

## Safety Responsibilities ASSISTANT STAGE MANAGER

### Safety Program Information for Assistant Stage Manager (Assistant Stage Manager)

The following information is for your specific position and is provided to help you understand your part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

### Responsibilities of the Assistant Stage Manager

The Assistant Stage Manager supports the Stage Manager in fulfilling the requirements set forth in the IIPP for Production and maintaining documentation of safety meetings, crew notices, accident reports, and accurate *daily Production Reports*.

### Production Start-Up

1. Obtain and read the **IIPP/Safety Manual** from the Line Producer (Line Producer) or Production Manager the first week of employment. The manual is meant to provide guidance and clarification of possible questions.
2. Attend the mandatory IIPP training meeting.

### On Production

#### **Implement the IIPP:**

1. Conduct safety meetings for all cast and crew who have not been briefed already by the Stage Manager, Key, or Department Heads (e.g. actors/extras with late calls, crew not on the set for general safety meetings, etc.)
  - 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.).
  - d. Document this meeting using **Safety Guidelines for Extras and Theatrical Day Hires (Form 15)**.
2. See that employees have the proper safety training for and understand how to safely perform any task they are asked to do. (*In Southern California, this includes completion of all Safety Pass training required by their job classification. See [www.csatf.org](http://www.csatf.org) for more information.*) If you need help arranging training, **call the Production Safety Consultant**.
3. Outside of Southern California, consult with the Line Producer or Stage Manager to determine any specific training needs of the production, such as:
  - 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 the Line Producer or Stage Manager to determine the specific training needs of the production.
  - d. Document all training and forward to the Production Manager.
4. See to it that safety literature is properly distributed:
  - a. Give **General Safety Guidelines for Production (Form 1)**, written, 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 (Form 1), to the Production Manager on a daily basis.
  - c. Distribute **AMPTP Safety Bulletins** (available at [www.csatf.org](http://www.csatf.org)) relating to specific hazards as they occur and/or attach to the call sheet (e.g. helicopters, atmospheric smoke, extreme weather, etc.).
  - d. With help from the Production Safety Consultant, see to it that special literature, such as **Material Safety Data Sheets (MSDS)** or industrial hygiene test results are available if requested by any crew member.
  - e. See that important safety information, such as Emergency Contact telephone numbers, are included on the call sheet.

5. Document all safety activities:
  - a. Document all safety training using the daily Production Report.
  - b. Forward copies to the Production Manager.

**Communicate and Troubleshoot:**

1. Encourage crewmembers to report potential safety hazards.
2. Refer or relay crew safety concerns to the Stage Manager or Line Producer.
3. Help the Stage Manager to ensure that required 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:**

Respond to all work site emergencies and accidents (whenever the Stage Manager is not present):

1. Summon emergency medical assistance immediately (911).
2. Clear the area and protect the crew from further injury.
3. Preserve evidence for further investigation.
4. Immediately notify the Line Producer. If not available, notify the Stage Manager and the Production Safety Consultant.
5. See that an ***Accident Investigation Report (Form 9)*** has been properly completed and sent to the Production Manager.

**Coordinate OSHA/Government Inspector/Investigator activities:**

If visited by **OSHA**, or other governmental agency, take the following actions:

1. Immediately notify the **Line Producer** and the **Stage Manager**. If not available, contact the **Production Executive** and the **Production Safety Consultant**.
2. For more information, refer to “OSHA Inspection Guidelines” and “Regulatory Agency Inspection Guidelines” (Section 4)

The Assistant Stage Manager is responsible for seeing that the following Safety Program information is included on every call sheet:

**Anonymous Safety Hotline: 818.954.2800/ 877.566.8001**  
**Safety Program Website: [safetyontheset.com](http://safetyontheset.com)**

And any **AMPTP Safety Bulletins** that apply to the day’s activities.