

Production Accident and Injury Reporting Guidelines



In the event of an accident, the LP, UPM, POC, or a Production Representative will report the accident and any related injuries. Reporting will fall into two categories:

Emergency (911 or emergency services were called)

In the event of a serious accident or emergency (including a 911 call), which involves:

- A fatality
- An employee receiving medical treatment beyond basic first aid, including major fractures or broken bones (excluding fingers), severe lacerations, vehicle-related incidents, or any injury involving talent that significantly impacts production (e.g., transport to a hospital by ambulance or production vehicle).
- Serious injury to the public as a direct result of the production
- An act of nature or event that seriously impacts production.
- Structural collapse / Damage or Fire

1. Call your Safety & Production Exec. Direct contact MUST be made with Safety. (Do NOT leave messages.) If you can't reach your Safety or Production Exec, please proceed with calling the below Distro list until you connect with someone.
2. During the call, designate someone from the production team who will provide real-time updates to the Studio.
3. After you've made contact, please email the list below. Include the time, location, and nature of the incident; names of injured individuals; and the current action plan. Provide factual information only; DO NOT diagnose or speculate. Attach all relevant documentation, including the accident investigation report and any required paperwork.

Injury and Accident (not-as-serious, but something we need to know about)

If an injury or accident requires first aid or referral by the medic to a clinic or medical facility and does not meet the criteria for a Serious Emergency, **contact your Safety Executive.**

E-mail the list of individuals below.

Include the time, location, and nature of the incident; names of injured individuals; and the current action plan. Attach all relevant documentation, including the accident investigation report and any required paperwork.

- **For Safety:** david.mcelwain@paramount.com and your assigned Safety Executive.
- **For Production:** Liz_Miller@paramount.com and the Production Executive assigned to the show.
- **For Production HR:** Tim.Farrell@paramount.com and the Production HR Executive assigned to the show.

After Safety, Production, and Production HR are emailed, Studio Production will notify the rest of the CBS team accordingly.

For Workers' Compensation and General Liability claims, please email the completed form and any supporting documentation (*if applicable*) to the CBS Reps listed on the Distro list.

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Messages are unacceptable in an emergency.

Notification Distro List:

- Safety Executive
- Production Executive
- Liz Miller (EVP, Production)
- Labor Executive
- Production HR Executive
- Legal Executive
- Studio Production Coordinator
- GSOC Executive (*as applicable – see below*)

Please “**reply all**” to the list above when **further information is available** regarding patient’s condition, diagnosis, and outcome of treatment

For GSOC: Please notify the GSOC **only** under the following circumstances: workplace violence, criminal activity, severe weather conditions, and any weather-related catastrophes such as fire or structural damage. GSOC does not need to be notified about work-related injuries.

When distributing the accident paperwork, please cc the individuals linked to the relevant alert.

Please “**reply all**” to the **Notification Distro List** when further information is available regarding patient’s condition, diagnosis, and outcome of treatment.

Regulatory Reporting Requirements:

Incidents involving overnight hospitalization or treatment beyond diagnostics should be reported to Federal OSHA within 24 hours.

For incidents occurring in Canada, reporting to the appropriate provincial Ministry of Labour or equivalent authority may also be required in accordance with local regulations.

Please contact Safety if you have any questions or need guidance on which process to follow.



CONTACTS:

Safety -- david.mcelwain@paramount.com (copied on all safety matters),
Safety Executive
Production Executive
Labor Executive

Risk Management -- barrie.wexler@paramount.com, corrin.hu@paramount.com,
meaghan.dwyer@paramount.com
Production HR -- tim.farrell@paramount.com
Production HR Executive