

PRODUCTION SAFETY MANUAL

**A Motion Picture & Television
Injury & Illness Program Manual**

Sessions
PRODUCTION PAYROLL

Purpose Of This Manual

Purpose. This manual outlines the responsibilities of the employer to comply with rules and guidelines required under most state laws governing the safety of employees. It is based on California law which sets the standards for many states concerning the safety of employees on the job. (See California Labor Code §6401.7, which, like most states, requires employers to have an effective Injury and Prevention Program--IIP. This program is mandated by law and must be in written form.)

Coverage Limitations. This Safety Manual is designed to apply to Motion Picture Production only. It addresses only those safety issues that apply to Extras and Stand-ins while on the job, and does not apply to any other category or job classification in the production of motion pictures. Based on Sessions' contract with the production company, Sessions' workers' compensation insurance policy will only cover on-the-job injuries of motion picture extras and stand-ins. Therefore, it is agreed to and understood that Sessions' contract with Production limits Sessions' liability under its workers' compensation insurance policy to motion picture extras and/or stand-ins that have been approved for payroll by Production. This Safety Manual should be considered incorporated by reference into Sessions' contract with Production.

Compliance with these requirements is assigned to the employer controlling the worksite. This manual should be kept at the Production office during filming or taping of each project. Failure to produce this manual on request where required by state law may subject the employer to fines and penalties. This copy should be available to anyone that Production assigns to oversee the safety of Extras and Stand-ins during production.

The program in this Manual, which was specifically prepared by Sessions Production Payroll, Inc. for the exclusive use of its clientele. This manual has been approved by CalOsha. Any reproduction and unauthorized use of it by persons or companies not entitled to its use is strictly prohibited.

INJURY & ILLNESS PREVENTION PROGRAM

FOR MOTION PICTURE & TELEVISION EXTRAS*

This manual outlines the responsibilities of the Employer to comply with rules and guidelines set out in California Labor Code §6401.7 and similar laws in every state in which production may be shooting. The law requires that all Employers establish and maintain an effective INJURY AND ILLNESS PREVENTION PROGRAM. Compliance with these requirements is assigned to the employer controlling the worksite. As the employer who controls the work environment, you have the responsibility to make sure that environment is safe. The legislatures of most states, and especially California, has charged CAL/OSHA and, in other states, the applicable enforcement agencies, with enforcement of these laws.

This SAFETY MANUAL has been approved by CAL/OSHA and meets all other state standards as well.

An Outline Of Requirements

California Labor Code §6401.7 states "Every employer shall establish, implement, and maintain an effective Injury Prevention Program. Such program shall include the following elements which mandate that each employer:

1. Identify a particular person as Production Safety Coordinator for The Project on which they are working.
2. Evaluate any and all workplace hazards prior to the start of the workday.
3. Establish procedures for correcting unsafe working condition prior to the beginning of each workday.
4. Design a safety training program.
5. Establish with Extras a means of communicating unsafe working conditions which include those conditions that still exist after certain unsafe conditions have been cured, that are either natural to the worksite environment (mountains, trees, rocks, etc.) or cannot be altered but still pose a safety threat during work hours (such as sidewalks, curbs, traffic, equipment, etc.)
6. Ensure that Extras comply with all safety requirements.
7. Train Extras in how to avoid workplace injuries, and how not to cause injuries to themselves or others through horseplay, inattention, etc.
8. Keep records of how the IIP Program is implemented.

*(The term EXTRAS includes Atmosphere and Background Players. Stand-ins are also covered by this Manual.)

**GENERAL INSTRUCTIONS FOR EXTRAS
REGARDING SAFETY ON THE SET**

SAFETY ANNOUNCEMENT
Responsibilities Of Extras

- “Stay in designated areas. “Holding Areas” will be assigned to you until you are called to work.”
- “Notify the Safety Coordinator or other supervisors before you leave the Holding Areas for any reason.”
- “Notify the Production Safety Coordinator if you see any condition you consider dangerous or if you see other extras engaging in activity that could be dangerous to themselves or other.”
- “Injuries must be reported immediately to the Set Medic, Production Safety Coordinator, Nurse or other production personnel.”
- “You must not engage in any unauthorized activity while on the set that would subject you or anyone else to possible injury. This means no ‘horseplay,’ kidding around, showing off or other types of foolishness. Anyone caught doing this type of thing may be summarily dismissed.
- Alcohol or illegal drugs are strictly prohibited on the set. If you are caught in possession or under the influence of such substances, you will be immediately dismissed and removed from the set.

MANAGEMENT COMMITMENT AND PLANNING FOR SAFETY ON THE SET

Identity Of Persons With Authority to Implement Safety Program

As the employer controlling the work environment, the Production Company is responsible for the implementation of the Safety Program. Such implementation is required by law and shall be administered by the Production Company.

It shall be the responsibility of the Production Company to assign its own agent to make sure the Safety Program is implemented. It shall be the obligation of the Production Company and/or its agents to insure that such Injury Prevention Program is implemented and maintained according to current OSHA rules and standards and all applicable state and Federal laws pertaining to keeping and maintain a safe work environment. For the purposes of this Safety Manual, any Agents assigned by the Production Company to implement the Safety Program contained herein shall be referred to as The Production Safety Coordinator.

It is the job of the Production Safety Coordinator to inspect and locate all potential work hazards prior to the beginning of work and to inform all personnel who might come into contact with such hazards of the location and dangers involved in such hazard. It is also the job of the Production Safety Coordinator to hold daily safety meetings to give all employees general and specific knowledge of the safety policies and procedures of the Production—the general dangers inherent in their job assignments, areas that are of-limits to certain personnel, procedures for avoiding possible dangerous conditions, and procedures for reporting such unsafe conditions. In addition, it is also the responsibility of the Production Safety Coordinator to control the behavior of all employees for which he/she is responsible so that they do not subject themselves or others to possible injury, and, in the event any employees engage in activity that does subject themselves or others to possible injury on the set, it is the duty of The Production Safety Coordinator to warn or remove such employees from the worksite to prevent such dangerous activity.

HAZARD ASSESSMENT: CORRECTION AND CONTROL

California law, and the laws of many states, requires that each Employer conduct inspections of worksites prior to the beginning of work to ascertain if there are any potential hazards that employees might be exposed to in performing their jobs. This is especially important in motion picture and television production since conditions under which employees work can change from day to day. If prior to each day of shooting, preferably before any employees enter the worksite or work area, the Production Safety Coordinator conducts a thorough examination of each worksite for potential hazards, work injuries can be cut or entirely eliminated.

PROCEDURES. The following Safety Checks should be performed prior to each day or instance of shooting:

- **Inspections of General Work Areas.** The Production Safety Coordinator should personally inspect each area used for filming prior to any employees entering such area. In addition, the Production Safety Coordinator should also inspect all areas of entry and exit into the shooting area for possible dangerous conditions, and secure such entries and exits after shooting starts.
- **Duty To Repair Or Correct Unsafe Conditions.** If possible, the Production Safety Coordinator should make any dangerous conditions safe by repair, alteration, replacement, removal or by using any other means necessary to make the worksite safe.
- **Duty To Warn Of Unsafe Conditions.** If such dangerous conditions cannot be repaired, corrected or eliminated, (such as mountainous terrain, steps, cliffs, bodies of water that pose a hazard, dimly-lit areas, or other natural phenomenon that might pose a safety hazard), the Production Safety Coordinator should mark any area that is considered dangerous to employees with identifying objects such as masking tape, flags, orange cones, chalk or any other appropriate means of warning. And, of course, once such unsafe conditions are discovered, they must be reported to the employee-extras either in writing, or at the Safety Meeting, or both.

JOB ASSIGNMENTS

DUTY TO ASSIGN JOBS PROPERLY. It is the duty of Production to make sure that Extras are assigned job activities within their scope of employment. As a rule, Extras are not to be assigned to activities involving any foreseeable risk of bodily harm. This presents the ongoing problem of the differences between Extras, Special Ability Extras and Stunt Personnel.

Definitions (as used in this Manual)

- “Special Skills” A unique ability acquired through comprehensive and lengthy training. Such skill is not acquired through mere Rehearsal.
- “Foreseeable Risk Of Harm.” A reasonable anticipation that harm or injury is a likely result of a certain job activity.
- “Special Preparation.” A careful plan unique to a particular set of circumstances designed to minimize or avoid a foreseeable risk of harm.

Extras (background, atmosphere). Where Extras are used in a scene, the general rule is that (1) they are non-speaking actors who require no special skills to perform their job and (2) there is no foreseeable risk of harm inherent in the job they are asked to do.

Special Ability Extras. Where an Extra is asked to perform activity that (1) requires a special skill (such as skating, skiing, motorcycle riding, bike riding, etc.) and (2) the activity the Special Ability Extra is asked to perform is within his/her special skill, but (3) does not subject the Special Ability Extra to activity that is beyond their skill.

Stunts Personnel. A stunt is any activity performed by stunt personnel that (1) requires a special skill, (2) involves a foreseeable risk of serious harm to the actor, and (3) demands special preparation in order to minimize or avoid the foreseeable risk of harm to the actor. Stunts are to be performed only by skilled stunt personnel, not by Extras or Special Ability Extras. The Screen Actors Guild Stunt Performers Theatrical Film & Television Digest states that “When stunts are required, a person qualified in planning, setting up and/or performing the stunt must be present on the set,” and that such experts be given reasonable time to prepare for the stunt.

ENFORCING EMPLOYEE COMPLIANCE

1. Penalties For Engaging In Dangerous Activity On The Worksite. It is important, during Safety Meetings, to warn all Extras of the consequences if they engage in any activity that might endanger either themselves or others on the worksite. Such penalties for misbehavior on the job by Extras must be made clear and then any infraction of these guidelines must be enforced.

2. Disciplinary Action For Non-Compliance With Safety Rules. Where an employee ignores explicit directions or signs and enters areas that have been clearly marked as forbidden zones, or leaves his/her designated areas without permission from the Production Safety Coordinator such Extra should be given a strong warning coupled with threatened disciplinary action if the warning is ignored. However, where an employee reports for work in a condition that clearly demonstrates he/she cannot perform their duties without causing possible injury to themselves or others, the proper disciplinary action should be instant dismissal from the worksite. Examples of such improper condition would be where a person is clearly inebriated or is under the influence of illegal substances. In cases like this, the Production Safety Coordinator should make sure that such behavior is well documented and witnessed by other staff members prior to dismissal.

Other instances of misbehavior on the job by an Extra would be rowdiness, engaging in horseplay, insubordination or non-responsiveness to job assignments. As a general rule, where any employee demonstrates an inability or lack of motivation to do the job for which he/she was hired, such attitudes could create a situation creating a dangerous work environment.

3. Special Circumstances. There are instances where an employee might refuse to perform an assignment when the employee feels such activity might be dangerous. In such instances, the employee's concerns must be respected. In any event, such concerns must not be dismissed lightly, nor should any pressure be brought to bear on the employee for voicing such concerns. Such warnings might serve to prevent accidents from occurring.

COMMUNICATION WITH EMPLOYEES CONCERNING SAFETY

It is important that all Extras understand the potential hazards that face them on the job and how best to avoid any injuries that might result from such hazards. That is why it is so important to have a thorough and effective system of communicating these potential job hazards to employees prior to their being exposed to any dangers at the worksite. In fact, the communication of worksite conditions is vital to the prevention of work-related injuries.

Communicating potential hazards to Motion Picture and Television Extras is even more important than in normal job situations since the work environment and personnel often changes on a daily basis. It has been estimated that this mix of ever-changing environment and personnel increases the possibility of injuries on the job by a factor of six times the norm. For this reason, Productions should be even more diligent in assessing, repairing, reporting and communicating potential job hazards.

Communication must be in writing, especially where Extras must be informed as to dangers that require technical explanations. Example: in a war movie, where Extras are required to handle firearms, they must be informed of the potential dangers of handling firearms and must be apprised of the capabilities of the particular firearm they are handling. In addition to giving written instructions where needed, demonstrations are necessary at safety meeting on how to handle certain devices. Where Extras bring their own vehicles, it is imperative that the Production Safety Coordinator checks to see that they have current vehicle registration, a valid driver's license, and automobile insurance.

COMMUNICATING SAFETY CONCERNS TO KEY PERSONNEL. In addition to informing all Extra personnel of any safety concerns, the Production Safety Coordinator should also make sure that all AD's and Extras Coordinators understand such safety concerns. With this in mind, the Production Safety Coordinator should require that certain Ads and Extras Coordinators be present at the Safety Meetings in order to learn to be fully informed about any and all possible safety hazards on the worksite. These personnel should be on the lookout for possible infractions by Extras of the safety rules, and other safety concerns that might arise during shooting.

OTHER SPECIAL WARNINGS UNIQUE TO EXTRAS ON THE SET.

Most injuries to Extras occur during "down time" when they are waiting for the next scene to be shot. It is imperative that the Production Safety Coordinator instruct Extras:

1. to remain in holding areas during "down time,"
2. receive permission before leaving the holding areas, and
3. once they leave the holding area, to take care of their business and return at once to the holding area, making sure to check in with the Production Safety Coordinator, or other staff.

EXTRAORDINARY SCENES INVOLVING UNSAFE CONDITIONS.

Where production is shooting a scene involving a stunt, Extras must be kept "out of the stunt," and away from the possibility of being involved in the stunt. Also, Extras should be kept away from any area where the Production is shooting a scene involving the discharge of firearms, explosives, fires and other dangerous activities. It is imperative that Extras are not involved in such highly dangerous scenes, and that they are kept at a safe distance from such dangerous activity. It is a rule of thumb in production that where an Extra becomes part of a stunt, that Extra becomes, in reality, a stunt person and must be capable of acting with all the skills of a stunt person and must have been part of the preparation for the stunt.

FAKE BLOOD OR OTHER FOREIGN MATTER APPLIED TO THE BODY

When any foreign matter, (such as fake blood, makeup, or appliances of any kind) is applied to the body of an Extra for the sake of a scene, it is imperative that Production follows safe procedures in the application of such foreign matter, especially warning the Extra of the possible hazards in such application. For instance, prior to hiring such Extra where such application of foreign matter will be necessary, Production should inquire whether the Extra has any known allergies to the products and devices Production intends to use. Extras should be given a list of ingredients from the manufacturer of such material and have them sign a waiver that they have examined the ingredients and have no allergic reactions to them. Many unnecessary workers' compensation claims have been filed by Extras who had foreign matter applied to face, arms or body, resulting in allergic reactions that in some cases have caused permanent injury. Take the necessary precautions to inform and warn Extras of such possible dangers inherent in the use of such materials.

UNSAFE CONDITIONS AS PART OF MOVIE ACTION SCENES.

Dangerous Action Scenes. Where a script calls for any kind of action that might subject Extras to possible danger, Production has a duty, under law, to engage professionals to supervise and direct such dangerous activity so as to completely remove any foreseeable possibility that such activity could result in injury to Extras. Any activity involving airplanes, helicopters, explosives, firearms, electrical devices, wild or domesticated animals, or any device that might subject extras to a foreseeable risk of harm must be supervised by professionals. There have been numerous injuries to Extras caused by such activity, resulting in serious injuries and expensive insurance claims. As an example, one such injury occurred when Extras were part of a scene where a cameraman operating a hand-held camera, trampled an extra causing head injuries. These incidents can be avoided through careful planning, using professional stunt personnel as advisors on how to conduct action scenes in a safe manner.

DUTY TO HOLD SAFETY MEETINGS

As already mentioned, California Labor Code §6401.7, which is reflected in many state laws, mandates that each employer must designate a Production Safety Coordinator who must hold periodic safety meetings and maintain an effective Safety Prevention Program. In the case of motion pictures and television projects, it bears repeating that these Safety Meetings be held prior to each day of filming. The purpose of the meetings:

1. Set job assignments;
2. Warn of potential safety hazards on the worksite;
3. Communicate verbally and in writing (if practical) to the Extras the existence of any potential dangers on the worksite, the signs or boundary markers warning of their location, and instructions on how to avoid such dangers.
4. Instruct Extras as to areas they must NOT go near;
5. Advise Extras what to do if they are injured or if they observe another Extra being injured;
6. Urge Extras to report any unsafe conditions they might observe while on the worksite, especially if it involves dangerous behavior of other Extras that might subject all employees to potential danger of being injured.

LANGUAGE CONSIDERATIONS. It is imperative that the Production Safety Coordinator be aware, at all Safety Meetings, to check if all Extras understand English. If not, the Production Safety Manager must make sure that all safety instructions, warnings, advice are understood by non-English-speaking personnel. Sufficient translators should be hired where there are large groups of non-English-speaking Extras involved in the Production, or in the alternative, the Production Safety Coordinator can supply adequate translations of Safety Rules in writing.

IN CASE OF INJURY: PROCEDURES TO FOLLOW

If an Extra is injured on the worksite, the Production Safety Coordinator must:

1. Immediately notify the EMT, Set Medic or Nurse;
2. If the injury is serious, send the injured party to the nearest
Emergency Room;
4. If the injury is considered a non-emergency, please consult the
Concentra list of for the nearest Medical Provider Network
(See pages 15 and 16 for the nearest Medical Provider Network (MPN))
3. Call Sessions Production Payroll, Inc. immediately @
800-957-4644 OR
D & M Risk Management, Inc. Services @
310/770-4893
4. Prepare the necessary paperwork:
Employer's Report Of Occupational Injury
Employee's Claim For Worker's Comp Benefits
Witness Report
5. Fax completed forms to Sessions at **818-841-9112**

It is important to report all injuries to Sessions within 24 hours of the incident in order for Sessions to comply with legal filing requirements.

CALIFORNIA

Bakersfield, 93301

1800 Westwind Dr, Ste 301
(661) 327-9617

Berkeley (Emeryville), 94710

2850 Seventh St, Ste 100
(510) 845-5170

Camarillo, 93012

4934 Verdugo Way
(805) 484-0095

Carlsbad, 92008

5810 El Camino Real, Ste A
(760) 929-8269

Chatsworth, 91311

9700 De Soto Ave
(818) 882-8100

Chino, 91710

15302 El Prado Rd
(909) 393-7222

Chula Vista, 91911

1111 Broadway, Ste 305
(619) 425-8212

City of Industry, 91744

17487 East Hurley St
(626) 965-0959

Colton, 92324

850 E Washington St
(909) 370-0572

Commerce, 90040

3430 Garfield Ave
(323) 722-8481

Compton (Rancho Dominguez), 90220

2499 S Wilmington Ave
(310) 638-1113

Cupertino, 95014

10050 Bubb Rd, Ste 3
(408) 996-8805

El Monte, 91731

9350 Flair Dr, Ste 102
(626) 407-0300

El Segundo (LAX), 90245

390 N Sepulveda Blvd, Ste 1000
(310) 640-9911

Escondido, 92025

860 W Valley Pkwy, Ste 150
(760) 740-0707

Gardena, 90248

16630 S Broadway St
(310) 768-8155

Gilroy, 95020

7793 Wren Ave
(408) 848-0444

Irvine, 92614

2362 Morse Ave
(949) 863-9103

Irwindale, 91702

6520 N Irwindale Ave, Ste 100
(626) 812-0366

Lake Forest, 92630

22741 Lambert St
(949) 581-3011

La Mesa, 91942

8090 Parkway Dr
(619) 697-3093

Long Beach, 90802

150 S Pico Ave
(562) 432-2821

Los Angeles (Downtown), 90017

1313 W 8th St, Ste 100
(213) 401-1970

Milpitas, 95035

1717 S Main St
(408) 957-5700

Modesto I, 95350

1524 McHenry Ave, Ste 135
(209) 575-5801

Modesto II, 95351

1340 Mitchell Rd
(209) 581-9711

Moreno Valley (Perris), 92551

16420 Perris Blvd, Ste Q
(951) 571-2450

Murrieta, 92562

25285 Madison Ave, Ste 101
(951) 600-9070

National City, 91950

102 Mile of Cars Way
(619) 474-9211

Oakland, 94621

7817 Oakport St
(510) 638-0701

Oceanside, 92056

3910 Vista Way, Ste 106
(760) 941-2000

Ontario (North), 91764

3200 Inland Empire Blvd, Ste 100
(909) 945-5011

Ontario (South), 91761

2171 S Grove Ave, Ste A
(909) 923-4080

Orange, 92867

1045 N Tustin Ave
(714) 288-8303

Oxnard, 93030

1851 N Lombard St, Ste 100
(805) 983-2234

Pomona, 91768

801 Corporate Center Dr, Ste 130
(909) 623-1954

Redwood City, 94062

201 Arch St
(650) 556-9420

Riverside (Moreno Valley), 92507

6485 Day St, Ste 302
(951) 653-5291

Riverside, 92507

1760 Chicago Ave, Ste J3
(951) 781-2200

Rocklin, 95765

2305 Sunset Blvd
(916) 632-9606

Sacramento (Downtown), 95816

1675 Alhambra Blvd, Ste B
(916) 451-4580

Sacramento (North), 95834

4700 Northgate Blvd, Ste 100
(916) 929-6161

Sacramento (East), 95826

9261 Folsom Blvd, Ste 200
(916) 364-1733

Redwood City, 94062

201 Arch St
(650) 556-9420

Riverside (Moreno Valley), 92507

6485 Day St, Ste 302
(951) 653-5291

Riverside, 92507

1760 Chicago Ave, Ste J3
(951) 781-2200

Rocklin, 95765

2305 Sunset Blvd
(916) 632-9606

Sacramento (Downtown), 95816

1675 Alhambra Blvd, Ste B
(916) 451-4580

Sacramento (North), 95834

4700 Northgate Blvd, Ste 100
(916) 929-6161

Sacramento (East), 95826

9261 Folsom Blvd, Ste 200
(916) 364-1733

San Bernardino, 92408

599 Inland Center Dr, Ste 108
(909) 889-2665

San Diego (Hillcrest), 92103

3930 4th Ave, Ste 200
(619) 297-9610

San Diego (Kearny Mesa), 92123

5575 Ruffin Rd, Ste 100
(858) 277-2744

San Diego (Miramar), 92126

7590 Miramar Rd, Ste C
(858) 549-4255

San Diego (Sorrento Mesa), 92121

5897 Oberlin Dr, Ste 100
(858) 455-0200

San Jose, 95112

1893 Monterey Rd, Ste 200
(408) 288-3800

San Leandro, 94578

13939 E 14th St, Ste 150
(510) 343-8300

Santa Ana (West), 92704

3100 W Warner Ave
(714) 546-4233

Santa Clara, 95050

988 Walsh Ave
(408) 988-6868

Santee, 92071

9745 Prospect Ave, Ste 100
(619) 448-4841

Saugus, 91350

22840 Soledad Canyon Rd
(661) 799-1776

S San Francisco, 94080

192 Beacon St
(650) 589-6500

Stockton (East), 95215

3663 E Arch Rd, Ste 400
(209) 943-2202

Stockton (West), 95203

1429 W Fremont St
(209) 546-7767

Sunnyvale, 94085

1195 E Arques Ave
(408) 773-9000

Torrance, 90248

1149 W 190th St
(310) 324-5777

Union City, 94587

33560 Alvarado Niles Rd
(510) 489-8700

Valencia, 91355

25733 Rye Canyon Rd
(661) 295-2500

Van Nuys, 91406

16300 Roscoe Blvd
(818) 893-4426

Vernon (Soto), 90058

3851 Soto St
(323) 585-7162

Vernon (Slauson), 90058

3364 E Slauson Ave
(323) 584-7242

West Sacramento, 95691

3680 Industrial Blvd, Ste 550-H
(916) 373-7575

FLORIDA

Boca Raton, 33432

1786 NW 2nd Ave
(561) 368-6920

Bradenton, 34203

1105 53rd Ave East, Bldg A
(941) 755-2562

Ft. Lauderdale, 33309

1100 W Commercial Blvd
Ste 120
(954) 564-2592

Ft. Lauderdale (Everglades), 33316

407 SE 24th St
(954) 467-2140

Leesburg, 34748

210 S Lake St, Ste 4
(352) 314-9300

Ocala, 34471

1109 Southwest 10th St
(352) 629-3455

Orlando (North), 32810

4806 North Orange Blossom
Trail
(407) 206-3326

Orlando (South), 32837

9500 Satellite Blvd, Ste 100
(407) 859-5656

Plantation, 33324

7676-C Peters Rd
(954) 474-4403

Pompano Beach, 33060

311 S Cypress Rd
(954) 781-7248

Sarasota, 34232

600 N Cattlemen Rd, Ste 120
(941) 365-5577

Tamarac, 33321

8290 N University Dr
(954) 722-7186

Tampa (East), 33619

3012 US Hwy 301 N, Ste 100
(813) 490-0099

Concentra - Medical Provider Network

Tampa (West), 33615
5927 Webb Rd
(813) 490-8231

GEORGIA

Atlanta
338 W. Peachtree St NW
Phone (404) 564-2400

ILLINOIS

Bellwood, 60104
2615 W Harrison St
(708) 493-0299

Chicago, 60661
614 W Monroe St
(312) 258-0700

Schiller Park, 60176
4200 N Mannheim Rd
(847) 801-5170

INDIANA

Elkhart, 46514
700 E Beardsley, Ste 100
(574) 206-8010

Fishers, 46037
11580 Overlook Dr, Ste 100
(317) 845-5425

Goshen, 46528
2766 College Ave
(574) 537-1709

Indianapolis (Georgetown), 46268
7301 Georgetown Rd
(317) 875-9584

Indianapolis (Raymond), 46241
5603 W Raymond St
(317) 241-8266

Indianapolis (Shadeland), 46219
1311 N Shadeland Ave
(317) 352-0933

Indianapolis (Southeastern), 46202
1101 Southeastern Ave
(317) 955-2020

Muncie (Clara), 47304
3911 W Clara Ln
(765) 288-8800

Muncie (Madison), 47302
3813 S Madison St
(765) 751-3300

Warsaw, 46582
3151 E Center St
(574) 267-3070

MINNESOTA

Minneapolis, 55450
AIRPORT
7550 34th Ave S
(612) 727-1167

Robbinsdale, 55422
4080 W Broadway #200
(763) 398-8888

Chaska, 55318
1580 White Oak Dr, Ste 100
(952) 544-8800

MISSOURI

Grandview, 64030
13830 S US Hwy 71
(816) 761-4664

Independence, 64055
19000 E Eastland Ctr Ct, Ste 200
(816) 478-9299

Kansas City (Downtown), 64108
1650 Broadway Blvd
(816) 842-2020

Kansas City (Front Street), 64120
6501 E Commerce Ave, Ste 110
(816) 483-5550

St. Joseph, 64501
904 Edmond St
(816) 233-7702

NEW JERSEY

Bridgewater, 08807
350 Grove St
(908) 231-0777

Edison, 08854
16 Ethel Rd
(732) 248-0088

Elizabeth, 07201
606 Dowd Ave
(908) 527-6334

Jamesburg, 08831
1085 Cranbury South River Rd
(609) 409-1900

Mt. Laurel, 08054
16000 Horizon Way, Ste 600
(856) 780-9910

Rahway, 07065
1044 E Hazelwood Ave
(732) 381-3636

Somerset, 08873
370 Campus Dr
(732) 748-1900

NORTH CAROLINA

Fayetteville, 28304
1702 Owen Dr
(910) 323-3184

Greensboro, 27410
7360 W Friendly Ave, Ste 102
(336) 218-8813

OHIO
Canton, 44718
2626 Fulton Dr NW
(330) 453-6050

Columbus (East), 43213
4849 E Main St
(614) 863-5188

Columbus (West), 43228
4821 Roberts Rd
(614) 850-1476

Dayton, 45439
2023 Springboro W
(937) 293-7770

Franklin, 45005
333 Conover Dr, Ste H
(937) 746-8795

Huber Heights, 45424
8701 Old Troy Pike
(937) 237-6231

PENNSYLVANIA

Carlisle, 17013
1124 Harrisburg Pike
(717) 245-2411

Erie, 16505
3010 W Lake Rd
(814) 833-2385

Reading, 19605
1114 Commons Blvd
(610) 926-0960

TENNESSEE

Madison, TN 37115
1616 N Gallatin Rd
(615) 865-8547

Nashville, TN 37209
339 White Bridge Rd
(615) 356-0770

Nashville, TN 37217
2510 Murfreesboro Pike
(615) 695-0095

Smyrna, TN 37167
1332 Hazelwood Dr
(615) 267-2006

TEXAS

Dallas (Carrollton), 75007
1837 W Frankford Rd, Ste 116
(972) 236-1941

Dallas (Empire Central), 75247
1450 Empire Central, Ste 100
(214) 905-5000

Freeport (Brazosport), 77541
1102 Brazosport Blvd
(979) 233-6571

Houston (Greenspoint), 77060
16630 Imperial Valley Dr, Ste 115
(281) 260-0087

Houston (HCOM), 77054
1414 South Loop West, Ste 200
(713) 797-6106

Houston (Hempstead), 77008
9200 Hempstead Hwy, Ste 137
(713) 880-9800

Houston (Northwest), 77040
17410 Northwest Fwy
(713) 466-0044

LaPorte, 77571
1309 West Fairmont Pkwy, Ste X
(281) 470-0543

Stafford, 77477
10521 Corporate Dr
(281) 277-7997

Tyler, 75703
5040 Kinsey Dr, Ste 500
(903) 581-4300

WASHINGTON

Bellevue, 98005
1925 140th Ave NE
(425) 865-8060

Everett (Broadway), 98201
3726 Broadway, Ste 101
(425) 259-0300

Everett (Paine Field), 98204
3101-111th St SW, Unit T/U
(425) 267-0299

Federal Way, 98003
1300 S 320th St Ste B
(253) 839-2727

Kent, 98030
24031 104th Ave SE
(253) 852-1824

Lacey, 98503
3928 Pacific Ave SE
(360) 455-1350

Lynnwood, 98036
4320 196th St SW, Ste D
(425) 774-8758

Puyallup, 98373
3850 S Meridian
(253) 840-1840

Redmond, 98052
16690 Redmond Way
(425) 882-0100

Seattle (1st Ave), 98134
3223 First Ave S, Ste C
(206) 624-3651

Seattle (Denny), 98109
1151 Denny Way
(206) 682-7418

Seattle (Northgate), 98125
836 NE Northgate Way
(206) 784-0737

Spokane (North Side), 99218
9222 N Newport Hwy, Ste 1
(509) 467-4545

Spokane (South Hill), 99203
2005 E 29th Ave
(509) 747-0770

Spokane Valley, 99037
15425 E Mission Ave
(509) 924-7010

Tacoma, 98409
2624 S 38th St
(253) 475-5908

Tukwila, 98188
200 Andover Park E, Ste 8
(206) 575-3136

Tukwila (Fort Dent), 98188
6720 Fort Dent Way, Ste 110
(206) 242-3651

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Sessions
PRODUCTION PAYROLL



Injury and Illness Prevention Program (IIPP) Addendum

Name of Business: Sessions Production Payroll, Inc.

Employee Access to IIPPs

Cal/OSHA requires that all employees have access to a copy of their employer's written IIPP.

All our employees have access to the written IIPP through one of the following methods:

- We provide access through our company server or website, which allows employees to review, print, or email a copy of the IIPP.

Additional information: _____

- Upon request, our business will provide employees with access to the IIPP by: (select one option below)

- Providing a printed copy of the IIPP

- Providing an electronic copy of the IIPP

Our employees can request access to a copy of the written IIPP by: (select one option below)

- Requesting a copy from their supervisor

- Requesting a copy from Human Resources

- Other: (describe below)

A copy of the IIPP will be provided within five (5) business days after receiving the request.

This addendum should be attached to the business's written IIPP to address new requirements for the Injury and Illness Prevention Standard, [Title 8 of the California Code of Regulations, Section 3203\(a\)\(8\)](#), that took effect on July 1, 2020. **Employers must inform employees of their right to, and means of requesting, a copy of the IIPP.**