

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.).