

# 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 Sue Palladino, Executive Vice President of Production. Office: (818) 954-7171, Cell: (818) 257-1202.

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

- \_\_\_\_\_ Production Safety Representative, Cell: \_\_\_\_\_ ; Office: \_\_\_\_\_  
Anonymous Safety Hotline: (877) 566-8001
- \_\_\_\_\_ Risk Management. Cell: \_\_\_\_\_ ; Office: \_\_\_\_\_
- \_\_\_\_\_ Labor Relations\*. Cell: \_\_\_\_\_ ; Office: \_\_\_\_\_
- \_\_\_\_\_ Worldwide Publicity. Cell: \_\_\_\_\_ ; Office: \_\_\_\_\_

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

California OSHA, Federal OSHA, US States and other Countries and Provinces all have unique reporting requirements. The Production Safety Representative (PSR) will determine if the injury or illness should be reported. If so, the PSR will help you gather the required information, and will make the notification for you.

***NOTE: Any employer, officer, management official or supervisor who knowingly fails to report a death to Cal-OSHA or knowingly induces another to do so is guilty of a misdemeanor and will face a penalty of up to one year in jail, a fine of up to \$15,000 or both. If the violator is a corporation or a limited liability corporation or company could be fined up to \$150,000.***

The Production Safety Representative will assist you in completing an Accident Investigation Report – Form 9.

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

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.