**COMPANY NAME GUIDELINES FOR**

**OSHA REPORTING, INSPECTIONS, AND RECORDKEEPING**

##### OVERVIEW

OSHA refers to the federal and various state government agencies (e.g., Cal/OSHA, Tennessee OSHA, etc.) responsible for enforcement of workplace safety and health regulations and standards. OSHA does not have to provide advance notice before it seeks to conduct an inspection. There are several reasons why an OSHA Inspector (“Inspector”) might seek to inspect a workplace, including receipt of an anonymous complaint regarding safety, a scheduled inspection, or in response to a fatality or other serious injury at the workplace.

The Safety Program Director is the designated production representative in the event of an OSHA inspection.

**GUIDELINES AFTER A SERIOUS ACCIDENT, INJURY, OR ILLNESS**

If:

* A serious injury, illness, or fatality occurs at a workplace, including during a location shot; OR
* A worker involved in a production is transported to a hospital or emergency care facility; OR
* An audience member or other member of the public is injured during a production activity; OR
* A serious incident (e.g., severe weather incident, environmental release, etc.) occurs during a production activity,

then, the Safety Program Director should be contacted immediately. The Safety Program Director, or designee, will then contact all of the following people, who are the Company’s Authorized Representatives. These Authorized Representatives have authority to contact OSHA on behalf of the production or direct other response actions on behalf of the Company, as required:

1. Name, Contact Information
2. Name, Contact Information

If the Safety Program Director is not available, the Authorized Representatives should be immediately contacted by anyone on the production.

In the event of a serious accident, injury and/or illness, after appropriate emergency response, the immediate site of such incident should be secured (roped off) from foot traffic or any interference or disturbance, until further directed by one of the Authorized Representatives.

Out of courtesy, the following VMN/VIMN or BET representatives will also be notified:

1. VMN/VIMN/BET’s Director of Safety, Chris Velvin, (w) (310) 752-8392 / (c) 424-280-9674
2. Paramount’s VP, Production Safety, David Thomas, (w) 323-956-8239/ (c) 818-749-7505
3. Business & Legal Affairs, Production Risk Team, Marlo Lyons, 310-752-8082 / (c) 646-398-1603

##### OSHA VISIT GUIDELINES

Should an Inspector arrive at a workplace to conduct an inspection, the Safety Program Director should be contacted immediately. The following guidelines have been prepared to assist the Safety Program Director (or designee’s) actions:

1. **Permission:** The Inspector must gain permission from the Safety Program Director (or designee) to conduct an inspection. It typically is not prudent to withhold such permission. However, the Safety Program Director (or designee) can request that the Inspector wait a reasonable amount of time until an Authorized Representative can arrive on scene. **NOTE: If there is an imminent danger, OSHA may request to enter the worksite immediately, and Safety Program Director should allow such entrance. Without imminent danger, then:**

* Request the Inspector's OSHA credentials bearing the Inspector’s photo and serial number, which can be verified by phoning OSHA, if necessary.
* Inform the Inspector that it is company policy to first notify Company Authorized Representatives before the inspection can proceed. Contact the Company Authorized Representatives listed above.
* Offer the Inspector a quiet place to sit, away from the main location of production activity, if possible. Offer coffee, drinks, snacks. Make the Inspector comfortable. Be courteous, but not chatty. Do not answer any questions until a Company Representative arrives. (Note: it may be within reason to have the Inspector wait up to two to three hours prior to beginning the inspection, but the Company Representative will provide further direction on an incident-specific basis.)
* Once contact has been made with the Company Representatives, inform the Inspector that such contact has been made and provide the Inspector the name of the Company Representative and the Company Representative’s estimated arrival time on site. If the Inspector insists on entering the worksite prior to the Company Representative’s arrival, do not prevent the Inspector from entering; however, the Production’s Safety Program Director (UPM/Line Producer) should be alerted that the inspection is beginning, if not already aware.

1. **Opening Conference:** OSHA’s policy is to conduct an opening conference where the nature of the visit, the scope of the inspection, and the applicable standards are discussed. The Inspector should furnish a copy of any employee complaint (if applicable). If the Inspector does not offer to conduct an opening conference, one should be requested. ***If imminent danger, there may not be an opening conference.***
2. **Inspection:** After the opening conference, the Company Representative, or if unavailable, the Safety Program Director, should accompany the Inspector to the areas identified in the opening conference. Note: An authorized representative of employees/affected workers also has a right to accompany the Inspector on the inspection.

* Diplomatically and courteously direct the OSHA inspection only to the areas relevant for the previously announced purpose of the inspection.
* Do not volunteer to take the Inspector to other areas and avoid taking the Inspector through areas not relevant to the investigation. (i.e., If you need to take the Inspector to point A – but it is on the other side of an arena – you want to walk AROUND – not THROUGH a production area.)
* Take detailed notes on the inspection from the time of the Opening Conference, throughout the inspection. You will want to have an additional person with you, if possible, so that one person can take notes and/or photographs and videos to mirror those taken by the Inspector, and the other person can be escorting the Inspector.
* During the walk through, the Inspector may discuss any apparent violations noted and will offer technical information on how to eliminate hazards. Do not comment on any OSHA advice offered, but take clear and comprehensive notes on the Inspector’s comments.

1. **Interviews:** Under OSHA regulations, an Inspector has the right to privately interview employees.

* Employees should be informed that they have the right to decline to be interviewed, to have either a union representative or an attorney present during the interview, and to decline to be audio or video taped or to sign any statement that may be taken by the Inspector.

1. **Photos/Videos:** The Inspector has a right to take photographs or videos.

* The Safety Program Director or designee should take photographs or videos duplicating the subjects imaged by the Inspector.

1. **The following are guidelines for those accompanying the Inspector during the Inspection**:

* DO NOT volunteer information. Provide short, concise answers to questions posed by the Inspector. Be careful and accurate. (i.e., if someone was burned, do not say, “He suffered from third degree burns” when you really don’t know the degree of burns. Be accurate, “He appeared to be burned.”)
* DO NOT hinder, obstruct, or attempt to hinder, obstruct, or interfere with the Inspector.
* DO NOT knowingly provide an Inspector with false or misleading information.
* DO NOT sign any documents or statements, other than a meeting sign-in sheet, during the course of the inspection.
* DO NOT provide ANY documentation (such as an injury and illness prevention program, etc.) without first consulting Marlo Lyons. Certain documents must be provided to OSHA immediately or may be subject to confidentiality arrangements.

1. **Closing Conference:** When the inspection is over, the Inspector should conduct a closing conference to review any apparent violations and discuss possible methods and time periods necessary for correction. The Inspector should identify any violations that may result in a citation and a proposed financial penalty, describe employer's rights and responsibilities, and answer all questions. Do not acknowledge that the Inspector is correct in his/her assessment regarding alleged violations. Do not sign any document at the conclusion of the closing conference. In most cases, citations are prepared at OSHA after the closing conference and mailed to the employer. After consulting with the Company Representative, you should provide the Inspector the contact information for the person who is authorized to receive further communications from OSHA.

**OSHA FORMS AND RECORDKEEPING**

All workplace injuries and illnesses are to be reported to the Safety Program Director or Safety Coordinator, investigated, and documented on the Risk Management ***Incident Report***. In addition, those injuries and illnesses that require treatment beyond ordinary first aid are to be recorded using the OSHA 300 log form. A copy of the 300 log and related recordkeeping forms can be found at:

<http://www.bls.gov/respondents/iif/forms/oshaforms.pdf>.

The Medic, Safety Coordinator or other appropriate person can complete this OSHA 300 log and ***Incident Report***for every injury, illness, or fatality required by law to be recorded.