

## SAFETY GUIDELINES FOR SUBCONTRACTORS

Warner Bros.

*Production Name:*

### WBSF PHONE NUMBERS

**If you are on the Studios Lot, for any emergency dial: x4-3333.**

### DEPARTMENT NUMBERS:

Fire Department	x4-1261
Medical	x4-1201
Security	x4-1248
Safety	x4-2890
Safety Hotline	x4-2800
Hazardous Material Spill	x4-2890
Environmental Affairs	x4-3880
Recycling	x4-3470
Utility Services	x4-1448
Design/Construction	x4-3434
Parking	x4-3588

### SECTION ONE:

## *CONTRACTOR REQUIREMENTS*

*Before Beginning Work At Warner Bros. Studios:*

### REQUIRED SUBMITTALS

1. Prior to beginning work, all general contractors must contact the Warner Bros. Studio Facilities (WBSF) Department of Safety & Environmental Affairs for a Contractor Orientation before starting work at WBSF. These meetings should be arranged with the Department of Safety & Environmental Affairs by calling 818-954-2890.
2. All contract companies must provide a submittal package to the WBSF Department of Safety & Environmental Affairs that contains the following:
  - A. Injury and Illness Prevention Program
  - B. Material Safety Data Sheets
  - C. Certificate of Insurance
  - D. Licenses and Certifications
  - E. Employee Training, Medical & Fit Testing (if necessary)
  - F. Copies of Tailgate (Toolbox Talks) & Proposed Meeting, and
  - G. Emergency Contact Numbers
3. ID must be worn in plain sight while on the Warner Bros. facility. It shall be in the form of a badge bearing the company name worn on the outside of the employees clothing or hat.
4. Contractor foremen and supervisors shall insist that their employees observe and obey every rule, regulation and order as necessary for the safe performance of work and shall take such action as is necessary to obtain observance.
5. Contractor shall inform the WBSF Department of Safety & Environmental Affairs of any planned or unplanned inspection from any regulatory agency including, but not limited to, Cal-OSHA, Burbank Fire Department, SCAQMD, or City of Burbank Water Authorities.
6. Contractor is required to inform the WBSF Department of Safety & Environmental Affairs of any activity that may adversely impact the health of any Warner Bros. Employee. This includes, but is not limited to, physical hazards and chemical hazards.

## SECTION TWO: *Contractor Guidelines When On The Lot*

### **EMERGENCY REPORTING**

1. Injuries, fire or other emergencies will be reported in the following order:
  - A. By dialing x4-3333 (Studio Emergency Hotline)
  - B. By dialing 9-911 on any in house telephone (Burbank Fire Emergency) or 911 on any pay phone.
2. All incidents or injuries must be reported to your supervisor or foreman immediately.
3. When a serious injury has occurred and the victim is taken by paramedics, the WBSF Department of Safety & Environmental Affairs shall be notified at extension 4-2890.
4. All paperwork, such as a Form 5020 or an accident investigation report, must be completed within 24 hours and a copy given to the WBSF Department of Safety & Environmental Affairs.

### **PERSONNEL TRANSPORTATION**

Personnel must follow the policies on all vehicles as delineated by the WBSF Security Dept. All parking and gate access questions should be referred to Security at extension 4-3588.

### **TRAFFIC REGULATIONS**

1. Contractors shall exercise particular care to keep noise to a minimum when passing a sound stage with a flashing red light. Contractors may be asked by security personnel to turn off their vehicle engine momentarily.
2. All contractors that drive inside the Studio must have a valid Drive-On Pass from Warner Bros. Security.
3. The studio speed limit is 8 m.p.h. During rainy weather and in heavy construction and/or production areas, the speed limit is 5 m.p.h.
4. Employees and contractors must park in their designated parking areas.
5. A sign or placard must be affixed to all vehicles that identifies the name of the company to which it belongs.
6. All posted "No Parking" signs, red curbs, "Stop" signs and other traffic regulating signs must be obeyed at all times.
7. Do not block access to fire hydrants, fire dept. connections to sprinkler systems, fire lanes or exit ways from buildings.
8. No parking is allowed in areas that have cones set up for shooting company equipment or other special circumstances. Violators may be towed.
9. Watch for bicycles, electric carts and pedestrians.

### **SMOKING**

Smoking is permitted only in designated areas of the Studio. These areas are well marked with signs.

### **LUNCH BREAKS**

Contractors shall take their lunch and breaks in the areas provided for these purposes.

### **HOUSEKEEPING**

1. Housekeeping is the responsibility of each individual working in the Studio.
2. Contractors are responsible for their own housekeeping.
3. Place and store materials and equipment in designated storage areas.
4. Working areas, passageways, stairs and exits are to be kept free from all debris, equipment, tools and waste materials.
5. Avoid spilling liquids. Wipe up spills immediately (refer to "Cleaning Up Spills on page 38).
6. Use safety cans to store flammable liquids.
7. Store oily/paint-soaked rags in approved containers.
8. Hazard material spills should be reported on the Emergency Hotline at extension 4-3333.

### **WARNER BROS. FIRE DEPARTMENT**

1. All 4-foot stage perimeters and exits shall be kept clear at all times
2. Electrical cables, cords, air hoses, hydraulic lines, or other floor obstructions crossing the four-foot perimeter shall be ramped or matted.
3. Permits for flammable operations involving liquids or other highly combustible material or processes shall be obtained from the Warner Bros. Fire Department (WBFD) extension 4-1261 on a daily basis.

4. A WBFD Fire standby will be required for any and all type of welding done in or on any structure. Arrange in advance by calling extension 4-1261.
5. Heat detectors are required by any set with a solid ceiling or overhang four feet by four feet (4'x4') or larger. This includes platforms built on stages.
6. All operational fireplaces shall meet WBFD and Burbank Fire Department (BFD) standards and specifications. Fireplaces must be inspected by WBFD before use
7. No portable propane space heaters (catalytic/salamander type) are allowed inside any stage, building or back lot set at any time.
8. Fire lanes shall be kept clear at all times.
9. Red striped areas next to fire hydrants shall be kept clear at all times.
10. Before the beginning of construction, please contact the WBFD extension 4-1261 to review all applicable WBFD, and BFD regulations, which affect your construction.
11. Contractors working at WBSF shall not hookup to any fire hydrants or other fire fighting equipment without prior approval of WBFD.
12. All roofing operations involving open flames or propane shall be approved by WBFD. Tar melting shall at a minimum have one operator with the vat at all times, and have fire extinguishing equipment at the open flame and the point of application.
13. If a contractor sees a fire truck responding to a call he shall immediately move all obstructions out of the way.
14. If a fence or barricade is necessary to safeguard work and will obstruct fire lanes, the contractor shall first obtain approval from WBFD.
15. Propane cylinders shall not be allowed to accumulate along side of the sound stages or at the jobsite. All cylinders shall be tagged "full" or "empty". All cylinders shall be chained in an upright position.
16. The WBFD shall be informed of the location of all flammable liquid storage areas. This area must have correct placards for ready identification.

### SECTION THREE: GENERAL SAFETY REQUIREMENTS *While Doing Your Job*

1. Know how to do your job. Determine what the hazards might be. Do not take chances or use unsafe methods, tools or equipment.
2. The use of alcohol or drugs is strictly prohibited while at the WBSF.
3. No one shall knowingly be permitted or required to work while his ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose him or others to injury.
4. Fighting, horseplay, wrestling or like activities are forbidden on the job and on Warner Bros. property.
5. Report any unsafe conditions, equipment or tools to your supervisor. Be alert to these conditions at all times.
6. Firearms and ammunition are not to be brought to the job site or on Warner Bros. property at any time.
7. "Tool Box" or "Tailgate" safety meeting shall be attended and conducted on a regular basis. Individuals shall be instructed on accident prevention by their foremen and take active participation in these meetings.

#### **PERSONAL PROTECTIVE EQUIPMENT**

1. Clothing appropriate for the work being done shall be worn. Long trousers and shirts must be worn at all times. Loose sleeves, tails, ties, frills lapels, cuffs or other loose clothing shall not be worn around machinery in which it might become entangled.
2. Appropriate gloves shall be required for employees whose work involves unusual and excessive exposure to cuts, burns, harmful physical or chemical agents which are encountered and capable of causing injury or impairments.
3. Employees 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, projections or injurious light rays which are inherent in the work or environment, shall be safeguarded by means of face or eye protection. The employer shall provide and the employee shall use face and/or eye protection for the exposure.
4. Appropriate foot protection shall be required for employees exposed to foot injuries, such as hot surfaces, injurious substances, falling objects, crushing or penetrating actions or who are required to work in abnormally wet locations.
5. All employees working within a construction site, or working with heavy objects in the studio, must wear hard-soled work shoes or boots while at such sites. Work shoes or boots with soles designed for gripping should be worn when working on raised structures or conveyances. Electrical hazard work shoes or boots should be worn where there is a potential electrical hazard.

6. Employees exposed to flying or falling objects shall be safeguarded by means of an approved hard-hat.
7. Hearing protection shall be required when noise levels exceed 85 decibels.
8. Approved full body harnesses and lanyards must be worn at all times while operating elevated work platform.
9. When it is clearly impracticable to remove harmful dusts, fumes, mists, vapors, or gasses at their source, or where emergency protection against occasional and/or relatively brief exposure is needed. The employer shall provide and the employee exposed to such hazard shall use, approved respiratory equipment.
10. Approved fall protection equipment shall be worn when exposed to an elevated fall hazard of 6 feet or more.

### **HAND TOOLS**

1. Contractors shall keep an up-to-date inventory list of all tools brought into the Studio
2. All tools shall be inspected regularly for defects. Defective tools shall be removed from service.
3. Wrenches should not be altered by the addition of handle extensions or "cheaters".
4. Guards on power hand tools must be kept in place and in proper operating condition at all times. Wedging of the blade guard is forbidden. Telescoping guards shall be equipped with a lifting lug or lever, remote from the blade teeth, which will permit the operator to safely shift the guard to start unusual cuts.
5. Keep electrical cords out of water, oil or chemicals.
6. Only qualified persons shall be permitted to use power-actuated tools. Check other side of wall, floor, ceiling, etc. before using.
7. Do not use electrical tools while standing in water.
8. Eye, hearing, and hand protection is mandatory when using all power tools.

### **ELECTRICAL REQUIREMENTS**

1. Whenever possible, an electrical line should be de-energized before work is done on it or near it, no matter how low the voltage is. Only qualified persons should do such work. Use proper lockout/tagging procedures.
2. Persons doing electrical work or working near energized circuits should wear the appropriate safety equipment.
3. All electrical equipment must be properly grounded.
4. Do not overload circuits. Do not use any extension cords that may be damaged, have exposed wiring or have faulty connectors.
5. Do not make repairs to electrical equipment unless you have been trained and authorized to do such work.
6. Only approved U.L. or National Electrical Manufacturers Association plugs and receptacles shall be used on all jobs. Adapters or "cheaters" shall not be used to connect our electrical equipment to improper equipment.
7. All electrical work shall be according to Local, State or National Electrical Codes.
8. Do not leave electrical cords where cars or trucks will run over them. If electrical cords must cross a roadway, use protective crossover devices.
9. All extension cords will have a functional grounding conductor.
10. Ground fault circuit interrupters (GFCI's) will be utilized on temporary electrical circuits used during construction, demolition, modifications, alterations or excavations, and on stages.
11. All temporary circuits will be protected by suitable disconnecting switches or plug connectors at the permanent wiring junction.
12. Rubber insulating gloves and rubber soled shoes or boots shall be worn when working on energized electrical equipment.
13. There will be a means of securing flexible cords or cables at plugs, receptacles, tools and equipment, and the cord jackets will be securely held in place.
14. The location of electrical power lines will be determined before construction, digging, renovation, drilling, excavation and trenching, etc., commences.
15. All lockout and tagout procedures shall be followed whenever electrical equipment is to be tested, repaired, cleaned or maintained.
16. When working in areas where flammable materials are used or stored, flammable vapors or dust may accumulate, make sure the electrical equipment in the area is safe for use around these materials.

### **COMPRESSED GAS CYLINDERS**

1. Compressed gas cylinders shall be stored and transported in the upright position with the valve protective caps on.
2. Fuel gases shall be stored separately from oxidizers by a distance of at least 20 ft. or separated by a 5 ft. high wall having a fire resistance rating of at least 1/2 hour.
3. Cylinders in portable service shall be secured with at least 9-gauge wire or chain.
4. Cylinders shall be secured to prevent them from tipping, falling or rolling during transportation.
5. When lifting cylinders by crane, hoist or derrick, a suitable cradle or skip box must be used. Never lift a cylinder by magnet.

6. Oxygen-acetylene systems used for welding or cutting shall be fitted with back flow devices on the individual lines or as an integral part of the torch to prevent oxygen from flowing into the fuel-gas or fuel-gas from flowing into the oxygen.
7. Compressed gas cylinders shall never be taken into confined spaces. The cylinder and torch valves shall be closed and the hose and torch removed when the confined space is unattended.
8. Cylinders shall not be stored or placed where they are exposed to heat, flame impingement, electric arcs or circuits, high temperature process equipment or sparks.
9. The WBSF Fire Department shall be informed of the location of all flammable liquid storage. This area must have correct placards for ready identification.

## SECTION FOUR: CAL/OSHA REGULATED OPERATIONS

### *Which Contractors Shall Comply With*

#### **SCAFFOLDS AND LADDERS**

##### ***Fall Protection***

Both Cal/OSHA and Federal OSHA required that employees exposed to falls wear safety harnesses and lanyards. Below is a brief synopsis of these two standards, however, the contractor is responsible to ensure all Cal/OSHA and Federal OSHA requirements are complied with while working at Warner Bros.

1. Fall protection is required if exposed to a fall hazard of 6 feet or more.
2. Lanyards, connecting assemblies and vertical lifelines shall have a minimum breaking strength of 5,000 lbs.
3. Each employee on a walking/working surface with an unprotected side or edge that is 6 feet or more above a lower level, shall be protected from falling by the use of guardrails, safety nets or personal fall arrest systems.
4. Each employee on a roof with a pitch steeper than 4:12 (vertical to horizontal) with unprotected sides or edges 6 feet or more above a lower surface shall be protected from falling by the use of guardrails, safety nets or personal fall arrest systems.
5. If using a horizontal lifeline system, it shall be designed, installed and used under the supervision of a qualified person. This system will be part of a complete personal fall arrest system that maintains a safety factor of at least two.
6. Anchorages used for the attachment of personal fall protection systems shall be independent of any anchorage being used to support or suspend platforms and capable of supporting at least 5,000 lbs.
7. Personal fall arrest systems and components subjected to impact loading shall be immediately removed from service.
8. Personal fall arrest systems shall be inspected prior to each use for wear, damage and other deterioration and defective components shall be removed from service.
9. Personal fall arrest systems shall not be attached to guardrail systems or hoists.
10. The employer shall assure that each employee has been trained, as necessary, by a competent person in fall protection.

##### ***Scaffolds:***

*Scaffolds three stories or higher require a permit which shall be obtained from CAL-OSHA by the contractor.*

1. All scaffolds must be constructed under the guidelines established by CAL-OSHA.
2. Scaffold in excess of 125 feet shall be designed by a Civil Engineer registered in California.
3. Scaffold planks must be tested, carefully erected and made secure to prevent slipping by using cleats, tying or wiring.
4. Hand rails and toe boards shall be on all scaffolds.
5. "Temporary scaffolds" are not permitted.
6. Ladders should be attached for ascent and descent on scaffolds.
7. Any scaffold including accessories, such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened from any cause shall be immediately repaired or replaced.
8. Plans and permits shall be prepared and drawn according to the GISO Title 8, or the Labor Code of the State of California.
9. Never throw or drop materials or equipment off scaffolding.

##### ***Ladders:***

1. Inspect all ladders before use to assure the following:

*(Form 1C) Safety Guidelines for Subcontractors*

- A. Spreaders can be locked in place when open
  - B. Straight ladders have feet
  - C. Metal ladders either straight or step, should have rubber or plastic feet as well as step covering.
  - D. Check for loose or bent rungs.
  - E. Check for cracked side rails.
  - F. Replace missing parts and tighten loose hardware.
  - G. Ladders with major damage have been discarded
2. Always use a 4 to 1 ratio (1 foot away from wall for every 4 feet of ladder height) when utilizing a straight ladder.
  3. Only one person on a ladder at a time.
  4. Always face the ladder when climbing.

## **EXCAVATIONS AND TRENCHING**

***Trenches five feet or deeper require a permit from CAL-OSHA and must be procured by the contractor prior to any trenching.***

1. Before digging, you must check the site for underground utilities by calling the Director of Utilities on extension 4-1448. You should also check the site for other potential hazards. Hazards should be reported to the WBSF Department of Safety & Environmental Affairs
2. Re-inspect the excavation site and supports after each weather change.
3. All employees shall wear hard hats and in a public right of way, safety vests must be worn.
4. A Competent Person is required to be on-site at all times during excavation work
5. A shoring or benching system must be employed in trenches and excavations 5 feet or deeper.
6. Special attention must be given to protecting pedestrians and motorists from inadvertently falling/driving into the trench. At night all trenches and open holes must be fully illuminated along the entire length of the excavation. Additionally one of the three trench guarding options listed below must be used:
  - A. Wooden or metal railings must be constructed on all open sides of excavation and trenches. The railing must be capable of withstanding the full weight of a pedestrian.
  - B. When the soil structure and shoring of a trenching operation will allow the use of rigid plates they may be used as long as they completely cover the excavation and are capable of withstanding the full weight of vehicle traffic.
  - C. When plates and rigid rails are not used and barriers such as barricade tape ("Warning Tape"), mesh or netting, and sawhorses are erected instead, then the barrier must be six feet back from any trench precipice and the danger of crossing the barrier clearly stated.
7. Plans shall be prepared for all excavations over five (5) feet deep and permits for such excavations shall be obtained in accordance with the Labor Code of the State of California.
8. When a shoring system is used, it shall conform with the requirements of Section 1504 of the State of California Construction Safety Orders and applicable US. Labor Department Construction Safety Regulations.
9. Take special precautions where moisture is present. Provide extra sheeting where there is water or seepage. Keep excavation pumped out at all times and avoid any accumulation of water, day or night, until work is done.
10. Special attention shall be given to locating and protecting all underground utilities and to the precautions that must be taken to protect employees from the hazards of working near such utilities. A job walk with the WBSF Utility Department is mandatory and may be arranged by calling extension 4-1448.
11. No part of any shoring system of an excavation shall be removed until proper steps have been taken to avoid hazards to men from moving ground.

## **AERIAL LIFTS**

1. Only persons trained in the safe operation of these work platforms shall be authorized and certified to operate aerial elevating work platforms. Certification can be completed by receiving instruction by an authorized instructor.
2. Aerial platforms are described as (1) vertically operated elevating work platforms or "scissors lifts", (2) boom mounted telescoping and rotating elevating work platforms or "condors", and (3) forklifts with work platforms.
3. An approved safety harness with lanyard or safety strap must be properly worn when using an aerial/elevating work platform.
4. Aerial lifts shall be used with the following safety considerations:
  - A. All labels and placards shall be legible and in good condition.
  - B. Only use an aerial lift in the manner that the manufacturer has prescribed.
  - C. Do not exceed manufacturer's load capacity.
  - D. Do not operate within 10 feet of energized, high voltage sources.
  - E. Only use on stable level ground.

- F. When provided, the outriggers are mandatory; failure to do so may result in a catastrophic imbalance resulting in serious injury.
- G. Do not travel with the workers on the elevated platform (towering) or the boom extended other than to make minor adjustments for final positioning of the platform

### **MAN BASKETS**

#### ***Man baskets must be used as specified in GISO Title 8.***

- 1. Man baskets for use with a crane shall be used only as a final alternative for those job locations that cannot be safely reached by other means.
- 2. A pre-lift meeting shall be held. At this meeting all of the pre-lift requirements shall be reviewed. Following the meeting, a test lift shall be made.
- 3. Safety harnesses shall be worn by all workers in the man basket.

### **FORKLIFT OPERATIONS**

- 1. Only authorized employees who have been trained by their employer may operate forklift trucks. These employees must have a training verification card in their possession at all times when they are operating the forklift.
- 2. Lift trucks must be used for the purposes for which they were designed within their rated capacity as stated on the manufacturer's nameplate.
- 3. Never leave a running truck unattended.
- 4. Loads should be stable and only elevated as high as necessary for safe travel.
- 5. When parking the truck, the forks shall be lowered, the controls neutralized, the power shut off, and the brakes set.
- 6. The wheels of delivery trucks shall be checked and the brakes set when lift trucks are used for loading or unloading. Dockboards or bridge plates shall be properly secured.
- 7. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
- 8. Forklift trucks shall be approved for the National Electric Code area classification in which they will be operating.
- 9. No riders are permitted on forklifts.
- 10. Forklifts are not to be operated on floors, sidewalks, or platforms that will not safely support the loaded truck.
- 11. Never use counter weights.

### **LOCKOUT/TAGOUT**

- 1. All Lockout/tagout operations will be done in accordance with the contractor's "Written Energy Control Plan" (Lockout/tagout Procedures.)
- 2. The contractor shall lock and tag all of the energy isolation devices necessary to properly isolate a system. All other crafts will lock and tag only one point. This point is referred to as the Primary Energy Isolation Point.
- 3. For most situations, the Primary Energy Isolation Point will be the last location locked and tagged during the initial lockout, and the first location to have the locks and tags removed when returning the equipment to service.
- 4. All contractors are required to have locks marked with the contractor's name on each lock.
- 5. Inspect all systems after lockout to insure that all stored energy i.e. trapped pressure, hydraulic pressure, electric charge, has been dissipated.
- 6. Prior to removing all lockout/tagout devices, make sure that all equipment is safe to operate, and follow a checklist to re-energize the equipment.
- 7. The contractor shall inform the Director of Utilities (x4-1448) of any situation either electrical or prime mover which is hazardous to Warner employees, pedestrians, or other sub-contractors. Notification shall also be made to the WBSF Department of Safety & Environmental Affairs

### **HAZARD COMMUNICATION**

- 1. A Material Safety Data Sheet (MSDS) must be on site and available to WBSF Department of Safety & Environmental Affairs and contractor's employees. They shall be provided on site by the contractor for each chemical being used or stored on the Studio property
- 2. Contractors are required to supply MSDS sheets for their chemicals to the WBSF Department of Safety & Environmental Affairs prior to usage.
- 3. MSDSs for WBSF's chemicals can be found at the WBSF Department of Safety & Environmental Affairs for contractor viewing. Hard copies, if needed, should be requested from the WBSF Department of Safety & Environmental Affairs.
- 4. All portable chemical containers must be properly labeled with the chemical name and hazard warnings.
- 5. Tanks must be labeled with the appropriate NFPA hazard warning labels.

6. Any equipment or container that at one time contained hazardous chemicals must be removed from the Studio. Once empty all labels must be legible and tagged with a warning label which indicated the original contents.
7. DO NOT USE DRINKING WATER BOTTLES FROM WATER COOLERS or other unauthorized containers to store chemicals.
8. The WBSF Fire Department shall be informed of the location of all flammable liquid storage. This area must have correct placard for ready identification.

### **CONFINED SPACE ENTRY**

*A confined space is any space with restricted access that could hamper the ability of personnel to enter or leave. Confined spaces may permit the accumulation of flammable or toxic vapors or have an oxygen deficient atmosphere. Examples of confined spaces include, storage tanks, process vessels, pits, sewers, ducts, large pipes, furnaces, trenches, and asbestos abatement operations utilizing full enclosures.*

The following general rules apply to confined spaces:

1. A dedicated Hole Watch person is always required.
2. Continuous air monitoring is necessary for the presence of explosive gases or air unsuitable for breathing. Work must cease or not begin if these atmospheres are present.
3. Mechanical ventilation is necessary.
4. Systems for communicating with the persons inside the space and with the emergency rescue personnel (such as air horns or radios) must be available at the location where the Hole Watch person is posted.
5. Sources of ignition, including smoking, will not be allowed until proper tests have been made to insure safety.
6. Internal combustion engine-driven equipment shall not be operated inside buildings or confined spaces unless adequate steps have been taken to insure protection from dangerous concentrations of gases or fumes. Some of the precautions that may provide adequate control are as follows:
  - A. Piping exhaust gases to outside atmosphere.
  - B. Ventilation that dilutes and removes gases.
  - C. Use of catalyst-type exhaust scrubbers.

### **RESPIRATORY PROTECTION**

1. All outside contractors using respirators must have a written respiratory program and make it available for review by the WBSF Department of Safety & Environmental Affairs.
2. If your employees wear any respiratory protection they must be clean-shaven at all respirator-sealing surfaces.
3. You must have documentation on file that all employees required to wear a respirator are medically qualified and have been fit tested, at least annually.
4. Contractors are responsible for the proper selection of respirators suitable to the task.
5. Contractors must provide respirators for their personnel.

## **SECTION FIVE: ENVIRONMENTAL CONSIDERATIONS**

### *Which Contractors Shall Comply With*

#### **CONSTRUCTION SUBCONTRACTORS**

The disposal of any waste generated by the subcontractor is the responsibility of the subcontractor.

Subcontractors must inspect their worksite frequently and watch for any dumping of waste materials into the waste hopper, storm drains, toilets, or sinks. Warner Bros. will also be inspecting for these illegal practices.

#### **DISCHARGES TO STORM DRAINS, SEWERS, TOILETS, SINKS, SUMPS, GUTTERS, AND GREASEPITS**

At no time during your work at WBSF may subcontractors working for Warner Bros. Studios discharge waste into any public water system that ultimately discharges into a public water system. To do so is a violation of Federal, State, and Local regulations.

#### **REGARDING HAZARDOUS WASTE**

1. Operationally the term "Hazardous Waste" means anything that is not pure water.
2. Hazardous Waste may only be transported by Certified Hazardous Waste Haulers who may only transport to Certified Hazardous Waste Disposal Facility.



*Subcontractors should be cleared by the Department of Safety and Environmental Affairs before manifesting shipments of hazardous waste out of Warner Bros. Studios.*

### **STORAGE PRACTICES**

Store materials, and especially *chemical products*, in small quantities. All chemicals shall be segregated by chemical class. All flammables shall be contained in safety cans and stored in flammable cabinets. All drums and bulk storage of materials must have secondary containment. Call 2800 for secondary containment guidance. The Burbank Fire Department strictly enforces this policy.

### **PAINT AND PAINTING MATERIALS**

Purchase *paint, solvents and thinners* that comply with all local or state environmental regulatory agency requirements. (For help call the Warner Bros. Department of Safety Management and Environmental Affairs.)

### **PLASTERING MATERIALS**

Remember that *grout, plaster, adhesives* are all considered hazardous waste.

### **COMPRESSED GASES**

Have all *compressed gases* delivered by the vendor to your location. Never throw compressed gas cylinder in the trash. Observe all safety precautions when using compressed gasses.

### **CLEANING UP SPILLS OF HAZARDOUS MATERIAL**

All spills should be cleaned up promptly. *The first priority after a spill is the safety of all personnel.* Once personnel are safe the environment must be protected by stopping the spill from reaching storm drains, sewers, sumps, gutters, soil or bodies of water.

1. When a spill occurs, try to avoid touching it, walking in it or breathing it. Take the following steps immediately:  
Use sand or spill absorption materials to build a dike well ahead of the course of the spill. Once the flow of material has been stopped, absorb the spill using absorbent or sand.
2. For large spills call the fire department (911) for assistance.
3. Once the spill is absorbed safely sweep or shovel up the spill contaminated material. Store this in a labeled container. Do not throw spill debris into the trash. Notify the Department of Safety and Environmental Affairs.

**ACKNOWLEDGMENT**  
**Safety Guidelines for Subcontractors**  
**Warner Bros.**

**Production Name:** \_\_\_\_\_

(Turn in to Production Office Coordinator upon completion.)

Check all boxes below or see your Project Manager if you have any questions. If you have any safety concerns, call the WB Safety Department at (818) 954-2890.

**I understand:**

- I have received and will abide by the Warner Bros. Safety Guidelines for Subcontractors.
- Warner Bros. has a strict fall protection policy: I must always wear a full-body harness with a lanyard attached whenever I am in a condor, a scissor lift, a man lift, or any elevated work platform.
- Warner Bros. has a strict table saw use policy. I must always use the saw guard, unless making certain cuts as authorized by my supervisor.
- I have been that failure to adhere to these guidelines may result in disciplinary action.
- I am to bring to the attention of my Supervisor or the Anonymous Safety Hotline any unsafe conditions or employees that I observe.

**IMPORTANT!**

***By signing this form you do not waive any of your rights  
under Workers' Compensation laws.***

Employee Name (print): \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Production/Dept: \_\_\_\_\_ Location: (stage/bldg.) \_\_\_\_\_

Date: \_\_\_\_\_