

Safety Responsibilities LOCATION MANAGER

Safety Program Information for Location 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**.

Special requirement for Productions shooting within the City of Los Angeles

Productions shooting within the City of Los Angeles are required to complete a **Los Angeles Fire Department Film Location Fire Safety Inspection Checklist**. This form is also known as the **Spot Check Inspection Form**. The Location Manager or his/her designee is responsible for completing this form. A production failing to produce a properly-completed form to a Fire Safety Inspector will be required to temporarily halt production until an off-duty Fire Safety Officer can be hired (at the Production's expense) to remain on site for the remainder of the shooting day. This DOES NOT APPLY to productions that:

1. Have a Fire Safety Officer on duty at the location.
2. Are shooting outside of the City of Los Angeles.

Responsibilities of the Location Manager

As the Location Manager, you are 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**.

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. 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 non- Safety Pass training, **call the Production Safety Consultant**.
3. Attend the mandatory IIPP meeting to become familiar with the program in order to address potential environmental and safety hazards on location.

On Production

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.
5. 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.)
6. 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.
7. If filming in the City of Los Angeles, fill out a **Los Angeles Fire Dept. Film Location Fire Safety Inspection Checklist (Spot-Check)**.
8. 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 any other related paperwork (e.g. safety inspection certificates, test results, environmental surveys, etc.) to the Production Manager.

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.