

General Safety Rules

**Governing Stage, Film and
Television Production Crews**

SCAD[®]

General Safety Rules Governing Stage, Film and Television Production Crews

General

All work and materials furnished shall conform to the requirements of the laws of the federal government and state where the work is performed, to all applicable local or municipal laws and ordinances and to all applicable regulations of any public authority having jurisdiction. These General Safety Rules provide a uniform set of safety rules for all personnel and students who perform work on any college production.

Responsibility

SCAD employees and students shall adhere, without deviation, to all safety and fire prevention rules contained in these General Safety Rules, as well as the requirements of the applicable Federal or State Occupational Safety and Health Act and the related OSHA safety and health standards, and shall be responsible for the enforcement of such rules, laws and regulations with employees and subcontractors and be liable for failure to comply with these requirements.

Employees and students agree that any disregard and/or infraction of these safety, health and fire rules and/or the special requirements, if any, could result in the dismissal of the employee and/or any student or subcontractors from the college's property without recompense from the college.

Where conditions are such so as to endanger the safety and/or health of either the employees or students or where there is a possibility of property damage, the college's authorized representative may shut down the operations or job immediately until such time as remedial action has been taken by the production staff.

Safety and Fire Prevention Rules

Fire Protection

(OSHA Reference Part 1926–Subpart F and Part 1910–Subpart L)

1. The college must furnish necessary fire extinguishers required for the work.
2. In the event that the production staff has to impair or disable the college's fire protection systems for any reason, notification must be given immediately to the physical resources electrical supervisor or his/her authorized representative.

Electrical

(OSHA Reference Part 1926–Subpart K and Part 1910–Subpart S)

1. Before entering or doing any work in any transformer station/room, electrical substation, switch gear room, rectifier house, electric motor room or electrical converter room, authorization for such admission to, or work in, said area(s) must be secured from the college's authorized representative.
2. Do not touch or work close to electric wires of any kind. Before doing any work where there is the possibility of coming in contact with electric wires, switches, open motors, etc., notify the college's authorized representative who will advise the necessary precautions to be taken.
3. All high voltage lines, 440 volts or over, must be properly grounded before an electrician may work on them. Any electrician working on such equipment or in the vicinity of it must be accompanied by another electrician or the production superintendent.
4. Incoming disconnects or main feeders shall be disconnected and

locked out only by authorized college personnel.

5. All installations of and adjustments, alterations, changes and/or repairs to switch boxes, relay boxes or other electrical equipment are to be made only by qualified electricians.
6. Whenever a college employee is required to work on electrical equipment of any type, such equipment shall be locked out at the main switch with an approved safety lock and tag (which will be provided by the college) before starting work of any kind. Such person placing the lock or locks on equipment shall retain such key and be the only person authorized to remove the lock and tag after completion of work. (OSHA 1910.147)
7. All electrical work shall comply with local, state and federal codes. The necessary permits shall be secured by the college where required, and copies of all such permits shall be delivered to the production manager prior to commencing work.
8. The non-current-carrying metal parts of plug-connected portable equipment shall be grounded. Fixed equipment shall be grounded and portable tools and appliances protected by an approved system of double insulation or its equivalent.
9. Extension cords used with portable electric tools and appliances shall be the three-wire type. Flexible cords shall be used only in continuous lengths without splices, except that suitable molded or vulcanized splices may be used where properly made and the wire connection is soldered. Worn or frayed cords shall not be used.
10. Exposed bulbs on temporary lights shall be guarded to prevent accidental contact except where bulbs are deeply recessed in the reflector. Temporary lights shall not be suspended by their electric cords unless designed for this use.
11. Receptacles for attachment plugs shall be of approved, concealed contact type with a contact for extending ground continuity and shall be so designed and constructed that the plug may be pulled out without leaving any live parts exposed to accidental contact. Where different voltages, frequencies or types of current (AC or DC) are to be supplied by portable cords, the receptacles shall be designed so that attachment plugs are not interchangeable.
12. Each disconnecting means for motors and appliances and each service feeder or branch circuit at the point where it originates shall be legibly marked to indicate its purpose, unless located and arranged so the purpose is evident.

Protective Equipment and Clothing

(OSHA Reference Part 1926–Subpart E and Part 1910–Subpart I)

1. College employees and students working on hazardous jobs or in designated hazardous areas shall properly use safety equipment and clothing, which shall be furnished by the college unless otherwise specified.
2. In those departments that have a personal protective equipment program, all employees and/or students shall be required to wear such protection while working in or walking through the premises.
3. In areas that may contain an atmosphere of toxic or noxious fumes, dusts or mists as determined by college's management, employees and/or students shall be required to wear approved National Institute of Occupational Safety and Health respiratory protection for safety and comfort. Such respirators shall be provided and maintained by the production supervisor.

Welding and Cutting

(OSHA Reference Part 1926–Subpart J and Part 1910–Subpart Q)

1. Before any welding, cutting and/or creating any open flame is planned in any building, a *hot work* permit is to be filled out and signed by the college's authorized representatives. Review the Permit section below.
2. Employees shall provide and use adequate protection to safeguard anyone working or walking in the area from sparks and arc ray burns.
3. Oxygen, acetylene and all other compressed gas cylinders shall be kept in an upright position and secured in place by means of a chain or other suitable method.
4. All areas shall be checked for combustible residues that are not detectable by smell before performing any grinding, cutting or welding.
5. The production supervisor shall thoroughly instruct his or her and/or subcontractor's employees in the safe use of fuel gas in gas welding and cutting operations and in the safe means of arc welding and cutting operations.
6. When electrode holders are to be left unattended, the electrodes shall be removed and the holders shall be so placed or protected that they cannot make electrical contact with any personnel or conducting objects. All welding equipment shall be properly grounded.
7. All arc welding and cutting cables shall be completely insulated and free from repair or splices within 10 feet from the electrode holder. Defective cables shall be repaired or replaced.
8. Fuel gas hoses and oxygen hoses shall be easily distinguishable from each other. The contrast may be made by different colors or by surface characteristics readily distinguishable by the sense of touch. Oxygen and fuel gas hoses shall not be interchangeable. A single hose having more than one gas passage shall not be used.
9. General welding, cutting and heating operations (not involving conditions and materials described in safety and health standards) may normally be done without mechanical ventilation or respiratory protective equipment. But where, because of unusual physical or atmospheric conditions, an unsafe accumulation of contaminants exists, suitable mechanical ventilation or respiratory protective equipment shall be provided and utilized.
10. General mechanical or local exhaust ventilation shall be provided whenever welding, cutting or heating is performed in a confined space. When sufficient ventilation cannot be obtained without blocking the means of access, employees in the confined space shall be protected by air line respirators, and an employee on the outside of such a confined space shall be assigned to maintain communication with those working within it and to aid them in an emergency.

Excavating and Trenching

(OSHA Reference Part 1926–Subpart P)

1. Before starting to excavate in any college property, the production supervisor or his/her authorized representative shall check with the college's authorized representative as to the location of underground electrical, water, gas or other lines or ducts, etc.
2. No explosives shall be brought into, stored or used in any building without the consent of the college's authorized representative, and then only in accordance with local, state and federal regulations.
3. All excavations must be guarded by substantial barriers. In addition, such barriers must be equipped with lights for night safety. Openings in the ground or in floors, open manholes, valve pits,

pits, sewers, etc., into which anyone might fall must be guarded.

4. The walls and faces of all excavations and trenches in which employees are exposed to danger from moving ground shall be guarded by a shoring system, sloping of the ground or some other equivalent means.
5. Upon completion of any excavating, the work area shall be left in a condition satisfactory to the college's authorized representative.
6. In excavations that employees may be required to enter, excavated or other material shall be effectively shored and retained at least two feet or more from the edge of the excavation.
7. Daily inspections of excavations shall be made by a competent person of the college. If evidence of possible cave-ins or slides is apparent, all work in the excavation shall cease until the necessary precautions have been taken to safeguard the employees.
8. Trenches more than four feet deep shall have ladders or steps located so as to require no more than 25 linear feet of travel by employees.

Demolition

(OSHA Reference Part 1926–Subpart T)

All projects involving demolition shall be thoroughly inspected by both the college's authorized representative and the production supervisor prior to start and agreement reached on the necessary and adequate safety precautions to be followed.

Safety Harnesses, Lifelines and Safety Nets

(OSHA Reference Part 1926 -Subpart D)

1. All projects involving overhead work shall require wearing safety harnesses and lifelines properly secured before commencing any work.
2. Safety nets shall be provided when workplaces are more than 25 feet above the ground or water surface, or other surfaces where the use of ladders, scaffolds, temporary floors, safety lines or safety harnesses is impractical. (OSHA Reference Part 1926 -Subpart D, Paragraph 1926.105 shall be adhered to.)

Scaffolds

(OSHA Reference Part 1926–Subpart L and Part 1910–Subpart I)

1. Before going upon a scaffold of any description, college employees and students must be certain that the scaffold and its supports are properly and safely built by conducting a careful examination.
2. Do not overload scaffolds with either materials or persons. Do not throw material on scaffolds, as age and vibration weaken them. Examine the scaffold planks and supports frequently if loaded with materials. Planks shall be made secure by nailing or by cleating. Scaffolds shall be provided with hand rails of wood or other suitable materials.
3. Do not pile material against supports of scaffolds. Do not throw material from scaffold; lower same by an adequate line.
4. The area under any scaffold shall be adequately and properly protected by signs, barricades or both, and at night by lights.
5. All employees working from a swinging scaffold above the second floor of any building shall wear a safety harness with safety line attached and secured properly. This also applies to smoke stacks, chimneys, etc.
6. Tools and materials should never be left in such positions that they may fall and strike someone below.
7. Scaffolds and their components shall be capable of supporting without failure at least four times the maximum intended load.
8. Scaffolds shall be erected on sound, rigid footing capable of carrying the maximum intended load.

9. Guardrails and toeboards shall be installed on all open sides and ends of platforms more than 10 feet above the ground or floor.
10. There shall be a screen with a maximum 1/2 inch opening between the toeboard and the top rail where persons are required to pass or work under the scaffold.
11. All planking shall be scaffold grade as recognized by grading rules for the species of wood used. The maximum permissible spans for 2 x 9 inch or wider planks are shown in the following table:

Maximum intended nominal load (p.s.f.)	Maximum permissible span using full thickness undressed lumber (ft)	Maximum permissible span using nominal thickness lumber (ft)
25	10	8
50	8	6
75	6	—

The maximum permissible span for 1-1/4 x 9 inch or wider plank of full thickness is four feet with medium loading of 50 p.s.f.

12. Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement.
13. Scaffold planks shall extend over their end supports not less than six inches nor more than 12 inches.
14. All scaffolding and accessories shall have any defective parts immediately replaced or repaired.

Fork Lift Trucks, Payloaders, etc.

(OSHA Reference Part 1926—Subpart W and Part 1910—Subpart N)

1. College employees and students shall not operate any college-owned mobile equipment unless authorized in writing by the college's authorized representative.
2. Rollover protective structures apply to the following types of materials-handling equipment: all rubber-tired, self-propelled scrapers; rubber-tired front-end loaders; rubber-tired dozers; sheet-type agricultural and industrial tractors; crawler-type loaders; and motor graders, with or without attachments that are used in construction work.

Housekeeping Standards

(OSHA Reference Part 1926—Subpart C and Part 1910—Subpart D)

1. During production, the surrounding premises shall be kept as clean and orderly as possible. Nails protruding from any material shall be removed or bent over to prevent anyone from stepping on them.
2. Combustible scrap waste and debris shall be removed at regular intervals and disposed of in accordance with all applicable local, state and federal laws and regulations.
3. Containers shall be provided for collection and separation of all refuse. Covers shall be provided for containers used for flammable or harmful substances. Containers and covers shall be supplied by the contractor.
4. When a project has been completed, the college's authorized representative shall ensure that the crew cleans up and leaves the project site in an orderly fashion.

Railroad Tracks and Crossings

1. College employees shall not sit or rest on tracks or under cars, as cars may be moved. Never crawl under cars.
2. Employees shall not work on or around cars or on tracks where they cannot be seen by an engine crew.

3. Keep off all railway tracks except at crossings provided for that purpose.
4. Use great care before crossing any tracks. Stop, look and listen.
5. Never cross between uncoupled cars unless they are 20 car-lengths apart or are at designated grade crossings.
6. Do not attempt to move railroad cars or other rolling equipment. Notify the college's authorized representative to have it moved if necessary.

Painting

When painting buildings, etc., employees shall not paint over or smear safety signs or other signs placed about the college. If signs should be damaged, smeared, removed or otherwise obscured or defaced, they must be cleaned or replaced immediately after the production is completed. There are no exceptions to this policy.

Place of Work

1. Employees shall not leave their regular place of work except as required by their duties.
2. Shortcuts through departments, buildings or any dangerous place are not allowed. The road or regular thoroughfares are to be used.
3. Employees shall not turn on any electricity, gas, steam, compressed air, acid, water, oil or fuel, or set in motion any machinery unless it is their duty to do so, and then only after getting permission from the college's authorized representative. Be absolutely certain that no one can be injured by such action. Do not engage in horseplay with compressed air or gases. Do not blow dust off clothes while wearing them. Never blow air or compressed gas on anyone as it may enter the skin and prove to be fatal. Compressed air nozzles set at 30 psi are to be provided by the safety manager.

Permits

The production supervisor shall obtain all permits for any work that requires a permit. All permits must be coordinated with the proper college officials such as the safety manager, college security and so on.

Ladders

(OSHA Reference Part 1926—Subpart L and Part 1910—Subpart D)

1. When working on ladders, take the necessary time to do the job the safe way.
2. Ladders should never be removed from a location unless it is ascertained that they are not in use or in position for emergency purposes. Always check to be sure.
3. The use of portable metal ladders by an electrician or anyone working in, around or near electrical wiring or equipment is prohibited.
4. Ladders should extend at least three feet over the eave line or top support line when used for roof work.
5. Ladders should never be placed on boxes or other unsecured objects to gain additional height. Use a longer ladder.
6. The base of a straight ladder should be approximately one-fourth the ladder length (between supports) away from the base of the structure being ascended.
7. All straight ladders shall be tied off at the top or otherwise made secure to prevent them from slipping.
8. Materials should never be carried up or down a ladder. Materials shall be hoisted with rope and hand lines.
9. The use of ladders with broken or missing rungs or steps, broken or split rails, or other faulty or defective construction is prohibited. When ladders with such defects are discovered they shall immediately be withdrawn from service.

Gases and Fumes

(OSHA Reference Part 1926–Subpart D and Part 1910–Subpart Z)

1. Toxic or noxious gas or fumes may be found virtually anywhere. Sometimes they cannot be seen or smelled. If any symptoms of dizziness, headache, stiff neck, weak legs or nausea develop, get into fresh air immediately. When there is a possibility of gas being present, one person should never be permitted to work alone.
2. Exposure to toxic gases, vapors, fumes, dusts and mists at a concentration above those specified in the “Threshold Limit Values of Airborne Contaminants” (latest edition) of the American Conference of Governmental Industrial Hygienists and OSHA Permissible Exposure Levels shall be avoided.
3. Administrative or engineering controls must be implemented whenever feasible to comply with Threshold Limit Values and Permissible Exposure Levels.
4. When engineering and administrative controls are not feasible to achieve full compliance, protective equipment or other protective measures shall be used to keep exposure of employees to air contaminants within the limits prescribed. Any equipment and technical measures used for this purpose must first be approved for each particular use by a competent industrial hygienist or other technically qualified person.

Safety Devices and Guards

(OSHA Reference Part 1910–Subpart O)

1. No employee shall remove or make inoperative any safety device or guard, or any part thereof, or otherwise leave equipment so that it can be operated unsafely.
2. At any time when machinery and/or equipment are in operation, all safety devices and guards shall be in place and properly adjusted.

Motor Vehicles

(OSHA Reference Part 1926–Subpart O)

1. Drivers shall observe speed limits posted and come to a positive stop at all stop signs and assure themselves, before attempting to cross railroad tracks, that there is no danger of being struck by moving cars or locomotives. The driver’s window shall be open when crossing railroad tracks.
2. Drivers shall comply with these rules and must not obstruct railroad tracks for any reason whatsoever, except at designated stations. Exceptions granted only on authority of the railroad’s authorized representative.

Possession of Intoxicating Liquors or Illegal Drugs

There is to be no drinking or possession of intoxicating liquors or illegal drugs on any college property. Violation of this rule subjects the individual to immediate dismissal of work on college property. Individuals under the influence of alcohol or illegal drugs shall not be admitted to the site.

Smoking

(OSHA Reference Part 1926–Subpart F and Part 1910–Subpart H)

All college buildings have a uniform no-smoking rule. Smoking will be permitted as directed by the production manager and then only in areas designated for that purpose. Violation of this rule constitutes grounds for immediate dismissal from the premises of the person or persons involved. See the college smoking policy for further reference.

Hoists, Material and Personnel

(OSHA Reference Part 1926–Subpart N and Part 1910–Subpart N)

1. The college shall comply with the manufacturer’s specifications and limitations.
2. Rated load capacities, recommended operating speeds and

special hazards warnings or instructions shall be posted on cars and platforms.

3. Hoistway entrances shall be protected by substantial gates or bars.
4. Hoistway doors or gates shall be not less than six feet six inches high and shall be provided with mechanical locks that cannot be operated from the landing side, and shall be accessible only to persons on the car.
5. Overhead protective coverings shall be provided on the top of the hoist cage or platform.

Liquefied Petroleum Gas

(OSHA Reference Part 1926–Subpart F and Part 1910–Subpart H)

1. Each system shall have containers, valves, connectors, manifold valve assemblies and regulators of an approved type.
2. All cylinders shall meet Department of Transportation specifications.
3. Every container and vaporizer shall be provided with one or more approved safety relief valve or device.
4. When installed outside, containers shall be upright upon firm foundation or otherwise firmly secured. When operational requirements make use of portable containers necessary, and their location outside buildings or structures is impractical, containers and equipment shall be permitted to be used inside buildings or structures in accordance with local, state and federal safety and health standards.
5. Portable heaters shall be equipped with an approved automatic device to shut off the flow of gas in the event of flame failure.
6. Storage of LPG within buildings is prohibited.
7. Storage locations shall have at least one 20-B/C rated fire extinguisher.

Cranes and Derricks

(OSHA Reference Part 1926–Subpart N and Part 1910–Subpart N)

1. The operator shall comply with the manufacturer’s specifications and limitations.
2. All operators of specialized equipment shall be fully qualified and authorized to operate said equipment and properly licensed where appropriate or required by law.
3. Rated load capacities, recommended operating speeds and special hazard warnings or instructions shall be posted on all equipment and visible from the operator’s station.
4. Equipment shall be inspected before each use and all deficiencies corrected before further use.
5. Accessible areas within the swing radius of the revolving superstructure shall be barricaded.
6. Except where electrical distribution and transmission lines have been de-energized and visibly grounded at point of work, or where insulating barriers not a part of or an attachment to the equipment or machinery have been erected to prevent physical contact with the lines, no part of a crane or its load shall be operated within 10 feet of a line rated 50 KV or below. For lines rated over 50 KV, the minimum clearance is 10 feet 4 inches for each 10 KV over 50 KV, or twice the length of the line insulator, but never less than 10 feet.

Wire Ropes, Chains, Ropes

(OSHA Reference Part 1926–Subpart N and Part 1910–Subpart N)

1. Wire ropes, chains, ropes and other rigging equipment shall be inspected prior to use and as necessary to ensure their safety. Defective gear shall be removed from service.
2. Job or shop hooks and links, or makeshift fasteners formed from

bolts, rods, etc., or other such attachments, shall not be used.

3. When U-bolts are used for eye splices, the U-bolt shall be applied so that the "U" section is in contact with the dead end of the rope.
4. When U-bolt wire rope clips are used to form eyes, the following table shall be used to determine the number of spacing of clips.

Improved plow steel, rope diameter (inches)	Number of clips (drop forged)	Number of clips (other material)	Minimum spacing (inches)
1/2	3	4	3
5/8	3	4	3 3/4
3/4	4	5	4 1/2
7/8	4	5	5 1/4
1	5	6	6
1 1/8	6	6	6 3/4
1 1/4	6	7	7 1/2
1 3/8	7	7	8 1/4
1 1/2	7	8	9

Number and Spacing of U-bolt Wire Rope.

Clips Hazard Communications

(OSHA Reference Part 1910.1200)

1. The production staff must familiarize themselves with the contents of art materials and their hazards.
2. Material Safety Data Sheets must be available for material posing a health or physical hazard to persons on the set.
3. Personal protective equipment must be provided to protect against the hazards introduced by the products on the set.

Safe Filming and Recording Involving Vehicles

1. The production staff must perform a risk assessment to assess the risk to drivers, bystanders, crew or any other persons or property that may be affected by their activities and to determine control measures necessary to avoid risk of harm or injury or reduce it to acceptable levels.
2. The activities of the production must not put any other road users at risk.
3. Drivers and crews must be briefed beforehand of the shots to be attempted. There must be effective communication between the camera vehicle and filmed vehicle. Communication must be tested before each shot to assure communication is working and instructions are clear and understandable.
4. Any incident resulting in major injury must be reported to the production supervisor or faculty adviser and campus security immediately.
5. All drivers should be prepared ahead of time and deemed competent by the production manager for all driving activity required for the production.
6. Unless the camera operator and bike rider are experienced in the activity, manned cameras on motorcycles should not be used.
7. A driver's view should never be obstructed or the driver's attention distracted with equipment and/or by the equipment operator.
8. No other drivers, bystanders, crew members or persons should be put at risk at any time or under any circumstances.
9. All passengers shall be properly seated with seat belts on while in a moving vehicle. Any person filming in a moving vehicle shall

be properly seated and secured with seat belts.

10. Camera operators shall not under any circumstances stand and shoot through a sunroof while a vehicle is moving. No one shall stand in a moving vehicle with a convertible top, in the rear of a moving pickup truck, or in a service truck unless a safety harness is in use. Precautions and assessments shall be made to ensure the safety of the person in the harness while the vehicle is in motion.

Management of Firearms and Other Weapons

1. Permission and written approval from a senior college executive must be obtained prior to bringing or using any firearm, weapon or explosive including fireworks on college property or in a college production. Weapons are defined as firearms, knives, martial arts weapons, spears, bows and arrows, slingshots, explosives, propelled missiles or any replica thereof.
2. All weapons must be under the direct control of a competent and certified armorer. An armorer is a person who is certified, licensed and appointed to be responsible for the use, maintenance and repair of weapons, firearms, guns and ammunition. The armorer shall always be on the set when any firearm or weapon is being used.
3. A full written risk assessment must be conducted before production begins. Any deviation or changes from the assessment plan must be made in writing and approved before any changes are made.
4. Every firearm and weapon, including those firing blanks, must be treated as a lethal weapon, whether loaded or unloaded.
5. Every firearm and weapon must be accounted for, stored, locked and secured against unauthorized use. Access to all firearms and weapons will be limited to all but the appointed armorer when not in use.
6. The armorer should inspect firearms, ammunition or projectiles before and after each use.
7. Live ammunition is prohibited on all college productions.
8. Blank ammunition is dangerous and can inflict serious injury. The armorer will advise on the type and caliber of ammunition that is suitable for a particular use.
9. The person in control of the weapons and sequence should assess the risks and provide a written assessment to the producer.
10. All persons must be kept out of the line of fire, away from the path of debris, projectiles, arrows, spears and so on and kept at a safe distance when blades and other weapons are being used. This includes the use of blanks and/or replicas.
11. Firearms can produce high levels of noise. All those who may be affected should have and use ear protection.
12. Firearms should never be pointed at people unless the armorer has confirmed and double checked that the firearm is not loaded and confirmed and double checked that there is no risk from projectiles or debris.
13. There is rarely a need to have a sharp weapon. All weapons should be blunt.
14. In fight scenes, the blades being used should all be made of the same material.
15. No one is allowed to stand in front of a crossbow or longbow.

Stunts, Fights and Other Potential Hazardous Production Activities

1. Hazards may include but are not limited to:
 - a. Fire, heat, explosions or pyrotechnics
 - b. Noise
 - c. Moving vehicles or equipment
 - d. Animals
 - e. Weapons

- f. Water
 - g. Confined spaces or oxygen-deficient atmospheres
 - h. Projectiles and other debris
 - i. Public or crew
 - j. Fall from heights
 - k. Violence
2. All stunts, fights and other potential hazardous activities must be scripted and approved ahead of time. Stunt and fight sequences must be designed and performed by trained and competent persons only. Under no circumstances should an approved script regarding a stunt or fight sequence be changed unless there is written approval from the production supervisor or faculty adviser.
 3. All stunts should be rehearsed thoroughly with detailed communications put in place before any stunt is attempted. All stunts must be approved ahead of time by the production manager and/or faculty member. All stunts shall be given a time estimate and progression order. The time estimate and progression order must be explained in detail to all parties on the set before any stunt is rehearsed or performed. There shall be a designated stunt coordinator other than a camera or sound operator whose sole purpose is to watch and protect the stunt performer, alert others if there is a problem and immediately call a stop to the stunt. All stunts must be stopped immediately if there is a deviation from the agreed plan or progression.
 4. Stunts involving vehicles must not take place on public roads unless the local police have been informed. Review the section on Safe Filing and Recording involving Vehicles above.
 5. Children under the age of 18 should not take part in any stunt.
 6. Fights should be under the control and supervision of a competent fight arranger or experienced stunt professional.

Children Used in Productions on Film or Television Projects

1. Children under the age of 18 should not take part in any stunt.
2. Below is a sample of regulations of employment of minors by the State of Georgia. A minor may still be covered by these statutes even if the minor receives no payment for services.
 - a. The age of legal majority in Georgia is 18 years of age; until that age all persons are considered minors. [Official Code of Georgia Annotated 39-1-1.]
 - b. No minor under the age of 16 shall be permitted to work in an area that is hazardous or may injure the health or morals of the minor. [O.C.G.A. 39-2-2]
 - c. No minor under the age of 16 shall be permitted to work for any person, firm or corporation between the hours of 9 p.m. and 6 a.m. [O.C.G.A. 39-2-3]
 - d. No minors under the age of 16 shall be allowed to work during the hours when their school is in session unless the minors have completed high school or have been excused from attendance by their school. [O.C.G.A. 39-2-4]
 - e. No minors under the age of 16 shall work for more than four hours on any day when their school is in session, eight hours when their school is out of session or more than 40 hours in one week. [O.C.G.A. 39-2-7]
 - f. It is against the law for any minor under the age of 12 to work as a rope or wire walker or as a gymnast, contortionist, circus rider, acrobat, clown or for any indecent, obscene or immoral exhibition, practice or purpose. [O.C.G.A. 39-2-17]
3. Georgia law states that the above-listed provisions shall not apply to any minor employed as an actor or performer in a motion

picture or theatrical production, in radio or television productions, in any other performance, concert or entertainment, or to any minor employed in the making of phonographic records or as an advertisement or photographic model, provided that the written consent of the Georgia Commissioner of Labor has first been obtained. Those who do not seek the permission of the Georgia Commissioner of Labor must adhere to these standards. [O.C.G.A. 39-2-18]

4. Georgia has very explicit laws regarding the exploitation of children. It is a felony in Georgia for any person to knowingly use a minor to engage in any sexually explicit conduct (actual or simulated) for the purpose of producing any visual medium depicting such conduct. [O.C.G.A. 16-2-100]
5. If minors are used in any production, a parent or designated chaperone must remain on the set at all times to monitor the child. If a designated chaperone is used, the chaperone must be more than 25 years old and the parent or guardian must sign a parental approval form that lists the dates, hours and times that the minor will be used. If additional minors are used, there should be at least one chaperone for every five minors.
6. The production supervisor shall keep emergency contact numbers for each child's parent or guardian.

Hand Tools and Related Equipment

1. Employees should use the right tool for the job.
2. Do not use tools or equipment for which you have not been trained and qualified.
3. Ensure all equipment is in proper working order and all protective guards are in place.
4. Wear appropriate personal protective equipment.

Animals

1. Animals are to be used only with a designated animal trainer.
2. Animals are unpredictable. Do not feed, pet or play with any animal without the permission of the animal trainer.
3. When working with exotic animals, the set should be closed and notices posted to that effect.

Environmental Concerns

1. All hazardous waste generated by the production, including paint, must be disposed of properly. Proper documentation and permits for transport and disposal of such waste is required by law. Contact the safety office at Physical Resources, 22 E. Lathrop Ave., Savannah, Ga., for information or assistance on disposal of hazardous waste.
2. Employees shall be aware of biological hazards such as human or animal waste, mold, fungus, bacteria, body fluids, blood-borne pathogens, used needles, vermin, insects and other potentially infectious materials. If biological hazards are found, do not disturb and immediately seek assistance from the safety office. If in doubt whether a material is or is not a biological hazard, treat it as if it is a biological hazard.
3. 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.

Attachments

1. Film Fire/Life Safety Inspection Checklist
3. Hazard Identification Checklist
2. Special Effects Safety Inspection Checklist
4. Equipment Checkout
5. Parental Permission and Liability Waiver

Film Fire/Life Safety Inspection Checklist



1. Access			Yes	No	6. Electrical and Lighting			Yes	No
a.	Fire lanes kept clear (20 feet wide)	<input type="radio"/>	<input type="radio"/>	a.	Cords and connections in good condition (no deterioration)	<input type="radio"/>	<input type="radio"/>		
b.	Hydrants not blocked	<input type="radio"/>	<input type="radio"/>	b.	Extension cords not used as substitute for building's permanent wiring	<input type="radio"/>	<input type="radio"/>		
c.	Fire department connections clear	<input type="radio"/>	<input type="radio"/>	c.	A/C properly grounded	<input type="radio"/>	<input type="radio"/>		
d.	Standpipe connections clear	<input type="radio"/>	<input type="radio"/>	d.	Generators attended to and in good repair	<input type="radio"/>	<input type="radio"/>		
2. Parking			Yes	No	e.	Generators grounded	<input type="radio"/>	<input type="radio"/>	
a.	Special effects trucks parked in designated location	<input type="radio"/>	<input type="radio"/>	f.	Cables properly protected, bundled and kept as clear as possible at exits	<input type="radio"/>	<input type="radio"/>		
b.	Refueler vehicles parked in designated locations	<input type="radio"/>	<input type="radio"/>	g.	Combustible materials kept clear of light fixtures	<input type="radio"/>	<input type="radio"/>		
c.	All vehicles parked minimum 20 feet from tents	<input type="radio"/>	<input type="radio"/>	7. Welding, Cutting and Grinding			Yes	No	
d.	Catering trucks parked in designated locations	<input type="radio"/>	<input type="radio"/>	a.	Combustible materials within 10 feet of welding relocated or covered	<input type="radio"/>	<input type="radio"/>		
e.	Generator truck parked in designated locations	<input type="radio"/>	<input type="radio"/>	b.	Flammable liquids removed from area where grinding sparks produced	<input type="radio"/>	<input type="radio"/>		
f.	Water tenders parked in designated locations	<input type="radio"/>	<input type="radio"/>	c.	Fire extinguishers provided on welding set	<input type="radio"/>	<input type="radio"/>		
g.	Dry vegetation cleared from designated parking areas	<input type="radio"/>	<input type="radio"/>	8. Smoking			Yes	No	
3. Exiting			Yes	No	a.	Smoking prohibited near pyrotechnic special effects or flammable liquids storage and dispensing area	<input type="radio"/>	<input type="radio"/>	
a.	All designated exits kept clear	<input type="radio"/>	<input type="radio"/>	b.	Designated smoking areas, if any, clearly marked	<input type="radio"/>	<input type="radio"/>		
b.	Exits visible	<input type="radio"/>	<input type="radio"/>	c.	Fire extinguishers provided on welding set	<input type="radio"/>	<input type="radio"/>		
c.	No flammable liquids, LPG or pyrotechnics near exits	<input type="radio"/>	<input type="radio"/>	9. Miscellaneous			Yes	No	
4. Pyrotechnic Special Effects			Yes	No	a.	Film permit on site	<input type="radio"/>	<input type="radio"/>	
a.	Pyrotechnician in possession of proper license	<input type="radio"/>	<input type="radio"/>	b.	All sprinkler and standpipe systems fully operational	<input type="radio"/>	<input type="radio"/>		
b.	Permit on site	<input type="radio"/>	<input type="radio"/>	c.	Extinguishers present and ready for use	<input type="radio"/>	<input type="radio"/>		
c.	Fire department briefed on proposed activity	<input type="radio"/>	<input type="radio"/>	d.	Methods of reporting an emergency available	<input type="radio"/>	<input type="radio"/>		
d.	Alternative means of protection provided	<input type="radio"/>	<input type="radio"/>	e.	Catering trucks provided with fire extinguishers	<input type="radio"/>	<input type="radio"/>		
e.	Special effects in Class II magazine or Dept. of Transportation carton	<input type="radio"/>	<input type="radio"/>	f.	Light combustibles in carpenter shop and other work areas removed frequently	<input type="radio"/>	<input type="radio"/>		
f.	Fire extinguishment provided by pyrotechnician	<input type="radio"/>	<input type="radio"/>	g.	Tent materials flame retardant	<input type="radio"/>	<input type="radio"/>		
g.	Extinguishment equipment charged and in good working order	<input type="radio"/>	<input type="radio"/>	h.	Fabrics, draperies, etc. flame retardant	<input type="radio"/>	<input type="radio"/>		
5. Flammable Liquids			Yes	No	i.	Brush cleared adequately at outdoor filming locations	<input type="radio"/>	<input type="radio"/>	
a.	Proper storage in approved containers	<input type="radio"/>	<input type="radio"/>	j.	Open burning in compliance with all regulations	<input type="radio"/>	<input type="radio"/>		
b.	Pressure vessels identified as to contents	<input type="radio"/>	<input type="radio"/>	k.	Helistop clearly delineated and adequately cleared	<input type="radio"/>	<input type="radio"/>		
c.	Pressure vessels secured	<input type="radio"/>	<input type="radio"/>	l.	Bleachers and grandstands constructed to withstand loads imposed	<input type="radio"/>	<input type="radio"/>		
d.	Approved hoses and valves for pressurized gases	<input type="radio"/>	<input type="radio"/>	m.	Greens (tree, bushes, etc.), if not fresh or live, flame retardant	<input type="radio"/>	<input type="radio"/>		
e.	Flammable liquids and gases kept away from heat sources	<input type="radio"/>	<input type="radio"/>	10. Required Permits and/or Certificates			Yes	No	
f.	No refueling of equipment while in operation	<input type="radio"/>	<input type="radio"/>	a.	Film permit	<input type="radio"/>	<input type="radio"/>		
g.	Refueling done in remote area	<input type="radio"/>	<input type="radio"/>	b.	Special effects (pyrotechnic or non-pyrotechnic)	<input type="radio"/>	<input type="radio"/>		
h.	Aircraft refueled in designated site on location	<input type="radio"/>	<input type="radio"/>	c.	Refueler vehicle	<input type="radio"/>	<input type="radio"/>		
i.	Supply and receiving vessels bonded together	<input type="radio"/>	<input type="radio"/>	d.	Welding and/or cutting	<input type="radio"/>	<input type="radio"/>		
j.	No leakage of fuels from generator	<input type="radio"/>	<input type="radio"/>	e.	Tent	<input type="radio"/>	<input type="radio"/>		
k.	Spray painting and lacquer application performed safely	<input type="radio"/>	<input type="radio"/>	f.	Flame retardant	<input type="radio"/>	<input type="radio"/>		
l.	Proper ventilation to prevent flammable vapors from accumulating	<input type="radio"/>	<input type="radio"/>						

Hazard Identification Checklist



Use this checklist to help identify hazards. Many of the items will not apply to your production. Simply check off those that do. When you have identified a hazard, you must correct it and document the action that you took.

Venue Conditions

The venue owner is responsible for maintaining the building in a condition such that workers will not be endangered. If you are renting a reputable performance space, be sure to request that the rental agreement includes a statement from the owner or manager that all building systems are in safe working order. In other situations, you may have to do much more to ensure that your installation can be done safely.

- Check with manager/owner to see if there are any known hazards associated with venue.
- Review previous hazard assessments at venue.
- Review engineering reports and floor plans that outline pick pints, weight loads and structural issues.
- Check that any permanent rigging system is well maintained.
- Check that all ropes, chains and other lines on which scenery is flown are safely secured.
- Check for any fall hazards.
- If there is an orchestra pit, check that it has safety nets or railing in place.
- Ensure all trap doors and pits are adequately marked.
- Check that stage floors have appropriate resiliency, traction and are free of splinters, nails and other hazards.
- Determine if there is a first aid room.
- Determine if there are adequate dressing rooms for performers.
- Ensure there are men's and women's washrooms for performers, other workers and the audience.
- Determine if there is adequate security at the site, especially for those working alone at night.

Electrical

- Check for any potential live electrical hazards (exposed wiring, open electrical boxes, etc.) at the venue.
- Check that A/C power is grounded at output and adequate for demand required.
- Check that temporary electrical wiring is clearly marked and secured on floors to prevent tripping.
- Ensure stage lights are properly secured and backed up with safety chains.
- Ensure there is adequate lighting backstage.

Stairways

- Make sure treads and backstage stairs are in good condition.
- Check that stairwells are properly lit.
- Check that alleyways are clear of litter and obstacles.

Special Effects

- Determine what fog, smoke or other special effects will be employed in performance.
- Make sure the appropriate MSDS reference sheets are available for reference.
- Make sure the appropriate hearing protection for noise is provided. (Firearms, explosions)
- Make sure the appropriate fireproof curtains, props, sets and costumes are used to comply with fire plan.
- If black light is used, ensure that it is low in harmful ultraviolet radiation.
- Ensure there are adequate precautions and warnings posted for the use of strobe lights.
- If pyrotechnics will be used, check if the necessary permits and permissions have been obtained.

Custom Scenery Construction

- Have thorough conference with the director, designer, technical director, choreographer and other specialists to determine outline specifications for custom scenery pieces.
- Make sure all scenic units are adequately tested before actors are trained on them.
- Ensure that, if the stage is raked, it is no steeper than a safe 1:12 ratio.
- Make sure proper precautions are taken for storage and use of any flown scenery.
- Allow any paints, dyes and solvents used in construction to evaporate completely before props, sets and costumes are used.
- Design hand props with consideration for their specific onstage use.
- Check props for rough edges and other hazards before giving them to performers.
- Ensure performers and other workers are properly instructed in the use of personal protective equipment.

Rigging and Fall Protection

- Know the fall protection or prevention issues related to your show and determine what fall protection equipment will be needed for performers and other workers.
- Make sure a competent rigger is supervising all rigging and all flying effects.
- Provide written procedures for flying effects to performers and other workers.
- Make sure qualified personnel coordinate and train performers and other workers in use of any lifts (scissor, boom, snorkel lifts, etc).
- Ensure ladders are safe and in good condition.
- Place guardrails and hand railing on raised platforms and staircases where possible.

Special Effects Safety Inspection Checklist



Production	Production Schedule
Location	Completed by

Basic Procedures

1. Notify all personnel involved of the intention to involve special effects.
2. Conduct a detailed briefing of the action: what will happen, who it will happen to, the hazards involved, equipment involved, emergency procedures and the location of emergency medical facilities.
3. Answer any questions and respond to concerns completely.
4. Allow adequate rehearsal time.
5. Have one last briefing and dry run to ensure everyone's understanding.
6. If there are any changes, review from the beginning.
7. Clear the set of unnecessary personnel.
8. Make sure that communications are absolutely clear between everyone involved.

Briefly describe the special effects to be used.

Answer yes, no or N/A for "not applicable" for all of the following questions.

- | | | | |
|--|---------------------------|--------------------------|---------------------------|
| Do all special effects personnel have proper special effects cards in their possession? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| If smoke is being used, has proper ventilation been provided and is safety equipment required? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| Have Material Safety Data Sheets been obtained for any hazardous substance to be used? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| Have procedures been planned for: anything unexpected, human error, mechanical error, natural acts (i.e. weather changes), outside interference? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| Has all special effects equipment been carefully inspected, especially after each use? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| Have the following personnel been briefed on the specifics of the effects: assistant directors, cast, fire safety officer, medic/first aid, production safety coordinator, security officers, special effects coordinator? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| After each run-through, has the effect been set up to run again exactly as originally planned? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| If changes have been made, are all involved parties aware of and comfortable with the changes? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| If animals are involved, have the procedures for proper animal handling been reviewed? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| If children are involved, has the teacher's/welfare worker's approval been obtained? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| Have proper arrangements been made for emergency medical services? Is a doctor needed on the set? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| Is a stand-by ambulance or helicopter needed? Has the nearest emergency medical facility been notified of this work? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |
| Do any safety modifications need to be made? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> N/A |

Continued on back

Key Personnel

Special Effects Coordinator

Stunt Coordinator

Assistant Director

First Aid

Production Safety Coordinator

Transportation Coordinator

Local Police Department

Phone Number

Local Fire Department

Phone Number

Signature

Date

/

/

Film and Television Department

Student Information for Equipment Checkout

SCAD®

Student name	SCAD ID number	
E-mail	Phone number	
Street	Apartment number	
City	State	ZIP

Permanent Information

Street	Apartment number	
City	State	ZIP
Phone number		

Class Information (Select the classes which you have taken or are currently enrolled.)

- | | | |
|-----------------|---|--|
| Basics | <input type="radio"/> Introduction to Video | <input type="radio"/> Introduction to Film |
| | <input type="radio"/> Preproduction | <input type="radio"/> Introduction to Sound |
| | <input type="radio"/> Lighting and Field | <input type="radio"/> Postproduction Techniques |
| | <input type="radio"/> Directing the Narrative | <input type="radio"/> History of Film |
| | <input type="radio"/> Directing the Documentary | <input type="radio"/> Screenwriting |
| Advanced | <input type="radio"/> Cinematography | <input type="radio"/> Advanced Lighting |
| | <input type="radio"/> Advanced Postproduction | <input type="radio"/> Advanced Screenwriting |
| | <input type="radio"/> Digital Cinematography | <input type="radio"/> Graduate Directing |
| | <input type="radio"/> Graduate Field Production | <input type="radio"/> Graduate Seminar: Documentary |
| | <input type="radio"/> Production Development | <input type="radio"/> Producing for Film/TV |
| | <input type="radio"/> Directing the Actors | <input type="radio"/> Graduate Sound Design |
| Special | <input type="radio"/> Panther Dolly | <input type="radio"/> Steadicam |
| | <input type="radio"/> Video Art | <input type="radio"/> Commercial Production |
| | <input type="radio"/> Critical Concepts | <input type="radio"/> Language of Cinema |
| | <input type="radio"/> Theory and Application | <input type="radio"/> Writing for Screen |
| | <input type="radio"/> The Television Pilot | <input type="radio"/> Context of Filmmaking |
| | <input type="radio"/> Writing Fundamentals | <input type="radio"/> TV and Society |
| | <input type="radio"/> Interactive Video | <input type="radio"/> Experimental Film and Installation |

I understand and acknowledge that I am aware of all the rules and regulations of Hamilton Hall equipment checkout and the college's film and television department. Further, I understand the fine system and the consequences of breaking, damaging or losing any equipment. By signing below I also acknowledge that I will only use the facilities and equipment for the production of assigned class projects.

Signature

Date / /

Continued on back

All Savannah College of Art and Design Faculty, Staff, Employees, Students and Visitors:

The Savannah College of Art and Design is committed to providing each individual a safe and healthy work and learning environment. Safety and health will not be compromised for any reason. Each person is charged not only with the responsibility for his/her own safety but also the safety of co-workers and students. The prevention of accidents is the responsibility of all employees, students and visitors of the college.

I, _____ (film and television student), understand and acknowledge that the General Safety Rules Governing Stage, Film and Television Production Crews Manual is available to me on the SCAD Web site.

I am responsible for reading and understanding the policies and procedures printed in the manual, following the policies and procedures contained in the manual and following all other terms and conditions established by the School of Film and Digital Media, film and television department.

I have read the General Safety Rules Governing Stage, Film and Television Production Crews Manual, understand and acknowledge my responsibility to safety and health as set forth in the manual and I agree to abide by its policies and procedures.

I understand that if I do not sign and deliver this form and the student information sheet to the professors of the courses that I am registered to by class three, I will not be eligible to use the film production equipment of the Savannah College of Art and Design.

Signature

Date / /

Quarter

Year

Course title

Professor

Parental or Guardian Permission for Minor Child and Liability Release and Assumption of Risk for Stage, Film and Television Production Crews



County of Chatham, State of Georgia

Release executed by (full legal name of parent or guardian)

whose address is

on behalf of my minor child named (full legal name of child)

who is

years of age

and whose birth date is / / to the Savannah College of Art and Design, Savannah, Georgia. (hereinafter known as "College")

1. I hereby grant permission to allow my child who is named above to participate in a student film project titled _____

2. I understand that [name of chaperone] _____ will act as a chaperone for my child.

The named chaperone is at least 25 years of age or older and will remain with my child the entire time he or she is working on the named production. The chaperone shall have charge over no more than five minor children.

3. My emergency contact telephone numbers are: Home _____ Work _____ Cell phone _____

4. If I cannot be reached, you have permission to contact _____

who is my (give relationship) _____ Home _____ Work _____ Cell phone _____

5. Knowing the dangers, hazards and risks of such activities, and in consideration of my minor child being permitted to participate in the activity, on behalf of myself, my family, heirs and personal representative(s), I, the undersigned, agree to assume all the risks and responsibilities surrounding my participation in the activity, the transportation, and in any activities undertaken as an adjunct thereto, and in advance release do hereby waive, forever discharge and covenant not to sue the College, from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the College, or otherwise, while in, on, upon or in transit to or from the premises where the activity, or any adjunct to the activity, occurs or is being conducted.

6. I understand and agree that the College may not have medical personnel available at the location of the activity. I understand and agree that the College is granted permission to authorize emergency medical treatment, if necessary, and that such action by the College shall be subject to the terms of this agreement. I understand and agree that the College assumes no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

7. It is my express intent that this release and hold-harmless agreement shall bind the members of my family if I am alive, and my estate, family, heirs, administrators, personal representatives or assigns, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the College. I further agree to save and hold harmless, indemnify and defend the College from any claim by my family or me arising out of my participation in the activity.

8. In signing this release, I acknowledge and represent that I have fully informed myself of the content of the foregoing waiver of liability and hold-harmless agreement by reading it before I sign it, and I understand that I sign this document as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written statement, have been made. I understand that the College does not require me to participate in this activity, but I want to do so, despite the possible dangers and risks and despite this release. I further state that I am at least 18 years of age and fully competent to sign this agreement; and that I execute this release for full, adequate and complete consideration fully intending to be bound by the same. I further state that there are no health-related reasons or problems which preclude or restrict my participation in this activity, and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

9. I further agree that this release shall be construed in accordance with the laws of the State of Georgia. If any term or provision of this release shall be held illegal, unenforceable or in conflict with any law governing this release, the validity of the remaining portions shall not be affected thereby. This agreement constitutes the entire understanding among the parties with respect to the transactions contemplated hereby and supercede all other agreements and understandings among the parties with regard to the subject matter hereof, and may be modified only by a writing signed by both parties.

1. Date and times the minor child is to be on production set located at this location/address _____

Date ____ / ____ / ____ beginning at ____ a.m./p.m. ending at ____ a.m./p.m. same day next day

Total time on set _____ hours. Contact telephone number on set _____

2. Date and times the minor child is to be on production set located at this location/address _____

Date ____ / ____ / ____ beginning at ____ a.m./p.m. ending at ____ a.m./p.m. same day next day

Total time on set _____ hours. Contact telephone number on set _____

3. Date and times the minor child is to be on production set located at this location/address _____

Date ____ / ____ / ____ beginning at ____ a.m./p.m. ending at ____ a.m./p.m. same day next day

Total time on set _____ hours. Contact telephone number on set _____

In witness whereof, I have executed this release this _____ day of _____, 20____

This is a release of legal rights. Read and be certain you understand it before signing.

Parent or guardian printed name _____

Signature _____

Witness printed name _____

Signature _____

College Use Only

Written consent obtained from Georgia Commissioner of Labor obtained on ____ / ____ / ____

Note: Laws related to children used in productions on stage, film or television projects:

1. Children under the age of 18 should not take part in any stunt.
2. Below is a sample of regulations of employment of minors by the State of Georgia. A minor may still be covered by these statutes even if the minor receives no payment for services.
 - a. The age of legal majority in Georgia is 18 years of age; until that age all persons are considered minors. [Official Code of Georgia Annotated 39-1-1]
 - b. No minor under the age of 16 shall be employed by or permitted to work in an area that is hazardous or that may injure the health or morals of the minor. [O.C.G.A. 39-2-2]
 - c. No minor under the age of 16 shall be permitted to work for any person, firm or corporation between the hours of 9 p.m. and 6 a.m. [O.C.G.A. 39-2-3]
 - d. No minor under the age of 16 shall work during the hours when his or her school is in session unless the minor has competed high school or has been excused from attendance by his or her school. [O.C.G.A. 39-2-4]
 - e. No minor under the age of 16 shall work for more than 4 hours on any day when his or her school is in session, 8 hours when his or her school is out of session or more than 40 hours in one week. [O.C.G.A. 39-2-7]
 - f. It is against the law for any minor under 12 to work as a rope or wire walker or as a gymnast, contortionist, circus rider, acrobat or clown or for any indecent, obscene or immoral exhibition, practice or purpose. [O.C.G.A. 39-2-17]
3. Georgia law states that the above-listed provisions shall not apply to any minor employed as an actor or performer in a motion picture or theatrical productions, in radio or television productions, in any other performance, concert, or entertainment, or to any minor employed in the making of phonographic records or as an advertisement or photographic model, provided that the written consent of the Georgia Commissioner of Labor has first been obtained. If you do not seek the permission of the Georgia Commissioner of Labor, you must adhere to these standards. [O.C.G.A. 39-2-18]
4. Georgia has very explicit laws regarding the exploitation of children. It is a felony in Georgia for any person to knowingly use a minor to engage in any sexually explicit conduct (actual or simulated) for the purpose of producing any visual medium depicting such conduct. [O.C.G.A. 16-2-100]
5. If minors are used in any production, a parent or designated chaperone must remain on the set at all times to monitor the child. If a designated chaperone is used, the chaperone must be over 25 years old and the parent or guardian must sign a parental approval form that lists the dates, hours and times that the minor will be used. If additional minors are used, there should be at least one chaperone for every five minors.
6. The production supervisor shall keep emergency contact numbers for each child's parent or guardian.