

NU BOYANA FILM AD

INITIAL INSTRUCTIONS

I. Matters of general character

“Nu Boyana Film” AD is a film producing complex consisting of:

- Shooting pavilions and studios;
- Open air sites with settings and properties;
- Production work-shops and repair work-shops for different technological use;
- Store-houses for the technical equipment, costumes, stage properties, etc;
- An administrative block;
- Offices and similar for the film productions;

The order on the territory of the company is regulated by the “Rules for the internal order” and the “Rules for providing safe and healthy working conditions”.

These encompass the requirements for all kinds of activities carried out on the territory of the company “Nu Boyana Film” AD. The “Rules for the internal order” and the “Rules for providing safe and healthy working conditions” are obligatory for:

- All workers and employees of “Nu Boyana Film” AD;
- For workers and employees of other companies working or who are on business trips at the company or for any reason staying at “Nu Boyana Film” AD;
- For trainees;

Each newly employed workers or employees shall be made acquainted with the “Rules for the internal order” and the “Rules for providing safe and healthy working conditions” by its direct manager (foreman), which is the obligatory topic in the instructions at the working place.

Workers or employees from other companies as well as trainees, working or sojourning at “Nu Boyana Film” AD, shall be made acquainted with the Rules by their direct managers (foremen).

The movement of people or goods along the internal road network on the territory of the company shall be regulated by signs, restrictive and indicative boards.

The parking places have been marked by the respective marking. Parking outside the places specified for the purpose is forbidden.

Passing through places with fencing or respective signaling as well as entering into premises with the inscription “Entering strictly forbidden” is forbidden.

There exists no organized medical treatment on the territory of “Nu Boyana Film” AD. All production premises have been provided with stationary first-aid boxes.

The heads of department shall obligatorily control the regular maintenance and provision of the first-aid boxes with the most necessary medicines and materials for wound dressing.

In case of necessity of emergency medical service the “Emergency Aid” service is to be called at phone 150 from the phone post most closely situated.

The production premises of “Nu Boyana Film” AD /shooting pavilions, work-shops, wardrobe premises, store-houses for stage properties, projection halls, etc./ shall be provided with the necessary facilities and units for fire- extinguishing.

In case of fire the personnel shall be obliged to take immediate measures for its extinguishing and liquidation and shall inform the city fire-protection authorities /phone 160/.

In the corridors of the Main building have been placed diagrams for evacuation in case of necessity.

For the workers and employees working with or close to machines, apparatuses, fluids, hot objects that are dangerous for their health shall be provided with the necessary personal or collective means for protection.

Any newly employed workers and employees shall obligatorily be instructed by their heads of departments on the rules of use and keeping of the personal and collective means of protection.

Workers and employees from other companies working at “Nu Boyana Film” AD”, shall obtain the necessary protective means and instruction on their use and keeping by their direct managers (foremen).

It is absolutely forbidden for students of different age to work with or close to machines, apparatuses, fluids, etc. that are dangerous for their health, trainees and students may carry out activities only under the instructions of their managers and in the presence of the person accompanying them on the part of “Nu Boyana Film” AD”.

The specifics of the film production requires the carrying out at “Nu Boyana Film” AD of production activities of many kinds and with different complexity /shooting, construction, setting up of stage properties, carpenter works, metal processing, explosions and pyrotechnical works, electric appliances repair, digging works, etc./

Sometime these activities have to be executed at one and the same place and at one and the same time. These specifics are a prerequisite for the increase of the risk different in character or gravity dangerous situations that might lead to working accidents.

Therefore each activity carried out on the territory of “Nu Boyana Film” AD notwithstanding by workers or employees of whose company, notwithstanding at what place and at what time, or on working days or on holidays shall obligatorily be preliminary agreed with the respective technical persons, whereby all adequate measures are to be undertaken for preventing such dangerous situations.

Workers and employees from other companies working at “Nu Boyana Film” AD”, shall carry out their activities only at the places defined preliminary in the agreements between the companies.

The connection to the electric power supply installations, as well as the use of the communication, water supply and sewerage network shall be agreed with the companies and may be executed only by a respective specially authorized technical person on the part of Boyana film.

The use of any facilities, machines, appliances, units, tools and similar is not allowed without the preliminary written application approved by the management of “Nu Boyana Film” AD”.

II. Matters relating to the respective activity or position (profession)

Any newly employed worker before commencing work shall be instructed at its working place by its direct manager. These instructions shall treat the following matters:

- The concrete activity to be carried out by the worker and employee – making acquainted with the machines, facilities, tools, diagrams, working order in the respective work-shop, etc.;
- Branch rules on the technique of safety and detailed discussion of the rules and instructions on safe and healthy work referring to the concrete activity;
- The rules for the fire-protection relating to the concrete working place, as well as the operation of the units, the facilities and the installations for alarm and extinguishing of fire;
- Possible break-downs, damages or complications that might arise;
- Existing dangers and risks for the health;
- Keeping of dangerous chemical substances, way of safe work with them;

Workers and employees from other companies working on the territory of “Nu Boyana Film” AD”, shall be obliged as follows:

- To take into consideration the “Rules for the internal order” and the “Rules for providing safe and healthy working conditions” at “Nu Boyana Film” AD
- To observe the requirements of the branch rules on labour safety and labour security;
- To observe the rules and instructions for safety and healthy work relating to the concrete activity executed by them;
- To observe the requirements of their direct managers (foremen) on the internal working order at the working places and sites;
- To carry and wear their personal protective means;

The persons from other companies working at “Nu Boyana Film” AD shall be obliged to have the necessary qualification and certification for the activities to be carried out on the territory of “Nu Boyana Film” AD.

“Nu Boyana Film” AD” shall bear no responsibility for the good repair and safety of the apparatuses, the machines, facilities, tools and others, used by workers and employees of other companies and which are not ownership of “Nu Boyana Film” AD.