

**Position Safety Responsibilities For
UNIT PRODUCTION MANAGER
(Safety Program Director)**

The Unit Production Manager (UPM) acts as the **Safety Program Director** for the production. In this position he or she has the overall responsibility for safety program administration and implementation. The UPM is to confer with the **Production Safety Consultant** to address all safety concerns. To help keep the safety program consistent, the 1st Assistant Director, Construction Coordinator, Transportation Captain/Coordinator, Special Effects Coordinator, and Stunt Coordinators are to consult with the UPM on all safety matters.

You may be asking yourself: “**Why do I need to do all this Safety stuff?**”

1. Because it is the law!

In 1990, the California legislature enacted the *Corporate Criminal Liability Act (AB 2249)*, later dubbed the “Be a Manager, Go to Jail Act.” The law is designed to protect workers as well as the public. In January 2000, the California legislature enacted “enhancements” (AB 1127) to the Corporate Criminal Liability Act that raised fines and penalties for violations, and lessened the burden on prosecutors to probe criminal negligence. A *criminal statute*, it is the **ONLY** law in the United States that allows business managers to be found **CRIMINALLY LIABLE** for failing to disclose “serious, concealed dangers.”

1. To protect yourself.

The law now provides for the prosecution of the *individual manager or supervisor*, not just the corporation or CEO. The individual manager or supervisor is defined as having “immediate direction and control” of the employee at the time of the violation.

- a. **Misdemeanor:** up to one year in jail and \$18,000 fine (for each day of violation.)
- b. **Felony:** up to three years in jail and \$25,000 fine (for each day of violation.)

3. To protect your employees and co-workers.

Following the Safety Program will help minimize accidents, injuries and illnesses.

4. To protect the production.

Safe work practices help minimize losses to the company due to injuries, illness, fines and work interruptions due to OSHA investigations.

“**What do I have to do?**”

1. Call a meeting of your supervisors. At this meeting, the **Producer or Unit Production Manager (UPM)** should:

- a. Say, “**Safety is serious.** I want to know of any safety issues and I want us to follow the Safety Program.”
- b. Instruct your department heads to only hire **Safety Pass**-trained employees.
- c. Empower the **1st AD** as the person responsible for implementing the Safety Program on the Production side.
- d. Empower the **Construction Coordinator** as the person responsible for implementing the Safety Program on the Construction side.
- e. See to it that all of your employees have the *proper training* for any job they perform and any tools or equipment they use.

2. Assign Position Responsibilities,

Direct everyone to **Section 4: Position Safety Responsibilities**. See that they read them, understand them and follow them.

3. Do the paperwork.

Together with your **Production Office Coordinator**, see that **Safety Forms** (Section 7 of this IIPP) are completed in a timely manner.

- a. See to it that the following are turned into the Production Office at the beginning of production:
(Form 1) General Safety Guidelines for Production (Employee Acknowledgment)
(Form 2) IIPP Contact List
(Form 4) Serious Accident or Set Emergency Notification Procedures
- b. See to it that the following are turned into the Production Office on a regular basis:
(Form 5) On-Production Safety Report/Checklist
(Form 6) Stage/Location Construction Safety Checklist
(Form 7) Location Pre-Production Safety Checklist
(Form 8) Location On-Production Safety Checklist
- c. See to it that the following are turned into the Production Office as they are completed:
(Form 9) Accident/Incident Investigation Report
(Form 10) Hazard Notification
(Form 11) Notice of Unsafe Condition and Action Plan
(Form 12) Safety Warning Notice
(Form 13) Production Safety Meeting Report
(Form 14) Request for Employee Safety Training
(Form 15) Safety Guidelines for Extras and Theatrical Day Hires
- d. In addition to the Safety Forms, see to it that any special permits, environmental surveys, location safety reports, *Daily Production Reports* listing safety meetings, including department head and new arrival meetings, stunt and special effects meeting, etc. are turned into the Production Office.

Understand the Injury and Illness Prevention Program (IIPP):

Obtain and read the *Safety Manual* from the **Production Safety Consultant** or **www.domesticproduction.com** the first week of employment. This manual is meant to provide guidance in safety program implementation and clarification of possible questions.

Organize and conduct an IIPP meeting with the 1st AD/Stage Manager, Construction Coordinator, Transportation Coordinator, Special Effect Coordinator, and Stunt Coordinator. The above will act as **Safety Coordinators**.

Keep the manual in the production office at all times.

Implement the IIPP:

See to it that the IIPP Contact List (Form 2) and Serious Accident or Set Emergency Notification Procedures (Form 4) have been properly filled out and remain current.

Have your **Production Coordinator** contact the **Production Safety Consultant** to set up a Production Safety Orientation.

See to it that **Safety Coordinators** are conducting training and performing their IIPP duties. Additional training of these crewmembers may be necessary.

Review IIPP documentation regularly for completion and compliance.

See to it that the IIPP remains in effect for all second units, re-shoots, and opticals.

Communicate and troubleshoot:

Advise the **Production Safety Consultant** (in writing or verbally) of safety concerns and IIPP compliance activities on a regular basis.

Communicate with the **Production Safety Consultant**, Director, and **Safety Coordinators** regarding specific script and shooting concerns.

Request laboratory testing, engineering services, and/or additional information from the **Production Safety Consultant** on potentially unsafe substances or processes. For example:

- a. Possible asbestos at a location
- b. Environmental concerns
- c. Use of smokes, fogs and pyrotechnics, etc.
- d. Unusual applications of equipment manufactured for another purpose.

Coordinate response to accidents and emergencies:

See to it that emergency procedures are in place for all locations and that the nearest hospital has been identified. Maps and directions are to be provided by the Location Manager to:

- a. 1st AD/Stage Manager
- b. Construction Coordinator
- c. Transportation Coordinator
- d. Special Effects Coordinator
- e. Stunt Coordinator
- f. First Aid Staff

NOTE: Emergency numbers should be posted by all set telephones at every worksite. Safety signs and OSHA postings are available in Section 10 of this manual and at www.domesticproduction.com.

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

- a. Immediately, or as soon as possible, see to it that the appropriate Studio Executives, Production/Studio Attorneys, and the Production Safety Consultant are notified. Use the ***IIPP Contact List (Form 2)*** and ***Serious Accident or Set Emergency Notification Procedures (Form 4)***.
- b. Notify the Production Executive and the Production Safety Consultant of all OSHA reportable accidents. They will notify the appropriate OSHA agency.
- c. See to it that the ***Accident/Incident Investigation Report (Form 9)*** is completed and submitted to the studio. Preserve evidence from the accident for further investigation.

CAUTION: Written and/or verbal statements should not be taken unless authorized by the Production Attorney or Studio Legal Department. Speculation regarding the cause(s) of accident(s) are not to be included as part of any Accident/Incident Investigation Report (Form 9). Refer to your completed Serious Accident or Set Emergency Notification Procedures (Form 4) and your Production Attorney for direction.

OSHA/Government Inspector/Investigation activities:

1. Immediately notify Production Executive, Production Attorney, and 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.

Coordinate show wrap up:

See to it that all IIPP documents have been collected and forwarded to the **Production Safety Consultant** or the **Production Executive** prior to closing the production office.

Position Safety Responsibilities For FIRST ASSISTANT DIRECTOR / STAGE MANAGER

The 1st Assistant Director/Stage Manager acts as the **Safety Coordinator** for the production crew during filming or taping. The 1stAD/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.

Position Safety Responsibilities For CONSTRUCTION COORDINATOR

The Construction Coordinator acts as the **Safety Coordinator** for the construction crew during set construction. The Construction Coordinator is responsible for conveying current safety requirements to all construction crewmembers, provides guidance for meeting IIPP goals and supervises, trains and sees to it that the construction department heads/supervisors meet their IIPP responsibilities.

Understand the Injury and Illness Prevention Program (IIPP)

Obtain and read the *IIPP Manual* from the Unit Production Manager (UPM) or

www.domesticproduction.com the first week of employment and prior to any construction. The manual is meant to provide guidance and clarification to possible questions. It is available for further review from the UPM or **Production Office Coordinator**.

Attend the mandatory IIPP training meeting.

Help make the IIPP work:

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

Conduct safety meetings on the first day of construction for your crew:

- a. Explain the safety program
- b. Check all equipment operators to see that they carry a Certification for each piece of equipment they will be asked to drive (e.g.; forklift drivers have a Forklift Safety card; aerial platform operators have a "Condor Card", powder-actuated tool operators have a "Hilti Card", etc.) Xerox a copy of these certifications and keep them on file with the **Production Office Coordinator**.
- c. Discuss the safety aspects of the day's activities and the particular hazards of the location (e.g. overhead power lines, etc.)
- d. Discuss elements of the **Emergency Action Plan**, such as the location of emergency equipment, exits, and telephones on stages or interior sets and off-lot locations, and explain emergency procedures, location of fire extinguishers, and evacuation plans in case of fire. Document this meeting using **Emergency Action Plan Meeting Form (Form 3)**.
- e. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. aerial lifts, paints, chemicals, etc.).

Conduct or arrange safety training for all crew members:

- a. Hazard Communication Training for chemical containing products.
- b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
- c. Fall Protection for workers exposed to heights.
- d. Special tools, equipment, or vehicles used.
- e. Consult with 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. Anytime the crew is exposed to a new hazard (e.g. asbestos containing material, new equipment, confined space, high tension wires or any other site concern, etc.)
- b. Whenever a new crewmember or independent contractor arrives (This may be delegated to the foreperson).
- c. Anytime there is a change in work site or multiple work sites the foreperson at each site should give a safety orientation, including emergency action, and conduct Tool Box Talks (available at **www.domesticproduction.com**.)

See to it that safety literature is properly distributed.

- a. Give **General Safety Guidelines for Production (Form 1)** in writing, orally or posted, to all those who report directly to the site for hire, such as casual hires.
- b. Return **Employee Acknowledgment of General Safety Guidelines for Production**, (individual forms, group sign-up sheet or list of persons who refuse to sign) to the **Production Office Coordinator** on a daily basis.

- c. Distribute **AMPTP Safety Bulletins** (available at www.domesticproduction.com) relating to specific hazards as they occur and/or attach to the call sheet (e.g. elevating platforms, etc.).
- d. With help from Production Safety Consultant see to it special literature, such as **Material Safety Data Sheets** (MSDS) or industrial hygiene test results are available if requested by any crewmember (e.g. analysis for lead / asbestos, paints, dust, etc.)

Document all safety activities:

Make sure that all construction safety meetings held are noted on the daily *Production Report* or **Stage/Location Construction Safety Checklist (Form 6)**. Any bulletins or correspondence regarding safety should be forwarded to the **Production Office Coordinator**.

Document all safety training and forward copies to the **Production Office Coordinator**.

Communicate and Troubleshoot:

See to it all sites are inspected before work begins to be sure they are free from recognized hazards and correct any that are found. This can be done by the foreperson on a regular basis. Use the **Stage/Location Construction Safety Checklist (Form 6)**.

See to it that safety equipment is provided and being used (e.g. earplugs, harnesses, eye protection, hard hats, etc.).

Confirm that all tools and equipment are inspected and have the proper safety features.

All safety guards should be in working order and in place.

Verify that the crew has the proper certification for any specialized equipment used, such as, elevated platforms, forklifts, powder-actuated tools, etc.

Enforce **Safety Guidelines for Set Construction**. Use the **Safety Warning Notice (Form 12)** to document verbal warnings, and disciplinary actions.

Consult with the UPM and or Production Safety Consultant to resolve safety concerns; such as, confined space issues, ventilation problems, rigging fall protection for elevated work, or other safety matters.

Address crew safety issues until they are resolved.

Correct any hazards that have been discovered at the site (e.g. blocked exits, improper material storage, hazardous materials on site, faulty equipment, etc.).

Coordinate response to serious accidents and emergencies:

Respond to all work site emergencies and accidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger:

1. Summon emergency medical assistance immediately- Paramedics, Fire Department, Police: (off lot 911).
2. Clear the area and protect the crew from further injury.
3. Preserve evidence for further investigation.
4. Immediately notify the UPM. If not available, notify the 1st AD and the Production Safety Consultant. The 1st AD will notify the Production Executive. See **IIPP Contact List (Form 2)** and **Serious Accident or Set Emergency Notification Procedures (Form 4)** for a list of contacts.

Coordinate OSHA/Government Inspector/Investigator activities:

Take the following actions:

1. Immediately notify the UPM. If not available contact the **1st AD** and **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.

Position Safety Responsibilities For TRANSPORTATION CAPTAIN/COORDINATOR

The Transportation Captain/Coordinator acts as the **Safety Coordinator** for the transportation crew during construction and filming. The Transportation Coordinator is responsible for conveying current safety requirements, provides guidance for meeting IIPP goals, and supervises, trains and sees to it that Transportation Department heads/supervisors and employees meet their IIPP responsibilities.

Understand the Injury and Illness Prevention Program (IIPP):

Obtain and read the *IIPP Manual* from the Unit Production Manager (UPM) or

www.domesticproduction.com the first week of employment. The manual is meant to provide guidance and clarification to possible questions. It is available for further review from the UPM or **Production Office Coordinator**.

Attend the mandatory IIPP training meeting.

Help make the IIPP work:

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

Conduct safety meetings on the first day of work for your crew:

- a. Explain the safety program.
- b. Check all drivers to see that they carry a Certification for each piece of equipment they will be asked to drive (e.g. forklift drivers have a Forklift Safety card; aerial platform operators have a "Condor Card", etc.) Xerox a copy of these certifications and keep them on file with the **Production Office Coordinator**.
- c. Discuss the safety aspects of the week's/day's activities and the particular hazards of the location.
- d. 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 a fire. Document this meeting using **Emergency Action Plan Meeting Form (Form 3)**. Drivers should inspect any emergency equipment on vehicles.
- e. 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 transportation crew members:

- a. Any heavy construction equipment they will be expected to operate.
- b. **Emergency Action Plan**.
- c. Tools, equipment, or vehicles.
- d. Consult with UPM or the Production Safety Consultant to determine the specific training needs of the production.
- e. Document all training and forward to the Production Office Coordinator.

Conduct additional safety meetings in the following situations:

- a. Anytime the crew is exposed to a new hazard (e.g. driving hazards, new equipment, high tension wires or any other site concern, etc.)
- b. Whenever a new crew member or independent contractor arrives (This may be delegated to the foreperson).
- c. Anytime there is a significant change in work site or multiple work sites the foreperson at each site should conduct a Safety Orientation.

See to it that safety literature is properly distributed.

- a. Give **General Safety Guidelines for Production**, written, orally or posted, to all those who report directly to the site for hire, such as casual hires. **Return Employee Acknowledgment of General Safety Guidelines for Production (Form 1)**, to the Production Office Coordinator on a daily basis.
- b. Distribute **AMPTP Safety Bulletins** (available at **www.domesticproduction.com**) relating to specific hazards as they occur and/or attach to the call sheet (e.g. road conditions, extreme weather, etc.).

- c. With help from Production Safety Consultant, see to it that special literature, such as **Material Safety Data Sheets (MSDS)** or industrial hygiene test results are available if requested by any crew member.

Document all safety activities:

Document all safety training using the daily Production Report or **On-Production Safety Report/Checklist (Form 5)**.

Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

See to it that all vehicles are inspected daily to be sure they are free from recognized hazards and correct any that are found. This can be done by the operator.

See to it that safety equipment is provided and being used (e.g. wheel chocks, back up warning signal, deadman switches on elevated truck lifts, etc.).

Verify, again, that your crew has the proper license(s) to operate assigned equipment and vehicles.

Consult with the UPM and/or Production Safety Consultant to resolve safety concerns.

Correct any hazards discovered on equipment and vehicles.

Enforce the **General Safety Guidelines for Production**. Use the **Safety Warning Notice (Form 12)** to document verbal warnings, and disciplinary actions.

Resolve crew safety issues.

Coordinate response to serious accidents and emergencies:

Respond to all work site emergencies and accidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger:

1. Summon emergency medical assistance immediately- Paramedics, Fire Department, Police: (off lot 911)
2. Clear the area and protect the crew from further injury.
3. Preserve evidence for further investigation.
4. Immediately notify the UPM. If not available, notify the 1st AD and the Production Safety Consultant. The 1st AD will notify the Production Executive.

Coordinate OSHA/Government Inspector/Investigator activities:

1. Immediately notify the **UPM**. If not available contact the **First AD**, and **Production Safety Consultant**.
2. Request the official's credentials and determine their validity.
3. Determine the nature of the visit. Be courteous, but cautious.
4. *See to it that all work activity is stopped in the area to be inspected/investigated.*
5. The UPM, 1st AD or Construction Coordinator will accompany the inspector/investigator on the site survey.
6. Refer to "OSHA Inspection Guidelines" and "Regulatory Agency Inspection Guidelines" (Section 5) for more information.

Position Safety Responsibilities For SECOND ASSISTANT DIRECTOR

The 2nd Assistant Director supports the 1st AD in fulfilling the requirements as set forth in the IIPP for Production and maintaining documentation of safety meetings, crew notices, accident reports, and accurate *daily Production Reports*.

Understand the Injury and Prevention Program (IIPP):

Obtain and read the *IIPP 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 further review from the **UPM** or the **Production Office Coordinator**.

Attend the mandatory safety program meetings.

Help make the IIPP work:

Conduct safety meetings for all cast and crew who have not been briefed already by the 1st AD, Key, or department heads (e.g. actors/extras with late calls, crew not on the set for general safety meetings, etc.)

On the first day of production conduct a safety meeting during production for cast and crew who have not been briefed:

- a. Explain the safety program.
- b. Discuss the safety aspects of the week's/day's activities and the particular hazards of the location.
- c. 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 meetings for all cast and crew members on:

- a. Hazard Communication Training for chemical containing products.
- b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
- c. Special tools, equipment, or vehicles used. Consult with UPM or First AD to determine the specific training needs of the production.
- d. Document all training and forward to the Production Office Coordinator.

See to it that safety literature is properly distributed:

- a. Cast and crew members are to receive the **General Safety Guidelines for Production (Form 1)** written, orally or posted. This includes all those who report directly to the set for hire; such as day players, casual hires, independent contractors, etc. See to it that extras and theatrical day hires read and sign the **Safety Guidelines for Extras and Theatrical Day Hires (Form 15)**.
- b. Distribute **AMPTP Safety Bulletins** (available at **www.domesticproduction.com**) relating to specific hazards to cast and crew or attach to the call sheet (e.g. helicopter, firearm, special f/x, etc.)

Document all IIPP activities:

- a. Make sure that all safety meetings held throughout the day are noted on the daily Production Report, including late arrivals, and extras. Any bulletins or special correspondence should also be on file with the Production Office Coordinator.
- b. Document all safety training using the daily Production Report or the **On-Production Safety Report/Checklist (Form 5)**. Forward copies to the **Production Office Coordinator**.

Communicate and Troubleshoot:

Encourage crew members to report potential safety hazards.

Refer or relay crew safety concerns to the 1st AD or UPM.

Help the First AD to see to it that safety equipment is used by cast and crew (e.g. earplugs, harnesses, safety belts, etc.).

4. Help make certain the cast and crew safety concerns have been addressed and resolved.

Coordinate Response to Serious Accidents and Emergencies:

Report all on-set and worksite emergencies and accidents (whenever the 1st AD is not present).

Notify the UPM and **Safety Coordinators** (1st AD, Construction Coordinator and Transportation

Captain/Coordinator). See to it that the appropriate ***Accident/Incident Investigation Report (Form 9)*** have been filled out and submitted to the **Production Office Coordinator**.

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.

Coordinate OSHA/Government Inspector/Investigator activities:

Take the following actions:

1. Immediately notify the **UPM** and the **First AD**. If not available contact the **Production Executive**, and **Production Safety Consultant**.
2. *See to it that all work activity is stopped in the area to be inspected/investigated.*
3. Refer to "OSHA Inspection Guidelines" and "Regulatory Agency Inspection Procedures" (Section 5) for more information.

Position Safety Responsibilities For LOCATION MANAGER

The Location Manager is responsible for assessing any hazards of a chosen location by completing **the Location Pre-Production Safety Checklist (Form 7)** and communicating this information to the **UPM** (Safety Director), and the following Safety Coordinators: **1st AD/Stage Manager, Construction Coordinator, and Transportation Coordinator.**

Under the Injury and Illness Prevention Program (IIPP):

1. Obtain and read the IIPP Manual on file with the Unit Production Manager (UPM), Production Office Coordinator or **www.domesticproduction.com** your first week of employment. This manual is meant to provide guidance and clarification of possible questions.
2. Attend the mandatory IIPP meeting to become familiar with the program in order to address potential environmental and safety hazards on location.

Examine locations for safety concerns:

1. Check all locations for potential safety concerns and hazards, (e.g. asbestos, chemicals, hazardous waste, paints with lead, blocked or unmarked exits unprotected elevated areas, improper ventilation, etc.).
2. This includes all location, construction, holding, parking, catering, dressing areas, etc.
3. Fill out the **Location Pre-Production Safety Checklist (Form 7)** for each new location.
 - a. Ask building owner or managers about potential environmental concerns, asbestos reports or prior testing of lead based paints.
 - b. Obtain proper permits.
 - c. Obtain safety postings from **Production Safety Consultant.**
 - d. Post nearest hospital information and emergency numbers at all off-lot locations. (Section 10 of this manual has postings for you to complete.)
4. Address all safety issues and hazards prior to construction and filming. Determine if:
 - a. Unsafe areas have been identified and isolated with yellow warning tape or barricades.
 - b. Appropriate testing for environmental concerns is necessary.
 - c. Exits are marked and clear.
 - d. Extinguishers and fire safety equipment are marked and easily accessible.
 - e. Guardrails and handrails are needed in raised or potentially unstable areas.
 - f. There is sufficient emergency access to the filming/construction sites.

Notify the UPM and Safety Coordinators (1st AD/Stage Manager, Construction Coordinator and Transportation Captain/Coordinator) of safety concerns and special hazards:

1. Determine if special hazards exist such as excessive traffic, location hazards associated with airports, marinas, and other water sites.
2. Assist the Safety Coordinators to conduct safety meetings:
 - a. When cast and crews are exposed to a location hazard.
 - b. Anytime there is a change in location.

Monitor all locations:

1. Inspect, on an ongoing basis, for changes that could produce additional hazards (e.g. changing weather conditions, construction changes, etc.)
2. See to it all sets are inspected on a regular basis so they are free from hazards and correct, or have corrected, any that are found.
3. Consult with the UPM and Production Safety Consultant to resolve location safety concerns (e.g. confined spaces, warehouse adaptation for stage use, etc.)

Develop contacts for emergency services:

1. Assist on-set first aid with emergency information and contacts.
2. Identify the nearest hospital and provide maps and directions for all locations to the UPM, Safety Coordinators, and First Aid Staff.

Document all safety activities:

1. Complete and turn in the ***Location Pre-Production Safety Checklist (Form 7)*** and other related paperwork to the Production Office Coordinator (e.g. safety inspection certificates, test results, environmental surveys, etc.).

Position Safety Responsibilities For SPECIAL EFFECTS AND STUNT COORDINATORS

The Special Effects Coordinator and the Stunt Coordinator act as **Safety Coordinators**. The **Special Effects Coordinator** is responsible for safe transportation, storage, and use of all pyrotechnics. The **Stunt Coordinators** are responsible for the safe performance of stunts and supervision of all persons involved.

Understand the Injury and Prevention Program (IIPP):

Obtain and read the *IIPP Manual* from the Unit Production Manager (UPM), the Production Office Coordinator or **www.domesticproduction.com** the first week of employment. This manual is meant to provide guidance and clarification of possible questions.

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 with your crew:

- a. Explain the safety program.
- b. Discuss the safety aspects of the week's/day's activities and the particular 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 appropriate 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 Training for workers exposed to heights.
- d. Special tools, equipment, or vehicles used.
- e. Consult with 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. Consult with UPM or the Production Safety Consultant to determine the specific training needs of the production.
- g. 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. Conduct an additional rehearsal for any substantial change to the stunt or special effects and document it on the daily Production Report.
- b. Anytime cast and crew are exposed to a hazard (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
- c. Anytime new cast or crew join the production.
- d. Anytime a new process, substance or procedure is introduced.

See to it that safety literature is properly distributed:

- a. All cast and crew members are to receive the **General Safety Guidelines for Production (Form 1)**, written, orally or posted. This includes all those who report directly to the set for hire; such as day players, casual hires, independent contractors, etc.
- b. Distribute **AMPTP Safety Bulletins** (Section 7) relating to specific hazards to cast and crew or attach to the call sheet (e.g. helicopter, firearm, special f/x, etc.)

- c. With help from Production Safety Consultant, see to it that special literature such as **Material Safety Data Sheets** (MSDS's) are available if requested by cast or crew.

Document all IIPP activities:

- a. Make sure 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. Document all safety training using **Production Safety Meeting Report (Form 13)**. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

Confirm that the work site is inspected to see that it is free from recognized hazards. Correct hazards found. This can be done by an Assistant on a regular basis.

See to it that safety equipment is used by cast and crew (*e.g. earplugs, harnesses, safety belts, 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 and crew 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 **1st AD**, and **Production Safety Consultant**.
2. The UPM or **1st AD** will accompany the inspector/investigator on the survey of the site in question.

**Position Safety Responsibilities For
KEY DEPARTMENT HEADS**

Key Grips, Key Gaffer, Propmaster, Set Dressing, Greens, Animal Wranglers, Camera, Sound, Craft Services, Make-up/Hair, Wardrobe

The Department Heads/Supervisors are responsible for supervising, training, performing periodic inspections, and ensuring their crews compliance with all applicable safety rules and regulations.

Understand the Injury and Prevention Program (IIPP):

Attend an introductory IIPP meeting at the beginning of production.

Keep IIPP information available for your crew.

See to it that your crew is following the IIPP:

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

Conduct safety meetings for your crew on the first day of work:

- a. Explain the safety program and tell them to visit www.domesticproduction.com
- b. Discuss the safety aspects of the day's activities and the particular hazards of the site.
- c. Discuss elements of the **Emergency Action Plan**, such as the location of emergency equipment, exits and telephones on all stages and interior sets and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire (if not covered by the Safety Coordinator). Document this meeting using **Emergency Action Plan Meeting Form (Form 3)**.
- d. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. insert car, process trailer, cranes, booms, specialized rigs, etc.)

Conduct or arrange safety training for your crew who have not been trained.

- a. Hazard Communication Training for chemical containing products.
 - b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - c. Fall Protection Training for workers exposed to heights.
 - d. Special tools, equipment, or vehicles used.
3. Consult with the Safety Coordinator to determine the specific training needs of your crew.
- a. Document all training and forward to the Production Office Coordinator.
 - b. Conduct additional safety meetings in the following situations:
 - c. Prior to rigging or testing of any specialized equipment.
 - d. Anytime crew is exposed to a hazard (e.g. special products, pyrotechnics, etc.).
 - e. Anytime new crewmembers join the department.
 - f. Anytime there is a change in location or work site.
 - g. Anytime a new process is introduced (e.g. special foams, chemicals, tools, etc.)

Distribute safety literature:

- a. Give the **General Safety Guidelines for Production (Form 1)**; written, orally or posted to all those who report directly to the site for hire; such as, casual hires, independent contractors, etc. Have all employees sign the **Employee Acknowledgment** and forward them to the **Production Office Coordinator**
- b. Distribute safety literature on specific hazards to your crew (e.g. appropriate clothing and shoes, aerial platforms, etc.).
- c. Issue special literature if requested by crew members (e.g. material safety data sheets on chemicals, fogs, paints, etc.)

Document all IIPP activities:

- a. See to it that all safety meetings held throughout the day with crew are noted on the daily Production Report, including new arrival, rigging, testing and changing work site meetings. Any bulletins or special correspondence are to be forwarded to the **Production Office Coordinator**.
- b. Document all safety training using **Production Safety Meeting Report (Form 13)**. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

Inspect all work sites to be sure they are free from recognized hazards and correct any that are found. See to it that appropriate safety equipment has been provided, inspected and is in use by the crew (e.g. *ear plugs, equipment safety guards, harnesses, respirators, safety glasses, etc.*). Consult with the UPM to resolve safety concerns such as special effects, stunts or other special hazards. Enforce safe working procedures. Encourage the reporting of hazards by crew members. Resolve crew safety issues. Correct hazards that have been discovered at the site (e.g. blocked exits, trip and fall hazards, faulty equipment etc.)

Coordinate Response to Accidents and Emergencies:

Respond to all work site emergencies and accidents affecting the crew. Summon emergency medical assistance immediately (Paramedic, Fire Department, Police, etc.) Notify the UPM, First AD, or Construction Coordinator and the **Production Safety Consultant**. See to it that the **Accident/Incident Investigation Report (Form 9)** has been filled out and submitted to the **Production Office Coordinator**. Clear the area and protect the crew from further injury. Preserve evidence for further investigation.

Position Safety Responsibilities For PRODUCTION OFFICE COORDINATOR

The **Production Office Coordinator (POC)** maintains a library of safety information including copies of all safety program documentation as described in the IIPP for Production. It is the POC's responsibility, along with the Unit Production Manager (UPM), to see to it that all necessary IIPP documentation (forms, certifications, etc.) are completed in a timely manner and forwarded to the POC, and, when necessary, to the Production Safety Consultant, Production Executive, and Production Attorney.

Understand the Injury and Illness Prevention Program (IIPP):

Obtain and read the *IIPP Manual* from www.domesticproduction.com the first week of employment. This manual is meant to provide guidance and clarification of possible questions.

Keep the manual in the production office at all times.

Check and document the **Safety Pass Status** of all crew hired by the production.

Coordinate the documentation of all safety program activities:

1. Call the **Production Safety Consultant** to arrange for a **Production Safety Orientation** for your UPM, 1st AD, 2nd AD, Transportation Coordinator, Construction Coordinator, Special Effects and Stunt Coordinators, and all key Department Heads. Your first full production meeting is a good time to hold this meeting.
2. See to it that the following have been turned into the Production Office at the beginning of the production:
 - a. **Employee Acknowledgment of General Safety Guidelines for Production (Form 1)**
 - b. **IIPP Contact List (Form 2)**
 - c. **Emergency Action Plan Meeting Form (Form 3)**
 - d. **Serious Accident or Set Emergency Notification Procedures (Form 4)**

See to it that the following are turned into the Production Office on a regular basis:

- a. **On-Production Safety Report/Checklist (Form 5)**
- b. **Stage/Location Construction Safety Checklist (Form 6)**
- c. **Location Pre-Productions Safety Checklist (Form 7)**
- d. **Location On-Production Safety Checklist (Form 8)**
- e. **Safety Guidelines for Extras and Theatrical Day Hires (Form 15)**
3. See to it that the following are turned into the Production Office as they are completed:
 - a. **Accident/Incident Investigation Report (Form 9)**
 - b. **Hazard Notification (Form 10)**
 - c. **Notice of Unsafe Condition and Action Plan (Form 11)**
 - d. **Safety Warning Notice (Form 12)**
 - e. **Production Safety Meeting Report (Form 13)**
 - f. **Request for Employee Safety Training (Form 14)**
 - g. Any special permits, environmental surveys, location safety reports, etc. daily Production Reports listing safety meetings, including key department head and new arrival meetings, stunt and special effects meetings, etc.

If your duties include distributing Calls Sheets, always attach any **AMPTP Safety Bulletins** or other notices deemed appropriate by your UPM or 1st or 2nd AD.

If on distant location maintain the Occupational Safety and Health Administration (OSHA) **Forms for Recording Work-Related Injuries and Illnesses** found on the *Safety Forms* page at www.domesticproduction.com.

Position Safety Responsibilities For CAST AND CREW

Cast and Crewmembers are responsible for understanding and following the **General Safety Guidelines for Production** and meeting their safety program responsibilities as outlined in the IIPP manual.

Participate in the Injury and Illness Privation Program (IIPP):

Read and understand safety literature:

- a. Obtain and review the **General Safety Guidelines for Production** from the Unit Production Manager (UPM), **Safety Coordinators** (First Assistant Director, Construction Coordinator or Transportation Captain/Coordinator), Second Assistant Director or Key Department Head. Additional information is available from the IIPP Manual, which can be obtained at **www.domesticproduction.com**.
- b. Read the distributed **AMPTP Safety Bulletins** related to the specific hazards that you may come into contact with on the production (i.e. helicopters, firearms, appropriate clothing, etc.)

Attend and participate in safety meetings to review the following:

- a. Overview of the safety program.
- b. Safety aspects of the day's activities and the particular hazards of the location.
- c. Elements of the **Emergency Action Plan**, such as the location of emergency equipment, exits and telephones on site, and emergency procedures, such as evacuation plans in case of fire, etc.
- d. Safety precautions to be followed around specialized equipment that may pose a potential hazard (e.g. insert car, process trailer, crane, booms, helicopters, etc.)

Attend and participate in all safety training classes:

- a. Complete all of you **Safety Pass Training**.
- b. Hazard Communication Training (if appropriate)
- c. Personal Protective Equipment.
- d. Fall Protection Equipment.
- e. Consult with your supervisor for the specific training needs of the production

Communicate safety concerns and questions:

Consult with your supervisor regarding any safety concerns or questions that may arise. Report any hazards you may see to your supervisor.

There will be no disciplinary action for reporting unsafe condition or work practices.