

# CAPS

NEW YORK WORKERS' COMPENSATION  
AND  
SAFETY GUIDE

July 2012

# New York State Workers' Compensation and Safety Guide

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## Introduction: CAPS Safety Statement: Client Safety Responsibilities

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Your production company has the opportunity and legal duty to provide a safe workplace. It is also your responsibility to assign someone to be responsible for health and safety activities during the production. A designated person (for example, the First Assistant Director in film and commercial shots or Technical Lead in theatrical venues or safety director), has a key role and responsible for the safety and health of the workers on the site as well as the general public near the site. AD's and TL's/SD's should be responsible for assisting the workers in the event they are injured on the job when they must receive emergency care and/or the benefits of workers' compensation insurance.

***We know from experience that slips, trips, and falls are the primary cause of accidents. Please be focused on the prevention of these types of injuries.***

This Safety Guide is intended to help our clients and their AD's/TL's/SD's to prevent these and all other types injuries, where possible, and to help you to prepare for these events so that injured workers are taken care of as quickly and fairly as possible.

New York State law, OSHA and CAPS standards require each production and venue to perform specific activities in order to reduce the chance of accidents and to take care of injured workers after an accident occurs. These include:

1. Posting emergency procedures, emergency contact information, and the OSHA poster prior to the start of activity,
2. Performing pre-activity inspections for risk identification and mitigation,
3. Performing pre-activity safety training of cast and crew,
4. Correcting identified safety and health issues,
5. Documenting safety meetings and safety training,
6. Conducting post-accident investigations and sending investigation reports to CAPS Universal,
7. Providing appropriate personal protective equipment, if required, and
8. Notifying every foreman, gang boss and supervisor of their responsibility for providing a safe workplace for the cast and crew working under them.

*Note: Government regulations require that the above activities be documented.*

## Health and Safety Program Guide

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**Note:** Safety programs should be in compliance with State and Federal safety regulations. Your company is responsible for compliance.

Please make sure that a health and safety program is implemented on each job you are producing. If you have not already received it, please ask the Production Company for a copy of the company safety program. If one is not in place please use the enclosed sample as a guide and resource.

## A. Safety Roles and Responsibilities

As the “safety director” for the production you need to lead and conduct safety activities, such as inspections and training, to help ensure that hazards have been eliminated and safe work practices are understood. It is imperative that all safety-related activities such as inspections and safety meetings be documented. This is an integral part of good safety management practices. You should also develop written safety policies collected into a safety program.

The production leadership is ultimately accountable for running a safe production or event and each level of supervision and management have specific roles.

Therefore, you should identify personnel who are ultimately responsible for safety activities and make sure they have taken appropriate actions to prevent injuries. **Sample safety rules and policies to be shared with cast and crew are provided in the Appendix.**

EXECUTIVE CHAIN OF RESPONSIBILITY	
Television and Film Production	Theatrical/Music Venue
<p><b>Program Executive / Executive Producer</b> Identify safety budget costs (Resources to develop a site safety program, training, and safety/injury response mechanism)</p>	<p><b>Director of Operations</b> Identify safety budget costs (Resources to develop a site safety program, training, and safety/injury response mechanism)</p>
<p><b>Program Administrator</b></p> <ul style="list-style-type: none"> <li>▪ Report all injuries to CAPS immediately</li> <li>▪ Provide safety documentation such as safety bulletins</li> <li>▪ File all inspection reports and equipment maintenance records</li> </ul>	<p><b>Venue Administration</b></p> <ul style="list-style-type: none"> <li>▪ Report all injuries to CAPS immediately</li> <li>▪ Provide safety documentation such as safety bulletins</li> <li>▪ File all inspection reports and equipment maintenance records</li> </ul>
PRODUCTION CHAIN OF RESPONSIBILITY	
<p><b>Line Producer</b></p> <ul style="list-style-type: none"> <li>▪ Review Call Sheets</li> <li>▪ Post Safety Contact Information</li> <li>▪ Review and post safety bulletins</li> </ul>	<p><b>N/A</b></p>
<p><b>First Assistant Director</b></p> <ul style="list-style-type: none"> <li>▪ Review Call Sheets</li> <li>▪ Post Safety Contact Information</li> <li>▪ Communicate emergency procedures</li> <li>▪ Review and post safety bulletins</li> <li>▪ Conduct safety inspections</li> <li>▪ Correct unsafe conditions</li> <li>▪ Respond to safety complaints</li> <li>▪ Facilitate Safety Meetings</li> <li>▪ Coordinate special meetings to discuss hazardous special effects</li> <li>▪ Coordinate medical response services</li> <li>▪ Investigate accidents</li> <li>▪ Post production safety program review</li> </ul>	<p><b>Venue Technical Coordinator/Director of Operations/Safety Coordinator</b></p> <ul style="list-style-type: none"> <li>▪ Review Call Sheets</li> <li>▪ Post Safety Contact Information</li> <li>▪ Communicate emergency procedures</li> <li>▪ Review and post safety bulletins</li> <li>▪ Conduct safety inspections</li> <li>▪ Correct unsafe conditions</li> <li>▪ Respond to safety complaints</li> <li>▪ Facilitate Safety Meetings</li> <li>▪ Coordinate special meetings to discuss hazardous special effects</li> <li>▪ Coordinate medical response services</li> <li>▪ Investigate accidents</li> </ul>

- Documentation of safety issues on the production report

- Post production safety program review

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**Technical Lead Dep. Head**

- Read and understand the location safety plan
- Communicate and enforce safety rules to respective crews
- Discuss emergency action plan with crews
- Review and communicate safety material for training crews have not been trained on
- Report injuries and assist in the investigation

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**Technical Lead Dep. Head**

- Read and understand the location safety plan
- Communicate and enforce safety rules to respective crews
- Discuss emergency action plan with crews
- Review and communicate safety material for training crews have not been trained on
- Report injuries and assist in the investigation

**B. Safety Practices and Safety Training**

A safety meeting should be held at the beginning of every production day, and the points discussed need to be outlined on the call sheet and initialed by the (AD/Safety Director). All crew and talent need to be notified of topics discussed during the safety meeting if they are not in attendance at the meeting. Use the call sheet to state any potential safety issues on the set to alert the crew.

Make sure that your safety program and training materials (bulletins) are specific to the production. Special hazards may require specific safe work practices to be developed.

For Example: The production may have high speed vehicles, stunts (including air bags), helicopters, animals, scuba diving, camera cars, artificially created smoke or fog, fixed wing-aircraft usage, venomous reptiles, parachuting or skydiving, boating, pyrotechnics, bodies of water, railroads, hot air balloons, and high/low temperatures. You should always prepare a safety bulletin, review it, and make sure the crew is informed of its contents.

*NOTE: CAPS must be contacted if workers are exposed to pyrotechnics (fire/explosion), non-scheduled aircraft including helicopters, or stunts.*

Safety Bulletins are written to help you communicate safety information. Safety bulletins may be reproduced and attached to Call Sheets or otherwise distributed to affected employees. Bulletins are provided in the appendix of this guide and can be found from the following sources:

**FILM / TELEVISION:** Management Safety Committee for the Motion Picture and Television Industry. Safety Bulletins are guidelines recommended by the Safety Committee. You may contact CSATF at (818) 565-1656 or <http://www.csatf.org/bulletintro.shtml> for the most recent Safety Bulletins.

**THEATRICAL/VENUE:** International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists, and Allied Crafts (IATSE). You may contact IATSE at (212) 730-1770 or view bulletins at <http://www.iatse-intl.org/services/zone.html>.

Enclosed are some safety guidelines to help you reduce injuries and to better manage safety at your production. However, you may want to supplement the program with additional provisions appropriate to your production needs. You can contact the CSAT, IATSE, or OSHA.GOV directly for supplemental assistance. See the sample Safety Policies (Sample- Appendix) to educate cast and crew members, along with an Acknowledgement of Receipt of Safety Policies (Sample- Appendix).

**C. Safety Inspections**

Safety inspections should be completed daily to assure that there are no obvious physical hazards and that production safety preparations are in order. See sample inspection sheet in the appendix.

### ***D. Emergency Contacts***

Post safety bulletins, emergency contact information, and regulatory agency contact information in a conspicuous location. **A sample emergency contact poster is included in the appendix.** A best practice is to display a “Health & Safety Board” where bulletins and other important safety information can be posted.

### ***E. Injury Reporting and Investigation***

This section includes the forms that must be filled out in the event of a job related injury. Be familiar with the enclosed contents of this guide and be aware that all injuries must be reported immediately. When in doubt call CAPS for guidance.

In the event of a work related injury you must immediately contact CAPS, state that you are reporting an injury and that you need assistance completing the required forms. Contact:

Telephone: 310-280-0755, ext 2259, 2310 or 2297

Facsimile: 310-280-0889

### **What to do.....**

IF AN EMPLOYEE INVOLVED IN AN ACCIDENT REFUSES MEDICAL ATTENTION:

- If the injured employee refuses medical aid, he/she must fill-out the Right of Refusal of Medical Aid form (see Appendix).
- This form should be submitted along with the completed Accident Investigation Report / Injury Report.
- The Accident Investigation Report / Injury Report should be completed even if the person refuses medical treatment.

IF ACCIDENT RESULTS IN MINOR INJURY AND/OR REQUIRES MEDICAL ATTENTION:

- The **Accident Investigation Report / Injury Report (See Appendix)** must be completed immediately and is used to describe the circumstances surrounding the injury. If possible take still or moving pictures of the accident scene and submit them along with the other documents.
- *A copy of the injured employee's time card should be submitted along with the other documents.*
- The **Accident Investigation Report / Injury Report** and all other supporting documents (photographs, witness statements, time card) must be faxed to CAPS immediately following the accident whenever possible and no more than **24 hours** after the injury occurs or is first reported. Please include the employee's pay rate, if known. Also please include the employee and supervisor contact information.

After the Accident has been reported and investigated.

- Complete the corrective action form (**See Appendix**) to document appropriate control methods to prevent future injuries. Analyze risk factors created the hazard and implement appropriate management controls to eliminate the hazard. Use the attached Corrective Action Guide for assistance.
- Retain for your use and send a copy as soon as possible to CAPS via fax.

*If you have any questions, or need to get insurance carrier information, please do not hesitate to contact CAPS at 310-280-0755, ext. 2310, 2259 or 2297.*

## **F. Emergency Action Plan**

**Emergency Action Plan should be site-specific and focused on these three priorities.**

1. PEOPLE: The saving and accounting of lives and the prevention and treatment of injuries.
2. PROPERTY: The securing of confidential materials and operational records, files and equipment.
3. FACILITIES: The safety and stability of structures and working environments.

*Note: Many production facilities have Crisis Management programs that are "lot" or location specific. Always follow the instructions and plans of those responsible when working at any production facility.*

### **Isolated Emergency**

In the event of an isolated emergency, contact the appropriate response agency as needed. If working at a production facility that provides emergency response, call the response group listed on the emergency contact poster. (Do not hang up until instructed to do so.). Make sure you identify contact numbers at your site in case 911 is not operational. These are generally accepted guidelines.

**FIRE:** Notify the appropriate fire response agency as established in your Emergency Notification Poster. In addition, priority must be given to the evacuation of employees from the affected area.

If you have placed a call for assistance and have been trained in the use of available fire equipment, you are encouraged to attempt to suppress a small fire in its small controlled stage. **IF YOU HAVE THE SLIGHTEST DOUBT ABOUT WHETHER OR NOT TO FIGHT THE FIRE...DON'T!** Instead leave the area/building, closing the door behind you.

**POWER FAILURE:** In the event of a partial blackout or a total power failure, the first person aware of the situation should call for assistance.

If a significant disruption is anticipated, a decision may be made to evacuate the location.

In the event of a lengthy power outage: As a precaution, electrical equipment including computers, television/audio equipment and other sensitive electronic should be unplugged if safe to do so. This should be done to avoid a possible electrical surge that may damage equipment when power is restored.

**MEDICAL EMERGENCY:** Identify the need and location for first aid equipment and identify emergency responders before the production begins. Make sure that you have identified appropriate medical response for your situation.

### **Natural Disasters and Widespread Emergencies**

**EARTHQUAKE:** During the shaking....If inside, take shelter if possible under a solid desk or door frame. If you are outside, stay clear of buildings, trees, and wires. After shaking stops, evacuate the building (if you are in one) and assemble in a safe location. It is essential that all employees be identified and accounted for.



WEATHER RELATED PHENOMENON: Blizzard, hurricane and tornado warning systems are active in most regions of the United States that are prone to this type of activity. Continuous monitoring of local weather conditions should take place whenever adverse conditions are suspected. Because most weather related disasters can be predicted, pre-planning must take place. Contingency weather plans should include provisions for evacuation, transportation, first-aid, and shelter.

If on location in a remote area, notify local authorities and let them know your whereabouts and condition after a widespread disaster. (Some emergency response agencies may not know that your production is on location unless you tell them.)

After any disaster there is usually a high volume of telephone calls. It is important that you limit phone calls to emergencies only. Do not call 911 or the police for confirmation of an earthquake. Listen to a radio or television station for information.

## Appendix Contents

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### Safety Forms

- Safety Guidelines
- Signature Sheet
- Emergency Contact Poster
- OSHA Poster
- Safety Report Form

### Accident Reporting Forms

- Right of Refusal of Medical Treatment
- Accident Reporting and Investigation
- Corrective Action Guide
- Corrective Action Summary

### Safety Planning and Inspection

- First AD/TL Planning Sheets
- Safety Inspection Form

### Safety Bulletins

- Reporting and Investigating an Accident
- Hand Tool Safety
- Back Care: You Can Make a Difference!
- The Ten Commandments of Good Safety Habits
- Why Take a Chance? Report All "Near Misses"
- Using Portable Fire Extinguishers
- Remember P-A-S-S When Using an Extinguisher
- Don't Get Careless With Electricity
- Fall Protection- General Information
- Warning: Extreme Heat is Coming!
- Cold Weather Tips

## General Safety Policies - Sample

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### ***Safety Statement***

Safety is a cooperative undertaking requiring participation by everyone. Failure by any employee to comply with safety rules will be grounds for corrective discipline and/or dismissal. Department heads will ensure that employees observe all applicable company, studio, State or Federal safety rules and practices.

**SAFETY IS EVERYONE'S JOB:** We are firmly committed to providing and maintaining a safe and healthy workplace. Every employee should understand the importance of safety in the workplace. By remaining safety-conscious, employees can prevent work-related injuries and illnesses, both for themselves and their co-workers. Every employee is responsible for following all safety rules. Every supervisor has a responsibility to help to provide a safe working environment. Any supervisory employee (for example, a foreman or gang boss who observes or has knowledge of unsafe work practices, dangerous equipment or untrained personnel) must take action to correct the situation. An employee shall receive safety training through their union.

**REPORTING:** Anyone on or off the set, who observes an unsafe situation or hazard in the workplace, should inform the First AD, Coordinator(s), or the Technical Lead immediately.

**SAFETY RULES:** All safety rules, codes of safe practices and safety directions must be followed. These rules include but are not limited to the following:

- Maintain clear walkways and exits and a clear 4' perimeter around the stage exterior or other leading edges.
- Use fall protection harnesses when operating above ground and in elevated work platforms.
- There should be an MSDS for all hazardous chemicals and substances.
- Temporary guardrails are to be used for elevated areas, pits and holes.
- Machinery and equipment shall not be serviced, adjusted or repaired while in operation.
- Practice good housekeeping at all times.
- Report all unsafe conditions or equipment to their department head or the responsible safety person on set or venue.
- Be aware of and comply with all production safety guidelines adopted by the production company.
- Use personal protective equipment whenever necessary.
- Not attempt to use any equipment, tools or substances for which they have not been trained or authorized to use.
- Attend all safety meetings, especially if involving a stunt or special effect, which will be held to reinforce safe work practices, the use of safety equipment, proper work clothing, emergency procedures, or any unusual safety hazards.
- Report all accidents, injuries and illness to their department head or the responsible safety person immediately.
- Not attempt to work while under the influence of intoxicating liquor or drugs.
- Not engage in horseplay, scuffling, or other acts which cause bodily injury or property damage.
- Be aware of emergency evacuation routes and procedures at each location where filming occurs.

- Store all equipment and materials in a proper manner and place.
- Maintain their work area in a neat, clean, and orderly fashion.
- Always use proper lifting techniques and request help if the object is too heavy or unstable.
- Continually be aware of their surroundings and its conditions.
- Maintain sufficient access and working space around electrical equipment.
- Shut off the engine, set the brakes and lock the wheels prior to loading or unloading vehicles.
- Not eat or drink in areas where hazardous substances are present.
- Use electrical tools and equipment properly. All AC electrical equipment must be grounded. Plugs, connectors, outlet boxes or lines cannot be altered.
- Not use gasoline for cleaning purposes at any time.
- Not disconnect air hoses at compressors until the line has been bled.
- Wear appropriate work clothing and shoes.

**ON THE SET:** Anyone on the set who observes an unprotected hazard or is uncertain about the safety of the shot should inform the First AD or Technical Lead immediately. Any stunt or special effects shot must be preceded by a meeting of key personnel in addition to a walk-through rehearsal. If anyone in the cast or crew observes an unsafe situation in the workplace (carbon monoxide hazards, unsafe trailer or truck steps, electrical or cabling hazards, etc.) the First AD or Technical Lead should be notified and shall follow through with immediate corrective action.

**OFF PRODUCTION AREAS:** Every foreman, gang boss and supervisor is responsible for providing a safe workplace for their employees; each employee is responsible for complying with safety rules. Each employee **MUST** be trained in the safe operation of the tools he/she will be using. Safety meetings must be held when new employees begin work, any time there is a new process, procedure, equipment or work location. In addition, construction is required to hold a safety meeting every ten days. These meetings are held to reinforce safe work practices, the use of safety equipment, proper work clothing, and emergency procedures and to identify any unusual safety issues at the worksite.

**TAILGATE MEETINGS:** Department heads are responsible for verifying the safety training status of their crew and should review the safe operation of all equipment with their crew initially and whenever new equipment is utilized or new crew members are added. Department heads must brief their crews in an informal "tailgate safety meeting" on the days when any special hazard might be encountered, and give special safety training as appropriate for the day's activities. Supervisors are required to enforce these guidelines and OSHA regulations and counsel or discipline crew members who disregard safety rules.

**DISCIPLINE:** Employees who violate safety rules, who cause hazardous or dangerous situations or who allow such conditions to continue are subject to discipline up to and including termination of employment.

**RECORD KEEPING:** The First AD or Technical Lead is responsible for recording all safety meetings, stunt rehearsals, regulatory agency inspections, accidents or injuries on the Production Report. The Assistant Director should also ensure that the copies of appropriate "Industry Wide Labor Management Safety Bulletins" are attached to the Call Sheet when relevant work situations or equipment are scheduled.

**INJURY/ILLNESS REPORTS:** All work-related injuries, illnesses, **OSHA** citations or other safety violations must be thoroughly documented and reported to the First AD, the Production Manager, or the Technical Lead who will follow up to assure corrective action has been taken.

## Acknowledgement of Receipt of Production Safety Guidelines

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PRODUCTION TITLE: \_\_\_\_\_

I understand that there is a Health & Safety program in place and hereby confirm that I have read, understand and will comply with the Production Safety Guidelines.

I also understand that I must attend safety meetings whenever they are appropriate for my work.

EMPLOYEE SIGNATURE: \_\_\_\_\_

EMPLOYEE NAME PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

*This form should be signed, dated and returned to the First Assistant Director or the Technical Lead.*

*EMERGENCY CONTACT AND  
NOTIFICATION POSTER*

LOCATION / EVENT ADDRESS:

KEY SITE/EVENT SAFETY CONTACT:

KEY EMERGENCY / MEDICAL CONTACT PHONE:

FIRE/POLICE / AMBULANCE (911)

IF NOT 911 CONTACT:

TO REPORT AN INJURY (NON-EMERGENCY):

212-925-1415 (CAPS)

## Safety Report Form

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This completed form should be given to the First Assistant Director (for commercial and film shoots) or the Technical Lead (for theatrical venues).

PRODUCTION TITLE:

DATE:

The following unsafe condition or action was noted:

SIGNATURE (optional):

Note: As stated in the "Production Safety Guidelines" there will be no reprisal against anyone for reporting safety hazards or concerns.

Please note: If using a MAC, please print this form and fill it out manually.  
Thank you.

# CAPS

INJURED WORKER NAME: \_\_\_\_\_

## ACCIDENT INVESTIGATION/FIRST REPORT OF INJURY

### INSTRUCTIONS

1. This report should be completed as soon as possible after the accident. It must be completed no later than 24 hours after the incident.
2. All spaces must be completed otherwise the insurance company will not accept.
3. IMPORTANT! PAY VOUCHER MUST ACCOMPANY THIS REPORT.
4. Report is to be filled out by a representative of the production company and faxed immediately to CAPS at 310-280-0889. You may also e-mail a scan of a completed and signed form to [WorkersComp@capspayroll.com](mailto:WorkersComp@capspayroll.com). Failure to report an injury promptly can result in fines and penalties to your production company.

#### INJURED WORKER INFORMATION

NAME:		SOCIAL SECURITY NO.:	
ADDRESS:		CITY/STATE/ZIP:	
HOME PHONE:		DATE OF BIRTH:	
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	MARITAL STATUS: <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED	<input type="checkbox"/> SINGLE <input type="checkbox"/> SEPARATED	WAGE RATE:
DATE OF INJURY:	TIME OF DAY:	AM	PM
START TIME:	DATE HIRED:		
OCCUPATION:	YEARS OF EXPERIENCE:		
EMPLOYEE'S LAST SCHEDULED DATE ON SET:			
PRODUCTION COMPANY:			
ADDRESS:		PHONE:	
ASSISTANT DIRECTOR/SUPERVISOR/LEAD NAME:			
CONTACT NUMBER:			

#### MEDICAL PROVIDER INFORMATION

NAME OF TREATING CLINIC OR HOSPITAL:	
ADDRESS:	PHONE:
WAS AN AMBULANCE CALLED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES EMPLOYEE REQUIRE ADDITIONAL TREATMENT?	<input type="checkbox"/> YES <input type="checkbox"/> NO



Please note: If using a MAC, please print this form and fill it out manually.  
Thank you.

# CAPS

INJURED WORKER NAME: \_\_\_\_\_

DOES EMPLOYEE REQUIRE ADDITIONAL TREATMENT?     YES     NO

IS EMPLOYEE LOSING TIME FROM WORK?                       YES     NO

### ACCIDENT LOCATION

ACCIDENT EXACT LOCATION AND ADDRESS:

VEHICLE ACCIDENT:     YES     NO

NAME OF OTHER DRIVER:

WEATHER CONDITIONS:

INJURED WORKER'S INSURANCE COMPANY/POLICY #:

3<sup>RD</sup> PARTY'S INSURANCE COMPANY/POLICY #:

WAS A POLICE REPORT FILED?                       YES     NO  
IF YES, ATTACH COPY OF POLICE REPORT

DATE AND TIME REPORTED BY EMPLOYEE:

WITNESS NAMES AND PHONE NUMBERS (ATTACH WITNESS STATEMENT IF NECESSARY)

### INJURY INVESTIGATION

CAUSE OF INJURY (e.g. slip, fall, struck by (describe), cut, puncture):

NATURE OF INJURY/ILLNESS (e.g. Strain, laceration, contusion):

PART(S) OF BODY AFFECTED (include left or right. e.g. Left lower back):

LIST DIRECT CAUSE(S). List both unsafe actions and unsafe conditions (e.g.: Improper lifting, lowering, or carrying technique, Poor housekeeping, etc.):

LIST ROOT (UNDERLYING) CAUSE(S). (e.g. Inadequate enforcement of work rules and procedures or Lack of proper job procedures):

### PERSON COMPLETING FORM (E.g. AD/LEAD/SUPERVISOR)

NAME, TITLE (PRINT):

PHONE:

SIGNATURE:

DATE:



## RIGHT OF REFUSAL OF MEDICAL AID

PRODUCTION COMPANY \_\_\_\_\_

PRODUCTION TITLE \_\_\_\_\_

This form has been given to you because you have refused or declined Production Company's offer of treatment by a set medic or other trained production personnel or transportation for medical treatment by a health provider.

I, \_\_\_\_\_ hereby refuse the first aid treatment by the First Aid Person employed on this production for the illness or injury incurred by me on this date \_\_\_\_\_.

In signing this waiver, I relieve the production company and CAPS, LLC ("CAPS") from any all liability or damages resulting from this refusal to accept such first aid treatment.

\_\_\_\_\_  
Employee Name (Print or Type)

\_\_\_\_\_  
Job Title or Position

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness if Employee Minor

\_\_\_\_\_  
Set Medic

Please return this form to:

CAPS, LLC

10600 Virginia Avenue

Culver City, CA 90232

FAX: 310-280-0889

You may also e-mail a scan of the completed and signed form to [WorkersComp@capspayroll.com](mailto:WorkersComp@capspayroll.com).

10600 VIRGINIA AVENUE  
CULVER CITY, CA 90232  
310-280-0755  
FAX: 310-280-0889

400 SKOKIE BLVD., SUITE 460  
NORTHBROOK, IL 60062  
847- 480-7366  
FAX: 847-480-8846

588 BROADWAY, SUITE 608  
NEW YORK, NY 10012  
212-925-1415  
FAX: 212-925-1502

capspayroll.com

## Corrective Action Form

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List all actions that are recommended to prevent a similar accident. Please fax as soon as possible to CAPS Payroll and discuss with location management to assure that responsible parties have completed the action items noted.

Use the attached Accident Corrective Action Guide for assistance.

Action Item	Persons Responsible
Comments:	

## Corrective Action Guide

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Purpose: To help develop corrective action after an injury to prevent recurrence of the hazard.

### Analyzing Injuries Risk Factors

When analyzing an injury you will be breaking the analysis into three categories. You must understand how each of these three elements are involved and ask yourself how these factors could have created an unsafe condition.

1. People Factors – These are factors related to the injured employee, supervisor or other individuals in the organization.

Often times you will find that there are more than one person that contributed to the injury.

Ask yourself: Was there proper training for the task? Was the person experienced? Did they follow proper procedures?

2. Process/Machine Factors – These are factors that related to the machine, tool, workstation design or the task that is being done at the time of the injury.

Ask yourself: Was this the right tool for the job? Was the part maintained correctly? Was it used properly?

3. Environmental Factors – These are factors that relate to both the physical environment i.e. Noise, light, heat etc. These factors also include factors that influence people such as production demands, short staffing situations, and seasonal fluctuations.

Ask yourself: Did we plan ahead and predict hazards?

### Developing Corrective Action

Identify the key risk factors and hazards and consider the following actions to prevent recurrence.

Potential Hazard	Possible Safe Procedure
Burn	<ul style="list-style-type: none"> <li>Personal Protective Equipment (PPE)</li> <li>Positioning out of the way of hot areas</li> <li>Protect ( guard ) hazard to prevent contact</li> <li>Use tools to handle hot materials</li> </ul>
Cut / Puncture	<ul style="list-style-type: none"> <li>Personal Protective Equipment (PPE)</li> <li>Proper handling &amp; use of knives, case cutters and sharp objects</li> <li>Housekeeping</li> <li>Keep tools sharp</li> <li>Proper disposal of sharp objects</li> <li>Use Safety Razor versus an open knife</li> <li>Maintain guarding on power tools</li> </ul>
Contact with Electricity	<ul style="list-style-type: none"> <li>Lockout -Tagout procedures</li> <li>Electrical equipment installed and maintained to code</li> <li>Electrical tools &amp; equipment properly grounded</li> <li>Do not allow cords to be damaged by walking or riding over the cords</li> </ul>
Foreign Body in Eye	<ul style="list-style-type: none"> <li>Personal Protective Equipment (PPE). Face Shields, Safety Glasses</li> <li>Do not blow particles with an air hose, use a vacuum to remove materials</li> </ul>

Potential Hazard	Possible Safe Procedure
Fall from Elevation	Proper housekeeping Slip resistant footwear, Footwear in good condition Avoid climbing on equipment No “Hand-free” climbing / descending stairs & ladders Three point contact when climbing in and out of vehicles Ladder and equipment inspection Reposition ladder or equipment rather than reaching Use Fall Protection equipment
Fall Same Level	Slip resistant footwear, keep soles of shoes in good condition Floor condition and Housekeeping Eliminate tripping hazards by running cords and hoses overhead Do not leave low carts, pallets in positions where people may trip over the object
Fork Truck Collision	Operator Training Sound horns and stop at intersections and blind turns Reduce speed
Heat/Cold Exhaustion	Maintain hydration Recognize signs of overexposure Plan for weather and provide appropriate shelter
Exposure to noise, smoke, fumes and chemicals	Personal Protective Equipment (PPE). Exhaust Ventilation. Dust collection systems. Do not use chemicals without training Store chemical properly Use safer materials if possible
Struck by / Against	Lockout -Tagout procedures. Traffic control procedures in pedestrian areas. Suspended loads are braced so they cannot fall. Stable positioning - to avoid falling into hazard. Do not position your body between the load and another object

## First Assistant Director/Technical Lead Checklist- Sample

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- Health and Safety Manual Received
- Health and Safety Manual reviewed and understood Legal responsibility understood
- Chain of responsibility reviewed
- Identified emergency responders contact information
- Posted emergency responder contact information
- Pre-production meeting with (Director and Line Producer/ Venue Management Team)
- Reviewed and identified (Production/Shoot) location hazards
- Health and Safety Bulletin Board posted with Emergency Contacts and Safety Rules
- Location of safety facilities identified and listed on poster Crew safety awareness poster
- Pre-Production safety meeting with cast and crew
- Location inspections/safety check list completed
- Bystander safety controlled
- Potentially hazardous situations controlled
- Condition of special equipment checked
- Health and Safety paperwork/reports completed

Please give original to (\_\_\_\_\_ ) and keep a copy in the wrap file.

First Assistant Director /Technical Lead Signature: \_\_\_\_\_

Date\_\_\_\_\_

## Sample Safety Inspection

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Production/Venue Name: \_\_\_\_\_ Date: \_\_\_\_\_

Completed By: \_\_\_\_\_

General	
<input type="checkbox"/>	Safety and emergency information is posted and visible? Is there a back up method to report emergencies if main communication is down?
<input type="checkbox"/>	Call sheets have been reviewed for special hazards?
<input type="checkbox"/>	General housekeeping in good order?
<input type="checkbox"/>	Medical staff and first aid equipment is acceptable for event?
<input type="checkbox"/>	Fall hazards are controlled?
<input type="checkbox"/>	Exits are clear of obstructions?
<input type="checkbox"/>	Warning signs are visible?
<input type="checkbox"/>	Vehicle traffic areas are well marked (including forklifts)?
<input type="checkbox"/>	Vehicles are not allowed near tents, shelters, and blind corners?
<input type="checkbox"/>	Environmental conditions (weather, heat, etc...) have been prepared for?
Chemicals	
<input type="checkbox"/>	Solvents, cleaners, paints are properly stored?
<input type="checkbox"/>	Eye wash is available?
<input type="checkbox"/>	Proper waste containers are provided?
<input type="checkbox"/>	Containers are labeled to warn of contents and hazards?
Ladders and Aerial Lifts	
<input type="checkbox"/>	Only trained personnel are allowed to use ladders and lifts?
<input type="checkbox"/>	Approved safety harnesses worn when using lifts?
<input type="checkbox"/>	All ladders are in good condition and used properly?
<input type="checkbox"/>	Aerial lifts are not moved with basket extended?

<input type="checkbox"/>	Lifts are not used in winds over 25 miles per hour?
<b>Vehicles</b>	
<input type="checkbox"/>	Vehicle traffic areas are well marked (including forklifts)?
<input type="checkbox"/>	Vehicles are not allowed near tents, shelters, and blind corners?
<input type="checkbox"/>	Vehicles are not allowed to idle near crews?
<input type="checkbox"/>	Only trained and authorized persons are allowed to operate carts?
<input type="checkbox"/>	Carts are not allowed to carry excessive passengers or loads?
<b>Fire Safety</b>	
<input type="checkbox"/>	Propane and flammable liquids are stored away from people?
<input type="checkbox"/>	Fire extinguishers marked and accessible?
<input type="checkbox"/>	Fire truck and ambulance access is maintained at 20' wide?
<input type="checkbox"/>	Fire hydrants are clear of all vehicles?
<input type="checkbox"/>	Flammable material and heat sources are at least 25 feet apart?
<input type="checkbox"/>	No smoking signs are visible and smoking restrictions are in place near flammable material?



## Reporting and Investigating an Accident

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A good accident investigation tries to answer these questions:

What happened? When did it happen? Where did it happen? Who was involved? Why did it happen?

How can it be prevented from happening again?

When these questions are answered for all accidents and near misses, patterns often emerge and preventable causes are often discovered. But the patterns may not be true unless information acquired during the investigation is complete and accurate. The observations of co-workers, as well as from employees that were directly involved, can be critical. It helps if everyone will:

Make mental or written notes about the accident before the investigation starts.

Avoid talking to others before talking to the investigator, since this may confuse the facts.

Answer all questions about the incident as accurately as possible.

Take the investigation seriously – give it your best.

The first thing to do when an accident happens is to make sure the worker's injuries are treated. The next step is to carefully investigate the events surrounding the accident. The reason for investigations is not to place blame on anyone, but to learn what happened – so similar incidents can be prevented in the future. All employees play an important role in this.

Should all accidents be reported and investigated? Ideally, not only accidents, but also near misses should be reported. The study of near misses can help prevent more serious incidents, where someone is actually injured. Such investigations needn't always be extensive, but records of near misses often indicate trends or hazardous conditions that can be corrected.

Top priority will be given to the most serious events. An accident that results in hospitalization or death must be immediately followed by a thorough investigation, once the injured receive care. Multiple injuries and fatalities are also investigated by OSHA and insurance personnel, so accurate facts must be gathered carefully. Photographs, samples and measurements are often necessary.

The actual investigation is generally carried out by supervisors or personnel who have been trained for this. Nevertheless, all employees play an important role in the accident prevention process and in preventing future mishaps. Once employees understand why it's important for them to report all accidents and near misses, and to cooperate fully with investigations, management can benefit from their experience and input.

Employees should be constantly alert to potential causes of accidents – before they happen. All unsafe acts or conditions should be reported to a supervisor immediately, whether or not someone has actually been hurt.

*Preventing Accidents Is Everyone's Responsibility!*

## Hand Tool Safety

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Hammers, wrenches, chisels, pliers, screwdrivers, and other handheld tools are often under-rated as a source of potential danger! Hand tools may look harmless, but they are the cause of many injuries. In fact, an estimated 8 % of all workplace compensable injuries are caused by incidents associated with hand tools. These injuries can be serious, including loss of fingers or eyesight.

### *Injuries Caused By Hand Tools*

- **Cuts, abrasions, amputations, and punctures:** If hand tools are designed to cut or move metal and wood, remember what a single slip can do to fragile human flesh.
- **Repetitive motion injuries:** Using the same tool in the same way all day long, day-after-day, can stress human muscles and ligaments. Carpal tunnel syndrome (inflammation of the nerve sheath in the wrist) and injuries to muscles, joints and ligaments are increasingly common if the wrong tool is used, or the right tool is used improperly. Injury from continuous vibration can also cause numbness or poor circulation in hands and arms.
- **Eye injuries:** Flying chips of wood or metal are a common hazard, often causing needless and permanent blindness.
- **Broken bones and bruises:** Tools can slip, fall from heights, or even be thrown by careless employees, causing severe injuries. A hammer that falls from a ladder is a lethal weapon.

### *Tips for Prevention*

- Use the right tool for the job. Don't use your wrench as a hammer. Don't use a screwdriver as a chisel.
- Don't use broken or damaged tools, dull cutting tools, or screwdrivers with worn tips.
- Cut in a direction away from your body.
- Make sure your grip and footing are secure when using large tools.
- Carry tools securely in a tool belt or box. Don't carry tools up ladders. Use a hoist or rope.
- Keep close track of tools and co-workers when working at heights. A falling tool can kill a co-worker.
- Pass a tool to another person by the handle; never toss it to them.
- Use the right personal protective equipment (PPE) for the job. Follow company instructions for selecting and using safety eyewear, steel toed shoes, gloves, hard hats, etc.
- Never carry sharp or pointed tools such as a screwdriver in your pocket.
- Select ergonomic tools for your work task when movements are repetitive and forceful.
- Be on the lookout for signs of repetitive stress. Early detection might prevent a serious injury. Avoid using your hands as a fixture. Use clamps when possible.
- **Always** keep your tools in top condition. A dull blade or blunt point can lead to injury.
- Store tools properly when you stop work.

By following these precautions, you can help prevent injuries and provide a better workplace for everyone.

*Remember, an ounce of prevention is worth a pound of cure*

## Back Care: You Can Make a Difference!

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"OUCH! Why did I try to lift that much weight on my own?"

Did you ever ponder those words after you hoisted something heavy, or lifted from an awkward position? These incidents are well known causes of back strain, but you might not have considered other "underlying" factors that lead to back injury. Several conditions influence your "back health."

The cause of most back problems is poor posture, loss of flexibility, stressful living/working habits and above all, a general decline in physical fitness. Surprised? You shouldn't be. When you "let yourself go" (and most of us do with age) the *first* thing to *go* can be back strength. Along with correct lifting techniques, we should also work on our overall physical condition.

**Nutrition** is an important key to staying physically fit! As we grow older, our metabolism slows down. To counteract this natural event, we have to eat the right types of food-and not too much of it-or the pounds come on quickly! Now, what does nutrition have to do with a healthy back? For one thing, a healthy back is correctly balanced on your spine. With a "sway" back, that balance is lost-and those darned potbellies cause sway backs. Carrying around excess weight puts tremendous strain on back tissues, so lifting even a small extra load may cause an injury.

**Exercise** plays an important role as well. A form of exercise as simple as walking 30 minutes a day can raise your heart rate and burn enough calories to help keep you lean. Flexibility is another condition that changes as we grow older, if we don't work to retain it. It's true, as they say:"Use it or Lose it!" Without flexibility, we lose our body's full range of motion. Then, when a sudden, physical demand takes a muscle or joint further than it's used to, the risk of injury is high. You can do stretching exercises every morning to keep yourself flexible and ready for the physical demands of work. After all, don't athletes warm up before a game to prevent injury?

**Fixed positions** – not moving *enough* – can also cause back problems. Staying in a fixed position for too long can lead to muscle spasms. We feel it as stiffness, but by the time discomfort from "static" muscle contractions is experienced, low level tissue damage has begun. Take stretch breaks between long standing or sitting periods to improve circulation and prevent back strain.

Poor body mechanics and bad lifting habits usually "trigger" a back injury-and are more likely to do so if one's overall physical condition is poor. Remember these techniques to help escape injury:

- Avoid using fast, jerking motions when lifting.
- Avoid bending and twisting at the same time.
- Avoid handling a load too far away! Keep the load close to your body.
- Teamwork! If the load is too heavy, two persons should carry the load.

Emotional stress leads to mental distraction. Stress and back pain seem to go together. Low back pain has been called "a tension headache that slipped." Solving our personal problems isn't always easy to do, but it often takes away back pain and helps prevent repeated injuries.

Remember that improper lifting isn't the *only* thing that causes back injuries. People who do not also stay in good physical and mental condition are at high risk for back problems.

*It's Up to You – Take Good Care of Your Body and Save Your Back!*

## The Ten Commandments of Good Safety Habits

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In most everything we do we find a "trick" to make the process easier and faster. After we develop these tricks, they become work habits in our everyday activities. Developing everyday safety habits can keep you injury free through the year. Here are ten safety habits to live by:

1. ***Set Your Own Standards*** - Don't be influenced by others around you who are negative. If you fail to wear safety glasses because others don't, remember the blindness you may suffer will be yours alone to live with.
2. ***Operate Equipment Only if Qualified*** - Your supervisor may not realize you have never done the job before. You have the responsibility to let your supervisor know, so the necessary training can be provided.
3. ***Respect Machinery*** - If you put something in a machine's way, it will crush it, pinch it or cut it. Make sure all guards are in place. Never hurry beyond your ability to think and act safely. Remember to de-energize the power first before placing your hands in a point of operation.
4. ***Use Your Own Initiative for Safety Protection*** - You are in the best position to see problems when they arise. Ask for the personal protective equipment or additional guidance you need.
5. ***Ask Questions*** - If you are uncertain, ask! Do not accept answers that contain, "I think, I assume, I guess." Be sure.
6. ***Use Care and Caution When Lifting*** - Most muscle and spinal injuries are from overstrain. Know your limits. Do not attempt to exceed them. The few minutes it takes to get help will prevent weeks of being off work and in pain.
7. ***Practice Good Housekeeping*** - Disorganized work areas are the breeding grounds for accidents. You may not be the only victim. Don't be a cause.
8. ***Wear Proper and Sensible Work Clothes*** - Wear sturdy and appropriate footwear. These should enclose the foot fully. Avoid loose clothing, dangling jewelry, and be sure that long hair is tied back and cannot become entangled in the machinery.
9. ***Practice Good Personal Cleanliness*** - Avoid touching eyes, face, and mouth with gloves or hands that are dirty. Wash well and use barrier creams when necessary. Most industrial rashes are the result of poor hygiene practices.
10. ***Be a Positive Part of the Safety Team*** - Willingly accept and follow safety rules. Encourage others to do so. Your attitude can play a major role in the prevention of accidents and injuries.

## Why Take a Chance? Report All "Near Misses"

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In real life there is a danger in brushing off accidents that do not cause injury/illness to people and damage to property. When these accidents (or perhaps we should refer to them as **near misses**) happen we should immediately run the red warning flag up the pole. Because a non-injury accident is like a 104-degree fever, it's a positive sign or symptom that something is wrong.

Sometimes we misdiagnose or completely fail to diagnose the symptoms of near misses, because luck or blind chance saved us from injury or illness. We may tend to shrug it off and forget the near miss with a casual kind of ignorance.

*Hopefully everyone agrees that it is not a good practice to rely on luck for effective accident prevention!*

### ***Eliminate the Likelihood***

One of the best ways to eliminate the likelihood of future close calls is through effective root cause analysis and effective corrective action taken on near misses. A list of near misses can be almost endless: lack of proper machine guarding; improper maintenance or grounding of equipment; missing handrails or guardrails; poor housekeeping; improperly stored material; stubbing a toe on a protruding floor object; bumping up against a sharp object; or tripping over clutter and almost falling down.

It's best to learn the real lessons from these near misses, since they are very likely to continue to occur repeatedly until an injury occurs. There was a study done many years ago that found for every serious or disabling injury reported, there were about 10 injuries of a less serious nature, 30 property damage incidents, and about 600 incidents (near misses) with no visible injury or property damage. This study was part of the foundation for the widely accepted accident prevention theory that "increased frequency leads to severity."

### ***Employee Responsibilities***

All employees should report each and every near miss incident to your supervisor or manager immediately in order to help prompt investigation and follow up actions that will reduce the potential for future near misses. Management must partially rely upon you and your fellow workers to report these to them, as they just can't see everything.

If you are involved with or witness a near miss incident, remember that you or your co-worker may not get a second injury free chance to hoist that red warning flag up the pole. Do your part to help make the workplace safe for everyone involved.

*Again, why take a chance? Report those near misses immediately!*

## **Using Portable Fire Extinguishers**

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In the event of a fire, the correct use of a portable fire extinguisher could mean the difference between suffering a minor loss or a major one. Portable fire extinguishers, if used properly, can make that difference. But there are several things to consider in using fire extinguishers. For instance, you must know the *class* of fire involved and the correct *type* of fire extinguisher to use.

## Classes of Fires and Fire Extinguishers



**Class A**--Involves ordinary combustibles such as paper, wood, cloth, rubber or plastics. The common extinguishing media is water or dry chemical.



**Class B**--Flammable liquids, grease or gases is covered under this category. Common extinguishing media are foam, carbon dioxide or dry chemical.



**Class C**--Live electrical fires are class C fires. CO2 or dry chemical extinguishers should be used. However, the actual burning product may be class A items.



**Class D**--Burning materials include combustible metals such as magnesium and sodium. Special extinguishing agents, approved by recognized testing laboratories, are needed when working with these metals.

## Responding To Fires

Sound the fire alarm and call the local fire department immediately if a fire breaks out, Follow your company's procedures on responding to fires. But attempt to *fight* the fire only if, (1) you know the type of combustible material burning, (2) you have been trained to use the fire extinguisher correctly, and (3) if the fire is still in the incipient (beginning) stage. If the fire gets too large or out of control, evacuate immediately.

## Remember P-A-S-S When Using an Extinguisher



**P – PULL** Pull the locking pin before using the fire extinguisher.



**A – AIM** Aim the fire extinguisher at the base of the fire. Not at the flames or smoke.



**S - SQUEEZE** Squeeze the lever of the fire extinguisher to operate and discharge.



**S – SWEEP** Sweep the fire extinguisher back and forth at the base of the fire to extinguish.

Most extinguishers will only allow about 10-seconds of extinguishing media.

Prevention is the key when it comes to firefighting. Good housekeeping, proper storage procedures and safe work practices will go a long way toward reducing the likelihood that a fire will destroy valuable property or injure either you or a fellow employee.

## Don't Get Careless With Electricity

Electricity is something that cannot be seen and, yet, it is the most useful power controlled by man. Although useful, it can be very destructive power to both man and material if the proper precautions are not taken. The danger is always there, and we must know what means of protection can be used to eliminate the hazards. Even the seasoned electricians need to remember basic rules of electrical safety. Here are a few to keep in mind:

### **Electrical installation**

The following rules only apply to electrical installations, both temporary and permanent, used at industrial plants:

11. Extension cords used with portable electrical tools and appliances shall be three wire types. Never remove grounds from extension cords.
12. Temporary lights shall be equipped with guards to prevent accidental contact with the bulb. Guards are not required when reflector is constructed in such a way that the bulb is deeply recessed.
13. Temporary lights shall not be suspended by their electrical cords unless cords and lights are designed for this means of suspension.
14. Electrical and extension cords or cables are not to be laid on floors, in walkways, or in similar locations unless it is impractical to do otherwise. They should be suspended or secured in such a

way as not to block or hang in walkways, doorways, or work areas. Extension cords should only be used temporarily and eventually replaced with permanent wiring.

15. Panel boxes shall have a cover on them at all times, except when being serviced. When a temporary cover is in place, it should be marked "HOT" to denote live current.

### **Portable power tools**

Portable power tools with defective wiring cause many injuries. The following safe practices recommended:

16. Use tools with 3-wire plugs and make sure the connections are tight.
17. Check tools, equipment, and cables frequently for safe condition.
18. Disconnect tools before making adjustment or repairs.
19. When using power tools in a wet area use caution: the shock hazard is increased.

### **Electrical outlets**

Before using an outlet make a safety check for loose cable connections, bare wires, cracked outlets, and missing or damage face plates. When using an outlet, be sure the plug fits firmly and check for any signs of heating caused by faulty connections.

Never yank a cord from an outlet because the action can break cord insulation and wires, pull wire connections loose, bend plug prongs, and spread clips inside the outlet.

### **Three-pronged outlets**

Always guard three-pronged plugs. They are your shock lifeguard. Never cut off the third prong to fit an older two-hole outlet. Never use a two-wire extension cord with a three-pronged plug. If you use an adapter at a two-hole outlet, be sure the pigtail is attached to the faceplate screw.

## **Fall Protection- General Information**

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According to OSHA you must have appropriate fall protection equipment whenever you are working greater than 4 feet (General Industry) or above 6 feet (Construction) above the floor, ground or other working area, when standard guardrails or other equivalent protection is not available. Unprotected work areas such as platforms, sets, walkways, cliffs, floor openings, shafts and rooftops (when approaching within 6 feet of the roof's edge) require the use of approved fall protection measures.

These measures include but are not limited to guardrails, barriers, safety net systems, a written fall protection plan, and/or the use of personal fall arrest, fall restraint, or work positioning systems. Fall arrest equipment is always required when working in the permanent grid and truss system (perms) outside the catwalks and handrails.

*DO NOT use fall protection equipment without proper training and instruction. Only use appropriate anchorage points.*

Temporary stair railings and guardrails are required around elevated surfaces, pits, holes or other unprotected openings. Ensure proper lighting in such areas and post signs as necessary.

### **Scaffolds**

- Fall protection is required at 10 feet.
- Only use scaffolds with the appropriate guardrails, mid rails and toe boards.



- DONOT remove guardrails; contact the scaffold "competent person" if they need to be removed to perform special work.
- REPORT any missing guardrails at once.
- DO NOT climb across braces.

### **Ladders**

- Inspect all ladders before each use for broken or missing rungs, steps, split side rails or other defects.
- NEVER place ladders in doorways unless protected by barricades or guards.
- NEVER stand on the top two rungs of a ladder.
- USE only approved ladders or steps.
- Check the labels for compliance.
- ALWAYS USE both hands while climbing.

### **Aerial Lift**

*ONLY authorized personnel may use the aerial lift.*

- Avoid moving the man lift, boom lift, or scissor lift with the lift extended. Do not drive over debris, uneven ground, or loose soil while extended.
- Avoid overhead power lines and overhead objects.
- Inspect the lift for cracks or other mechanical defects.
- The manufacturer's rated load capacity shall not be exceeded. The employer shall ensure that the load and its distribution on the platform are in accordance with manufacturer's specifications. The aerial work platform rated load capacity shall not be exceeded when loads are transferred to the platform at elevated heights.
- Wear appropriate fall protection specified by the site safety plan and in accordance to the equipment manufacturer's recommendations.

## **Warning: Extreme Heat is Coming!**

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Wow! What a scorcher! You knew it was going to be a hot day but with this humidity it has to be 105° F outside. You reach for that power tool or yard rake to finish your task and start to feel lightheaded. It's probably because you haven't eaten much this morning. You can make it until lunch!

Time passes and your condition hasn't gotten any better and in fact it's worse! Your breathing has increased, you're sweating profusely, your mouth is dry and you feel like you're going to faint.

What's wrong?

*Heat Exhaustion!* That is what's happening. Heat exhaustion can occur when you are subjected to hot environments and fail to take in enough fluids, salts, or both. And even worse, this can lead to a life threatening condition known as a heat stroke. Sun stroke or heat stroke happens when the body's internal mechanism fails to regulate its core temperature. At this point, the body stops cooling itself through perspiration and can't get rid of excess heat. Unfortunately, the end result can be death if the body temperature isn't lowered immediately! So, especially if you work in hot environments, it's critical to recognize when you're suffering from a Heat Stress Disorder.

## Symptoms of Heat Stress Disorders

- Heat Cramps - Symptoms are painful spasms of the muscles. Heat cramps are caused when workers consume large quantities of water but fail to take in enough salt to replace the salt their body lost through sweating. Tired muscles are most susceptible to cramping.
- Heat Exhaustion - Symptoms for this disorder are moist, clammy, pale skin, profuse sweating; extreme weakness or fatigue; dry mouth; dizziness; fast pulse; rapid breathing; muscle cramps and nausea.
- Heat/Sun Stroke - Symptoms are a very high body temperature (104° F or higher); lack of sweat; mental confusion, delirium, or hallucinations; deep breathing and rapid pulse; hot, dry, red or mottled skin and dilated pupils. Seek medical help at once for this condition.

## Tips for Prevention

- Acclimatization - Adjust yourself to the heat through short exposure periods followed by longer exposure until your body is accustomed to the heat. It may take 5-7 days of hot weather exposure before the body undergoes changes that make heat more bearable.
- Drink lots of water/liquids - Replenish the fluid that your body is losing through sweating. Not only water, but critical electrolytes such as sodium, potassium and calcium are lost through sweating, so consider using electrolyte drinks to combat heat related disorders.
- Education - Know the signs and symptoms of heat stress disorders and **act quickly**.
- Use Your Head - *Do not* ignore possible symptoms of heat stress disorders. If you feel very hot, dizzy, nauseous or if your muscles cramp, stop and cool off!

Heat Stress Disorders are serious. People who have ignored the symptoms have lost their lives. Humans have an ingenious system for regulating body temperature-a personal, "natural" air conditioner. We sweat, it evaporates through our skin, and we're cooled off. But this personal air conditioner can fail, and often does if we overexert when environmental temperatures are high.

Be Cool. Know what you have to do to beat the heat!

## Cold Weather Tips

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Prolonged exposure to freezing or cold temperatures may cause serious health problems such as frostbite and hypothermia.

Danger signs include uncontrolled shivering, slurred speech, clumsy movements, fatigue and confused behavior. If these signs are observed, call for emergency help.

Some important safety tips for dealing with cold weather include:

- Recognize the environmental conditions that may be dangerous
- Learn the signs and symptoms of cold-induced illnesses
- Wear proper clothing for cold, wet and windy conditions, including layers that can be adjusted to changing conditions
- Be sure to take frequent short breaks in warm dry shelters to allow your body to warm up
- Try to schedule outside activities for the warmest part of the day
- Avoid exhaustion or fatigue because energy is needed to keep muscles warm

- Drink warm, sweet beverages (sugar water, sports-type drinks). Avoid drinks with caffeine (coffee, tea, sodas or hot chocolate) and alcohol
- Eat warm, high-calorie foods such as hot pasta dishes.