

WBSF OPERATIONAL HANDBOOK Section V
SAFETY & ENVIRONMENTAL GUIDELINES

THE DEPARTMENT OF SAFETY & ENVIRONMENTAL AFFAIRS (S&EA)	2
DEPARTMENT DESCRIPTION/MAP	2
SAFETY DEPARTMENT CONTACT LIST	3
S&EA WEBSITE	3
SAFETY AND ENVIRONMENTAL GUIDELINES	4
OVERVIEW	4
10 IMPORTANT POINTS.....	4
WHEN TO CALL WB SAFETY	5
SAFETY TRAINING.....	6
PRODUCTION START-UP GUIDELINES	7
PRE-PRODUCTION SAFETY ORIENTATION MEETING.....	7
ORIENTING YOUR EMPLOYEES TO SAFETY	8
INSPECTION PROCEDURES FOR OSHA AND OTHER AGENCIES.....	9
SOUNDSTAGE FLOORS, TRUSSES AND ELECTRICAL	10
SOUNDSTAGE FLOOR LOADING	10
ROOF TRUSS AND PERMANENT LOADING.....	11
ELECTRICAL WARNING	11
SET CONSTRUCTION SAFETY	12
SPECIALIZED SAFETY EQUIPMENT/PERSONAL PROTECTIVE EQUIPMENT.....	12
FALL PROTECTION	12
MANAGING CHEMICAL-CONTAINING PRODUCTS	13
GENERAL PURCHASING PRACTICES	13
PAINT AND PAINTING MATERIALS	13
COMPRESSED GASES.....	13
CONSTRUCTION SUBCONTRACTORS	13
SPECIAL EFFECTS AND ENVIRONMENTAL CONSIDERATIONS.....	13
HAZARDOUS MATERIAL.....	13
HAZARDOUS WASTE DISPOSAL	13
OCCUPATIONAL HEALTH.....	14
WASTE PAINT AND RECYCLABLE PAINT DISPOSAL	14
WASTE PAINT CONSOLIDATION AND LABELING.....	14
ACCUMULATION LIMITS.....	14
WASTE PAINT DROP-OFF PROCEDURES (ON-LOT)	15
WASTE PAINT DISPOSAL PROCEDURES (OFF-LOT).....	15
GUIDELINES FOR SHIPPING DANGEROUS GOODS	16
GENERAL WARNINGS AND NOTIFICATIONS	18
<i>PROPOSITION 65 WARNING</i>	18
<i>ASBESTOS NOTIFICATION</i>	18
AIR QUALITY	19
VISIBLE EMISSIONS	19
PORTABLE GENERATORS.....	19
COATINGS, PAINT AND OTHER PAINT-RELATED MATERIALS	19
WATER QUALITY	20
DISCHARGING STAGE POOLS AND LAGOONS.....	20
STORM DRAINS	22
SINKS, TOILETS AND SUMPS	22
ERGONOMICS	23
FOOD HANDLING GUIDELINES FOR PRODUCTION	23
AMPTP SAFETY BULLETINS #32 AND 32A (ATTACHED)	24

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

HAVING A WELL-DEFINED AND DOCUMENTED SAFETY PROGRAM WILL HELP REDUCE ACCIDENTS AND INJURIES, AND HELP LIMIT YOUR LIABILITY AND PROVIDE THE BASIS OF A DEFENSE SHOULD ACCIDENTS OR INJURIES OCCUR.

THE DEPARTMENT OF SAFETY & ENVIRONMENTAL AFFAIRS (S&EA)

The WBSF Department of Safety and Environmental Affairs provides support in three major areas: 1) Occupational Health and Safety, 2) Environmental Affairs, and 3) Feature/TV Production Safety. S&EA works with both in-house and out-of-house employees including: WBSF, WB Pictures, WBTV, WB Animation, Warner Horizon Television, Telepictures, Warner Premier, Warner Independent Pictures and various independent production tenants. This department acts as the interface between the studio and governmental agencies representing the enforcement of local, state, and federal codes which regulate the occupational safety and health of employees (Cal/OSHA) and the environmental health (EPA, SCAQMD, City of Burbank) of Warner Bros. Studio.

Hours: 6AM-6PM, Monday through Friday (or by arrangement).



The Safety Dept. is located in the southeast corner of Building 44 (The Mill) on the 2nd Floor, two floors above the Photo Lab. The entrance to Safety is at the top of the stairs directly across from Building 89 on Avenue D.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

Safety Department Contact List:

Lowell B. Moore, Vice President
Safety Management & Environmental Affairs
Office: (818) 954-2890
Cell: (818) 652-8341
Fax: (818) 954-2805
lowell.moore@warnerbros.com

Kenny Hiura, Director
Safety Management & Environmental Affairs
Office: (818) 954-1227
Cell: (818) 974-6571
ken.hiura@warnerbros.com

Brent Gale, Manager
Environmental Affairs
Office: (818) 954-3880
Cell: (818) 974-6569
brent.gale@warnerbros.com

Dan Reddington, Manager
Production Safety Programs
Office: (818) 954-5568
dan.reddington@warnerbros.com

Chris Schiehl, Director
Feature Production Safety
Office: (818) 954-1188
Cell: (818) 322-7306
chris.schiehl@warnerbros.com

Gloria Gama-Tafoya, Manager
Ergonomics & Safety Resources
Office: (818) 954-2961
gloria.gama-tafoya@warnerbros.com

S&EA Website

Safety information is available at our website www.wbsafety.com. There you will find a printable version of the ***IIPP Safety Manual*** for Warner Bros. and its affiliates, ***Codes of Safe Practices*** covering employee safety for both construction and production personnel, **Tool Box Talks**, updated **Safety Bulletins** from the Alliance of Motion Picture and Television Producers (AMPTP), and the **Safety Forms** you will need to complete regularly during the construction, production and strike phases of your show.

The website is regularly updated to include new Occupational Safety & Health Administration (OSHA) regulations and information that will be helpful to your production in achieving compliance. Every employee has a role and responsibility in safety. All employees, regardless of position, are required by law to notify management of any existing potential safety hazards of which they are aware. The website explains all this in more detail.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

SAFETY AND ENVIRONMENTAL GUIDELINES

Overview

For the purposes of this *WBSF Operational Handbook*, we have provided the following brief overview of some of the guidelines for the safe use of the WB facility. This overview contains general safety guidelines for employees and supervisors, safety training information for employees, and examples of the types of events that would trigger WB S&EA involvement.

We also have provided some technical information regarding our Soundstage Floors and Trusses; Set Construction Safety; how to manage chemical-containing products; and environmental regulations covering air and water quality.

10 IMPORTANT POINTS TO HELP KEEP YOUR EMPLOYEES HEALTHY

1. **HIRE ONLY SAFETY PASS TRAINED EMPLOYEES.** Only those who have completed their Safety Pass Training are eligible for employment at Warner Bros. *See Page 6.*
2. **FALL PROTECTION IS MANDATORY WHEN WORKING AT HEIGHTS**
Fall protection is required when working outside of the catwalks in the permanents of a soundstage. It is also required when working on unprotected roofs and elevated platforms, all aerial lifts, and in many other locations and circumstances. Call 4-2800. *See Page 12.*
3. **ALWAYS PROPERLY DISPOSE OF PAINT OR CHEMICAL-CONTAINING PRODUCTS**
It is much more cost effective to recycle your waste than to dispose of it. If waste materials cannot be recycled, then proper disposal procedures must be followed. *Improper* disposal of waste can result in substantial additional costs to your production. Avoid extra costs by recycling or handling paint waste carefully. For proper disposal instructions, *see Page 14.*
4. **DO NOT OVERLOAD THE STAGE FLOORS OR TRUSSES**
Contact Operations or Safety for help in determining truss and soundstage loading allowances. *See Pages 10 & 11.*
5. **DO NOT PUT ANYTHING DOWN THE STORM DRAINS**
The storm drains at Warner Bros. Studio lead directly to the L.A. River, which in turn drains directly into the Pacific Ocean. This means anything that goes into the storm drains winds up untreated on the beach. "Anything" includes soapy water, paint, oil, grease, ice drippings, dirt, sawdust, paint chips, tap water, soda, etc. The only substance that legally can go into the storm drains is rain water. Fines for violating this regulation are imposed by the State of California and can be substantial. Fines totaling hundreds of thousands, or even millions of dollars are levied against companies that discharge into the storm drain system illegally. Production companies are responsible for paying all fines resulting from their production's activities. *See Page 22.*
6. **DO NOT SHIP "DANGEROUS GOODS" VIA AIR**
Dangerous goods are any chemical-containing products that are shipped by mail. One studio was recently fined \$47,000 by the FAA for shipping two undeclared and improperly packaged cans of *Streaks N' Tips* via air. *See Page 16.*
7. **DO NOT OPERATE AN AERIAL LIFT - OF ANY KIND - WITHOUT A SAFETY HARNESS**
The Occupational Safety & Health Administration (OSHA) requires them; WBSF requires harnesses when using scissor lifts. Use of this equipment without harnesses by an employee becomes a matter for labor relations. Call 4-2800. *See Page 12.*

WBSF OPERATIONAL HANDBOOK Section V
SAFETY & ENVIRONMENTAL GUIDELINES

8. IT WILL TAKE SIX DAYS TO DRAIN THE STAGE 16 WATER TANK AND OUTDOOR LAGOON DUE TO STATE-REQUIRED WATER TESTING

The water in these and other pools needs to be tested for pollutants such as bacteria, chemicals, fuel, hydraulic fluids, etc., before it can be discharged. The Safety Dept. will arrange this testing for you; and the results of the tests will determine when and how the pools can be drained. *See Page 20.*

9. ROUGH-TERRAIN FORKLIFTS (GRADALLS) REQUIRE PRIOR APPROVAL

This is a very specialized piece of equipment that requires extremely skilled drivers. Do not order the equipment until the driver has been cleared by Safety. Call 4-2800.

10. IF YOU HAVE ANY SAFETY CONCERNS AND QUESTIONS, CALL SAFETY AT 4-2800

REMINDER: Smoking is prohibited on all soundstages. Violation of this policy will result in discipline, up to and including termination.

CALL WB SAFETY (4-2800) WHEN:

1. Prior to your first Production Meeting of the season to arrange a Production Safety Orientation;
2. You plan a major stunt, car chase, or special effect;
3. Flying rigs are used;
4. Helicopters, aircraft, watercraft, motorcycles, all terrain vehicles (ATV's) are used;
5. You are planning to film in, on, or around water;
6. You want to drain the lagoon, Stage 15 or 16 pool, or any other filming pool;
7. Your production may impact the public at large, public waterways, streams, lakes, reservoirs, or public lands;
8. Warehouses are used as soundstages;
9. Asbestos-containing material or lead paint may be present where demolition is being contemplated (e.g., pre-1979 construction);
10. Drums of hazardous materials not associated with your production are present upon arrival;
11. Production employees may be exposed to safety hazards or hazardous materials that are present as a result of the close proximity to another employee;
12. Scaffolds three stories (36 feet) or higher are being constructed;
13. Cranes and equipment exceeding 10,000 lb. are used on a soundstage, or you have questions about the load-bearing capacity of a stage floor, truss, or back-lot fire escape;
14. You suspect the presence of asbestos, lead paint, or other environmental hazard on a stage or location;
15. You need safety equipment, such as fall protection;
16. You need safety training;
17. You need assistance with ergonomics issues relating to your workspace;
18. You have food safety concerns;
19. You have questions about the "Safety Pass Program."

Notify S&EA immediately if a Cal-OSHA or other governmental agency inspector visits your stage or location. The inspector should be asked to wait, if possible, until a representative of S&EA is on site. (See Inspection Procedures for OSHA and Other Regulatory Agencies on Page 8.)

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

Safety Training

The only IATSE-affiliated employees eligible for employment at Warner Bros. are those who have received basic and specific safety training as evidenced by their fully completed Safety Pass. Safety training continues to be conducted on an industry-wide basis, and is available through the **Safety Pass Program** of the Contract Services Administration Trust Fund (CSATF) of the Alliance of Motion Picture and Television Producers (AMPTP). For information on the Safety Passport Program, visit **www.csatf.org**, or call (818) 995-0900. Call the Warner Bros. Safety Department at x4-5568 for assistance arranging Safety Pass training.

Warner Bros. employees can also receive site-specific safety training, including fall protection, directly from S&EA by calling **Ken Hiura x4-1227**.

Only IATSE employees who have completed their Safety Pass courses are eligible for employment at Warner Bros.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

PRODUCTION START-UP GUIDELINES

Pre-Production Safety Orientation Meeting

All productions are to meet with a representative of the **Department of Safety and Environmental Affairs (S&EA)** prior to the start of production. All *key department heads* should attend the meeting, including but not limited to: **Unit Production Manager (UPM), First Assistant Director, Second Assistant Director, Construction Coordinator, Location Manager, Key Grip, Gaffer, Best Boy, and Transportation Coordinator**. Call the Safety Department at 4-2800 to set up this meeting.

The State of California requires every production to have its own **Injury & Illness Prevention Program (IIPP)**. S&EA has written your IIPP for you. It is available by calling 4-2800, or you may print the manual for yourself at S&EA's website, www.wbsafety.com.

To help you take the first steps toward keeping your production in compliance with safety laws and regulations, we have provided the following **"Production Start-Up Guidelines."**

1. Have your UPM or Production Office Coordinator call the Safety Department at 4-2800 to set up your Pre-Production Safety Orientation Meeting.
2. Warner Bros. requires that *Safety Guidelines for General Production (Form 1)* be attached to the appropriate deal memo prior to hiring and that each employee's signed *Safety Guidelines Acknowledgement Form* be on file prior to Production. These documents are available at the safety website. Please keep the original signature sheets on file and send copies to both the **Production Office Coordinator** and **S&EA (Building 44)**.
3. Ensure you hire *Safety Pass* trained crewmembers by going on-line and checking the CSATF Experience Roster at www.csatf.org.
4. State laws also require each production to establish an emergency contact list and accident reporting procedures immediately at the start of production. To help you with this requirement, S&EA's website (www.wbsafety.com) has easy access to the following forms: *(Form 2) IIPP Contact List*, and *(Form 4) Serious Accident or Set Emergency Notification Procedures*. Have your **Production Coordinator** fill out these forms and send copies to **S&EA**.
5. State law also requires productions to assign various safety duties by position. The *Position Safety Responsibilities* section of the safety website, wbsafety.com, outlines the safety responsibilities of every position on a production. Also available at wbsafety.com: a written *Injury & Illness Prevention Program (IIPP Safety Manual)*, *Safety Forms*, *WBSF Guidelines*, *Tool Box Talks*, *Codes of Safe Practices*, links to *AMPTP Safety Bulletins* and other helpful safety sites.
6. So that you can more clearly explain the safety program to your **Unit Production Manager**, we ask that all **Production Executives** visit www.wbsafety.com and become familiar with the **Injury & Illness Prevention Program for Warner Bros. Production**.
7. www.wbsafety.com also contains **environmental regulations** and **WB Main Lot and Ranch facilities information** affecting production, such as soundstage floor capacity and truss loading. This information is contained in the *WBSF Guidelines* section of the website.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

Orienting Your Employees to Safety

Employees at all levels are to actively participate in scheduling, attending or conducting safety meetings and training classes. On their first day on the job, provide a "Site Specific Safety Orientation" to all new employees, which includes the following:

1. Emergency Response Procedures (emergency phone numbers, emergency exit locations, Emergency Relocation area, any special shut-down procedures, etc.) **Note: On-lot emergency number is 4-3333.**
2. The location and operation of Safety Equipment (fire extinguishers, eye wash station, first aid department, etc.).
3. See to it that each employee has received the appropriate *Safety Guidelines for General Production* and any specific **Codes of Safe Practices** for the use of tools, equipment, and materials to which they will be exposed. Special attention should be given to the handling and storage of potentially hazardous materials.
4. Be aware that employees new to the industry (permits) should not be assigned work that requires special training, such as the use of respirators or fall protection equipment, operating forklifts/condors/scissors lifts or other heavy equipment, work in confined spaces, etc.
5. Consult the **Alliance of Motion Picture and Television Producers (AMPTP) Safety Bulletins** if potentially hazardous activities are scheduled, such as pyrotechnic events, stunts, use of firearms, etc. A walk-through of the event should be conducted with all involved cast and crew members. A copy of the bulletin (available at www.wbsafety.com) should be attached to that day's call sheet.
6. See to it that employees understand the selection, use, care, limitations and location of any Personal Protective Equipment (PPE) that is needed for their job assignments.

Provide additional site-specific safety training when:

1. A new employee is hired.
2. Any employee is given a new job assignment for which they have not been trained.
3. New substances, processes, procedures, or equipment are introduced into the workplace.
4. The employer/manager is made aware of a new or previously unrecognized hazard.

All subcontractors hired by Warner Bros. are to have their own Cal/OSHA compliant safety programs. Submit these programs to S&EA for review as per Assembly Bill (AB) 1127.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

Inspection Procedures for OSHA and Other Regulatory Agencies

There are many reasons why an OSHA inspector or other regulatory agency inspector might visit the set: a serious accident has occurred; an employee complaint has been registered with a regulatory agency or, the inspector was driving by the set and noticed areas of non-compliance. If an inspector arrives, follow the procedures below:

1. Notify the Department of Safety & Environmental Affairs (S&EA) immediately at x4-2800.
2. The inspector's credentials should be requested and checked and the nature of the visit determined. Be courteous, but cautious.
3. Inform the inspector that you cannot proceed with the inspection without authorization from S&EA or the Production Attorney.
4. Inform him/her that contact is being/has been made.
5. If authorized by S&EA, accompany the inspector directly to the site in question. If possible, DO NOT let the inspector wander into other areas.
6. Do not sign anything or provide any written documentation. Ask that their request for any written material be put in writing so that we may respond in writing. Inform them that this is company policy.
7. Under OSHA regulations, an inspector has the right to privately interview crew members. However, the crew member should be informed by the Production that they have the right to have either a union representative or attorney present during the interview.
8. The inspector has the right to take photographs. However, it is important that the production company take duplicate photographs of those taken by the inspector.
9. DO NOT volunteer information. Provide short, concise answers to questions posed by the inspector.
10. Take detailed notes on the inspection. Immediately after the inspection forward a copy of the notes to S&EA. (Fax: x4-2805)
11. Depending upon the severity of the accident, the inspection may determine whether there is basis for pursuing criminal action. An inspector may not inform you of this. However, you have the right to remain silent and a right to have legal counsel present when making statements to inspectors.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

SOUNDSTAGE FLOORS, TRUSSES, AND ELECTRICAL

Soundstage Floor Loading

The soundstage floors at WB are supported by a combination of girders, joists and posts. The floor in general, consists of a top layer of 3/8-inch "Crestform" material. The 2nd and 3rd layers were originally 1x6-inch tongue-in-groove planks; one layer arranged diagonally, the other horizontally. In some cases, 3/4 to 1-inch of plywood has replaced all or part of the planking.

Generally, this multi-layer floor rests atop (2x6 to 2x9-inch) joists. The joists are perpendicularly supported by (6x6 to 8x8-inch) wood girders, which in turn, are supported by (6x6 to 8x8 inch wooden posts at 6 feet on center. 2 to 4-inch diameter steel posts are also used. The posts rest on pressure-treated "Sleeper" planks and/or concrete blocks.

Do not allow water to saturate the soil under any soundstage, since this will greatly reduce the floor's load bearing capacity. Significant flooding beneath a soundstage requires a sub-floor inspection. CALL OPERATIONS (4-1501).

Stages 1, 2, 3, 4*, 5, 10, 11, 12, 14, 15*, 17, 18, 19, 21, 22, 24, 25, 26, 27, 27A, 28, 28A, 29, and 30 are subject to the posted weight restrictions listed below.

UNIFORMLY DISTRIBUTED WEIGHT

Temporary load capacity for uniform, distributed loads is 200 PSF (pounds per square foot).

VEHICLE WEIGHTS (Concentrated wheel loads)

Basic Maximum Gross Vehicle Weight (GVW, which is vehicle wt. + load wt.) for the stage is 10,000 lb. *(A concentrated, safe, per-wheel load has been determined to be 2500 lb. per wheel, based on the weight distribution of a 4-wheel vehicle. (4 wheels x 2500 lbs. = 10,000 lbs. Max. GVW). Gross Vehicle Weights in excess of 10,000 lb. up to 12,000 lb. (vehicle wt. + load wt.) must use one layer of standard "Grip Track" (2-3/4-inch x 15-inch x 20-feet) between the tires and floor. Contact the Grip Dept. (x4-2554) for grip track. Gross vehicle weights in excess of 12,000 lb. have additional precautions! **Contact WBSF Safety & Environmental Affairs (S&EA) at x 4-2800.**

***Stages 4 and 15**

These stages have covered tanks beneath the floor. Vehicle weights in excess of 10,000 lb. stationed over any of these tank covers require special measures. Contact Operations or S&EA.

Stage 16

The tank cover for the lower tank consists of plywood decking between steel joists. The gap between the joists is approximately 12". This cover is designed for a permanent live load of 200 PSF, or a temporary concentrated load of 50,600 lbs. spread over 6' x 6' blocking.

Stages 6, 20, 23, 31, 32 and 33

These soundstage floors consist of a concrete slab topped by two or more layers of plywood with a top-most layer of 3/8-inch "Crestform" material. This slab floor will support a substantial amount of weight. Contact OPERATIONS or S&EA when vehicle gross weights in excess of 15,000 lb. are anticipated.

Stages 7*, 8 and 9

These soundstage floors consist of a concrete slab topped by two or more layers of plywood with a top-most layer of 3/8-inch "Crestform" material. This slab floor will support a substantial amount of weight; however, extra precaution should be taken around the moat-like space surrounding this concrete slab. Beneath this floor, a 10-foot wide and 2-foot deep space surrounds this stage's concrete slab like a moat. The plywood and Crestform floor over this moat is supported by a combination of girders, joists and posts.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

Vehicles with gross weights (vehicle wt. + load wt.) in excess of 12,000 lb. are allowed, however, a layer of standard grip track (2-3/4" x 15" x 20") shall be used to cross the 10-foot border area.

- **Stage 7*** has a covered pit beneath the north-central portion of the floor (outlined in yellow). The Stage 7 pit cover maximum vehicle gross weight is 10,000 lb. or 2,500 lb., per-wheel load.
- The Stage 7 pit cover has an access hatch. No vehicles or heavy equipment are allowed over this hatch. Temporary load capacity over the pool cover for uniform, distributed loads is 200 PSF.

Contact Operations (x4-1501) or S&EA (x4-2800) whenever you have questions regarding the soundstage floors!

Roof Truss and Permanent Loading

1. Whenever possible, load at roof trusses directly.
2. Load only at nodes of trusses. Do not load at center.
3. Contact S&EA at x4-2800 prior to loading trusses/permanents.
4. With engineering approval, trusses are rated for 5,000 lbs.
5. Engineering approval is required for any unusual load requirements.
6. Check connection of permanent (6"X8") to truss prior to load application.
7. Loads at permanent beams perpendicular to trusses shall not exceed the following:
 - 500 lb. for a single load
 - 300 lb. for two loads (do not apply more than two loads).
8. Do not apply loads at boards of walkways.
9. Do not load single "Green Sticks" beyond 100 lb.

Electrical Warning

Be aware that the following warning is posted on all bullcans:

BULLCAN SAFETY WARNING

THIS WARNING IS PRESENTED IN AN EFFORT TO AVOID ACCIDENTAL ELECTRICAL SHOCKS. IT HAS BEEN DISCOVERED THAT THE NEUTRAL BUS OF THE WBSF DC DISTRIBUTION SYSTEM HAS A POTENTIAL ON IT. THIS UNUSUAL CIRCUMSTANCE COULD LEAD TO AN INJURY IF YOU ASSUME THE BUS TO BE AT ZERO POTENTIAL. YOU SHOULD USE YOUR TESTER TO VERIFY THE CONDITION OF THE BUS BEFORE WORKING WITHIN THE BULLCAN.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

SET CONSTRUCTION SAFETY

Specialized Safety Equipment/Personal Protective Equipment (PPE)

The Department of Safety & Environmental Affairs (S&EA) maintains specialized safety equipment, which is available for use by WB employees. S&EA's safety-related equipment inventory includes face shields, hearing protection, airline respirators, confined space ventilators, high-velocity ducted air machines, fall protection equipment, horizontal safety lines, rope grabs, and Nomex clothing (coveralls, gloves, and hoods.) In addition, S&EA maintains industrial hygiene monitoring equipment including oxygen, carbon monoxide, and combustible gas instruments. These items are provided for your departments and production companies free of charge; however lost or abused equipment will be charged to the production.

Safety glasses, dust masks, earplugs, gloves and other expendable PPE items are available at WBSF's The Mill Store (x4-4444). In addition, S&EA maintains, for emergencies, a limited supply of expendable safety equipment.

Fall Protection

Fall protection is required when working outside of the catwalks in the permanents of a soundstage. It is also required when working on roofs, shooting platforms, decks built for set construction, and situations that expose employees to potential falls greater than 4 feet in height when guardrails are absent. Fall Protection Equipment is available at S&EA and also available at the Grip Dept. (x4-1469).

ALL AERIAL LIFTS/ELEVATED PLATFORMS, INCLUDING SCISSOR LIFTS, REQUIRE FALL PROTECTION. Call S&EA at x4-2800 for assistance and detailed guidelines.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

MANAGING CHEMICAL-CONTAINING PRODUCTS

General Purchasing Practices

Purchase materials, especially chemical products, in the smallest quantity possible.

Paint and Painting Materials

Purchase paint and paint-related products that comply with all local or state environmental regulatory agency requirements. When purchasing rags for painting, remember that rags should be used sparingly. Air drying rags or throwing used rags in the trash is illegal.

Compressed Gases

Have all compressed gases delivered by the vendor to your location. Never throw compressed gas cylinders in the trash. Chain all cylinders in an upright position with valve covers. As required, segregate incompatible gases (i.e. flammables and oxidizers).

Construction Subcontractors

Make it clear to subcontractors that the disposal of any *waste generated by the subcontractor is the responsibility of the subcontractor*. Inspect their worksite frequently and watch for any dumping of waste materials into the waste hopper, storm drains, toilets, or sinks.

Special Effects and Environmental Considerations

SnoFoam and other forms of artificial snow may not be washed down storm drains. SnoFoam should be allowed to dry into a solid and then swept up and disposed of as trash. All products that generate special effect smokes are to be handled as hazardous waste. Special Effects materials should be handled by the FX person in charge as potentially hazardous waste.

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, and if a qualified person is present, the environment should be protected by stopping the spill from reaching storm drains, sewers, sumps, gutters, soil or bodies of water. If time permits, call the WB Hazardous Waste Facility at x4-1271.

If a spill occurs:

1. 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 WBSF Fire Department (x4-3333) 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; it must be disposed of as hazardous waste.

Hazardous Material Storage

Store and segregate hazardous materials correctly by following the guidelines given on each product's warning label. For guidance, contact **Brent Gale (x4-3880)**.

Hazardous Waste Disposal

While at Warner Bros. Studios, all hazardous waste is to be disposed of through the WBSF Hazardous Waste Facility. Examples of materials that are to be handled as hazardous wastes include: waste paint, paintbrush rinse water, paint rags, thinners, solvents, oils, empty aerosol cans, adhesives, special effects products, etc. For further information, contact **Brent Gale (x4-3880)**.

Note: Only productions purchasing paint and chemical products from WBSF are eligible for hazardous waste services. Any production intending to use any other source of materials should meet with S&EA before purchasing or bringing them on the lot.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

Occupational Health

1. Workers must receive training on the use and limitations of their respirator prior to use. IATSE-represented painters must receive respirator training via the CSATF Safety Pass Program within 90 days of being placed on the roster. Prior to the CSATF training, employees can receive respirator training from S&EA.
2. It is recommended that indoor painting operations be performed when no overhead work is in progress. Hard hats are required whenever overhead construction activity is in progress.
3. Painting operations that are anticipated to generate irritating odors should be scheduled during off hours whenever possible. Ventilation (i.e., stage fans and floor fans) should be used to dissipate odors.
4. Aerial platforms used by production personnel must be operated by employees who have received aerial platform training. Training may be arranged by calling The Department of Safety and Environmental Affairs at extension 4-2800.

Waste Paint and Recyclable Paint Disposal

In order to comply with Federal, State and City laws, Warner Bros. Studio Facilities carefully controls the use and disposal of hazardous substances such as paint and paint-related materials. You are expected to follow the guidelines below. If you have any questions, contact **Brent Gale (x4-3880)**.

Waste Paint Consolidation and Labeling

These guidelines are to be followed by all employees working with paint and paint-related materials while at Warner Bros. Studio or on location for a Warner Bros. production.

1. Water-based paint waste and solvent-based paint waste are to be kept separate from one another and as clean of debris as possible for recycling purposes. Recycling saves your production significant money.
2. Store any flammable waste paints in 5 gal. buckets. (e.g. "Japans"). Label them "*Flammable Paint*".
3. Waste latex, vinyl, and other water-based paints should also be stored in 5 gal. buckets. Label them "*Water-Based Paint*".
4. Flammable paint-related materials such as brushes, rollers, and stir sticks are to be isolated in a separate bucket that does not contain paint. Label them "*Flammable Brushes*".
5. Water-based paint materials such as brushes, rollers, and stir sticks are to be isolated and sealed in a separate bucket that does not contain paint. Label them "*Water-Based Brushes*".
6. Sawdust, sand or other absorbents used in spill cleanup should be isolated and sealed in a separate bucket that does not contain paint. Label them "*Used Spill Cleanup of _____*". Add name of material cleaned up.
7. Used plastic bucket liners should be wiped as clean as possible while the paint is still wet, and then crushed and packaged in a separate 5 gal. bucket and labeled "*Bucket Liners*".
8. All aerosol cans are to be disposed of separately from other waste paint-related material, preferably in a 5-gallon bucket, sealed and labeled "*Empty Spray Cans*". Do not store aerosol cans in the sunlight.
9. Empty waste paint buckets should be wiped clean while still wet and then sealed in plastic garbage bags (tied shut) and labeled "*Empty Paint Cans*".
10. Used paint rags should be packed in a 5-gallon bucket and labeled "Used Paint Rags".
11. When filling buckets with waste paint, do not fill the bucket to the rim. Leave two or three inches headspace to allow for expansion.
12. ALL WASH WATER FROM WASHING BRUSHES, ROLLERS, BUCKETS, ETC. IS TO BE SAVED AND HANDLED IN THE SAME MANNER AS THE WATER-BASED PAINT WASTE. BUCKETS SHOULD BE LABELED "*BRUSHWATER*".

Accumulation Limits

A total of fifty-five gallons (11 five gallon buckets) of waste paint and waste paint-related materials may be accumulated inside the stage or on the set if the following conditions are met:

1. All FLAMMABLE WASTE (solvent and solvent rags) must be correctly labeled and stored in sealed five gallon buckets in a fire department approved flammable cabinet. The maximum allowable accumulation time for any flammable waste containing buckets, paints or brushes is one week.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

2. All NON-FLAMMABLE WASTE (latex, vinyl, used rags) must be correctly labeled and stored in sealed plastic five gallon buckets separate from the main paint inventory. The maximum allowable accumulation time is two weeks.
3. All used rollers, paint brushes, and sticks shall be stored in sealed five gallon buckets and not mixed with paint. The maximum allowable accumulation time is two weeks.

Waste Paint Drop-Off Procedures When at Warner Bros. Studio

All studio departments and production companies are required to drop off their hazardous waste at the WBSF Hazardous Waste Facility, located just south of the southeast corner of the Mill (Building 44).

When the maximum allowable fifty-five gallon limit has been reached (any combination of the above waste categories equaling a total of 11 five gallon buckets), the following procedures shall be followed:

- All containers shall have listed on them; 1.) The production or department name, 2.) The container contents, labeled as described above, and 3.) The stage number where the waste was generated.
- The Hazardous Waste Facility must be called in advance to make sure the facility is open to accept the waste. To schedule a drop-off, call extension 4-1271 or 4-2009 [(818) 954-1271, or (818) 954-2009, respectively].
- Waste drop-offs will only be scheduled to be received between the hours of 6:15 a.m. and 2:15 p.m., unless special arrangements are made.
- Waste shall not be allowed to accumulate longer than one month or into large quantities on stage or in departments. Frequent, smaller waste drop-offs should be made. Plan ahead when hiatus periods are approaching.
- **Waste shall not be left at the Hazardous Waste Facility if there is no one there to accept it.**
- Please call Brent Gale at extension 4-2880 if you have any questions regarding this policy.

Waste Paint Disposal Procedures When on Local Location

Do not allow waste paint to accumulate longer than one month or in large quantities when on location. All paint and water based paint-related wastes are to be returned to Warner Bros. Studio. When returning paint-related wastes, attach a label to the bucket that exactly describes the contents of the bucket, as described above in "Waste Paint Consolidation and Labeling." *Do not use terms such as "Sludge", or "Hazardous Waste" to describe the contents of a bucket! Unless police or fire departments know exactly what is in the bucket, they may call for the Fire Dept. Hazardous Material Team.*

Flammable paint or flammable paint-related waste cannot be transported back to the main lot. This waste will need to be picked up by a licensed hazardous waste hauler. To do so will require the acquisition of an EPA ID Number. This number will be required on all of the federal hazardous waste manifests that accompany the waste. If your production company anticipates that any waste other than water-based paint is going to be generated off-lot, contact Brent Gale at (818) 954-3880. Keep in mind that obtaining an EPA ID Number may take at least two weeks. Waste cannot be picked up or shipped until the number has been issued by the EPA.

Once the EPA ID Number is obtained with the assistance of S&EA, a licensed hazardous waste hauler can be scheduled to come out and pick-up the waste. Warner Bros. has a list of pre-approved haulers. Contact Brent Gale at (818) 954-3880 for more information.

<p>NOTE: DISPOSAL OF PAINT IN ANY MANNER OTHER THAN ABOVE IS AGAINST WARNER BROS. POLICY AND ILLEGAL ACCORDING TO THE DEPARTMENT OF HEALTH SERVICES AND THE ENVIRONMENTAL PROTECTION AGENCY.</p>

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

GUIDELINES FOR SHIPPING DANGEROUS GOODS

READ THIS PRIOR TO SHIPPING ANYTHING BY AIR.

NOTE: YOU ARE STRONGLY URGED TO HAVE ANY ITEM SUCH AS THOSE LISTED BELOW PACKED AND SHIPPED BY FED-EX OR UPS. FINES OF \$100,000 ARE COMMON AND HAVE BEEN ASSESSED AGAINST SEVERAL STUDIOS.

Who regulates dangerous goods?

The International Air Transport Association (IATA) has published dangerous goods regulations in the United States since 1956. These regulations are enforced by the Federal Aviation Administration (FAA) and the Department of Homeland Security.

What are Dangerous Goods?

When chemicals or chemical-containing products are shipped by air, they are called “*Dangerous Goods.*”

Many of the products used by consumers in their households would be considered dangerous goods. The same could be said of many of the products shipped by production companies. Some examples of dangerous goods shipped by production companies include:

- Household products such as hair spray, glass cleaner, etc.
- aerosol cans (all types)
- paint thinner
- cleaners
- isopropyl alcohol
- paints
- lubricating oils

Any product or material that contains chemicals should be considered a “dangerous good.”

What are the consequences for failing to comply with the dangerous goods regulations?

The current dangerous goods regulations allow the FAA to impose considerable fines to a shipper for failure to comply with the regulations. Fines can be levied if a shipper fails to properly identify, classify, mark, label and document dangerous goods. Fines and penalties of up to \$100,000.00, and a year in jail can be given to those who ship dangerous goods without declaring them. Individuals who sign the shipping papers can be held personally liable. Civil and criminal penalties could also apply. For example, one production company was recently fined \$72,000.00 when an undeclared bottle of window cleaner started leaking onboard an aircraft during transport.

Shippers of dangerous goods should keep in mind that certain materials, like pressurized cylinders or aerosol cans, could represent a significant risk to an aircraft and its passengers if shipped illegally. A mishap involving such dangerous goods could impart significant liability to the shipper.

What are the shipping requirements under dangerous goods shipping regulations?

The current International Air Transport Association regulations handbook on shipping dangerous goods is almost 650 pages long. The process by which products or materials are identified, classified, packaged, marked and labeled in accordance with these regulations is rather complicated. Unless you have been trained to ship dangerous goods, it is NOT recommended that you do so.

How can you safely ship dangerous goods?

If you have products or materials that you think might be dangerous goods, you should contact the mail carrier that you plan to ship the product or material with (i.e., Airborne, FedEx, etc.). They can tell you if it

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

is a “dangerous good” and, for a small fee, most shipping companies can package and label your shipment for you.

To avoid liability altogether, production companies should not ship by air any product that can easily be purchased while on location, such as paint, hairspray, window cleaner or isopropyl alcohol. Before shipping packages, identify the contents of the package and check for possible dangerous goods. If you are given a package to ship, ask for a detailed list of the contents.

If in doubt, ask.

Remember: The person who signs the shipping document is the responsible/liable party.

Dangerous Goods Packers/Shippers:

Airborne Express (DHL): (866) 588-2002

FedEx: (800) 463-3339, press “81”

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

GENERAL WARNINGS AND NOTIFICATIONS

Proposition 65 Warning

“This facility contains one or more substances, including tobacco smoke, known to the State of California to cause cancer, birth defects or reproductive harm.”

Asbestos Notification

Both state and federal law require building owners and/or lessors to notify their occupants of the presence of any asbestos-containing materials (ACM) in buildings in which they work. We are making this notification to comply with these laws, and because it is Warner Bros. policy to make such information available.

Background

Asbestos-containing materials were commonly used in the construction of buildings and homes prior to 1979. ACM were once used as part of certain building materials, such as insulation, roofing materials, floor tiles, and spray-on insulation.

Warner Bros. has a comprehensive ACM management plan. Under this plan, we use licensed ACM abatement firms to remove ACM from mechanical rooms and exposed pipes and ducts; and to remove any ACM present prior to or discovered while doing Studio remodeling and renovation work. In addition, we have conducted air sampling in all WB buildings known to contain ACM. The Environmental Protection Agency (EPA) and The Occupational Safety & Health Administration (OSHA) set standards for building occupancy, and we are pleased to say that all WBSF buildings meet these standards. Because inhalation of unprotected airborne asbestos fibers may pose serious potential health risks, it is important that you not disturb potential ACM (i.e., by drilling, sanding or hammering) without first calling the Safety Dept. at 4-2800 to receive clearance to do so.

The following WBSF buildings are known to contain ACM and are subject to this notification: 4, 5, 8, 10, 11, 12, 15, 18, 19, 22, 27, 31, 34, 35, 37, 41, 44, 51, 52, 53, 54, 55, 56, 58, 59, 66, 67, 71, 76, 81, 90, 102, 122, 131, 133, 135, 137, 138, 139, 140, 146, 151, 154, 155 and 3R.

The survey reports and bulk sample and air sample test reports for particular building locations are available for inspection by appointment. If you have any questions or concerns about your particular building, the location of ACM, or this notice, please contact the Department of Safety and Environmental Affairs at x4-2800.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

AIR QUALITY

In Southern California, the oversight of the air quality is the responsibility of the South Coast Air Quality Management District (SCAQMD). The SCAQMD has enacted rules that regulate the use and operation of many materials, processes and equipment that will be used by your production company. The following guidelines and regulations have been developed to help you comply with these regulatory requirements.

Visible Emissions

If your production company will be using fires, explosions or large-scale effects involving airborne dust, then you will need to notify S&EA prior to the effect. Regulations enforced by the South Coast Air Quality Management District (SCAQMD) forbid the airborne release of smoke, dust or other visible emissions that last more than three minutes in duration in any one-hour. S&EA can assist you in complying with this regulation.

Portable Generators

Depending on the production equipment used or the location chosen, your production company may use portable generators. Internal combustion engine-driven portable generators are regulated by the SCAQMD because of the exhaust gases that are generated and released into the atmosphere. To comply with the applicable SCAQMD regulations, daily and hourly use records must be kept by the portable generator operator. The SCAQMD regulations governing the use of generators are extensive, but most of them will not impact your production company if you rent the generator from an equipment rental company.

When deciding on the placement of generators, due consideration should be given to the effect of exhaust gases on employees working downwind or in adjacent occupied buildings. Diesel exhaust can be very irritating. Consequently, careful consideration should be given to generator placement in order to avoid re-location of the generators due to health concerns.

Coatings, Paint, and Other Paint-Related Materials

All production companies use paints, stains, primers etc. All of these materials are regulated by the SCAQMD. Your paint foremen should be aware of the limitations imposed by these regulations because they govern the chemical content and use of all coatings and paints. Contact S&EA if you need help or guidance on the use or selection of coatings. All of the coatings sold through the Warner Bros. Studio Paint Department are SCAQMD compliant for their intended use. If you need additional information on what products can be legally used, contact Brent Gale at (818) 954-3880.

The equipment used to apply coatings is also regulated by the SCAQMD. Certain limitations apply to spray guns, which may need an SCAQMD Permit to Operate. Other limitations apply to the construction and operation of spray booths. A permit must be obtained prior to the construction of any (even temporary) spray booth. Finally, remind all workers working with coatings or other chemical-based products to keep the lids tightly on cans when not in use, and to store all rags in closed containers.

Purchasing non-compliant paint and paint-related materials off-lot for use on the lot is a violation of SCAQMD Regulations and Warner Bros. policy. Violators and their Supervisors will be brought to the attention of Labor Relations.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

WATER QUALITY

Discharging Stage Pools and the Outdoor Lagoon

Introduction

If your production company will be utilizing a water set at one of Warner Bros. Studio Facilities Inc.'s (WBSFI) existing water tanks, pools, or lagoons, or you decide to build your own, you must plan for the draining of water well in advance. Please be aware that federal and state environmental regulations now stipulate how, when and where that water can be discharged. Although WBSFI wants your production company to have as much artistic license as possible, we want you to know at the start of your project that the *disposal* of water used in these types of sets will take additional time and expense to handle in accordance with the regulations. Violations of these regulations can result in significant regulatory fines.

Who Can Help My Production Company Comply With the Regulations?

The Department of Safety and Environmental Affairs (S&EA) is here to help you discharge water appropriately and keep WBSFI and your production company in compliance with applicable regulations. Although S&EA will guide your production company step-by-step through the process of proper discharge, it is vitally important that all production companies be aware of the affect that compliance with the regulations may have on production, both in terms of cost and potential time delays. *The most problematic restriction to production companies is a (minimum) 6-day waiting period, during which time, the water cannot be discharged.*

Where Can I Film Water Sequences?

Warner Bros. Studio Facilities Inc. has several locations designed for use in water filming sequences. These locations include:

- Stage 15 tank
- Stage 16 tank
- Jungle Lagoon
- Jungle Pond
- Ranch Swimming Pool
- Other, temporarily water sets constructed by the Production Company

What are the Requirements to Discharge the Water?

The permanent water sets at WBSFI are permitted by the State of California's Environmental Protection Agency (Cal-EPA). WBSFI's Cal-EPA permit outlines the requirements of water discharge. In brief, the permit requires WBSFI to collect and analyze the filming water after it has been used, but prior to discharge to the Los Angeles River. The sampling and analysis requirements are very specific (see Attachment A). *Getting the laboratory results of the EPA-mandated tests will take approximately 6 days, during which time, you may not discharge the water.* When the analysis is complete, the results are compared to the permit limits. If none of the sample parameters exceed the limit, the water can be discharged.

Why Do Results Take 6 Days?

One of the tests required by Cal-EPA has a full, 5-day incubation requirement, and the results cannot be "rushed." Factors such as sample collection times, sample preparation, sample result interpretation, and report preparation requirements all add time to the full, five day sample analysis. Under ideal conditions, it may be possible to collect the samples early in the morning, and get results 5½ days later. Later sample collection times, weekends and other delays can make meeting these conditions difficult.

What Happens if We Exceed the Discharge Limits?

If the discharge limits are exceeded, the water cannot be discharged to the Los Angeles River, although, there are other alternatives for discharge (see below).

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

What Do We Do if We Have to Discharge While We're Still Filming?

Sometimes, there may be a need to empty a tank quickly (i.e., overnight or over a weekend) to make repairs or adjustments to the water set. We understand that time can be of the essence while filming is ongoing. Although we have a good working relationship with the regulatory agencies, there are no provisions in the law to allow sampling and analysis that takes less than 5 days. In some instances, there may be alternatives to discharging to the L.A. River. Even so, it is imperative that production companies are aware of the potential time delays that may result if water discharge of the set is required.

Are There Any Alternatives to Discharging to the Los Angeles River?

There are instances when other discharge options other than the LA River may be available. Discharging to the sanitary sewer by obtaining a permit from the City of Burbank or having pumper trucks remove the water are other options.

When Can We Discharge to the Sewer?

In some cases, the City of Burbank has allowed small discharges of water to the sanitary sewer. The City allows this in some cases but only for discharges compatible with their treatment plant. Burbank, like Cal-EPA, also requires water sampling, but sample results only take approximately 2 days to get back. Results from sampling are then compared to local discharge limits, which are generally easier to comply with as compared to the state limits. Because the City of Burbank treatment plant is not designed to treat this type of water, there are some fairly restrictive discharge requirements. Besides having to sample the water and meet the local discharge limits, the City does not allow the discharge flow rate to exceed 360 gallons/minute. They also request that all discharges commence after 7:00 p.m. and end prior to 7:00 a.m. Discharging to the sanitary sewer is not a viable option for the Stage 16 tank because of the length of time it would take to discharge.

Are Swimming Pools Treated the Same?

The Ranch swimming pool, and sets built to simulate and act as temporary swimming pools are handled differently. Once the water in the pool has been de-chlorinated, the City of Burbank can issue a permit to discharge the pool. These permits must be obtained by the WBSFI Plumbing Department. You can reach them at (818) 954-1245.

What About Using Pumper Trucks?

An expensive option would be to have the water taken out by pumper trucks. These trucks can generally only transport approximately 5,000 gallons per load. Disposal cost average \$0.50/gallon. The water is taken off-site and recycled or reclaimed.

Are There Any Suggestions to Minimize the Likelihood of Exceeding the Discharge Limits?

Following are some recommendations to reduce the potential of exceeding the discharge limits and further delaying your water discharge:

- It is highly recommended that the production company hire a water quality consultant to design and maintain a filtration system to keep the water clean and up to water quality standards, especially if anyone has to enter the water. (Call 4-3880 for suggestions.)
- Make sure that the water quality consultant is capable of integrating a wide range of filtering media. Standard pool filters only remove particulate matter. Having the capability of filtering out other contaminants like oil and other organics can be quite advantageous if the levels of these exceed the discharge limit.
- When using the Stage 16 Pool, it should be anticipated that a large water storage tanker may be required that can be used for filter backwash operations. Pool filtration systems should be plumbed to this tanker and held there until water sampling results indicate that the water can be discharged.
- Dyes cannot be discharged to the Los Angeles River or the sanitary sewer. If dyes are to be used, they must be the type that can be chemically or mechanically removed prior to discharge.
- Make sure that the tank/pool is thoroughly cleaned prior to being filled.
- Make sure that the water used to fill the tank is clean.

WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

- Make sure that all props and/or equipment placed into the water are clean.
- Metal equipment should be painted to prevent rust from developing and clouding the water.
- Whenever possible, locate hydraulic line connection points out of or away from the water.

Stormdrains

The stormdrain system is designed to take rain runoff and route it, untreated, into the Pacific Ocean. The State of California, the Regional Water Quality Control Board and Warner Bros. strictly forbid all Warner Bros. production companies from intentionally dumping into, or allowing chemicals to enter the stormdrain system. Products labeled “environmentally friendly,” or “biodegradable” may not be dumped into a stormdrain. In addition, products like foods or drinks, cleaning supplies, gray water or sewage from trailers, or any chemical-containing product may not enter any stormdrain. Filming waters from pools, tanks and lagoons must be sampled (in collaboration with WB Safety & Environmental Affairs) prior to discharge. See “Discharging Stage Pools and Outdoor Lagoons” in this section for further instruction. Regulatory fines for non-compliance can be considerable.

Sinks, Toilets, and Sumps

Sinks, toilets and sumps are designed to take residential, and some commercial waste, and route it to a municipal waste treatment plant. The treatment at the plant is not designed to remove chemical contaminants. It is therefore important that no chemical-containing waste products enter into this system. Painters and other workers cannot use sinks or toilets to wash their equipment or as a disposal site for waste or leftover products. Employees found to have put chemical-containing products into sinks, toilets or sumps will be taken, along with their supervisor, to Labor Relations for disciplinary action.

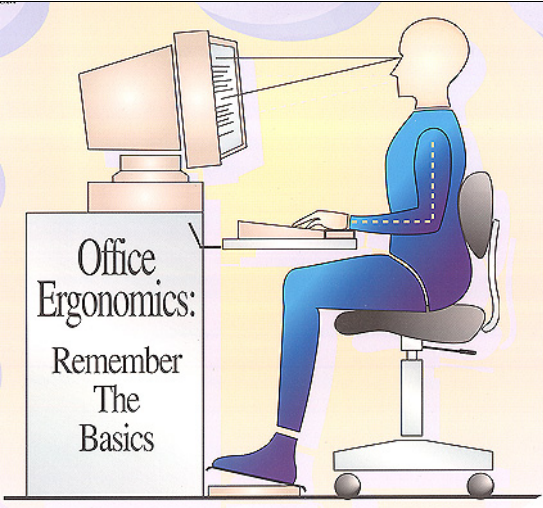
WBSF OPERATIONAL HANDBOOK Section V

SAFETY & ENVIRONMENTAL GUIDELINES

ERGONOMICS

Ergonomics means adjusting the work to fit the worker. The Safety Department offers ergonomic evaluations to ensure that office workstations are set up in a way that maximizes comfort and safety. If any of your production crew or staff has questions regarding ergonomics, please contact **Gloria Gama-Tafoya** at **x4-2961**.

A visual presentation of the Ergonomic Guidelines can be viewed at www.wbsafety.com. It covers proper chair adjustment, computer and work area guidelines, along with safe work practices.

<p><i>Place the monitor directly in front of you while at the keyboard.</i></p> <p><i>Position the top of the monitor screen at or below eye level and about an arm's length away.</i></p>	<p><i>Maintain a proper posture, having a 90 degree or greater angle at the hips and knees, while the Feet are supported by the floor or a footrest.</i></p>	<p><i>Sit with head and neck in upright position, even while on the telephone.</i></p> <p><i>Keep shoulders relaxed and elbows close to the body</i></p>
<p><i>Tilt or swivel the monitor screen to eliminate reflections on the screen or add an anti-glare filter.</i></p>		<p><i>Select a chair that allows clearance behind knees when seated against the backrest.</i></p> <p><i>Use the backrest of the chair to provide full support, particularly for the lower back.</i></p>
<p><i>Reduce glare on work surfaces by decreasing overhead lighting and using window shades effectively.</i></p> <p><i>Add a task light to illuminate documents properly.</i></p>		<p><i>Adjust the height of the chair to achieve a proper posture.</i></p> <p><i>Adjust the keyboard or chair height to keep forearms, wrists and hands in a straight line while using the keyboard.</i></p>
<p><i>Use a document holder to place source documents as close to the computer screen as possible, and at the same height and distance.</i></p> <p><i>Place mouse and other input devices next to the keyboard.</i></p>		<p><i>Allow ample clearance to move knees and legs under the keyboard support.</i></p> <p><i>Vary your tasks throughout the day, From computer work to non-computer work.</i></p>

CRAFTS SERVICES FOOD GUIDELINES FOR PRODUCTION

The Alliance of Motion Picture & Television Producers (AMPTP) has Safety Bulletins covering food handling. **AMPTP Safety Bulletins #32 and #32A are attached.**

INDUSTRY WIDE LABOR-MANAGEMENT SAFETY COMMITTEE

SAFETY BULLETIN #32

FOOD HANDLING GUIDELINES FOR PRODUCTION

(Also refer to Safety Bulletin #32, "Addendum A" – Public Health Advisory)

The following guidelines are provided to assist your production in understanding State and Local Health Department requirements for the preparation and serving of food to your cast and crew. Most cities and counties have adopted food-handling requirements that are similar to those outlined below. To insure compliance, refer to all applicable rules and regulations for the jurisdiction in which you will be working (see Addendum "A" for Los Angeles and California requirements). Violation of established food-handling requirements may lead to the spread of food-borne illness and may be punishable by a fine and/or imprisonment.

Food-borne illnesses are caused by bacteria easily transmitted by food service workers due to improper personal hygiene, poor food handling practices and/or inadequate cold and hot food holding temperatures. Careful attention to safe food handling practices, personal hygiene and cleanliness can help reduce the potential of spreading illness.

All food serving areas should be kept clean, healthful, and/or free from debris, pests and other unsanitary conditions.

Please ensure that your production meets the safe food handling requirements outlined below. Should you have any questions, please contact your Safety Program Administrator.

A copy of this bulletin and Health Advisory (Addendum "A") should be posted wherever food is prepared or served on the production.

DEFINITIONS

Certified Food Handlers: Must be present in every food preparation facility. This may include the facility owner and at least one employee on each shift. Various accredited trainers throughout the State provide certification.

Work Areas Requiring A Permit: Refers to commissaries, vehicles, and other locations where food has been inspected and permitted by a local authority having jurisdiction -- in Los Angeles, it is the Los Angeles County Health Department.

Preparation: Refers to slicing, chopping, combining ingredients, cooking, re-heating, wrapping, packaging and the serving of bulk-food items.

LICENSED FOOD ESTABLISHMENT (caterers, commissaries and restaurants)

When a licensed food establishment is providing food service for a production, the establishment should provide evidence that the food preparation is being provided by licensed caterers working from permitted work areas. In California, the entire operation must operate under the direction of a Certified Food Handler.

These types of establishments normally provide unlimited food preparation for main meals.

MOBILE FOOD FACILITIES

Food Preparation Vehicles:

The Health Department regulates how food is prepared and stored on a vehicle. "Any wheeled vehicle upon which ready-to-eat food is cooked, wrapped, packaged, processed or portioned for service, sale or distribution," is considered a Mobile Food Preparation Vehicle and must have a valid Public Health Permit.

All catering vehicles must have a valid Public Health Permit to operate. This Health Permit must be posted or kept within the vehicle at all times.

In California, construction of food prep vehicles must comply with the requirements of California Administrative Code Mobile Food Preparation Units and Article 11 and Article 12 of the County Health Code, which requires detail of the specific structural and sanitary requirements of the food prep vehicles.

ALL OTHER FOOD PROVIDED

Any personnel may be allowed to handle individually wrapped prepackaged foods purchased from an approved facility (such as a grocery store), or serve hot meals purchased from a licensed restaurant and transported to the work site, such as:

- Individually wrapped or prepackaged foods for individual consumption;
- Single servings of sodas, juice boxes, and milk; and/or
- Other hot beverages such as coffee and tea.

Such prepackaged food must be purchased from licensed food establishments. Food that could be potentially hazardous food should be consumed within two (2) hours. Potentially hazardous food products not consumed within two (2) hours should be discarded. Delivery vehicles may not be utilized for the storage of food products; they are limited to the conveyance of food product.

Authority: California Health and Safety Code Division 104, Part 7, Chapter 4, Article 4 §113925 Article 7 §113995, §114010; Los Angeles County Code Title 11 Health and Safety, Chapter 11.12.

FOOD SERVICE AND PREPARATION:

Food prepared and served on a production must meet Health Department requirements. Please observe the attached Health Advisory issued by the Los Angeles County Health Department, which outlines the required permits, certifications and licenses for food preparation work areas and vehicles on a production in Los Angeles County.



ENVIRONMENTAL HEALTH

HEALTH ADVISORY

The purpose of this advisory is to provide guidance to the Motion Picture and Television Industry regarding applicable standards, regulations and statutes relating to food service. The information should serve as a basis for selection of the appropriately qualified food provider.

The California Health and Safety Code addresses public health interests and provides health and safety standards to assure that food will be pure, safe, and unadulterated. To this end, the law identifies activities and entities subject to regulatory standards. These activities include but are not limited to the safe storage, handling, preparation, processing and dispensing of food.

MOBILE FOOD PREPARATION UNIT

Typical Service

- Unlimited food preparation
- Buffet Service (Motion Picture Caterers only)
- Open barbecue units may be utilized for limited on site grilling (Motion Picture Caterers only)

Mode of Service

- Hot Truck (Catering Trucks and Trailers)

Requirements: Plan submittal for vehicle, maintenance/servicing at approved commissary. Food may be prepared and stored on the vehicle. Annual permit issued. Periodic vehicle certification and Certified Food Handler required. Vehicle must also be approved by the California Housing and Community Development

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Articles 1,6,7,8,12
Los Angeles County Code Title 11 Health & Safety, Chapter 11.12, §11.12.230 A, C;
Chapter 11.13

MOBILE FOOD FACILITIES

Typical Service

- Manufacturer prepackaged potentially hazardous and non-potentially hazardous labeled food products (sandwiches, chips, tamales, etc.)
- Limited open food handling on specifically approved mobile food facilities (churros, hot dog, shaved ice, coffee/cappuccino etc.)

Mode of Service

- Cold Truck (enclosed vehicle)
- carts (prepackaged only)
- carts with plumbing (hot dog, shaved ice, tamales, coffee/cappuccino, etc.)

Motion Picture and Television Advisory
Page 2

MOBILE FOOD FACILITIES (continued)

Requirements: Plan submittal for vehicle, maintenance/servicing and food storage at approved commissary or food establishment only. Annual permit issued. Periodic vehicle certification.

Food handling restrictions apply depending on the level and type of permitted vehicle or cart.

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Articles 1,6,7,8,11; Los Angeles County Code Title 11 Health & Safety, Part 2, Article 2 §11.02.290; Chapter 11.12, §11.12.230A, C; 11.12.330; Chapter 11.13

CATERER

Typical Service

- Unlimited food preparation at licensed food establishment
- Buffet Service

Mode of Service

- Delivery of prepared food to off site location

Requirements: Plan submittal for food establishment, all food must be prepared and stored at licensed food establishment, food must be transported and served with approved and required temperature and environmental protection controls. Annual permit issued. Certified Food Handler required.

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Articles 1-9,13 Los Angeles County Code Title 11 Health & Safety, Part 2, Article 2 §11.02.240; Chapter 11.12, §11.12.230 A, C

STUDIO COMMISSARY (as a caterer)

Typical Service

- Unlimited food preparation (at licensed commissary kitchen)
- Buffet Service

Mode of Service

- Delivery of prepared food to off site location

Requirements: Plan submittal for food establishment, all food must be prepared and stored at licensed food establishment, food must be transported and served with approved and required temperature and environmental protection controls. Annual permit issued. Certified Food Handler required.

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Articles 1-9,13 Los Angeles County Code Title 11 Health & Safety, Part 2, Article 2 §11.02.240; Chapter 11.12, §11.12.230 A, C

Motion Picture and Television Advisory
Page 3

TEMPORARY FOOD FACILITY

Typical Service

- Unlimited food preparation at temporary food facility
- Open barbecue units may be utilized
- Buffet Service

Mode of Service

- Food prepared on-site at production location within temporary structure

Requirements: Plan and application submittal for site specific temporary food. All food must be prepared and stored at approved temporary facility (or purchased daily), food must be served with approved and required temperature and environmental protection controls. Site specific permit has duration of 25 consecutive or non consecutive days or less. Permit renewable once in 90 days.

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Articles 1-9,13
Los Angeles County Code Title 11 Health & Safety, Chapter 11.12 §11.12.230 A, C

MESSENGER DELIVERY

Typical Service

- Manufacturer and retail food establishment prepackaged food products (sandwiches, chips, etc.)

Mode of Service

- Delivery of packaged food products purchased daily from licensed food establishments.

Requirements: All prepackaged food must be purchased daily from licensed food establishments. Food may not be handled or served. Potentially hazardous food should be consumed within two hours and received at requisite safe temperatures (i.e. 140° F or above or 41° F or below). Food product not consumed within two hours should be discarded. Employer and/or food provider may bear civil or criminal liability regarding food borne illness injury as a result of improper food safety practices. Delivery vehicles may not be utilized in the storage of food products and are limited to the conveyance of food product. No equipment (beyond an ice chest to refrigerate prepackaged products) is allowed. No permit is required.

Authority: California Health & Safety Code Division 104, Part 7, Chapter 4, Article 4 §113925
Article 7 §113995, §114010; Los Angeles County Code Title 11 Health & Safety, Chapter 11.12 §11.12.230 A

OTHER

Permanently fixed buildings which are fully enclosed and utilized as production studios, sound stages or similar activities associated in the production of motion pictures and television media

Motion Picture and Television Advisory

Page 4

OTHER (continued)

may utilize the following food service equipment and engage in the indicated specific food handling without permit or license:

- a single refrigerator for the storage of prepackaged food products (storage is limited to the capacity of the single unit)
- preparation of coffee or tea (Cappuccino units are prohibited)

Note: installation and/or employment of food equipment (e.g. electrical or gas fired fryers, ovens, ranges, hot plates, refrigeration, food preparation sinks etc) and/or food preparation and storage shall require submittal of plans and approval by Los Angeles County Environmental Health as well as local Building and Safety and Fire Departments.