

**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.