

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.