

Safety Responsibilities EXECUTIVE IN CHARGE/LINE PRODUCER

Safety Program Information for Executive in Charge/Line Producer

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 Executive in Charge (EIC)/Line Producer (LP)

The Executive in Charge/Line Producer has the authority and is responsible for overall management and administration of the Injury & Illness Prevention Program. All staff are responsible for carrying out the IIPP.

As the EIC/LP, you are to see that your employees are provided with:

1. A safe work environment;
2. Equipment that has been inspected and is in safe working condition;
3. All training and/or personal protective equipment required by the tasks they are asked to perform.

Production Start-Up

1. Instruct your department heads that they may only hire 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**.
2. Make sure everyone you hire receives a copy of **Form 1 – General Safety Guidelines for Production** and signs an **Acknowledgment Form**. This is most easily accomplished by attaching it to the deal memo.
3. Organize and conduct an IIPP meeting with the **Stage Manager, Construction Coordinator, Transportation Coordinator, Special Effects Coordinator, and Stunt Coordinator**. The above Department Heads are responsible for coordinating the Safety Program within their departments.
 - a. Direct everyone to **Section 3: Position Safety Responsibilities**. See that they read them, understand them and follow them.
 - b. Empower the **Stage Manager** as the person responsible for implementing the Safety Program on the Production side.
Empower the **Construction Coordinator** as the person responsible for implementing the Safety Program on the Construction side.
4. Before you begin set construction, have your **Construction Coordinator** call the **Production Safety Consultant** to discuss safety training, fall protection, and other safety issues.
5. As early as possible, you or your **Production Manager** should call the Production Safety Consultant to schedule your production's **Safety Orientation**. (This usually takes place immediately before your first production meeting and lasts about 30 minutes.)
6. Visit **www.safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**. Your Production Manager has been instructed to print out the Safety Manual. *Always keep a copy on set and in the production office.*
7. Instruct your **Production Manager** or **Field Producer** to contact the Production Safety Consultant to discuss questions regarding locations, including possible asbestos, lead paint and mold; or location fall protection, rooftop, or structural concerns.
8. Hire only **Stunt Coordinators** knowledgeable in the action they will be supervising. Hire stunt players who have the proper training and who understand or have previously demonstrated the similar work they will be asked to do. Stunt Coordinators performing their own stunts need a second stunt person to act as Stunt Coordinator during the sequence.
9. Instruct **your Stunt and Special Effects Coordinators** to contact the Production Safety Consultant well in advance of any large stunt or special effect.
10. Your Production Manager will keep a file of all completed Safety Forms.

On-Production

Implement the IIPP:

1. To help keep the safety program consistent, the Stage Manager, Construction Coordinator, Production Manager, Special Effects Coordinator, and Stunt Coordinators are to consult with the Line Producer on all safety matters.
2. Advise **the Production Safety Consultant** (in writing or verbally) of safety concerns and IIPP compliance activities on a regular basis.
3. Communicate with **the Production Safety Consultant**, your **Director**, and your **Department Heads** regarding specific script and shooting concerns.
4. 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, such as shooting near water, which may pose potential hazards to crew or the environment.
 - c. Use of smokes, fogs and pyrotechnics, etc.
 - d. Unusual applications of equipment manufactured for another purpose.
5. See to it that **Department Heads** are conducting training and performing their IIPP duties. Additional training of these crewmembers may be necessary.
6. Review IIPP documentation regularly for completion and compliance.
7. See to it that the IIPP remains in effect for all second units, re-shoots, and opticals.
8. To avoid fines when shooting on location in the City of Los Angeles, be sure to complete the Los Angeles Fire Department Film Location Fire Inspection Safety Checklist daily.

Coordinate response to accidents and emergencies:

1. See to it that emergency procedures are in place for all locations and that the nearest hospital has been identified. This information should be recorded on the **Location Safety Poster** or **Stage Safety Poster**, which are available from the Production Safety Consultant. (*The Safety Poster should be posted at the worksite. Emergency numbers are to be posted by all set telephones.*) Maps and directions to the nearest hospital are to be provided by the Location Manager to:
 - a. Stage Manager
 - b. Construction Coordinator
 - c. Transportation Coordinator
 - d. Special Effects Coordinator
 - e. Stunt Coordinator
 - f. First Aid Staff
2. If anyone is injured on the job, immediately send them to First Aid or the Set Medic for evaluation. (See "**Serious Accidents, Injuries and Mishaps**" below.)
3. Instruct your Set Medics to fill out appropriate paperwork and make notification to the Production's Workers Comp Department in the event of any injury or illness.

Serious Accidents, Injuries and Mishaps

Serious accidents, injuries and mishaps are incidents that require transportation by ambulance, visitation to the hospital by one or more employees, any treatments greater than general first aid or any serious property/asset damage.

In the event of a serious accident, injury or mishap, AFTER ALL NECESSARY EMERGENCY PERSONNEL ARE CALLED, the Executive in Charge/Line Producer should notify the PRODUCTION EXECUTIVE immediately WITHOUT EXCEPTION. After discussion with your Production Executive and with her/his instruction, the following people will be notified:

- **Production Safety Consultant**
- **Risk Management Department**
- **Labor Relations Executive***
- **Worldwide Corporate Communication/Publicity Executive**

If the incident occurred within the State of California and resulted in serious injury, death or illness to an employee, Cal-OSHA must be notified within eight (8) hours of the incident. Other Countries, States and Provinces have their own reporting requirements. Regardless of where you are filming, your **Production Safety Consultant** will make these notification calls.

NOTE: Any employer, officer, management official or supervisor who knowingly fails to report a death to Cal-OSHA or knowingly induces another to do so is guilty of a misdemeanor and will face a penalty of up to one year in jail, a fine of up to \$15,000, or both. If the violator is a corporation or a limited liability company, the corporation or company could be fined up to \$150,000.00.

1. For serious accidents as defined above, the Production Safety Consultant will direct you to complete an **Accident Investigation Report (Form 9)**. The completed report should be sent to the **Production Safety Consultant** and **Risk Management**.
2. Any accident should be noted on the back of the Production Report on the date the accident occurred by identifying only the name of injured employee and classification.
3. Under the guidance of the Studio Legal Department, the Production Safety Consultant will conduct any additional accident investigations necessary.

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 Investigation Report (Form 9). Speak with your Production Safety Consultant for direction.

OSHA/Government Inspector/Investigation activities:

If you are ever visited or contacted by **OSHA**, or any government agency, contact the **Production Safety Consultant** immediately. Also contact the **Production Executive and Production Attorney**.

1. If the **EIC/Line Producer** is not available, **Stage Manager** should contact the **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 call the Production Safety Consultant immediately.
4. Determine the nature of the visit. Be courteous, quiet, and 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. If possible, make corrections immediately.
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" in the **Production Safety Manual** for more information.

Document IIPP activities:

Forward copies of all IIPP documentation on a regular basis to the **Production Office Coordinator** and the **Safety Department**:

1. All completed Safety Forms
2. Any training given to cast or crew
3. Accident and injury reports

4. Correspondence with OSHA or other governmental agencies.

Show Wrap

1. 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.
2. See to it that all borrowed safety equipment (harnesses, lanyards, ropes, etc.) has been returned to the Production Safety Consultant.

Hazardous Waste Disposal

It is Company policy that all chemicals will be disposed of in accordance with the laws of the city, county and state in which they are used. If you need to arrange for the disposal of paint or other chemicals, contact the Production Safety Consultant.