

## SERIOUS INCIDENT REPORTING PROCEDURES

Incidents that result in transportation by ambulance, visitation to the hospital by one or more employees, any treatments other than general first aid, or any serious property/asset damage, must be reported as follows:

### Unit Production Manager Responsibilities:

*In the event of a serious accident, injury or mishap, AFTER ALL NECESSARY EMERGENCY PERSONNEL ARE CALLED, the UPM should contact the PRODUCTION EXECUTIVE WITHOUT EXCEPTION.*

Name: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

*If you are unable to reach your Production Executive you should call your Executive Vice President of Production:*

Name: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

After discussion with your Production Executive and with her/his instruction, the following people will be notified:

- Production Safety Representative: Name: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_
- Risk Management Representative: Name: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_
- Labor Relations Executive: Name: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_
- Worldwide Communications/Publicity: Name: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

*\*Under the union collective bargaining agreements, union notification is required of any injury, regardless of the severity.*

***The accident/incident site must be secured and left undisturbed (except to rescue the injured or prevent further injuries) until any government agency investigations are completed. An Accident Investigation Report (Form 9) should be completed by the Production. Your Production Safety Representative will assist you. The form is available at [www.safetyontheset.com](http://www.safetyontheset.com).***

### Information which is required to be reported:

- Time and date of accident.
- Employer's name, address and telephone number.
- Name and job title of person reporting the accident.
- Address of site of accident or event.
- Name of person to contact at accident site.
- Name and address of injured employee(s).
- Nature of injury.
- Location where injured employee(s) was (were) moved to.
- List and identities of other law enforcement agencies present at the accident site.
- Description of accident and whether the accident scene has been altered.

***If the incident occurred within the State of California and resulted in serious injury, death or illness to an employee, Cal-OSHA must be notified within eight (8) hours of the incident. Federal OSHA requires notification of a death within 8 hours, and notification of serious injury within 24 hours. Other Countries, States and Provinces have their own reporting requirements. Regardless of where you are filming, the Production Safety Representative will make these notification calls. Failure to properly report a death or serious injury may result in fines, penalties and/or imprisonment.***

Any accident should be noted on the back of the Production Report on the date the accident occurred by identifying only the name of injured employee and classification.

***CAUTION: Written and/or verbal statements should not be taken unless authorized by the Studio Legal Department. Speculation regarding the cause(s) of accident(s) are not to be included as part of any investigation report. Speak with your Production Safety Representative for direction.***

Under the guidance and direction of the Studio Legal Department, the Production Safety Representative will conduct any additional accident investigations necessary.