

IMPORTANT WORKERS' COMPENSATION INFORMATION

Reporting an Injury / Illness

In order to avoid delays and make claim reporting easier for your designated person, at the beginning of production, please download our Claim Reporting App, "**Stars Intake**", from Google Play or the App Store, or bookmark this link in your browser: <https://www.riskconnectclearsight.com/Enterprise/>.

The employees' supervisor must complete the Injury/Illness Report – IMMEDIATELY – which is located in our Claim Reporting App, Stars Intake or at <https://www.riskconnectclearsight.com/Enterprise/>. Log in Credentials are listed below or can be retrieved from our website.

Cast & Crew and CAPS Log in Credentials for the app:

Customer ID: C236

User ID: CastandCrew

Password: Workcomp1 (password is case sensitive)

Media Services Log in Credentials for the app:

Customer ID: C236

User ID: MediaServices

Password: Workcomp1 (password is case sensitive)

Please complete all fields to the best of your knowledge and press submit at the end of the form. Online reporting is a safe, convenient, and timely method of notifying the Risk Management team of work-related injuries. In the case that the app is unavailable (no cell data), please complete the backup Workers' Compensation Injury Illness Report included in this packet and e-mail it to us at workcomp@castandcrew.com.

CA employees or injured CA Residents must also complete the CA DWC-1 and submit it with the app or via e-mail or fax to workcomp@castandcrew.com or (818) 848-4614.

Every injury/incident MUST be reported - no matter how slight or minor it may appear.

Please be advised that each state has requirements and time limits for reporting injuries. The production company is responsible for any and all PENALTIES which are assessed due to late reporting or failure to report by production and will be billed as an additional pass through charge. In order to avoid penalties, we advise that all injuries or illnesses be reported within 24 hours.

Injured employees should be provided with a **Notice to Medical Provider** form to present to the medical provider. While most urgent care centers accept walk-ins, it is recommended to call ahead and provide your information if the employee is going to seek care.

Refusal of Medical Aid:

If the employee refuses medical aid following an injury, please have them fill out and sign the Right of Refusal of Medical Aid form and send to Cast & Crew immediately.

Forward all Paperwork to Risk Management:

After reporting the injury to us, you may forward all medical notes, productions reports, medic reports, etc. to the Workers' Compensation department at workcomp@castandcrew.com.

Important Contact Information:

Cast & Crew, CAPS, and Media Services Risk Management and Workers' Compensation teams can be reached by Phone: (818) 738-9351, Fax: (818) 848-4614, or E-mail: workcomp@castandcrew.com.

Medical Care

When injured employees are treated at authorized facilities they receive appropriate, prompt care resulting in claims being managed more effectively to the benefit of all parties, especially the injured worker. We have organized a network of authorized facilities, which include the use of a Medical Provider Network (MPN) in California. Use the address search in the links below to locate the nearest medical facility:

California locations:

- Go to: <http://ekhealthselect.ekhealth.com/>

All Other State locations:

- Go to: www.intelserver.com/castandcrew
 - User ID: CastandCrew
 - Password: Workcomp1 (password is case sensitive)

Select the Quick Search option, then enter your City, and/or Zip code to find a list of facilities within the approved network. You may expand your search using neighboring zip codes or by increasing the search radius. Please refer employees to an emergency room only for serious, life threatening injuries, or if injuries occur after hours.

If you prefer, before filming, you can send an email to us with your exact addresses for shooting location(s) and we will send you a list of authorized facilities in your area which you can use in case of an injury. Emails may be sent to workcomp@castandcrew.com.

Locations in CO, GA, PA, TN, and VA must post a panel of medical facilities. Prior to filming, please send your shooting location address to workcomp@castandcrew.com and request a Work Comp Medical Panel.

Using an unauthorized medical facility may delay the process of workers' compensation claims and may create unnecessary coverage complications.

Each set or workplace should designate one person as First Aid or Set Medic. **This person will be in charge of making sure all claims are reported promptly to Cast & Crew Risk Management.**

Additional Comments:

Different coverage and limits may be required from time to time depending on the activities involved. Clients and/or production companies must maintain their own Workers' Compensation policy to cover interns, volunteers, people who are auditioning or rehearsing (prior to employment through any payroll company managed by Cast & Crew), foreign hires working in foreign countries, and others who are not insured through a Cast & Crew Workers' Compensation policy.

You must advise us if you will be filming in Canada for more than 22 days or if you are working on U.S. Government contracts.

All special insurance requests (i.e. waivers of subrogation, certificate holder revisions, etc.) should be reviewed and approved by Cast & Crew Risk Management Department prior to making agreements with locations and/or networks. Please submit requests using the Certificate of Insurance Request form and allow 3-7 business days for processing.

Special Activities including STUNT or FOREIGN TRAVEL:

All hazardous activities, including but not limited to, use of Non-Domestic Animals, Watercraft, Aircraft, Stunts, Pyrotechnics and Foreign Locations require prior approval from Cast & Crew Risk Management Department at least **3-7 business days** prior to its planned occurrence as a condition of the Payroll Services Agreement. For additional information, please refer to the **Special Activities** section of the **Payroll Services Agreement**. If any of these activities are planned, please use the Foreign Travel Questionnaire or the Hazardous Activity Questionnaire to notify the Cast & Crew Risk Management department.

OSHA Requirements

Production is responsible to adhere to all OSHA, and other federal, state, and local governmental requirements, including guidance from the CDC relative to providing safe work spaces and avoiding the transmission of SARS-CoV-2, which can cause COVID-19. The following are highlights of OSHA requirements. For more information, please see <https://www.osha.gov/>

As of January 1, 2015, report the following to OSHA:

1. All work-related fatalities within 8 hours.
2. All work-related inpatient hospitalizations, all amputations and all losses of an eye within 24 hours of finding about the incident.

Only fatalities occurring within 30 days of the work-related incident must be reported to OSHA. Further, for an inpatient hospitalization, amputation or loss of an eye, these incidents must be reported to OSHA only if they occur within 24 hours of the work-related incident.

You can report to OSHA by:

1. Calling OSHA's free and confidential number at 1-800-321-OSHA (6742).
2. Calling your closest Area Office during normal business hours.
3. Reporting online.
4. In California "any serious injury, illness, or death" of an employee must be reported within 8 hours of knowledge to the nearest Division of Occupational Safety & Health. CalOSHA's hotline is (800) 963-9424.

For additional COVID-19 prevention resources: <https://info.castandcrew.com/covid-19-resources>

OSHA 300 Log Record Keeping:

All business is required to maintain the OSHA 300 Log listing all recordable injuries. You may obtain a blank OSHA 300 Log online, or request a draft Log from workcomp@castandcrew.com if you have had some recordable injuries.

FREE OSHA Posting Notices:

You can download free posting notices from the Federal OSHA website at: <http://www.osha.gov/pls/publications/pubindex.list>