



Title	Safety Plan - Props Department
Department	Operations
Effective Date	6/2024
Review Date(s)	
Revision Date	

POLICY

It is the mission of Enchanted Fairies to provide a safe environment for its team members and clients. To prevent any accidents or hazards all individuals in an Enchanted Fairies facility will comply with health and safety requirements. It is every team member's responsibility to work safely and to take immediate action to prevent accidents and warn others of potential hazards and dangers.

PREVENTING RISKS OF TRIPS, SLIPS, AND FALLS

1. Good Housekeeping
 - a. Keep clutter away from the floor to prevent injuries.
 - b. All equipment, boxes, supplies, and cords are to be stored in designated areas away from the walkways or paths of egress.
 - c. Close drawers and doors when not in use.
 - d. Store cables in protective covers.
2. Adequate Lighting
 - a. Proper lighting will be placed in access and egress points such as halls, walkways, stairs, and exits.
 - b. Report malfunctioning lights to appropriate team members.
3. Spill Cleanup
 - a. Floors should be clean and free from hazardous elements.
 - b. Clean spills immediately.
 - c. Sweep up clutter and debris regularly.
4. Food/Drink
 - a. No food or drinks are to be taken into the work area. This is a preventative for slip hazards, damaging equipment, and/or creating other electrical hazards.
5. Safety Signs
 - a. Immediately place safety signs such as, "wet floor" in areas where there are spill, trip, and other hazards to alert individuals.
6. Proper Footwear
 - a. Slip-resistant shoes should be worn to help protect team members from slips and falls. These include loafers, sneakers, flats, and high heels under 3".
7. Floor Quality
 - a. Perform regular inspections to check for uneven areas, holes, and other damages.
 - b. Safety mats are to be installed in any potentially hazardous areas.

BACK SAFETY

Enchanted Fairies requires all studio team members to complete our Safe Lifting Training Video upon hire and annually. Your back is the main supporting structure of your entire body. Knowing the basics of back care can make the difference between a healthy back and an aching one. The majority of backaches are due to poor posture and weak supporting muscles. By utilizing proper posture when you sit, stand, lift, move, and recline, you can decrease the incident of back pain.

Lifting correctly is very important. Safe lifting techniques keep your back in balance and can protect you and your back from accidental strain and overload.

Below are techniques that should be practiced to lift safely.

1. Visualize the lift.
 - Think – Can I lift it by myself?
 - Can I hold it close to my body?
 - If the answer is “no”, get help.
2. Tuck your pelvis.
 - By tightening your stomach muscles, you can “tuck” your pelvis to keep your back in balance.
3. Bend your knees.
 - Bend at your knees instead of your waist. Use the large muscles of your legs to support your back and carry the weight.
4. Hug the load.
 - Hold the object you are lifting as close to your body as possible. Then gradually straighten your legs to a standing position.
5. Avoid twisting.
 - Twisting your body while you lift or carry increases the load on your back and can lead to serious injury. Be sure your knees and torso are facing the same direction when lifting and carrying.

EQUIPMENT

1. Carts.
 - a. Company will equip area with carts to reduce manual carrying and transporting of supplies
 - b. Ensure adequate room around carts and pallets for lifting tasks. Team members should be able to walk around the pallet or cart, rather than reaching or bending.
2. Pallet Jacks.
 - a. Inspection. Inspect the pallet jack for damage, wear, or defects before each use. Check the wheels, handles, forks, and hydraulic system to ensure everything is in good working condition.
 - b. Weight Capacity. Know the weight capacity of the pallet jack and never exceed it. Overloading the pallet jack can lead to accidents and damage.

- c. Load Placement. Position the pallet jack forks correctly under the pallet, ensuring that they are centered and fully inserted. Make sure the load is stable and evenly distributed on the forks.
 - d. Lift Height. When raising or lowering the forks, ensure that there is enough clearance above and below the load. Watch out for overhead obstructions and uneven surfaces.
 - e. Push, Don't Pull. When moving the pallet jack, push it rather than pull it. Pushing provides better control and visibility compared to pulling.
 - f. Watch Your Surroundings. Be aware of your surroundings when operating the pallet jack. Watch out for people, obstacles, slippery surfaces, and other hazards.
 - g. Use Brakes. Engage the brakes when the pallet jack is not in use, especially when loading or unloading. This prevents the pallet jack from rolling unexpectedly.
 - h. Avoid Sharp Turns. When maneuvering the pallet jack, avoid sharp turns that could cause the load to shift or tip over. Take wide turns to maintain stability.
 - i. Proper Storage. When not in use, store the pallet jack in a designated area away from foot traffic and other equipment. Lower the forks to the ground and engage the brakes.
3. Dollies
- a. Furniture/4-Wheel Wooden Dollies should be stored upright and not sitting on wheels.
4. Trailing Wires and Leads.
- a. All wires are to be taped down or run through rubber cable floor protectors.
 - b. Keep use of extension cables to a minimum.
 - c. Make sure power surge protectors are used whenever possible to prevent brief spikes in voltage that can damage equipment or start fires.
5. Suspended Equipment.
- a. Ensure all suspended equipment is securely fastened to stop items from falling. (e.g. backdrops, props, set pieces)
6. Lamps
- a. Never touch lighting bulbs with bare hands. Incandescent lights work at high temperatures. Give the lamps plenty of time to cool down after use before moving.
7. Laser Machine.
- a. Only use templates designed for the specific laser cutting machine.
8. Foam Cutter.
- a. Wear masks when using foam cutter due to possible fumes.
9. Sharps.
- a. The use of scissors, utility knives, and X-ACTO knives are often required to open packages or break seals. When these are not in use they should be stored safely with blade covers in a drawer.
 - b. Keep safety cutters sharp. Using dull tools requires more force. Replace cutter blades and/or cutters often.
 - c. Use the correct safety cutter for the job. If you are left-handed, be sure to inform your manager/supervisor that you require left-handed cutters.
 - d. When using the paper cutter always cut with hand placed in the safety handle.
10. Personal Clothes Iron.
- a. Keep iron on low setting when ironing material.
 - b. Never leave the iron unattended.
 - c. Make sure the iron is unplugged and cord is secure when not in use.
 - d. Do not wrap the cord around iron while cooling.

11. Blow torch.

- a. Release safety latch and press button to use torch. Place torch back in protective case when finished using. Always wear PPE when using torch.

12. Power Tools.

- a. Always wear safety goggles when using power drills.
- b. Drill a shallow pilot hole first.
- c. Choose the correct drill bit to drill the final hole.
- d. Hold the drill steady and push it into the material you are drilling.

13. Personal Protective Equipment (PPE).

- a. All team members working in the Props department will be supplied with PPE.
- b. Respirators or masks must be used when working with fumes, aerosols or vapors that could be considered dangerous with prolonged exposure.
- c. Protective aprons should be worn when using chemicals such as paint, glue, etc.
- d. Protective eyewear should be used with equipment such as power drills, blow torches, etc.
- e. Goggles with side shields will be used for handling chemicals or other substances which may splash in the eyes.
- f. Protective gloves will be used when handling chemical solvents.

SUPPLIES

- 1. Alcohols, chemicals, solvents, etc. should be stored in a dry, room-temperature location.
- 2. Greenery. Be cautious and use gloves when handling due to sharp leaves and wires.

As a team member you have the right to:

- 1. Be informed of potential exposure to hazardous substances.
- 2. Be trained on the hazards of chemicals to which you may be exposed.
- 3. Be informed on the necessary protective measures and be provided with the appropriate PPE.
- 4. Register a complaint without fear of reprisal.

SAFETY DATA SHEETS

All Safety Data Sheets for chemicals are located in the binder labeled "Safety Data Sheets".

ELECTRICAL SAFETY

Electricity is everywhere. We use it without even thinking about it. It is important that we do not take electricity for granted. It can injure and kill if not used properly. To stay safe around electricity, follow these rules.

- 1. Remove any defective electrical equipment from service.
- 2. Replace/report any defective/damaged electrical cords, plugs, or equipment to your manager/supervisor.
- 3. Investigate and report any unusual odors coming from electrical equipment or appliances.
- 4. Unplug any electrical equipment not in use.
- 5. Do not overload electrical circuits.
- 6. Extension cords should be approved by your manager/supervisor prior to use.
- 7. Report any shock from equipment and take it out of service immediately.

FIRE SAFETY

Fire can be devastating to our facilities. It can destroy lives, property, and impact economic viability of a facility. There are systems within our facility to warn of fire dangers and occurrences. What should you do if you are in the facility if a fire starts?

Remember the acronym "RACE".

- R** - Rescue anyone in immediate danger.
- A** - Activate the nearest alarm and call 9-1-1.
- C** - Confine the fire and close the doors.
- E** - Extinguish the fire if possible.

There are fire extinguishers located in each facility. We use a combination fire extinguisher which can extinguish a variety of fires such as: wood, paper, flammable liquids, gases, gasoline, and electrical). You should know where they are and how to operate one.

Remember the acronym "PASS".

- P** - Pull the pin.
- A** - Aim at the base of the fire.
- S** - Squeeze the trigger.
- S** - Sweep side to side.

VIOLENCE IN THE WORKPLACE

Enchanted Fairies has developed guidelines to help maintain a secure workplace. Enchanted Fairies has a zero-tolerance policy for verbal or physical violence in the workplace. Team members engaging in violent activity will be terminated immediately for cause. Clients who become verbally or physically violent will be asked to leave the facility immediately.

If you believe a serious threat to the safety and health of yourself or others exists, you should contact proper law enforcement authorities (9-1-1) and your supervisor immediately. No team member will be disciplined in any way for bypassing the chain of command to report workplace violence.

The welfare of our team and clients as well as the security of our facilities depends upon the alertness and sensitivity of every individual to potential security risks.

Security Protocols to be Followed:

1. Be aware of persons loitering for no apparent reason in parking areas, walkways, service areas, entrances and exits.
2. Report any suspicious persons or activities to your supervisor/manager.
3. Immediately tell your supervisor if keys are lost or missing.
4. Secure any valuables and/or personal articles in a desk or designated storage area to prevent theft.
5. Set the alarm and make sure all entry doors are locked at the close of the studio.

Enchanted Fairies prohibits the possession of weapons by any person on company owned and/or company leased properties, except authorized law enforcement personnel.

INCLEMENT WEATHER

Inclement weather encompasses heavy rain, sleet, snow, tornado, hurricanes, etc. Below are guidelines for preparing for severe or inclement weather.

1. Stay Informed.
 - Monitor weather forecasts regularly through trusted sources like the National Weather Service to stay updated on any severe weather alerts in your area.
 - Notify your supervisor/manager immediately if a severe weather alert is issued for your area.
2. Emergency Kits.
 - Emergency kits are in each company location. Emergency kits include flashlights, batteries, and first aid supplies.
3. Shelter Plans.
 - **Tornado**
 - i. Move to the facility's designated shelter area that provides the best protection from the storm's powerful winds and flying debris.
 - ii. Move to an interior room on the lowest level.
 - iii. Avoid windows.
 - iv. Get low by crouching down and covering your head with your arms to protect yourself from falling objects and debris.
 - v. Cover yourself with any material that can aid in added protection from flying debris.
 - **Flooding**
 - i. Unplug any electrical equipment if a flood warning has been issued.
 - ii. Seek higher ground immediately when flooding is imminent.
 - iii. Remove the flashlight from your emergency kit to signal and alert rescuers to your location if you do not have a cell phone or cell phone service.
4. Severe Weather Emergency shall be determined by the CEO or designee to direct the activities of the facilities.
5. The decision to declare a severe weather emergency will incorporate the local weather forecast specific to each studio location, and/or other relevant facts.
6. Should it appear likely that roads might become hazardous while working scheduled shifts, team members should contact their supervisor immediately to arrange for closure of studio and/or Enchanted Fairies facility.

REPORTING AN INJURY IN THE WORKPLACE

If you are injured on the job, it is important to take the following steps.

1. Report the injury to your supervisor or human resources department about the injury as soon as possible.
2. Complete the incident report and/or First Report of Injury form.
3. Take photos of the injury, accident scene, and any hazardous conditions that may have contributed to the incident.
4. Depending on the severity of the injury, your supervisor or human resources department will either instruct you to contact emergency personnel or seek treatment at a Company Workers Compensation Injury treatment facility.

5. Your supervisor or human resources department will remain in contact with you to determine the next course of action after receiving the prescribed treatment plan from the Workers Compensation treatment provider.

REPORTING CONCERNS

Enchanted Fairies encourages team members to report any suspected violations or concerns as to compliance with laws, regulations, Company policies, or practices to their supervisor, Director of Operations, or Human Resources department.

The Company does not encourage but allows anonymous reporting. Whenever possible, you should identify yourself; the Company will maintain the confidentiality of your identity.

It is a federal crime for anyone to retaliate intentionally against any person who provides truthful information to a law enforcement official concerning a possible violation of any federal law. Moreover, the Company will not permit any form of intimidation, discrimination, retaliation or harassment by any officer, team member, contractor, or agent of the Company against any team member.

SAFETY PLAN REVIEW

Awareness and orientation to the Safety Plan is important and should include training upon employment and annually. Education of this safety plan includes:

1. Specific roles and responsibilities.
2. Staff knowledge and skills.
3. Emergency and incident reporting.
4. Inspection, preventative maintenance, and testing equipment.
5. Annual evaluation of emergency preparedness and safety management.

Appendix A

First Report of Injury Form

Employer's First Report of Injury or Occupational Illness (See instructions on reverse)

U.S. Department of Labor

Office of Workers' Compensation Programs



OMB No. 1240-0003
Expires: 03/31/2027

1. OWCP No.		2. Carrier's No.		3. Date and Time of Accident (mm/dd/yyyy) (hh:mm am/pm)		Is this an Amended filing? If yes, list Box(es) Amended (i.e. Box 12, 19, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Name of injured/deceased employee (Type or print - first, M.I., last)						5. Employee's address (No., street, city, state, ZIP, country)	
First Name		M.I.		Last Name		Telephone	
						Street:	
						City: State: Zip: Ctry:	
6. Injury is reported under the following Act (Mark one)				7. Indicate where injury occurred (Longshore Act only) (Mark one)		8. Sex	
A <input type="checkbox"/> Longshore and Harbor Workers' Compensation Act B <input type="checkbox"/> Nonappropriated Fund Instrumentalities Act C <input type="checkbox"/> Outer Continental Shelf Lands Act D <input type="checkbox"/> Defense Base Act 1. Contracting Agency 2. Prime Contract # 3. Sub-Contract #				A <input type="checkbox"/> Aboard vessel or over navigable waters B <input type="checkbox"/> Pier/Wharf C <input type="checkbox"/> Dry dock D <input type="checkbox"/> Marine terminal E <input type="checkbox"/> Building way F <input type="checkbox"/> Marine railway G <input type="checkbox"/> Other adjoining area		<input type="checkbox"/> M <input type="checkbox"/> F 9. Date of birth (mm/dd/yyyy) 10. Social security no. (Required by law) 10a. Nationality (DBA only) 11. Did injury cause death? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, skip to 16 12. Did injury cause loss of time beyond day or shift of accident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
				13. Date and hour employee first lost time because of injury		Time (mm/dd/yyyy) (hh:mm am/pm)	
14. Did employee stop work immediately?				15. Date & hour empl returned to work (mm/dd/yyyy) (hh:mm am/pm)		16. Was employee doing usual work when injured/killed? (if no, explain in Item 26)	
<input type="checkbox"/> Yes <input type="checkbox"/> No						<input type="checkbox"/> Yes <input type="checkbox"/> No	
17. Did injury/death occur on employer's premises?				18. Dept. in which employee normally works(ed)		19. Occupation	
<input type="checkbox"/> Yes <input type="checkbox"/> No							
20. Date and hour pay stopped (mm/dd/yyyy) (hh:mm am/pm)		21. Which days usually worked per week? (Mark (X) days)				22. Date employer or foreman first knew of accident. (mm/dd/yyyy) (hh:mm am/pm)	
		S M T W T F S <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
23. Wages or earnings (include overtime, allowances, etc.)		24. Exact place where accident occurred (Street address, city, town, country) (For Longshore also include: name of vessel, pier, terminal, etc.) (For DBA also include: name of the DOD facility or associated worksite - i.e. base, FOB, camp, etc.)				25. How was knowledge of accident or occupational illness gained?	
a. Hourly							
b. Daily							
c. Weekly							
d. Yearly							
26. Describe in full how the accident occurred (Relate the events which resulted in the injury or occupational disease. Tell what the injured was doing at the time of the accident. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led or contributed to the accident.)							
27. Nature of Injury (Name part of body affected - fractured left leg, bruised right thumb, etc.) If there was amputation of a member of the body, describe.							
28a. Has medical attention been authorized?		28b. LS-1 issued?		29. Enter date of authorization.		30. Was first treating physician chosen by employee?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		Yes <input type="checkbox"/> No <input type="checkbox"/>				<input type="checkbox"/> Yes <input type="checkbox"/> No	
31. Has insurance carrier been notified?				32. Physician			
<input type="checkbox"/> Yes <input type="checkbox"/> No							
Name of:				Address - Enter number, street, city, state, zip code			
33. Hospital				34. Insurance Carrier			
35. Employer				36. Employer's Business			
37. Signature of person authorized to sign for employer				Phone number			
38. Official title and phone number of person signing this report				Name of person signing this report		39. Date of this report (mm/dd/yyyy)	

Form LS-202
Rev. Nov 2020