

# NU BOYANA FILM AD

## **RULES**

### **FOR PROVIDING SAFE AND HEALTHY WORKING CONDITIONS**

#### **APPROVED BY EXECUTIVE DIRECTOR:**

/ /

#### **I. GENERAL**

1. These rules are corporative and they arrange and set the norms for safety and healthy conditions of work relating to all activities carried out on the territory of “Nu Boyana Film” AD (PLC). These rules are obligatory for all workers and employees of the company; for the workers and employees of other companies, working or sojourning at “Nu Boyana Film”; for trainees and students: for all visitors of Boyana Film.

2. The execution of the measures for safe and healthy conditions of work is assigned to the administrative and technical managers at “Nu Boyana Film” AD, who in their activity shall obligatorily be governed by the present rules, but also by the respective branch rules and the state normative documents.

3. The workers and the employees shall be obliged as follows:

- To appear for work in a state enabling them to execute the tasks assigned to them, to commence work without having taken alcohol and not to take any alcohol or any other narcotic substance during work.
- To observe the rules for safe and healthy conditions of work according to the instructions given to them.
- To observe the discipline of labour, the order established and the requirements of the normative acts relating to safety, hygiene of labour and fire-protection.
- To take care of their own safety, as well as of the safety of other persons who might be injured by their actions or lack of actions.
- To execute the lawful instructions and orders of the employer and not to carry out any work that is not within the scope of their activity without the permission of the employer, which might cause an accident in a work- shop or on a construction site.
- To use obligatorily and to the purpose their personal protective means and the special working clothing and shoes.

#### **II. SANITARY AND TECHNICAL REQUIREMENTS**

##### **Requirements relating to the territory of the company**

3. The territory of the company shall obligatorily be kept clean.

4. During the night the passages, entrances and the roads of the territory of the company shall obligatorily be lighted.

5. It is forbidden to store any materials on the roads and or the passages.

6. The roads and also the areas in the yard exposed to the danger of waste and pollution shall obligatorily be covered with asphalt pavement.

7. The roads and the pedestrian walks shall be kept clean during the summer season from dust or mud and during the winter season clean from snow or ice. In case of ice building these have to be covered with sand or other suitable material.

8. The ice formations at the drips or cornices of the roofs, etc. Have to be removed.

9. All open shafts or pits within the area of the company have to be provided with fencing and signs or sign boards.

10. The drains and the water spouts, the water drainage trenches and any other similar facilities have to be maintained clean.

11. The waste and similar materials shall be collected at suitable places outside the production premises. These places have periodically to be disinfected.

12. The collection, the transportation and destruction of poisonous, mordant or easily inflammable substances has to be done upon the instructions of the sanitary and fire-protection authorities.

#### **Requirements to the production and the administrative premises**

13. For all production, administrative or housing premises has to be established order of cleaning depending on the respective conditions.

14. For the collection of poisonous and inflammable substances obligatorily have to be used separate vessels with tightly closed caps or covers and warning inscriptions. The vessels are to be placed on cement or asphalt basements.

15. The ventilation and heating in the premises intended for continuous or long-lasting working activity of those working in them, have to meet the sanitary norms for microclimate and the rules and norms for fire-protection.

16. In all production premises there have to be first-aid boxes available for use. It is forbidden to keep in these first-aid boxes any medicines bearing no inscription or label.

17. The use of the sanitary and household premises for other purposes is forbidden.

18. The kind and type of the heating units and their place and location shall be defined in compliance with the fire-protection construction and technical requirements.

### **III. REQUIREMENTS RELATING TO THE TECHNOLOGICAL ACTIVITIES**

#### **Mechanical equipment**

19. It is not allowed to put into operation any machines or facilities that defective or not safe against fire, nor any machines or facilities, from which the protective parts have been taken down or these are defective and which have not been provided with warning signs or inscriptions.

20. All open-air parts of the machines and open-air systems for transfer of movement shall be duly made safe. The starting units of the machines have to be switched off excluding any possibility for their automatic switching on without human interference.

21. On all machines and working areas containing dangerous mechanisms or processes have to be placed working instructions.

22. All balconies and bridges in the shooting pavilions have to be enclosed with railings of at least 1 meter height.

23. The apertures at the balconies in the shooting pavilions have to be provided with covers serving as protection against falling objects or people. It is forbidden to leave the apertures open without any fencing or warning inscriptions.

24. Working on the sites at the balconies and bridges of the shooting pavilions may be carried out only if there are no people underneath.

25. The storing or temporary keeping of technical facilities or materials on the balconies and bridges of the shooting pavilions is forbidden.

26. All lifting and hoisting facilities – electric trucks, winches, hanging wooden boards, etc. have to be used and repaired only by specially trained for the purpose personnel of “Nu Boyana Film” AD, under strict observation of the rules of technical safety, the respective rules and instructions for work with hoisting and lifting facilities. It is **forbidden to use the hoisting and lifting facilities by other persons.**

27. All persons working on the mounting of the hanging wooden boards, and the lighting on them, have to use special protective belts.

28. The persons who are working high in the pavilions /on balconies, bridges, wooden boards, ladders, towers, and other lifting and hoisting facilities/, shall obligatorily have to use tools fixed to the safety belt by a rope or chain.

29. It is forbidden when ascending or descending the ladders in the pavilion to carry the tools in hand but only in a bag specially designed for the purpose.

30. All kinds of balconies, bridges, wooden boards, ladders, towers, and others in the pavilions have to be provided with a protective fencing or railings.

31. It is forbidden to execute installation of the hanging wooden boards before the final completion of the settings.

32. It is forbidden to overload the decorative elements or facilities.

#### **Electric power supply installations**

33. When working with the electric power supply facilities, apparatuses and machines obligatorily have to be observed the requirements of:

- The Rules of safety and health when working with the electric power supply facilities functioning with a voltage up to 1000V;

- Rules of safety and health when working with the electric power supply facilities of electric power and central heating stations and on electric power supply networks;

- Regulation No 3 on the setting up of the electric power supply facilities and the electric power supply lines from 2004;

- Regulation No 4 on the technical operation of the electric power supply facilities from 2004;

- All internal corporate instructions relating to the operation, the prophylaxis and repair of the electric power supply facilities, apparatuses and machines on the territory of Nu Boyana Film AD.

34. The connection of the electric power supply units to the electric power supply facilities of “Nu Boyana Film” AD shall be carried out only by a licensed electrician of “Nu Boyana Film” AD.

35. During operation, prophylaxis or repair of the electric power supply units, installations or facilities the following shall not be allowed:

- the use of non-standardized or faulty electric units, installations or apparatuses.

- the use of electric immersion heaters, hot plates, kettles, irons or other electric power heating units in the offices, the store-houses or the production premises outside the places that have been specially defined and equipped for the purpose.

- leaving without control electric power units for heating connected to the electric power supply installations, TV sets, computers, etc.

- Violations of the protective parts of the IP facilities.

- Violation of the instructions for assembly and operation of the producers.

- The operation, prophylaxis and repair of the electric power supply facilities, apparatuses and machines by persons, having no respective qualification.

36. Working with mobile electric power stations /aggregates/, may be executed only by persons specially licensed for the purpose.

#### **Working in the pavilions of “Nu Boyana Film” AD**

37. The construction activities relating to the setting up and dismantling of the settings shall be carried out under observation of the requirements of the branch rules relating to safety of labour and labour security, as well as those of fire-protection concerning these activities.

38. The responsibility for the observation of the requirements for safety, health and fire-protection during construction, operation and dismantling of settings shall be with the companies carrying out these activities.

39. Before commencing shooting activity in the pavilions the Fire –protection authorities are to be obligatorily informed in writing on the forthcoming shooting.

40. During shooting the presence of outsiders having no direct participation at the bridges and balconies of the pavilions is strictly forbidden.

41. All flammable settings or other stage materials shall obligatorily be put under fire-protection treatment.

42. It is not allowed to use synthetic materials which have not been put under fire-protection treatment with the respective compositions that might, under the impact of fire, easily expand the burning, release big quantities of smoke or very toxic substances.

43. Around the walls of the pavilions is to be left a passage with a width of 1 meter, marked by a red line and this space is to be kept always free for unobstructed movement.

44. When carrying out pyrotechnical works (fire-works) in the pavilions, obligatorily an office from the fire-protection security is to be present.

45. When carrying out pyrotechnical works (fire-works) as effects smoke powder is to be used, as well as white or black imitators in metal buckets.

46. No poisonous or mordant substances are to be used in the pavilions.

47. The persons not occupied during shooting are not to be present at the shooting site.

**The film productions shall obligatorily inform the respective managers at “Nu Boyana Film” AD, in the case when on the territory of the company and/or in the pavilions shooting is pending that might create a direct danger for the health or life of the personnel /as for instance explosions, shooting with guns, horses, predatory animals, etc./**

#### **IV. FIRE-PROTECTION**

48. In the 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.

49. The entrances, the exits, the corridors, the staircases and the fire-protection hydrants have to be free and easily for the case of fire.

50. The pavilions, the work-shops, the wardrobe premises, the premises for the stage properties, the projection halls, etc. Have to be equipped with appliances and means for extinguishing meeting the requirements of the fire-protection construction norms and the norms providing instructions on the equipment of the sites with easily accessible units and facilities.

51. In the premises where local heating is allowed by means of heating stoves all rules of safety use of these have to be observed strictly.

52. It is forbidden to use open fire in the fire-dangerous and explosion-dangerous premises or to use heaters functioning on open fire.

53. It is absolutely forbidden to smoke in the working premises. For cigarette smoking are to be defined special places marked with clear signs and provided with vessels full of water or sand.

54. The floor and all other wooden structures of the pavilions have to be treated with fire-protection compositions.

55. The keeping or storing in the pavilions of foundation elements, decoration elements, stage property, and similar, having nothing in common with the current shooting, is forbidden.

56. The width of the passages in the film halls shall not be less than 1,2 meters.

57. The ironing of the clothing in the wardrobe premises of the company has to be done in separate premises with electric irons. The irons have to be placed only on the places specially devoted for them and on pads that are not inflammable.