

# INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

## SAFETY BULLETIN #30

### RECOMMENDATIONS FOR SAFETY WITH EDGED AND PIERCING PROPS

These guidelines are intended to provide recommendations on the safe handling, use and storage of those props that can cut or puncture cast or crew members. These props include but are not limited to knives, swords, razors, darts, bows and arrows, hatchets, saws, spears, cross bows and martial arts throwing stars.

### SAFE USE AND HANDLING OF EDGED AND PIERCING PROPS

1. Real or fake prop weapons shall be strong enough that they will not accidentally break into dangerous pieces when being used for their intended purpose. It is best to use dulled or blunted weapons made to order for use as props. Dulling a sharp weapon can lessen its tensile strength. Sharpened prop weapons should only be used when the appearance of cutting or piercing cannot be otherwise simulated.
2. Prop weapons used to strike other weapons or other hard surfaces should be made of steel or high tensile aluminum. The use of fiberglass props in such situations should be avoided.
3. The use of these props should be limited to filming and rehearsals supervised by qualified personnel.
4. Use these props only for their intended purpose. Do not engage in or permit horseplay or target practice on or off the set.
5. Consult the Property Master, First Assistant Director, Production Safety Representative, Stunt Coordinator or Technical Advisor if you have any doubts or questions about the proper handling of these props. Actors and others who will handle an edged or piercing prop and who claim prior knowledge will be required to demonstrate their experience in the safe handling of the prop to one of the persons listed in the preceding sentence.
6. No person is to be coaxed, coerced or forced into handling these props.
7. Maintain all safety devices and guards (such as sheathes) in place until the prop is about to be used.
8. Inspect the area in which the action is to be rehearsed or filmed, with special attention to the surfaces on which the performers will be standing.
9. Prior to rehearsing the action, inform the cast and crew of the safety precautions to be observed, including their positions during rehearsing and filming.

10. Allow sufficient time to train performers and to rehearse the action so that everyone involved knows what their part in the action is to be. Keep all persons who are not involved out of the area of the rehearsal.
11. Know where and what your target is at all times. Do not release the prop unless you have a clear view of your target.
12. Never propel one of these props until you have received the designated signal to do so from the individual designated to signal. Always have an agreed upon abort signal in case it is necessary to abort the use of a prop. Use a signal that can be recognized even during photography.
13. Report any malfunctions of equipment to the Property Master immediately. Do not attempt to adjust, modify or repair equipment yourself. It is best to have a duplicate immediately available. Malfunctioning equipment should be taken out of service until properly repaired by a person, such as an armorer, qualified to do so.
14. Never lay down or leave these props unattended. Unless actively filming or rehearsing, all props should be secured by the Property Master or an individual designated for this duty such as a weapons expert if one is assigned to the production.
15. Use appropriate personal protective equipment whenever camera, sound or other crew or cast are exposed to these props.
16. All State and Federal safety regulations are applicable and override these guidelines if they are more stringent.

**The Property Master is responsible for:**

**NOTE: The Property Master should coordinate these duties with the weapons expert if one has been assigned to the production.**

- 1) Proper storage, possession, control and distribution of all of these props on the set. All such props to be used on the production, whether company owned or rented, or privately owned, are to be given to the Property Master.
- 2) Designating individuals under the Property Master's direct supervision to assist them if necessary.
- 3) Being qualified to work with the types of props being used, and being knowledgeable in their handling, use and safekeeping.

- 4) Seeking expert advice if he or she is not familiar with the prop weapons to be used.
- 5) Being knowledgeable in the laws governing transportation, storage and use of these props and complying with those laws.
- 6) Being knowledgeable of and adhering to all manufacturers' warnings, storage and use of these props and complying with those laws.
- 7) Issuing of props; the Property Master will issue to untrained personnel only after he/she has confirmed, with one of the persons named in #5 above, such personnel have been properly trained.
- 8) Retaining possession of all props except during actual filming or rehearsal. The Property Master, or an individual designated by the Prop Master, shall collect all such props as soon as they are not immediately required on the set.
- 9) Checking each prop before each use. All props must be cleaned, checked and inventoried at the close of each day's shooting. All props must be accounted for before personnel are allowed to leave the area. The production company should allow time in its schedule for this procedure.
- 10) Using simulated or dummy props whenever possible.

# INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

## SAFETY BULLETIN #31

### SAFETY AWARENESS WHEN WORKING AROUND INDIGENOUS "CRITTERS"

(Refer to Safety Bulletins #6 and #12 when filming animals and reptiles)

This bulletin addresses special safety considerations when working on locations where various indigenous critters may be present. Although the types of critters may vary from region to region, basic safeguards should be taken to prevent serious injury or illness to cast and crew members.

#### PRE-PLANNING

"Critters" awareness starts during the initial search for locations. The location manager, his or her department representative, production management, studio safety department representative and/or any medical personnel assigned to the project should consider safety precautions when pre-planning and preparing to use a location that may contain some type of indigenous critters, including identifying the type(s) of critters present, the location of nearby hospitals or medical facilities, and the availability of any anti-venom that may be required. Pre-planning may also include contacting the local zoo to see if they have the anti-venom and to alert them you will be working in the area, especially if the production will be working with animal actors that could escape. Contact should be made with local wildlife authorities such as State Fish and Game as to the protective status of indigenous critters in the area.

It is production's responsibility to assure the safety of the indigenous critters in the filming area, and to consult the agency or persons responsible for the removal of wildlife from location sets. Any such indigenous critters that remain on the set are subject to American Humane Association (AHA) Guidelines and Procedures, including but not limited to:

**Section 809.1** which states, if native animals are not to remain on the set, they must be carefully removed, relocated, or properly housed and cared for, then safely returned to their habitat after filming is complete. Only qualified and trained personnel should attempt removal of nests or hives.

**Section 809.2** which states, a production may not intentionally harm and must take precautionary measures to protect nests, dens, caves, caverns, etc.

**Section 809.3** which states, care must be taken to ensure that non-indigenous animals are removed from the area after the production has completed filming.

Animal actors brought to a location can be affected by other indigenous critters: this could range from distraction to life threatening situations or the transmittal of diseases between critters. Notification should be provided to the professional trainer/supplier of the animal actors.

If you have additional questions regarding the AHA's Guidelines for the Safe Use of Animals in Filmed Media, contact the Film and Television Unit at (818) 501-0123.

### **GENERAL SAFETY PRECAUTIONS**

- While working around critters, it is advisable to wear long pants with the pant legs tucked into socks or boots. A good boot above the ankle will provide better protection. It is also advisable to wear a long-sleeved shirt, dress in layers and wear light colors. Generally, critters are dark in color; they are spotted easily against a light background.
- Avoid heavy perfumes or after-shaves as they attract some pests. Apply repellents according to label instructions on the product. Applying repellents to clothing appears to be most effective.
- If a pesticide is being used to control pests, follow manufacturers' instructions including the proper use of personal protective equipment (PPE) as noted on the product label and/or Material Safety Data Sheet (MSDS) for persons applying the product or entering the treated area. Allow time for dissipation prior to using a treated location. The MSDS must be available to all cast and crew upon request.
- In the case of bites or stings, serious allergic reactions are possible. If you have any known allergies, notify the set medic and/or safety representative prior to or when you first arrive at the location.
- If you are bitten or stung by an indigenous critter, immediately contact the set medic. If the encounter with the indigenous critter involves a life threatening situation, **call "911."**
- For additional precautions or questions, contact the studio safety representative, local health department, set medic or local experts in the area you will be working in.

## **INDIGENOUS CRITTERS**

Since there are numerous types of critters, there is no way this Safety Bulletin can cover all of the various types. The following are some of the more commonly encountered critters on locations:

### **1. Ants:**

- Are red, brown or black in color and have a three-segment body with six legs
- They are found everywhere and their bites are mild to painful
- Special precautions should be taken when working around red fire ants to keep from being bitten

### **2. Ticks:**

- Are red, brown or black in color and have a hard-shelled body with eight legs
- Some types of ticks are very small in size and difficult to detect
- They are found in open fields, overgrown vegetation, wooded areas, and on or near animals
- Ticks live on deer, mice, and birds
- Do not attempt to remove ticks by using any of the following:
  - Lighted cigarettes
  - Matches
  - Nail polish
  - Vaseline
- **If bitten**, seek medical attention immediately. Ticks are known to carry many types of diseases such as tick paralysis, Lyme disease and Rocky Mountain spotted fever.

### **3. Scorpions:**

- Are tan, brown or black in color and have a hard-shelled body with eight legs, claws and a barbed tail
- When a scorpion stings, it whips its tail forward over its head
- They can be found under rocks or fallen wood and are most common in the desert and southwest
- All stings are painful, however, very few are fatal

4. **Stinging, Flying Insects (Bees, Hornets and Wasps):**

- Are black, yellow, or red in color and have a three-segment body with wings, and a tail stinger
- They can be found everywhere and can produce a mild to painful sting which causes allergic reactions in some
- **If stung**, seek medical attention and notify the set medic. People who are allergic should carry reaction medication
- Stinging flying insects are generally dormant at night with the exception of mosquitoes
- Identification of Africanized killer bees is very difficult. Remember this type of bee is very aggressive and will attack in swarms. Extreme care should be taken if a hive is located.

5. **Biting Insects**

a. **Mosquitoes and Flies**

There are many different species of mosquitoes and flies in the United States. They can be found in wooded areas, near or on animals, refuse areas, or water, particularly standing water.

**NOTE: These insects can carry various types of diseases. Malaria and dengue fever are not just found in tropical locations, it has been found in the United States. Asian "tiger mosquitoes" have been found in the Los Angeles area and are known to carry dengue fever.**

b. **Chiggers**

- Are red, tiny and smear red when crushed
- They are prevalent throughout the southern part of the United States
- They live on the ground, around shrubs and plants, or anywhere vegetation will protect them
- They prefer shade and moist areas, but will forage for food at great distances
- They can also detect a food source from a great distance
- Chigger bites produce blisters by irritating the skin. Use chigger bite ointment to remove the itch and promote healing

## 6. Poisonous Spiders

### a. Black Widow Spider

- Are black in color and have a two-segment body with eight legs and a red hour glass design on the abdomen
- They are prominent in warm climates and prefer cool, dry, and dark places
- They can produce painful to fatal bites

### b. Brown Recluse Spider

- Are brown in color, have a two-segment body with eight legs and a violin shaped design on the abdomen
- They can produce painful to fatal bites

## 7. Snakes

### a. Pit Vipers (Rattlesnakes, Copperheads, etc.)

- They come in sixteen (16) distinctive varieties
- There are numerous subspecies and color variations, but the jointed rattles on the tail can positively identify all
- While most are concentrated in the southwest U.S., they have extended north, east, and south in diminishing numbers and varieties so that every contiguous state has one or more varieties
- Pit Vipers produce painful to fatal bites and do not have to be coiled to strike. For example, a rattlesnake can strike out for one-half of its body length

### b. Other Exotic Snakes

- When working in other foreign locations that have various other exotic snakes indigenous to the area (cobra, black mamba, etc.), these snakes produce fatal bites; therefore, the location of anti-venom is extremely important
- Different anti-venom will be required for various species
- Consult with local experts and governmental authorities



**If bitten:**

- Seek immediate medical attention
- Attempt to note the time and area of body bitten
- Immediately immobilize the body part affected
- Do not apply a tourniquet, incise the wound, or attempt to suck out the venom
- Do not allow the victim to engage in physical activity

**Tips for Snake Avoidance:**

- Always look where you are putting your feet and hands
- Never reach into a hole, crevices in rock piles, under rocks, or dark places where a snake may be hiding. If you need to turn over rocks, use a stick
- Attempt to stay out of tall grass, if you can. Walk in cleared spots as much as possible. Step on logs, not over them so that you can first see whether there is a rattlesnake concealed below on the far side
- Be cautious when picking up equipment, coiled cables, and bags left on the ground
- Never pick up a snake or make quick moves if you see or hear a rattle. If bitten by a snake, remember what it looked like. Various snakes require different anti-venoms
- Remember that rattlers are protectively colored (camouflaged)
- On hot summer days, rattlesnakes can become nocturnal and come out at night when you do not expect it. Care should be taken when working at night after a hot summer day
- Other types of snakes indigenous to the United States are **cottonmouth** and **coral snakes**. These snakes can produce fatal bites and can become very aggressive

8. **Alligator and Crocodiles**

- Can be found in various waterways around the world
- They have been known to attack large animals and humans and will exit the water to attack prey on the shoreline
- They can be found in both fresh and salt water
- Both the alligator and crocodile have been known to ambush their victims

9. **Sharks, Sea Urchins, Rays, Scorpion Fish, Jellyfish and Other Exotic Marine Life**

When working around water environment, you may contact and consult with local experts, Studio safety representatives or medical staff to become familiar with the critters in or around the water environment in question.

10. **Rodents**

- Locations that may involve the use of alleyways, beneath bridges, tunnels, abandoned buildings, or other structures, may involve potential contact with rats, squirrels and other rodents
- They can carry various types of diseases, which can be contracted if bitten by one of these critters
- Refer to **Safety Bulletin #26, Preparing Urban Locations** for precautions and clean up of locations that may have these types of rodents present

# INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

## SAFETY BULLETIN #32

### FOOD HANDLING GUIDELINES FOR PRODUCTION

(Also refer to Safety Bulletin #32, "Addendum A" – Public Health Advisory)

The following guidelines are provided to assist your production in understanding State and Local Health Department requirements for the preparation and serving of food to your cast and crew. Most cities and counties have adopted food-handling requirements that are similar to those outlined below. To insure compliance, refer to all applicable rules and regulations for the jurisdiction in which you will be working (see Addendum "A" for Los Angeles and California requirements). Violation of established food-handling requirements may lead to the spread of food-borne illness and may be punishable by a fine and/or imprisonment.

Food-borne illnesses are caused by bacteria easily transmitted by food service workers due to improper personal hygiene, poor food handling practices and/or inadequate cold and hot food holding temperatures. Careful attention to safe food handling practices, personal hygiene and cleanliness can help reduce the potential of spreading illness.

All food serving areas should be kept clean, healthful, and/or free from debris, pests and other unsanitary conditions.

Please ensure that your production meets the safe food handling requirements outlined below. Should you have any questions, please contact your Safety Program Administrator.

A copy of this bulletin and Health Advisory (Addendum "A") should be posted wherever food is prepared or served on the production.

#### DEFINITIONS

**Certified Food Handlers:** Must be present in every food preparation facility. This may include the facility owner and at least one employee on each shift. Various accredited trainers throughout the State provide certification.

**Work Areas Requiring A Permit:** Refers to commissaries, vehicles, and other locations where food has been inspected and permitted by a local authority having jurisdiction -- in Los Angeles, it is the Los Angeles County Health Department.

**Preparation:** Refers to slicing, chopping, combining ingredients, cooking, re-heating, wrapping, packaging and the serving of bulk-food items.

### **LICENSED FOOD ESTABLISHMENT** (caterers, commissaries and restaurants)

When a licensed food establishment is providing food service for a production, the establishment should provide evidence that the food preparation is being provided by licensed caterers working from permitted work areas. In California, the entire operation must operate under the direction of a Certified Food Handler.

These types of establishments normally provide unlimited food preparation for main meals.

### **MOBILE FOOD FACILITIES**

Food Preparation Vehicles:

The Health Department regulates how food is prepared and stored on a vehicle. "Any wheeled vehicle upon which ready-to-eat food is cooked, wrapped, packaged, processed or portioned for service, sale or distribution," is considered a Mobile Food Preparation Vehicle and must have a valid Public Health Permit.

All catering vehicles must have a valid Public Health Permit to operate. This Health Permit must be posted or kept within the vehicle at all times.

In California, construction of food prep vehicles must comply with the requirements of California Administrative Code Mobile Food Preparation Units and Article 11 and Article 12 of the County Health Code, which requires detail of the specific structural and sanitary requirements of the food prep vehicles.

### **ALL OTHER FOOD PROVIDED**

Any personnel may be allowed to handle individually wrapped prepackaged foods purchased from an approved facility (such as a grocery store), or serve hot meals purchased from a licensed restaurant and transported to the work site, such as:

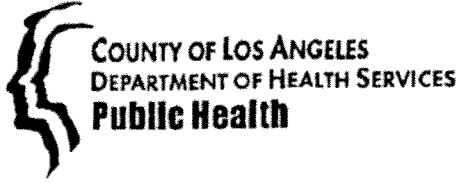
- Individually wrapped or prepackaged foods for individual consumption;
- Single servings of sodas, juice boxes, and milk; and/or
- Other hot beverages such as coffee and tea.

Such prepackaged food must be purchased from licensed food establishments. Food that could be potentially hazardous food should be consumed within two (2) hours. Potentially hazardous food products not consumed within two (2) hours should be discarded. Delivery vehicles may not be utilized for the storage of food products; they are limited to the conveyance of food product.

Authority: California Health and Safety Code Division 104, Part 7, Chapter 4, Article 4 §113925 Article 7 §113995, §114010; Los Angeles County Code Title 11 Health and Safety, Chapter 11.12.

**FOOD SERVICE AND PREPARATION:**

Food prepared and served on a production must meet Health Department requirements. Please observe the attached Health Advisory issued by the Los Angeles County Health Department, which outlines the required permits, certifications and licenses for food preparation work areas and vehicles on a production in Los Angeles County.



**ENVIRONMENTAL HEALTH**

**HEALTH ADVISORY**

The purpose of this advisory is to provide guidance to the Motion Picture and Television Industry regarding applicable standards, regulations and statutes relating to food service. The information should serve as a basis for selection of the appropriately qualified food provider.

The California Health and Safety Code addresses public health interests and provides health and safety standards to assure that food will be pure, safe, and unadulterated. To this end, the law identifies activities and entities subject to regulatory standards. These activities include but are not limited to the safe storage, handling, preparation, processing and dispensing of food.

**MOBILE FOOD PREPARATION UNIT**

**Typical Service**

- Unlimited food preparation
- Buffet Service (Motion Picture Caterers only)
- Open barbecue units may be utilized for limited on site grilling (Motion Picture Caterers only)

**Mode of Service**

- Hot Truck (Catering Trucks and Trailers)

Requirements: Plan submittal for vehicle, maintenance/servicing at approved commissary. Food may be prepared and stored on the vehicle. Annual permit issued. Periodic vehicle certification and Certified Food Handler required. Vehicle must also be approved by the California Housing and Community Development

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Articles 1,6,7,8,12  
Los Angeles County Code Title 11 Health & Safety, Chapter 11.12, §11.12.230 A, C;  
Chapter 11.13

**MOBILE FOOD FACILITIES**

**Typical Service**

- Manufacturer prepackaged potentially hazardous and non-potentially hazardous labeled food products (sandwiches, chips, tamales, etc.)
- Limited open food handling on specifically approved mobile food facilities (churros, hot dog, shaved ice, coffee/cappuccino etc.)

**Mode of Service**

- Cold Truck (enclosed vehicle)
- carts (prepackaged only)
- carts with plumbing (hot dog, shaved ice, tamales, coffee/cappuccino, etc.)

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**MOBILE FOOD FACILITIES (continued)**

Requirements: Plan submittal for vehicle, maintenance/servicing and food storage at approved commissary or food establishment only. Annual permit issued. Periodic vehicle certification.

Food

handling restrictions apply depending on the level and type of permitted vehicle or cart.

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Articles 1,6,7,8,11; Los Angeles County Code Title 11 Health & Safety, Part 2, Article 2 §11.02.290; Chapter 11.12, §11.12.230A, C; 11.12.330; Chapter 11.13

**CATERER**

Typical Service

- Unlimited food preparation at licensed food establishment
- Buffet Service

Mode of Service

- Delivery of prepared food to off site location

Requirements: Plan submittal for food establishment, all food must be prepared and stored at licensed food establishment, food must be transported and served with approved and required temperature and environmental protection controls. Annual permit issued. Certified Food Handler required.

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Articles 1-9,13 Los Angeles County Code Title 11 Health & Safety, Part 2, Article 2 §11.02.240; Chapter 11.12, §11.12.230 A, C

**STUDIO COMMISSARY (as a caterer)**

Typical Service

- Unlimited food preparation (at licensed commissary kitchen)
- Buffet Service

Mode of Service

- Delivery of prepared food to off site location

Requirements: Plan submittal for food establishment, all food must be prepared and stored at licensed food establishment, food must be transported and served with approved and required temperature and environmental protection controls. Annual permit issued. Certified Food Handler required.

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Articles 1-9,13 Los Angeles County Code Title 11 Health & Safety, Part 2, Article 2 §11.02.240; Chapter 11.12, §11.12.230 A, C

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**TEMPORARY FOOD FACILITY**

Typical Service

- Unlimited food preparation at temporary food facility
- Open barbecue units may be utilized
- Buffet Service

Mode of Service

- Food prepared on-site at production location within temporary structure

Requirements: Plan and application submittal for site specific temporary food. All food must be prepared and stored at approved temporary facility (or purchased daily), food must be served with approved and required temperature and environmental protection controls. Site specific permit has duration of 25 consecutive or non consecutive days or less. Permit renewable once in 90 days.

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Articles 1-9,13  
Los Angeles County Code Title 11 Health & Safety, Chapter 11.12 §11.12.230 A, C

**MESSENGER DELIVERY**

Typical Service

- Manufacturer and retail food establishment prepackaged food products (sandwiches, chips, etc.)

Mode of Service

- Delivery of packaged food products purchased daily from licensed food establishments.

Requirements: All prepackaged food must be purchased daily from licensed food establishments. Food may not be handled or served. Potentially hazardous food should be consumed within two hours and received at requisite safe temperatures (i.e. 140° F or above or 41° F or below). Food product not consumed within two hours should be discarded. Employer and/or food provider may bear civil or criminal liability regarding food borne illness injury as a result of improper food safety practices. Delivery vehicles may not be utilized in the storage of food products and are limited to the conveyance of food product. No equipment (beyond an ice chest to refrigerate prepackaged products) is allowed. No permit is required.

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Article 4 §113925  
Article 7 §113995, §114010; Los Angeles County Code Title 11 Health & Safety, Chapter 11.12 §11.12.230 A

**OTHER**

Permanently fixed buildings which are fully enclosed and utilized as production studios, sound stages or similar activities associated in the production of motion pictures and television media



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**OTHER** (continued)

may utilize the following food service equipment and engage in the indicated specific food handling without permit or license:

- a single refrigerator for the storage of prepackaged food products (storage is limited to the capacity of the single unit)
- preparation of coffee or tea (Cappuccino units are prohibited)

Note: installation and/or employment of food equipment (e.g. electrical or gas fired fryers, ovens, ranges, hot plates, refrigeration, food preparation sinks etc) and/or food preparation and storage shall require submittal of plans and approval by Los Angeles County Environmental Health as well as local Building and Safety and Fire Departments.

INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

SAFETY BULLETIN #33

SPECIAL SAFETY CONSIDERATIONS WHEN EMPLOYING INFANT ACTORS  
(FIFTEEN DAYS TO SIX MONTHS OLD)

This bulletin addresses special safety considerations regarding the employment of infant actors in motion picture and television production.

1. Hands should be washed before and after handling infants and after changing diapers.
2. Applicable laws and regulations pertaining to tobacco smoke must be followed.
3. When using special effects smokes the producer should take steps to prevent exposure of the infant to the smoke. You should also consult **Safety Bulletin #10, "Guidelines Regarding the Use of Artificially Created Smokes, Fogs, and Lighting Effects."**
4. With regard to an infant, whose employment is governed by California Laws, the responsibility for caring and attending to the infant's health and safety is as follows:

**Studio Teacher:**

*"In the discharge of these responsibilities, the studio teacher shall take cognizance of such factors as working conditions, physical surroundings, signs of the minor's mental and physical fatigue, and the demands placed upon the minor.... The studio teacher may refuse to allow the engagement of a minor on a set or location and may remove the minor therefrom, if in the judgement of the studio teacher, conditions are such as to present a danger to the health, safety or morals of the minor."*

(8 CCR § 11755.2)

**Nurse:**

*"Direct and indirect patient care services that insure the safety, comfort, personal hygiene, and protection of patients; and the performance of disease prevention".*

(2 BPC § 2725 (a))

For infants subject to laws other than California's, an appropriate person should be designated responsible for that infant's health and safety. That person should make the determination as to whether or not a hazard exists and take appropriate action as described in this paragraph.

If unsafe conditions are suspected by the Studio Teacher or nurse, a studio safety professional, if available, should be called for consultation, as required by the production's *Injury and Illness Prevention Program*.

5. Trailer holding tanks should not be pumped while the infant is present or immediately prior to the infant's arrival. The trailer should be well ventilated prior to the arrival of the infant.
6. When substances are used for altering an infant's appearance, provisions should be made for bathing the infant.
7. Foods which commonly cause allergic reactions should not be used to alter the appearance of the infant's skin, unless their use is specifically approved by a medical doctor. These foods include, but are not limited to: raspberry and strawberry jams, jellies and preserves.
8. Consumer products including glycerin, lubricating jellies, and cosmetics, should not be used to alter an infant's appearance. Permission should be obtained from the parent or guardian prior to applying any substance to the infant's skin.
9. Once wardrobe and props have been issued by the production for use on/with an infant, the wardrobe and props should not be reissued for another infant without laundering wardrobe and disinfecting props.
10. Infant accessories provided by the production, such as bassinets, cribs and changing tables, should be sanitized at the time of delivery to the set, and on a regular basis. Infant accessories should not be exchanged from one infant to another without first having been sanitized, (bottles, nipples and pacifiers should not be exchanged between infants).

**Note:** All production personnel working with infants are urged to review the "Blue Book," entitled "The Employment of Minors in the Entertainment Industry," published by the Studio Teachers, Local 884, IATSE. Reference should also be made to the extensive federal and state labor laws and to any applicable collective bargaining agreements which govern the employment of child actors.

# INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

## SAFETY BULLETIN #34

### GUIDELINES FOR WORKING IN EXTREME COLD TEMPERATURE CONDITIONS

#### INTRODUCTION

When working in cold conditions, the two most common hazards are hypothermia and frostbite. With proper awareness and pre-planning, these hazards can be eliminated.

#### HYPOTHERMIA

Hypothermia is a potentially deadly condition, which results in an abnormally low body temperature. This drop in temperature occurs when the body loses heat faster than it is produced. Anyone exposed to near freezing temperatures for prolonged periods of time should be familiar in the prevention and treatment of hypothermia. A combination of cold, wet and windy conditions will result in hypothermia for anyone who is inadequately prepared and protected.

#### **Certain conditions will increase your risk:**

- Improper dress for the conditions
- Poor physical condition
- Fatigue
- Illness
- Poor diet or alcohol, tobacco or drug use

An individual's physiology may affect the body's ability to acclimate; possibly, increasing the risk.

#### **Early symptoms of hypothermia are often overlooked, they include:**

- Intense shivering
- Muscle tension
- Fatigue
- Intense feeling of cold or numbness

To most people, these may just seem like normal consequences of exposure to winter conditions. Ignoring these early signs can be very dangerous. If you or a co-worker experience early symptoms of hypothermia, take action.

**Also watch for additional behavioral signs including:**

- Slurred speech
- Difficulty performing tasks
- Loss of coordination
- Lethargy
- Erratic behavior, poor decisions
- Irritability
- Slow breathing and heart rate

At the first sign of any of these conditions, notify your supervisor and/or seek medical attention (*i.e.*, set medic, studio hospital or medical provider) then go inside and get warm, before you attempt to complete the job or project you are working on.

**HYPOTHERMIA PREVENTION**

Preventing hypothermia is not difficult. In fact, it is much easier to avoid hypothermia than to treat it after the fact. You can prevent hypothermia if you pre-plan, know what the conditions are expected to be and plan your clothing accordingly.

**Some clothing tips to remember:**

- Clothing does not warm you; it provides insulation to preserve your warmth.  
Layer your clothing
- As much as half of your body heat is lost through your head and neck, so keep them covered
- Keep rain and wind out of your clothing
- Avoid overheating and sweating by ventilating as needed
- Wool clothing is best followed by synthetics, down is okay if kept dry, but cotton is a bad choice

**Food and behavior:**

- Watch what you eat. Minor changes to your normal behavior are an important step in preventing hypothermia
- This is not the time for a starvation diet. It is important to maintain your optimal metabolism
- Take extra steps to stay warm and dry by preventing exposure to wind and water

**If you are working in cold weather, remember these tips:**

- Do not diet; give your body the appropriate nutrients
- This will increase your metabolism and help keep you warm
- Continue to drink fluids, water is best, **no alcohol**

**Consider the following:**

- If you do not need to be outside, go inside, even if it is only for a few minutes
- If you cannot go inside, exercise, jog in place, shake your arms, these activities will increase your circulation and increase heat

**If someone is showing signs of hypothermia:**

- Hypothermia symptoms should receive medical treatment as soon as possible
- Prevent further heat loss by sheltering from exposure to wind and water
- Bring the crew member inside to a warm area, if possible
- Treat the crew member gently
- Seek medical attention (*i.e.*, set medic, studio hospital or medical provider)
- Remove any wet clothing and replace with dry clothing
- Wrap the crew member in blankets and cover their head
- No caffeine, alcohol or tobacco should be used

**FROSTBITE**

Frostbite is more common than hypothermia. It is the result of the freezing of the extracellular fluid in the skin, which can permanently damage the tissue. This condition usually affects the extremities, such as the tips of fingers, the ears and nose but other exposed areas can also be affected. Like hypothermia, a combination of elements usually leads to frostbite not cold air alone. In fact, most frostbite is the result of conduction, the rapid transfer of heat, for example, touching cold metal surfaces with bare hands. Exposure to cold temperatures and wind can quickly result in frostbite.

**Factors that can increase your risk of frostbite are:**

- Improper dress for the conditions
- Poor physical condition
- Fatigue
- Illness

- Poor diet
- Alcohol
- Tobacco
- Drug use

### **Signs and Symptoms of Frostbite**

Mild frostbite affects the outer skin layers and appears as a blanching or whitening of the skin. This usually disappears as warming occurs, but the skin may appear red for several hours

In severe cases the skin will appear waxy-looking with a white, gray-yellow or gray-blue color. The affected parts will have no feeling and blisters may be present. The tissue will feel frozen or "wooden"

Other indicators are; swelling, itching, burning and deep pain as the area is warmed

### **Frostbite Prevention**

Just as with hypothermia, frostbite is much easier to prevent than it is to treat. All of the items listed above for hypothermia would also apply for frostbite.

### **Summary**

- Wear proper clothing which insulates from the cold and provides protection from wind, rain and snow
- Cover your neck and head
- Protect your hands and feet (mittens are warmer than gloves but may limit activity)
- Keep clothing and shoes loose, to ensure good circulation
- Drink plenty of fluids
- Do not diet; give your body the appropriate nutrients
- Alcohol, tobacco or drugs should not be used
- Keep moving, do not stand still
- Take breaks to go inside and warm up
- Never touch a cold metal object with your bare hands

## **Frostbite Treatment**

If you think you may have frostbite, even a mild case, immediately seek medical attention.

The following list will provide some guidelines for treating frostbite:

- Get to a place where you can stay warm after thawing; do not allow the affected body area to refreeze
- Seek medical attention (*i.e.*, set medic, studio hospital or medical provider), re-warming should be conducted under medical supervision
- Warm water is best for re-warming; do not rub or massage the area, or use dry heat (sunlamp, radiator, heating pad)
- If blisters are present, leave them intact
- No alcohol, tobacco or drugs should not be used

## **GENERAL PRECAUTIONS**

The following are some additional steps the production can take to minimize the risks:

- Monitor local weather forecast information daily and conduct cold stress assessments for all areas
- Provide adequate heated shelters for cast and crew
- Maintain a suitable thermometer and anemometer (wind measuring device) at the site; these will be used to determine the equivalent chill temperature
- Charts for establishing acceptable working conditions based on temperature and wind speed, are attached
- Establish safe areas and paths, no wandering or sightseeing, this will reduce the risk of getting lost



## EQUIVALENT CHILL TEMPERATURE

Estimated Wind Speeds (In Km/h)	Air Temperature Celsius										
	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40
	Equivalent chill temperature (C)										
0 calm	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40
8	9	3	-2	-7	-12	-18	-23	-28	-35	-38	-44
16	4	-2	-7	-14	-20	-27	-33	-38	-45	-50	-57
24	2	-5	-1	-18	-25	-32	-38	-45	-52	-58	-65
32	0	-7	-14	-21	-28	-35	-42	-50	-56	-63	-70
40	-1	-1	-16	-24	-31	-38	-46	-53	-60	-67	-76
48	-2	-10	-17	-25	-33	-40	-48	-55	-63	-70	-78
56	-3	-11	-18	-26	-34	-42	-50	-58	-65	-73	-81
64	-3	-11	-19	-27	-35	-43	-51	-59	-66	-74	-82
(wind speed greater than 64Km/h have little additional effect)	<b>LOW HAZARD</b> Risk of exposure, dry skin being effected in less than one (1) hour Acceptable working conditions, given proper clothing and precautions are taken			<b>INCREASING HAZARD</b> Danger from freezing of exposed flesh within one (1) minute				<b>HIGH HAZARD</b> Flesh may freeze within thirty (30) seconds			

## EQUIVALENT CHILL TEMPERATURE

Estimated Wind Speeds (In MPH)	Air Temperature Fahrenheit										
	50	40	30	20	10	0	-10	-20	-30	-40	-50
	Equivalent chill temperature (F)										
0 calm	50	40	30	20	10	0	-10	-20	-30	-40	-50
5	48	37	27	16	6	-5	-15	-26	-36	-47	-57
10	40	28	16	4	-9	-24	-33	-46	-58	-70	-83
15	36	22	9	-5	-18	-32	-45	-58	-72	-85	-99
20	32	18	4	-10	-25	-39	-53	-67	-82	-96	-110
25	30	16	0	-15	-29	-44	-59	-74	-88	-104	-118
30	28	13	-2	-18	-33	-48	-63	-79	-94	-109	-125
35	27	11	-4	-20	-35	-51	-67	-82	-98	-113	-129
40	26	10	-6	-21	-37	-53	-69	-85	-100	-116	-132
(wind speed greater than 40 MPH have little additional effect)	<b>LOW HAZARD</b> Risk of exposure, dry skin being effected in less than one (1) hour Acceptable working conditions, given proper clothing and precautions are taken			<b>INCREASING HAZARD</b> Danger from freezing of exposed flesh within one (1) minute			<b>HIGH HAZARD</b> Flesh may freeze within thirty (30) seconds				

# INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

## SAFETY BULLETIN #35

### Safety Considerations for the Prevention of Heat Illness

This bulletin addresses safety considerations when exposed to heat. Safeguards should be taken to prevent heat illness.

#### INTRODUCTION

**Heat stroke can be fatal.** Because of the health risks, the symptoms of heat related illness must be recognized. Excess heat buildup in the body can arise through physical exertion, as well as from hot and humid weather. This can place abnormal stress on the body that can result in one or more serious medical conditions such as heat rash, sunburn, heat cramps, fainting, heat exhaustion, or heat stroke.

#### WHAT IS HEAT ILLNESS?

Heat illnesses are medical conditions that occur when heat builds up inside the body beyond its ideal 98.6 degree Fahrenheit temperature. There are several ways in which the body may react to excessive heat.

**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** (Heat Syncope) 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. Symptoms include, but are not limited to, sweating, cool or clammy skin, weakness, fatigue, nausea, vomiting, dizziness, headache, fast or weak pulse, and/or fast or slow breathing.

**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. The signs of impending heat stroke are altered behavior, convulsions, unconsciousness and, usually, lack of sweating. ***Should these symptoms occur, seek medical assistance immediately.***

## **SYMPTOMS OF HEAT ILLNESS**

Early heat illness signs and symptoms may not always follow a progressive pattern from a mild condition such as heat rash up to the life-threatening condition of heat stroke. Thirst alone is a poor indicator of how the body is reacting to heat. Know the symptoms of heat illness to watch for:

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

*TELL A SUPERVISOR IMMEDIATELY IF YOU THINK YOU OR A CO-WORKER ARE FEELING ILL FROM THE HEAT.*

## **HEAT ILLNESS SUSCEPTIBILITY FACTORS**

There are many risk factors that increase susceptibility to heat illness. They include, but are not limited to:

### ***ENVIRONMENTAL CONDITIONS***

- Hot air temperature
- High relative humidity
- Physical activity
- Radiant heat from the sun or other source
- Personal protective equipment worn
- Lack of air movement

### ***PERSONAL CONDITIONS***

- A history of heat illness
- Insufficient water consumption
- Over/under weight
- Poor level of fitness
- Lack of acclimatization
- Poor medical condition
- Use of prescription and over the counter medications and other drugs
- Consumption of alcohol, caffeine, carbonated drinks, energy drinks
- Advanced age or young age
- On a low salt diet

Consult with a doctor if you know you have risk factors for heat illness.

## **ACCLIMATIZATION**

During the first few days of working in heat, the body needs time to adjust. This period of adjustment (acclimatization) varies by individual and can take up to 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.

## **HEAT ILLNESS PREVENTION**

### ***Drink Plenty of Water***

Dehydration occurs quickly no matter how well acclimatized to the heat. The average person loses between 1 and 2 quarts of fluid an hour in perspiration during heavy exertion in hot weather. The only way to replace the loss (and help the body continue to cool itself) is to drink water.

- Frequently drink small quantities of water throughout the entire work shift. A minimum of 1 quart (four 8-oz cups) per hour is recommended.
- **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.
- Drinking water needs to be available for all employees at all work locations.
- Know the location(s) of the closest drinking water supplies.

### ***Wear Appropriate Work Clothes and Cool Down Under Cover***

- 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.
- Wear light-colored loose fitting long-sleeved shirt and pants, and UV sunglasses or, if appropriate, other protective equipment.
- Wear a wide brim hat (baseball caps do not cover the ears and neck).
- Use sunscreen or sun block and reapply as needed.
- Eat light meals. Hot, heavy meals add heat to the body.

## **SUMMARY**

Heat illness is preventable. Know your limits and take time to adjust to the heat. Above all, drink plenty of water and immediately report any signs of heat illness in yourself or others.

# INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

## SAFETY BULLETIN #36

### GUIDELINES FOR MINIATURE REMOTE-CONTROLLED CAMERA HELICOPTERS

A remote-controlled camera helicopter combines the use of aeronautics, electronics and wireless transmission technologies through the use of a remote-controlled unit. As with a normal helicopter, the flying accuracy may be adversely affected by changing natural conditions such as wind, air density, temperature, gross weight, humidity, and time of day. Man-made conditions such as a weight load, wind (fans), explosives disturbing airflow around the tail rotor, and center of gravity can also affect the helicopter's ability to fly.

1. The Production Company shall notify the Film Permit Office and/or appropriate governmental agency that a remote-controlled helicopter is being used in the production and any special provisions or precautions required shall be followed.
2. The **Pilot/Remote Control Operator in Command** shall notify the FAA if the helicopter intends to fly near or within restricted and/or controlled air space.
3. **The Pilot/Remote Control Operator in Command** shall check the location to determine if there are any potential radio frequencies or electrical transmission that could interfere with or affect the safe operation of the helicopter.
4. The cast and crew shall be notified that any electrical or transmission equipment may also interfere with the safe operation of the helicopter. Crew members with electrical or transmission equipment should contact the Pilot/Remote Control Operator in Command to see if it may affect the operation of the helicopter's control devices.
5. If the remote-controlled helicopter is to be used indoors, extreme caution shall be taken. Indoor conditions (e.g., increased heat resulting in reduced air density) could adversely affect flying characteristics. Additionally, interior sets, walls, ceiling beams, lighting equipment, HVAC equipment etc., will be a hazard.
6. The **Pilot/Remote Control Operator in Command** is at all times the final authority over the helicopter and shall be in command over all flight operations and/or related activities.
7. The **Pilot/Remote Control Operator in Command** shall have the final authority to abort any flight operation in the interest of safety. Abort signals shall be specified ahead of time.

8. At the start of each day's filming the **Pilot/Remote Control Operator in Command** and the designated production representative will conduct a briefing and/or **SAFETY MEETING** for the production staff, and those persons necessary for filming, including emergency, safety and security personnel.

**NOTE:** Subsequent briefings and/or **SAFETY MEETINGS** may be required as necessary for other intended sequences, changes and/or additional scenes.

Both meetings shall include the following:

- a. Possible risk to personnel involved
  - b. Safeguards to personnel and equipment
  - c. Communications and Emergency procedures, including landing zones
  - d. Location of boundaries and intended flight paths
  - e. The use of explosives or squibs and interaction of stunt personnel. The meeting shall include a discussion regarding electronic devices and/or other equipment the crew may have that could interfere with the control of the remote-controlled helicopter.
  - f. Discuss all obstacles and/or equipment types and locations that may present a hazard.
9. In regard to communications, the **Pilot/Remote Control Operator in Command** will coordinate with the designated production representative and implement a plan for communications between the participants.
10. A preplanned stunt and/or special effect sequence will not be changed in any way without the authorization of the Pilot/Remote Control Operator. Once the helicopter is airborne, no changes will be made.
11. If there is a question as to safety of any aerial filming sequence involving low camera shots near cast or crew members an additional briefing and/or **Safety Meeting** shall be held between the **Pilot/Remote Control Operator in Command** and concerned persons.
12. The **Pilot/Remote Control Operator in Command** shall be notified by the appropriate department head, if any equipment is added and/or altered that may present a potential hazard for the aircraft.

13. Unless directed by the **Pilot/Remote Control Operator in Command**, no person shall approach the helicopter without permission, whether running or not.
14. During operation, never walk near the main or tail sections of the rotor blades. All equipment (e.g., cameras, lights, sound booms etc.) shall be placed a safe distance away from the operating helicopter, whether running or not.
15. The landing area should be cleared of debris. Never, under any circumstance, throw anything such as grip tape, clothing, paper, etc. around the helicopter, whether running or not. Loose clothing, trash, or anything that may hinder the operation of the helicopter, shall be checked.
16. Protect your eyes, as well as your equipment, especially when the helicopter is landing or taking off.
17. Appropriate Personal Protective Equipment (PPE) shall be utilized.
18. The Production Company must notify all cast and crew members this equipment is being used. Additionally, the front of the call sheet should contain a statement to the effect that:
19. "A remote-controlled helicopter is being used to carry a camera and will be flown in close proximity to crew and equipment. Anyone objecting will notify the production manager or 1st AD prior to any filming."

**A COPY OF THIS BULLETIN MUST BE ATTACHED TO THE CALL SHEET ON DAYS THAT THE REMOTE-CONTROLLED HELICOPTER IS BEING UTILIZED**



# INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

## SAFETY BULLETIN #37

### VEHICLE RESTRAINT SYSTEMS - SEAT BELTS AND HARNESSSES

This Safety Bulletin is intended to give recommendations in the safe use of Restraint Systems (e.g., Seat Belts, Harnesses, Head and Neck Restraint Systems, etc.) to persons who are either in or on Picture Vehicles/Stunt Vehicles.

For recommendations regarding Seat Belts, Harnesses, or Personal Protective Equipment (PPE) for Construction Vehicles (e.g., Forklifts, Lifting Platforms, Aerial Lifts, Scissor Lifts, etc.), Production Support Vehicles, Camera Platforms (e.g., Insert Cars, Camera Cranes, etc.) or Aircraft, refer to Safety Bulletins #3, #8, #8A, #8B, #11, #11A, and #22.

- When any Vehicle is to be used in a filmed sequence, either off-camera or on camera, such Vehicle will be equipped with the appropriate Restraint System. These Restraint Systems must be used at all times by all Vehicle operators and passengers.
- Every effort should be made to install the appropriate safety Restraint System for all Vehicles. It is recognized that in exceptional circumstances, such as the case of Vintage or Antique Vehicles, installation of Restraint Systems may pose additional concerns. These concerns should be addressed as far in advance to filming as is practical.
- A thorough evaluation of the stunt or driving sequence will be performed and safety concerns should be discussed with all personnel involved. The level of protection should be appropriate to the intended result or other reasonably anticipated consequence of the action.
- All Vehicles, including their additional Safety Equipment (e.g., Harnesses, Belts, Roll Cages, etc.), must undergo thorough Safety Inspection and Testing on a daily basis by qualified experienced personnel. Restraint Systems that show signs of damage or fraying shall be immediately removed from service and replaced.
- Prior to filming, consideration should be given to issues that concern Air Bags (such as unintentional deployment) and/or other Dynamic Safety Devices.
- **It may be unlawful for any driver or passenger to operate or ride on a vehicle without wearing the proper seat belt while it is being operated on a public highway or road as specified in the applicable vehicle Code.**

# INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

## SAFETY BULLETIN #38

### GUIDELINES FOR INCLEMENT OR SEVERE WEATHER

This bulletin identifies the safety considerations that should be addressed when working outdoors in areas where there is a potential for thunderstorms, lightning, flash flooding, extreme winds, large hail, tornados and hurricanes.

#### PRE-PLANNING

**Pre-planning can reduce many of the potential dangers posed by inclement weather.** The location manager, his/her department representative or production management, should develop an "**action plan**" when preparing to use locations that may present an inclement or severe weather hazard.

The **action plan** should designate a person who is responsible for monitoring potential inclement weather by commercial weather services, television and radio station news casts, or other available means.

The **action plan** should include a method for communication with cast and crew members in the event of inclement or severe weather. The communication methods should reflect the conditions and circumstances at the scene. Other elements to include should be site specific procedures which include methods and routes of evacuation, meeting areas, a means of establishing a head count for cast and crew members and procedures for equipment shut-down, stowage and/or removal. If there is the possibility of inclement or severe weather, a "**safety meeting**" shall be held to review and communicate the elements of the **action plan**.

Specific hazards which may be addressed in the action plan:

#### 1. Flash Flooding

##### **Causes:**

Flash flooding is usually caused by slow moving thunderstorms and can occur within a few minutes or hours of excessive rainfall. High risk locations include low water crossings, recent burn areas in mountains and urban areas which have pavement and roofs which concentrate rainfall runoff.

Flash flooding may be worsened by topography, soil conditions and ground cover. Be especially cautious at night when it is harder to recognize flood dangers.

Realize it does not have to be raining at your specific location for a flood to occur.

**Potential Hazards:**

- Crew and equipment could become trapped or stranded as escape routes may be damaged and/or blocked.
- Equipment and personnel could be swept away or covered by water, mud or debris.
- Drowning
- Electrocutation
- Mud slides

**Possible Actions:**

- Activate the **action plan**.
- Secure equipment and all electrical power.
- Remove all cast and crew from elevated equipment, scaffolds, booms and sets.
- Stay clear of potential slide areas next to hillsides or on edges of cliff areas.
- Follow directions for evacuation procedures as outlined in the **action plan**.
- Gather at pre-determined evacuation point and ensure everyone is accounted for.
- If you come upon a flowing stream where water is above ankles, STOP! Turn around and go another way.
- Do not drive through moving water or a flooded roadway.
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority or production management.

2. **Lightning**

**Causes:**

Lightning results from the buildup and discharge of electrical energy in clouds. Lightning may strike several miles from an associated thunderstorm and may strike when no clouds or rain are present.

**Potential Hazards:**

- Electrocutation
- Burns
- Falling debris
- Concussion
- Fire

### **Possible Actions:**

- Activate the **action plan**
- When working in lightning prone areas, the use of a lightning detector/meter is highly recommended. If a meter is not available, it is possible to estimate the distance of lightning by the thunder. When lightning is seen, count the seconds until thunder is heard and then divide the seconds counted by five to obtain the approximate distance in miles.
- 30-30 rule: The first 30 means if you count to 30 seconds or less (from lightning to thunder), the lightning is within 6 miles of your location and you are in potential danger and should seek shelter. The second 30 means you should wait 30 minutes from the last flash or thunder to establish an "all clear."
- Seek shelter in a sturdy building, a hardtop automobile or truck with the windows rolled up. If such cover is not available seek shelter in wooded areas with thick small trees. Avoid isolated trees.
- Avoid high ground and keep clear of tall objects, towers, aerial lifts, camera booms, scaffolding, fences or other metal equipment.
- Avoid contact with any body of water.
- Avoid using a telephone or cellular phone.
- Where appropriate, shut down generators in accordance with the established action plan.
- Avoid using other electrical equipment or appliances.
- When instructed, move to the pre-determined evacuation area.
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority and/or production management or 30 minutes after the last thunder sound is heard.

### **3. High Winds**

#### **Causes:**

High winds can be associated with extreme weather phenomenon including thunderstorms, tornados, hurricanes, and high and low pressure systems. During the summer months in the Western States, thunderstorms often produce little rain but very strong wind gusts (some up to 100 mph) and dust storms.

#### **Potential Hazards:**

- Flying debris
- Dust
- Possibility of persons being swept off their feet
- Equipment can be blown over and carried for a distance
- Set destruction

- Eye injuries

**Possible Actions:**

- Activate the **action plan**
- Remove all cast and crew from elevated areas, sets, scaffolding and other high objects
- Lower all aerial, lighting, diffusion, camera boom equipment and tents
- Tie down and secure all loose equipment
- When instructed, seek refuge from the winds at your pre-determined safe area
- Be aware and protect your eyes from potential injury
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority or production management

4. **Large Hail**

**Causes:**

Hail is usually associated with thunderstorms and is caused by freezing rain that can become very large.

Potential Hazards: May cause injuries to crew and damage to equipment

**Possible Actions:**

- If a watch or warning has been issued, the **action plan** should be activated and the crew should follow all instructions
- Secure and protect all equipment
- Get down from elevated areas, aerial lifts, booms, scaffold and other high areas
- When instructed, seek shelter at your pre-determined safe area
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority or production management

5. **Blizzard or Severe Snow Storms**

**Causes:**

A storm accompanied by strong winds creating blizzard conditions with blinding wind-driven snow, severe drifting and dangerous wind chill.

**Potential Hazards:**

- Blinding conditions

- Creation of snow drifts
- Dangerous wind chill factor (*refer to Safety Bulletin #34*)
- Avalanche danger, being caught and/or buried
  - Usually triggered by victim or members of victims party
  - Generally occur with clear skies, little or no snow fall and light or calm winds
  - The weak layer often consists of surface hoar, facets or depth hoar
  - On 30-40 degree slopes, often at a convex part of the slope

**Possible Actions:**

- If a watch or warning has been issued, the **action plan** should be activated and the crew should follow all instructions
- Secure and protect all equipment
- Get down from elevated areas, aerial lifts, booms, scaffold and other high areas
- Stay clear from potential avalanche areas
- When instructed, seek shelter at your pre-determined safe area
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority or production management

**6. Tornados**

**Causes:**

A tornado is a violent windstorm characterized by twisting, funnel-shaped wind. Tornados tend to occur in the afternoon and evening hours.

**Potential Hazards:**

- Tornados are unpredictable and may form without warning
- Winds can exceed 200 to 300 mph
- Tornados may appear nearly transparent until dust and debris are picked up or a cloud forms within the funnel
- Severe damage can occur to structures
- The precise location of a touch down point cannot be determined

**Possible Actions:**

- If a watch or warning has been issued, the **action plan** should be activated
- The crew should be regularly updated regarding any changes to potential weather conditions
- All cast and crew members must follow all instructions given

- No employees should be working on elevated equipment. This includes aerial lifts, scaffolds, camera booms, and other high areas
- Evacuate the area immediately if instructed by a regulatory authority or production management
- Only secure equipment if there is time and it can be done safely
- Do not attempt to return to the area until an all clear signal has been given by a regulatory authority or production management

## 7. Hurricanes

### Causes:

A slow developing tropical weather phenomenon that forms over water. Its greatest impacts are felt near or on shorelines of land. You will not be surprised by a hurricane, as they are usually tracked by a weather service for many days. They are also known as cyclones or typhoons.

### Potential Hazards:

- Severe winds and rainfall, which may cause extreme flooding
- Storm surges
- High waves possibility of persons being swept off their feet
- Drowning
- Localized tornados
- Extreme damage to structures, roads, utilities, vehicles and boats
- Severe injury due to flying debris

### Possible Actions:

- In most cases, you will have several days warning to activate your **action plan**
- Do not stay by shoreline
- Pack and secure all equipment and remove to a safe area
- Lower all aerial lifts, camera booms and other equipment. Remove to a safe area as time permits
- If ordered to evacuate, leave area early -- do not hesitate
- Do not attempt to return to the area until an "all clear" signal has been given by a regulatory authority or production management

### **ADDITIONAL NOTES**

- OSHA mandates that aerial lifts and other like equipment are not to be operated when winds exceed 25 mph.
- Be aware that many of the same precautions (e.g., eye protection and securing equipment), can also apply to man-made wind effects such as rotor wash from airplanes or helicopters and large ritter fans.



# INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

## SAFETY BULLETIN #39

### SAFETY GUIDELINES FOR USING FOAM(ED) PLASTICS IN SET AND PROP CONSTRUCTION

The following recommendations are intended to give general guidance on the safe handling, use, storage and disposal of foam(ed) plastics when used to construct stage sets and props. Foam(ed) plastics are products made of petroleum distillates which can ignite when used in connection with heat from a hot wire or welding/cutting operation (hot work), or when used in close proximity to a fire effect or special effect/pyrotechnic device. Accordingly, it is recommended that only approved fire resistant foam(ed) plastics be used. *Prior to purchasing any foam(ed) plastics, check with the local fire Authority Having Jurisdiction (AHJ) in which the production is taking place, or appropriate studio or production safety representatives for guidance.*

#### TYPES OF FOAM(ED) PLASTICS

The following types of foam are most commonly used in set and prop construction:

- Sprayable polyurethane foam
- HSF 110 Pour Foam, Class 1
- Two-part rigid foam (AB foam)
- Expanded Polystyrene (EPS) or polyurethane or polystyrene foam blocks

**NOTE: Caution must be taken at all times when working with or near foam(ed) plastics. The foams listed above are available in different classes, fire resistant and non-fire resistant. Under the right conditions even fire resistant foams will burn.**

- Foam(ed) plastics must meet the requirements and guidelines of all applicable federal, state, and local laws, rules, regulations, and approved standards. In California, all foam(ed) plastics must meet the requirements of the California Fire Code, Article 40. In many other jurisdictions, foam(ed) plastics material used for decorative purposes, scenery, sets, or props, must comply with the requirements of National Fire Protection Association (NFPA), Article 140.
- When ordering foam(ed) plastics, request that your supplier include both "Manufacturer's Technical Data Sheet(s)", if available, and "Material Safety Data Sheets(s)" (MSDS) with each order. *Foam(ed) plastics should not be allowed in any work area without these documents.*

## **POTENTIAL HEALTH HAZARDS FROM WORKING WITH OR AROUND FOAM(ED) PLASTICS**

**NOTE: When foam products burn they will generate dense clouds of black smoke and a variety of toxic gases, including carbon dioxide, carbon monoxide, oxides of nitrogen, and traces of hydrogen cyanide. All precautions must be taken to avoid ignition of foam(ed) plastics to prevent inhalation of potentially hazardous smoke and other injuries, such as burns.**

**If inhalation of potentially hazardous smoke occurs, immediately seek medical attention.**

The primary hazards in working with or around foam(ed) plastics are adverse health effects from direct exposure to foam(ed) plastics and injuries caused from ignition of foam(ed) plastics. Although foam(ed) plastics can be used safely, they must be handled in accordance with the procedures designed to minimize exposure and ignition.

### **EXPOSURE TO FOAM(ED) PLASTICS**

Typically, there are three primary routes of possible exposure to foam(ed) plastics and the vapors released from such products: inhalation, skin contact, and eye contact.

**NOTE: Foam(ed) products may contain chemicals known to produce chemical sensitivities. Individuals who know they have, or are prone to, chemical sensitivities must avoid any and all exposure to these products.**

#### **Inhalation**

Airborne vapors, aerosol mists, and particulates are irritating to the respiratory tract. Symptoms of overexposure may include tightness of the chest and difficult or labored breathing. Headache, nausea, or vomiting may also occur. Exposure to higher concentrations may result in chemical bronchitis, pneumonitis, and pulmonary edema. Some individuals may become sensitized and experience severe asthma-like attacks whenever they are subsequently exposed to even minute amounts of vapor. Once sensitized, these individuals must avoid any further exposure.

#### **Skin Contact**

Although a single prolonged exposure is not likely to result in the foam material being absorbed through the skin in acutely toxic amounts, skin contact may discolor the skin and cause irritation. Skin contact may produce contact dermatitis and skin sensitization. Therefore, contact with the skin should be avoided.

#### **Eye Contact**

Direct or indirect contact with foam material may cause eye irritation, temporary blurred vision or corneal damage. Be aware that ordinary safety goggles or facemasks will not prevent eye irritation from high concentrations of vapor.

**GENERAL PRECAUTIONS WHILE CUTTING, CARVING, SCULPTING, GLUING AND/OR SPRAYING**

1. Skin and eye protection should be used during all normal working operations. Personal protective equipment includes, but is not limited to, safety glasses, chemical worker's goggles, chemical gloves, face shield, long-sleeve coveralls, safety shoes, or boots.
2. Mechanical ventilation adequate enough to draw vapors, aerosol mists, or smoke away from an operator's breathing zone should be provided at all work stations.
3. When adequate local exhaust ventilation is not feasible, proper personal respiratory equipment must be used.
4. Monitoring for airborne contaminants may be necessary.

**GENERAL PRECAUTIONS FOR WORKSITE, STORAGE AND DISPOSAL**

1. Due to potential fire hazard, consideration should be given during the design and pre-production of the set to ensure appropriate egress for cast and crew.
2. During construction the Construction Coordinator, or other designated person, shall identify the location of exits and maintain escape routes. All escape routes must be clear and unobstructed. The First Assistant Director, or his or her designee, is responsible to ensure that cast and crew members are made aware of the designated escape routes.
3. Foam(ed) plastics are combustible. Care should be taken to avoid contact with sources of ignition before, during, and after installation of all foam(ed) plastics. *Smoking while working with or around foam(ed) plastics is strictly prohibited.*
4. Foam(ed) products and associated adhesives must be dry and cured prior to sculpting and/or shaping.
5. When setting up welding/cutting operations, do not locate them in close proximity to foam(ed) plastics operations (see Hot Work on Foam(ed) Plastics).
6. Working with foam(ed) plastics produces combustible dust. Keep the work area clean.
7. Fire suppression devices and materials should be readily available when working with foam(ed) plastics. Only qualified individuals may use these devices.
8. Do not expose foam(ed) plastics to reactive chemicals (such as solvents, petroleum products, etc.). Consult the product MSDS and Manufacturer's Technical Data Sheet for further information.
9. Since uncured AB foam can generate heat and cause fires, use care in disposal.

### **APPLICATION OF TWO PART (AB) FOAM**

In addition to the "General Precautions", the following safety guidelines should be used when working with two part (AB) foam:

1. Only qualified personnel should spray AB foam.
2. Application of AB foam should be scheduled when other cast and crew members are not on the stage or set.
3. When using AB foam, either hand mixed or with froth packs, workers should refer to the MSDS and wear the proper personal protective equipment (PPE).
4. Be aware the application process of AB foam generates heat and may increase the likelihood of fire.
5. Minimize spaces between foam blocks that will be filled with AB foam. Large spaces that have been filled with AB foam have a greater likelihood of igniting when using the "hot wire" technique.
6. Allow all joints time to dry and cure before cutting or shaping. A non-cured joint is a fire hazard.
7. All equipment used in spraying foam should be kept clean, properly calibrated, and in good working order. Special attention should be paid to nozzles, pick-ups, and tubing.
8. The drums and/or containers of AB foam components require bonding and/or grounding to prevent the build up of static electricity.
9. Precaution should be taken to avoid spills when storing and using AB foam. When storing 55-gallon drums of AB foam use appropriate secondary containment. Consult the Studio Safety Representative, local Fire Authority or local Authority Having Jurisdiction (AHJ) when storing large amounts (55 gallon drums) of AB foam.

### **SCULPTING FOAM**

In addition to the "General Precautions", the following safety guidelines should be used when sculpting foam:

1. Sculpting foam(ed) plastics may involve many different types of tools. Care must be taken when using sharp tools or those with moving parts to avoid injury. Be aware of others working in close proximity.

2. Abrading, sawing, cutting, sanding, or other methods of sculpting foam(ed) plastics will cause dust and debris to form, which increases the potential for flammability.
3. Wear appropriate PPE when necessary. Keep the work area clean by regular sweeping and disposal of dust and debris.

### **HOT WORK ON FOAM(ED) PLASTICS**

In addition to the "General Precautions", the following safety guidelines should be used when performing hot work on foam(ed) plastics:

1. Only qualified personnel should use hot wire devices.
2. Hot work, which includes hot wire sculpting and welding/cutting, may require a fire department permit.
3. Hot wire sculpting uses various types of electrical and heated devices. AB foam must be fully cured before sculpting with a hot wire.
4. Exposed hot wire devices are heated to high temperatures. The hot wire heated elements must not be left connected and unattended.
5. All equipment used in a hot wire operation must be inspected and kept in good working order at all times.
6. Any handheld hot wire device should be able to be disconnected from the electrical supply at the device.
7. The hot wire should be adjusted such that the wire is not visibly red.
8. Hot work must not be performed within ten (10) feet of any flammable and/or combustible materials, unless approved by the AHJ.
9. A fire watch should be provided during a hot work operation. Individuals assigned to fire watch duty must have fire-extinguishing equipment readily available and must be trained in the use of such equipment. If possible and safe to do so, individuals assigned to fire watch duty should extinguish spot fires and communicate an alarm in the event of a fire.
10. Fire watch assignments should continue for a minimum of thirty (30) minutes after the interruption or conclusion of hot work operations.

## INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

### SAFETY BULLETIN #40

#### GUIDELINES FOR NON-CAMERA UTILITY VEHICLES

These guidelines address non-camera utility vehicles used for production support, such as ATVs, golf carts, snowmobiles and utility vehicles with small engines and/or electric powered. (For camera vehicles, see bulletins #8, 8A and 8B.) Vehicle operators must observe all applicable rules and regulations. In order to provide a safe workplace, the following vehicle guidelines have been established regardless of the type of vehicle used:

1. **Horseplay or careless operation is not allowed and will not be tolerated.**
2. Inspect the vehicle before use.
3. Understand the vehicle controls. If you do not know how to operate the vehicle, ask for instruction. Employers/production have the obligation to ensure that employees are instructed in the safe use and operation of the vehicle.
4. Operators have the responsibility for the safe transportation of passengers and equipment.
5. Operators should hold a valid driver's license and if not held, notify production.
6. Each passenger must have a seat. No sitting on laps, standing on bumpers or riding on tailgates. Multiple people sitting in a seat designated for one and riding on parts of the vehicle that are not designed for that purpose are strictly prohibited.
7. Wear a seat belt, if provided.
8. Keep arms and legs in the vehicle at all times.
9. If the vehicle is not equipped with a windshield, eye protection is recommended.
10. A helmet may be necessary in certain situations.
11. If the vehicle is equipped to carry loads, secure or place them in a manner that will not allow them to shift or fall from the vehicle.
12. Do not exceed the manufacturers' load recommendations as overloading can affect braking and control of the vehicle. Loads should be appropriately balanced.
13. Do not operate the vehicle in a manner that is dangerous to you or to others.

14. Always use caution around people and animals. Pedestrians always have the right of way.
15. Exercise caution going around corners. Look for hazards, such as other vehicles and people.
16. Be familiar with the terrain.
17. To reduce the risk of rollovers, avoid driving off curbs, from one level to another, and/or turning on inclines.
18. Drive at speeds appropriate to the surface, road and weather conditions (e.g., driving in dirt or gravel, on a steep incline, on ice, in rain, etc.).
19. In poor visibility, vehicles should not be operated unless equipped with headlights or sufficient lighting is provided.
20. Towing should only be performed in a manner specified by the manufacturer.

Using and working safely around non-camera utility vehicles requires the full attention and care of the entire crew. Horseplay and excessive speed are the primary causes of accidents and injuries. Extreme caution should be used when operating these vehicles.

Operators are responsible to follow these safety guidelines, employer guidelines and manufacturer operating manuals for the safe operation of these types of vehicles.

## INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

### SPECIAL PROCEDURES FOR MINORS PERFORMING PHYSICAL ACTIVITIES

**This document addresses special procedures for minors performing physical activities in motion picture and television production. Under California law, a minor is an individual who is under eighteen (18) years of age who is required to attend school under the applicable provisions of the California Education Code (Cal. Fam. Code §6500).**

#### **Procedures:**

1. Prior to rehearsal or filming, the production company should perform an initial review of the physical activity, including but not limited to:
  - a. the age, height, weight and maturity of the minor,
  - b. the physical fitness, coordination, expertise in the planned activity, and film experience of the minor,
  - c. the amount of additional information and movement the minor will be asked to consider (e.g., camera positions, acting, looking over shoulder, waving arms, etc.),
  - d. how wardrobe or props will affect the actions and/or vision of the minor,
  - e. the amount of rehearsal and preparation time which has been provided,
  - f. the appropriate amount of protective gear or equipment necessary to safely perform the activity,
  - g. the area around the minor during the activity, and
  - h. any other factors affecting the minor.
2. Prior to rehearsal or filming the physical activity, key production personnel, such as the Director, First Assistant Director, Stunt Coordinator and safety professional, should confer with the minor, minor's parent/legal guardian and Studio Teacher to review and discuss the activity.
3. Rehearsals and filming of the physical activity should take place with the Assistant Director, Stunt Coordinator, Studio Teacher, and parent/legal guardian present. If the situation warrants, a person qualified to administer medical assistance on an emergency basis must be present or readily available at the rehearsal and filming of the activity.
4. If any aspect of the activity changes, a new discussion and/or meeting should be held and a new rehearsal should be considered.



5. The production shall consider any reasonable request for additional equipment from the minor, parent/legal guardian, or Studio Teacher.
6. If a consensus regarding the physical activity is not established, the minor, the minor's parent or guardian, the Studio Teacher, the Stunt Coordinator, the First Assistant Director, or the safety professional may request a re-evaluation of the activity in its entirety. If, after the Studio Teacher, parent, Stunt Coordinator, First Assistant Director and/or the safety professional agree on the planned activity, but the minor expresses apprehension about performing the planned activity, he/she may refuse to do it.
7. The Studio Safety Hotline is available to all persons to anonymously report any concerns they have regarding the activity.

**Note:** All production personnel working with minors are urged to review the "Blue Book," entitled "The Employment of Minors in the Entertainment Industry," published by the Studio Teachers, Local 884, IATSE. Reference should also be made to the extensive federal and state labor laws and to any applicable collective bargaining agreements which govern the employment of child actors.

# SAFETY & HEALTH AWARENESS SHEET

## GUIDELINES FOR HANDLING FRESHLY PAINTED OR PRINTED BACKDROPS AND OTHER GRAPHIC ARTS

### INTRODUCTION

A wide variety of products are used to create backings and graphic arts in motion picture and television production.

The following safety guidelines should be considered when handling, hanging, and installing freshly hand-painted or digitally printed backdrops and other graphic arts such as posters, carpets, wallpaper, and vehicle graphics, or when working around these products.

### PRODUCT INFORMATION

The creation of backings and other graphic arts involves a wide variety of technologies which use dyes, inks, paints, and sub-strates.

Off-gassing, the process in which the chemicals from the paint or the products in the inks are released from the completed product, is a normal part of the drying/curing process and may result in the presence of odors. Off-gassing is more prevalent in printed backdrops which use a wet solvent process.

The presence of odors may be the result of the product not having adequate time to dry and cure before being shipped. It is recommended that you allow at least 24 hours for the product to fully cure after drying before it is rolled and shipped. Remember that some products and sub-strates may require additional time.

Workers should refer to the current Material Safety Data Sheet(s) (MSDS) and, if available, the Manufacturer's Technical Specification Sheet(s) for precautions, personal protection recommendations, and fire and health hazards associated with the materials used to create the product(s).

### POTENTIAL HEALTH EFFECTS

It is important that workers fully understand the potential health effects which may occur from exposure to the chemicals present in the various solvents, inks, paints and sub-strates used to create painted or printed backdrops and other graphic arts. These health effects can include headaches, dizziness, nausea, and respiratory problems. Exposure to high concentrations of these products also may affect the central nervous system or cause unconsciousness.

The routes of exposure that can cause these health effects include inhalation, ingestion, and direct or indirect absorption through the skin and eyes. Refer to the MSDS for an explanation of the potential health effects associated with the materials used to create painted or printed backdrops and other graphic arts. Anyone with chemical sensitivities, allergies, asthma or other respiratory illnesses or limitations should take appropriate precautions.

### ACTIONS

The following are some actions you can take to minimize potentially harmful or dangerous exposures:

- Remove unnecessary personnel from the area(s) in which the products will be used.
- Open or unpack the product in a well ventilated area(s), or provide ventilation by placing fans in the work area.
- Additional ventilation can be provided by opening stage doors, using roof vents or turning on general exhaust fans to ventilate the work area(s).

- Know the products that you are using as well as the location and conditions under which they will be used.
- Obtain and review current Manufacturer's Material Safety Data Sheet(s) (MSDS) and, if available, Manufacturer's Technical Specification Sheet(s).
- Appropriate personal protective equipment (PPE) may be necessary while unpacking, unrolling and installing the product.
- Allow sufficient time for the product to fully cure after drying before working with or around it.

#### OTHER SAFETY CONSIDERATIONS

- Be aware that some solvents are flammable and are especially dangerous when in a gaseous form. **Do not** use freshly painted or printed backdrops or other graphics arts around open flames, set lighting, or other potential sources of ignition, especially if strong odors are still present.
- Temperature increases (from activities such as set lighting) may increase the rate of off-gassing resulting in the reappearance of odors.
- Be aware that vapors may be more concentrated above the product because vapors have a tendency to rise. Therefore, employees working in elevated areas should be made aware of the work that is going to be performed before unpacking the product. Such employees also should take appropriate safety precautions.

#### REGULATIONS

Refer to federal, state, and local laws and regulations for further requirements and information.

#### SUMMARY

There are many different product(s) available to create backings and graphic arts in motion picture and television production. You need to understand the specific product being used. Each has its own unique properties and potentially adverse effects. Refer to the current Material Safety Data Sheet(s) (MSDS) and, if available, the Manufacturer's Technical Specification Sheet(s) for physical properties, safe handling, and emergency procedures associated with the materials used to create the product(s).

If a backdrop is new or freshly painted, these are items to remember:

- Increase the **ventilation** by opening doors or roof vents, utilizing house air, or using additional portable fans.
- Allow the product sufficient time to fully cure after drying before working with or around it.
- Use appropriate PPE as necessary while unpacking, unrolling, or installing the product.
- Inform other employees working in the area of the potential vapors caused by off-gassing, especially above the product and when set lighting the product. These employees should take appropriate safety precautions.

#### FURTHER ASSISTANCE

- Studio or Production Safety
- Manufacturer/Distributor
- AMPTP/CSATF
- Supervisor
- Business Agent/Union Office

2. To minimize potential exposures:
  - Remove unnecessary personnel.
  - Use only enough products to create the effect needed.
  - If indoors, periodically ventilate the area.
  - Use proper Personal Protective Equipment (PPE) as necessary.
3. Other Safety Considerations:
  - Any combustible material which, in a finely powdered form, is suspended in the air in sufficient quantity has the potential to flash or explode. Therefore, be aware of static electricity, which can cause dust products to flash, when transferring dust products from containers.
  - Be aware of elevated airborne concentrations during clean-up procedures. Elevated airborne concentrations increase the potential for exposure and flashing.
  - If the product is combustible, do not use around open flames or other potential sources of ignition (e.g., set lighting devices).
  - Industrial hygiene monitoring may be necessary to determine the airborne concentration, lower explosion levels, and/or particulate size during use.

### **REGULATIONS**

Refer to Federal and Cal OSHA Regulations for further information and/or requirements. (Many products have Permissible Exposure Limits (PEL) established by Federal and Cal OSHA.)

### **SUMMARY**

There are many different products available to create photographic dust effects. You need to understand the specific product being used. Each has its own unique properties and potentially adverse effects.

When choosing a dust product, you should refer to the MSDS and ask yourself the following questions:

1. Are you or any member of the cast or crew asthmatic, allergic or have other medical conditions that would be affected by exposure to the product?
2. Is the product combustible; and will it be used on an interior set or location?
3. Does the concentration of the product that will be used have a "Permissible Exposure Limit" that will require an Industrial Hygienist to monitor exposure?

When using products to create photographic dust effects, you must take all appropriate safety precautions.

### **FURTHER ASSISTANCE**

If you have further questions, contact:

- Studio or Production Safety
- Manufacturer / distributor
- AMPTP/CSATF
- Supervisor
- Business Agent/Union Office

# SAFETY & HEALTH AWARENESS SHEET

## PHOTOGRAPHIC DUST EFFECTS

### INTRODUCTION

A wide variety of products are used to create photographic dust effects in motion picture and television production. This awareness sheet has been developed to inform and assist productions when using these products. It is important that productions fully understand the possible effects of exposure, especially if potentially harmful ingredients are present.

### PRODUCT INFORMATION

The following information is based on information obtained from product manufacturers, U.S. Geological Surveys and the U.S. Bureau of Mines.

### MINERAL PRODUCTS

"Fuller's Earth" is the most common "product" used for photographic dust effects in the film industry. Unfortunately, the contents can vary widely from different suppliers. The term "Fuller's Earth" has neither a compositional nor a mineralogical connotation but is usually understood to be a non-plastic variety of kaolin (clay) containing aluminum magnesium silicate. It is sometimes synonymous with montmorillonite, kaolin, kaolinite, flordin, bentonite, wilkonite and halloysite. These products and others (e.g., pyrophyllite, pyrolite and diatomaceous earth) are all used to create photographic dust effects.

### ORGANIC PRODUCTS

Photographic dust effects are also created by the use of organic products. Some of the more common organic products include wheat flour, rice flour, corn starch, coffee creamers and crushed nutshells.

Individuals with allergies to these products should use caution and avoid exposure.

### POTENTIAL HEALTH EFFECTS

- Common effects of exposure are eye irritation, respiratory irritation, and skin irritation (*i.e.*, contact dermatitis).
- Anyone with allergies, asthma or other respiratory illnesses or limitations should take appropriate precautions.
- Burns as a result of ignition and flashing.

### ACTIONS

The following are some actions you can take to minimize potentially harmful or dangerous exposures:

1. Prior to using any materials for photographic dust effects:
  - Know the products that you are using as well as the location and conditions under which they will be used.
  - Obtain a current Manufacturer's Material Safety Data Sheet (MSDS) for the specific product you are using.
  - Avoid products that contain known carcinogens.
  - Inform all cast and crew about the products being used, the necessary precautions that should be taken, and the products' potential effects.

## SAFETY & HEALTH AWARENESS SHEET

### GUIDELINES FOR REDUCING THE SPREAD OF INFLUENZA-LIKE ILLNESS

#### INTRODUCTION

There are a wide variety of seasonal influenza and flu-like illnesses that can impact the workplace. Seasonal and novel influenza H1N1, previously referred to as "swine flu," are among the most widely known. This Safety & Health Awareness Sheet has been developed to educate personnel on signs, symptoms and preventative measures to avoid catching or spreading the flu.

#### SYMPTOMS

In general, symptoms of seasonal influenza or novel influenza H1N1 can include the following:

Fever > than 100°F	Chills
Cough	Headache
Sore throat	Fatigue
Runny or stuffy nose	Body aches
Decreased appetite	Diarrhea
Nausea/vomiting	

Symptoms of novel influenza H1N1 may disproportionately affect young people age 25 and below, whereas the seasonal flu affects those age 65 years and older

Like seasonal flu, novel influenza H1N1 may worsen underlying chronic medical conditions. People at higher risk of serious complications from seasonal or novel influenza H1N1 include:

- Children younger than 5 years old
- Pregnant women
- People of any age with chronic medical conditions, such as asthma, diabetes, or heart disease
- People with weakened immune systems

If you are at higher risk contact your healthcare provider regarding possible preventative measures (e.g., antivirals, vaccines, etc.).

#### ACTIONS

##### **How is influenza spread?**

Flu viruses are spread mainly from person to person through coughing, sneezing or touching. You may infect yourself by touching contaminated surfaces and then touching your eyes, nose or mouth.

People infected with influenza may infect others before symptoms develop and after becoming sick.

#### **Take these steps to protect yourself and others:**

- Wash your hands often with soap and water or an alcohol-based hand cleaner. This is especially important after you cough, sneeze or use the bathroom. Always wash your hands prior to entering the crafts service/catering areas!

#### Additionally:

- Avoid touching your eyes, nose or mouth.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after use.
- Cough or sneeze into your upper sleeve if you do not have a tissue.
- Avoid close contact with people exhibiting signs of influenza.
- If you are sick with a flu-like illness, the Centers for Disease Control (CDC) recommends that you stay home for at least 24 hours after your fever is gone (without the use of fever-reducing medicine).
- Sanitize your hands before touching crafts service equipment, including inside ice chests, the handles of serving utensils or other commonly shared surface.
- Regularly sanitize commonly touched surfaces (i.e., door handles, phones, tools, handrails, etc.) with alcohol or bleach solutions.

#### WHEN TO GET MEDICAL HELP

If you are at risk of serious complications and you become ill with any of the symptoms below, you should contact your health-care provider immediately.

See emergency medical care if you experience any of the following symptoms:

- Difficulty breathing or shortness of breath
- Pain or pressure in the chest or abdomen
- Sudden dizziness
- Confusion
- Severe or persistent vomiting
- Flu-like symptoms improve, but then return with fever and worsening cough
- Decreased urination

#### ADDITIONAL INFORMATION

<http://www.flu.gov>  
<http://www.cdc.gov/flu/>  
<http://www.who.int/en/>  
<http://www.hhs.gov>

***PROTECT YOURSELF BY WASHING YOUR HANDS FREQUENTLY!***

***PROTECT YOUR CO-WORKERS BY COVERING YOUR COUGH!***

# STUDIO SAFETY

## HOTLINES

As part of an Injury and Illness Prevention Program

Every employee has the right to report unsafe conditions or unsafe practices to their employer without fear of reprisal.

On the following pages are listed the *Safety Hotlines* for studios participating in our program.

**STUDIO SAFETY HOTLINES**

[As of August 14, 2008]

<b>STUDIO</b>	<b>CONTACT PERSON</b>	<b>HOTLINE NUMBER</b>
The Prospect Studios / ABC	<b>Mark Elliott</b> Safety Manager 500 S. Buena Vista St. Burbank, CA 91521-5651 Phone: (818) 560-1726 Fax: (818) 557-0356 <a href="mailto:mark.elliott@disney.com">mark.elliott@disney.com</a>	<b>Safety Dept.: (818) 560-1726</b> <b>Anonymous: (800) 832-3389</b> <b>(818) 560-1726</b> <b>(Monday-Friday, 8a-5p</b> <b>voice mail / pager)</b>
CBS Radford	<b>Mike Skinner</b> CBS Studio Center Plant Services 4024 Radford Avenue Studio City, CA 91604 Phone: (818) 655-6262 Fax: (818) 655-8000 <a href="mailto:mikes@cbssc.com">mikes@cbssc.com</a>  <b>AND</b>  <b>David Limon</b> CBS Studio Center Safety 4024 Radford Avenue Studio City, CA 91604 Phone: (818) 655-5256 Fax: (818) 655-5323 <a href="mailto:limond@cbssc.com">limond@cbssc.com</a>	<b>(818) 655-6078 (24 hours)</b> <b>Safety Dept.: (818) 655-5256</b>
CBS Television City	<b>Ted Johnson</b> Director, Occupational Safety, Health and Workers' Compensation CBS Television City 7800 Beverly Blvd. Room 95 Los Angeles, CA 90036 Phone: (323) 575-4170 Fax: (323) 852-1681 <a href="mailto:ted.johnson@tvc.cbs.com">ted.johnson@tvc.cbs.com</a>	<b>(818) 655-6078 (24 hours)</b>
DreamWorks	<b>Jim Economos</b> Production Safety 100 Universal Plaza, Bldg. 10 Universal City, CA 91608 Phone: (818) 733-6239 Fax: (818) 733-9523 <a href="mailto:jim_economos@dreamworksstudios.com">jim_economos@dreamworksstudios.com</a>	<b>(877) 204-4294 (24 hours)</b>



STUDIO	CONTACT PERSON	HOTLINE NUMBER
MGM	<b>Linda Jackson</b> Executive Director, Production Safety and Loss Control Metro-Goldwyn-Mayer Inc. 10250 Constellation Blvd. Los Angeles, CA 90067-6241 Phone: (310) 449-3292 Cell: (310) 755-1519 Fax: (310) 449-3053 ljackson@mgm.com	<b>Anonymous: (800) 631-5975</b>
NBC / Universal Alameda Facility	<b>Edgar Soto</b> Director, Environmental Health & Safety 100 Universal City Plaza Building 1320, 2 <sup>nd</sup> Floor West Universal City, CA 91608 Phone: (818) 777-1218 Fax: (818) 866-0303 edgar.soto@nbcuni.com	<b>Safety Dept.: (818) 840-4529 (8a-5p and after hours pager)</b>
NBC / Universal Universal Facility	<b>Edgar Soto</b> Director, Environmental Health & Safety 100 Universal City Plaza Building 5166-1 Universal City, CA 91608 Phone: (818) 777-1218 Fax: (818) 866-0303 edgar.soto@nbcuni.com	<b>(818) 777-2153 (voice mail)</b>
Feature & Television Production	<b>AND</b>  <b>Paul Jordan</b> Vice President Feature & Television Production Safety 100 Universal City Plaza Building 5166-2 Universal City, CA 91608 Phone: (818) 777-2282 Emergency: (818) 262-4176 Fax: (818) 866-3336 paul.jordan@nbcuni.com	

STUDIO	CONTACT PERSON	HOTLINE NUMBER
Paramount	<p><b>Craig Phillips</b>  Safety Supervisor  Paramount Pictures  5555 Melrose Avenue  Los Angeles, CA 90038-3197  Office: (323) 956-4423  Cell: (323) 826-9823  Fax: (323) 862-0101  craig.phillips@paramount.com</p> <p><b>AND</b></p> <p><b>Bob Lucchesi</b>  Executive Director Fire and Emergency  Services  Paramount Pictures  5555 Melrose Avenue  Security Building – B250  Los Angeles, CA 90038-3197  Office: (323) 956-4309  Cell: (323) 228-8095  Fax: (323) 862-0103  bob_lucchesi@paramount.com</p>	<p><b>(323) 956-8955 (7a-6p)</b>  <b>(323) 956-5155 (after hours)</b></p>
Sony	<p><b>Jon Corcoran</b>  Vice President  Sony Pictures Entertainment  10202 W. Washington Blvd.  Cohn Bldg. #2500  Culver City, CA 90232-3195  Phone: (310) 244-4510  Fax: (310) 244-2345  jon_corcoran@spe.sony.com</p>	<p><b>(310) 244-7266</b>  <b>(888) 883-SAFE (7233)</b></p>
Turner	<p><b>Jeff Egan</b>  Turner Broadcasting System, Inc.  1888 Century Park East, Ste. 1000  Los Angeles, CA 90067  Phone: (310) 788-4248  Emergency: (310) 994-4248  Fax: (310) 788-4267  jeff.egan@turner.com</p>	<p><b>(310) 788-4249 (8a-6p)</b>  <b>(310) 994-4248 (24 hours)</b></p>

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Walt Disney Studios	<b>Mark Elliott</b> Safety Director 500 S. Buena Vista St. Burbank, CA 91521-5657 Phone: (818) 560-7391 Fax: (818) 557-0356 <a href="mailto:mark.elliott@disney.com">mark.elliott@disney.com</a>	<b>Safety Dept.: (818) 560-1726</b> <b>Anonymous: (800) 832-3389</b> <b>(818) 560-1726</b> <b>(Monday-Friday 8a-5p /</b> <b>voice mail / pager)</b>
Warner Bros. Studio Facilities	<b>Lowell Moore</b> Vice President WBSF Safety Mgmt. & Environmental Affairs Building #44 4000 Warner Blvd. Burbank, CA 91522 Phone: (818) 954-2890 Cell: (818) 652-8341 Fax: (818) 954-2805 <a href="mailto:lowell.moore@warnerbros.com">lowell.moore@warnerbros.com</a>  <b>AND</b>	<b>(818) 954-2800</b> <b>(Monday-Friday 6a-6p and</b> <b>after hours cell)</b>
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