CHECKLIST FOR PRODUCTION SAFETY FOR CREW – 05/2014

Crew Members should be aware that both New York State and Federal OSHA Workplace Regulations are in place to keep you safe on your job

Federal OSHA Regulations- Federal Standards that regulate the common infractions in our industry and in the Private sector in NY, NJ and CT are shown in parenthesis after section title

Standards: many are enforced as laws
National Fire Protection Association (NFPA) codes
National Electric Code (most provisions adapted by OSHA)

Manufacturer’s directions and recommendations available with equipment and materials
OSHA can cite for failure to follow- e.g. Genie Lifts, power tools

RULE NUMBER ONE:

Just because someone else shot there does NOT mean that it was tested and found safe.

Workplace Check List

Sanitation and Housekeeping (1910.141, 1910.22, 1926.25)
• Cleanliness
• Dry Floors
• Aisle, passageways, floors free of nails, splinters, holes, loose boards, trip hazards. Must be maintained at all times-even during set construction, load in/out
• Proper waste disposal ( see EPA rules for toxic waste)
• Control of vermin. Not the job of film crew- animal, bird and rodent waste- debris & refuse must be professionally cleaned.
• Potable (drinkable) water without cost.
• Toilet facilities that can be locked from inside- separate facilities for each sex
• Showers if required for toxic substances used
• Changing rooms for workers
• Separate place to eat and store food- not subject to dust, vapor or other air pollutants from job site.
• Food service carried out in accordance with sound hygiene principles- no craft service tables where dusts and pollutants are present.

Lead in Construction (1926.62)

• Lead- if the building was painted prior to 1980 NEVER disturb or remove any paint until you have seen certified tests or been assured by the union office that testing has been done and it is free of lead. If lead is present, any clean up and disposal must be done by a certified lead abatement contractor - not IATSE members- CALL THE OFFICE and we will contact production to make sure the proper precautions are taken- which include testing the paint and surface dust. The report regarding the abatement should be posted at the location for your review.

Asbestos in Construction (1926.1011)

• Asbestos- There are many areas in older buildings that are possible sources of asbestos. The USA829 website has a data sheet listing these sources. Never disturb any areas in an older building without seeing certified laboratory tests or being assured by the office that that it has been tested and found asbestos free. All asbestos materials must be addressed by certified asbestos abatement contractors. If you see a suspicious material that is unmarked and looks like asbestos it should be brought to the attention of Production and to the Union Business Office. If Production is taking care of the abatement a report should be posted and the pipes should be marked as to what the material is. If they are not responsive we will send Monona to check it out.
**Structural Hazards**-
- Some locations need to be evaluated by a structural engineer and have conditions corrected. Obvious indications are sagging or tilted floors, stairways that are rickety - railings missing – rotten fire escapes - unstable overhead material including light fixtures, ductwork, and ceiling tiles.

**Structural problems checklist**
- Beams, pipes and fixtures should be secure and capable of supporting the equipment that is present.
- Nothing is hung from the sprinkler system.
- Encapsulated asbestos is marked and not disturbed.
- Lead paint is not disturbed.
- Fire escapes, roofs and other exterior platforms need to be inspected by the studio safety rep and consulting engineer.
- All rooftops must have a barrier 10 feet from the edge that can be temporary.
- Areas that are fall hazards must be blocked off.
- Engineer should check questionable floor structure.

**Fall Protection**- (1910,1926.500-503,1910.23)
- Workers involved in construction activities must be protected from falls of 6 feet or more by either standard rails or fall arrest systems.
- Non-construction workers such as those doing costumes, set dressing, computer or drafting work are under General Industry and must be protected from falls of 4 feet or more.
- All stairs of four or more risers or ramps of 30 inches or higher must have a standard hand rail.

**Air Quality Problems**- (1910.1001)
- If it smells or doesn’t feel right you may have an air quality problem. OSHA sets standards for many air pollutants. We have seen problems from fuel oil spills, mold, spray paints and sewage backup. Carbon Monoxide has no odor, but it can be found in excessive amounts when diesel or gas powered engines such as forklifts, cranes or cars are run indoors.
- Solvent vapor and paint mist can be harmful. Spraying should be done ONLY when a local exhaust system such as a spray booth or slot hood bench is present. Spray gets throughout the building and effects everyone wearing a respirator or not. Please be mindful of our colleagues and the health risks for all.
- Mold and bacterial contamination have been found on work sites. There are no OSHA standards for these contaminants, but are recognized as being health issues by other organizations. Call the office if you see mold, smell sewerage or have any indication that the air is being contaminated by biological materials.

**All reported issues are anonymously handled by your Business Office**

**State Smoking Regulations** – New York, New Jersey and Connecticut workplaces are smoke-free.
- Employers are required to enforce the ban.
- You must post “NO SMOKING” signs.

**Emergency Action/Fire Prevention** – (OSHA Reg 1910.38-39 &157(g), 1926.150)
- Prior to work, formal training must be provided by the employer on the fire safety plan for the location. Included is information on the alarms, exit routes, any fire suppression systems, where to meet for a head count, fire extinguishers, and more.
- Permanent shops must provide training at hire and annually thereafter.
- An exit sign MUST be CLEARLY visible from every area.
- The location must have fire extinguishers every 75 fee which have an inspection tag whose date is not more than a year old.
- Emergency doors must be easy to open and not blocked or chained.
- Aisles must be clear at all times – including during construction.
- Sprinkler pipes must not be touched by anything or used for hanging things and no storage can be within 18 inches of the sprinkler heads.

**Medical Services/ First Aid** – (1910.151, 1926.50)
- Access and training for CPR, First Aid or other services must be explained at hire.
- Proper eye wash stations (not squeeze bottles) must be present if solvents, paints and other chemicals are used.
- First Aid kits must be available and well stocked at all times.

**Blood-borne Pathogens Standard** – (1910.1030) The employer must provide training on the donning and removal of gloves when handling of contaminated waste such as blood or other body fluids. This training is required for those whose work involves the likelihood of small cuts and accidents including needle sticks during costume work.

**Hazard Communication** – (1926.59, 1910.1200) All employers are required to have a hazard communication program. The elements are;
- A written Hazard Communication Program detailing how the employer will comply.
- An inventory of all potentially hazardous products held on the site.
- Material Safety Data Sheets (MSDSs) or Safety Data Sheets (SDSs) on file for all products on the site. Order one when you place your order for material or download off the website.
- Labels on all containers: name of substance, warnings, name/address of the manufacturer or a system of symbols that provides this information.
- Formal training by a person who is qualified to explain the hazards of the particular materials you use and how to use them safely.
- Your employer is required to provide access during all working hours to the safety data sheets and all other written materials. Keep your Data Sheet binder available at all times.

**Personal Protective Equipment** – (1926.28, 1910.132-133) Employers must provide documented training in the proper use of protective gear. Except for footwear the employer must provide and pay for safety equipment
- Eye Protection- different types of goggles for impact to chemical splashes
- Gloves- different types for chemicals, cut protection, heat protection
- Foot protection- steel toed shoes if you are lifting 15 or more pounds
- Head protection- hard hats whenever overhead work is on going

**Respiratory Protection** – (1926.103, 1910.134) Employers can only allow workers to wear respiratory protection if a program is in place which provides you with:
- A written program and risk assessment available for employees to read
- Medical certification (USA829 provides this through Mt. Sinai)
- Fit testing by a qualified person using an OSHA-approved method
- Documented training of workers on use, care and limitations of respirators

**Flammable/ Combustible Liquids** – (1926.401, 1910.301-333) Employers must provide proper storage for solvent containing products (Flammable cabinets)

**Electrical Safety** – (1926.401-405, 1910.301-333)
- There must be marked clearance areas in front of all electrical panels
- Electrical panels must not be used to turn on lights or power on/off
- All appliances and equipment must be grounded (triple prong plug) or double insulated
- No plugs can be altered by clipping off the ground pin
- All outlets near water and extension cords must be ground fault circuit interrupted

**Scaffold Regulations** – (1910.28 & 1926.451)
- A “qualified person” must design and select the scaffold
- A certificate-holding “competent person” must direct the erection, provide training and be present to oversee use of the scaffold by other workers.
- Guarding or fall arrest must be provided at 10 feet on the scaffold.
**Welding Rules** – (1910.252, 1926.352) Combustibles such as wood, wood dust and chips, paper or cloth and flammable solvents, spray cans and oil paints cannot be within 35 feet of welding operations. All OSHA regulations applicable to welding should be followed including compressed gas and high voltage electrical equipment rules, protective clothing and eyewear, and more.

**Crew – When Scouting a Location:**

Check all locations for potential safety concerns and hazards when scouting and prior to accepting the location. **Just because someone else shot there does NOT mean that it was tested and found safe.**

Nasty areas- directors love them- we should not work in them- Safety needs to be ensured that is primary. The area may have to be cleaned professionally and then we can make it look dirty with safe non-toxic materials. Discuss this with the scout team.

If work is to begin and you are aware of hazards, you are within your rights to ask Production if the hazards have been assessed and if so why the results of the assessment have not been posted. If your questions are not answered satisfactorily or you are not comfortable confronting Production, call the office. You are not required to work in a dangerous environment or to perform work that is hazardous to your health and safety. Checks should be ongoing during pre-shoot construction work – conditions can change due to weather and the progress of the work- leaks, blocked fire lanes, storage of waste are all matters that need to be monitored.

**Art Dept. –**

You can also inform Production of any hazards you perceive BEFORE the construction crew arrives. You can also call the office we work together with the New York Production Locals (NYPLs) and Monona Rossol to visit locations and sets prior to the arrival of the crew. She will provide a detailed report with recommendations to Production in order to expedite the remediation of any issues that could hold up your job. Contact Beverly Miller at Local USA 829 (212) 581-0300

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**A Common Sense checklist**

- What is the company policy on materials? Some companies do not train and do not allow use of materials that involve respiratory equipment.
- Has everyone been trained in the use of special safety equipment? Are there adequate supplies of the above equipment?
- Has disposal of hazardous waste been arranged?
- Have MSDS’s been obtained for all materials when ordered by different departments and are they readily available to the crew?
- Is there a stocked first aid kit?
- Is there an Eye Wash station?
- Is cell phone service available?
- Are electrical cords grounded, and coiled and not in walk ways when not in use?
- Is every container Labeled?
- Are there adequate bathroom facilities?
- Is potable water available?
- Is the area properly ventilated for the tasks that will be done: exhaust fans for painting, spray booths if sprays will be used, etc.?
- Is there a clean place to eat and/or get out of the heat?

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