

Lighting and Grip Dept - ON-SET SAFETY REQUIREMENTS

ALWAYS STAY UPDATED on ALL PRODUCTION HANDBOOK SAFETY PROTOCOLS, RULES and BEST PRACTICES

FOOTWEAR

- Open-toed shoes, sandals flip-flops, etc. are **never** allowed on set or when loading gear.
- All shoes should have slip-resistant soles with tread, no flat or smooth shoe bottoms.

GLOVES

- Gloves are required whenever operating lighting, plugging in power cables, setting up stands, and loading/unloading gear.
- Gloves should be properly fitted work gloves and slip and heat-resistant. Leather, canvas, or artificial materials are fine as long as they are rated for heat. **Do not use** gardening or medical gloves.
- Gloves of this type can be purchased at any hardware store, expendable supply store, auto parts, or sporting goods store.

TRUCK LOADING/UNLOADING

- Orange cones (available from L&G) must be placed at the lift gate when the gate is elevated (NOT on the ground) and along the side of the truck along traffic if parked on a street.
- Reflective, bright-colored safety vests **MUST** be worn when loading/unloading and working near traffic, day or night (these are available through L&G or the PAT team)

CABLE COVER

- All cables must be placed within cable crossovers (yellow jackets) when used in the fire lane on stage, on a sidewalk, on a publically accessible walkway, or in any area where people will be walking.
- Cable or extension cord slack should be coiled to reduce trip hazards.

LADDERS

- Never stand above the 3rd rung (step) from the top of any ladder. This applies to ladders of any size. The only exception is on a 4-step (4ft.) ladder. You can stand on the 3rd step, but not on the top step.
- Never lean a ladder against a wall. Legs must be fully extended and all 4 legs must be touching the floor and level.
- Do not use a ladder on an uneven surface.
- Always have someone spotting (holding) the ladder when someone is on it.

BURNING SMELL

- If you smell something burning, it likely is. If you see smoke, there is a problem.
- Make others aware and collectively look for smoke/flame from a distro box, wall plugs, any cable connection points, lights, or from a surface that a light might be aimed towards.
- If a cable or extension cord feels moderately hot to the touch, something is wrong. Turn off the power/light and inspect/replace that hot cable.
- Have someone standing by with a fire extinguisher while inspecting the set.
- If you are planning to use artificial smoke or haze on the set, this needs to be mentioned in your daily safety meeting. Artificial smoke/haze will smell differently than an actual burning issue, but real smoke may be harder to visually identify.

EXITS

- All exits need to be pointed out to all crew during your daily safety meeting.
- All exits and fire lanes to the exits need to be clear at all times. Cable crossovers are okay.
- Paths to exits should be illuminated with a small light when house lights are off.
- Do NOT build sets in any fire lane.
- Know the locations of all fire extinguishers.

FIRST AID/FIRE EXTINGUISHERS

- You will be given a “safety kit” containing a small first-aid kit and a fire extinguisher with your equipment order. The first-aid kit is for small, basic medical care. Transport serious injuries to the nearest medical facility and document all injuries. The fire extinguisher is the ABC type, meaning it is suitable for all fires including electrical. Only use when there is a flame present. Pull the ring pin out, point the hose towards the flame, and squeeze and spray in a sweeping motion. If a 2nd fire extinguisher is necessary, **call 911** & evacuate the area.
- Make sure to alert the L&G staff upon return if anything in the safety kit was used.

ELECTRICITY SAFETY AND POLICIES

For more information, visit

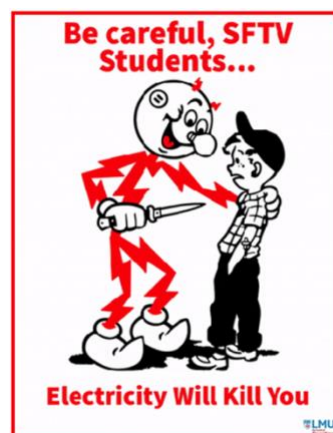
<https://sftvproductionhandbook.lmu.build/index.php/2021/05/27/electricity/>

Electrocution is the fifth leading cause of workplace death from injury. More than half of those deaths result from the use of defective equipment or not following safe procedures.

Before leaving the SFTV Grip & Lighting Department with electrical equipment, examine all cables for breaks or cuts in the insulation. The same examination should be made of cables on the stages prior to connecting power. Do not use damaged cables.

The following is a partial list of the serious risks on both interior and exterior locations:

- Wet feet, wet hands, wet or damp floor or ground, wet lamps, wet cables
- Touching two lamps at the same time – even when conditions are dry faulty circuits at your location
- Faulty wiring of your lighting equipment, appliances or cable insulation breaks or cuts in the cable
- Touching electrical equipment and a grounded object any place where water is present



FILMING NEAR WATER AND IN DAMP/WET CONDITIONS

LMU does NOT have certified water sealed lights. No lights or electrical cables can be submerged into any water source under any circumstance. If lighting directly from within water is absolutely necessary, you must rent certified waterproofed lights from a company that specializes in such lights (ex; HYDROFLEX Inc.) You will be required to have an experienced lighting technician present if using any of the above mentioned underwater-specific lights.

These lights MUST be used with an in-line GFCI (see the Generator section for more information) between the power source (house power or generator) and the entire set. Inspect all cables for damage that may cause water to seep in. Do not use any equipment you feel may have a defect. Lights and any electrical cables must remain no closer than 10 feet from water.

LMU SCHOOL OF FILM AND TELEVISION PROHIBITS STUDENTS FROM “TIE-IN” TO ELECTRICAL MAINS

No student is allowed to “Tie-In” or connect DIRECTLY to any Electrical Main or Circuit Breaker for power. This is illegal and dangerous. The Electrical Main service panel “is like a switchboard for all the electricity in a home or commercial location. It receives the incoming power from the utility company and distributes it to each of the circuits that supply various lights, outlets, appliances, and other devices.”

Know where the circuit breakers are at your location and DO NOT OVERLOAD any circuit. Breakers commonly list the amperage each is rated for. (ex. 10-amps, 15-amps, 20-amps, 50-amps, 100-amps etc.) Do not load more amperage than each breaker is marked (see the chart below for a quick way to determine how many amps a light will use). It is common for one breaker to be designated to a single room. If there is doubt, use different sources (rooms) for lighting a particular set. Older location structures which have only the two-prong type outlets must be avoided. If your location uses the old screw-in fuses, **do not shoot there**. Consult with [L&G](#) to examine alternatives and power sources. The [Lighting and Grip department](#) offers low power-draw lights such as LED’s and Kino Flo’s of several varieties as well as Quasars. These types of lights should be considered first when plugging into to the outlets of any structure and are recommended for indoor filming.

Tweenie 650	650 means it uses 650 watts which equates to 6.5 amps *	*No more than 2 can be used in a single outlet.
Baby 1K	1K means it uses 1000 watts which equates to 10-amps **	**Only 1 can be used in most outlets.
Junior 2K	2K means it uses 2000 watts which equates to 20-amps ***	***Not recommended for plugging in to an outlet. Consider a generator.
Senior 5K	5K means it uses 5000 watts which equates to 50-amps ****	****Not possible to be plugged into an outlet. You must use a generator.
Tenner 10K	10K means it uses 10,000 watts which equates to 100-amps *****	***** Not possible to be plugged into an outlet. You must use a generator.

IF SOMEONE RECEIVES A SHOCK

-DO NOT PULL THE VICTIM AWAY WITH YOUR HANDS – you may be shocked, too. Use a broom, belt, towel, rope, lumber or other non-conductive material to separate the victim from the source of shock. Call 911.