

MICHAEL WILDE MANAGEMENT

DEPARTMENT OF CLIENT SERVICES



Introductory Guide
for the Managed Client

Hello, and welcome to Michael Wilde Management. This booklet is written to explain our system to you, to help you understand our obligations to you and your obligations to Michael Wilde Management and its clients.

Office Hours: 8.30am - 5.30pm Monday to Friday

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Pay Week: Begins Tuesday and finishes on Monday

Payments: Payments to your manager must be made within 30 days of receipt of compensation from your agent or the contracting company.

Phone-In Times:

AM Clients: Immediately after work on Tuesday you must phone your hours through to your manager before 6:30PM.

PM Clients: If you are working late on Tuesday, you have until 9:30AM on Wednesday morning.

To help us you must be accurate when ringing through your hours.

Office Hours & After Hours Contact:

Normal office hours Monday to Friday are 8.30am to 5.30pm. Calls to the office outside these hours will be diverted to an operator who will assist you 7 days per week.

Introduction & Legal Overview

1. The Company:

Michael Wilde Management provides the administrative services of a personal and business management company, assisting both you and your agent to represent self-employed independent contractors (you) to the global entertainment industry.

Michael Wilde Management's Department of Client Services is complimented by a number of high-principled companies that are resolute in providing you with the best possible services to assist you in advancing your career. These are:

- Michael G Wilde and Associates:
Talent management (above and below-the-line crew), production consulting, business management, financial planning services.
- Westgarth Production Services:
Development and preproduction services, showbiz educational services.
- CLF Promotions:
Talent publicity, talent management (musicians & actors), film finance and investment consulting.
- Michael Wilde Management
Motion picture production services, production consulting, entertainment industry employment agency.
- Image Group International
Public Relations, image consulting for entertainers.
- Mainstream Talent (worldwide)
Above and below-the-line talent and crewing agency.

Our business operates as an administrative agency, presenting you as part of a flexible and productive labor force of entertainment industry-based independent contractors to companies with personnel requirements in association with your talent agent or crewing agency. You are not employed by us but are bona fide, self employed, independent contractors in your own right.

We offer a two-tier system to our clients: management or registration.

With registration, we act as surrogate managers while you are working in another state or country. Upon arrival, you may register with our local office and will receive the same services provided by, and in association with, your agent and/or manager for nominal fees for our separate services. For legal reasons, these clients are placed on a renewable 90-day contract. For this service we do not charge management commissions as you pay for our services separately as you need them.

As a management company, we charge a standard industry-based commission. We do not guarantee work or script sales, but will endeavor to promote, assist, and represent you to the best of our ability.

We have the right to terminate your contract with us at any time during the contracted period, providing written notification within 30 days, without refund of the fees incurred should you fail to act accordingly to the Terms and Conditions stated herewith.

You have the right to terminate your contract with us at any time during the contracted period if you are not satisfied with our services and conflict resolution has not been successful. You must provide a written notice of termination within 30 days before leaving management.

2. Your Manager

The whole of the film industry is a business, and it runs like a business. Whether you're a screenwriter, actor, musician, producer, or director, you are in business for yourself. You are your own boss.

Since managers often have relationships with agents, having a manager may work to your advantage. Like agents, managers typically take a percentage of any work you do or deal that they secure for you (from 10 - 20% is common) for the administration of your career. We charge the same commission as agents. We do not require an up front fee to represent you or charge any more than 20% commission. Any company that does so should be treated with suspicion.

Should you require management or have already signed with us, you are represented worldwide. You will be assigned a manager who will service you through the entire period of your contract with us.

If you and your manager are not compatible, please contact Cynthia Felthousen or Michael Wilde for a change to a more compatible manager. We do not change your manager without your consent, e.g. if you are lucky enough to be personally handled by Cynthia Felthousen, you will communicate with her exclusively. It is our company policy that no other manager has authorization to handle you or be temporarily assigned to you at any time. If this policy is violated, please contact Cynthia Felthousen or Michael Wilde to be reunited with your contracted manager. Remember, we are employed by you.

All businesses have various departments that make the whole of it work. Think of your agent as your sales department and who gets 10% commission (15% for offshore productions & commercials) on the sales they make or work they get you.

When you start making regular income, you need to build your business—starting with your administration department—and employ a manager to handle all your administrative duties and run your business with you. They are there to provide career direction and career advice, a shoulder to cry on or whinge to, assistance in running your acting, directing, writing, singing, or production management, etc, business, among other things.

Your manager brings with them other experts to head all your other departments and handle the different aspects of your business in consultation with you. If you do not have an agent, it's your manager's responsibility to help you find one suitable to your needs, if required to do so.

Your Promotions Department is headed by your publicist whose job it is to keep you known in the industry and to your audience, to deflect bad press, and to manage and oversee your public appearances. Your publicist's other duties is the management of your fan sites, fan mail, headshots for autographing—anything that promotes you to the public and to the industry. If you are a musician, singer or band and require a music video, your publicist will enlist our production arm to work with you to help you create a suitable video to present to your recording company.

Your Accounts Department is headed by a CPA that's experienced in the entertainment industry and handles your bookkeeping (accounts payable and receivable), tax matters, financial planning, and your investments. Ask us about our Financial Planning course to help reduce these costs and gain greater control over your finances.

Your Legal Department handles all your legal needs, such as licensing, copyright registration, intellectual rights, contract vetting, etc. Entertainment law is a broad field and there are many different types of attorneys practicing within it. Generally, attorneys are broken down into two categories: litigators and transactional attorneys.

Litigators handle claims and lawsuits such as breach of contract, copyright infringement, fraud, etc. Transactional attorneys generally draft and negotiate contracts.

Your Quality Control Department makes sure your work, your craft, or performance is the best it can be. In tandem with your manager they help you hone your craft by providing experienced service providers for extra training, coaching, and correction.

2. Being An Independent Contractor (Or Freelancer):

In working through us your legal status is referred to as being an independent contractor (aka, freelance artist).

Our marketing strategy embraces the concept that our clients are productive, professional, and highly motivated individuals. Typically, it is these clients that we endeavor to attract and work through the company. The old adage "good workers create work for themselves" is a true one. Good clients' reputations will precede them. Alternatively, continual poor performance or poor behavior by a client will make it difficult for us (or anyone else) to represent them.

It is expected that you will act responsibly at all times. Please remember you are a reflection of your profession as well as the entertainment industry, and unprofessional attitudes or behavior will not be tolerated under any circumstances. We agree to represent and assist you with a high standard of presentation and professionalism. Transport to and from all employment is your responsibility unless otherwise specified by your client.

3. Government:

Our management system is recognized by all relevant Government authorities as legitimately administering all statutory requirements for self-employed personnel.

4. Nature Of Contracts:

All contracts are project, casual, or daily hire. No legal employment status exists. This means that you have legal control of yourself as a self-employed business person. You have a business relationship with your clients where you work.

5. Benefits:

The benefits that you can derive from us are entirely within your own control. We are a professional management company and we require that you, the independent contractor, display the same motivation and professionalism.

We work to maintain the independence and self-employed status of bona fide independent contractors in the entertainment industry who do not wish to be bound by the constraints of the salary system.

6. Our Commitment:

We are committed to servicing you in the most efficient and capable manner possible. It is your motivation, productivity, and professionalism combined with our expertise and contacts that ensures the profitability and future security of our joint ventures.

It costs you nothing to register or be managed by us, and the reality is that we work for you.

By reading the following guidelines, you will more fully understand our management system and your obligations as an independent contractor.

7. Privacy Policy:

We comply with the principles of the National Privacy Policy (NPP). The NPP principles provide a framework governing the collection, holding, use, correction, disclosure, accessibility, securing and transfer of personal information. In line with the NPP, we advise the following:

- The personal information that we have requested and you have supplied is necessary for us to perform the services of a contract administration agency that we have explained to you and are contained in this Guide.
- Personal information that you have supplied to us will be handled in accordance with the NPP.
- The information is held securely within our office systems, and our office personnel are aware of their responsibilities.
- We will not disclose this personal information to other parties (except where required by statutory provisions or an enforcement body) without your consent.
- You have the right to access your personal information. If you wish to verify or correct the information held, please contact us to arrange a suitable time. We will be happy to discuss any aspect of this personal information held with you, subject to the provisions contained within the NPP.

Working As A Managed Client

Guidelines

A thorough understanding of our method of operation will ensure a smoother and more successful venture for you and all our other clients.

1. To Obtain Work:

It is your agent's legal responsibility to obtain work for you. Your manager's job is to help you run and build your entertainment industry business, provide career advice, and to help you hone your craft, among other duties. Despite this, your manager can assist you by making you aware of any production vacancies, script sales opportunities, roles, performances or auditions you may want to pursue.

Once you have completed the interview and registration or management process you will be placed on our "available" list. However, you also need to call and advise your agent of your availability and that you are now either registered with or managed by us. If they do not hear from you they will assume that you are no longer available for work. Remember to stay in touch.

You may visit our offices anytime or call to view a list of film industry-based vacancies and audition spots available that you can take back to your agent. For audition spots, if you are a freelance performer you can talk to our casting assistant who will help you gain an audition or role. Our story editors can also assist you in evaluating scripts sent to you so you can decide which character role or production vacancy to take.

2. Continuity Of Work:

The level of work available through your agent is variable. As agents supply their clients on an as-needs basis, they must rely on demand by your clients. Unlike an agent, we have no control over this and for this reason we cannot guarantee any amount of work.

The number one priority is that you maintain a consistent, professional approach. Secondly, ensure that both your manager and agent know that you are looking for work. When finishing a contract and you realize that we will not be aware that you will be available for work, phone and let us know. Stay in touch!

NOTE: Please inform us if you have past problems with drug or alcohol abuse. In that case, a clause will be recommended for inclusion in all contracts that will require that you not be under the influence of drugs and/or affected by alcohol while under contract to your client.

Breach of this clause will require your client pay you only union minimums (scale) despite the negotiated fee stated on your contract, and will carry a fine of no less than \$400,000 and no more than \$4 million dollars that you will be required to pay to your union's benevolent fund or a nominated high-profile registered charity (such as Save The Children, Alzheimer's Association or Epilepsy Foundation). In addition, you will be required to reveal the identity and location of your drug supplier in a signed statement to the police or federal law enforcement agency and may be required to reveal this information in court.

If you require rehabilitation for drug and alcohol abuse your manager will enlist the services of Narconon to assist you.

3. Accepting Work:

Both the Agency and Management systems are based on the principles of offer and acceptance of contract. It is your right to accept or decline any work or assistance offered to you. When a work contract is offered to you and accepted by you, there is a contractual obligation for you to fulfill the requirements of that position or role.

We strongly recommend you do not accept any work where you will not be paid. We regard “deferment” and “profit sharing only” arrangements as fraud and also theft of your time and craft.

4. Attendance:

If you have accepted work through your agent or through us, and for any reason you are unable to attend, it is essential that you call and advise both your agent and manager of the problem as soon as possible. Prompt notification by you will enable either of us to send a replacement, which keeps your client satisfied.

Remember, by not phoning in, you may be compromising your agent as well as your manager and making the production company or venue client dissatisfied and possibly putting another independent contractor out of work. Stay in touch!

5. Invoicing & Payment:

We will require you to tell us the following information weekly or within 30 days:

1. The days and hours worked.
2. The client's name and location or job address.
3. Your contracted position or role.
4. Compensation paid via your agent or directly from your client (not including pension plan and health fund payments, allowances, or residuals). This will help us calculate your payments to us.
5. Any allowances or extras supplied by the contracted company, including pension plan and health fund payments, allowances, or residuals, where applicable, including your agent's fees and charges (for accounting purposes only).

6. Diary Procedures:

A diary to record your daily work details is not only a basic requirement, but an essential tool to effectively administer your business. You should not only use this work diary to record details of your work hours, but as an aid to keep track of your business expenses.

7. Attire/Appearance:

It is the duty of each of our clients to be properly attired for work and to dress appropriately for the circumstances in which you are working. You must supply all relevant work wear or dress and are expected to be neat, clean and tidy at all times. You will be informed of any special requirements. This is not only important for both safety and hygiene, but also to reinforce your professional approach.

Actors: It is important that you notify both your agent and your manager if you make any notable changes to your appearance. These may include change of hair color or length and changes in dress or suit size.

8. Equipment:

It is the duty of each individual contractor to provide a standard set of equipment necessary to the performance of their profession or trade. Consult your manager and/or your agent if you require further details.

9. Minimum Hire Charges:

The minimum hire rate that can be paid to you is generally four (4) hours per day. This can be overridden by the “guaranteed hours” stated by your union or guild.

The four (4) hour minimum is not applicable where:

- (a) Special arrangements have been decided by mutual consent;
- (b) You choose to leave the location early;
- (c) You are dismissed due to client dissatisfaction (hours worked will be paid); or
- (d) You are late getting to work.

The minimum hire charges (scale) recommended by your union and guild, and your Basic Negotiated Fee (BNF) recommended by your agent and/or manager are designed to protect your profitability. For example, traveling one hour for one hour's work. Generally speaking, where you make yourself available to a satisfied client for a full day's work, and there is insufficient work to complete the full day, the four (4) hours minimum applies if you work in the production office or are designated crew. On the other hand, if you are a performer or above-the-line, and are contracted for 8 hours, you will receive the contracted rate for that day.

Where you are working on an agreed unit rate, both your agent and manager will ensure that a legal union minimum is applied.

10. Client Difficulty Procedures:

Please inform us, your union, and your agent of any difficulties or problems experienced on location. Examples of difficulties could range from personality clashes with production personnel or other clients to unsafe work practices, etc. Stay within the vicinity of the production company's business, phone your agent, union and us, and we will do everything possible to rectify the problem quickly and effectively. We are here to assist you and your clients to achieve a quality working relationship wherever this can be achieved.

11. Health & Safety:

The importance of your health and safety at your client's business can never be stressed too highly!

As an independent contractor, you are primarily responsible for your own safety on location. However, this certainly does not mean that you are expected to work in unsafe conditions! All clients beginning work through us will, as part of the registration process, be required to attend a briefing on Occupational Health and Safety provided by your union or guild. On acceptance of an offer of work from your agent or manager you will also receive briefing sheets from your client which are specific to that particular work location.

If at any stage you are concerned with a particular aspect of health or safety, report the problem to the client immediately. Should you receive no help from the client, call your agent, manager and union and we will be able to help! Please refer to our Occupational Health and Safety briefing notes below for further details.

12. Public Liability Insurance

As part of your contract with us it is essential that you have Public Liability insurance. If you are already covered with insurance for this risk, proof of cover must be provided prior to any placement for work. If you do not have current cover, we can arrange it for you at low rates, and deduct the fees from your payments as you work.

As an independent contractor, you must be properly and adequately covered in respect of Public Liability. The need for this type of cover for contracted talent on location is imperative. It is to protect you, the independent contractor, against the costs of legal proceedings and damages following an industrial accident or mishap in which a third party (e.g. a passer-by) is injured.

Realizing that most Public Liability insurance cover is fairly costly, we have a blanket policy which carries a total cover of \$10 million for minimal cost.

NB: With our blanket policy, you are covered only whilst working through us. Further, with commitment to your clients, if there is ever a claim, an excess only applies if negligence can be proved.

13. Taxation:

Withholding Tax:

You must be aware of your status as a working independent contractor. We strongly recommend that you seek the services of either our accountant or a reputable and experienced independent accountant or tax agent for advice and preparation and lodgment of Income Tax returns.

- (a) Individual Clients: All individual clients, whether or not you have registered your freelance company with your country's taxation department, working under labor hire arrangements will have income tax withheld under PAYG. Under a special arrangement with your Taxation Office, we are able to offer the alternative of having your remuneration taxed at a flat rate tax or under the PAYG tax scales.

If you choose a flat rate of tax, the minimum rate that can be applied is 15.5% (depending on your country). This rate may be reviewed and increased at any time to ensure that you meet your tax obligations. If you qualify for a lower rate of tax, you will need to produce a valid variation issued by your country's taxation department before this can be activated.

If you are unable to supply a tax file number/social security number at the time of interview, it is essential that you complete the declaration and obtain one as soon as possible. Failure to supply a number means that your client is obliged to deduct tax at the maximum rate of up to 48.5%.

- (b) Entities. Structured entities (companies, partnerships or trusts), will not have withholding tax applied unless they do not provide their business tax registration number. No BN = 48.5% tax. Entities do not need to complete a tax file or social security number declaration.

Proper consultation with your accountant or tax advisor will ensure that you maximize your allowable deductions and meet your tax obligations without any undue burden at the end of the financial year.

Tax and Labor Hire Arrangements

Individual clients do not include tax in the rate they charge you, i.e., the salary rate. Entities with a business tax registration will include tax in the rate. These entities are responsible for their reporting to the Taxation Office for tax and PAYG installments when they complete their Business Activity Statements (BAS).to the taxation office

14. Unions

- If you are a member of a union, you should remember that union officials are your elected representatives, and as such they are there to protect you and your rights.
- A union representative should display or provide appropriate identification.
- As a paid official, when a vote has been taken, they must follow the instructions of the majority of union members on location.
- You are the union member, so you are entitled to tell him/her what you want.
- Remember that any action taken without a vote may be illegal.
- If at any time you feel that a union representative is not acting in your best interests, call us immediately. We will be able to help.

It is expected that you seek to become or continue to be financial members of your specific union as appropriate, once you have gained paid employment in the film and television industry. Membership fees are payable directly to the union.

Briefing Notes

Sexual Discrimination. Racial Discrimination. Equal Opportunity

As our client there are important differences to being an employee in the areas of sexual, racial and other discrimination and equal opportunity. This briefing sheet explains those important differences and your responsibilities.

Michael Wilde Management represents independent contractor clients under the principles of the agents and managers Guild Judgments.

This means that we do not control:

- You,
- The businesses where you may work.
- The employees of the businesses where you may work,
- Your other clients.

Your agent is an administrator of labor contracts - your daily labor contracts. If a signatory to your union, is an ethical administrator of these daily labor contracts and cannot and will not knowingly be involved in situations where the law is breached. In addition to your agent, we will not and cannot,

- Offer you work if you commit an act of discrimination or harassment,
- Retain as a client any business that engages, condones or allows to continue acts of discrimination or harassment of any sort.

We are an equal opportunity operator where selection of people for offers of work is based purely on:

- Your performance as an independent contractor,
- Your availability,
- Your skills suitability for the work available.

We have large numbers of people working who are from diverse cultural, ethnic, religious and other backgrounds.

Your Actions As A Managed Client.

As a managed client you have legal rights and responsibilities which you must exercise. You have a legal:-

- Right to accept or reject the daily offer of work when/if it is made, and
- Responsibility to not commit any act of discrimination or harassment.

If you discriminate or harass you can and may be held personally liable to pay compensation.

What To Do If You Feel Harassment Or Discrimination:

Your union is uniquely placed as an association which has a contractual relationship with both you and your client where you are working to discuss these issues and help resolve them. Your union, agent and manager are committed to doing so.

You should

1. Ask the person/s committing the act to stop.
2. Inform the production manager or supervisor where you are working of the situation.
3. Contact your union, agent, and your manager to inform them of the situation.
4. If you feel uncomfortable, ask a fellow worker or friend to report on your behalf

Your union and manager will act on your inquiry or report, conduct an immediate investigation and will take appropriate action. They will be sensitive to the inquiry and to the situation.

Your failure to take these steps puts you and your other colleagues at risk of being subject to continued harassment or discrimination by the individuals responsible. Do not take that risk. Your union and your manager will help.

General Occupational Health & Safety and Hygiene Issues

General Statement

This briefing is designed to give you a good idea of safety issues when you are working on location or in a studio. Your union and manager want you to work in a safe manner and to ensure that you are working at safe locations. However when working in Studios, on location, or at mechanical effects locations there are always possibilities for accidents and injuries as with any work environment. Just as you must be aware of accident possibilities on the roads and must take care so the same applies to being at work.

As an independent contractor: YOU have responsibilities not to do anything which may cause injury to yourself or others. You could be held personally liable for injury caused through your negligent actions.

This briefing cannot cover all the possibilities. You have a responsibility to be alert and thinking at all times. Ask questions when in doubt. Even if asked, do not do anything, which you feel is unsafe. Contact your manager and your union if you have concerns.

1. Movement Of Trucks

Working in the entertainment industry it is generally expected that you will be in and near trucks and vehicles at some stage during the day, whether crossing a road or near a delivery/pick up point.

You should.

1. Stay away from delivery/pick up areas.
2. Not walk near the rear of trucks, which may suddenly start or be reversing.
3. Obey general safety rules, which apply on the roads.
4. Be alert to the movement of equipment and sets into and out of delivery trucks.

2. Forklifts

Forklifts can be and are dangerous vehicles.

- You are prohibited from driving a forklift without a forklift license.
- You are prohibited from driving a forklift without authorization from a Location manager and site owner. Always be alert to dangers with forklifts moving in any area.
- Do not go into designated forklift movement zones.
- Forklifts shift sideways and backwards. Watch them and be careful.
- You must never stand or sit on the fork of a forklift whether stationary or moving unless you are a stunt performer and are directed to do so by the stunt coordinator and director.

3. Protective Clothing.

- You must wear protective clothing as required at each location where you may work.

4. Ear And Eye Protection

Most special effects studios and manufacturing plants have levels of noise and circumstances, which could cause ear and/or eye injury.

- Ear protection is usually required and mostly provided.
- Eye protection is often required and would be provided.
- You must wear ear and eye protection if required.
- If not required but you want ear and or eye protection, always ask at the location.
- If you have a problem being given ear or eye protection, talk to your union.

5. Hair Nets.

- Hair can be caught in machinery and cause horrific injuries.
- Uncovered hair also can and will fall into food ingredients in food preparation areas.
- Hairnets covering both head and facial hair are normally required in food preparation areas.
- You must wear these as required.
- If hair nets are not provided ask at the location. Any problems contact the production manager or caterer.

6. Footwear

- Yes! At all times comfortable, strong footwear, which covers the entire foot, must be worn.
- No! Running shoes, sandals, flip-flops (thongs), soft-shoes, open toe shoes, open weave shoes or high heel shoes must not be worn unless specified as part of a costume.
- In designated areas, steel capped, safety shoes must be worn. You must check before working whether safety shoes are required. You must not go into areas where safety shoes are required if you are not wearing safety shoes.

7. Jewelry

- No! When working in Special Effects Studios or where machinery is used, you are not permitted to wear wristwatches or jewelry. The wearing of bracelets, earrings, neck chains etc is also not permitted.
- Items of jewelry are considered hazardous because they may break and fall. Nail lacquers, polishes or false nails are not permitted when working in Special Effects Studios.
- Yes! Sometimes wedding rings without stones, and/or plain sleepers less than 15mm diameter can be worn. Check at each work location.
- Ensure hair clips etc are securely fixed and always completely covered by a fine hair net.

These rules are for your safety. Finger rings can become caught in machines and rip off your finger. Hair can be caught in machines and scalp you. Neck chains can be caught in machines and pull your face into a machine. Earrings can get caught and rip your ear in two.

8. Safety Equipment

Every location will have specific safety equipment.

- You must make yourself aware of the location of equipment and procedures for use if you are to be authorized to use safety equipment. Ask the safety officer.
- Expect to receive information and a briefing specific to each location where you are working. Any problems, talk to your agent or manager

9. Chemicals

Chemicals, which can be potentially dangerous, (cleaning chemicals etc)

- You must take great care if near and around chemicals. If required to use chemicals in your work you must make sure that you have been fully instructed on safety issues.
- Safety gear must be supplied appropriate to the task required and its correct usage.
- Never use or touch chemicals without direct instructions and authorization.
- If you observe the storage of any unmarked chemicals notify the safety officer.
- Any problems talk to the production manager and your union.

10. Care Around Machinery

All machinery can be dangerous.

- You must take great care if near and around machinery. If you are required to use machines in your work you must make sure that you have been fully instructed on safety issues. Ask the safety officer.
- Any problems talk to the production manager, your union, your agent, and your manager.
- Always concentrate and be alert. Even the simplest machines can cause major injuries.

11. Safety guards

Many machines are fitted with safety guards to protect you from injury.

- Never work on a machine where the safety guard has been removed or switched off.
- Any problems talk to the safety officer.
- If problems are not fixed, talk to the production manager and your union.

12. Compressed Air, Steam

Misuse of compressed air or steam can result in injury or loss of life; for example an air bubble passing through the skin into the blood stream may cause a fatal air embolism. Steam can cause severe burns.

- Never direct a stream of compressed air or steam towards your body or the body of another person.
- Do not use compressed air for cleaning your clothes or the workplace.
- An air or steam hose can whip around if not held securely.

13. Electricity.

Electricity is an invisible hazard and electric shock can be fatal.

- You must not repair or adjust electrical equipment or replace broken globes or repair damaged cables or fittings.
- If you receive an electric shock from any equipment stop work. Switch off the unit and tag the switch. Do not put yourself at risk. Report to the safety officer. Any problems talk to your union.

14. Alcohol and Illegal Drugs

- Consuming alcohol or using illegal drugs while working at any location is strictly prohibited. Being under the influence of alcohol or illegal drugs while working is also strictly prohibited. Either scenario is unacceptable, and any client(s) will immediately be off-hired.
- This rule will be strictly adhered to.

- You may be held personally liable for any injuries/problems caused while you are under the influence or suspected to be under the influence of alcohol or illegal drugs.
- Anyone who believes they may have a problem with substance abuse is asked to inform their manager immediately so they can be placed in rehabilitation with Narconon. Such information will be treated with the strictest confidentiality and will not be revealed to the public without your consent.

15. Prescription Drugs

- If you are required to use prescription drugs while working it is your responsibility to check with your doctor concerning any possible side effects.
- If there are possible effects, which could affect safety, you must inform and discuss this with your manager and the producer.
- The intention is to help and ensure that you and other workers are safe.

16. Medical Conditions

- If you have a medical condition which does not prevent you from working but which could pose a safety issue, e.g. epilepsy, you have a responsibility to bring this to the attention of the producers and your manager.
- The intention is to ensure that your client's business is aware of and can ensure that support procedures are in place to assist if needed.
- You are required under the Worker's Compensation Act to declare in writing pre-existing injuries and/or illnesses. If you do not declare you may not be allowed to make a claim.

17. Heat, Exhaustion, Confined Spaces

In many manufacturing situations heat is a necessary part of the process. If you are working in a hot area, particularly in a confined space you must be aware of the need to:

- Look after your health.
- Do not put yourself at risk.
- Ensure you have breaks away from the heat.
- Drink water regularly. If you feel ill report it.
- If any problems talk to your union, your agent and your manager.

18. Reporting of Injury

All injuries, no matter how small, must be reported immediately.

- The production company has a legal responsibility to keep a register of injuries.
- As an independent contractor you have a responsibility to report injuries.
- You must also report injuries.
- Failure to report an injury may stop or delay a claim for compensation.

19. Wound dressing/Medications

- Adhesive bandages of the "Band Aid" type are not permitted in food preparation environments.
- All sores, cuts, a dressing approved by a First Aid officer must cover grazes, infected areas and other wounds.
- Approved adhesive dressings are blue and incorporate a metal thread, which can be detected in the product x-ray.

- If you need a dressing for a cut check with the location manager for approved dressings.
- No business is not allowed to give you medication including Aspirin or any other pain relief. You may have serious medical reaction to even simple drugs.

20. Practical Jokes and Horseplay

- These are forbidden.

21. Health and Hygiene in Food Preparation

- It is essential to maintain a high standard of personal hygiene and cleanliness. In food preparation you must always wash your hands before entering food preparation areas after every break, particularly after attending the toilet, blowing your nose, and after smoking or eating.
- If you are using gloves, change them at least once every hour and only use fresh and clean disposable gloves. Hands should be washed before putting on gloves.

22. Eating and Smoking

You cannot eat or smoke in food preparation areas. Lunch and eating areas are normally supplied outside food preparation areas. Specific smoking areas are sometimes provided. Check where these are.

23. Manual Handling

Always warm up and stretch before you start work, this will often help to prevent any injury. (Note: This is conducted as an additional briefing using material sourced from insurers and medical authorities).

The maximum weight that should be lifted by anyone person at anyone time is determined by the Risk Assessment Task carried out at each work location. Your posture, movement and the forces, frequency and duration involved in each task will all play major roles in setting the limits to these tasks. There are plenty of hand trolleys and pallet trucks available for your use if you need. Use these items or ask for help. If there is a lot of product/raw materials ask a forklift driver or the safety officer to organize assistance. Do not put your back at risk by lifting heavy weights in an unsafe manner or without seeking assistance.

The importance of your health and safety at your client's business can never be stressed too highly. As an independent contractor, you are primarily responsible for your own safety on location. However you are not expected to work in unsafe conditions. We want you to work in a safe manner and to ensure that you are working at safe locations. Just as you must be aware of accident possibilities on the roads and must take care so the same applies to being at work.

As an independent contractor, YOU have responsibilities not to do anything which may cause injury to yourself or others. You could be held personally liable for injury caused through your negligent actions.

This briefing cannot cover all possibilities. You have a responsibility to be alert and thinking at all times. Ask questions when in doubt. Even if asked, do not do anything which you feel is unsafe. Contact your union and manager if you have concerns.