

24-Hour Film Festival Rules

Direct all questions to Ronald Johnson

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Use Subject: 24 Hr Film Festival

DEADLINES (Dates and Times)

- The Wartburg College 24 Hr Film Festival (“Competition”) is open to teams (hereinafter “teams,” “groups” or “Entrants”) from Iowa high schools. Each high school may have multiple teams participating in the competition.
- The Wartburg College 24 Hr Film Festival will occur from 5 p.m. on Friday, May 3 to 5 p.m. on Saturday, May 4. This is the “Official Wartburg College 24 Hr Film Festival Time Period.”
- High school teams that wish to participate must submit a team application to the Wartburg College 24 Hr Film Festival organizers by 5 p.m. on Monday, April 30, 2019. The participating group/team must complete its film/video work in time to upload it to the competition site on Saturday, May 4 by 5 p.m.
- Only works that meet the deadline will be eligible to win the competition.
- All films from each high school team will be judged by a review panel, with an announcement of the winners taking place on Saturday, May 4 at 7 p.m.
- All films from each high school team will be screened for the public on Saturday, May 4 at 7 p.m. in the Lyceum on the Wartburg College Campus. All winning films from each high school team will be posted by Wartburg College for online viewing.

AWARDS CEREMONY

- Awards ceremony in the Lyceum at Wartburg College's Student Center on Saturday May 4 at 7 p.m.

GETTING STARTED

- Teams from high schools that wish to participate must submit a team application via e-mail to the Wartburg College 24 Hr Film Festival organizers by 5 p.m., Monday, April 1. The web address for submission of the application is: ronald.johnson@wartburg.edu
- Each group will be assigned randomly a Genre for its film: Action/Adventure, Classic Horror Mystery/Spy Film, Romantic Comedy, Superhero or Teen/Meddling Kids Movie.
- Each participating team will be provided their required elements, in addition to the assigned genre, that must appear in its film. These may include a Character, a Prop and/or a Line of Dialogue, and upload instructions for completed film by 5:00 p.m. on Friday, May 3rd.

ENTRY FEE per TEAM

- \$50 per team per high school.

TEAM SIZE (CAST and CREW)

- Each team must have a minimum of five members in order to be eligible to compete in the Wartburg College 24 Hr Film Festival competition. A maximum of ten members will also be enforced.
- Each team should include two to four possible cast members as part of the team.
- All members must be listed on the competition registration form before the start of the competition.

ADULT SPONSOR

- Each team must have a teacher/parent/adult sponsor present with the team during the entire 24 hour competition time period.

FILM FESTIVAL T-SHIRTS

- Each team member receives a Wartburg College film festival T-Shirt.

MEAL INFORMATION

- Snacks (but not meals) will be provided during the 24 hours of the film festival.
- Continental Breakfast will be provided at 7 a.m. on Saturday, May 4.
- 7 a.m. Saturday, May 4 – Continental Breakfast
- Teams are responsible for their own meals (Friday, May 3, supper; Saturday, May 4, lunch and supper).

STUDENT STATUS

- All members of the production crew must be students at an Iowa high school.
- Actors in the film don't have to be affiliated with the high school. However, these actors still count as team members. Extras may be used in the films and do not count as members of the team. Extras may not help in any aspect of the film's production and cannot portray specific characters or have speaking roles.

CAMERAS, EQUIPMENT and SOFTWARE

- Any type of video or film camera may be used.
- There is no limit to the number of cameras.
- All teams must bring their own cameras and production equipment.
- Teams may use the Journalism and Communication department's video editing computers with the full Adobe Creative Suite for post production. Teams may also bring their own preferred video editing software on their own computers.

CONTENT REQUIREMENTS

- Each participating group will be assigned required elements that must appear in its film, such as a Genre, a Character, a Prop and/or a Line of Dialogue.

- The required Character and Prop must be seen on-screen.
- The required Line of Dialogue must be used verbatim. It may be spoken, sung and/or written. It may be in any language but will need to be translated and/or subtitled to clearly demonstrate its use.
- In order for a film to qualify for the competition, each team's film must be in the genre assigned to it and must contain all required elements within the official time limit and prior to the credits. The organizers have sole discretion to determine if an entry meets all the eligibility requirements.

CREATIVE WORK

ALL CREATIVE WORK MUST BE DONE WITHIN THE "Official Wartburg College 24 Hr Film Festival Time Period."

“Creative work” is defined as:

- Writing the script
- Rehearsing
- Costume/Set Design
- Shooting
- Editing
- Sound Design
- Rendering
- Exporting media in a form for submission to the Wartburg College 24 Hr Film Festival.

PRE-COMPETITION WORK

The only work that may begin prior to the "Official Wartburg College 24 Hr Film Festival Time Period" is:

- Organizing Crew
- Organizing Cast
- Securing Equipment

ORIGINAL CONTENT

- To be eligible for the competition, Entries must be the original work of those persons comprising the Entrant; must not infringe third-parties’ rights; must be suitable for publication (i.e., may not contain obscene, pornographic or indecent material); must not contain defamatory statements about any person, company, organization or entity; must not invade privacy or other rights of any person, company or entity; must not in any other way violate applicable laws and regulations; and must not contain any copyrighted elements (other than as owned one or more members of the participating group Entrant).
- Entries containing prohibited or inappropriate content as determined by Wartburg College 24 Hr Film Festival organizers, will be disqualified.
- Wartburg College 24 Hr Film Festival reserves the right to make the final determination as to which entries are eligible.

- Wartburg College 24 Hr Film Festival also reserves the right to refuse to screen a film or to make an announcement at the screening regarding the content of the film.

SOURCES of FOOTAGE

All footage must be shot within the “Official Wartburg College 24 Hr Film Festival Time Period.”

- No stock footage or footage shot or created at another time may be used.
- Animation and special effects are permitted but must be created during the “Official Wartburg College 24 Hr Film Festival Time Period.”
- NOTE: Stock footage is only permissible as part of a post-production effect or on a background monitor, i.e., a television, as long as the team has written rights to the stock footage and the stock footage is placed over or under footage that is shot within the Official Wartburg College 24 Hr Film Festival Time Period. Allowable stock footage includes bullets, fires, explosions, chromakeyed backgrounds, etc. Stock footage that plays a significant role in the story is not allowed.
- Still photographs are only permitted, provided that the team has the written rights to them. The photos do not need to have been created during the “Official Wartburg College 24 Hr Film Festival Time Period”; however, stills created outside of the “Official Wartburg College 24 Hr Film Festival Time Period” may not be used in sequence to create the illusion of motion.

MUSIC

- Participating groups may work with a composer and/or musicians to write and record original music for the films.
- It is permissible for a participating group to use pre-recorded music only if they have written copyright clearance to use the pre-recorded music. Written copyright clearance is also required for any creative commons or public domain pre-recorded music.
- Use of original music will be taken into account during judging.
- Teams will also be provided access to licensed music courtesy of the Digital Cinema Production program at Wartburg College.

TOTAL RUNNING TIME

- The finished film must be a minimum of three (3) minutes in duration, and within a maximum of six (6) minutes in duration, not including end credits.
- The official running time begins after the required slates and ends prior to the end credits.
- The required slates and the end credits do not count towards the minimum time of three (3) minutes.
- The film story may not be longer than six (6) minutes.

CREDITS / SLATES

- PRE-FILM REQUIRED SLATES: Before the finished film begins, the media should have:
 - Five (5) seconds of black

- A title card with: team name, title, genre, and date
- A title card with: "This film was made for Wartburg College 24 Hr Film Festival, Spring 2019"
- Two (2) seconds of black
- OPENING CREDITS: After the two (2) seconds of black, some films start with opening credits. These are not encouraged, but if you use them, opening credits are considered to be part of the film, and therefore count against the six minute maximum.
- END CREDITS: Credits at the end of each film are limited to a maximum of 60 seconds. The 60 seconds is considered additional to the length of the film. That is, a film may be six (6) minutes long, with an additional 60 seconds of credits, for a total running time of seven (7) minutes. The end credits must include the words: "This film was made for Wartburg College 24 Hr Film Festival, Fall 2018."
- SLATES AND CREDITS AFTER WARTBURG 24 Hr FILM FESTIVAL: After the competition, films screening online should retain the pre-film title card that says: "This film was made for the Wartburg 24 Hr Film Festival, Spring 2019."

SUBMISSION REQUIREMENTS

- Submissions must be uploaded by each team to the submission site by Saturday, May 4 by 5 p.m. local time. Instructions for uploading will be provided during the film festival.
- Notes on submissions:
 - We recommend that you make sound levels relatively even throughout your film. (If your film has uneven sound or sound that peaks, it may be modified to protect the playback equipment.)
 - We also recommend that you adjust video brightness and colors for the best viewing experience.
 - All films received on the evening of the deadline will be screened, presuming they do not violate any of the submission criteria. However, only those films submitted prior to or at the deadline will be eligible for winning in the Competition.

DISTRIBUTION

- The members of the participating group entrant may not distribute their film in any way before the premiere screenings.
- This includes uploading the film to any website other than the submission site.

ORGANIZER'S RIGHTS

Wartburg College is the official organizer of the Wartburg College 24 Hr Film Festival Time competition.

- All films submitted to Wartburg College 24 Hr Film Festival may be used by the Wartburg College 24 Hr Film Festival organizers for future promotional use. The entries may be used for the making of a documentary film about the competition itself.
- No entries (media or documents) will be returned.
- The Wartburg College 24 Hr Film Festival organizers may, in their sole discretion, disqualify entries deemed to be inappropriate or otherwise non-compliant.

- The Wartburg College 24 Hr Film Festival organizers may add to or amend these rules at any time prior to the beginning of the Official Wartburg College 24 Hr Film Festival Time period for production of entries.

GENERAL CODE OF SAFE PRACTICES FOR PRODUCTION

- All production team members must follow the safety guidelines published and **Recommended by Industry-Wide Labor-Management Safety Committee for the Motion Picture and Television Industry**.
<https://www.csatf.org/bulletintro.shtml#>
- In particular, all team members must read the **GENERAL CODE OF SAFE PRACTICES FOR PRODUCTION** attached to these rules and also found at <https://www.csatf.org/pdf/GenCodeoSafePractices.pdf>
- All teams must receive **written clearance from the Wartburg College 24 Hr Film Festival Coordinator**, Ronald Johnson, for any production elements or activities listed in the attached **GENERAL CODE OF SAFE PRACTICES FOR PRODUCTION** prior to filming.

LIABILITY WAIVER

By entering this Wartburg College 24 Hr Film Festival Competition, the members of the entrant agree that Wartburg College, its board, employees, members, sponsors, agents, assigns and affiliated associations and companies will be held harmless from any claims, actions, lawsuits, demands assessments and/or judgments coming from any and all members of the entrant participating in the competition. Moreover, members of the Entrant agree to indemnify, defend and hold Wartburg College, its board, employees, members, sponsors, assigns and affiliated associations and companies harmless against any and all claims, actions, lawsuits, demands, assessments and/or judgments arising from Entrant's participation in the competition.

GENERAL CODE OF SAFE PRACTICES FOR PRODUCTION

This "**General Code of Safe Practices**" incorporates information from safety bulletins that have been developed and issued by the Industry-Wide Labor Management Safety Committee over the past 20 years. Many of these guidelines are simply common sense; others have evolved from Federal, State and/or Local laws and regulations.

These laws require every employer to have and post a general set of Code of Safe Practices at each job site.

This document is not intended to take the place of the Safety Bulletins. You should also refer to the Safety Bulletins (index attached), which address concerns specific to your work environment.

By following these guidelines, Safety Bulletins, laws, regulations and company policy and procedures, serious accidents and injuries can be prevented.

Working conditions may change from day to day, particularly on location. To prevent accidents, you need to be aware of your work environment and the equipment being used. Pay special attention to call sheets as they may contain important safety information for the next day's shoot. **Safety Meetings** will be conducted as necessary to brief you on potentially hazardous set conditions. (Additional information on "**Safety Awareness**" and "**Safety Meetings**" may be found in **Bulletin #5**)

If you have any questions or concerns, or notice anything you believe could be hazardous and/or unsafe to the cast and crew, please talk to your supervisor, unit production manager, producer, union

representative or studio safety representative and/or call the studio safety hotline anonymously. You will not be disciplined or discharged for bringing attention to safety concerns.

Each company is required to name the person responsible for safety on the production as outlined in their Injury and Illness Prevention Program (IIPP).

A production company or studio may have additional or specific guidelines as part of their IIPP. You should refer to the IIPP and Safety Manual of the employer for whom you are employed.

1. GENERAL RULES

Familiarize yourself with emergency procedures for each location. You are responsible for knowing how to react in an emergency situation. Contact your supervisor 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.

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.

Obey all "No Smoking" signs. Observe designated smoking areas and always extinguish cigarettes in the appropriate containers (butt cans).

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

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

Report accidents immediately to your leadman, foreman, supervisor, and/or medical personnel. 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.**

Wear appropriate clothing and any required personal protective equipment (PPE). A shirt and proper footwear should be worn at all times. Safety glasses or hearing protection must be worn when operating equipment or performing work where eye or ear damage could potentially occur.

Medication which might interfere with your alertness or ability to perform your work should be used only under a doctor's direction. If you feel that any medication is impairing your work, please discuss this with your supervisor. Do not work while under the influence of illegal drugs or

alcoholic beverages. Don't put yourself or your fellow workers at risk.

Attend all on-production, off-production and/or individual department **Safety Meetings**.

If involved in any stunt, special effect, aviation sequence, water sequence or other potentially hazardous or unusual activities, attend any additional **Safety Meetings** held for that activity.

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

Additional information can be found in Industry Safety Bulletins #17, #21, #26, #27, #31, #34, #34A and #35.

2. LIFTING AND 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 or **GET ADEQUATE HELP**.

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 (general use/California) or 6 feet (during construction) above the floor, ground or other working area, when standard guardrails or other equivalent protection is not available.

Unprotected work areas such as platforms, sets, walkways, cliffs, floor openings, shafts and rooftops (when approaching within 6 feet of the roof's edge) require the use of approved fall protection measures. These measures include but are not limited to guardrails, barriers, safety net systems, a written fall protection plan, and/or the use of personal fall arrest, fall restraint, or work positioning systems.

Fall arrest equipment is always required when working in the permanent grid and truss system (perms) outside the catwalks and handrails.

DO NOT use fall protection equipment without proper training and instruction. Only use appropriate anchorage points.

Temporary stair railings and guardrails are required around elevated surfaces, pits, holes or other unprotected openings.

Ensure proper lighting in such areas and post signs 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 or missing rungs, 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.

USE only approved ladders or steps. Check the labels for compliance.

ALWAYS USE both hands while climbing.

4. CHEMICALS AND FLAMMABLE MATERIALS

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

You should know and follow proper handling and storage procedures for all combustible or flammable materials.

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

A **Material Safety Data Sheet (MSDS)** shall be obtained from the manufacturer or distributor and a copy of the MSDS must be kept on file for all chemicals and substances being used and/or stored.

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 your supervisor 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 (PPE) and be aware of flying debris.

Additional information can be found in Industry Safety Bulletin #21.

6. FILMING EQUIPMENT & VEHICLES

(Including Booms, Camera & Insert Cars, Cranes, Process Trailers, Tow Dollies, Camera Dollies, Elevated Platforms, Fixed Wing Aircraft, Boats, Cars, Helicopters, Motorcycles, Trains)

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.

Use the proper equipment for the job; be aware of load and rider capacities. **Never allow more than 9 people (including the driver) on an insert car.**

Operators and passengers of all vehicles should always use personal protective equipment (PPE).

Obtain training from a qualified instructor prior to operating aerial lift platforms, scissor lifts, forklifts or rough terrain variable-reach forklifts. OSHA requires the operators of such equipment to wear approved personal protective equipment (PPE).

Be particularly cautious when driving, walking or traveling; proceed slowly and watch for sudden movements of objects or individuals.

Be especially careful when working around helicopters or on runways. Remain at least 50 feet away from helicopters or other aircraft unless directed by the Aerial Coordinator and/or Pilot in Command or ground safety contact.

Under no circumstances should you approach the helicopter or aircraft without permission from the ground safety contact or the Pilot in Command.

Whether the rotors are turning or not, always approach and leave the helicopter from the front. **NEVER WALK NEAR OR AROUND THE TAIL ROTOR OF A HELICOPTER.**

The use of aircraft, boats, trains or cars may require special permits and/or operator certifications. All vehicles, including their peripheral safety equipment (*i.e.*, harnesses, belts, roll-cage, fuel cells, etc.), must undergo thorough safety inspection and testing on a daily basis by qualified experienced personnel.

Additional information can be found in Industry Safety Bulletins #3, #3A, #8, #8A, #8B, #8C, #11, #11A, #15, #20, #22, #28, #29, #29A, #36 and #37.

7. ELECTRICAL SAFETY

POWER LINES: California Code of Regulation, Title 8, Section 2946, **Overhead Clearances**, *must* be observed and maintained at all times (applicable regulations are set forth in Addendum #8C, #22A and #25A of the Industry Safety Bulletins). This applies to ladders, scaffolds, booms, forklifts, aerial lifts, scissor lifts, cranes, rigging, sets, truss work, backdrops and other equipment that could come in contact with power lines.

To prevent electrocutions and injury resulting from contact between overhead power lines and conductive tools, materials, or scaffolds, OSHA recommends that employees be informed that most overhead, high voltage power lines are not insulated and, when in doubt, employees should assume that power lines are not insulated.

Employers should notify the utility company when work must be performed under and/or near overhead power lines where clearances cannot be maintained. In such situations, utility companies should de-energize the power lines or temporarily move or cover them with insulating hoses or blankets before any work is initiated.

Properly maintain all electrical equipment and wiring; no live parts should be exposed. Use equipment only for its intended purpose. Be particularly careful around water, especially when filming in rain scenes.

All A.C. (alternating current) electrical systems shall be grounded.

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

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

Only qualified persons with the appropriate technical knowledge should perform electrical work.

Additional information can be found in Industry Safety Bulletins #8, #8A, #22, #22A, #23, #23A and 25.

8. WATER HAZARDS

If working on or near water, an employee should make the Production Company aware if he or she has a fear of working around water or cannot swim.

All cast and crewmembers working on or near water should wear life vests or other water safety gear when appropriate.

When using watercraft, be aware of load and rider capacity limits. Only required personnel should be on watercraft; all others should remain on land.

Safety lines, nets, watch safety personnel and/or divers should be used when filming in rivers or other bodies of water where potentially hazardous conditions could exist (e.g., swift currents, thick underwater plant life, or rocks).

Know as much as you can about the body of water you're working on or in, including its natural hazards and animal life. The Production Company, Location Manager or the Safety Coordinator should have all relevant information.

If personnel are going to enter the water, when appropriate, samples of the water should be taken and analyzed for any potential environmental concerns and/or health hazards.

Additional information can be found in Industry Safety Bulletins #7, #15 and #17.

9. STUNTS & SPECIAL EFFECTS

All stunts and special effects should be reviewed by all participants prior to execution to help ensure that they are performed in the safest manner possible.

Before filming a stunt or special effect, the involved parties should all perform an on-site dry run or walk-through. A safety meeting should be held and documented.

Special effects involving pyrotechnics, explosives and/or fire must be noted in advance on the call sheet. Properly licensed individuals must perform all such effects. The necessary permits must be obtained and the appropriate regulatory agencies notified. Explosives must be stored and disposed of properly.

Appropriate personal protection equipment (PPE) and/or other safety equipment must be provided to the cast and crew as needed. There must be a planned escape route and each person involved should personally check all escape routes. Only persons authorized

by the special effects and/or stunt coordinator shall be allowed in the area.

Radios, cell phones, pagers, personal data assistants (PDAs), transmitting equipment or remote control equipment should not be used around pyrotechnic or other explosive devices.

Additional information can be found in Industry Safety Bulletins #1, #2, #3A, #4, #11A, #14, #16, #18, #20, #29A, #30 and #37.

10. ARTIFICIALLY CREATED SMOKES, FOGS & DUST EFFECTS

Be aware that the use of atmosphere smoke has become highly regulated and limited by a variety of regulatory agencies. Contact the Safety Coordinator or Studio Safety Representative for guidelines and regulations.

Additional information can be found in Industry Safety Bulletin #10 and the Photographic Dust Awareness Sheet.

11. FIREARMS & OTHER WEAPONS

Treat all weapons as though they are loaded and/or ready to use. 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.

The use of firearms and other weapons may require special permits and/or operator certifications. Anyone that will be using a weapon shall know all the operating features and safety devices. All weapons must undergo thorough safety inspection, testing and cleaning on a daily basis by qualified personnel.

Anyone handling a weapon shall receive the proper training and know all operating features and safety devices.

If firearms and other weapons are used in filming, the Property Master and/or Weapons Handler must meet with cast and crew and inform them of the safety precautions in effect and answer any questions.

Additional information can be found in Industry Safety Bulletins #1, #2, #16 and #30.

12. ANIMALS

Animals are unpredictable. If animals are used in filming, the Animal Handler should meet with cast and crew and inform them of the safety procedures in effect and answer any questions. Safety meetings should be held when appropriate.

Do not feed, pet or play with any animal without the permission and direct supervision of its trainer. **Defer to the animal trainers at all times.**

When working with exotic animals, the set should be closed and notices posted to that effect, including a note on the call sheet.

Additional information can be found in Industry Safety Bulletins #6, #12 and #31.

13. ENVIRONMENTAL CONCERNS

All hazardous waste generated by the company, including paint, must be disposed of properly. Proper documentation and permits for the

transportation and disposal of such waste is required by law.

Be aware of hazards associated with lead paint and asbestos. If encountered, **do not disturb** and immediately report to your supervisor or safety representative.

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.

Employees shall not enter confined spaces (manholes, underground vaults, chambers, silos, etc.) until the oxygen and gas levels have been checked and confirmed to be within acceptable levels.

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 regulations.

Additional information can be found in Industry Safety Bulletins #17, #24 and #26.

NOTE:

Additional information regarding "job specific" safe practices and guidelines relating to special equipment should be reviewed as necessary. Contact the production company Safety Coordinator, Studio Safety Representative, supervisor or your union representative for additional information.