

## **SAFETY MEETING GUIDELINES**

This is an overall guide for conducting Safety Meetings at your worksite. Safety Meetings do not have to be of any particular length and can include a wide range of topics, but all employees need to be made aware of safety issues affecting their work and their worksite. Safety meetings should be held periodically for all VMN, VIMN and BET (collectively and individually the “Company”) employees. A Safety Meeting should be held before the start of work at a new worksite, the start of a new type of work or when new hazards are present, or, otherwise, at least once every 10 days. For award shows and other “tentpoles” involving load-in, load-out, and set construction, a Safety Meeting should be held at the start of each work day.

### **Before you start a Safety Meeting**

1. Make sure your OSHA-required safety poster is in place, as well as a single sheet poster noting those managers and supervisors with safety responsibility for the worksite.
2. Prepare a box or file, with paper and pens, to encourage anonymous safety suggestions or concerns. Do not forget to check the box/file frequently.
3. Make sure that you are familiar with your Emergency Action Plan (EAP), which has been prepared for the worksite by the Company or by the facility’s operator/owner (particularly in the case of a leased arena). The EAP should show evacuation routes, muster points, and emergency numbers and hospital location. A copy of the EAP should be attached to the call sheet and/or posted at the worksite.
4. Make sure that you are familiar with your Fire Prevention Plan (FPP), which has been prepared for the worksite by the Company or by the facility’s operator/owner (particularly in the case of a leased arena). A copy of the FPP should be attached to the call sheet and/or posted at the worksite.
5. Make sure that you have reviewed and/or completed the Personal Protective Equipment Hazard Assessment, which will inform you whether certain employees need to be using personal protective equipment, such as hard hats, safety goggles, work gloves, or other protections.
6. Make sure that you have reviewed the Viacom Hazard Communication Program, so that you can refer to it during the Safety Meeting.
7. Make sure that relevant safety bulletins from [WWW.CSATF.ORG](http://WWW.CSATF.ORG) have been printed and attached to that day’s call sheet.
8. Make sure that you have reviewed the Injury and Illness Prevention Program (in California and for productions in CA and other locations) or the Production Safety Manual (outside of California), so that you can refer to it during the Safety Meeting.
9. Coordinate with Production Management to determine work to be performed during the time period to be covered by the Safety Meeting. Determine if there are any special safety hazards which need to be addressed if stunts or special effects are planned,

discuss with the Stunt Coordinator/Special Effects Coordinator the actions/activities that will take place and any special precautions required.

10. Pick a time that is likely to include the maximum number of employees attending the Safety Meeting. Provide a “make-up” meeting for those unable to attend the Safety Meeting. Have a sign in sheet that records attendance at the Safety Meeting. The sign in sheet becomes part of the safety program records for the production.

### **Safety Meeting Agenda**

1. The Safety Program Director and/or Safety Coordinator conducting the meeting should identify themselves at the start of the meeting.
2. Explain Safety Documents and Notices
  - a. Viacom has an Injury & Illness Prevention Program (in California and for productions which film in CA and other locations) and a Production Safety Manual (outside of California). A copy can be obtained from the production office. It outlines the Company’s safety program for the worksite, including management commitment and responsibilities, safety communications, hazard assessment and control, accident investigation, and safety planning, rules, procedures, and training.
  - b. With respect to common work rules and procedures, the General Health & Safety Guidelines and the Code of Safe Practices for Construction set forth basic safety rules and policies. Inform employees where they can obtain copies, if they have not already been distributed at the start of work at this worksite.
  - c. Inform employees of the location of OSHA posters and Labor & Employment posters, which further explain workers’ rights and responsibilities.
3. Discuss the Emergency Action Plan (EAP)
  - a. Review the EAP, including where exits are located, what to do in case of fire or other emergency, who to call in case of an emergency, and location of nearest hospital. Explain that in case of fire, employees should not attempt to use fire extinguishers, but should evacuate the building or area immediately and call for professional assistance.
  - b. If an EMT or other medical professional is assigned to the worksite, note where that person is located and how to contact the medical professional. Any injury or illness at the worksite, regardless of whether it is a “little cut” or something more severe, including heat stress, should be reported to the medical professional or Safety Coordinator.

4. Discuss the Hazard Communication Program
  - a. All employees have the right to know about their potential exposure to hazardous chemicals in the workplace. Viacom has a full written Hazard Communication Program available for all employees.
  - b. Chemicals that pose potential hazards will have warning signs and labels which must be followed. Use the Hazard Communication Program Training document to show examples of those warning symbols and an example label.
  - c. All employees can get access to information regarding chemical hazards and how to protect themselves from hazardous chemicals, including by obtaining Safety Data Sheets from the Safety Coordinator. Those Sheets will tell you if personal protection equipment (e.g., goggles, gloves, etc.) need to be worn when using the chemical, and how to respond to a spill or an accidental exposure to a hazardous chemical.
5. Safety Pointers Relevant to the Worksite and the Work
  - a. Discuss the Personal Protective Equipment, if any, that must be worn during work, as described in the Personal Protective Equipment Hazard Assessment for that worksite and the work that will be occurring.
  - b. Discuss selections from the General Health & Safety Guidelines and Code of Safe Practices and/or the safety bulletins available at [WWW.CSATF.ORG](http://WWW.CSATF.ORG) that are relevant to the work at the worksite and the potential hazards that employees may face during their work.
6. If any employees will be using forklifts or equipment requiring special training, such as aerial lifts or fall protection, they must have special training. Use the Safety Meeting to identify those employees and arrange to obtain proof of training. (Note, for example, that anyone driving a forklift needs to have a copy of their training certification in the Production Office.)
7. Note that safety is the responsibility of all workers and that if anyone has a safety concern, they should have that concern addressed immediately. Inform employees that they have a right to raise safety issues anonymously and that there can be no retaliation for raising a safety concern.

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