



# NETFLIX

UCAN Production Health and Safety

NFLX-PHS-PROG-1.0

## Production Injury and Illness Prevention Program

Release Date	Version
Dec 3, 2025	1

This document is only applicable to the studio's self-managed Productions. For partner-managed Productions, these guidelines are for informational purposes only. Partner-managed Productions should consult with their own advisors and/or outside counsel to determine which safety protocols are appropriate for them based on their specific circumstances. This document does not constitute actual legal, safety, or medical advice from the studio.

<a href="#">Production Injury and Illness Prevention Program</a>	1
<a href="#">Injury and Illness Prevention Program</a>	3
<a href="#">Contact Sheet</a>	3
<a href="#">Introduction</a>	4
<a href="#">Resources and Contacts</a>	5
<a href="#">Production Statement of Safety and Health Policy</a>	6
<a href="#">1.0 Scope</a>	7
<a href="#">2.0 Roles and Responsibilities</a>	7
<a href="#">3.0 Safe Work Practices and Procedures</a>	10
<a href="#">4.0 Safety Planning and Hazard Assessments</a>	12
<a href="#">5.0 Identifying and Correcting Workplace Safety Hazards</a>	13
<a href="#">6.0 Safety Communication</a>	14
<a href="#">7.0 Incident Reporting and Investigation</a>	16
<a href="#">8.0 OSHA Reporting and Inspection Procedures</a>	18
<a href="#">9.0 Compliance Enforcement and Disciplinary Actions</a>	21
<a href="#">10.0 Emergency Response and Preparedness</a>	21
<a href="#">11.0 Recordkeeping and Documentation</a>	22
<a href="#">12.0 IIPP Review and Updates</a>	22
<a href="#">General Safety Guidelines for Productions</a>	23
<a href="#">Production Safety Resources and Tools</a>	29



## Production Injury and Illness Prevention Program

# Injury and Illness Prevention Program Contact Sheet

The Injury and Illness Prevention Program (IIPP) is developed to prevent workplace incidents, injuries, and occupational diseases for Productions. All crew and contractors on this Production are required to work safely and follow all safety rules, policies, and procedures.

**Production Title:** \_\_\_\_\_

**Production Office  
Address:** \_\_\_\_\_

For immediate assistance or to report any health and safety concerns, please reach out to your HOD or one of the following designated individuals provided below:

Title	Name	Phone Number	Email
Line Producer			
UPM			
1st AD			
Location Manager			
Construction Coordinator			
Production Safety Executive			
Production Safety Consultant/Advisor			

This document is only applicable to the studio's self-managed Productions. For partner-managed Productions, these guidelines are for informational purposes only. Partner-managed Productions should consult with their own advisors and/or outside counsel to determine which safety protocols are appropriate for them based on their specific circumstances. This document does not constitute actual legal, safety, or medical advice from the studio.

## Introduction

This Production team (“Production”) is committed to protecting the safety and health of all crew. To achieve this goal, the Injury and Illness Prevention Program (“IIPP”) was created to mitigate workplace accidents, injuries, and illnesses. The IIPP was designed to ensure compliance with all relevant federal and state laws and regulations regarding occupational safety and health, including but not limited to, federal and California Occupational Safety and Health Administration (OSHA) regulations, collective-bargaining agreement safety provisions, and local union policies where applicable. The Production also adheres to the industry-wide production safety practices outlined in the Alliance of Motion Picture and Television Producers (AMPTP) Safety Bulletins, available through the Contract Services Administration Trust Fund (CSATF).

If this production works in international locations, we should adhere to all applicable local and international safety and health regulations. The IIPP documents the safety management system and provides processes and tools to proactively recognize and mitigate safety hazards. The IIPP requires active participation from all employee at every level of the organization.

The IIPP is a dynamic document that is updated and modified on an ongoing basis as regulatory standards, industry practices, and internal policies and procedures warrant. As this document is not an exhaustive guide to all aspects of production safety, scenarios may arise that require more guidance.

The IIPP is available electronically via QR code in the Production Office and at all Production work sites. If anyone would like a printed copy, they may request one from the Production Office.



## Production Injury and Illness Prevention Program

### Resources and Contacts

Important Resources and Contacts		
Resource	Telephone	Website
Production Safety and HR Hotline	+1 (844) 222-1739	<a href="http://www.Productionhotline.com/">http://www.Productionhotline.com/</a>
Safety Data Sheet (SDS) Hotline and Library - KHA	N/A	<a href="http://Netflix.KHA.com">Netflix.KHA.com</a>
CSATF Safety Bulletins	+1 (818) 565-0550	<a href="https://www.csatf.org/Production-affairs-safety/safety-bulletins/">https://www.csatf.org/Production-affairs-safety/safety-bulletins/</a>
Netflix Partner Help Center	N/A	<a href="http://Partnerhelp.Netflixstudios.com">Partnerhelp.Netflixstudios.com</a>

This document is only applicable to the studio's self-managed Productions. For partner-managed Productions, these guidelines are for informational purposes only. Partner-managed Productions should consult with their own advisors and/or outside counsel to determine which safety protocols are appropriate for them based on their specific circumstances. This document does not constitute actual legal, safety, or medical advice from the studio.

## Production Statement of Safety and Health Policy

It is the policy of \_\_\_\_\_ (**Production Title**), hereafter referred to as "Production," to strive to meet all applicable safety standards. Safety does not occur by chance. It is the result of careful attention to all operations by those involved directly and indirectly. Production crew at all levels must work diligently to execute the Production's policy of maintaining a safe and healthy work environment.

The Production is committed to providing a workplace for its crew where the protection and preservation of their safety and health is of primary importance. Safety will take precedence over expediency or shortcuts in the operation of the Production.

This IIPP is a plan of action to prevent workplace incidents, injuries, and occupational diseases for location and stage Production activities in the United States of America and has been developed to ensure compliance with federal and state labor codes and regulations.

All crew and contractors on this Production are required to work in a safe manner and follow all safety rules, policies, and procedures. Preventing illness and injury is an achievable goal. We can achieve this goal through communication, participation, education, and a proactive approach to injury prevention.

\_\_\_\_\_  
(**Producer/UPM**)

## 1.0 Scope

The IIPP applies to all phases of the Production lifecycle, all cast and crew employed by Production, and all Production locations, work sites, and facilities. Safety rules also apply to all vendors, contractors, visitors, guests, and business partners engaged in work on behalf of Production. Everyone engaged in work on behalf of Production is responsible for making every reasonable effort to create and maintain a safe workplace.

## 2.0 Roles and Responsibilities

Everyone in the workplace is required to work cooperatively to identify and control safety and health hazards. All crew have a personal responsibility to protect their own safety and health and that of their fellow cast and crew members.

Working safely is a condition of employment. Disregarding safety procedures can have consequences and may result in disciplinary action, up to and including dismissal.

U.S. legislation outlines the safety and health responsibilities of employers, supervisors, and workers. This IIPP assigns specific responsibilities to key Production roles, which are summarized below. Refer to the [Partner Help Center](#) for detailed descriptions of roles and responsibilities corresponding to key job positions.

### 2.1 Producer/UPM

The Producer/UPM is responsible for the effective day-to-day implementation and administration of the IIPP. The Producer/UPM is responsible for ensuring that the IIPP is effectively implemented and that Production crew are performing their assigned duties. The Producer/UPM has the authority to delegate responsibilities relating to specific tasks as necessary to achieve compliance, but retains overall responsibility for the Production.

### 2.2 First Assistant Director (1st AD)

The First (1st) AD is the on-set individual responsible for the safety of the crew on an active set (e.g., filming, location shooting, blocking, rehearsing). They have overall authority, control, and responsibility for the production's health, safety, and security. The 1st AD is responsible for set safety and serves as the safety liaison between crew members and the Producer. The 1st AD is responsible for communicating current safety and health requirements to all cast and crew members, providing guidance for meeting IIPP goals, and ensuring that Department Heads (HODs) carry out their safety and health responsibilities. The 1st AD has the authority to delegate safety-related tasks to other members of the AD department (e.g., 2nd AD).

## 2.3 Head of Department (HODs) and Supervisors

HODs and others in supervisory roles, such as foremen and gang bosses, are responsible for the safety and health of all crew members under their direct supervision. HODs are responsible for ensuring that their crews are informed of known or reasonably foreseeable safety and health hazards, as well as the appropriate hazard control measures in their work areas. HODs are also responsible for ensuring their crew have the necessary training to perform their work safely. HODs also ensure that crew members conduct their work in compliance with all applicable safety and health policies, procedures, rules, and regulations. HODs are responsible for enforcing safe work practices, as well as addressing and correcting crew who engage in unsafe behavior or disregard safety protocols. HODs and Supervisors include, but are not limited to, the following: Construction Coordinator, Transportation Captain, Transportation Coordinator, Special Effects Coordinator, Stunt Coordinator, Key Grip, Gaffer (Set Lighting / Electric), Location Manager, Production Office Coordinator.

## 2.4 Construction Coordinator

During construction activities, the Construction Coordinator is the Construction Safety Coordinator and is responsible for acting as the safety liaison between the construction crew and Production Management. The Construction Safety Coordinator is responsible for conveying current safety requirements to all construction crew members and providing guidance for meeting IIPP goals. The Construction Safety Coordinator is responsible for ensuring that their crew is aware of all known or reasonably foreseeable health and safety hazards in the area where they work and that the crew conducts work in compliance with all applicable health & safety rules and regulations. The Construction Safety Coordinator is responsible for enforcing safe work practices and administering disciplinary measures for crew engaging in unsafe work practices.

## 2.5 Transportation Coordinator/Captain

Transportation Coordinators and Captains are responsible for the transportation crew during construction and filming. They convey current safety requirements, provide guidance for meeting IIPP goals, and supervise, train, and ensure transportation crew meet their IIPP responsibilities.

## 2.6 Special Effects Coordinator

The Special Effects Coordinator or Supervisor is responsible for all practical effects and special effects rigging. They are also responsible for safely transporting, storing, and using all pyrotechnics. Additionally, they are required to have the proper licenses and permits. The Special Effects Coordinator or Supervisor is responsible for the health & safety of all crew members under their direct supervision. They are responsible for ensuring their crews are made aware of all known or reasonably foreseeable health or safety hazards in their work area and that their crew conducts work in compliance with all applicable health & safety rules and regulations. The Special Effects Coordinator and/or Supervisor is responsible for enforcing safe work practices and administering disciplinary measures for crew engaging in unsafe work practices.

## 2.7 Stunt Coordinator

The Stunt Coordinator is responsible for ensuring the safe performance of stunts and supervising all persons involved. The Stunt Coordinator is responsible for the health & safety of all crew under their direct supervision. They are responsible for ensuring their crews are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and that their crew conducts work in compliance with all applicable health & safety rules and regulations. The Stunt Coordinator is responsible for enforcing safe work practices and administering disciplinary measures to crew members engaging in unsafe work practices.

## 2.8 Key Grip

The Key Grip is responsible for all activities related to the Grip department's work on the set. The Key Grip oversees the production's grip crew and the rigging crew. They must be familiar with the rules and regulations governing aerial platforms, rigging, fall protection, and scaffolding. The Key Grip is responsible for the health & safety of all crew under their direct supervision. They are responsible for ensuring their crews are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and that their crew conducts work in compliance with all applicable health & safety rules and regulations. The Key Grip is responsible for enforcing safe work practices and administering disciplinary measures to crew engaging in unsafe work practices.

## 2.9 Gaffer (Set Lighting/Electric)

The Gaffer is responsible for all activities related to the Set Lighting department's work on the set. They oversee the production's lighting crew and the lighting rigging crew. They must be familiar with the rules and regulations regarding aerial platforms, rigging, fall protection, scaffolding, and electrical codes. The Gaffer is responsible for the health & safety of all crew under their direct supervision. They are responsible for ensuring their crews are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work and that their crew conducts work in compliance with all applicable health & safety rules and regulations. The Gaffer is responsible for enforcing safe work practices and administering disciplinary measures to crew engaging in unsafe work practices.

## 2.10 Location Manager

The Location Manager is responsible for assessing the status and any hazards of a chosen location and ensuring that the Location Inspection Guide is completed. They also communicate identified significant hazards to the Producer, UPM, and HODs.

## 2.11 Supervising Medic and Medical / First-Aid Providers

The Supervising Medic and Medical/First-Aid Team provide medical services to the cast and crew members, determine the need for off-site medical services (such as ambulance service or hospital care) for serious injuries, and are responsible for maintaining/coordinating all required medical documentation and record-keeping.

## 2.12 Production Office Coordinator (POC)

Maintains a library of safety information, including copies of all safety program documentation as described in the IIPP.

## 2.13 Cast and Crew Members

Cast and Crew members are responsible for understanding and following the General Safety Guidelines for Production and the policies, procedures, and responsibilities outlined within the IIPP. This includes reporting to an immediate supervisor any unsafe conditions or other hazards that are likely to endanger others, participating in required occupational health & safety-related training, and wearing necessary personal protective equipment (PPE).

## 2.14 Production Safety Department

The Production Safety Department is comprised of Production Safety Executives, Production Safety Consultants, and Production Safety Advisors

The Netflix Production Safety Executive is responsible for partnering with production teams to support throughout all phases of production. This role advises leadership, managers, and crew on their safety responsibilities, providing guidance on documentation and compliance with applicable laws and regulations. Additionally, the Production Safety Department provides guidance and technical assistance for identifying, evaluating, and recommending corrective actions to minimize risk and support uninterrupted creative work.

The Production Safety Consultant serves as an advisor to Production by providing guidance on implementing the IIPP and acting as a liaison with the company's Production Health and Safety, Labor Relations, Risk Management, and Insurance Departments, as applicable.

Depending on Production needs, the Production Safety Consultant may engage in investigations, coordinate the hiring of third-party vendors (e.g., engineering, environmental, and other specialty consulting services), assist with script reviews, organize safety and health training, and provide occupational health, safety, and environmental information.

## 3.0 Safe Work Practices and Procedures

### 3.1 General Safety Guidelines for Production

Production must adhere to the **General Safety Guidelines** for Production. Refer to the Appendix for a review of these protocols.

Crew members are provided with an electronic copy of these guidelines when they start work. Following these safety rules is a condition of employment.

### 3.2 Work/Task-Specific Safe Work Practices

Certain work assignments or specific tasks may require the implementation of unique safety protocols. HODs and Supervisors are responsible for ensuring that crew members are aware of any additional safety procedures associated with their work. Any relevant procedures or risk assessments will be communicated to crew via call sheets, safety meetings, toolbox talks, and/or postings at Production work sites, as needed or applicable. HODs and Supervisors are responsible for making sure that their crew reviews this information and is properly trained to implement the required safety protocols.

### 3.3 Education and Training

Safety training is the cornerstone of creating a safe and healthy workplace. As such, all Production crew will receive the appropriate safety training for their assigned work. This training may include on-the-job instruction by a Supervisor, HOD, or other experienced crew members. When specific tasks require specialized safety training, Production will coordinate with outside vendors and consultants as necessary. Crew members must notify a Supervisor if they need help performing their work safely and/or require additional training.

HODs and Supervisors will ensure that all crew under their supervision have the appropriate training for their assigned work. They are also responsible for ensuring that individuals understand safe work practices and follow them properly.

Training will also be provided as follows:

- At the start of Production, when the IIPP is first implemented as described in the [Safety Communication Section](#).
- When a new Production employee starts work.
- When crew are given new assignments for which they have not previously been trained.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace or present new hazards.
- Whenever Production is made aware of a new or previously unrecognized hazard.
- Whenever HODs and Supervisors become aware that crew under their immediate direction may be exposed to new risks or uncontrolled hazards.

### 3.3.1 Specialty Training

All crew must be properly trained to operate any equipment they use, such as Mobile Elevated Work Platforms (MEWPs), cranes, and forklifts. Production should conduct additional training sessions as necessary to ensure that the crew can safely operate machinery. Reach out to the Production Safety Management for more guidance.

## 4.0 Safety Planning and Hazard Assessments

### 4.1 Production Work Safety Planning

The assessment tools located in [Partner Help Center](#) are provided to help with the Production document assessments. HODs are expected to read and understand all applicable procedures and criteria for conducting and documenting risk assessments. In addition to the Risk Assessment Form, other methods of documenting risks include, but are not limited to, safety meeting minutes, script reviews, and notes from safety walks and tech scouts.

### 4.2 Stunt Safety

The Stunt Coordinator is responsible for ensuring the safe performance of stunts and supervising all persons involved. The Stunt Coordinator is also responsible for communicating and enforcing safe stunt work practices to the Producer/UPM, ADs, Director(s), the Production Safety Department, and all affected cast and crew. The Stunt coordinator is responsible for ensuring that the Stunt Risk Assessment Form provided in [Partner Help Center](#) is completed. It is the responsibility of the Stunt Coordinator to follow all applicable procedures, evaluate and mitigate safety hazards, and implement control measures for all planned stunt work.

### 4.3 Special Effects (SFX) Safety

The SFX Coordinator is responsible for ensuring the safe performance of SFX and supervising all crew involved. The SFX Coordinator is responsible for enforcing and communicating safe work practices to the Producer/UPM, ADs, Director(s), the Production Safety Department, and all affected cast and crew. The SFX Coordinator is responsible for ensuring that the Special Effects Risk Assessment Form in [Partner Help Center](#) is completed. It is the responsibility of the SFX Coordinator to follow all applicable procedures to evaluate and mitigate safety hazards for SFX work.

## 4.4 Location Hazard Assessment

The Location Manager(s) are responsible for assessing any hazards of a chosen location, ensuring that the Location Risk Assessment Form in [Partner Help Center](#) is completed, and communicating this information to the UPM, First AD, Production Safety Department, and any other relevant departments. Any location with environmental, structural, and/or safety hazards may require mitigation measures to be carried out prior to any Production work.

The Location Manager also may seek the support and resources of other departments (e.g., AD, Construction, Grip, Electric) to assist with controlling and/or mitigating location safety hazards. The results of risk assessments conducted at each location will be reviewed and addressed with the Producer/UPM for hazard-control planning.

If mitigation of an environmental, structural, and/or safety hazard at a location cannot be accomplished in time to meet the Production schedule, an alternate location may be necessary. Safety hazards are carefully evaluated prior to and during each phase of the Production lifecycle, including, but not limited to, Production planning, pre-production, location scouting/selection, filming, wrap, and additional photography.

## 5.0 Identifying and Correcting Workplace Safety Hazards

Production must implement a safety inspection process to identify and evaluate existing or previously unrecognized hazards in the workplace and take steps to eliminate or control them.

### 5.1 Routine Safety Inspections

HODs are responsible for ensuring routine safety inspections take place. Inspections should be assigned and conducted by experienced crew members at least once per month.

In addition to initial inspections, routine inspections should be conducted as follows:

- In pre-production as part of the implementation of the IIPP.
- When new substances, processes, procedures, or equipment are introduced to the workplace that present a potential new occupational safety or health hazard.
- When new or previously unrecognized occupational health or safety hazards are identified.
- When workplace illnesses, injuries, or a “near-miss” have occurred.
- Whenever workplace conditions warrant an inspection.
- When a new hire or existing Production employee is assigned work for which a hazard evaluation has not previously been conducted.

## 5.2 Hazard Correction

The UPM, First AD and Production Safety Department must be notified if the nature of the hazard is potentially serious and/or catastrophic.

Any condition that poses an immediate hazard must be corrected immediately. When an imminent hazard exists that cannot be immediately abated without endangering crew and/or property, the equipment or immediate area must be restricted. Any exposed employee must be removed from the area except for properly trained and protected individuals who are responsible for correcting these hazards. Crew members who are required to correct the hazardous condition will be provided with the necessary safeguards.

All other unsafe or unhealthy work conditions (non-life-threatening practice or procedures) shall be corrected in a timely manner.

## 5.3 Hazard Reporting

Upon becoming aware of potential workplace hazards, all crew have an obligation to report those hazards to their immediate supervisor, HOD, Producer/UPM, and Production Safety Management. Safety concerns may also be reported anonymously via the Production Safety and HR Hotline at +1 (844) 222-1739 and [www.Productionhotline.com](http://www.Productionhotline.com) without risk of disciplinary action or retaliation for making a good-faith report.

## 6.0 Safety Communication

An effective IIPP requires maintaining an open dialogue on safety and health matters. Production must provide ongoing, relevant, and pertinent safety and health information to crew. The following section includes methods for communicating safety information, but not limited to:

### 6.1 On-Set Safety Kickoff

The basic scope of the Production will be discussed at this time with respect to any high-risk activities anticipated (e.g., stunts, special effects, weapons, exotic locations, aircraft, watercraft, drones, pyrotechnics, animals, inclement weather, extended working hours).

### 6.2 HOD Safety Meetings

HODs must conduct initial safety briefings with their staff and crew on or before the start of Production. These briefings may be group conversations or individual discussions. The purpose of these safety meetings is to cover topics such as the IIPP, emergency procedures, and any job-related or task-specific

safety requirements. Crew members should be encouraged to raise suggestions and concerns relating to safety and health.

## 6.3 First AD On-Set Safety Meetings

The 1st AD must schedule and conduct on-set safety meetings for all cast and crew on set. These safety meetings are to be documented on Call Sheets and Daily Production Reports and may cover the following:

- The IIPP and all relevant Production safety programs.
- The location of emergency equipment and exits.
- Emergency procedures, such as evacuation plans and communication methods.
- Safety precautions to follow when working around specialized equipment (e.g., insert cars, process trailers, cranes, booms, aircraft, SFX).
- When conditions or environmental factors change (e.g., high winds, hot weather, lightning).
- When plans change, or new equipment or procedures are introduced.
- High-risk rehearsals and filming, such as stunt work, action vehicle sequences, and SFX scenes.
- Anytime cast and crew are exposed to a potential hazard (e.g., aircraft, watercraft, drones, exotic animals, open water filming, extreme weather).
- Anytime new cast, crew, or background starts work.
- Anytime Production is filming or scouting a new location.
- Anytime a new process is introduced (e.g., firearms, gimbals, cranes).

## 6.4 Production Management Safety Meetings

Production Management should identify and discuss all foreseeable Production hazards and safety issues, proactively develop mitigation plans to address potential hazards, and communicate these matters to all HODs and all other affected crew. These meetings must be documented through emails, meeting minutes, and/or script review notes.

## 6.5 Toolbox Talks

The Construction Department must conduct safety meetings (Toolbox Talks) every ten (10) days to discuss various safety topics, such as fall protection, lockout/tagout procedures, and personal protective equipment (PPE). Similar meetings are encouraged for other departments (e.g., Grip, Electric, Special Effects). HODs are responsible for documenting and distributing Toolbox Talks materials, as well as recording attendance. Topic-specific Toolbox Talks can be found on the [Partner Help Center](#).

## 6.6 Call Sheets

Potentially hazardous situations (e.g., stunts, special effects, aircraft scenes) must be clearly identified on Call Sheets prior to each filming day. All applicable risk assessments and safety guidelines contained in

the Industry-Wide Labor-Management Committee Safety Bulletins, or in other safe work practices addressing specific hazards, should be distributed with Call Sheets. Production must eliminate or control hazardous situations to ensure a safe working environment. Generally, the Call Sheet safety information contains:

- Emergency information, including contact details for emergency responders (e.g., nearest hospital, fire department, police).
- Forecasted weather conditions, expected inclement weather, and weather cover plans (i.e., alternate shots, stage filming in place of location scenes).
- Heat Illness Prevention and Response Information.
- Notices of upcoming SFX, firearms, stunt, or aircraft scenes.
- Relevant Industry-Wide Labor-Management Committee Safety Bulletins and risk assessments.
- The Production Safety and HR Hotline can be accessed at +1 (844) 222-1739 or accessed online at <http://www.Productionhotline.com>.
- High-risk filming information, including whether an ambulance or the Fire Department will be on hand for any high-risk filming.
- Netflix Safety Executive contact number.

Working conditions may change from day to day. Production crew must pay attention to their work environments and be knowledgeable and trained about the equipment they use. Cast and crew are responsible for reviewing all safety information on the Call Sheets prior to the next filming day.

## 6.7 Posting Safety Documents and Information

Posting safety information in well-trafficked areas is another way to communicate important information to Production crew. Safety bulletin boards should be placed in prominent locations, such as the Production Office, near Craft Service, and at all major sets, stages, workshops, and locations (e.g., lunch boxes/dining buses, and base camp).

## 6.8 Access to the IIPP

Production crew members have the right to request a copy of the IIPP. They may request a copy from the Production Office Coordinator (POC). If a Production employee or their designated representative requests a copy of the IIPP, a printed copy will be provided within five business days of the request unless the employee or their designated representative agrees to receive an electronic copy.

# 7.0 Incident Reporting and Investigation

## 7.1 Incident Definition

An incident is defined as an undesired or unexpected outcome or loss. Incidents are reported to the Producer/UPM and Set Medic, when applicable, even if the incident occurred to a third party (e.g., vendor, guest, or the general public) and did not involve any Production employees or Production assets (e.g., public or private property). Incidents include, but are not limited to the following:

This document is only applicable to the studio's self-managed Productions. For partner-managed Productions, these guidelines are for informational purposes only. Partner-managed Productions should consult with their own advisors and/or outside counsel to determine which safety protocols are appropriate for them based on their specific circumstances. This document does not constitute actual legal, safety, or medical advice from the studio.

- Occupational injuries, illnesses, or accidents.
- Property damage.
- Near misses (i.e., events or situations that could have resulted in or caused an accident due to unsafe conditions).
- Environmental/hazardous materials (HAZMAT) spills.
- Vehicle accidents.
- Thefts/break-ins.
- Workplace violence or bullying.

## 7.2 Incident Reporting Procedures

Production crew members are encouraged to voice their opinions or concerns about unsafe work practices or workplace hazards without fear of retaliation or disciplinary action. Safety concerns may be reported either in writing or verbally to a Supervisor, an HOD, an AD, the Set Medic, the Producer/UPM, and the Safety Consultant. It is preferable that the Set Medic report occupational injuries and illnesses to Production Management or Production Safety, rather than the affected individual(s).

Unless otherwise directed, a completed incident report form must be submitted to the Producer/UPM and the Production Safety Department within 24 hours. Material evidence relating to the incident, including equipment, photos, and recordings, should be gathered and included with reports pending further investigation or as directed by the Production Safety Department.

### 7.2.1 Reporting Incidents with Severe or Serious Injuries

Incidents that involve fatalities, serious injury or illness, transporting anyone to a hospital/medical facility, or major HAZMAT spills must be reported immediately to the Producer/UPM, the Set Medic, or Production Safety Management as applicable. "Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement. These events may also need to be reported in a timely manner to a federal or state OSHA office.

### 7.2.2 Anonymous Reporting

Safety concerns can also be reported anonymously via the Production Safety and HR Hotline at +1 (844) 222-1739 or [www.Productionhotline.com](http://www.Productionhotline.com).

If at any time a Production employee voices concern about safety and health, the complaint will be investigated by the HOD/Supervisor, Producer/UPM, or their designee, in concert with the Production Safety Department, as applicable. If a hazard is identified, it must either be corrected promptly or appropriate risk-mitigation measures implemented. Workers assigned to correct hazards will be properly protected from such hazards during the mitigation process. When required, qualified contractors will be retained to do this work. If there is a Safety Consultant on the Production, they will assist in retaining and

coordinating with these consultants and vendors. Contact the Production Safety Department for additional assistance with hazard correction procedures.

## 7.3 Incident Investigation Procedures

The Production Safety Department, in conjunction with the relevant HOD, is responsible for investigating incidents to determine the root cause(s) and any contributing factors. At times, investigations will be conducted in conjunction with internal and/or external counsel, who will provide guidance on handling investigations as applicable.

Procedures for investigation include:

- Ensure the scene and all relevant evidence has been secured as necessary
- Physically observe the scene as soon as possible.
- Conducting interviews of individuals, including the injured individual(s) and any witnesses.
- Identifying the suspected cause(s) of.
- Taking corrective actions to prevent recurrence.
- Recording information through notes, drawings, and photographs.
- Retaining third-party experts.
- Seeking legal advice from legal counsel, as applicable.
- Analyzing any contributing factors relevant to the incident.
- Preparing, recording, and distributing any reports directly to legal counsel for distribution via email or other electronic file format to all relevant parties on a need-to-know basis.

As a result of an investigation, a report may be created. These reports could include a description of the incident, its consequences, potential cause(s), corrective action taken, any legal issues related to the incident, and recommendations for further action (e.g., hazard mitigation, repairs, or new processes/procedures).

## 8.0 OSHA Reporting and Inspection Procedures

### 8.1 Reporting Fatalities and Severe or Serious Injuries

When a serious injury, illness, or death of an employee occurs, Production must contact the Production Safety Department as soon as possible. OSHA regulations require that work-related deaths, any injury or illness that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement must be reported immediately to federal OSHA, Cal/OSHA (CA), or the state OSHA agency where Production is filming, as applicable. Injuries, illnesses, or deaths caused by an accident on a public street or highway are not reportable unless the accident occurred in a construction zone.

All notifications to OSHA will be handled in consultation with the Production Safety Department, Labor Relations, and any outside legal counsel. For federal OSHA rules and procedures, [please refer to this page](#). For Cal/OSHA rules and procedures, [please refer to this page](#). If the Production is operating in California, it must report any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment as soon as practically possible, but not longer than 8

hours after Production knew or with diligent inquiry would have known of the death or serious injury or illness. By contrast, if the Production is operating in a jurisdiction governed by Fed/OSHA, the Production must report a fatal accident within 8 hours, and the Production must report the in-patient hospitalization of one or more crew or an employee's amputation or an employee's loss of an eye, as a result of a work-related incident, within 24 hours.

## 9.0 Compliance Enforcement and Disciplinary Actions

Working safely is a condition of employment. All crew members are responsible for complying with safe and healthy work practices. HODs and Supervisors will ensure that Production crew under their supervision adhere to the General Safety Guidelines for Productions, this IIPP, and all other applicable safety policies, laws, and regulations. All Production crew receive a copy of the IIPP when they start work and are responsible for following the policies and procedures contained therein. The production crew should feel empowered to seek guidance and training from supervisors, HODs, ADs, Production Safety, and the Producer/UPM when they need assistance with their work or require clarification on safety policies and procedures.

. Disregarding safe work practices will not be tolerated to ensure the safety and health of all Production crew, vendors, guests, and the general public. Depending on the severity of the infraction, crew who engage in unsafe work practices or disregard safety procedures may be subject to disciplinary action, up to and including termination.

## 10.0 Emergency Response and Preparedness

The Emergency Action Plan (EAP) details actions that will be taken in response to various situations, including, but not limited to, fatalities, serious injuries and illnesses, earthquakes, inclement weather, fires, floods, explosions, major releases of HAZMAT, first-person shooters, or other violent occurrences.

An EAP is developed for each Production. EAPs need to be posted in conspicuous areas and communicated to all crew.

## 11.0 Recordkeeping and Documentation

Production Safety documents are maintained in a safe and convenient location and can be made available for review. The following documents may be required to be retained. This is not intended to be a complete list, and any questions regarding record keeping should be made to the Production Legal Department:

- Scheduled and periodic inspections (e.g., risk assessments and control measures) are required to identify unsafe conditions and work practices.
- Records of Safety Meetings
- Emergency Action Plans

This document is only applicable to the studio's self-managed Productions. For partner-managed Productions, these guidelines are for informational purposes only. Partner-managed Productions should consult with their own advisors and/or outside counsel to determine which safety protocols are appropriate for them based on their specific circumstances. This document does not constitute actual legal, safety, or medical advice from the studio.

- Fire Prevention Plans
- Accident Investigations
- OSHA forms, citations, and responses
- Any records of actions taken to correct unsafe working conditions and work practices.

Safety and health training records for each Production employee, including:

- Employee name.
- Training dates.
- Type(s) of training.
- Instructors/training providers.

These records will be documented in accordance with regulatory requirements and maintained for at least five (5) years.

## 12.0 IIPP Review and Updates

To remain effective, this IIPP is reviewed annually or when new hazards arise, changes in processes, equipment, or procedures occur, or after a workplace incident has occurred.

## General Safety Guidelines for Productions

Safety is a top priority for this Production, and it is our intention that your production environment be as safe as possible.

The following general safety guidelines pertain to you. While most of these guidelines are driven by common sense, others have evolved from federal, provincial, territorial, or local laws and regulations. Failure to follow these guidelines could result not only in serious injury but also in valuable time and expense due to delays and/or shutdowns enforced by either regulatory or management personnel.

As you well know, your working conditions can change from day to day, particularly when working on location. To prevent incidents, it is essential to be aware of your work environment and the equipment being used. Pay special attention to call sheets as they may contain important safety information for the next day's shoot. Your 1st AD or HOD will be conducting daily safety meetings, as necessary, to brief you on potentially hazardous set conditions.

If you have any questions or concerns, or notice anything that you believe could be hazardous to the cast and crew, please do not hesitate to speak with your supervisor or call the producer, knowing you need not worry about reprisals. Doing your job well and doing your job safely go hand in hand.

### 1. GENERAL RULES

Familiarize yourself with emergency procedures for each location. You are responsible for knowing how to react in an emergency situation. Contact your supervisor if you are unsure of the emergency procedures.

At a minimum, a four-foot perimeter should be kept clear around the interior of the stage walls. Make sure all exit doors are unobstructed, unlocked, and capable of being opened from the inside.

Good housekeeping should be maintained at all times. Walkways and work areas are to be kept clear of materials, trash, equipment, and debris.

All decorative set materials should be flame-retardant or made of non-combustible materials if such materials will be exposed to hot lamps, fire effects, or other ignition sources.

Obey all "No Smoking" signs. Observe designated smoking areas and always extinguish cigarettes in the appropriate containers (butt cans).

Fire equipment (hydrants, extinguishers, sprinklers, hoses, etc.) must be accessible at all times.

Always be aware of personnel working above and below you. All overhead equipment, fixtures, and props should be properly secured.

All cables should be neatly routed. Cables in walkways and traffic areas should be covered with mats and/or cable crossovers.

Pranks and other types of horseplay are unacceptable. Distracting crew members could result in accidents and injuries.

Report accidents immediately to your leadman, foreman, supervisor, and/or medical personnel. Follow instructions given to you when referred for medical treatment for any injury and retain documentation. **All injuries must be reported on the date of occurrence.**

Wear appropriate clothing and any required personal protective equipment (PPE). A shirt and proper footwear should be worn at all times. Safety glasses or hearing protection must be worn when operating equipment or

performing work that could potentially cause eye or ear damage.

Medication that might interfere with your alertness or ability to perform your work should be used only under a doctor's direction. If you feel that any medication is impairing your work, please discuss this with your supervisor. Do not work while under the influence of illegal drugs or alcoholic beverages. Don't put yourself or your fellow workers at risk.

Attend all on-production, off-production, and/or individual department Safety Meetings.

If involved in any stunt, special effect, aviation sequence, water sequence, or other potentially hazardous or unusual activities, attend any additional Safety Meetings held for that activity.

Be aware of general location safety concerns, including extreme temperature conditions, physical surroundings, indigenous creatures, and hazardous plants.

**Additional information can be found in Industry Safety Bulletins #17, #21, #26, #27, #31, #34, #34A and #35**

---

## 2. LIFTING & MOVING OBJECTS

**Lifting loads improperly can cause back injuries.**

Ensure you receive the appropriate assistance when lifting or moving heavy or awkward objects. Avoid lifting such objects whenever possible by using carts, dollies, and other mechanical devices, or **GET ADEQUATE HELP.**

Before lifting any load, check for splinters, jagged edges, burrs, rough or slippery surfaces, and protruding nails.

Check your intended path for obstructions.

---

## 3. COMMON FALL RISKS

### **Fall Protection:**

**During construction**, use of appropriate fall protection equipment is required when working at a height of 6 feet or more above the floor, ground, or other working area

when standard guardrails or other equivalent protection is not available.

**During general use** (prep, shoot, strike), compliant guardrails or other appropriate fall protection measures are required when working at a height greater than 30 inches above the floor, ground, or other working area.

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 on 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.

Because wet surfaces can be slippery, walk carefully, holding onto a railing or other support whenever possible.

Ensure proper lighting in such areas and post signs as necessary.

### **Scaffolds:**

Only use scaffolds that are equipped with the appropriate guardrails, midrails, and toeboards. **DO NOT** 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.

---

#### **4. CHEMICALS & FLAMMABLE MATERIALS**

Store all flammable liquids in approved safety containers or cabinets. Paint, chemicals, and other materials should not accumulate on stage floors, under platforms, or in other work areas.

You should be aware of and follow proper handling and storage procedures for all combustible or flammable materials.

Ensure proper ventilation and wear the appropriate personal protective equipment (PPE).

A **Safety Data Sheet (SDS)** shall be obtained from the manufacturer or distributor, and a copy of the SDS must be kept on file for all chemicals and substances being used and/or stored.

---

#### **5. HAND TOOLS AND RELATED EQUIPMENT**

Use the right tool for the job. **Do Not** use tools or equipment for which you have not been properly trained and qualified. See your supervisor if you are unfamiliar with the equipment, have any questions, or feel that you need additional training.

**Ensure that all equipment is in proper working order and that all protective guards are in place and used.**

**Do Not** attempt to alter, modify, displace, or remove any existing safety equipment. Saw guards, safety switches, and other safety mechanisms are installed for your protection. Remove from service, label, and report any damaged or malfunctioning equipment.

Wear appropriate personal protective equipment (PPE) and be aware of flying debris.

**Additional information can be found in Industry Safety Bulletin #21.**

---

#### **6. VEHICLES & FILMING EQUIPMENT**

(All production-related vehicles, including Booms, Camera & Insert Cars, Cranes, Process Trailers, Tow Dollies, Camera Dollies, Elevated Platforms, Fixed Wing Aircraft, Boats, Helicopters, Motorcycles, Trains, Cars, Trucks, etc.)

The use of a wireless telephone is prohibited when driving unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner.

The use of an electronic wireless communication device to write, send, or read a text-based communication while driving is prohibited.

Ratchet straps and/or ropes are the preferred method of securing loads and/or equipment. If using “bungees,” “rubber snubbers,” or other elastic-type devices, ensure they are not frayed, worn, damaged, cracked, or have damaged or bent hooking devices. Uncontrolled release can cause severe injuries to unprotected body parts, particularly to the face or eyes.

Use the proper equipment for the job; be aware of load and rider capacities. **Never allow more than 9 people (including the driver) on an insert car.**

Operators and passengers of all vehicles should always use personal protective equipment (PPE).

Obtain training from a qualified instructor prior to operating aerial lift platforms, scissor lifts, forklifts, or rough terrain variable-reach forklifts. OSHA requires the operators of such equipment to wear approved personal protective equipment (PPE).

Be particularly cautious when driving, walking, or traveling. Proceed slowly and watch for sudden movements of objects or individuals.

Be especially careful when working around helicopters or on runways. Remain at least 50 feet away from helicopters or other aircraft unless directed by the Aerial Coordinator and/or Pilot in Command or ground safety contact.

**Under no circumstances should you approach the helicopter or aircraft without permission from the ground safety contact or the Pilot in Command.**

Whether the rotors are turning or not, always approach and leave the helicopter from the front. **NEVER WALK NEAR OR AROUND THE TAIL ROTOR OF A HELICOPTER.**

The use of aircraft, boats, trains, or cars may require special permits and/or operator certifications. All vehicles, including their peripheral safety equipment (e.g., harnesses, belts, roll cages, fuel cells), must undergo a thorough safety inspection and testing daily by qualified, experienced personnel.

**Additional information can be found in Industry Safety Bulletins #3, #3A, #8, #8A, #8B, #8C, #11, #11A, #15, #20, #22, #28, #29, #29A, #36 and #37.**

---

## 7. ELECTRICAL SAFETY

**POWER LINES:** Federal, state, and local regulations pertaining to **Overhead Clearances** *must* be observed and maintained at all times (applicable regulations are set forth in Addendum #8C, #22A, and #25A of the Industry Safety Bulletins). This applies to ladders, scaffolds, booms, forklifts, aerial lifts, scissor lifts, cranes, rigging, sets, truss work, backdrops, and other equipment that could come in contact with power lines.

To prevent electrocutions and injury resulting from contact between overhead power lines and conductive tools, materials, or scaffolds, OSHA recommends that crew be informed that most overhead, high-voltage power lines are not insulated and, when in doubt, crew should assume that power lines are not insulated.

Employers should notify the utility company when work must be performed under and/or near overhead power lines where clearances cannot be maintained. In such situations, utility companies should de-energize the power lines or temporarily move or cover them with insulating hoses or blankets before any work is initiated

Properly maintain all electrical equipment and wiring; no live parts should be exposed. Use equipment only for its intended purpose. Be particularly careful around water, especially when filming in rain scenes.

All AC (alternating current) electrical systems shall be grounded.

Keep electric panels accessible at all times. There should be no obstructions or storage within three feet (3') of a panel.

Remember that lights placed too close to props, sets, and other materials may pose a fire risk. Ensure that lights are placed far enough away to minimize the risk.

Only qualified persons with the appropriate technical knowledge should perform electrical work.

**Additional information can be found in Industry Safety Bulletins #8, #8A, #22, #22A, #23, #23A, and #25.**

---

## 8. WATER HAZARDS

**When working on or near water, employees should notify the Production Company if they have a fear of working around water or are unable to swim.**

All cast and crew members working on or near water should wear life vests or other water safety gear when appropriate.

When using watercraft, be aware of load and rider capacity limits. Only required personnel should be on watercraft; all others should remain on land.

Safety lines, nets, and/or watch safety personnel, as well as divers, should be used when filming in rivers or other bodies of water where potentially hazardous conditions may exist (e.g., swift currents, thick underwater plant life, or rocky terrain).

Know as much as you can about the body of water you're working on or in, including its natural hazards and animal life. The Production Company and/or Location Manager should have all relevant information.

If personnel are going to enter the water, it may be necessary to sample and analyze the water for any potential environmental concerns and/or health hazards.

**Additional information can be found in Industry Safety Bulletins #7, #15, and #17.**

## 9. STUNTS & SPECIAL EFFECTS

All stunts and special effects should be reviewed by all participants prior to execution to ensure that they are performed in the safest manner possible.

Before filming a stunt or special effect, all parties involved should conduct an on-site dry run or walk-through. A safety meeting should be held and documented.

Special effects involving pyrotechnics, explosives, and/or fire must be noted in advance on the call sheet. Properly licensed individuals must perform all such effects. The necessary permits must be obtained, and the appropriate regulatory agencies must be notified. Explosives must be stored, transported, and disposed of properly.

Appropriate personal protection equipment (PPE) and/or other safety equipment must be provided to the cast and crew as needed. There must be a planned escape route, and each person involved should personally check all escape routes. Only persons authorized by the special effects and/or stunt coordinator shall be allowed in the area.

Radios, cell phones, pagers, personal data assistants (PDAs), transmitting equipment, or remote control devices should not be used near pyrotechnic or other explosive devices.

**Additional information can be found in Industry Safety Bulletins #1, #2, #3A, #4, #11A, #14, #16, #18, #20, #29A, #30 and #37.**

---

## 10. ARTIFICIALLY CREATED SMOKES, FOGS & DUST EFFECTS

Be aware that the use of atmospheric smoke has become highly regulated and limited by various regulatory agencies. For guidelines and regulations, contact the Production Safety Executive and/or Consultant/Advisor.

Additional information can be found in Industry Safety Bulletin #10 and the Photographic Dust Awareness Sheet.

## 11. FIREARMS & OTHER WEAPONS

Treat all weapons as though they are loaded and/or ready to use. Do not play with weapons and **never** point one at anyone, including yourself. Follow the directions of the Property Master and/or Weapons Handler regarding all weapons.

The use of firearms and other weapons may require special permits and/or operator certifications. Anyone who will be using a weapon shall know all its operating features and safety devices. All weapons must undergo thorough safety inspection, testing, and cleaning daily by qualified personnel.

Anyone handling a weapon shall receive the proper training and know all operating features and safety devices.

If firearms and other weapons are used in filming, the Property Master and/or Weapons Handler must meet with cast and crew to inform them of the safety precautions in effect and answer any questions.

**Additional information can be found in Industry Safety Bulletins #1, #2, #16, and #30.**

---

## 12. ANIMALS

Animals are unpredictable. If animals are used in filming, the Animal Handler should meet with cast and crew to inform them of the safety procedures in effect and answer any questions. Safety meetings should be held when appropriate.

Do not feed, pet, or play with any animal without the permission and direct supervision of its trainer. **Defer to the animal trainers at all times.**

When working with exotic animals, the set should be closed and notices posted to that effect, including a note on the call sheet.

**Additional information can be found in Industry Safety Bulletins #6, #12, and #31.**

## 13. ENVIRONMENTAL CONCERNS

All hazardous waste generated by the company, including paint, must be disposed of properly and in

accordance with applicable regulations. Proper documentation and permits for the transportation and disposal of such waste are required by law.

Be aware of hazards associated with lead paint and asbestos. If encountered, **do not disturb** and report the incident immediately to your supervisor or safety representative.

Be aware of biological hazards, including human or animal waste, mold, fungus, bacteria, body fluids, bloodborne pathogens, used needles (also known as sharps), vermin, insects, and other potentially infectious materials.

Crew members shall not enter confined spaces (such as manholes, underground vaults, chambers, silos, etc.) until the oxygen and gas levels have been checked and confirmed to be within acceptable levels.

Certain situations may require permits and/or licenses, for example, when the production will be using artificial smoke, large dust effects, creating excessive noise, or when working near endangered plant or animal life. Please ensure compliance with all applicable statutes and regulations.

**Additional information can be found in Industry Safety Bulletins #17, #24, and #26.**

## **14. INCIDENT REPORTING**

All incidents (injuries, near misses, property damage, etc.) are to be reported to your supervisor and first aid attendant immediately.

---

## **15. EMERGENCY PROCEDURES**

Your supervisor will inform you of the emergency procedures for the location you will be assigned to work. You should become familiar with the location of fire exits and applicable emergency response equipment nearest you.

---

## **16. COPIES OF THE IIPP**

Complete copies of the IIPP are located in the Production Office, at each location, and on set. You have the right to inspect it, and you or your authorized representative can submit a written request to receive a complete copy of the program within 5 business days at no charge. Reasonable access to OSHA and state health and safety regulations will be made available in a timely manner upon request.

---

## Production Safety Resources and Tools

Visit [Partner Help Center](#) or scan the QR Code from any device to access the most current version of Production Health and Safety resources and tools.

On this page, you will find:

- A copy of this Injury and Illness Prevention Program
- Netflix Topic Specific Toolbox Talks
- Safety Forms and Assessment tools
- Informational Safety Bulletins
- Other Production Health and Safety Resources.



### Need Help?

If you experience any issues accessing the Partner Help Center, reach out to your supervisor or Safety Executive assigned to your show.