

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Film & Electronic Arts Department

**SAFETY PRACTICES FOR CSULB STUDENT
FILM/VIDEO PRODUCTIONS**

Safety on the set should be a priority.

The material in this manual should be used as guidelines for student productions with the goal of providing a safe and healthy work environment. ***It is not intended as legal interpretation of any federal, state or local standards.***

GENERAL CODE OF SAFE PRACTICES FOR PRODUCTION

1. GENERAL RULES

Familiarize yourself with emergency procedures for each location. You are responsible for knowing how to react in an emergency situation. Contact a faculty member or staff person if you do not know 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 at all times.

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.

CSULB is a smoke-free campus environment. Obey all "No Smoking" signs. Additional information is available on the Campus Policy: Tobacco webpage

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 high traffic areas should be covered with mats and/or cable crossovers.

The pointy part of C-stands and gobo arms should be rigged high or low (never at eye level) in order to avoid eye injury to cast and/or crew members.

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

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

protection must be worn when operating equipment or performing work where eye or ear damage could potentially occur.

Be aware of general location safety concerns, including extreme temperature/humidity conditions, physical surroundings, indigenous critters/rodents and nasty plants.

Report accidents immediately to your professor, film services coordinator, and CSULB's Office of Risk Management (Felissa Waynick, Risk Manager, (562) 985-2396). 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.**

2. LIFTING & MOVING OBJECTS

Lifting loads improperly can cause back injuries.

Make sure you get 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.

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

Use appropriate fall protection equipment whenever you are working greater than 30 inches above the floor, ground or other working area when standard guardrails or other equivalent protection is not adequate or available.

Unprotected work areas such as platforms, sets, walkways, cliffs, floor openings, shafts, elevated personnel platforms and rooftops require the use of approved personal fall protection systems. These systems include but are not limited to guardrails, barriers, safety net systems, and/or the use of personal fall arrest system.

Temporary stair railings and guardrails are required around elevated surfaces, pits, holes or other unprotected openings. These temporary measures must meet or exceed regulatory requirements and require inspection/approval from the department safety coordinator. Ensure proper lighting in such areas and post sign as necessary.

Scaffolds

Only use scaffolds with the appropriate guardrails, mid rails and toe boards. **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/missing rungs or 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.

When working with electricity, use only approved wooden ladders or steps. **NEVER** use aluminum ladders, to include kitchen stepstools.

Check the labels for compliance.

ALWAYS USE both hands and face the ladder when ascending or descending.

Never use production cases as a makeshift ladder.

Never carry equipment or materials that prevent the safe use of the ladder while climbing.

4. CHEMICALS AND FLAMMABLE MATERIALS

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

Know and follow proper handling and storage procedures for all combustible or flammable materials.

Ensure all handlers of flammable or combustible materials have received Hazard Communication and Globally Harmonized System training.

Ensure that there is proper ventilation and wear appropriate personal protective equipment (PPE).

Flammable or combustible materials should not be mixed or used indoors, unless approved in writing by the department safety coordinator

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 a faculty or staff member 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. Tag “**Do Not Use**” and report any damaged or malfunctioning equipment.

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

6. ELECTRICAL SAFETY

When using power on location or on stage, particular care must be taken to not overload circuits.

Check electrical cables, to include lighting instruments and extension cords, for fraying and other signs of wear.

Never use electrical equipment if your hands are moist, even if it's from perspiration, as this can mean the difference between a light shock and a fatal electrocution.

Never use pinched, frayed or otherwise damaged or compromised extension power cords.

Keep electrical cable equipment away from water and dampness, especially when filming rain scenes. See the department safety coordinator if you are unclear about how to do so.

Cables should be run together out of foot traffic areas as much as possible. When cables must cross any area where they could present a tripping hazard for the cast, crew, and general public, they must be secured with tape, heavy carpet, rubber matting, or tape.

Students may not perform any repair work on lights and/or electrical cables. Any instrument with exposed electrical wires in the cable near the instrument and/or plug must not be used and returned immediately to the E-room.

Remember that lights placed too closely to props, sets and other material may pose a fire risk and, therefore, make sure that lights are placed far enough away to alleviate risk.

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

Be alert for overhead power lines at any exterior location when working with cranes, jib arms, scissors lifts and other equipment used for elevation purposes. Please note that high voltage power lines are not insulated.

Never use water to put out an electrical fire – water can cause a fatal shock. Use a multi-purpose dry chemical Class ABC fire extinguisher.

Never touch two lights or a light and a stand at the same time.

Never use aluminum ladders, to include kitchen stepstools, when working with electricity.

Avoid using two-prong electrical outlets that are common in older buildings.

Students are prohibited to “tie in” to nearby electrical mains.

Lighting instruments that flicker or make a strange “humming” sound are potentially dangerous to work with. Such units must be disconnected from the power source labeled “Do Not Use”, and immediately removed from the set.

If it begins to rain on the set, you must immediately disconnect power to all electrical equipment.

Do not reach for any electrical device that has fallen into water. Unplug the unit immediately.

7. WATER HAZARDS

Be advised that filming near or in a body of water is considered a stunt and currently NOT covered in the FEA Department’s insurance policy. Therefore, unless the student purchases a rider from CSULB’s Risk Management office, filming in or near water is prohibited.

8. ARTIFICIALLY CREATED SMOKES, FOGS & DUST EFFECTS

Students are prohibited from using smoke and/or fog machines in FEA studio facilities.

9. ENVIRONMENTAL CONCERNS

All hazardous waste generated by the student production, including paint, must be disposed of properly.

Be aware of hazards associated with lead paint and asbestos. This is a common problem with old buildings, to include warehouses. For health and safety concerns, the best practice is to avoid using these locations altogether.

Be aware of biological hazards such as human or animal waste, mold, fungus, bacteria, body fluids, blood borne pathogens, used needles (Sharps), vermin, insects and other potentially infectious materials.

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 around endangered plant or animal life. Please be sure to comply with all applicable statutes and/or regulation.

10. PROP WEAPONS

Non-firing prop weapons may be used in a student production, provided that **ALL** of the following conditions have been met:

The student's instructor's signature appears on the "Request for Film Insurance" form.

Use of a prop weapon must appear in the film permit application form.

The local police/sheriff's department has been notified and has approved the use under special conditions.

Student must rent a non-firing prop weapon from an approved prop house.

Transportation of all prop weapons must be secured in unidentifiable containers in the trunk of a student's vehicle.

Posting "Student Film in Progress" signs surrounding the location may be required.

11. SPECIAL EFFECTS

Special effects involving pyrotechnics, explosives and/or fire in CSULB student films are prohibited.

12. LENGTH OF DAY

All shooting must be accomplished within a 12-hour time frame, that is, no more than 12 hours, to include travel to and from location, and shooting, is allowed within any given 24 hours. Fatigue-related accidents that involve crewmembers are usually a result of working too many hours per day.

13. SPECIAL EQUIPMENT

Students are prohibited in utilizing specialized production equipment (cranes, scissor lifts, condors, generators, etc.) if they have not received specific training in the proper

and safe use of such equipment, and received approval from the department safety coordinator.

CSULB Student Health Center

General Information: (562) 985-4771

AFTER HOURS NURSE ADVICE LINE

1-800-240-7617

5 p.m. to 8 a.m. including weekends (day & night on weekends)

After Hours Urgent Care/Emergency Care/Facilities

Facility Name	Location	Phone Number
<u>Long Beach Memorial Medical Group</u>	2110 N. Bellflower Blvd. Long Beach, CA 90815	(562) 346-2222
<u>OptumCare Medical Group - Urgent Care</u>	1198 Pacific Coast Highway, Suite J, Seal Beach, CA 90740	(562) 598-2904

Local Emergency Facilities

Facility Name	Distance/Location/Response Time	Phone Number
CSULB Emergency/Police	less than 4 minutes	University 911 562-985-4101
Paramedics/Fire Response Time	5 minutes	University 911 562-985-4101
Long Beach Memorial Hospital	2801 Atlantic Avenue, Long Beach , 4 miles from CSULB	(562) 933-2000
St. Mary's Medical Center	1050 Linden Avenue, Long Beach , 4 miles from CSULB	(562) 491-9000
Harbor-UCLA Medical Center*	1000 W. Carson, Torrance , 10 miles from CSULB	(310) 222-2345
Kaiser Permanente	9400 E. Rosecrans, Bellflower	(562) 461-3000