

NBCUniversal Live Theatrical Production Safety Information

Show Name: **WICKED (London)** Safe Assembly Area: **Doubletree Hotel; 2 Bridge Pl, SW1V 1QA**
 Location Address: **Apollo Victoria Theatre; 17 Wilton Rd. SW1V** General Management Office: **Playful Prod; 3rd FL, 39 Charing Cross Rd.**
 Production Safety Reps: **Adam Tackett (+1 646 640-6024) Jim Szekely (+1 917 468-6884) theatre.safety@nbcuni.com** AED Location: **Stage Door**



Smoking (including electronic or e-cigarettes and vaping devices) is prohibited in all enclosed places of employment, including all private offices, bungalows, production and post-production facilities, stages, lunch/break rooms, or any other enclosed workplace.

Smoking is only permitted outside buildings and must be confined to areas a minimum of 20 feet away from building entrances, exits, operable windows, and ventilation system intakes and away from high traffic pedestrian areas.

THIS POLICY APPLIES TO ALL SMOKING PRODUCTS, INCLUDING E-CIGARETTES.

NO VAPING

NBCU SECURITY

GLOBAL RESPONSE & INTELLIGENCE CENTER (GRIC) is available 24/7:

212-664-4000

GRIC@NBCUNI.COM

LITHIUM BATTERY SAFETY INFORMATION



IF YOU SEE A FIRE 4
 * Leave the area immediately
 * CALL 911
 * Don't try to fight the fire unless you have been trained and authorized by your employer to do so

FALL PROTECTION

- Aerial devices require the use of a full-body harness and lanyard (4 ft. positioning or self-retracting lifeline – SRL).
- Company policy mandates that fall protection systems be utilized when workers are working at heights greater than 4 ft.
- Ensure that all employees have been trained on the type of systems in place and how to properly handle and use the equipment.

For Fire, Medical & Police Emergencies Call:

999

Or other designated Emergency Response Number for your location:

Ext. 2240 from Landline BOH

Nearest Hospital:

St. Thomas' A&E: Westminster Bridge Rd. SE1 7EH

REPORT SAFETY CONCERNS TO:

- SUPERVISOR OR DEPARTMENT HEAD
- STAGE MANAGER, COMPANY MANAGER, GENERAL MANAGER
- NBCUNIVERSAL SAFETY REPRESENTATIVE
- ANONYMOUS SAFETY HOTLINE

IN CASE OF AN EMERGENCY KNOW:

- Your work area; identify all exits and stairways.
- Evacuation procedures and routes.
- Your designated safe assembly area.

SAFETY HOTLINE

Report Safety Concerns ANONYMOUSLY To:

800-364-0747

REMEMBER:

- Safety Hotline calls can be made anonymously. There will be no reprisal or disciplinary action for reporting unsafe conditions or work practices.
- Working safely is a condition of employment.

NBCU / UTG Theatrical Production

Safety Resource Website



- Contacts
- Studio Safety Guidelines
- Safety Bulletins
- Injury Reporting & Worker's Comp
- Postings
- Haz COMM
- EAPs & Security
- Responsibilities
- Fed/State/Local guidance
- NBCU and industry resources



WARNING TABLE SAW PRECAUTIONS

- Keep guards in place.** For certain cuts, temporary removal of the guard may be allowed. Always check with your Supervisor before removing guard.
- Use push stick.** Do not remove splitter.
- Beware of possible kickback.**
- Wear safety glasses.**
- No gloves.**
- No loose-fitting clothing, jewelry, or hair that could become entangled in the blade.**



See QR Code for NBCUMachine Guarding Policy

HAZARDOUS MATERIAL SHIPPING

- Only specially trained and qualified employees may ship hazardous materials.
- There are many everyday products that, when carried in personal luggage, are not considered hazardous. However, when they are shipped, they fall into the list of U.S. Department of Transportation (DOT) regulated hazardous materials. Some of these products include:

- Small arms ammunition (blanks)
- Aerosol sprays (flammable and non-flammable)
- Shaving cream aerosols
- Hair coloring and treatments chemicals
- Hair sprays
- Cosmetics (flammable and aerosols)
- Fingernail polish and removers
- Cleaning chemicals
- Batteries (lithium, lead acid)
- Paints (liquid and aerosol spray)
- Paint-related materials (solvents and strippers)
- Flammable solvents and adhesives

For Shipping Instructions & Help, please Scan:



HAZARDOUS MATERIAL DISPOSAL

- Productions may generate various types of waste or dangerous materials including - flammable, corrosive, toxic, reactive, solvents, fuels, acids, explosives, water-based paints, alkaline or lithium batteries, fluorescent light bulbs, e- waste, computer monitors, television sets, etc.
- It is Studio Policy that all chemicals will be disposed of in accordance with the laws of the city, county, and state in which they are used.
- Chemical-containing products should never be dumped in storm drains or sewers.
- If you have any questions regarding proper disposal of chemicals or other products, contact your hazardous waste vendor, or your EHS representative. Resources available on the UTG theatrical safety website.

PERSONAL MOBILITY DEVICES (PMDs)

- PMDs (such as e-bikes, e-scooters, e-boards, Segway, hoverboards, Onewheels, etc.) shall not be operated indoors or in active production locations.
- Operator's hands must be always on the steering mechanism (if applicable) and not used to carry/transport gear (e.g., food/drink, tools).
- The operator may not use a mobile phone to chat, text, or browse while operating a PMD.
- The studio/property owner and production must give their permission prior to the use of PMDs at work.
- PMDs shall not be shared or used by any other cast or crew member, contractor, or guest that is not the owner of the PMD.

UNIVERSAL THEATRICAL GROUP ENVIRONMENTAL HEALTH & SAFETY POLICY

It is the policy of Universal Theatrical Group to promote a safe and healthy work environment for all workers, and to comply with all applicable federal, state, and local laws and regulations governing workplace safety.

Our goal is to create a work environment that is free from work-related injury and illness. Meeting our goal will require the cooperation of every worker in identifying and controlling hazardous and potentially hazardous conditions. If any unsafe conditions are detected, the worker must report them immediately to his or her department head. No worker will suffer discipline or reprisal as a result of reporting existing or potential hazards.

To aid in meeting our goals, Universal Theatrical Group has developed a detailed Production Health & Safety Program to be followed by all workers while performing their duties.

All production companies operating under Universal Theatrical Group control will adhere to the Production Health & Safety Program and formally adopt it as their own. As such, all co-workers, department heads and managers must maintain a preventative and cooperative attitude relating to safety issues. Workers will strictly abide by all safety-related policies, rules, and procedures at all times as a condition of employment.

Management accepts the responsibility for the implementation of the program. The individual responsible for the implementation of this program is the Program Administrator (General Manager). The individual with the authority to address safety issues related to your department is your Department Head. The individual with the final responsibility and authority to address safety issues on your production is the Company Manager.

The success of the Production Health & Safety Program relies heavily on the participation of our workers. We encourage any suggestions to improve Production Health & Safety Program and will carefully consider them for implementation.

At Universal Theatrical Group, we realize that our most valued assets are our employees, and their safety is of utmost importance to the business. Both management and employees will consider themselves a team working together to accomplish the common goal of a safe and healthy workplace.

The health and safety of the individual worker, whether on the stage, backstage, production office, orchestra pit or dressing room takes precedence over all other concerns. Please make safety a priority in your work activities.

Thank you in advance for your cooperation.

Robert Gibson

Signature

Robert Gibson
SVP, Head of Operations & Finance
Universal Theatrical Group

UNIVERSAL THEATRICAL GROUP

GENERAL SAFETY PRACTICES AND GUIDELINES FOR PRODUCTION & CONSTRUCTION



COMPRESSED AIR & PNEUMATIC TOOL SAFETY GUIDELINES



FILE AN INJURY REPORT

(PRODUCTION EMPLOYEES ONLY)



REPORT AN UNSAFE CONDITION



Health and Safety Law What you need to know

All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about preventing people getting hurt at work or becoming ill through work. Your employer is responsible for health and safety, but workers must play a part.



What employers must do

- Decide what could harm people and take precautions to stop it happening. This is called a risk assessment. Explain how risks will be controlled, in a way you can understand.
- Let your know who is responsible for making this happen.
- Involve you and your health and safety representatives in deciding what could harm you in your job and in taking precautions.
- Give you the health and safety training you need to do your job, free.
- Provide you with any suitable equipment and protective clothing you need, free and ensure it is properly looked after.
- Provide you with toilets, washing facilities and drinking water.
- Provide adequate first aid facilities.
- Report injuries, illnesses and dangerous occurrences at work to the Incident Contact Centre: **0845 300 99 23**
- Have insurance covering liability for injury or disease caused to employees by their work. Display a copy of the current certificate of insurance where you can easily read it or access it electronically.
- Work together with any other employers or contractors sharing the workplace, or providing employees (such as agency workers), so that everyone's health and safety is protected.

What workers must do

- Use any work items your employer has given you, as you have been trained to do.
- Take reasonable care of your own health and safety and other people's.
- Co-operate with your employer on health and safety.
- Tell someone (your employer, or the person responsible for health and safety) if you think something is wrong, and the work or protective measures are giving rise to serious health and safety risks.

If there's a problem

- Talk to your employer or supervisor. If you are not satisfied, you can contact HSE or your local council.
- Call HSE's helpline to get information about health and safety in confidence. Helpline can also tell you how to contact the enforcing authority for health and safety in your workplace and your local Employment Medical Advisory Service: **0845 345 0055**
- If you are worried about your employer, you can speak to us confidentially and without giving your name.
- Look at HSE's website for further advice: **www.hse.gov.uk**

Fire safety
You can get advice on general fire precautions etc. from the Fire Brigade or your fire officer.

Employment rights
You can find out more about your employment rights on the Directgov website at: **www.direct.gov.uk**



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PRODUCTION FOOTWEAR POLICY

Substantial footwear must be worn at all times in the production environment, including but not limited to, backstage, on locations and in the mill & shop areas. Examples of inappropriate footwear include open-toed shoes, flip flops, other types of sandals, slip-ons (Birkenstocks, Crocs), high heels, platform shoes, etc. If production office workers enter one of these areas, they will be expected to follow the same requirements.

BLOODBORNE PATHOGENS

- Employees must treat all blood, bodily fluids, and/or other potentially infectious material as infected and take all precautions required when handling materials potentially containing bloodborne pathogens.
- Employees must wash their hands after exposure to BBP, even if gloves were used for cleanup activities.
- Inform the Site Manager/Managing Director, EHS, or Medical of tasks which cannot be performed safely and/or according to this procedure due to medical restriction/limitation.
- Ensure that designated employees are current in BBP specific training, before requesting they perform a required task under this procedure.

ASBESTOS AWARENESS

- If Asbestos Containing Material (ACM) is inadvertently disturbed, work should cease in the immediate area and EHS must be contacted immediately.
- Do not drill, saw, sand, or otherwise disturb any ACM.
- If the material is damaged, contact the building owner/representative for repairs or abatement or seek another location.

SAFETY DATA SHEETS

Safety Data Sheets (SDS) for chemical products used on this production are available from Verisk 3E using this QR code or calling:

800-451-8346



WEIGHT LOAD REQUIREMENTS

Proposed weight load requirements must be reviewed, and engineering reports/structural analysis must be conducted. Please contact EHS for approved engineering companies or to determine weight restrictions.



IT IS THE RESPONSIBILITY OF EVERYONE TO MAKE EVERY EFFORT TO ENSURE A SAFE WORK ENVIRONMENT FOR ALL INVOLVED.

Comcast NBCUniversal Listens (Hotline): **+44 0808 234 9777**

ComcastNBCUniversalListens.com: