

## CBS Television Studios Roles and Responsibilities

### **Responsibilities**

In order to ensure a safe working environment and production, each supervisor, manager and employee is obligated to uphold the safety guidelines set forth in the CBS Television Studios Injury and Illness Prevention Program (IIPP). The Directors, Producers, and the Unit Production Manager (UPM) all have direct responsibilities for achieving safety and may delegate safety-related tasks to other positions, but retain ultimate responsibility.

### **Training**

At the beginning of the season, each department ensures that every employee is current with their local's safety training requirements or that they have been properly trained. Being current on all their training requirements is a provision for employment and no employee can work for CBS unless these requirements are met.

In addition to the safety training, supervisors will begin Toolbox/Tailgate meetings. These meetings are for the entire cast and crew and need to take place every 30 days or daily when on location. For the Construction department, these meetings must take place every 10 days or daily when on location. The format may be group or individual meetings and/ or printed materials. It is expected that this communication be two-way to ensure there is a clear understanding of what is expected of each crewmember.

Toolbox/Tailgate training is required to ensure that all cast and crewmembers understand how to perform their job responsibilities in a safe manner. Training is required for all workers when:

- New job assignments are delegated to crewmembers that have not been previously trained.
- New substances, processes, procedures or equipment are introduced which present a new hazard.
- The production is made aware of new or previously unrecognized hazards.
- The production is on location.

The Toolbox/Tailgate meetings can be the training material provided, a location specific handout or an AMPTP Safety Bulletin. These documents must be accompanied with a sign in sheet. If your cast and crew do not sign in, the training does not get recorded and it never happened.

### **Disciplinary Action**

A worker's disregard of safe work practices will not be tolerated. A worker found in violation of a safety rule or guideline may be subject to disciplinary action, up to and including, termination of employment. If specific disciplinary guidance is part of a collective bargaining agreement (CBA,) the CBA will take precedence.

The following are the recommended guidelines for discipline:

- First Violation: Verbal Warning by CBS Safety, notification to Human Resources and Labor Relations or Dismissal.
- Second Violation: Notification to Human Resources and Labor Relations. A Written Warning may be issued or Dismissal. This depends on the severity of the infraction and may be superseded by the collective bargaining agreement.

Some violations may be serious enough to warrant immediate termination or suspension on the first offense. Since every type of violation cannot be anticipated, management reserves the right to treat each incident on a case-by-case basis.

In addition, the law requires a system for ensuring that safe work practices are observed. The purpose of a disciplinary program is to promote and ensure safety on the job and to comply with the law. Make every effort to ensure a safe work environment for everyone.

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### **Enforcement of Safe Work Practices**

All cast and crewmembers are responsible for complying with safety procedures and regulations. The production company is responsible for ensuring that compliance takes place, including disciplinary action when necessary. If a situation warrants, corrective action must be implemented immediately.

This IIPP has certain requirements that have been assigned to various positions within the production company. The positions and their responsibilities are briefly as follows:

- Producer – Supports the Unit Production Manager in the administration and implementation of the safety program.
- Director – Supports the Unit Production Manager in the administration and implementation of the safety program and supports the First Assistant Director in maintaining a safe set.
- Unit Production Manager (UPM) – Responsible for the effective administration and implementation of the IIPP. The UPM acts as the Safety Program Director to ensure the 1<sup>st</sup> AD, Construction Coordinator, Stunt/ Special Effects, Transportation Coordinator, and all other department heads meet their IIPP responsibilities.
- First Assistant Director/ Stage Manager (1<sup>st</sup> AD) – Responsible for acting as the Safety Coordinator for the production crew during filming/ taping. The 1<sup>st</sup> AD is responsible for conveying current safety requirements to all production crewmembers, providing guidance for meeting IIPP goals and for ensuring that key department heads meet their IIPP responsibilities.
- Second Assistant Director/ Assistant Stage Manager (2<sup>nd</sup> AD) – Supports the 1<sup>st</sup> AD in fulfilling the requirements as set forth in the IIPP for production and maintaining documentation of safety meetings, crew notices, accident reports, and accurate production reports.
- Construction Coordinator – Responsible for acting as the Safety Coordinator for the construction crew. The Construction Coordinator will convey current safety requirements and provide guidance, supervision, and training to ensure that construction crewmembers observe established safe work practices.
- Transportation Captain/ Coordinator – Responsible for acting as the Safety Coordinator for the transportation crew. The Transportation Coordinator will convey current safety requirements and provide guidance, supervision, and training to ensure that transportation crewmembers observe established safe work practices.
- Location Manager – Responsible for assessing any hazards of a chosen location by completing the Location Manager’s Inspection Report or similar form and communicating this information to the UPM, 1<sup>st</sup> AD, Construction Coordinator, Transportation Coordinator, and CBS Safety.
- Stunt Coordinator – Responsible for acting as the Safety Coordinator for the stunt crew. The Stunt Coordinator will convey current safety requirements and provide guidance, supervision, and training to ensure that stunt crewmembers observe established safe work practices.
- Special Effects Coordinator – Responsible for acting as the Safety Coordinator for the special effects crew. The Special Effects Coordinator will convey current safety requirements and provide guidance, supervision, and training to ensure that special effects crewmembers observe established safe work practices.

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### **Enforcement of Safe Work Practices cont.**

- First Aid Coordinator or Set Medic (First Aid) is responsible for responding to all on-set emergencies and accidents. The Set Medic also (1) maintains a log of incidents and accidents, (2) sends copies of reports to the Production Safety and the Production Office, and (3) advises the UPM, 1<sup>st</sup> AD, or Production Safety of any safety concerns.
- All Other Department Heads and Supervisors – Responsible for supervising, training, performing periodic inspections, and ensuring their crews' compliance with all applicable safety rules and regulations, as well as compliance with this program.
- Production Office Coordinator – Maintains a file of safety information including copies of all safety program documentation as described in the IIPP for production. In addition, forwards copies of all relevant documentation to the Production Safety Manager.
- Cast and Crewmembers – Responsible for understanding and following the IIPP and meeting their safety program responsibilities as outlined in the IIPP for production.
- Production Safety – Assists productions in identifying and resolving environmental, health and safety issues and supports the production personnel in maintaining compliance with this program.

For any new location or scene involving stunts, special effects, aircraft, wild animals or other potentially hazardous conditions, a short, hazard-specific meeting is to be held for all cast and crewmembers and documented on the production report.

Safety meetings are to be held for all new cast and crewmembers including extras as they are brought on to orient them with the IIPP Program.

Potentially hazardous situations must be clearly identified on the Call Sheet for the next day's shoot (e.g. explosions, helicopters, fire).

Cast and crewmembers may express their concerns regarding health and safety matters without fear of reprisal. If at any time, a cast or crewmember voices a concern about their health and well-being or about any safety or other related issue, it is to be taken seriously. Implement corrective action immediately if the situation warrants. Safety concerns can be anonymously reported to Production Safety.

### **Stage Inspections**

To ensure a safe work environment and to identify unsafe acts/conditions, scheduled inspections are required. The UPM will work with the Production Safety, 1<sup>st</sup> AD and other designated departments heads and supervisors to inspect and identify potential safety concerns.

### **Location Scouts / Inspections**

For location work, the Location Manager or his/her designee will:

- Inspect each location site prior to the production company's arrival focusing on potential hazards, environmental concerns, and other unsafe conditions that may be present at the location.
- Notify the UPM of any concerns that arise related to the use of the location for filming.
- Work with appropriate department heads, supervisors, and the Production Safety to handle any concerns accordingly.

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### **Hazard Assessment and Control**

Unsafe acts and working conditions are to be corrected promptly. In addition to routine inspections, additional hazard assessments are required anytime activities or procedures that may involve additional risk are planned. Corrective action will be taken immediately for any issues identified.

In order to identify and evaluate hazards associated with each production component, safety considerations are to be addressed during a script read-through or production meeting with all appropriate personnel in attendance.

During the reading, all foreseeable production hazards and safety issues need to be discussed to develop strategies to control or eliminate them. Additional safety assessments may be required as necessitated by any changes in the shooting schedule, script revisions, and as any activities or procedures which may involve additional risk are planned.

### **Inspections**

Daily inspections of your work area are required daily to ensure that unsafe conditions are identified and corrected. Inspections are to be performed both formally and informally but must always be recorded using the Inspection sheet included in the IIPP. Unsafe housekeeping habits are the leading cause of accidents and injuries on a production.

### **Accident Reporting, Record Keeping and Investigations**

In the event of an injury or illness to a cast or crewmember that is job related, it is important that the injury or illness be investigated and reported promptly. Doing so will control the potential for future incidents. If there is a serious injury or illness, CBS Safety is obligated to notify proper authorities. To ensure that the various requirements of the IIPP are properly completed, formal records are required to be kept for at least three (3) years. When CBS Safety investigates, the representative will ask for the following documents:

- Sign off of the IIPP
- Inspections documents
- Hazard corrections reports
- Documentation of safety meetings
- Injury/illness investigations
- Training records

All injuries and illnesses must be reported immediately to the worker's direct supervisor and to the medical personnel on duty. If the injury or illness is serious to warrant transportation to a hospital; CBS Safety must be notified immediately.

A Work Injury, Incident Report must be completed for all injuries or illness requiring more than first aid treatment. This report must be completed within 24 hours of knowledge and submitted to the Production Coordinator. Any related material evidence (e.g. cables, film) is to be secured and held for further investigation until released by Labor Relations. If necessary, CBS Safety will conduct a further investigation.

In the event of a work related injury, a production must file a report using the First Report On Line program where a copy is electronically transmitted to CBS Safety, who is responsible for the production's accident logs. The data entered into this program automatically populates the appropriate workers' comp state forms, which the production can print and fax to Entertainment Partners for injury reporting purposes. The production must also inform the CBS Safety of any follow up medical treatment an injured employee receives, along with any missed days or modified duty, to determine recordability.

Each production coordinator will be given a username and password to the website and instruction on using First Report OnLine. Please contact CBS Health & Safety to set up training at 818-655-6078 or email at [Safety@cbscc.com](mailto:Safety@cbscc.com)



# **CBS Television Studios** **Roles and Responsibilities**

I, \_\_\_\_\_, have received and agree to follow  
(name)  
the CBS Television Studios Roles and Responsibilities.

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(Signature)

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Date)

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(Production)