

GENERAL SAFETY GUIDELINES FOR PRODUCTION

Safety Programs and Bulletins are linked throughout this document. Additional bulletins, programs, downloads & contact info can be found on the last page in the columns to the right.

REMINDER: Production Safety and Safety Consultants are here to help create a safe environment on set. The Production Safety Dept is available to advise on all productions, whether a safety consultant is on site or not. To make sure things run smoothly, Safety & Production should maintain an open line of communication and provide advance notice of any activities that might impose a safety risk. To support this process, we've developed a [Production Activity Notification form](#). Production can use this form to flag safety-related activities based on scripts and production meetings during pre-production and throughout principal photography. Safety will then assess the activities for potential hazards and safety concerns, giving Production the time needed to plan accordingly.

Once a show/project has wrapped for the current year, the LP or PM on the Paramount-side is to fill out the [Production Wrap Report: OSHA 300 form](#). Data needed for form: start/wrap dates, total employees, total worked days, & average daily hours. **3rd-party productions excluded.*

GENERAL

- General Health & Safety Guidelines are to be provided to every employee, and the full Safety Program should be made available in the Production Office.
- Emergency Action Plan & Fire Prevention Plan should be posted at each permanent worksite.
- It is the responsibility of the supervisor to ensure those within their department know the Emergency Plan and how to react in emergency situations. You must familiarize yourself with the emergency procedures for each location.
- Safety information is to be shared through [meetings](#), postings, [bulletins](#), and training.
- All employees to be trained on safety program basics, emergency & fire response plans, PPE, chemical hazards (if applicable), and how to report unsafe conditions, incidents, & injuries. Employees must know emergency procedures, report all hazards/injuries immediately, and attend required safety trainings/meetings.
- Employees can raise concerns directly or anonymously—no retaliation.
- Job safety posters are to be displayed at all work locations.
- As appropriate, a safety meeting will be held for all affected employees and other workers to convey the scope of the day's work and any specific safety precautions applicable to planned activity. For those working in construction, [Toolbox Safety Meetings](#) will be held at least once every ten (10) working days.
- CAST & CREW RESPONSIBILITIES:** To ensure a safe working environment and production, each supervisor, manager, and employee, including all cast & crew, is obligated to uphold the safety guidelines set forth in the Paramount Media Networks, and all its associated subsidiaries, Injury and Illness Prevention Programs (IIPP) or Production Safety Programs (PSP). The Directors, Producers, and the Unit Production Manager/Line Producer (UPM, PM, LP) all have direct responsibilities for achieving safety and may delegate safety-related tasks to other positions but retain ultimate responsibility. Role specific responsibilities can be found in the Crew Safety Roles & Responsibilities document on the PMN Safety Hub website (linked above).
- HAZARDS:** Routine workplace inspections are to be conducted by safety staff to identify hazards. Any hazards discovered should be corrected promptly and proper PPE implemented. Extra inspections are to be conducted after new hazards, equipment, or incidents. If corrective actions cannot be implemented immediately, temporary protections are to be provided.
- INCIDENTS:** All incidents should be reported immediately, no matter how minor. Employees treated by a physician must provide medical clearance before returning to work.
- INVESTIGATION:** All incidents are to be investigated by the Safety Program Director. This includes - Ensuring medical treatment is provided, securing equipment/property involved, notifying management if significant, & documenting the site. Corrective actions will be established and assigned to responsible staff.
- WORKPLACE SAFETY:** Keep aisles, exits, electrical panels, and fire equipment clear. Maintain housekeeping; remove trash and debris. Notify supervisor if taking medication that affects safety. No alcohol, drugs, horseplay, or pranks.
- 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.
- Ensure visitors stay in designated safe areas with production escort.
- STUNTS & SPECIAL EFFECTS:** A [Stunt Safety Assessment](#) or [SPFX Safety Assessment](#) form is to be completed for all scenes that contain either. Hold safety meetings before stunts or effects; only licensed, authorized personnel may handle [pyrotechnics](#) and explosives, and the necessary permits must be obtained. Provide PPE, designate safe zones/escape routes, and list all stunts/effects, including artificially created smoke/fog/dust, on call sheets.
- FIREARMS & WEAPONS:** Only qualified Property Master/Armorer with proper training may handle weapons. All weapons must undergo thorough safety inspection, testing and cleaning daily. When firearms are used on set, the Property Master must meet individually with cast members involved in the scene to explain the types of weapons, safety features of each weapon and how it responds. Safety meetings held before use; treat all weapons as loaded and follow safe zone rules. 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. [Live ammunition](#) is prohibited in all Paramount Media Networks scripted productions, including actor training. See linked bulletin for limited exceptions.
- PROPS & PROP BLADES:** Must be qualified to work with the types of Props being used, and be knowledgeable in their handling, use and safekeeping. Props should only be used by those trained, qualified, or experienced in the use of the Prop. Ensure proper storage, possession, control and distribution of all Props on the set, whether company owned, rented, or privately owned. Inspect each Prop before and after each use.

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19. **FALL PROTECTION:** Use guardrails, barriers, or fall protection whenever working above 4 feet. Only trained staff may use fall restraint or arrest systems; always inspect equipment before use.
20. **FILMING EQUIPMENT & VEHICLES:** Only trained, certified employees may operate lifts, [camera cranes](#), forklifts, or specialty vehicles. Inspect equipment daily, wear required PPE and follow supervisor/safety director guidance. 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. [Camera cars](#) must be inspected before and after use, or at minimum daily. All rigging must be done by trained crew in secured areas and reviewed with the driver. Safe riding positions with railings, harnesses, or helmets are required. Only essential personnel approved by the driver, 1st A.D., and Key Grip may ride during rehearsals & shooting. All rigging and inspections of an [ADS](#), connected vehicles, and equipment, including cameras and lights, is to be performed by qualified personnel in a secured area for said purpose. [Gimbals](#) are typically designed for specific applications and range in complexities; they should only operate to the level for which they are designed. Limitations of the gimbal should be communicated to all applicable departments by the responsible person.
21. **AERIAL PLATFORMS:** Operators must be trained, inspected equipment before use, and wear a harness/lanyard. Stay within guardrails, never exceed load limits, and maintain safe clearance from power lines and traffic.
22. **WATER HAZARDS:** Wear life jackets when working on/near water; notify supervisor if unable to swim. Use safety teams, boats, or divers as needed; verify conditions and aquatic risks before entry. Water quality testing may be required.
23. **ANIMALS:** Only qualified trainers/handlers work with animals; access limited to essential personnel. Hold safety meetings before animals arrive; do not feed, pet, or approach animals without trainer supervision. When animals are involved in a stunt or action sequence, a [Stunt Risk Assessment](#) MUST be completed prior to the filming of said scene.
24. **OUTDOOR LOCATIONS:** When working/filming outdoors, precautions should be taken when in areas where [poisonous plants](#) are common. Cover as much skin as you can, wash hands before eating, smoking, or applying cosmetics. In areas prone to rattlesnakes and other venomous reptiles stay out of tall grass & walk in clear spots as much as possible; never reach into holes, rock piles, or dark places; be cautious when picking up gear left on ground; extra care should be taken during night shoots after hot summer days as snakes can become nocturnal. See [bulletin](#) for precautions on add'l wildlife and insects.
25. **UAS/DRONES:** Indoor use of Unmanned Aircraft Systems (UAS) requires early notification to Risk Management and a Production Safety Representative, with all operations conducted only by qualified and trained pilots in command (PIC). The PIC oversees all flight activities, has final authority to abort, and must conduct safety briefings covering risks, safeguards, flight paths, communication protocols, and emergency procedures. UAS operations must be planned in a designated clear area with proper setup, testing of radio frequencies and battery life, and spotters as needed. Equipment may not be modified without PIC approval, and the UAS must remain a safe distance (minimum 15 feet) from people, vehicles, and property, never flown over the general audience, and not exceed 55 pounds. Blade guards are required, local authority rules must be followed, and a medic must be present when flying near talent or crew.
26. **PROTECTIVE EQUIPMENT & CLOTHING:** Always use proper PPE (footwear, eye/ear protection, hard hats, harnesses, gloves, etc.). No open-toe, open-back, unsafe footwear. Use hearing protection if noise exceeds 85 dB.
27. **ENVIRONMENTAL CONCERNS:** Hazardous and universal wastes (paints, solvents, oils, batteries, lights) must be stored and disposed of per regulations. Report and avoid exposure to asbestos, mold, lead paint, and biological hazards; only trained staff handle [bloodborne pathogens](#).
28. **CHEMICALS, FLAMMABLES & HAZCOM:** Follow the Hazard Communication Program: read labels, check SDS/MSDS, and properly label/store hazardous materials. Handle, store, and dispose of flammables and chemicals safely; no smoking or vaping except in designated areas; report spills, leaks, or unsafe containers.
29. **HAZMAT:** PMN employees must receive General Awareness training as identified by the HAZMAT Coordinator sufficient to allow them to recognize HAZMAT and follow appropriate transportation and shipping procedures compliant with the HAZMAT Transportation & Shipping Program.
30. **TOOLS & MACHINERY EQUIPMENT:** Only trained/authorized personnel may use, service, or repair tools and machinery; damaged tools must be tagged “DEFECTIVE.” Always use the right tool for the job, keep guards/safety devices in place, and wear protective gear when cutting, grinding, or welding. Secure tools and materials when working at heights.
31. **ELECTRICAL:** Ensure wiring and equipment are grounded, cords are intact, and panels are accessible. Only qualified personnel may perform electrical work; maintain OSHA-required clearances from power lines. GFCIs must be used when working near water or in wet environments.
32. **LOCK OUT/TAG OUT:** Always follow proper Lock Out/Tag Out procedures when servicing or maintaining equipment to prevent unexpected startup. Only the person who applied a lock may remove it, except in an emergency under supervisor direction. Prior to removing Lock Out/Tag Out devices, make sure that the equipment is safe to operate by removing all tools and verifying that the system is fully assembled.
33. **COMPRESSED AIR:** Never use compressed air over 10 psi to clean clothing or blow off debris. Bleed lines before disconnecting, use PPE, and only transfer substances into containers rated for pressure.
34. **LIFTING/MOVING OBJECTS:** Lift with your legs, not your back; inspect loads and paths before moving. Get help or use equipment for heavy objects and keep areas below clear of overhead loads.
35. **LADDER & STATIONARY PLATFORMS:** Use the correct ladder/scaffold, inspect before use, and maintain three points of

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contact. Never stand on top rungs, overload scaffolds, or move ladders/scaffolds with people on them.

36. **HEAT ILLNESS (CA):** The Heat Illness Prevention Program requires clear communication, regular training for supervisors and employees, and proper documentation to ensure all crew members are prepared to recognize and respond to heat-related risks. Key measures include providing continuous access to cool potable water, encouraging frequent hydration, and ensuring shaded rest areas, especially when temperatures exceed 80°F or 95°F, where stricter procedures apply such as buddy systems, frequent reminders, and pre-shift safety meetings. Supervisors must monitor weather, acclimatization, and symptoms of heat illness, while a medic, communication systems, and emergency response procedures must always be in place. Overall, the program emphasizes proactive prevention, rapid response, and ongoing awareness to safeguard employees from heat illness in outdoor work environments.
37. **SEVERE WEATHER:** A Safety Consultant or Production Management will monitor weather conditions, including high winds and [lightning](#). During lightning strikes, safety or a designee will communicate with supervisors if lightning strikes are within a set distance from the location, starting at 25 miles. If lightning is within 10 miles, all elevated work shall stop and start preparations for the evacuation of outdoor locations, e.g. lowering aerial lifts, secure equipment, etc. At 6 miles, all outdoor operations must cease, and generators be prepared to shut down. See Weather Action Plan for more details ([link above](#)).
38. **FIRE PREVENTION:** Combustible materials should be kept to a minimum on set or worksites, and all flammable paints, solvents, and chemicals must be stored in approved flammable storage cabinets or at least 100ft. from work areas, with secondary containment provided for drums. Fire protection such as a sprinkler system and/or adequate extinguishers must be available. Set lighting, electrical equipment, and machinery should be kept at safe distances from flammable materials, maintained in good condition, and operated only according to manufacturer guidelines and best practices. All use of propane, [open flames](#), or fire effects must comply with fire department regulations, and required fire permits must be obtained in advance.
39. **RESPIRATORY PROTECTION:** All employees whose job classification may require working with contaminants or in a contaminated area, shall be required to successfully complete a respiratory training class. This will be determined by performing a Job Hazard Analysis.
40. **CONFINED SPACES:** All work in confined spaces requires that an attendant always be present at the entrance to the space whenever crew is working inside. The attendant is responsible for monitoring the worker(s) inside the space and for implementing any required rescue plan. Under no circumstances may any Paramount Media Networks employee work alone in a confined space. Under no circumstances will an employee of Paramount Media Networks be required to enter a permit required confined space, unless they have been formally trained and a full permit required confined space permitting system has been put in place. If any permit required confined spaces are identified, Paramount Media Networks must take steps to prevent their employees from entering the space. If any questions arise as to determining if a space is permit required

or not, defer to the side of caution, the UPM or 1st AD should consult an Industrial Hygienist, or other qualified contractor, to make that determination.

41. Contact Safety Program Director before working below ground.
42. **SAFETY VESTS:** All crew working along active roadways are required to wear high-visibility safety vests.
43. **FIRST AID PROGRAM:** For some productions and production locations, an on-site medic or a staffed on-lot medical facility (e.g., studio infirmary) will be available and will provide initial evaluation and treatment. When a workplace injury/illness occurs and professional medical response is not available at the production location and the injury/illness requires, or may require, more than ordinary first aid, appropriate emergency medical personnel should be immediately contacted by dialing 911. If the injury/illness is minor, and if the injured/ill employee is comfortable in doing so, the employee may self-treat using supplies from an on-site first aid kit, if available.
44. **SAFETY CONSULTANTS:** The Consultants are to work in partnership with production teams to ensure a safe and successful shoot. Responsibility extends beyond ensuring compliance and safety standards; they should also support production's creative vision while respecting schedule and budget requirements. Consultants should work *with* production, not against them, when addressing safety-related concerns. Discuss openly and brainstorm practical solutions that protect cast and crew while minimizing disruptions to filming. A cooperative, solution-driven approach helps maintain a productive environment where both safety and storytelling can thrive.

Production Safety Department Contacts

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Safety Programs & Bulletins

- [Safety Bulletin: Helicopter](#)
- [Safety Bulletin: Camera Boom Vehicles](#)
- [Safety Bulletin: Motorcycles](#)
- [Safety Bulletin: Atmospheric Fog & Haze](#)
- [Addendum A Atmospheric Fog](#)
- [Safety Bulletin: Combustible & Flammable Fuels](#)
- [Photographic Dust Effects](#)
- [Addendum A Camera Cranes](#)
- [Safety Bulletin: Foamed Plastics \(Sets & Props\)](#)
- [Extended or Successive Takes](#)
- [Guidelines for Handling Freshly Painted or Printed Backdrops & Other Graphic Art](#)
- [OSHA Training Toolbox Talk: HAZCOM](#)
- [Toolbox Talk: Hand & Power Tools](#)
- [Download Additional Safety Bulletins Here](#)
- [Safety Consultant Downloads](#)

Assessments & Other Forms

- [General Production Safety Assessment Form](#)
 - [Stunt Assessment Form](#)
 - [Special Effects Assessment Form](#)
 - [Production Wrap: OSHA 300 Data](#)
 - [PMN Production Safety Incident Assessment Form](#)
- *This is not to be used in place of the Incident Report Form, but instead for internal investigation purposes only**