

Safety Responsibilities
KEY DEPARTMENT HEADS

Key Grips, Key Gaffer, Property Master, Set Dressing, Greens, Animal Wranglers, Camera, Sound, Craft Services, Make-up/Hair, Wardrobe

Safety Program Information for Key Department Heads

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 Key Department Heads

The Department Heads/Supervisors are responsible for supervising, training, performing periodic inspections, and ensuring their crews compliance with all applicable safety rules and regulations.

Production Start-Up

1. Visit **safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. Any IATSE affiliated employees are to have completed their Safety Pass training. For information on the Safety Pass Program, visit **www.csatf.org** or call 818.847.0040 ext. 1200.
3. Conduct or arrange job-specific safety training for your crew who have not been trained. If you need help arranging training, call the **Production Safety Consultant**.
 - a. Hazard Communication Training for chemical containing products.
 - b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - c. Fall Protection Training for workers exposed to heights.
 - d. Special tools, equipment, or vehicles used.
 - e. Consult with the Production Safety Consultant to determine the specific training needs of your crew.
 - f. Document all training and forward to the Production Manager.
4. Conduct safety meetings for your crew on the first day of work:
 - a. Explain the safety program and tell them to visit **safetyontheset.com**.
 - b. Discuss the safety aspects of the day's activities and the particular hazards of the site.
 - c. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits and telephones on all stages and interior set and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire (if not covered by the Stage Manager.) The information for this meeting is on **Emergency Plan Meeting (Form 3)**.
 - d. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. insert car, process trailer, cranes, booms, specialized rigs, etc.)
6. Conduct additional safety meetings in the following situations:
 - a. Prior to rigging or testing of any specialized equipment.
 - b. Anytime crew is exposed to a hazard (e.g. special products, pyrotechnics, etc.).
 - c. Anytime new crewmembers join the department.
 - d. Anytime there is a change in location or work site.
 - e. Anytime a new process is introduced (e.g. special foams, chemicals, tools, etc.)
7. Distribute safety literature:
 - a. Give the **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, independent contractors, etc. Have all employees sign the **Employee Acknowledgment** and forward them to the **Production Manager**
 - b. Distribute safety literature on specific hazards to your crew (e.g. appropriate clothing and shoes, aerial platforms, etc.).
 - c. Issue special literature if requested by crew members (e.g. material safety data sheets on chemicals, fogs, paints, etc.)
8. Document all IIPP activities:
 - a. See to it that all safety meetings held throughout the day with crew are noted on the daily Production Report, including new arrival, rigging, testing and changing work site meetings.
 - b. Any bulletins or special correspondence are to be forwarded to the **Production Manager**.
 - c. Document all safety training using **Production Safety Meeting Report (Form 13)**. Forward copies to the Production Manager.

Communicate and Troubleshoot:

1. Inspect all work sites to be sure they are free from recognized hazards and correct any that are found.
2. See to it that appropriate safety equipment has been provided, inspected and is in use by the crew (e.g. ear plugs, equipment safety guards, harnesses, respirators, safety glasses, etc.).
3. Consult with the Line Producer to resolve safety concerns such as special effects, stunts or other special hazards.
4. Enforce safe working procedures.
5. Encourage the reporting of hazards by crew members.
6. Resolve crew safety issues.
7. Correct hazards that have been discovered at the site (e.g. blocked exits, trip and fall hazards, faulty equipment etc.)

Coordinate Response to Accidents and Emergencies:

1. Respond to all work site emergencies and accidents affecting the crew.
2. Summon emergency medical assistance immediately (Paramedic, Fire Department, Police, etc.)
3. Notify the Line Producer, Stage Manager, or Construction Coordinator and the Production Safety Consultant. See to it that the **Accident Investigation Report (Form 9)** has been filled out and submitted to the Production Manager.
4. Clear the area and protect the crew from further injury (e.g. remove equipment from service; post warning signs; arrange further training.)
5. Preserve evidence for further investigation.

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, IMMEDIATELY notify the Line Producer to begin *Serious Incident Reporting Procedures (Form 4)*.

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.