

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.
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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.