

## Position Safety Responsibilities For SECOND ASSISTANT DIRECTOR

The 2<sup>nd</sup> Assistant Director supports the 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> AD is not present).

Notify the UPM and **Safety Coordinators** (1<sup>st</sup> 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.