

# ALLPROUSA

Media Production

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## WORK SAFETY



### **Safety Manual, Sexual Harassment, Diversity & Inclusion Procedures 2023**

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#### **Our Health & Safety Mission Statement**

At AllPro USA Multimedia, we take safety seriously. We work in and around construction sites with many safety challenges that require clear focus at all times by team members.

Our vehicles use safety lighting and signage and our team members wear High Visibility Clothing, along with Construction Helmets, Safety Glasses, and Safety Shoes. Our ongoing training in safety protocols are designed to ensure a safe workplace for everyone.

#### **Our Safety Core Values:**

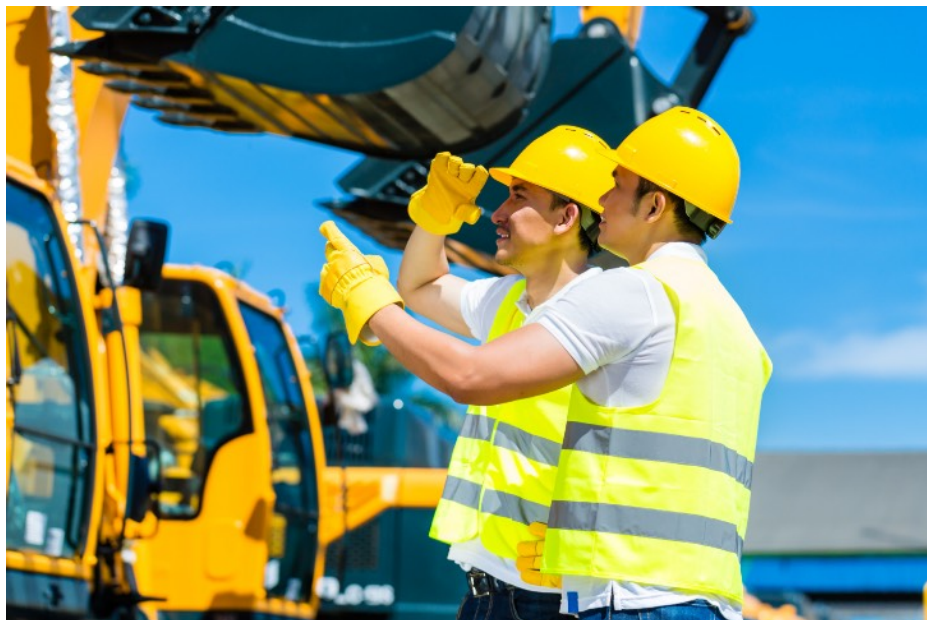
- Employee Driven Safety Culture
- Zero Fatalities
- Zero Incidents.



## Daily Preparation for Safety on the Job

Safety on the job begins with preparation before you arrive to the job site. Employees must check all equipment prior to leaving for work. You will be taking photos and videos using a variety of equipment. Be sure you understand your specific responsibilities and if you have any questions be sure to contact your project manager. Use the list below to prepare yourself for safety and success every day.

- Check all camera equipment for damage. If anything is substandard be sure to replace. Equipment that is not up to standard may not be used.
- Be sure all batteries are fully charged and safely stowed not to come into contact with other batteries or equipment.
- Carefully check the propeller blades of UAVs. Look for cracks on the edges. Replace any worn or cracked blades immediately. Do not use a drone unless it is 100% up to standard.
- Do a walk around of your vehicle. Look for any signs of wear and tear. Check tires, mirrors or windows that may have a crack, doors/tailgates that are not opening and closing properly. Be sure safety lighting and four way flashers are working. Be sure the vehicle is clean before you leave for the job site.





- Once on the job site be sure you have the proper PPE for the project. You will need steel toe safety boots, safety helmet, safety glasses and high visibility clothing for all jobs. Other equipment may be required also. Check with your Project Manager if you have any questions.
- Know your surroundings. Walk the job site. Look for hazards and make notes of anything that may be a problem. Present your list of hazards to your Project Manager.
- Understand common safety rules in construction. NEVER walk under a crane. If heavy equipment is moving be sure you are safely out of the way. Expect the unexpected. Be away of slipping & falling hazards.

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### **Management Responsibilities**

It is the responsibility of management to review safety procedures on a regular basis every six months and update new procedures that may be required for upcoming projects that can present new safety challenges.

- Keep team members up to date with any new information for ongoing projects and safety issues that have been brought to your attention.
- Update safety policies and procedures on the company website on as new procedures are implemented.

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### **Non-Management Responsibilities**

- At the start of each day a team safety meeting must be held for a minimum of 10 minutes to discuss the safety challenges that may be presented for duties that will be performed during the day.

- When on site for a new project be sure to walk the job site and note any safety issues you notice and bring them to the attention of your group leader.
- If you see a safety violation by any of our team members or anyone on the job site that is not a team member, it is your responsibility to report the violation to your group leader or management.
- Each employee is responsible for his/her personal safety on the job as well as anyone they come in contact with. Always have your co workers back. Be sure to always wear the correct PPE for the job you are doing.
- If you observe any team member that is not conducting themselves in a safe manner, speak with them about what you see. If they do not correct the issue you must report the incident to your group leader. Depending on the seriousness of the incident you may be required to complete a Safety Incident Report.

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## Emergency Response Procedures

AllPro USA has implemented the following procedures for emergency response and reporting. Understanding the importance of emergency planning is crucial in reducing the likelihood of a situation resulting with injury or loss of life. Take time to review these important procedures and be sure to provide input for any project job site where you are working.

- **Weather:** Changes in weather may result in injury to team members. Be sure to check the weather on your job site regularly during the day. Never continue to work if electrical storms are within 20 miles of your job site. Depending on the location of the project tornadoes or microbursts may come up quickly. Be sure to have all team members in a pre arranged safe structure in these instances. Take count of team members to make sure all are accounted for. Working during rain is not permitted as slips and falls are more likely and for the type of work we provide rain will make for an inferior product.
- **Chemical:** Never work near an area where chemicals are being used. If documentation of areas such as these are required for the video or photos use only unmanned remotes cameras. In the event of a chemical spill all team members must immediately return to the re arranged safe structure/location. Take count of team members to make sure all are accounted for.

- **Injury:** Be sure to have a plan in place for each job site's proximity to a hospital/trauma unit. Know the route and have a secondary route pre planned to avoid traffic. Depending on the seriousness of the injury a call to 911 for an ambulance may be required. **DO NOT HESITATE** to take immediate action for any injury that may be considered life threatening.
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## **Hazard Communication**

AllPro USA has implemented the following procedures for the communication of hazards in the workplace. These simple steps are crucial to avoid accidents on the job site and must be adhered to by management and team members.

- The group leader must keep all team members alerted by text message of any hazard that is noticed on the job site. Do not assume anything is general knowledge. If you see a hazard share ASAP with all team members by text.
- Each team member is responsible to share hazards that are noticed with the group leader ASAP so that he/she may text to all team members.
- All team members are required to respond to text hazard notifications. Failure to respond that you have received the message will result in a warning.
- Prior to the start of a project visually survey the job site and make note of hazards.
- Continuously be aware of hazards on the job site. Keep in mind simple hazards are important to note and share with team members the same as major hazards.





## **Incident Investigation and Reporting**

AllPro USA has implemented the following procedures for reporting of an incident/accident and for the proper investigation of the circumstances that may be considered contributing factors. It is important these procedures be followed for each incident to assure AllPro USA's understanding of the event and for our ongoing safety improvements.

- **Incident Investigation:** It is the responsibility of the Safety Coordinator to do a comprehensive investigation into any reported incident/accident. Take into account the first hand information provided by the person that was injured along with all witnesses to the accident. Include in your Incident Investigation Report steps you believe may have prevented the incident/accident from occurring. Use this information to update the Safety Procedures that are in place.
- **Incident Report:** Be certain to document all of the circumstances that may have been contributing factors in a workplace incident/accident as soon as possible after the occurrence. Waiting to document the occurrence may result in less detail of what led up to the incident. Be sure to write down your observations along with information provided by others. Be sure to provide the names and job titles of anyone that provided information that is used in your report. Submit this report to management within 24 hours of the incident.

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## **Disciplinary Policies**

The disciplinary committee of ALL PRO USA has detailed the consequences for actions considered unacceptable in the workplace. In the interest of providing a healthy and productive workplace it is important that you take time to familiarize yourself with these rules and understand there are no exceptions when violations occur.

Types of behavior that would result in disciplinary action include, but are not limited to the following examples.

- Violation of Safety Policy
  - Violation of Drug/Alcohol Policy.
  - Missing a day of work without calling to provide an acceptable explanation.
  - Arriving for work late without calling in with an acceptable explanation
  - Substandard performance of assigned duties
  - Insubordination
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### **Disciplinary Actions**

Keep in mind the seriousness of any of the above mentioned examples may result in immediate termination. For instances that are violations of a less serious nature the following three step process will be applied.

- Warning that a repeated violation will result in time off without pay
- Thirty day suspension without pay
- Termination of employment

### **Sexual Harassment, Diversity and Inclusion**

ALL PRO USA fully expects employees to be professional and respectful of other team members or anyone they come into contact with while they are on the job. Additionally employees are expected to follow this as a practice when off the job. Any employee of ALL PRO USA that is suspected of sexual harassment on the job or off the job will be temporarily suspended. If upon a full and thorough investigation the accusations are considered valid the employee will be terminated.

ALL PRO USA is a company that fosters a workplace of diversity and inclusion.

By fostering a culture of inclusivity, promoting gender equality, and addressing unconscious biases, organizations can create a safe and respectful environment for all employees. All team members are expected to follow these practices on and off the job.

*End of Safety Manual & Procedures 2022*