by the operator. For example, hand tools may interfere with pressure sensing devices and must be eliminated from the work area.
- 4.5 All crew members must be made aware of the severe physical injury that can result if the operator and/or another person, attempts to circumvent or by-pass any of the safeguards or operating functions. Crew members found to have by-passed the safety features of machinery shall be referred to Human Resources for disciplinary action. (Refer to: “Standards of Conduct” section in the “Crew Member Safety Handbook”.)
- 4.6 Operating equipment with guards shall be maintained in proper functioning condition. All discrepancies that render the guarding equipment inoperable shall be reported for immediate corrective action. Machinery in need of repair shall be tagged and removed from use until repairs have been affected.
- 4.7 All operating equipment shall be reviewed for the need of guards and safety systems. Equipment not fitted with guards by the manufacturer shall be inspected for the need of retrofitting with guarding of the appropriate type.
- 4.8 Equipment with guarding features shall be inspected prior to use to ensure the guarding system is functioning properly. Daily inspections will be conducted by the operator and quarterly inspections by the manager or supervisor.
- 4.9 Adjustment and maintenance of the safety guarding system on equipment is the responsibility of the maintenance personnel assigned to the equipment. The manufacturer’s recommendations and requirements shall be followed unless the manufacturer has authorized a variance from the approved procedures.
- 4.10 Personal protection is primary when working with operating machinery. Proper dress, foot wear and any other required personal protection equipment must be utilized at all times.
- 4.11 Machinery operating instructions shall be posted in the near vicinity of the equipment and include operation of the guarding features.
- 4.12 Limitations and restrictions of the guarding features shall be clearly understood by the operator prior to their operating the equipment.
- 4.13 Startup and shutdown procedures shall be followed at all times. Operators shall be instructed on emergency procedures before operating the equipment.



- 4.14 Lockout/Tagout procedures shall be followed whenever working on powered machinery. Guarding devices on equipment does not take the place of Lockout/Tagout.
- 4.15 Equipment with guarding features shall be visibly tagged that the equipment requires guarding, with a date of the last inspection and the inspector's initials.



MOTOR VEHICLE OPERATION/TRAFFIC SAFETY

1.0 PURPOSE

To ensure compliance with the Production Company's policy concerning "Traffic Safety."

2.0 RESPONSIBILITY:

2.1 Supervisors and Safety Representative – Will ensure that all employees required to use a production company vehicle have a valid "state" driver license and are familiar with the procedures detailed in this policy.

3.3 Employees – Will adhere to all state laws and Production Company requirements while driving company vehicles or driving on the production set.

3.0 PROCEDURES:

3.1 Safe Driving Policy:

- a. Crew members permitted to operate Company automotive equipment are required to:
 1. Operate vehicles in a safe manner
 2. Use vehicles only for the purpose authorized
 3. Wear seat belts in Production Company vehicles
 4. Observe traffic regulations
- b. Operation of a Company vehicle while under the influence of intoxicating beverages or drugs is prohibited.
- c. Picking up hitchhikers is prohibited.
- d. Drivers involved in a Company vehicular accident will be subject to questioning, with possible disciplinary action.

3.2 General Guidelines:

- a. Defensive driving must be practiced at all times. Defensive driving means that Production Company drivers must be constantly alert for accident producing situations and be prepared to take necessary evasive action.
- b. Drivers of Production Company vehicles and drivers of personal vehicles on an allowance basis in Company service, must report accidents in which they are involved to their supervisor or Safety Representative.



- c. Traffic regulations must be observed.
- d. Automotive equipment must be maintained in a safe condition. Crew members assigned a Production Company vehicles are responsible for their maintenance and upkeep.

3.3 Vehicle Accident Reporting:

- a. A vehicle accident is defined as any accident involving company-owned equipment which results in damage to vehicles, personal property of others, or injury to people.
- b. Crew members involved in an accident will adhere to the following procedures:
 - 1. Aid the injured
 - 2. Get the names and addresses of witnesses
 - 3. Call the police and notify your supervisor
 - 4. Obtain facts about other vehicle(s) (license plate number, insurance carrier, assessed damage, etc.)
 - 5. Obtain facts about any injured person(s)
 - 6. Obtain name, badge number and work address of the investigating police officer
 - 7. Describe and diagram the accident
 - 8. If the accident is serious, immediately notify the Safety Representative
 - 9. DO NOT discuss the accident with anyone other than the police, designated insurance representative or Production Company management.

3.4 Set/Sound Stage Parking Areas:

- a. The speed limit within the parking area is 8 MPH.
- b. Handicap parking slots will not be used by crew members.
- c. Care will be exercised at all time while pulling into and backing out of parking slots. Always be attentive to other cars, trucks and pedestrians.
- d. Always give right-of-way to pedestrians.



OFFICE SAFETY

1.0 PURPOSE:

The Office Safety Program is intended to protecting office crew members from the common hazards common to the office environment.

2.0 RESPONSIBILITY:

2.1 Supervisors:

- a. It is the responsibility of supervisor or safety representative to ensure crew members have a safe work environment, including office machinery and equipment that is maintained to existing safety requirements.
- b. Will instruct all crew members in the safe use of all office machinery and equipment.

2.2. Environment, Health and Safety Department – The Environment, Health and Safety Department will assist supervisor or safety representative in the selection, use, and placement of office equipment and machinery, where appropriate.

2.3 Crew members – All crew members shall participate in training addressing the proper operating requirements of office equipment and machinery, and general office safety.

3.3 DEFINITION:

Office machinery – Mechanical equipment and machinery used in an office environment solely for administrative purposes.

Office Areas -- Workspaces not assigned to the manufacturing, production or storage of material but solely for administrative purposes.

3.0 PROCEDURE:

3.1 General Requirements:

- a. Keep work area(s) neat and clean.
- b. Keep aisles and doorways free of obstructions to permit visibility and movement during normal use, as well as during emergencies. (This is a requirement for all emergency exits.)
- c. All appliances, i.e., coffeepots, microwaves, refrigerators, portable heaters, fans, etc., shall be Underwriter Laboratory (UL) rated and approved by Facilities/Maintenance prior to being used.
- d. Hot plates, skillets, ovens and similar appliances will not be permitted unless authorized by Facilities/Maintenance.
- e. Coffee makers and other approved appliances must be turned off when not in use or at the end of the shift.
- f. Straight pins shall not be used in place of paper clips.



- 3.2 Desks:
 - a. Never leave a desk drawer open while not in use. Some one could inadvertently strike against or stumble over it.
 - b. Do not allow staplers, pencil sharpeners, and other equipment to protrude from desktops and other office furniture.
 - c. Watch for sharp edges, points, burrs or splinters on desk and other office furniture.

- 3.3 File Cabinets:
 - a. The primary hazard of filing cabinets is due to improper loading and balancing. Observe the following rules for file cabinets:
 - b. Do not align cabinets that have projecting locking devices with cabinets that do not have such devices. Such an arrangement increases the possibility of a worker being injured by striking a projecting corner or locking device.
 - c. Never leave a file cabinet drawer open when not is use. Do not open more than one drawer at a time, which can overbalance the cabinet and cause it to topple forward. Use the proper handle for opening and closing drawers.
 - d. Do not place heavy material (such as boxes) or files of smaller size objects, such as index cards on top of file cabinets.
 - e. Sharp edges and burrs of metal file cabinets can cause injuries to hands and other body parts as well as damaging clothes. Have burrs removed before using cabinets (Place a trouble call to Facilities/Maintenance).
 - f. All cabinets should be secured to the wall to prevent them from over-turning during an earthquake.

- 3.4 Chairs:
 - a. Check swivel chair adjustment mechanisms periodically. Weak spring tension adjusting bolts can break and throw the occupant with surprising force. Also, height adjusting screws may strip or break, causing the seat to come loose or fall.
 - b. Do not place any chair in a tilted position unless the chair is designed for that purpose. All legs of the chairs must remain on the floor at all times.
 - c. Never stand on chairs or any other furniture to reach any objects, set clocks, etc. Always use a stepladder or step stool.

- 3.5 Typewriters:
 - a. Check electric typewriters regularly to be certain connections are secure.
 - b. Never place typewriters on sliding shelves of desks.

- 3.6 Office Machines:
 - a. Learn the proper operation of a machine before using it.
 - b. Before using an office machine, be certain it is in a secure position, not in danger of falling.
 - c. Never clean or lubricate electrical machines while in operation. When cleaning electrical machines controlled by a switch on the machine, be certain the switch is in the "off" position and the plug is disconnected. Note: Contact the Environment, Health and Safety Department to ensure that the machine has no special lockout/tagout requirements.



- d. Never touch any electrical connection with wet hands. Be certain that all electrical equipment is grounded. Be alert for electrical hazards, such as frayed or bare wires, or overloaded circuits. Always unplug any machine that overheats, smokes, or sparks, or causes shocks and report the problem immediately to your supervisor or the Environment, Health and Safety Department.
 - e. Be certain protection is provided against moving parts on all types of power-driven office equipment.
 - f. Be certain all electrical office machines, both fixed and portable, have three wire (grounded) connection cords where applicable or are double insulated (2 wires) and non-conducting case.
 - g. Avoid wearing loose sleeves, scarves, ties, belts, or dangling jewelry around certain types of office machinery with moving parts. The Environment, Health and Safety Department or his/her representative will survey and identify the machinery that could create a hazard.
- 3.7 Fans:
- a. Each ventilating fan within seven (7) feet of the floor or working platform must be provided with a guard, front and back, with openings not to exceed 1/2-inch in diameter.
 - b. Portable fans must be provided with a substantial base.
 - c. Do not place portable fans or electrical cords on damp and/or wet surfaces.
 - d. Periodically inspect electrical wiring for damage.
- 3.8 Office Supplies:
- a. Store office supplies and equipment in designated storage locations (not on floors, top of cabinets, etc.).
 - b. Store sharp-pointed scissors, x-acto knives or letter openers in a secure/protective position at all times.
- 3.9 Waste Baskets:
- a. Do not use wastebaskets as a substitute for ashtrays, creating a potential fire hazard.
 - b. Never place broken glass in a waste basket without affixing a sign marked "DANGER, BROKEN GLASS." The preferred method is placing glass in a cardboard box or wrapped with heavy paper, marked "DANGER, BROKEN GLASS."
- 3.10 Ceiling Fixtures & Tiles
- a. Be certain ceiling fixtures, lighting, tiles, etc., are securely fastened. Report to the supervisor or Facilities/Maintenance any broken or loose ceiling tiles or other conditions that might pose a hazard.
- 3.11 Housekeeping:
- a. Keep floor areas dry and free of objects or materials that could present tripping or slipping hazards.
- 3.12 Electrical Cords:
- a. Flexible cords and cables cannot be used as a substitute for the fixed wiring



within an office environment.

- b. Electrical extension cords must be approved for the location and conditions of use. When approved for temporary use, flexible cords will not be placed in wet or damp locations, where subjected to damage, or create unsafe walking or working conditions, i.e., tripping hazards. Conditions may require that cords be removed at the end of the shift or day. Contact the Environment, Health and Safety Department regarding the uses of flexible cords and cables.
- c. Flexible extension cords will be periodically inspected for damage. Ungrounded (grounding prong missing) or damaged cords will be immediately removed from service.
- d. Electrical cords on appliances and equipment will be of the approved type, 3-wire (grounded) or double insulated type 2-wire, and inspected periodically for condition.

3.13 Lifting:

- a. Normally, office positions or tasks do not require heavy lifting. Injuries occur when crew members attempt to lift or move heavy objects themselves. To prevent injury when lifting or handling heavy or large objects, be sure to bend at the knees and lift with the legs. To be safe, ask for assistance.

3.14 Falls:

- a. Falls and tripping are the most common cause of office accident. They are usually the result of inattention, obstructions, objects laying on the floor, slippery floors and/or ripples/bumps in carpeting.

3.15 Copies

- a. Avoid physical contact with photocopier toners or other chemicals. When toner must be added, avoid skin contact. Wash hands when finished adding toner.
- b. When photocopying, keep document cover down whenever possible.
- c. Follow the machine instructions when the machine malfunctions. Do not attempt to make repairs unless specially trained.

3.16 Video Display Terminals:

- a. Video display operators should report eye fatigue, blurred vision, headaches, pain and stiffness in the neck, shoulders, back, arms, wrists and hands. These problems are a result of ergonomics, that is, the physical and environmental setting where the VDT is used. Examples of actions that can be done to alter the working environment and minimize eye- strain include:
 - Adjusting the angle of the screen to reduce glare.
 - Changing the viewing distance.
 - Adjusting the lighting by pulling the drapes or blinds.
 - Using ergonomically designed chairs and workstations.
 - Using arm and hand rests.
 - Using footrests.
- b. Establish with the supervisor periodic breaks. Get up from the desk and walk



around to stretch muscles and reduce tension. Practice good posture by keeping your back straight, thighs supported, and feet flat on the floor or on a footrest.

- c. Contact the Environment, Health and Safety Department for assistance and information.
- 3.17 Paper Cutters:
- a. Paper cutters shall not be left with the blade in an upright or open position.
 - b. The locking mechanism provided on a paper cutter will be utilized when the cutter is not being used.
 - c. Finger guards shall be installed on paper cutters. If paper cutter is not provided with a finger guard, contact the Environment, Health and Safety Department.
- 3.18 Space Heaters:
- a. Individual space heaters are not authorized unless approved by Facilities/Maintenance.



PERSONAL PROTECTIVE EQUIPMENT

1.0 PURPOSE:

To prevent injuries by requiring appropriate personal protective equipment for all Crew members potentially exposed to hazards not readily controlled by engineering controls or mechanical guards. hot or corrosive substances, falling objects, activities which pose a potential crushing, penetrating or electrical shock hazard, or who normally work in wet locations.

2.0 RESPONSIBILITY:

2.1 Supervisors:

- a. It is the supervisor and Safety Representative's responsibility to ensure crew members wear the appropriate personal protective equipment (PPE) in designated areas or during those activities where it is required.
- b. Supervisors shall inspect their work areas for hazards that could result in injuries. Areas where such hazards exist shall be corrected and in those instances where hazard mitigation is not possible, the area shall be appropriately posted and the use of PPE required.

2.2 Environment, Health and Safety Department:

- a. Will identify those areas and activities where PPE is required.
- b. Will arrange for foot protection to be provided where required.

2.3 Crew Members – It is the crew member's responsibility to use the required PPE when required.

3.0 POLICY:

3.1 Safety shoe/foot protection:

Crew members who, because of their specific job duties, are required to wear special foot protection will be issued the necessary footwear. Supervisors will advise the crew members of the safety shoe/foot protection requirement.

3.2 Sight Conservation Program:

- a. All eye and face protection will comply with ANSI Z87.1.
- b. It is the Production Company's policy that all crew members potentially exposed to conditions that could result in eye injury will be provided and use proper protective eye wear.
- c. Nonprescription Eyewear – To obtain nonprescription protective eyewear, the Crew member will request it from his/her manager or the Environment, Health and Safety Department. The specific equipment to be issued is dependent on both the work location and types of anticipated hazards. For most work locations standardized eyewear, including goggles, safety glasses, and visitor



safety glasses will be used.

- d. Prescription Eyewear – When work activities and operations require the use of protective eyewear, goggles may be worn over prescription glasses or prescription safety glasses can be worn.

3.3 Head Protection

- a. All crew members working in Head Hazard Areas shall wear the appropriate helmets that comply with the ANSI Standard for head protection.
 - Impact Helmets -- Protection against impact and the possible penetration of falling objects. Helmets must meet the requirements of ANSI Z89.1 - 1969.
 - Electrical Helmets -- Protection against electrical shock and burns from overhead electrical wiring. Helmets must meet the requirements of ANSI Z89.2 - 1971.
 - Bump Hats -- Do not meet the requirements of impact or electrical helmets and are limited in use to areas where the only hazard is low overhead clearance and inadvertent bumping of the head is possible. Generally, bump hats will not be used at the corporate offices.
 - Hard Hazard Area -- Areas which contain overhead electrical line, mechanical system, the potential for flying or falling objects or operations which pose a risk of head injury to crew members working in an adjacent area.

RESPIRATORY PROTECTION PROGRAM

1.0 PURPOSE:

Reducing the cast and crew's exposure to airborne contaminants through proper work practices and engineering controls is a major goal of the Production Company. Unfortunately, unplanned events do occur and operational business necessities may make the control of airborne contaminants difficult. Therefore, personnel respiratory protective equipment will be required, but its use will be limited to only those crew members who are physical qualified and properly trained.

This program is designed to protect Production Company personnel from airborne contaminants and environments lacking in oxygen by detailing the procedures necessary for the selection and use of respiratory protective equipment. This program shall serve as a guide for the proper selection, use and care of respiratory protective equipment whenever processes or environmental conditions are encountered which are capable of producing harmful effects through inhalation.

2.0 RESPONSIBILITY:

2.1 Environment, Health and Safety Department:

- a. Administer the Respiratory Protection Program for the Production Company.
- b. Reviews and approves training and certification for program compliance.
- c. Audit operations periodically to assure compliance with the program requirements as delineated in the Federal and State standards.
- d. Review requests for procedural changes or the addition of equipment to ensure they do not adversely impact the program or safety of the crew members.
- e. Review process changes to ensure the environmental conditions that result do not create new or unique hazards for the crew members.
- f. Monitor crew members for proper use of equipment and procedure.
- g. Maintain records of crew member exposure to hazardous airborne substances (Industrial Hygiene Monitoring Information).
- h. Identify all operations that potentially require the use of respiratory protective equipment.
- i. Schedule medical examinations for crew members assigned to the respirator program.
- j. Review and approve all substitutions, additions, or modifications to the existing respiratory equipment inventory. Ensure that the respiratory protective devices are certified and selected for use in accordance of the National Institute for Occupational Safety and Health (NIOSH) guidelines.
- k. Conducting qualitative and/or quantitative fit testing.
- l. Conducting qualitative and/or quantitative fit testing.
- m. Update written program, as needed.



- 2.2 Supervisors:
- a. Provide respiratory protective equipment, including cleaning supplies, to crew members.
 - b. Ensure there are adequate supplies of respirators and cleaning supplies.
 - c. Ensure personnel required to use respirators have received the necessary training, fit testing and are medically qualified for inclusion into the respiratory protection program.
 - d. Ensure the words "or equivalent" are not used in ordering respirator parts, filters, canisters, or cartridges.
 - e. Order only those respirators that have been approved by the Occupational Safety and Health Department. Independent ordering for personal preference is not authorized.
 - f. Ensure the crew members are using the proper respirator for the operation and that it is being used as the manufacturer specifies.
 - g. Ensure that crew members with facial hair are excluded from the respirator program if the facial hair precludes a good facial-respirator seal. Note: If the facial hair does not interfere with the respirator seal, such as a mustache, then exclusion from the program is not required.
 - h. Ensure that all respirators fit well and do not cause discomfort.
 - i. Attend the program training classes required for Crew members under their supervision.
 - j. Work areas will be inspected periodically to identify Crew member exposure to airborne contaminants. The Environment, Health and Safety Department will assist with identifying the potential health hazards and recommend appropriate equipment for protection.
- 2.3 Crew members:
- a. Must be medically screened and qualified to wear respiratory protective equipment. The crew member must undergo an initial screening and annual evaluation thereafter. Medical screening and approval is a requirement for all crew members who are required to wear any type of respirator. Prior to placement on a job that requires the use of respiratory protective equipment, or notification that an existing job requires the use of respiratory protective equipment, each affected crew member will undergo a medical examination by a qualified health care provider. Crew members identified as having pre-existing medical problems will not be assigned work requiring the use of respiratory protective equipment when such work may aggravate their medical condition.
 - b. Shall attend training as prescribed by this program.
 - c. Must use the protective equipment provided in accordance with instructions and training received.
 - d. Use, maintain, clean, inspect, and store respiratory protective equipment as demonstrated in the respirator training program and respirator manufacturer's instructions.
 - e. Shall use only those respirators for which they have been instructed and certified, and will not allow other crew members to share their respiratory equipment.
 - f. Shall report any malfunction of the respiratory protective equipment to their



supervisor.

- g. Shall not perform tasks requiring the use of respiratory protective equipment in atmospheres immediately hazardous to life (IDLH) without special written permission of the supervisor and the Environment, Health and Safety Department. Note: - Entry into IDLH environments requires a confined space entry permit as discussed in the Confined Space Entry Program.

3.0 PROCEDURES:

3.1 Crew members who use a respirator for protection from airborne contaminants shall receive an initial medical screening examination.

3.2 Crew members who are required to use respiratory protective equipment must be trained in the limitations and proper use of the respirator assigned. This training shall include qualitative fit testing for attendees, and upon completion, the crew member will be certified to use only the specific class of respirator on which they were instructed. Annual respirator refresher training that include completing the course of instruction with a minimum grade of 80%

3.3 Respirators will be issued to the crew members based on the specific operational need and the individual's qualification based on training. Additionally, where respirators are used, proper storage will be provided. All crew members who are required to use respirators, their immediate supervisors, as well as the individual issuing the respiratory protective equipment will be trained and certified.

3.4 Facial hair can prevent a proper seal between the wearer's face and the respirator face- mask. Therefore, personnel must be clean-shaven or barred from using the respiratory protective equipment. Other conditions that preclude a proper seal, such as hair, facial deformity, refusal to wear false teeth "if needed", etc., will automatically preclude a crew member from the respirator program.

3.5 Definitions:

- a. Air-Purifying Respirator: -- A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.
- b. Atmosphere-Supplying Respirator: -- A respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.
- c. Canister or Cartridge: -- A container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.
- d. Crew Member Exposure: -- Exposure to a concentration of an airborne contaminant that would occur if the crew member were not using respiratory protection.
- e. End-Of-Service-Life Indicator (ESLI): -- A system that warns the respirator user of the approach of the end of adequate respiratory protection; for example, that the sorbent is approaching saturation or is no longer effective.
- f. Filter or Air-Purifying Element: -- A component used in respirators to remove solid or liquid aerosols from the inspired air.
- g. Filtering Facepiece (Dust Mask): -- A negative pressure particulate respirator



with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

- h. Fit Factor: -- A quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.
- i. Fit Test: -- Means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.)
- j. High-Efficiency Particulate Air (Hepa) Filter: -- A filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.
- k. Immediately Dangerous to Life or Health (IDLH): -- An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- l. Loose-Fitting Facepiece: -- A respiratory inlet covering that is designed to form a partial seal with the face.
- m. Negative Pressure Respirator (Tight Fitting): -- A respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator.
- n. Oxygen Deficient Atmosphere: -- An atmosphere with oxygen content below 19.5% by volume.
- o. Qualitative Fit Test (QLFT): -- A pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.
- p. Respiratory Inlet Covering: --The portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device. It would consist of the rubberized face-piece on which the filter cartridges are fixed.
- q. Self-Contained Breathing Apparatus (SCBA): -- An atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.
- r. Service Life: -- The period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.
- s. Supplied-Air Respirator (SAR) or Airline Respirator: -- An atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.
- t. User Seal Check: -- An action conducted by the respirator user to determine if the respirator is properly seated to the face.

3.6 Respiratory Protective Equipment:

- a. The principle method of protecting crew members from exposures to airborne contaminants is to prevent the release of contaminants into the working environment. In fixed facilities this is generally accomplished through the use of local exhaust ventilation, but where such controls are not feasible, the use of respiratory protection may be necessary. Obviously, for maintenance activities, the use of a respiratory protection is a distinct possibility.
- b. Respirators, if appropriately used, will provide a substantial degree of protection against a wide variety of contaminants. The degree of protection,



however, is based on a number of factors: Proper respirator selection, airborne contaminant concentrations, proper respirator fit, personnel training and respirator storage. However, the ultimate decision as to the appropriateness of using a respirator can be made only after an environmental assessment has been made by an industrial hygienist or safety consultant.

- c. Proper respirator selection is the cornerstone of the respirator program. It is imperative that if an air-purifying respirator is to be used, it must be capable of removing the specific contaminant of concern. This selection is based on contaminant level, permissible exposure limits to the contaminant, and the nature of the contaminant (whether gas, vapor, dust, mist, or fume). This determination, as well as the respirator selection, should be made by the Environment, Health and Safety Department or his/her representative. However, the responsibility of making sure that the appropriate respirator is used, and used properly, rest with the manager or supervisor.
- d. Selecting the respirator appropriate to a given hazard is important, but equally important is wearing the device properly. A properly fitted respirator will preclude airborne contaminants from being drawn into the respirator during inhalation. Thus, it is important to ensure that the respirator be properly worn.
- e. When using a tight-fitting respirator the crew member is to check the seal on the elastomeric facepiece each time it is donned.
- f. Either the positive and negative pressure checks described in the appendices, or the respirator manufacturer recommended seal check method shall be used.

3.7 Air Purifying Respirators:

- a. Air-purifying respirators do not provide oxygen, but through mechanical filtration or chemical absorption remove airborne contaminants from the surrounding environment. Such respirators are constructed to remove particulates, organic vapors, or any number of gases, depending on their specific design. The filters manufactured for the various air-purifying respirators are color-coded to designate the type of contaminant for which they can provide protection.
- b. All cartridges are assigned a color, designating the type of contaminant they will filter.

Cartridge Color	Contaminant
White	Acid gas
Black	Organic vapor
Green	Ammonia gas
Yellow	Acid gas and organic vapors
Purple	Radioactive materials
Orange	Dust, fumes and mists
Olive	Other gases and vapors

- c. Particulate filters do not protect against gasses and vapors.
 - Nonpowered particulate respirators must have the newly established approval numbers (TC-84A-xxxx). All nonpowered particulate respirators



will have a certification label bearing the NIOSH and Department of Health and Human Services (DHHS) emblems.

- Filter classes - (Nonpowered air purifying particulate filter respirators). The three levels of filter efficiency are 95%, 99%, 99.7%.

The three categories of resistance to filter efficiency degradation are labeled N (Not resistant to oils), R (Resistant to oil) and P (oil Proof).

N-series (Not resistant to oil)	Efficiency (%)
N 100	99.7
N 99	99
N 95	95
R-series (Resistant to oil)	
R 100	99.7
R 99	99
R 95	95
P-series (Oil Proof)	
P 100	99.7
P 99	99
P 95	95

- The service life of all three categories of filter degradation is limited by consideration of hygiene, damage, and breathing resistance. All filters should be replaced whenever they are damaged, dirty, or causing increased breathing resistance (causing discomfort to the wearer).
- N-series filters should be used only for non-oil aerosols.
- R or P – series filters can be used against oil or non-oil aerosols.

3.8 Particulate Respirator Selection:

- To select the correct respirator for protection against particulates, the Environment, Health and Safety Department must know the following:
 - Identity and concentration of the particulates in the workplace air.
 - The Cal/OSHA permissible exposure limit (PEL).
 - The Hazard Ratio (HR) – (the airborne particulate concentration divided by the exposure limit.
 - The APF for the class of respirator (the APF should be greater than the HR).
 - The immediately dangerous to life and health (IDLH) concentration, including the oxygen deficiency.
 - Any service life information available for combination cartridges or canisters.
 - In no case should an air-purifying respirator be used in IDLH concentrations. Multiplying the occupational exposure limit by the APF for a respirator gives the maximum workplace concentration in which that respirator can be used. For example, if the commonly accepted APF for a half-mask respirator is 10 and the PEL is 5 mg/m³, then 50 mg/m³ is the highest workplace concentration in which a half-mask respirator can



be used against that contaminant. If the workplace concentration is greater than 50 mg/m³, a more protective respirator (with a higher APF) should be used.

- b. One of the most commonly used air-purifying devices is the particulate removing filter respirator. The particulate respirator filters are constructed of a fibrous material often treated to retain an electrostatic charge. This charge, coupled with the mechanical filtration efficiency of the fibrous material effectively removes particulates of all sizes. These devices are commonly referred to as dust respirators and are effective at removing particulates emanating from grinding, sanding, or a host of other dust producing materials of low toxicity.
 - ESLI – End of Service Life Indicator. ESLI are not needed with particulate removing filters.
 - The crew members should be trained to recognize and to change the filter, when the crew member has difficulty breathing due to lack of air being drawn through the filter. This is an indication that the filter has become loaded with particulate.
- c. The second category of air-purifying respirators is those devices designed to remove chemical contaminants. The filter media of such respirators are capable of removing a specific chemical or class of chemical from the surrounding air. For example, activated charcoal is extensively used to remove organic vapor contaminants. All respirators designed to control organic vapor and gaseous contaminants function because the contaminants have an affinity for the filtration substrate and will be absorbed by it. This interaction consumes the filter medium, thus the useful life of the respirator filter cartridge is limited.
 - The filter medium must be equipped with an end-of-service-life-indicator (ESLI) certified by NIOSH for the contaminant; or
 - If there is no appropriate ESLI, the Environment, Health and Safety Department must implement a change schedule for the canisters and cartridges based on objective information that will ensure that canisters and cartridges are changed before the end of service life.
 - Odor detection of the contaminant is not allowed as an ESLI.
- d. Air-purifying respirators should be used only in non-emergency situations; that is, for atmospheres which are harmful only after prolonged or repeated exposures. Since air-purifying respirators do not provide a supplemental source of oxygen, they should never be used in an oxygen deficient environment. It is also important to note that the particulate-removing respirator offers no protection in atmospheres containing contaminant gases and vapor, and that chemical cartridge respirators provide protection only from specific gases or vapor for which the cartridge was designed.
- e. During emergencies, such as a chemical spill, it is rarely possible to obtain meaningful information relative to ambient contaminant concentrations, and without such information, it is inadvisable to use air-purifying respirators which, by design, have limited and possibly inadequate filter capacity. Air-purifying respirators are also designed to protect the user from a specific family or, in a number of cases, a single contaminant. Thus, under



emergency or spill conditions, the selection of an inappropriate cartridge or canister filter could leave the wearer without protection. Finally, all air-purifying respirators operate with a negative pressure inside the face piece when the wearer inhales, and, should a leak develop, the surrounding contaminants would be drawn into the wearer's breathing zone. This could prove extremely hazardous when dealing with highly toxic or irritating vapors or gases.

- f. With the many unknowns likely to be encountered under emergency or spill conditions, the only respirator appropriate for use is the positive-pressure self-contained breathing apparatus. This device provides the wearer a portable source of breathing air, and since the face piece is maintained under positive pressure, contaminants are prevented from entering the wearer's breathing zone.

3.9 Medical Evaluation:

- a. Crew members who are either required to wear respirators, or who choose to wear an APR voluntarily, must pass a medical exam before being permitted to wear a respirator on the job. Crew members are not permitted to wear respirators until a physician has determined that they are medically able to do so. Any crew member refusing the medical evaluation will not be allowed to work in an area requiring respirator use.
- b. A licensed physician at ABC medical clinic, where all Company medical services are provided, will provide the medical evaluations. Medical evaluation procedures are as follows:
 - The medical evaluation will be conducted using the questionnaire provided in Appendix D of the respiratory protection standard. The Environment, Health and Safety Department will provide a copy of this questionnaire to all crew members requiring medical evaluations.
 - To the extent feasible, the Company will assist crew members who are unable to read the questionnaire (by providing help in reading the questionnaire). When this is not possible, the crew member will be sent directly to the physician for medical evaluation.
 - All affected crew members will be given a copy of the medical questionnaire to fill out, along with a stamped and addressed envelope for mailing the questionnaire to the Company physician. Crew members will be permitted to fill out the questionnaire on Company time.
 - Follow-up medical exams will be granted to crew members as required by the standard, and/or as deemed necessary by the ABC medical clinic physician.
 - All crew members will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.
 - The Environment, Health and Safety Department has provided the ABC medical clinic physician with a copy of this program, a copy of the Respiratory Protection standard, the list of hazardous substances by work area, and for each crew member requiring evaluation: his or her work area or job title, proposed respirator type and weight, length of time required to wear respirator, expected physical work load (light, moderate,



or heavy), potential temperature and humidity extremes, and any additional protective clothing required.

- Any crew member required for medical reasons to wear a positive pressure air purifying respirator will be provided with a powered air purifying respirator.
- After an crew member has received clearance and begun to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:
- Crew member reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.
- The medical clinic physician or supervisor informs the Environment, Health and Safety Department that the crew member needs to be reevaluated
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation.
- A change occurs in workplace conditions that may result in an increased physiological burden on the crew member.
- A list of crew members currently included in medical surveillance is available in the Environment, Health and Safety Department office.

Note: All examinations and questionnaires are to remain confidential between the crew member and the physician.

3.10 Fit Testing:

- a. Fit testing is required for crew members wearing half-facepiece APRs. Crew members voluntarily wearing half-facepiece APRs must also be fit tested.
- b. Crew members who are required to wear half-facepiece APRs will be fit tested:
 - Prior to being allowed to wear any respirator with a tight fitting facepiece.
 - Annually.
 - When there are changes in the crew member's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).
- c. Crew members will be fit tested with the make, model, and size of respirator that they will actually wear. Crew members will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of PAPRs is to be conducted in the negative pressure mode.
- d. The Environment, Health and Safety Department will conduct fit tests following the CAL/OSHA approved Bitrex Solution Aerosol QLFT Protocol in Appendix A of the Respiratory Protection Program.
- e. The Environment, Health and Safety Department has determined that QNFT is not required for the respirators used under current conditions. If conditions affecting respirator use change, the Environment, Health and Safety Department will evaluate on a case-by-case basis whether QNFT is required.

3.11 Maintenance and Care of Respirators:

- a. The Production Company will provide all respirator users with new disposable



respirators

- b. The Environment, Health and Safety Department will ensure that the respirators are cleaned and disinfected using the procedures in Appendix C, or using procedures recommended by the respirator manufacturer, provided that such procedures are of equivalent effectiveness.
- c. Respirators shall be cleaned as is necessary to be maintained in a sanitary condition.
- d. Respirators used in fit testing and training shall be cleaned and disinfected after each use.

3.12 Change Schedule:

- a. A change schedule is a predetermined interval of time after which a used cartridge is replaced with a new one.
- b. In order to determine an appropriate change schedule, the Environment, Health and Safety Department needs to consider the following factors:
 - The contaminants the respirator is used to protect against.
 - The concentration of the contaminants in the work area.
 - Frequency of use – is the respirator used continuously or intermittently throughout the shift.
 - Temperature, humidity and air flow through the cartridge or canister.
 - Crew members' work rates.
 - The presence of other potentially interfering chemicals.

3.14 Storage:

- a. All respirators shall be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals.
- b. Respirators shall be packed or stored to prevent deformation to the facepiece and exhalation valve.

3.15 Crew Member Training:

- a. The Environment, Health and Safety Department will provide training to respirator users and their supervisors on the contents of the Production Company's Respiratory Protection Program and their responsibilities under it, and the CAL/OSHA Respiratory Protection standard. Crew members will be trained prior to using a respirator in the workplace. Supervisors will be trained before crew members working in these areas can use respiratory protection.
- b. The training course will cover the following topics:
 - The Production Company's Respiratory Protection Program including why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
 - The CAL/OSHA Respiratory Protection standard.
 - Respiratory hazards encountered at Production Company facilities and activities.
 - Proper selection and use of air purifying respirators including a discussion about respirator cartridges, filters and color coding.
 - Limitations of respirators



- Respirator donning and user seal (fit) checks including a discussion on respirator inspection procedures, proper donning and removal techniques and positive and negative pressure (face seal) test procedures.
- Qualitative Fit Test (QLFT) technique.
- Maintenance and storage
- Medical signs and symptoms that may limit or prevent the use of respirators
- Training will be completed prior to requiring the crew member to use a respirator in the workplace.
- Training will be conducted in a manner that is understandable to the crew member wearing a respirator.
- Crew members will be trained annually or as needed (e.g. if they change departments and need to use a different respirator). Training is also required if there is a change in the workplace or type of respirator to be used and any other situation where retraining appears necessary to ensure safe respirator use.
- The crew members must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test.

3.16 Evaluation:

- a. The Environment, Health and Safety Department will regularly consult with respirator wearers to assess program effectiveness and to identify any problems. The assessment will include the following:
 - Respirator fit, wearer's ability to perform job effectively while wearing a respirator.
 - Correct respirator selection for the hazards to which the crew member is exposed.
 - Workplace conditions affecting the proper use of the respirator.
 - Proper respirator maintenance.
- b. Problems identified will be noted in an inspection log and addressed by the Environment, Health and Safety Department. These findings will be reported to the profit center management, and the report will list plans to correct the deficiencies in the respirator program and target dates for the implementation of those corrections.

3.17 Recordkeeping:

- a. A written copy of this program and the CAL/OSHA standards is kept in the Environment, Health and Safety Departments office and is available to all who wish to review it.
- b. Also maintained in the Environment, Health and Safety Department's office are copies of the crew member training and fit testing records. These records will be kept updated as new crew members are trained, as existing crew members receive refresher training, and as new fit tests are conducted.



SPECIAL OPERATIONS / TASKS

1.0 PURPOSE:

It is the Production Company's policy that all operations, particularly those of a non-routine nature, be evaluated by management to identify potential health, safety, fire and environmental hazards and to insure the required information is conveyed to those assigned to perform the task.

During production operations unique and/or poorly defined hazards are a major concern. This policy is designed to ensure:

- a. All production and support activities are conducted in a safe and healthful manner
- b. Safety, health, fire and environmental rules and regulations are observed and enforced
- c. Compliance with applicable federal, state, and local safety, health, and environmental statutes.

2.0 RESPONSIBILITY:

Production personnel are often required to perform specialized tasks that are not part of a routine work assignment. It is important for supervisor or safety representative to ensure that those involved in such operations are well trained and qualified to perform the assigned task(s). Additionally, written safety procedures must be completed by the responsible individual before pyrotechnic, use of fire arms and other uniquely hazardous activities are performed. The procedures must be reviewed and approved by the Environment, Health and Safety Department. Supervisory personnel must strictly enforce the procedures for these specialized tasks.

Some examples of unusual, non-routine hazardous work are:

- Use of pyrotechnics
- Use of fire arms
- Use of heavy equipment or props that could result in high weight floor loading
- Open fires, use of fog machines or other special effects.
- Modification to existing stage/set equipment

3.0 PROCEDURE:

- 3.1 Prior to initiation of any equipment modifications, set construction or equipment installations management will identify and characterize potential Health, Safety, Fire and Environmental hazards. This analysis will be in writing, reviewed by the Environment, Health and Safety Department and signed by all parties. Once the assessment has been completed, it will be discussed with all personnel involved with the project. The discussion will entail a detailed review of the project, the identification of potential hazards, discretionary limitations of the various members involved with the project and who to contact should a process or safety



question arise. Additionally, the individual having overall responsibility will be identified. After the proposed project is reviewed, each attendee will sign an attendance sheet to verify training.

Before prototype equipment is placed into service, the following is required:

- An assessment will be completed to identify potential safety concerns.
- Each safety concern identified will be corrected or guarded.
- Each operator, lead and supervisor who will use or oversee the use of the equipment must be instructed as to the proper operating procedures.

All training will be documented and forwarded to the Environment, Health and Safety Department



TOOL BOX MEETINGS / SAFETY TALKS

1.0 PURPOSE:

It is the Production's policy that all crew members, be instructed of any job place hazards evaluated by management or crew members to be potential health, safety, fire and environmental hazards and to insure the required information is conveyed to those assigned to perform the task.

During production operations hazards are a major concern. This policy is designed to ensure:

- All production and support activities are conducted in a safe and healthful manner.
- Safety, health, fire and environmental rules and regulations are observed and enforced.
- Compliance with applicable federal, state, and local safety, health, and environmental statutes.

2.0 RESPONSIBILITY:

It is important for Producer and 1st Assistant Directors to ensure that those involved in hazardous operations be trained and familiar with the hazard. The safety talk must be done prior to starting the days work. Toolbox meetings should be done no less than once a month and cover general production safety concerns. These meetings should be reviewed and approved by the Environmental, Health and Safety Department. Producers and 1st Assistant Directors must strictly enforce the procedures for educated their crew members.

Some example topics to be used for Toolbox and Safety meetings include:

- Set Construction & Demolition
- Special Effects on Stage/Location
- Hazards specific to a Location and/or Scene
- Use of hand tools and machine guarding
- Modified sets that may pose a hazard

3.0 PROCEDURE:

- 3.1 Prior to the start of work, management will identify and characterize potential Health, Safety, Fire and Environmental hazards. Once the assessment has been completed, a Safety meeting shall be held with all crew members present. A Safety Call Sheet Attachment should be used when distributing the Crew Call Sheet. The Safety meeting discussion will entail a detailed review of the production, the identification of potential hazards, discretionary limitations of the various members involved with the production and who to contact should a process or safety question arise. Additionally, the individual having overall responsibility will be identified.



Before any Special Effect equipment is placed into service, the following is required:

- An assessment will be completed to identify potential safety concerns.
- Each safety concern identified will be corrected or guarded.
- Each operator, lead and supervisor who will use or oversee the use of the equipment must be instructed as to the proper operating procedures.
- The entire crew will be notified of the hazards in a Safety Meeting before the device is used in rehearsal or scene

All training will be documented and forwarded to the Environmental, Health and Safety Department



WELDING & CUTTING PROTECTION PROGRAM

1.0 PURPOSE:

The purpose of this program is to establish guidelines and procedures to be implemented to control the potential hazards associated with welding and cutting operations.

2.0 RESPONSIBILITY:

2.1 Safety Representative:

- a. Insure all safety requirements as specified herein are complied with and only qualified personnel use welding and cutting equipment.
- b. Maintain records of crew members who are qualified to operate cutting and welding equipment.
- c. Provide the necessary personal protective equipment for personnel involved in welding and cutting operations.
- d. Review and approve all substitutions, additions, or modifications to the existing personal protective equipment.



2.3 Supervisors:

- a. Ensure all cutting and welding requests outside of designated welding areas are cleared through the Environment, Health and Safety Department before commencing work.
- b. Monitor the cutting and welding operation to ensure safe work practices are followed.
- c. Assure Crew members are properly trained before using welding and cutting equipment.
- d. Identify all crew members required to use cutting and welding equipment. Assure that crew members are scheduled to receive training and the required medical screening.
- e. Assure that only properly trained and certified crew members are assigned to perform tasks that require the use of any respiratory protective equipment.
- f. Attend the program training classes required for crew members under their supervision.

welding equipment and then only after all safety requirements have been complied with.

- 3.2. All cutting and welding requests outside designated welding areas will be cleared through the Safety Representative prior to commencing work.
- 3.3 Hot Work permits shall be issued and cleared for all hot work.
- 3.4 Supervisors will contact the Safety Representative for a cutting and welding permit before work commences. Note: Hot Work permits are not required in designated welding areas.