

Position Safety Responsibilities CONSTRUCTION COORDINATOR

Safety Program Information for Construction Coordinator

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 Construction Coordinator

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.

Production Start-Up

1. Obtain and read the **IIPP/Safety Manual** from the Line Producer or **safetyontheset.com** the first week of employment and prior to any construction. The manual is meant to provide guidance and clarification to possible questions.
2. Hire only employees who have the proper safety training for, and who 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 for more information.*) If you need help arranging training, call the **Production Safety Consultant**.
3. Make sure everyone you hire receives a copy of **Form 1 – General Safety Guidelines for Production** and signs an **Employee Acknowledgment**.
4. Conduct safety meetings on the first day of construction for your crew:
 - a. Explain the safety program.
 - b. Check the employee's Safety Passport for completeness; visit **www.csatf.org**.
 - c. On productions out of Southern California: 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 Safety Card, Aerial Platform Training, powder-actuated tool operator's "Hilti Card," etc.) Make a copy of these certifications and keep them on file with the **Production Manager**.
 - d. Discuss the safety aspects of the day's activities and the particular hazards of the location (e.g. overhead power lines, etc.)
 - e. Discuss elements of the **Emergency 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. Instructions for this meeting are on **Emergency Plan Meeting Form (Form 3)**.
 - f. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. aerial lifts, paints, chemicals, etc.).
5. 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. Use the **Codes of Safe Practices (CSP's)** found at **safetyontheset.com** and a power tool manual to ensure the employee understands safe operation. Have employee demonstrate if in doubt.
 - f. Document all training and forward to the Production Manager.
6. 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 **safetyontheset.com**.)
 - d. Anytime there is an injury, review with all crew applicable safety rules.

On Production

Implement the IIPP:

1. Conduct a **Tool Box Talk** every 10 working days, and have all attending employees sign the **Tool Box Talk Attendance Form**.
2. Conduct an inspection of the construction area of all stages and locations every 10 working days, and document any problems found and corrections made by using **Form 6 – Mill/Stage/Location Construction Safety Checklist**.
3. See to it that safety literature is properly distributed.
 - a. Distribute **AMPTP Safety Bulletins** (available at safetyontheset.com) relating to specific hazards as they occur and/or attach to the call sheet (e.g. elevating platforms, etc.).
 - b. With help from the 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.)
4. Document all safety training and forward copies to the **Production Manager**.
 - a. Any bulletins or correspondence regarding safety should be forwarded to the Production Manager.
 - b. Document all safety training and forward copies to the Production Manager.

Communicate and Troubleshoot:

1. See to it that safety equipment is provided and being used (e.g. earplugs, harnesses, eye protection, hard-hats, etc.).
2. Confirm that all tools and equipment are inspected and have the proper safety features.
3. All safety guards should be in working order and in place.
4. Verify that the crew has the proper certification for any specialized equipment used, such as, elevated platforms, forklifts, powder-actuated tools, etc. Check their Safety Passports.
5. Enforce General Safety Guidelines for Production. Use the Safety Warning Notice (Form 12) to document verbal warnings, and disciplinary actions.
6. Consult with the Line Producer and/or **the Production Safety Consultant** to resolve safety concerns; such as, confined space issues, ventilation problems, rigging fall protection for elevated work, or other safety matters.
7. Address crew safety issues until they are resolved.
8. Correct any hazards that have been discovered at the site (e.g. blocked exits, improper material storage, hazardous materials on site, faulty equipment, etc.).

Instruct your Set Medics to notify the Production Safety Consultant of any serious injury or illness.

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 (911).
2. Clear the area and protect the crew from further injury. (Take equipment out of service or post sign.)
3. Preserve evidence for further investigation.
4. Immediately notify the Line Producer. If not available, notify the Stage Manager and the Production Safety Consultant. See **IIPP Contact List (Form 2)** and **Serious Incident Reporting Procedures (Form 4)** for a list of contacts.

Coordinate OSHA/Government Inspector/Investigator activities:

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

1. Immediately notify the Line Producer. If not available contact the Stage Manager and the Production Safety Consultant.
2. Request the official's credentials and determine their validity.
3. Tell the inspector it is company policy to have a representative of the Department of Safety & Environmental Affairs 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, be quiet and be 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 4) for more information.

Show Wrap

Forward all documentation of safety program to the Production Office:

1. **Tool Box Talks**
2. Inspection Forms
3. Safety training records