



## **Responsibilities**

In order to ensure a safe working environment and production, each supervisor, manager, and employee is obligated to uphold the safety guidelines set forth in the Paramount Media Networks, and all its associated subsidiaries, Injury and Illness Prevention Programs (IIPP) or Production Safety Programs (PSP). The Directors, Producers, and the Unit Production Manager/Line Producer (UPM, PM, LP) all have direct responsibilities for achieving safety and may delegate safety-related tasks to other positions, but retain ultimate responsibility.

## **Training**

At the start of the production, each department ensures that every employee is current with their local's safety training requirements or that they have been properly trained. Being current on all their training requirements is a provision for employment and no employee can work for Paramount Media Networks, or any of its subsidiaries, unless these requirements are met.

In addition to training, safety meetings will be held for all affected employees and other workers to convey the scope of the day's work and any specific safety precautions applicable to planned activity. For those working in construction, Toolbox Safety Meetings will be held at least once every ten (10) working days. The safety meetings may be done in groups or individually and/or printed or digital materials.

Safety training and communications shall be appropriately documented. All training documentation shall be maintained in accordance with the Company document retention program or a minimum of three (3) years, whichever is greater.

## **Disciplinary Action**

A worker's disregard of safe work practices will not be tolerated. A worker found in violation of a safety rule or guideline may be subject to disciplinary action, up to and including, termination of employment. If specific disciplinary guidance is part of a collective bargaining agreement (CBA), the CBA will take precedence.

## **Enforcement of Safe Work Practices**

All cast and crew members are responsible for complying with safety procedures and regulations. The production company is responsible for ensuring that compliance takes place, including disciplinary action when necessary. If a situation warrants, corrective action must be implemented immediately.

Positions and their responsibilities are briefly as follows:

- **Unit Production Manager/Line Producer (UPM/PM/LP)** - Responsible for the effective administration and implementation of the IIPP/PSP. The UPM/LP acts as the Safety Program Director to ensure the 1st AD, Construction Coordinator, Stunt and Special Effects, Transpo Coordinator, and all other department heads meet their IIPP/PSP responsibilities.
- **First Assistant Director (1st AD) or Safety Program Director Designee (Safety Coordinator)** – Responsible for acting as the Safety Coordinator for the production crew during filming. The 1st AD is responsible for conveying current safety requirements to all production crew members, providing guidance for meeting IIPP/PSP goals and for ensuring that key department heads meet their IIPP/PSP responsibilities.
- **Production Coordinator** – Maintains a file of safety information including copies of all safety program documentation as described in the IIPP/PSP for production. In addition, forwards copies of all relevant



documentation to the Production Safety Manager. Note that the above may fall under the UPM/LP, depending on the department within PMN.

- **Safety Consultant** – When retained for specific workplaces, is responsible for providing guidance and assistance on all safety matters to the Safety Program Director and all Department Safety Coordinators pursuant to the Safety Consultant’s retention agreement. At the request of the Safety Program Director or other Company executive, the Safety Consultant shall perform any of the duties of the Safety Program Director or a Safety Coordinator, consistent with the Safety Consultant’s retention agreement.
- **Construction Coordinator** – Responsible for acting as the Safety Coordinator for the construction crew. The Construction Coordinator will convey current safety requirements and provide guidance, supervision, and training to ensure that construction crew members observe established safe work practices.
- **Location Manager** (when applicable, otherwise the responsibilities fall under the UPM/LP) – Responsible for assessing any hazards of a chosen location by completing the Location Manager’s Inspection Report or similar form and communicating this information to appropriate department heads.
- **Stunt Coordinator** – Responsible for acting as the Safety Coordinator for the stunt crew. The Stunt Coordinator will convey current safety requirements and provide guidance, supervision, and training to ensure that stunt crew members observe established safe work practices.
- **Special Effects Coordinator** – Responsible for acting as the Safety Coordinator for the special effects crew. The Special Effects Coordinator will convey current safety requirements and provide guidance, supervision, and training to ensure that special effects crew members observe established safe work practices.
- **Grips** – Only experienced and competent Key Grips will be used to supervise the setting up and operation of grip equipment. In the operation of jib arms, cranes or at any other time, advised by the Key Grip, Production will employ a grip assist.
- **Gaffer** - The Gaffer electrician will have responsibility to ensure that only authorized and qualified members of their department will connect to, or authorize connection to power supplies.
- **All Other Department Heads and Supervisors** – Responsible for supervising, training, performing periodic inspections, and ensuring their crews’ compliance with all applicable safety rules and regulations, as well as compliance with the IIPP/PSP program.
- **Cast and Crew** – All cast and crew are responsible for complying with the requirements of the IIPP/PSP and other production and departmental safety practices and procedures.

For any new location or scene involving stunts, special effects, aircraft, wild animals or other potentially hazardous conditions, a short, hazard-specific meeting is to be held for all cast and crew members and documented on the production report.

Safety meetings are to be held for all new cast and crew members including extras as they are brought on to orient them with the IIPP/PSP.

Potentially hazardous situations must be clearly identified on the Call Sheet for the next day’s shoot (e.g. explosions, helicopters, fire).

Cast and crew members may express their concerns regarding health and safety matters without fear of reprisal. If at any time, a cast or crew member voices a concern about their health and well-being or about any safety or other related issue, it is to be taken seriously. Implement corrective action immediately if the situation warrants. Safety concerns can be anonymously reported to Production Safety.



### **Stage & Location Inspections**

To ensure a safe work environment and to identify unsafe acts/conditions, scheduled inspections are required. The UPM/LP will work with Production Safety, 1st AD and/or other designated department heads and supervisors to inspect and identify potential safety concerns.

### **Hazard Assessment and Control**

Unsafe acts and working conditions are to be corrected promptly. In addition to routine inspections, additional hazard assessments are required anytime activities or procedures that may involve additional risk are planned. Corrective action will be taken immediately for any issues identified.

In order to identify and evaluate hazards associated with each production component, safety considerations are to be addressed during a script read-through or production meeting with all appropriate personnel in attendance.

During the reading, all foreseeable production hazards and safety issues need to be discussed to develop strategies to control or eliminate them. Additional safety assessments may be required as necessitated by any changes in the shooting schedule, script revisions, and as any activities or procedures which may involve additional risk are planned.

### **Inspections**

Periodic workplace inspections will be completed by the Safety Program Director or designee.

### **Accident Reporting, Record Keeping and Investigations**

In the event of an injury or illness to a cast or crew member that is job related, it is important that the injury or illness be investigated and reported promptly by the Safety Program Director or designee. Doing so will control the potential for future incidents. If there is a serious injury or illness, Production Safety is obligated to notify proper authorities.

All injuries and illnesses must be reported immediately to the worker's direct supervisor and to the medical personnel on duty. If the injury or illness is serious enough to warrant transportation to a hospital; PMN Safety must be notified immediately.

A Work Injury, Incident Report must be completed for all injuries or illness requiring more than first aid treatment. This report must be completed within 24 hours of knowledge and submitted to the Production Coordinator or Production Manager.

I, \_\_\_\_\_ (Print Name), have received and agree to follow the Paramount Media Networks Production Safety Roles & Responsibilities.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Production)

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Date)