

## Position Safety Responsibilities For FIRST ASSISTANT DIRECTOR / STAGE MANAGER

The 1<sup>st</sup> Assistant Director/Stage Manager acts as the **Safety Coordinator** for the production crew during filming or taping. The 1<sup>st</sup>AD/Stage Manager is responsible for conveying current safety requirements to all production crew members, provides guidance for meeting IIPP goals and for ensuring production department heads/supervisors meet their IIPP responsibilities.

### **Understand the Injury and Illness Prevention Program (IIPP):**

Obtain and read the *Safety Manual* from the Unit Production Manager (UPM) or **www.domesticproduction.com** the first week of employment. This manual is meant to provide guidance and clarification of possible questions. It is available for review from the UPM or the **Production Office Coordinator's Office**.

During production, keep a copy of the *Safety Manual* on the set at all times.

Attend the mandatory safety program meetings.

### **Help make the IIPP work:**

Make sure everyone on your crew has completed **Safety Pass Training**.

Discuss all potential safety concerns with the Location Manager, UPM, Special Effects/Stunt/Transportation/Construction Coordinators, and key department heads during the script read through.

Conduct a safety meeting on the first day of production for cast and crew:

- a. Explain the safety program.
- b. Discuss the safety aspects of the week's/day's activities and any potential hazards of the location.
- c. Discuss elements of the **Emergency Action Plan**, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire. Document this meeting using **Emergency Action Plan Meeting Form (Form 3)**.
- d. Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.).

Conduct or arrange safety training for all cast and crew members:

- a. Hazard Communication Training for chemical containing products.
- b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
- c. Fall Protection for those working on high.
- d. When special tools, equipment, or vehicles are used.
- e. Consult with the UPM or the Production Safety Consultant to determine the specific training needs of the production.
- f. Document all training and forward to the Production Office Coordinator.

Conduct additional meetings in the following situations:

- a. When a stunt or special/mechanical effect is to occur (e.g. pyrotechnics, high-fall, car stunt, etc.). Document stunts and special effect rehearsals on the daily Production Report.
- b. When there is a substantial change to the stunt or special effect, another rehearsal should be held and documented on the daily Production Report.
- c. Anytime the cast and crew are exposed to potential hazards (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
- d. Anytime new cast or crew joins the production.
- e. Anytime a new process, substance or procedure is introduced (e.g. firearms, vehicle, gimbals, FX smoke, crane, etc.)

See to it that safety literature is properly distributed:

- a. All cast and production crew members are to receive **General Safety Guidelines for Production (Form 1)** as an attachment to the deal memo. (Post these on stage for periodic review.) This includes all those who report directly to the set for hire, such as day players, casual hires.
- b. Distribute the **AMPTP Safety Bulletin** (Section 7) covering the specific hazard to cast and crew or attach to the call sheet (e.g. helicopter, firearm, special f/x smoke, etc.)

- c. With help from the Production Safety Consultant see to it that special literature, such as **Material Safety Data Sheets** (MSDS's) or industrial hygiene test results are available if requested by any cast or crew member (e.g. assessment of any exposure to products, such as special effects, smokes, fogs, paints, dust, etc.)

Document all IIPP activities:

- a. See to it that all safety meetings held throughout the day are noted on the daily Production Report, including key department head and new arrival meetings, stunt and special effects meetings, etc. Any bulletins or special correspondence should also be on file with the **Production Office Coordinator**.
- b. See to it that all **Employee Acknowledgment of General Safety Guidelines for Production (Form 1)** are forwarded to the **Production Office Coordinator**.
- c. Document all safety training on the daily Production Report or by using the **Production Safety Meeting Report (Form 13)**. Forward copies to the **Production Office Coordinator**.

#### **Communicate and Troubleshoot:**

See to it that all sets are inspected to be sure they are free from recognized hazards. Use the **On-Production Safety Report/Checklist (Form 5)**. Correct any hazards found.

See to it that appropriate safety equipment is available and when needed is used by cast and crew (e.g. earplugs, harnesses, safety harnesses, etc.).

Consult with the UPM to resolve script safety concerns (e.g. special effects, stunts or other special hazards).

Make sure cast and crew safety concerns have been addressed and resolved:

- a. Correct hazards discovered on the set (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.)
- b. Address cast member concerns until they are resolved.

#### **Coordinate Response to Serious Accidents and Emergencies:**

Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.

Summon emergency medical assistance immediately (e.g. paramedics, fire department, police, etc.)

Clear the area and protect cast and crew from further injury.

Preserve evidence for further investigation.

Immediately notify the UPM. If not available notify the **Production Executive** and the **Production Safety Consultant**.

#### **Coordinate OSHA/Government Inspector/Investigator activities:**

1. Immediately notify the **UPM**. If not available contact the **Production Executive** and the **Production Safety Consultant**.
2. Request the official's credentials and determine their validity.
3. Tell the inspector it is company policy to have the Production Safety Consultant present for any inspection. Ask them politely to wait, and contact the Production Safety Consultant immediately.
4. Determine the nature of the visit. Be courteous, but cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question. Go straight to the site and try not to let the official wander into other areas.
6. Do not sign anything or provide written documentation. Ask that their request for documentation be placed in writing so it may be responded to in writing.
7. Ask for explanations of the problem and welcome any suggestions for corrective action.
8. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Attorney** and to the **Production Safety Consultant**.
11. Refer to "OSHA Inspection Guidelines" and "Regulatory Agency Inspection Guidelines" (Section 5) for more information.