

# WBSF GENERAL SAFETY GUIDELINES

Warner Bros. Studio Facilities

**Department:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Additional safety information is available at [www.wbsafety.com](http://www.wbsafety.com).

**Failure to comply with these Safety Guidelines may result in discipline, up to and including termination.**

## Before you start your job:

1. Read these **General Safety Guidelines**.
2. Sign the attached **Acknowledgment Form** and give it to your supervisor.
3. Familiarize yourself with the nearest fire exits and fire extinguishers at your worksite.
4. Read all posted safety information on your stage or worksite.

**NOTE:** Employees can express safety concerns: 1.) By calling the **ANONYMOUS SAFETY HOTLINE (818) 954-2800**; or, 2.) By submitting an anonymous web form at [www.wbsafety.com](http://www.wbsafety.com). No employee shall be retaliated against for reporting hazards, potential hazards, or for making suggestions related to safety.

## **INJURY AND ILLNESS PREVENTION PROGRAM FOR WARNER BROS. STUDIO FACILITIES (WBSF)**

As required by the **California Labor Code**, and to assist you in meeting the requirements of federal, state, and local agencies, the **Injury and Illness Prevention Program (IIPP) for Warner Bros. Studio Facilities** has been developed. This **Safety Program (IIPP)** is designed to help you work safely and document your safety activities. The complete Safety Program is available to employees upon request.

## **STATEMENT OF WBSF SAFETY POLICY**

It is the policy of this Warner Bros. Studio Facilities that the **Injury and Illness Prevention Program** be administered as a comprehensive and continuous occupational **Safety Program** for all employees. Our goal is to prevent accidents, to reduce injuries, prevent occupational illnesses, and to ensure administration and compliance with all safety and health standards.

**Get safe; then work safe.**

The **WBSF IIPP** addresses the following essential elements:

### **Responsible Persons / Enforcement of Safe Work Practices**

The WBSF Department of Safety and Environmental Affairs (S&EA) is responsible to implement and oversee the overall program. Your Department Head, Supervisor, or foreman is responsible to communicate, oversee and enforce safe work practices.

### **Safety is a priority.**

**NOTE:** Whenever an unsafe or unhealthy condition, practice or procedure is observed, discovered, or reported, the Department Head or designee will take appropriate corrective measures in a timely

manner based upon the severity of the hazard. Affected employees will be informed of the hazard, and interim protective measures taken until the hazard is corrected.

## **SPECIAL NOTICE TO HEADS OF DEPARTMENT/SUPERVISORS**

The supervisor:

- Is the one person who can take immediate, direct action to make sure that his or her work area is safe for their employees.
- Is the only person who can control employees, machines, and working conditions on a daily, full-time basis.
- Works most directly with their subordinates and bears responsibility and accountability for their work practices.

Under Federal and State Safety Regulations, a supervisor is responsible for certain safety duties, including but not limited to:

- Provide, or arrange and ensure safety training for subordinates
- Provide resources, support and share experience.
- Enforce safety practices consistently
- Oversee worksite safety.
- Investigate workplace accidents
- Correct unsafe conditions
- Lead by working safely and ensure your subordinates follow your lead.

## **FIREARMS POLICY**

**The Company expressly prohibits weapons, including but not limited to firearms, in the workplace. The workplace includes all property owned, leased or controlled by the Company. Exceptions will be made for weapons approved for use for filming or with prior written approval by the Company.**

**These Safety Guidelines are not intended as legal interpretation of any federal, state, or local laws.**

**Failure to comply with these Safety Guidelines may result in discipline, up to and including termination.**

### **Safety Training**

WBSF requires all affiliated employees whose Local participates in the CSATF SAFETY PASS PROGRAM to be fully trained in all safety classes the CSATF Labor Management Safety Committee deems

mandatory.(The Training Class Schedule is found at [www.csatf.org](http://www.csatf.org). You may enroll for classes by calling (818-847-0040.)

### Safety Training

WBSF requires all non-affiliated employees, or vendors, to be fully trained in safety classes deemed mandatory for the work they are performing. The class schedule may be found at [www.wbsafety.com](http://www.wbsafety.com). Your supervisor may arrange special training that has been reviewed and approved by S&EA.:

General Safety (these Guidelines)

Environmental Guidelines

Aerial Lift

Forklift

General Fall Protection

Hand and Power Tools

Fire Extinguisher Safety

Scaffold Erection and Use

Bloodborne Pathogens

Respiratory Protection

Welding and Cutting

Noise Exposure

Confined Space

Excavation and Trenching

Lock Out /Tag Out

Compressed Gas

Hazard Communications / GHS

Electrical Safety

**Hazard Assessment / Control of Unsafe Conditions** Whenever an unsafe or unhealthful condition, practice or procedure is suspected, observed, discovered, or reported, your Supervisor or Department Head will take appropriate corrective measures in a timely manner based upon the severity of the hazard.

### Communication

Affected employees will be informed of known hazards, and interim protective measures will be taken until the hazard is corrected. It is a condition of employment that each employee, for themselves and their fellow workers, must take the responsibility to work safely and report any suspected or observed unsafe conditions or practices to his or her supervisor.

### Inspections

While most of these guidelines are driven by common sense, others are mandated by government regulations. Regular inspections of the worksite, safe practices, and equipment will be conducted and documented by supervisors.

### Injury or Illness Investigation

If an injury or illness occurs due to failure to follow these guidelines or unforeseen circumstances cause an accident an investigation will be conducted, documented, and precautions communicated to ensure the unsafe condition or work practice is addressed. If necessary to prevent additional injury WBSF Management or Governmental agencies may delay and/or shut down projects, departments, or productions.

### Recordkeeping

The Department Head will keep all written documentation required by this Safety Program or as directed by the Safety Dept. These records include *New Employee Department Orientations*, *Acknowledgement of Receipt of General Safety Guidelines*, *Worksite Safety Meetings*, *Employee Training*, *Inspections of Equipment or Worksites*, *Disciplinary Action*, *Recognition of Consistent Safe Work*

*Practices, Accident Investigations, Tool Box Talks and Notification /Action To Address Potential Hazards.*

## CODES OF SAFE PRACTICES FOR WBSF

*These Codes of Safe Practices have been prepared to inform employees of safety issues associated with their positions, and to recommend ways of preventing injuries while on the job. However, Production Management cannot monitor every employee, in every situation, every minute of the day to see that safe practices are being followed. It is a condition of employment that each employee be committed to safe work practices daily. Each employee, for themselves and fellow workers, must take the responsibility to work safely and should report to his or her supervisor any unsafe conditions or practices observed. While most of these guidelines are driven by common sense, others are mandated by government regulations. Failure to follow these guidelines could result not only in serious injury, but will cost valuable time and expense due to delays and/or shut downs enforced by Governmental agencies or Production Management personnel.*

### ☐ GENERAL

1. Know the *Emergency Action Plan* and how to react in emergency situations. Familiarize yourself with emergency procedures for each location. Speak to your supervisor if emergency procedures are unknown.
2. Report all injuries, no matter how minor, immediately so proper medical treatment is arranged. Tell the appropriate supervisor about the injury.
3. Attend or read all pertinent toolbox talks assigned by your supervisor and additional safety meetings whenever any potentially hazardous or unusual activity is scheduled.
4. Your supervisor will specify appropriate work shoes and clothing. Loose or frayed clothing, gloves, long hair, rings, etc., can become entangled in certain machines and shall not be worn.
5. Your supervisor will furnish safety equipment. You must wear it. Use goggles or safety glasses when cutting, grinding or chipping. If working at height wear the correct harness; use only suitable anchorages when working outside of guardrails. Wear hard-hats when exposed to potential falling objects. If you lack safety equipment, inform your supervisor, or, call the Anonymous Safety Hotline at (818) 954-2800.
6. All safety guards and other protective devices should be properly adjusted and remain in place. Missing or faulty safety equipment should be visibly marked, then reported promptly to the employee's supervisor.
7. Always use push sticks to guide short or narrow pieces of stock through saws. Using the correct push stick allows saw operators to keep their hands at a safe distance from the saw blade and prevent kickback.
8. **Aerial Lifts:** Only authorized and trained personnel may use aerial lifts, scissor lifts, etc. Harnesses with lanyards are to be worn at all times, including in scissor lifts, where they are to be adjusted to provide Fall Restraint.
9. Do not overload, tower, or use in place of a crane, over rig, or operate lifts under unfavorable wind conditions, etc.
10. Use aerial lifts, scissor lifts and forklifts as the manufacturers intended. Unique and novel use of this equipment requires review by accredited Engineer (P.E.)
11. If the forklift, scissor lift, or reach lift is a model you are not familiar with you must review the Manufacturers Operating Manual.
12. When working with overhead loads, ensure the area below is clear of personnel.

13. The use of reach-lifts (Gradall's) on studio premises is prohibited without Dept. of Transportation's approval.
14. Ladders, scaffolds, working platforms and walkways should be properly maintained and stable. Access areas to walkways are to be kept clear of material and debris.
15. Adequate fall protection devices (e.g. guardrails, floor opening covers or hatches, personal fall arrest systems, barricades, warning lights) shall be used at all elevated surfaces, excavations, trenches, pits and floor openings that expose workers to a potential fall of greater than 4 feet.
16. Notify your supervisor if you are taking any medication that may interfere with your ability to work. Working under the influence of illegal drugs or alcohol is prohibited.
17. Observe designated smoking areas. Smoking is not allowed in buildings or on stages. Ensure all smoking materials are extinguished.
18. It is your responsibility to report unsafe conditions, employees engaged in unsafe activities, and all accidents to your supervisor or to the Anonymous Safety Hotline (on lot 4-2800; off lot (818) 954-2800).
19. See that all visitors and new hires remain a safe distance from potentially hazardous construction, machinery, and filming activities.
20. Do not engage in pranks, horseplay, scuffling or other unsafe acts.
21. Never enter confined spaces (manholes, underground vaults, chambers, silos, utility tunnels, etc.) until WBSF Safety has been called to check oxygen and gas levels and has confirmed them as being healthful.
22. **Tools and Equipment:** Before use, see to it that all equipment is in proper working order and that all protective guards are in place and are used. Do not attempt to alter, modify, displace or remove any existing safety equipment. Saw guards, safety switches, and other safety mechanisms are installed for your protection.
23. Do not use tools or equipment unless you are trained and competent to use them as intended. See your supervisor if you have any questions or feel that you need additional training. *Do not use, alter, or modify another employee's equipment without informing them prior to doing so.*
24. **Chemical Handling:** Store all flammable liquids in approved safety cans or cabinets. Do not allow paint, chemicals or combustible materials to accumulate on stage floors, under platforms, outdoors, or in other work areas. Ensure liquid products do not leak. Read product labels and follow proper handling and storage procedures. Safeguard flammable materials from sources of ignition.
25. Properly dispose of all unused products, paint, hazardous waste, and containers. Do not dispose of these materials down any sink, storm drain, septic system, or along with the trash.
26. A qualified person should apply approved fire retardant on appropriate set pieces and decorative materials.
27. **Fire Safety:** In buildings, keep all exterior doors unlocked and ensure they open easily from the inside. Make sure all aisles, traffic lanes, electrical panels, fire exits and all fire equipment are kept clear and accessible at all times. Maintain a cleared, four foot wide walkway around the stage perimeter to ensure easy access to all fire exits.
28. **Ladders:** Place ladders on slip-free surfaces, even if they have slip-resistant feet. Secure the ladder if a slip-free surface is not available. Never place ladders in front of doors or walkways. *(See "General Ladder Safety".)*
29. **Soundstage Fall Protection:** All personnel working in the permanent grid and truss system (perms) outside the catwalks and handrails will use Cal/OSHA (ANSI) compliant fall protection

equipment. Prior to use each day, the wearer should visually inspect all fall protection equipment. *(See "Working at Heights – Fall Protection Guidelines.")*

30. **Electrical Safety:** Keep all electrical cords away from pinch points. In any wet, damp or moist environment, *Ground Fault Circuit Interrupters* (GFCI's) should be used. See to it that all electrical panels are unobstructed and are clear for 36" in front. Inspect all cable connections
31. **Lock Out/Tag Out:** Always turn off a power tool before. Disconnect it to avoid exposure to energized parts. Never service or repair machinery which may unexpectedly be re-energized *(See "Lock Out/Tag Out".)*
32. **Lifting Precautions:** When lifting, stand close to the object with your feet comfortably apart, squat down, and bending at the hips and knees begin your lift. As you lift the object keep the load close to your body as you stand. Arch your back inward and pull your shoulders back. When setting a load down, bend at the hips and knees. Remember: Keep your body in line with your feet. Never twist your body at the hip when carrying a load.
33. **Liftgates:** Always operate liftgates according to manufacturers' guidelines. Chock or lock wheels of all carts or materials being lifted by liftgate. Keep employees clear when raising or lowering liftgate.

## EMERGENCY INFORMATION

### EMERGENCY ACTION PLAN:

**Attend your Emergency Action Plan meeting.** Know your exits; know where you will assemble outside of the building; and know your fellow employees.

#### When an emergency warning is made:

- a. *WARN OTHERS!*
- b. *Move to the nearest exit quickly.*
- c. *Use the stairwells. DO NOT USE THE ELEVATOR.*
- d. *Evacuate to a pre-assigned outdoor assembly area.*
- e. *After reaching the assembly area: Stay with your evacuation group; wait for instructions from emergency personnel. DO NOT REENTER THE BUILDING!*

### IN THE EVENT OF A FIRE

1. KEEP CALM.
2. EVACUATE all occupants from the room in which the fire has occurred.
3. CLOSE THE DOORS AND WINDOWS and leave the room.
4. PULL THE FIRE ALARM or CALL FIRE DEPARTMENT. Tell them your exact location and the fires location.
5. IF TRAINED TO USE A FIRE EXTINGUISHER AND YOU CAN DO SO SAFELY, YOU MAY TRY TO EXTINGUISH A FIRE.
6. EVACUATE OCCUPANTS FROM THE ADJOINING AREA.

### FIRE EXTINGUISHERS

1. Use a fire extinguisher only if you have been trained to do so and can do so safely. If there is any danger at all from fire, smoke, fumes or extreme heat, LEAVE THE AREA IMMEDIATELY.
2. Determine what type of fire you have and check the label on the extinguisher to make sure it is intended for your type of fire. Letters on the label indicate the type of fire it will fight:
  - a) **A** = wood, cardboard, paper, cloth
  - b) **B** = flammable liquids and gases
  - c) **C** = electrical equipment
  - d) **D** = metals

**(Never use water on an electrical fire – water can cause you to receive a fatal shock.)**

3. Use the **PASS** system to put out the fire:
  - a) Pull the pin or ring.
  - b) Aim the extinguisher nozzle at the base of the fire.
  - c) Squeeze or press the handle.
  - d) Sweep from side to side slowly at the base of the fire until it goes out.
4. If the fire gets bigger, GET EVERYONE OUT! Close the door behind you to slow the spread of the fire.

#### FIRE PREVENTION

1. Check to see that all fire exits, doorways, stairways, aisles and corridors are not obstructed or blocked at anytime.
2. Make sure you know the location of all fire exits.
3. Lessen the chance of a fire. Clean up any accumulation of combustible debris.
4. Regularly check all electrical cords and plugs for fraying or cracked wire insulation and fitness for use. OSHA prohibits the use of ungrounded extension cords longer than 12 feet in office buildings. Do use multiple extension cords.
5. Store all flammable liquids, such as cleaning products, solvents, etc., according to the instructions on the label.
6. Report fluorescent lights that give off a loud humming sound, as this may indicate a fire hazard.
7. Turn off all coffeemakers and other personal electrical appliances when they are not in use. Check the plugs, cords and wiring on a regular basis to determine if they are in good condition.

#### **SMOKING IS PROHIBITED IN ALL BUILDINGS!**

"Smoking" is defined to include any tobacco product including but not limited to, the carrying or holding of a lighted pipe, cigar or cigarette of any kind, or any other smoking equipment that requires ignition or results in an emission of smoke upon exhaling. Smoking is only legal outdoors and well away from any building entrance or exit. Ensure all smoking materials are completely extinguished.

#### IN THE EVENT OF AN EARTHQUAKE

##### If indoors:

1. Stay away from glass and windows. Face away from it.
2. Stay away from outside doors and walls and anything that could fall, such as lighting fixtures, cabinets, bookshelves.
3. Stay inside until shaking stops and it is safe to go outside.
4. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on. Keep a small flashlight at your work station.
5. DO NOT use the elevators until building management indicates that it is safe to do so.
6. If you are ordered by competent authority to evacuate a building, do so immediately.

##### If inside a soundstage:

1. Stay inside. Move toward the outer perimeters of the sound stage (4-foot perimeter), preferably near load bearing column, under heavy decking, or against the wall.
2. If sitting in the bleachers, drop between the seats, cover your head and neck with your arms and hands until the shaking stops.
3. Stay away from the Elephant doors
4. Immediately make yourself aware of any overhead dangers before fixing your position.
5. Attempt to find shelter, or create a void, under a sturdy object or piece of furniture.

##### If outdoors:

1. Stay there.

2. Move away from buildings, streetlights, and utility wires.
3. Once in the open, stay there until the shaking stops and the building you desire to enter is declared safe by a competent authority.

##### If in a moving vehicle:

1. Stop as quickly as safety permits (out of traffic lanes) and stay in the vehicle.
2. Avoid stopping near or under buildings, trees, overpasses, telephone poles and utility wires.

### OSHA PROGRAMS REQUIRED FOR EMPLOYEES

#### HAZARD COMMUNICATION

*This Code of Safe Practices will help WB employees work safely with chemical containing products that they may use in the course of their work. WB's Hazard Communication Program is managed by WBSF Dept. of Safety & Environmental Affairs. This program outlines procedures that Department Heads, Supervisors, employees and WBSF's Safety Dept. will take to make employees aware of the potential chemical hazards that they may encounter and how to protect themselves.*

1. IATSE employees are to receive training from the CSATF SAFETY PASS PROGRAM "Class I" if required by their local. WBSF can train non-affiliated employees who do not fall under the CSATF program by alternate means.
2. Training classes are scheduled at the CSATF SAFETY PASS PROGRAM TRAINING CENTER (818) 847-0040 or the WBSF Safety Dept. by calling (818) 954-2890.
3. Observe and comply with all Warning Signs that you encounter (i.e. DANGER - NO SMOKING, etc.).
4. Read, understand and obey Warning Labels that are attached or printed on containers of chemical containing products.
5. Ensure all containers being used to store chemical containing products - including those filled from the original container - are labeled with the same safety warnings found on the manufacturer's label.
6. Alert your supervisor when you discover an unlabeled container. Do not use the contents of the container.
7. Safety Data Sheets (SDS's) contain more in-depth information than provided for on the product label. These are available for review by all employees at WBSF Safety, or, you can also request a copy of an SDS for any product used at Warner Bros. by calling the **3E Company at (800) 451-8346**, an SDS management company.
8. Always wear the appropriate eye, skin; body and respiratory personal protective equipment (PPE) required to protect you from potential workplace hazards. If unsure of the type of PPE to use, ask your supervisor, WBSF Safety or follow the directions on the container or SDS.
9. Store chemicals in approved areas (i.e. flammable materials in flammable cabinets, acids in acid cabinets, etc.). Incompatible materials like flammable and oxidizing materials or acids and certain combustible materials can react violently if allowed to mix. Always store these incompatible materials separately. SDS's or the original container should be consulted for specific incompatibility information.
10. Notify your supervisor before mixing together any two different chemical containing products for the first time. Conduct all mixing operations following the directions found on the product's warning label, the manufacturer's mixing instructions, or on the SDS.
11. Call the WB Emergency Line (Ext. 4-3333) whenever there is a large spill involving potentially hazardous or unknown chemical products. (If off the lot call 911.)

12. In the event of a spill, attempt to contain the spread of the hazardous material only if it is safe to do so.
13. Regularly inspect hazardous material containers for leaks or signs of deterioration. Notify your supervisor of containers in poor condition or those exceeding shelf life.
14. Check the ventilation requirements for a chemical product before using it. Call Safety to double check areas with imperceptible or little air circulation.

#### **LOCK OUT/TAG OUT (“LOTO”)**

1. Employees are to receive training from the CSATF SAFETY PASS PROGRAM “Class M” if required by their Local. WBSF Safety, Department Heads, or their designee can train those who do not fall under this program.
2. Training classes are scheduled at the CSATF SAFETY PASS PROGRAM (818) 847-0040 or WBSF Safety by calling (818) 954-2890.
3. Lock Out/Tag Out (LOTO) is a series of steps to prevent equipment from being inadvertently set in motion and endangering workers.
4. Lock Out/Tag Out precautions are necessary whenever you are performing service or maintenance on or around any machine where you could be injured by the machines unexpected startup, movement, or release of energy.
5. Common situations for use of Lock Out/Tag Out are: (a) when you are to remove or bypass a guard or other safety device not installed by a fellow employee, (b) when you are to place any part of your body where it could be entangled in moving machinery, (c) when using, repairing, or exposing electrical circuits.
6. Whether the power switch is on or off, and/or the power disconnected or not - be aware that residual energy in equipment may unexpectedly be released.
7. Stored energy poses special problems. Employees should know or determine the nature of the power source, i.e. hydraulic pressure, electric charge, gravity, etc. All residual energy should be dissipated or neutralized prior to work being performed. Ask your supervisor if you do not know how to do this procedure.
8. Always follow the manufacturer’s checklist regarding application or removal of Lock Out/Tag Out devices.
9. Energy controls are applied according to a six-step procedure:
  - 1) Preparation for shutdown
  - 2) Equipment shutdown
  - 3) Equipment isolation
  - 4) Application of Lock Out/Tag Out devices
  - 5) Control or prevent release of any stored energy
  - 6) Equipment isolation verification by ensuring above
10. Prior to removing Lock Out/Tag Out devices, make sure that the equipment is safe to operate by removing all tools and verifying that the system is fully assembled.
11. Lock Out/Tag Out devices may only be removed by the person who put them on, except in an emergency.
12. When the worker who applied a lock is not present to remove the lock, it can be removed only under the direction of the supervisor.
13. Follow the manufacturer’s checklist to re-energize the system.
14. If an outside contractor or non-WB worker is performing service or maintenance, they are to coordinate their activities with the Electrical Department or other appropriate WB Department or knowledgeable employee.
15. If servicing lasts more than one shift, Lock Out/Tag Out protection should not be interrupted. One shift should inform the next.

16. Never remove a lock until you are absolutely sure that it is completely safe to do so.

#### **TRENCHING AND SHORING**

1. Employees are to receive training from the CSATF SAFETY PASS PROGRAM “Class L2” if required by their Local. WBSF Safety, Department Heads, or their designee can arrange training those who do not fall under this program.
2. Training classes are scheduled at the CSATF SAFETY PASS PROGRAM (818) 847-0040 or WBSF Safety by calling (818) 954-2890
3. Contact WBSF Safety if you are planning any trenching job deeper than 4 feet - or less if trenching in unstable soil.
4. A *Trenching and Shoring Trained Competent Person* must retain oversight of any shoring operation.
5. Before digging, you, or a utilities location service must check and mark the site when potential hazards exist.
6. Adequate barriers (i.e. guardrails, covers, fencing, barricades) shall be provided at all excavations, trenches, pits and holes to warn and prevent people from falling into them. At night lights and barriers shall be set up.
7. Trenches must employ shoring or a benching system in trenches and excavations deeper than 5 feet.
8. Before excavating, locations of existing underground utilities are to be determined and marked by Underground Services Alert at (800) 422-4133. They require 48-hour notice, unless it is an emergency.
9. Trenches may be confined spaces (single entrance, restrictive spaces, and poorly ventilated). Before entering a confined space, the air in the space is to be tested for dangerous gases and proper oxygen levels.
10. No part of an excavation’s shoring system shall be removed until employees are out of the trench. Ladders shall be placed every 10 feet for employees to climb up and out.
11. Precautions shall be implemented to avoid hazards to workers from, gas lines, water lines, or other site specific hazards. In some situations a harness and winch may be necessary to quickly extricate someone from the trench.
12. Spoil piles are to be 2’ back from edge of all excavations. Heavy equipment, such as backhoes shall not be used near the portions of the trench occupied by workers.

#### **LIFTING**

1. Before lifting, check the load for slivers, jagged edges, rough or slippery surfaces, or protruding nails.
2. Wear appropriate protective clothing (gloves, non-slip shoes, etc.).
3. Ask for help when a load cannot be handled safely by one person because of excessive weight, bulkiness or awkward shape of the load.
4. Check your route of travel for any slip, trip or fall hazards before you lift.
5. When lifting as a group, one person should communicate commands to the others. Indicate any changes in elevation, cornering or rotating. Always give adequate warnings before setting down your portion of the load.
6. **Recommended Lifting Procedures:**
  - a) Stand close to the load with your feet spread shoulder width apart.
  - b) Squat down, bending at the hips and knees, while keeping your back straight.
  - c) Grip the load firmly, tighten your abdomen, and using your leg muscles, stand up to lift the object.
  - d) Lift (stand-up) in one continuous motion while keeping your back straight.

- e) Breathe normally and keep the load close to your body. The closer the load is to your body, the less pressure the weight will exert on your back.
- f) Change directions by moving your feet. Never twist your body.
- g) When you set the load down, bend only at the hips and knees while keeping your lower back straight.
- h) If retrieving a load from above your shoulder level, do not reach over your head. If the load is light use a ladder. If heavy, or bulky - get help.

#### **HEAT ILLNESS (Cal-OSHA)**

*When you are unable to cool off by sweating, several heat-induced illnesses such as; heat stress, heat exhaustion, or the most serious and often fatal- heat stroke.*

#### **Factors Leading to Heat Stress**

1. High temperature and humidity.
2. Direct sun or heat.
3. Limited air movement.
4. Physical exertion.
5. Poor physical condition.
6. Some medications.
7. Inadequate acclimatization to work in hot area.

#### **Symptoms of Heat Exhaustion**

1. Headaches, dizziness, lightheadedness, fainting, weakness and moist skin.
2. Mood changes such as irritability or confusion.
3. Feeling faint, nausea, or vomiting.

#### **Symptoms of Heat Stroke**

1. Dry, hot skin with no sweating.
2. Mental confusion or losing consciousness.
3. Seizures or convulsions.

#### **Preventing Heat Stress**

1. Know the signs/symptoms of Heat Stress – monitor yourself - and watch for symptoms in coworkers.
2. Wear lightweight, light-colored, loose-fitting clothes and broad-brimmed hats.
3. Block direct sun with EZ-Ups. Cool off indoors, in Vehicles with AC, or where shade is present. (Sun shelters should be within a 5-minute walk, call, or ride of your worksite).
4. Take frequent 5-minute breaks in the shade, especially if you are not acclimated to heat.
5. Use cooling fans/air conditioning where possible.
6. Rest regularly. Watch out for employees new to the job.
7. Drink plenty of water – *about 1 cup every 15 minutes.*
8. Avoid alcohol, caffeinated drinks and heavy meals.
9. The night before work -drink water. Drink water in the morning - before you arrive at the worksite.

#### **Heat-Related Illness / If An Employee Becomes Sick**

1. Call 4-3333 (on-Lot) or 911 (off-Lot) immediately.
2. Give the specific address and directions to your location. Meet and guide ambulance to patient.
3. While waiting for help to arrive:
  - a. Move the worker to a cool, shady area.
  - b. Loosen or remove heavy clothing.
  - c. Provide cool drinking water.
  - d. Fan and mist the person with water.

*For more information call Safety 818-954-2890 or First Aid 818.954.1201.*

#### **SCAFFOLD USER AWARENESS**

1. Employees are to receive training from the CSATF SAFETY PASS PROGRAM “Class G” if required by their local. Training classes are scheduled at the CSATF SAFETY PASS PROGRAM (818) 847-0040.
2. WBSF Safety can arrange alternate training for those who do not fall under Safety Pass. Call (818) 954-2890.
3. Do not use scaffolds that do not have proper guardrails, mid rails and toe boards (as appropriate).
4. Do not overload scaffolds. Follow the contractor, scaffold erector/inspector, manufacturer’s or construction coordinator’s safe working load recommendations.
5. Do not climb cross braces. Use only approved access ladders or steps. Use both hands while climbing. When climbing, always maintain three points of contact.
6. Do not stand on guardrails, ladders or makeshift devices to reach work that is too high above the top of the scaffold.
7. Never erect or use scaffolds where contact can be made with live electrical circuits or power lines. Always maintain safe clearance from any electrical source.
8. Never apply shock loads to the scaffold platform. (Do not jump down onto the platform.)

#### **BLOODBORNE PRECAUTIONS**

1. Employees are to receive training from the CSATF SAFETY PASS PROGRAM “Class H” if required by their local. Training classes are scheduled at the CSATF SAFETY PASS PROGRAM (818) 847-0040.
2. WBSF Safety can arrange alternate training for those who do not fall under Safety Pass. Call (818) 954-2890.
3. All employees, whose jobs may expose them to blood (administering first aid), cleaning blood spills, or operations involving body fluids, are to receive CSATF Bloodborne *Pathogen Training.*
4. Other employees whose jobs may expose them to blood should always use Universal Precautions.

#### **Universal Precautions:**

*Treat all human blood and certain human body fluids as if they were infectious.*

1. Following contact with blood or potentially infectious materials- employee shall wash their hands and other exposed skin with soap and water, or if mucous membranes exposed flush with water as soon as possible.
2. Employees who may have contacted blood should call First Aid or the Anonymous Safety Hotline immediately.

*All fluids are to be wiped up with disinfectants (such as 25% -100% bleach) by a BBP trained person in PPE.*

#### **FALL PROTECTION: DEFINITIONS & GUIDELINES**

*NOTE: If an employee falls while wearing fall protection equipment time is of the essence. ON LOT: Immediately phone 4-3333. OFF LOT Immediately phone 911.*

#### **(1) Passive Fall Prevention**

- The best way to avoid a fall is not to work from a height. **Bring the work down to ground level** whenever possible.
- If you can’t bring the work to ground level, work from access equipment such as **scaffolding, a platform, an aerial lift, or a ladder.**
- If the work environment does not allow you to use access equipment, secure the elevated work area with a passive fall prevention barrier system, such as interlocking, anchored,

guardrails or roof parapet clamps used with 42" high guardrails.

## (2) Fall Restraint

If the work environment does not allow for the use of a passive fall prevention system, use an approved fall restraint system. Fall restraint systems, such as a harness with a rope grab system, can be adjusted to stop the employee from reaching the edge of the roof.

## (3) Fall Arrest

A fall arrest system, such as a **rope grab kit with a harness and lanyard anchored to an approved or acceptable anchorage point** that arrests and limits the fall of an employee. Plan a method of rescue prior to use.

## (4) Controlled Access Zone

- When on elevated surfaces such as rooftops, platforms, or around pits and tanks one option is a Controlled Access Zone (CAZ). A CAZ system protects employees not wearing fall protection equipment by warning them when they are within six feet of the fall hazard.
- The CAZ system uses stanchions and control lines with high visibility flags every six feet. The line must be rated for two hundred pounds and be placed at least six feet and no more than 25 feet from the edge.
- A safety monitor must be assigned to watch and warn employees who are not wearing fall protection gear who leave the safe zone and enter the CAZ six foot zone.

### **FALL PROTECTION: TRIGGER HEIGHTS**

- Fall protection is required when employees are working:
  - On a platform, roof, or elevated work site that is elevated 4 feet above the surface below, and;
  - The employee is within six feet of its edge which lacks a 42" guardrail or parapet wall.
- For general production crews and set/scenery construction crews, the trigger height for mandatory fall protection is 4 feet. Guardrails (42"), with midrails at 21", or harnesses with appropriate anchorage points are required.
- For construction work on a permanent structure, the trigger height for mandatory fall protection is 7 ½'. Guardrails (42") midrails at 21", or harnesses with anchorage points are required.
- The trigger heights do not apply to work performed from portable ladders. If ladders are used properly, additional fall protection measures are generally not necessary.

### **FALL PROTECTION: GENERAL LADDER SAFETY**

*Warner Bros. employees must follow proper safety practices when using ladders. If ladders are maintained and used correctly, additional fall protection measures are generally not necessary.*

- Inspect all ladders prior to use. Read all manufacturer safety warnings on the ladder and comply with them.
- Check for loose steps or rungs, cracked or split steps or side rails, loose or bent hinges, missing ladder feet, etc. (All defective ladders shall be marked "defective" and brought to the attention of the supervisor and removed from service.)
- Make sure the ladder is free of oil, grease, or other slippery hazards.
- Use ladders on stable and level surfaces only.
- Ladders shall not be placed in doorways unless protected by barricades or guards.
- If using a step ladder, make sure it is securely spread open. Never use a folding step ladder in an unfolded position.

- Make sure the ladder is stable at both the top and at the foot. If further stability is necessary have someone stand at the base of the ladder and manually prevent it from slipping.
- When using an extension ladder, the base to height ratio should be approximately 1 to 4.
- Ladders used to reach an elevated walking surface or roof must extend at least 3 feet above the landing surface.
- Always face the ladder when ascending or descending.
- Use fiberglass or wood ladders when doing electrical work.
- You must maintain three points of contact at all times while climbing. Carry tools in a tool belt, pouch or holster, not in your hands. Keep your hands on the ladder.
- Do not stand on the top two steps of a step ladder.
- Do not try to reach so far above you or to either side that you lose your balance; instead, move the ladder.
- Once on the working surface use a hand line to pull up equipment or supplies. All material should be securely attached to the line and you should be in a stable position complying with fall protection regulations.
- No one should be permitted to stand, walk or work under a ladder or the hand line while it is in use.
- When using rolling "A" frame trestle ladders, never extend them above twenty feet or manufacturer's recommendation.
- Always lock or chock the wheels of trestle ladders to prevent any rolling or instability. Double check before climbing.

### **FALL PROTECTION: FIXED LADDERS**

*When climbing a fixed ladder over 20 feet in length without rest balconies, or a ladder that is not equipped with a ladder cage, **you must use a pre-installed ladder safety device.** This equipment includes: a full-body harness and a sliding sleeve attached to either a fixed-rail or cable system. Ladder safety devices are available at WB Safety at (818) 954-2890.*

- Inspect all fall protection equipment prior to use.
- Connect the sleeve to the "D" ring located on the front (chest) of your harness.
- Connect the sleeve onto the fixed-rail or cable **with the arrow pointed toward the top of the ladder.**
- Once attached, climb up the ladder normally. The detachable cable sleeve will follow you as you climb.
- When you reach the top of the ladder, carefully disconnect from the ladder safety device to exit the ladder.
- To descend the ladder, reattach your "D" ring to the sleeve and climb down smoothly in a normal manner. Allow the sleeve to "lead" you down. Climbing down out of alignment will cause the sleeve to lock onto the fixed-rail or cable.
- If the sleeve locks, move upward slightly to release the locked sleeve.
- You must be attached to the ladder safety system whenever you are on the ladder.
- Do not use unprotected fixed ladders over 20 feet in length, or ladders that are poorly maintained. Contact WB Safety.

### **FALL PROTECTION: SOUNDSTAGE PERMANENTS**

*When working outside the catwalks, in the unprotected area of the permanents known as the "ozone," **you must use fall arrest equipment.** This equipment includes: a full body harness and a self-retracting lanyard (SRL). Fall arrest equipment is available at the Grip Dept. at (818) 954-1469 or at WB Safety at (818) 954-2890.*

- Inspect all fall protection equipment prior to use.
- Locate an anchorage point for the self-retracting lanyard (SRL). Single-user anchorage points are located on the soundstage trusses at the corners of the ozone and have been identified with a yellow tag.\* They are constructed of wire rope with eyes



protected by thimbles. (\*Stages 23, 29 & 31 use a different system. Contact WB Safety if you'll be working on these stages.)

- Select an anchorage point as close as possible to where you are working to avoid or limit a possible swing fall.
- Connect the SRL to the anchorage point with a self-locking carabiner.
- Attach the double-locking snap hook from the SRL to the "D" ring located on the back of your harness.
- Avoid quick or sudden movements in any direction to prevent loss of balance from line tension or locking. The SRL maintains normal line tension when the line is being steadily fed out or retracted. Do not allow the SRL to go slack.
- Before climbing over the hand rail, hook up, and practice using your attached SRL on the catwalk. This will familiarize you with the tension and locking actions of the system and make you aware of the forces applied to your body by the system during movement.
- If you need to move farther than the SRL will allow, return to the catwalk and find another anchorage point. Never try to increase the length of an SRL by attaching it to another SRL. Ozone's have an anchorage point at each corner.
- Never detach from the SRL until you are safely back over the top-rail and standing on the catwalk.
- **WARNING:** Do not allow the retractable lifeline to wrap around or under your arm. Do not turn and/or reach over the lifeline.

#### **FALL PROTECTION: HORIZONTAL CABLE SYSTEM OVER PERMANENTS ON STAGES 23, 29 & 31**

An employee working outside the catwalks, in the unprotected area of the permanents known as the "ozone," **must use fall arrest equipment.** This equipment includes: a full body harness, a shock absorbing lanyard or a self-retracting lanyard (SRL), and a carabiner.

**NOTE:** Stages 23, 29 & 31 have fixed horizontal wire rope cable fall arrest systems installed. Fall arrest equipment is available at the Grip Dept. at (818) 954-1469 or at WB Safety at (818) 954-2890 or by calling the Anonymous Safety Hotline at (818-954-2800).

- Inspect all fall protection equipment prior to use. Inspect the horizontal wire rope cable for any kinks or damage. If kinked or damaged do not use and report it.
- Select a horizontal line as close as possible to where you are working to avoid or limit a swing fall. These engineered lines are designed for two users per line.
- Connect the lanyard to the fixed horizontal anchorage line with a double-locking snap hook or self-locking carabiner.
- You may connect to the horizontal anchorage line by:
  - Connecting the SRL to the horizontal line directly with a self-locking carabiner.
  - When you need to transition to the adjacent horizontal line return to the catwalk and repeat (1).
- If working on Stage 23 or 29, you may attach an optional transfastener (cable sleeve) directly to the cable, and then attach your SRL to the transfastener with a self-locking carabiner.
- Attach the double-locking snap hook from the SRL to the "D" ring located on the back of your harness.
- When using an SRL, avoid quick or sudden movements in any direction to prevent loss of balance from line tension or locking. The SRL maintains normal line tension when line is being steadily extracted and retracted. Do not allow the SRL to go slack.
- Practice using the device on the catwalk before climbing over the handrail. This will familiarize you with the tension and

locking actions of the SRL and make you aware of the forces applied to your body by the line during movement.

- If you need to move farther than the lanyard will allow, return to the catwalk and find a closer horizontal line. Do not try to lengthen one lanyard by attaching it to another.
- Never detach from the SRL until you are safely back over the top-rail and standing on the catwalk.

#### **FALL PROTECTION: BELOW THE PERMANENTS – SINGLE ROPE GRAB SYSTEMS**

When working at heights below the permanents that cannot be reached by using a ladder, aerial lift, or scaffolding, **you must use fall arrest equipment.** (Examples of this work include, hanging greenbeds or walking on the top of set walls). The equipment needed includes: a full body harness with a self-retracting lanyard (SRL), a vertical rope lifeline or lines, with rope grab, a carabiner and a tag line. Equipment is available in the Grip Dept. at (818) 954-1469 or in WB Safety at (818) 954-289 or by calling the Anonymous Safety Hotline at (818-954-2800).

- Inspect all fall protection equipment prior to use.
- Locate an anchorage point for the vertical lifeline. Single-user anchorage points are eyebolts, some with cable extensions, located on the soundstage trusses and identified with a yellow tag.\*  
(\*Stages 23, 29 & 31 use a different system. Contact WB Safety if you'll be working on these stages.)
  - Select an anchorage point above you and as close as possible to where you are going to be working to avoid or limit a swing fall.
  - Connect the vertical lifeline to the anchorage point with the double-locking snap hook.
  - Open the rope grab and enclose the vertical lifeline with the rope grab (arrow pointed up) then tightly screw the rope grab to the vertical lifeline. **Make sure that the arrow on the rope grab is pointing up toward the anchorage point.**
  - Attach the self-retracting lanyard (SRL) to the rope grab with a self-locking carabiner.
  - Connect the tag line to the double-locking snap hook on the other end of the SRL.
  - Position the rope grab, SRL and tag line on the lifeline so that the final height of the SRL is 6 feet above your intended work height.
  - Protect the lifeline against rough edges by using a rope protector or by padding sharp corners.
  - From the ground or greenbed, pull the tag line down and attach the double-locking snap hook from the SRL to the "D" ring located on the back of your harness.
  - Never remove your lifeline until you are back on the ground or greenbed.
  - If you need to move a longer distance horizontally across the set, you can rig two or more vertical lifeline systems. This will reduce the swing fall potential. (See "Multiple Rope Grab Systems" below.)

#### **FALL PROTECTION: BELOW THE PERMANENTS – MULTIPLE ROPE GRAB SYSTEMS**

When working at heights below the permanents that cannot be reached by using a ladder, aerial lift, or scaffolding, **you must use fall arrest equipment.** (Examples of this work include, hanging greenbeds or walking on the top of set walls).

When you need to move long distances horizontally across the set,



use a multiple rope grab system. Two or more rope grab set-ups hung closely to one another reduces possible swing fall potential and allows you to transition from one rope grab to the next using a double D-ring extender. This equipment includes: a full body harness, the number of self-retracting lanyards (SRL's) you intend to use, number of vertical lifelines with rope grabs you intend to use, tag lines, carabiner and a double D-ring extender for your harness. Fall arrest equipment is available at the Grip Dept. at (818) 954-1469 or at WB Safety at (818) 954-2890.

- Inspect all fall protection equipment prior to use.
- Locate an anchorage point for each of your vertical lifelines. Single-user anchorage points are eyebolts, some with cable extensions, located on the soundstage trusses and identified with a yellow tag.\* (\*Stages 23, 29 & 31 use a different system). Contact WB Safety if you'll be working on these stages.)
- Select anchorage points above you and as close as possible to where you are going to be working to avoid or limit a swing fall.
- Connect the vertical lifelines to the anchorage points you have chosen with the double-locking snap hook. Attach only one vertical lifeline per anchor point.
- Open the rope grab and enclose the vertical lifeline with the rope grab (arrow pointed up) then tightly screw the rope grab to the vertical lifeline. **Make sure that the arrow on the rope grab is pointing up toward the anchorage point.**
- Attach the self-retracting lanyard (SRL) to the rope grab with a self-locking carabineer.
- Connect the tag line to the double-locking snap hook on the SRL.
- Position the rope grab, SRL and tag line on the lifeline so that the final height of the SRL is 6 feet above your intended work height.
- Protect the lifeline against rough edges by using a rope protector or by padding sharp corners.
- From the ground or greenbed, pull the tag line and attach the double-locking snap hook from the SRL to the double D-ring extender attached to the D-ring on the back of your harness.
- As you work move toward the next SRL you previously positioned. Pull the tag line and hook the double-locking snap hook to the second D-Ring extender.
- Unhook the first double-locking snap hook from the first SRL.
- **Never remove one lifeline until you are safely attached to the second lifeline, or until you are back on the ground or greenbed.**

#### **FALL PROTECTION / RESTRAINT: Rooftop Restraint**

*When working within 6 feet of a roofs edge that lacks a 42" guardrail with a midrail. Or a flat or low-pitched roof (maximum allowable pitch 4:12 slope), or around unguarded skylights, then you must use fall restraint or appropriately rigged fall protection equipment. This equipment includes a full-body harness, a lifeline, and an adjustable rope grab - all attached to a suitable anchorage point. This equipment is available at the Grip Dept. at (818) 954-1469 or at WB Safety at (818) 954-2890. (Note: Roof edges protected with a 42" guardrail (permanent or a temporary equivalent) or a 42" or higher parapet wall do not require the use of fall restraint equipment.)*

- Inspect all fall protection equipment prior to use.
- Select an anchorage point as close as possible to where you are working. Harness yourself so that it would be impossible to fall over the edge of the building due to the short length of your lanyard or lifeline (*Fall Restraint*). The anchorage point should be capable of restraining a load four times greater than your body weight. (\*Prior to working on a roof lacking anchorage points, contact WB Safety.)

- Connect the lifeline to the anchorage point cross arm strap D-Ring (or equivalent device) with a double-locking snap hook or self-locking carabiner.
- Open the rope grab and enclose the vertical lifeline with the rope grab (arrow pointed up) then tightly screw the rope grab to the vertical lifeline.
- **Make sure that the arrow on the rope grab is pointing up toward the anchorage point.**
- **Test that the rope grab slides easily when moved "up"; and locks when pulled "down".**
- Position the rope grab on the lifeline so that its maximum extended length is less than the distance to the edge of the roof. This will physically "restrain" you from falling over the edge of the roof.
- Attach the double-locking snap hook or self-locking carabiner from the rope grab to the "D" ring located on the back of your harness.
- **You must be attached to the system prior to positioning yourself for work.**

#### **FALL PROTECTION: CONTROLLED ACCESS ZONE**

*When you are working on elevated areas such as rooftops, unprotected platforms, or around pits and tanks, one option for fall prevention is to establish a **Controlled Access Zone (CAZ)**. The CAZ is the area within six feet of the edge of the fall hazard. A CAZ protects employees not wearing fall arrest or fall restraint equipment by physically and verbally warning them when they are within 6 feet of a potential fall hazard. This system requires stanchions, control lines, high visibility markers and additional employees acting as safety monitors.*

**WARNING:** The CAZ requires vigilance and a dedicated, designated "safety monitor". It is therefore not appropriate to all situations.

*When you are working in elevated areas such as rooftops, unprotected platforms, or around pits and tanks, one option for fall prevention is to establish a Controlled Access Zone (CAZ). The CAZ is the area within six feet of the edge of the fall hazard. A CAZ protect employees not wearing fall arrest or fall restraint equipment by physically and verbally warning them when they are within 6 feet of a potential fall hazard. This system requires stanchions, control lines, high visibility markers and additional employees acting as safety monitors.*

**WARNING:** The CAZ requires vigilance, and a dedicated designated "safety monitor". It is therefore not appropriate to all situations.

- The Controlled Access Zone (CAZ) is separated from the Safe Zone by a heavy control line that restricts access to the CAZ.
- Post Signs at the entrance of the Safe Zone warning employees or unauthorized personnel that they: (1) are entering a CAZ; (2) should stay within the visibly marked control lines (Safe Zone); and, (3) to do as they are told by the Safety Monitors.
- Control lines must be positioned not less than 6 feet from the fall hazard and not more than 25 feet from the fall hazard.
- Expand the CAZ during adverse conditions (e.g., rain, wind, slippery roof), or when working at an additional elevation within the "Safe Zone" (e.g., on a step ladder).
- Make sure control lines consist of ropes, wires, or equivalent materials that have a minimum breaking strength of 200 pounds.
- Control lines should be clearly marked every six feet with high-visibility materials. (Bright barricade tape or red flags).

- Rig each line so it is between 39 inches and 45 inches from the working surface. Do not let them “sag”.
- Anyone working outside the “SAFE ZONE” and inside the CAZ (within 6 feet of the leading edge or fall hazard), must wear fall restraint or fall arrest equipment.
- Designate a person whose sole job and responsibility is to monitor the safety of other employees in the work area and who will:
- Watch and warn employees when it appears that they are acting in an unsafe manner; crossing the CAZ line without wearing fall protection or fall arrest protection.
- The Safety Monitor must be able to see that the entire CAZ is clear of unprotected employees. If necessary add an additional Safety Monitor to ensure the CAZ remains clear.
- All Employees who working at a location utilizing a Controlled Access Zone will comply with the Safety Monitors directives.
- If there are repeated infractions into the CAZ, the Safety Monitor will bring the matter to the attention of the 1<sup>st</sup> AD.

**NOTE:** If an employee falls while wearing fall protection equipment time is of the essence. **ON LOT** Immediately phone 4-3333. **OFF LOT** Immediately phone 911.

#### **FALL PROTECTION RESCUE: IN THE EVENT OF A FALL**

**Self Rescue:** If a person falls a short distance and is conscious, uninjured, and can reach a working surface safely, the employee should do so. The employee must be seen by WB First Aid.

**Ladder or Aerial Work Platform Rescue:** If self-rescue is not possible, the next option is the use of a ladder, “condor,” or scissor lift. This rescue depends upon the accessibility and condition of the person, the availability of appropriately equipped personnel, and the safe use of necessary equipment. Time is of the essence. Ensure the employee receives medical attention.

**Fire Department Rescue:** If the previous rescue options cannot be accomplished in a prompt and safe manner, the fire department personnel will rescue the person using advanced techniques. While waiting for the Fire Dept:

- Establish verbal contact and continuously monitor the employee. Do not endanger yourself when doing so.
- Watch for signs or complaints of suspension trauma: faintness, nausea, breathlessness, dizziness, sweating, paleness, hot flashes, loss of vision or increased heart rate.
- Continue to talk to the suspended worker; tell them to keep their legs moving to increase circulation.
- Safely lower a rope to the suspended worker with a loop tied in one end of it and the opposite end tied to an anchor point. Keeping his harness on at all times; have the worker step into the loop and stand up at regular intervals to remove the pressure on his legs created by the leg straps. This also enables him to shift his body weight around into a more comfortable position.
- After the event do not continue to use any of the Fall Protection Equipment involved in the incident. Tag it, “Do Not Use” and return it to WB Safety.
- **Report all falls to your supervisor and WB Safety.**

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### **GENERAL PERSONAL PROTECTIVE EQUIPMENT**

1. Always wear appropriate clothing and work shoes. No sandals, flip-flops or open-toed shoes should be worn on stage or around construction or production equipment. Do not wear loose or frayed clothing, long hair, rings, etc., near machinery and other sources of entanglement.
2. Always wear appropriate foot protection when you are exposed to foot injuries from hot, corrosive, hazardous substances, falling objects, crushing or penetrating actions that may cause injuries, or when you are working in abnormally wet locations.
3. Always wear appropriate hand protection (gloves) when you are exposed to cuts, burns, harmful physical objects or chemical agents capable of causing injury. Never wear gloves where there is a danger of them becoming entangled in moving machinery. Use push-sticks and ensure any required guard is in place.
4. Always wear appropriate face or eye protection when working in locations where there is a risk of receiving eye injuries such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, or injurious light rays.
5. Use suitable screens, shields, or barricades to isolate potentially hazardous exposures in order to safeguard nearby employees.
6. Wear approved head protection when you are exposed to potential falling hazards above your head.
7. Wear hearing protection when noise levels exceed 85 decibels or you find noise levels uncomfortable.
8. See to it that personal protective equipment (PPE) is cleaned regularly or disposed of after use. Replace PPE that is in poor condition.
9. If you are working with electricity, you require additional or specialized PPE and should consult with your supervisor.

### **RESPIRATORS**

*This Code of Safe Practices is designed to act as a guide in the use, selection and care of respiratory protective equipment. All respirator protective equipment at WBSF is intended to be used to reduce employees’ potential exposure to airborne dusts, gases, vapors, mists and fumes.*

1. Before any respiratory protective equipment is used, employees are to receive training from the CSATF SAFETY PASS PROGRAM “Class P” if required by their local. WBSF Safety can train and fit test those who do not fall under this program. Vendors may also be authorized to train in the selection, use, cleaning and maintenance of their respiratory equipment.
2. Training classes are scheduled at the CSATF SAFETY PASS PROGRAM (818) 847-0040 or WBSF Safety by calling (818) 954-2890.
3. Respirator training and certification is specific for each different make and model of respirator. Employees are to receive additional training before they use a respirator they have not been trained to use and fit tested for; call WBSF Safety (818-954-2890).
4. Prior to the issuance and use of a respirator each employee shall be given a qualitative fit test by WBSF Safety.
5. Employees diagnosed with a respiratory disease (i.e. asthma, emphysema, cardio-pulmonary disease, chemical sensitivity, respiratory allergies, etc.) or who feel they can not wear a respirator because of some other physical or medical limitation

- are to notify WBSF Safety so they can be given special consideration.
6. Employees can obtain respirator training, respirators, replacement cartridges and pre-filters through WBSF Safety. Those employees who hold a current training certificate can also obtain respiratory equipment through their foreman.
  7. If using a new product WBSF Safety will determine what type of respiratory protection should be used. This determination will be based on the nature and level of the airborne contaminant(s) in the employee's work area.
  8. Employees shall request assistance from WBSF Safety whenever the nature or level of airborne contaminants changes and they are not sure if their respiratory protection is appropriate for the work they are doing.
  9. NEVER use dual cartridge respirator or paper mask (dust, paint fumes or high efficiency particulate air filters) to enter an oxygen-deficient or suspected oxygen-deficient atmosphere. Call WBSF Safety when there is any reason to suspect an environment may be oxygen deficient.
  10. Respiratory protection shall be used when mandated by Cal/OSHA or when deemed necessary by WBSF Safety.
  11. Employees are to make sure to obtain an air-tight seal between their facial skin and the respirator. Employees who have a beard, moustache, or who are not clean-shaven may not be issued or wear a respirator.
  12. Employees shall perform a negative and positive pressure test before each use of their respirator.
  13. Employees shall inspect their respirators for defects before each use and shall not wear a faulty respirator under any circumstance.
  14. If an employee smells or tastes airborne contaminants through the respirator then the employee shall leave the work area, re-inspect the respirator and conduct another positive and negative test. If there is an air-tight seal and the smell persists, then the employee shall install new cartridge filters of the type recommended by the product manufacturer or WBSF Safety.
  15. If breathing through the respirator becomes difficult, the filter cartridges or pre-filters may need to be replaced. Contact WBSF Safety for replacement parts. If breathing remains difficult, call WBSF Safety or First Aid immediately.
  16. Employees will routinely clean their respirators in accordance with the manufacturer's instruction.
  17. Respirators will be stored in air tight bags when not in use.

## TOOLS

### **POWER TOOLS**

1. Only persons trained in the safe operation of power tools shall be allowed to operate them.
2. Eligible employees are to receive training from the CSATF SAFETY PASS PROGRAM "Class E", Hand and Power Tools if required by their local. Training classes are scheduled at the CSATF SAFETY PASS PROGRAM (818) 847-0040.
3. WBSF Safety can arrange training for those who do not fall under the CSATF Safety Pass. Call (818) 954-2890.
4. Wear safety glasses whenever you are performing work that may generate dust, chips, splinters, shards or flakes. Sources of debris such as drills, grinding equipment, table saws, wire brushes or similar equipment are obvious; however less obvious causes of eye injury include cutting wire, working with chemicals, and misusing air hoses.
5. Check your working materials carefully before proceeding. Make sure there are no nails, bolts or flaws before you run the materials through table saws, joiners, sanders, routers or other power tools.

6. Make sure all guards are in place prior to using power tools. Never wedge saw guards open or remove guards. Do not wear clothes, gloves or items that may become entangled in machinery. Use a push stick when cutting narrow strips or close to the saw blade – or to guard against kickback.
7. Inspect the saw to see that the blade is sharp, free of cracks, and properly adjusted. Do not use power saws with dull or "burned" blades.
8. Keep saw tables clean of all scraps which might touch the saw blade and be thrown back. Never use your hands to remove debris from a saw table. Use a brush or push-stick.
9. Don't saw material unless it is properly supported. NEVER cut material next to your body. Supporting material with your hand or arm, against your knee or foot; are easy ways to seriously injure yourself.
10. Use a push stick when ripping material on a table saw or when using a jointer. Whenever possible, avoid standing directly behind the blade in order to avoid kickback.
11. Do not force wood, Plexiglas, or any other material through any saw, jointer, planer, etc. Allow the blades to do the cutting.
12. Don't feed wood faster than the saw will cut. Don't crowd a saw.
13. Get help when sawing long or bulky material.
14. After the saw has stopped, clean off the saw table of all sawdust, chips, debris, etc. Use a brush not your hands.
15. When walking near operating power equipment, wear safety glasses to safeguard against flying particles. Be aware and avoid accidental contact with the equipment.
16. Don't walk away from a power saw until the blade is completely stopped. Turn off the machine prior to unplugging. Don't leave debris on the floor.
17. Disconnect the power, so no one may energize, before changing blades, belts or bits. (See Lock Out/Tag Out).

### **POWDER-ACTUATED TOOLS**

1. Only qualified employees who carry valid operator cards shall be permitted to operate powder-actuated tools. Training can be arranged through the manufacturers' representative or by calling WBSF Safety at (818) 954-2890.
2. Eye or face-shield protection shall be worn by operators and assistants when the tool is in use.
3. Prior to use, the operator is to inspect the tool to determine that it is in proper working condition. Use the manuals check.
4. Any tool found not to be in working condition shall be immediately removed from service, tagged "Defective," given to the supervisor and not used until it has been inspected and/or repaired.
5. Use only fasteners and powder loads recommended by the tool manufacturer for a particular tool.
6. Powder actuated tools shall be loaded just prior to firing. If the work is interrupted after loading, the tool shall be unloaded immediately.
7. Never point a loaded or unloaded powder actuated tool at any person.
8. Always keep hands and feet clear of the open barrel end.
9. The tool should be held perpendicular to the work surface when fastening into any material, except for specific applications approved by the tool manufacturer.

## **TABLE SAWS**

*Use table saws with respect and caution! If normal safety precautions are overlooked or ignored, severe injury to the operator may result.*

*Use all safety equipment such as guards, push sticks, hold-downs when appropriate. Featherboards, goggles, dust masks and hearing protection can reduce chances of injury. Even the best guard won't make up for poor judgment, carelessness or inattention. Woodworking can be DANGEROUS if safe and proper operating procedures are not learned and followed. Always use common sense and exercise caution in the workplace. If a task feels dangerous, or you do not understand the cut or equipment - then stop. Get advice from your supervisor or a fellow employee familiar with the work. Table saws are designed for certain applications only. Do not modify or use these machines for any application other than those for which it was designed.*

*REMEMBER: Inform your supervisor if you want more training or of any equipment you think faulty. You do not have to operate until you are confident. Your personal safety is your responsibility.*

*(Only persons trained in the safe operation of table saws shall be allowed to operate them. Certification can be fulfilled by completing the **Safety Pass Course "E" – Hand and Power Tools.**)*

1. Only persons trained in the safe operation of table saws shall be allowed to operate them.
2. For your own safety, read the instruction manual before operating. Learn the correct application and limitations. Understand any specific potential hazards of your table saw.
3. KEEP GUARDS IN PLACE and in working order. Removal of the guard requires the permission of your supervisor.
4. **WEAR PROPER APPAREL.** Do not wear loose clothing, gloves, rings, bracelets, or other jewelry that may get caught in moving parts of the table saw. Non-slip footwear is recommended. Wear protective hair covering to keep hair from becoming entangled.
5. **ALWAYS USE SAFETY GLASSES.** Every day eye glasses only have impact resistant lenses; they are not safety glasses. Also use face shields and/or dust masks if cutting operations are dusty.
6. **GROUND ALL TOOLS.** If a tool is equipped with a three-prong plug, it should be plugged into a three-hole electrical receptacle, if an adapter is used to accommodate a two-prong receptacle, the adapter lug must be attached to a known ground. Never remove the third prong.
7. REMOVE ADJUSTING KEYS AND WRENCHES. Form the habit of checking to see that keys and adjusting wrenches are removed from the table saw before turning it "on."
8. KEEP YOUR WORK AREA CLEAN. Cluttered areas and benches invite accidents. Use a brush or pushstick – not your hands - to clear debris.
9. DON'T USE IN DANGEROUS ENVIRONMENT. Don't use power tools in damp or wet locations, or expose them to rain. Keep your work area well-lighted.
10. KEEP EMPLOYEES AND VISITORS AWAY. All fellow employees and visitors should be kept a safe distance from your work area. You should stay a safe distance back from other employees work areas.
11. Make your work area FOOLPROOF — by removing starter keys, shutting off master switches, or by the use of lock out tag out devices.
12. DON'T FORCE a table saw. It will cut cleaner and be safer at the rate for which it was designed.
13. **WEAR PROPER APPAREL.** Do not wear loose clothing, gloves, rings, bracelets, or other jewelry that may get caught in moving parts of the table saw. Non-slip footwear is recommended. If you have long hair wear a hat or protective hair covering to keep hair from becoming entangled.
14. **ALWAYS USE SAFETY GLASSES.** Every day eye glasses only have

impact resistant lenses; they are not safety glasses. Also use face shields and/or dust masks if cutting operations are dusty.

15. Secure work. Use clamps or vise to hold your work when practical. It's safer than using your hand and frees up both of your hands to operate the table saw.
16. Don't overreach. Keep proper footing and balance at all times.
17. MAINTAIN tools in top condition. Keep tools sharp and clean for best and safest performance. Follow manufacturer instructions for lubricating and changing accessories.
18. **TURN OFF THEN DISCONNECT** the machine from its power source before servicing and when changing accessories such as blades, bits, cutters, etc.
19. Use recommended accessories: The use of accessories and attachments not specifically recommended by the manufacturer may cause hazards or a risk of injury to you or other nearby employees.
20. Reduce the risk of unintentional starting. Make sure switch is in "OFF" position before plugging in power cord.
21. NEVER STAND ON A TABLE SAW. Serious injury could occur if the tool is tipped or if the cutting blade is accidentally contacted.
22. Check damaged parts. Before further use of the tool, a guard or other part that is damaged should be carefully checked to ensure that it will operate properly and perform its intended function — check for alignment of moving parts, binding of moving parts, breakage of parts, mounting, visibility through plastic and any other conditions that may affect its operation. A guard or other part that is damaged should be properly repaired or replaced.
23. Direction of feed: work into a blade or cut against the direction of rotation of the blade or cutter only.
24. NEVER leave a tool running unattended. **TURN THE POWER OFF.** Don't leave the table saw until the blade comes to a complete stop.
25. DRUGS, ALCOHOL, MEDICATION: Do not operate this tool while under the influence of drugs, alcohol or any medication.
26. Make sure the table saw is disconnected from its power supply (Lock it Out) when the motor is being mounted, connected, or disconnected.

**WARNING:** The dust generated by certain woods and wood products may be injurious to your health. Always operate machinery in well ventilated areas. Use proper dust removal systems whenever possible. Use appropriate PPE such as dust masks – see WBSF Safety.

## **CIRCULAR SAWS**

1. Only persons trained in the safe operation of table saws shall be allowed to operate them. Certification can be fulfilled by completing the **Safety Pass Course "E" – Hand and Power Tools.**
2. WARNING: Do not operate your saw until it is completely assembled and installed according to the instructions.
3. If you are not thoroughly familiar with the operation of circular saws, seek advice from your supervisor, knowledgeable employee, or other qualified person.
4. ALWAYS use the guard, splitter, push-stick and anti-kickback device on "thru-sawing" operations. Thru-sawing operations are those when the blade cuts completely through the work-piece as in ripping or cross-cutting.
5. ALWAYS hold the work firmly against the miter gage or fence.
6. NEVER use the fence as a cut-off gage when cross-cutting.
7. Move the rip fence out of the way when cross-cutting.
8. NEVER perform any operation "free-hand" which means using your hands to support or guide the work-piece. Always

use either the fence or miter gage to position and guide the work.

9. ALWAYS USE A PUSH STICK for ripping narrow stock. Refer to ripping applications in the manufacturer's instruction manual where the use of a push stick is covered in detail.
10. AVOID KICKBACKS (work thrown back toward you) by:
11. Keeping blade sharp.
12. Keeping rip fence parallel to the saw blade.
13. Keeping splitter and anti-kickback device and guard in place and operating.
14. Not releasing the work before it is pushed all the way past the saw blade.
15. Not ripping work that is twisted or warped or does not have a straight edge to guide it along the fence.
16. AVOID awkward operations and hand positions where a sudden slip could cause your hand to move into the cutting tool. Find another way.
17. KEEP HANDS AND FINGERS AWAY FROM THE BLADE.
18. NEVER stand or have any part of your body in line with the path of the saw blade,
19. NEVER reach behind or over the cutting tool with either hand for any reason.
20. DIRECTION OF FEED. Feed work into blade or cutter against the direction of the rotation of the blade or cutter only.
21. DO NOT feed the material too fast while cutting. Feed the material only fast enough so that the blade will cut.
22. NEVER attempt to free a stalled saw blade without first turning the saw "OFF."
23. NEVER start the saw with the work-piece pressed against the blade.
24. NEVER turn the saw "ON" before clearing the table of all objects (tools, scraps of wood, etc.).
25. ALWAYS STOP the saw before removing scrap pieces from the table.
26. NEVER perform layout, assembly or set-up work on the table while the saw is operating.
27. PROVIDE adequate support to the rear and sides of the saw table for wide or long work-pieces.
28. When cutting moldings, NEVER run the stock between the fence and the molding cutter head.
29. NEVER use solvents to clean plastic parts. Solvents could possibly dissolve or otherwise damage the material. Only a soft damp cloth should be used to clean plastic parts.
30. Should any part of your circular saw be missing, damaged, or fail in any way, or any electrical components fail to perform properly, shut off the saw and remove plug from power supply outlet. Tag the machine as "Defective" and report the machine to your supervisor.
31. Ensure that saw is properly repaired and that all missing, damaged or failed parts are present and in good working order before resuming any operations.

**Additional information** regarding the safe and proper operation of this product is available from the Safety Pass Center; the WB Department of Safety and Environmental Affairs; the manufacturer, and your supervisor.

## **WELDING**

Only persons trained in the safe operation of welding equipment shall be allowed to operate it. Certification can be fulfilled by completing the **Safety Pass Course "J" – Welding & Cutting**.

### Gas Welding

1. Transport and store compressed gas cylinders in the upright position with the cylinders protective valve cap on. Cylinders in portable service are to be secured upright with a chain.
2. Welding is not permitted in areas with limited or restricted air supply, such as manholes, ducting, etc (see Confined Space) without prior approval from WBSF Safety.
3. Cylinders should be stored or placed where they are will not be exposed to heat, flame, vehicle traffic, impact, possible electrical arcs, high temperatures or sparks.
4. Empty cylinders should be tagged or marked "Empty"; stored separately from full ones and with the valve cap secured in place.
5. Proper PPE such as welding goggles and face shields; respirators; proper gloves will be worn when welding.
6. Torches should be ignited by friction lighters or other approved devices and not by matches or from hot work.
7. Cutting or welding will be permitted only in areas that are, or have been made, fire safe, by removal of combustibles.
8. Fire extinguishers should be current, full charged and ready for use while welding and cutting.
9. Standby Fire Watches Personnel should be used during and after welding or cutting in locations where fires may develop during or after Hot Work.
10. When welding galvanized steel ensure your respirator is rated for zinc metal fumes. Call Safety for guidance.

### Arc Welding and Cutting

1. Workers or other persons adjacent to the welding areas shall be protected from U.V. light by noncombustible, flameproof screens or welding shields. Welders should wear goggles specific to the work they are doing.
2. Cables delivering electrical power during arc welding should be completely insulated, flexible and capable of handling the maximum current required for the intended operations. Take into account the number of duty cycles.
3. When workers using arc welders or cutters leave or stop work, TURN OFF THE POWER. Never unplug a machine with the power switch in the "on position".
4. When electrode holders are left unattended, electrodes should be removed and holders situated so as to prevent employee injury. TURN OFF THE POWER.
5. The potential for electric shock increases when arc welding is performed in wet or very humid conditions. Use rubber pads, boots rated for electrical work, etc.
6. When arc welding, employees are exposed to ultraviolet radiation which is injurious to the eyes. Welding masks and goggles are required. Clothing should be wool, cotton, or fire resistant. Clothing should cover their skin completely to prevent ultraviolet burns. Helmets and hand shields should not have leaks, openings or highly reflective surfaces.
7. WARNING: Ensure that you are using a respirator made for welding on galvanized steel when doing so. The respirator must protect against zinc metal fumes. Call Safety for help.

## **ROPE AND CHAIN**

### Fiber Rope

1. Never drag a rope. This leads to deterioration of the rope's overall strength.
2. Don't allow rope to freeze.
3. Store the rope away from heat, moisture, chemicals, rodents, and sunlight.
4. Avoid kinking. This strains the rope and overstresses the fibers. Knots reduce a rope's strength by 50%.
5. When joining lengths of ropes, they should be spliced, not knotted. When spliced correctly a proper splice will retain 100% of the ropes rated strength.

### Wire Rope

1. Use sheaves and drums of suitable size and design.
2. Don't exceed the rated capacity of wire rope.
3. Check for kinks, broken wire or birds-nests to ensure the integrity of the wire rope.
4. Be sure to use the correct lay (twist) for the application.

### Chains

1. Take up slack slowly to avoid kinks. Make sure every link seats correctly.
2. Chain shackles are to be used for shortening and/or splicing chains together. Bolts used as makeshift links or fasteners are prohibited.

### INDOOR CRANE (HOIST)

1. The hook should have a safety latch that automatically closes after a line passes the throat of the hook.
2. Read the ANSI warning tag listing load limits and operational checks. This should be located on a plate near the controls; if not refer to the manual.
3. Never exceed the cranes lifting capacity; it should be stenciled on both sides of the hoist.
4. Work within the crane's weight and angle envelope.
5. Determine the weight of the load by checking the manufacturer information or request a dynamometer from WBSF Safety at (818) 954-2890.
6. Select the proper rigging gear. Ensure the load is within the Safe Working Load (SWL) of the web, sling, span-set or wire rope being used for the lift.
7. Inspect the rigging gear prior to use. Wire rope that exceeds six or more broken wires within one lay of strand length is defective and shall not be used. Show it to your supervisor and discard it.
8. Cranes are designed for vertical lifts only. Side pulling may result in hoist and crane instability or collapse.
9. Sling angles are very critical; never exceed 45 degrees, as this will put too much tension on the sling.
10. Conduct all lifting operations so that no one would be injured if a cable broke or the crane failed or collapsed. Keep employees far away when performing the lift.
11. Remain in the crane cab. Never allow workers to walk under an unattended or suspended load.
12. Do not pass a load over coworkers or allow anyone to walk under the load during positioning.
13. Personal protective equipment, including, hard hats, eye protection, hearing protection, and gloves should be worn by employees when appropriate.
14. Crane operators and their assistants should review all hand signals, or positioning aids such as tag lines.

### COMPRESSED AIR

1. Compressed air or other compressed gas hoses shall not be used to blow dirt, chips, or dust from clothing while it is being worn.
2. Do not disconnect air hoses at compressors until the hose line has been opened and bled.
3. Compressed air or gases are not to be used to empty containers of liquids where the pressure can exceed the container's safe working pressure.
4. Use personal protective equipment: safety glasses face shields, or gloves to protect eyes and bodily injury.
5. Abrasive blast cleaning nozzles are to be equipped with an operating valve, which close if not manually held open. A

support is to be provided on which the nozzle may be mounted when not in use.

6. Compressed gases shall not be used to elevate or otherwise transfer any hazardous substance from one container to another unless the containers are designed to withstand four times – a safety factor of 4:1 - the maximum possible pressure that may be applied.

## VEHICLES

### FORKLIFTS

1. If required by their Local, I.A.T.S.E. employees are to receive training from the **CSATF SAFETY PASS PROGRAM "Class C"**, and must renew their training annually. Training classes are scheduled at the CSATF SAFETY PASS PROGRAM (818) 847-0040. The WBSF Safety Dept. can arrange training for those who do not fall under the Safety Pass program. Call WBSF for assistance (818) 954-2890.
2. **Always wear your seatbelt snugly while in the forklift.**
3. Altering a forklift to increase load capacity or using counter balances is strictly forbidden.
4. Never allow people on bicycles, skateboards, etc. to hold on to the forklift and "hitch rides."
5. Never allow anyone to ride or be elevated on the forks of any lift truck. Only approved "man-baskets" may be used.
6. Never place any part of your body outside the running lines of an industrial truck or between the mast uprights or other parts of the truck where shear or crushing hazards exist.
7. Never stand, pass, or allow others to work under the elevated forks of any industrial truck, loaded or empty, unless they are blocked in position.
8. Inspect all hydraulic and fuel lines prior to use. Never operate the vehicle if it is leaking. Call the rental company.
9. When operating a forklift, always look in the direction of travel. Never move a vehicle until you're certain there are no people within the forklifts turning radius.
10. Trucks moving loads on ascending or descending grades greater than 10 degrees must travel with the load pointing upgrade.
11. Always drive with the forks as low to the road as possible.
12. When leaving a vehicle unattended, always lower the forks, bring the mast to vertical position, set the brakes, and shut off the power. If parking on an incline, always chock the wheels.
13. If it is necessary to elevate employees using a forklift, only manufacturer built platforms (man-baskets) may be used. The man-basket must be secured to the forks, and have guardrails on all four sides and a backboard to prevent hoist chain entanglement. Requirements are in CCR Title 8 CAL/OSHA. Refer to section "*Forklift Mounted Work Platforms*" for complete requirements.
14. NEVER "TOWER" OR DRIVE WITH A WORKER ELEVATED IN A FORKLIFT MOUNTED MAN BASKET.
15. Never operate a vehicle on floors, sidewalks, terrain or platforms that may not safely support the loaded vehicle.
16. Maintain a minimum distance of one tire width from the edge of any elevated dock, platform, or truck bed.
17. Never load any industrial truck in excess of its rated capacity. Check the manufacturers ID plate.
18. Never move a loaded vehicle until the load is safely secured.
19. Use extreme care when tilting loads. NEVER TILT FORWARD WITH THE FORKS ELEVATED, except when picking up a load. NEVER TILT AN ELEVATED LOAD FORWARD, except when depositing it onto a storage rack or equivalent. When stacking loads, LIMIT BACKWARD TILT to that necessary to stabilize the load.

20. Always place the forks so the load will be securely supported. Double check load security before lifting.

#### **FORKLIFT- MOUNTED WORK PLATFORMS/ MANBASKETS**

1. All man-baskets or work platforms shall be equipped with:
  - a) A guardrail or other structure, rated for a 200 lb. side load, 42 "high, with a 21" mid-rail, running around its perimeter. (Secured, rated chains may be substituted where they give equivalent protection and access is necessary.)
  - b) Where the guardrail is less than 39 inches high, an approved personal fall protection system consisting of a harness and a short lanyard anchoring the worker to the platform (fall restraint) shall be used.
2. Elevating Work Platforms shall include:
  - a) Toeboards along the sides and ends at least 3 ½ inches high. (EXCEPTION: Toeboards may be omitted on the side the platform is loaded.)
  - b) Any work platform or man-basket must be a minimum width of 16 inches.
3. Aerial baskets or platforms shall not be supported by adjacent structure(s) when workers are on the platform or in the basket while in an elevated position.
4. Lift controls shall be tested in accordance with the manufacturer's recommendations prior to use to determine that such controls are in safe working condition. Brakes, tires, steering, should be checked.
5. Belting off to an adjacent pole, structure or equipment while working from an aerial device is not permitted.
6. Employees shall not sit or climb on the edge of the basket or use planks, ladders or other devices to gain greater working height.
7. Vehicle load capacity, mast, man-basket and working platform limitations as specified by the manufacturer shall not be exceeded.
8. When elevating personnel from a stationary vehicle ensure all braking systems are set.
9. Provided they can be safely installed, wheel chocks shall be installed before using an aerial device on an inclined surface.
10. If an approved forklift work platform is used to elevate workers, ensure the work platform is securely attached to the forks or mast in such a manner as to prevent tipping, slipping, or falling from the forks.
11. Ensure that the rear of the basket has a protective barrier at least six feet tall securely strapped inside the rails of the basket to prevent any elevated employees from becoming entangled in the forklift's chain or gearing.
12. Always make sure there is an experienced and trained worker sitting at the controls during the time any people are working from the elevated platform or man-basket.
13. NEVER DRIVE with workers elevated on the platform. Only minor adjustments for final positioning of the platform may be made.
14. Do not operate a forklift of work platform within 10 feet of any suspected energized power lines. High voltage lines may require greater clearance. Ask the local Power Company to assist in positioning equipment and identifying and guarding against electrical hazards. Apply greater clearance distances with greater high voltage, and wetter conditions.
15. Never work from a platform attached to a forklift if:
  - a) exposed to extreme weather conditions (thunderstorms, high winds, heavy rain, extreme heat/cold etc.) unless provisions have been made to for the protection and safety of the workers, or
  - b) winds exceed 25 mph (or manufacturer's limit), or the load's surface area creates a "sail" (therefore lowering the wind speed working limit.)

16. Secure all loose objects or equipment that may inadvertently fall from the platform.
17. Before lifting a manned working platform, the operator should establish two-way communications and agree on directional and emergency signals.
18. Do not use a forklift or other aerial device as a welding ground.
19. Do not weld on aerial equipment without first disconnecting both positive and negative battery terminals. Refer to the manufacturer's Operating Manual.

#### **CRANE OPERATION AWARENESS**

1. Crane Operators are required to be licensed in the State of California. Check the operator's credentials before operations begin.
2. Operate cranes or boom-type excavators under control to ensure worker and pedestrian safety. Watch for other workers, vehicles, materials, terrain, and equipment.
3. Crane cable and the hook shall be lashed or otherwise restrained so that it cannot swing freely.
4. Tag or restraint lines shall be used where control of the load's rotation is critical or potentially hazardous.
5. Cranes shall be operated on stable ground or working surfaces so all wheels or tracks distribute the weight evenly. Any instability requires the use of outriggers, properly deployed, to restore safe working parameters.
6. The brakes shall be tested each time a load approaching the rated load capacity is handled. Raise the load a few inches and apply the brakes to test.
7. Only one crane is to be used to lift a load.
8. A crane, derrick, or hoist shall not be loaded beyond its rated capacity.
9. The load shall be attached to the hook by means of sling or other suitably rated, safe means.
10. Slings shall be inspected before use and be free of kinks, twists, fraying, or other deterioration.
11. When moving the load, the individual directing the lift shall be responsible to check that :
  - a) The crane is leveled appropriate to the intended work and worksite conditions.
  - b) The wheels and/or outriggers are properly positioned and blocked and chocked where necessary or as a precaution.
  - c) The load is well secured and balanced in the sling by raising it a few inches before fully lifting it.
11. All individuals assisting in the lift shall wear proper personal protective equipment, including gloves and hard hats. All involved workers shall have agreed upon a method to communicate instructions.
12. When a load of any kind is to be suspended for a sustained length of time, the brake shall be tested and firmly engaged.
13. Cranes shall not be left unattended while the a load is suspended, unless the load is suspended over water or a barricaded area, or blocked up or otherwise supported from below during repairs or emergency.
14. Employees are prohibited from standing under any suspended loads. Operators are to enforce this rule.

#### **AERIAL PLATFORMS**

##### **General**

1. This section covers the safe operations of the following vehicles: (1) vertically operated elevating work platforms or "scissors lifts"; (2) boom mounted telescoping and rotating elevating work platforms or "condors", and (3) forklifts with attached work platforms.



2. Only persons trained in the safe operation of these work platforms shall be allowed to operate the elevating aerial work platforms described above. (Certification can be fulfilled by completing the Safety Pass Course "B" – Aerial Lift/Scissor Lift.)
3. Do not use this equipment if you feel dizzy, ill, or unsteady. Do not use while under the influence of alcohol or drugs.
4. All labels and placards shall be legible and in good condition. Operators should review the accompanying manual.
5. Operators should inspect the vehicle before operating.
6. Clear all personnel below and around the platform before it is started, raised and lowered.
7. Do not sit or stand on guardrails, mid-rails or toe rails. Do not use guardrails to carry materials. Do not allow overhanging materials when elevating the platform.
8. Work only within the platform guardrail area and do not attempt to increase the working height by any other means such as with ladders or standing on the mid-rail. Do not reach out to the work by leaning out over the platform railing to work. Remain solidly in the basket.
9. Do not release the outriggers, or move the unit with passengers or materials on board.
10. Do not use the lift to do work which would result in a horizontal force pushing or pulling the work platform.
11. Make sure the chain guardrail and midrail is in place.
12. Do not use lifts near other moving vehicles.
13. Batteries should be charged in well ventilated areas free of sparks and open flames.
14. Do not exceed manufacturer's load capacity.
15. The condition of the equipment shall be inspected prior to operation. Check that the manual is present. Always check for damage, leaking hydraulic lines or any indication of poor maintenance. Carefully check each operational control. If anything is missing, or there are problems with the lift, return it to the vendor.
16. Evaluate the job to be done using the equipment you intend to use at the job site. Think through the work you intend to do and eliminate potential hazards.
17. Do not operate an aerial work platform within 10 feet of any suspected power lines. High voltage lines may require greater clearance. Ask the local Power Company to assist in positioning equipment, identifying and guarding potential electrical hazards. The higher the voltage, or the wetter the worksite, the greater the clearance distances must be.
18. The operation of aerial platforms OVER energized lines or power sources of any kind is prohibited at all times.
19. Make sure the jobsite's surface is stable and will support the equipment including any rigging. Check that there are no unidentified surface irregularities, holes, or debris which might cause the moving platform to overturn.
20. Soft surfaces or soundstage flooring with irregularities, weight restrictions, or unknown floor loading capacities may require the use of grip track (to spread the load) or outriggers (to add stability). When in doubt, contact Operations (818) 954-1501 or WBSF Safety (818) 954-2890. Always observe stage floor load restrictions.
21. Survey the route to be driven. Check for overhead obstructions, power lines, traffic, potholes, soft ground or shoulders, ditches, and the slope of the road.
22. Operation of aerial platforms on inclined surfaces shall not exceed manufacturer's ratings. Check brakes and use wheel chocks when operating on inclined surfaces.
23. Operators should ensure that employees are cleared in front and behind of a moving aerial platform. If necessary request an employee to escort the vehicle and ensure people are cleared and obstacles spotted.

### Operation

1. Safety Harnesses – An approved safety harness with lanyard shall be properly worn and anchored when riding in an aerial lift or elevating work platform.
2. The lanyard shall be securely attached to the manufacturer's anchorage point on the basket or platform deck.
3. Belting off to an adjacent pole, structure or equipment while working from an aerial lift is prohibited.
4. The lanyard shall be attached in a manner that prevents a free fall of more than four feet. (Lanyards used on scissor lifts shall be shortened so the employee are "restrained" and cannot fall over the top rail.)
5. Do not load the aerial lift basket or platform beyond its rated maximum height and reach.
6. Do not raise the platform/basket beyond its rated maximum height or beyond a height appropriate to the wind conditions.
7. Work only within the platform guardrail area and do not attempt to increase the working height by any other means such as with ladders or by standing on the mid-rail. Do not stretch or lean your body over the platform railing to work. Remain solidly in the basket. Do not allow the platform to become slippery with paint or cluttered with debris.
8. Workers shall not climb or sit on the edge of the basket/platform.
9. The brake system shall be set whenever workers are being elevated in the vehicle.
10. Outriggers should extend and rest on solid footing and shall be equipped with hydraulic holding valves or mechanical locks. Operate all controls slowly to facilitate smooth platform movement.
11. Towering is prohibited. - When using condors and scissors lifts, vehicles may not be moved when workers are elevated in the basket. Retract and lower the boom completely before traveling or moving even a short distance.
12. Operation of the emergency controls while workers are elevated and working in the basket may only be done by knowledgeable employees in an emergency.
13. Aerial lifts shall not be used as cranes! This includes boom mounted, telescoping and rotating aerial lifts.
14. Where traffic or moving vehicles are present, the work area around the aerial equipment shall be marked by flags, signs, traffic cones, or other means of traffic control.
15. Remote control operation may only be done from the side of the aerial platform: never in front of, or behind the vehicle. Make employees aware before moving vehicle.

### ELECTRIC CARTS

1. Electric cart speed limit is **8 mph**.
2. Electric carts are not to be modified to operate outside the manufacturers parameters. Do not add seating or trailer hitches to increase load capacity.
3. Battery charging installations will be in designated areas that are well ventilated.
4. Whether on or off-lot, drivers of electric carts will obey all DMV traffic signs and regulations:
  - a. stop at posted intersections and blind corners
  - b. obey the speed limit
  - c. do not pass moving vehicles
  - d. avoid quick or jerky stops or turns at fast speeds
  - e. if the cart is DMV licensed, be sure to use seat belts and turn signals whenever crossing city streets.
5. Check with your supervisor before driving off the lot.

6. Feet, legs, arms and hands are to be kept inside the electric cart at all times. *Do not drag your foot or extend your knee outside the cart!*
7. Never park the electric cart in a fire lane, aisle or doorway. Do not park and block material or equipment that someone else may need.
8. The number of passengers may not exceed the number of seats or the manufacturer's recommended seating/weight capacity.
9. When carrying a load, it is the driver's responsibility to be sure the load is within the carts maximum load capacity.
10. Loads will be balanced, braced and secured so they cannot shift forward, to the side, or fall off the back during stops or turns.
11. When securing a load ensure the wind cannot blow it off the vehicle. Never transport sharp, pointy, or small loose items.
12. Always drive more slowly and with greater caution when transporting bulky or heavy loads.
13. Golf carts driven recklessly on ground that is not level, or driven fast into a sharp turn -can throw a passenger out. Always drive under control. Avoid sudden sharp turns and sudden stops.
14. Smoking is not permitted in golf carts.
15. Communications on cell phones is not permitted while driving a cart. **No texting while driving.**
16. Any reckless behavior or careless transportation of loads in golf carts is prohibited and is grounds for disciplinary action.

#### **BICYCLES**

1. Keep your bicycle in good mechanical condition. Maintain your tires, chains, chain guard, pedals, steering and brakes.
2. Obey all traffic rules and signs - always give proper signals to indicate your intended direction at intersections.
3. Walk your bike across busy intersections.
4. Always ride with the traffic and as close as possible to the right side of the road.
5. Smoking is not permitted on bicycles.
6. Communications on cell phones is not permitted while riding a bicycle.
7. Beware of production vehicles, elevated tailgates, and silent electric carts.
8. Always ride single file and watch for opening car doors.
9. Bicycles are built to carry ONE PERSON ONLY.
10. Yield right of way to pedestrians.
11. Never carry heavy loads or items longer than your bike which reduce your ability to maneuver your bicycle safely.
12. Endangering pedestrians by trying to carry overly long, pointed, sharp or heavy loads is grounds for disciplinary action.
13. When carrying a small load, it is the rider's responsibility to be sure the load is stable and will not fall off the bicycle while it is moving. Loads must be balanced, and secure.
14. Riders should not attempt to tow other materials alongside or behind a bicycle (for example, with a rope, chain or by hand).
15. Riders are not allowed to "hitch rides" by grabbing onto other moving vehicles, such as golf carts, forklifts, etc.