

Safety Responsibilities FIELD PRODUCER

Safety Program Information for Field 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 Field Producer

The Field Producer often can simultaneously fill several supervisory roles on production: Director, Stage Manager, Location Manager, Production Manager. It is important that the Field Producer be familiar with the Safety Responsibilities of all positions he/she will fill, bearing in mind the three basic duties of all Supervisors:

1. See that anyone hired to perform a task has been properly trained to do so safely.
2. Provide employees with the proper personal protective equipment (PPE) to safely do their jobs.
3. See that the stage/location/work area has been inspected and corrections made to any potential hazards found.

Employee Training

1. Productions are required to employ workers knowledgeable in the work they will be asked to do. Because there are many different ways proficiency can be documented, different Department Heads will submit varying evidence of training. All of it is important.
2. Check that Departments operating heavy equipment are turning in copies of 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.) Keep them on file.
3. Some Department Heads will be sending copies of Tool Box Talks they conducted; others will send signed copies of Codes of Safe Practices (CSP's). Keep them on file.
4. Most importantly, make sure a signed **Acknowledgment Form** for receipt of **(Form 1) General Safety Guidelines for Production** is on file for all employees from all departments.
5. If you need help arranging training, call the **Production Safety Consultant**.

Production Start-Up

Implement the IIPP:

1. Obtain and read the **Production Safety Manual** from the **Production Manager, Production Safety Consultant** or **safetyontheset.com** the first week of employment. This manual is meant to provide guidance and clarification of possible questions. A copy should be available at all production locations.
2. Check and document the **Safety Pass Status** of all IATSE crew hired by the production. (Southern California.)

Coordinate the documentation of all safety program activities:

For any crew hired directly by the Field Producer, see to it that the following have been turned into the Production Office, and copies sent to the Production Safety Consultant at the beginning of the production:

1. Employee Acknowledgment of General Safety Guidelines for Production (Form 1)
2. Employee Acknowledgment of Additional Safety Guidelines for Special Effects (Form 1B)
3. Serious Incident Reporting Procedures (Form 4)

On Production

1. See to it that the following are turned into the Production Office and copies sent to the Production Safety Consultant on a regular basis:
 - a. On-Production Safety Report/Checklist (Form 5)
 - b. Stage/Location Construction Safety Checklist (Form 6)
 - c. Location Pre-Productions Safety Checklist (Form 7)
 - d. Location On-Production Safety Checklist (Form 8)
 - e. Safety Guidelines for Extras and Theatrical Day Hires (Form 15)

2. See to it that the following are turned into the Production Office and copies sent to the Production Safety Consultant as they are completed:
 - a. Accident Investigation Report (Form 9)
 - b. Hazard Notification (Form 10)
 - c. Notice of Unsafe Condition and Action Plan (Form 11)
 - d. Safety Warning Notice (Form 12)
 - e. Production Safety Meeting Report (Form 13)
 - f. Request for Employee Safety Training (Form 14)
 - g. Right of Refusal of Medical Aid (Form 16)
 - h. Any special permits, environmental surveys, location safety reports, etc. daily Production Reports listing safety meetings, including key department head and new arrival meetings, stunt and special effects meetings, etc..
3. If your duties include distributing Calls Sheets, always attach any AMPTP Safety Bulletins or other notices deemed appropriate by your Line Producer or Stage Manager.

Injuries and Illnesses

An Accident Investigation Form (Form 9) and a Form 5020 or local equivalent should be completed for every injured employee. If the patient has refused medical attention, you should also receive a completed Right of Refusal of Medical Aid Form (Form 16). Please be sure to email or fax these forms to the Production Safety Consultant at (818) 954-2805.

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, the Line Producer, or in his/her absence, the Stage Manager or Field Producer will follow the instructions on Form 4 – Serious Incident Reporting Procedures. It is the Production Manager's responsibility to see that correct reporting instructions are available.

On Location

As the Field Producer, you may also be responsible for:

1. Assessing any hazards of a chosen location by completing the ***Location Pre-Production Safety Checklist (Form 7)*** and the ***Location On-Production Safety Checklist (Form 8)***;
2. Communicating that information to the **Line Producer, Stage Manager, Construction Coordinator** and **Transportation Coordinator**.

Examine locations for safety concerns:

1. Check all locations for potential safety concerns and hazards:
 - a. Asbestos, chemicals, hazardous waste, paints with lead, blocked or unmarked exits, unprotected elevated areas, improper ventilation, etc.
 - b. This includes all location construction, holding, parking, catering, dressing areas, etc.
2. Fill out the ***Location Pre-Production Safety Checklist (Form 7)*** for each new location.
 - a. Ask building owner or managers about potential environmental concerns, asbestos reports or prior testing of lead based paints.
 - b. Obtain proper permits.
 - c. Obtain safety postings from **the Production Safety Consultant**.
 - d. Complete the ***Location Safety Poster*** by filling in nearest hospital and emergency numbers and post.
3. Call the **Production Safety Consultant** with any questions about lead paint, asbestos, water testing, rooftop fall protection, weight restrictions, etc. (Testing can be lengthy and certified structural engineers are expensive, so a backup location is prudent.)

4. Fill out the **Location On-Production Safety Checklist (Form 8)** to document inspection of each location on the day the crew is scheduled to arrive for work.
5. If filming in the City of Los Angeles, fill out a **Los Angeles Fire Dept. Film Location Fire Safety Inspection Checklist (Spot-Check)**.
6. Turn in all forms to the Production Manager.

Notify the Line Producer and Safety Coordinators (Stage Manager, Construction Coordinator and Transportation Captain/Coordinator) of safety concerns and special hazards:

1. Determine if special hazards exist such as excessive traffic, location hazards associated with airports, marinas, and other water sites.
2. Assist other Department Heads to conduct safety meetings:
 - a. When cast and crews are exposed to a location hazard.
 - b. Anytime there is a change in location.

Monitor all locations:

1. Inspect, on an ongoing basis, for changes that could produce additional hazards (e.g. changing weather conditions, construction changes, etc.)
2. See to it all sets are inspected on a regular basis so they are free from hazards and correct, or have corrected, any that are found.
3. Consult with the Line Producer and the Production Safety Consultant to resolve location safety concerns (e.g. confined spaces, warehouse adaptation for stage use, etc.)

Develop contacts for emergency services:

1. Assist on-set first aid with emergency information and contacts.
2. Identify the nearest hospital and provide maps and directions for all locations to the Line Producer, Stage Manager, Construction Coordinator, Transportation Coordinator, and First Aid Staff.

Document all safety activities:

In addition to any completed **Location Pre-Production Safety Checklist (Form 7)**, **Location On-Production Safety Checklist (Form 8)**, **Los Angeles Fire Department Film Location Fire Safety Inspection Checklist (Spot-Check Form)**, forward all related paperwork (e.g. safety inspection certificates, test results, environmental surveys, etc.) to the Production Manager.

Show Wrap

1. See to it that all IIPP documents have been collected and forwarded to the Production Manager.
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.