

## Safety Responsibilities PRODUCTION MANAGER

### Safety Program Information for Production 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**.

### Responsibilities of the Production Manager

The Production Manager maintains a library of safety information, including copies of all safety program documentation as described in the IIPP for Production. It is the Production Manager's responsibility, along with the **Line Producer**, to see that all necessary IIPP documentation (forms, certifications, etc.) are completed in a timely manner and forwarded to the Production Manager and, when necessary, to the **Executive in Charge of Production, Production Attorney, and Production Safety Consultant**.

### 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. As soon as possible, call the Production Safety Consultant to arrange for a Production Safety Orientation for your **Line Producer, Stage Manager, Assistant Stage Manager, Transportation Coordinator, Construction Coordinator, Special Effects and Stunt Coordinators, and all key Department Heads**. (Immediately prior to your first full production meeting is a good time to hold this orientation.)
2. Obtain and read the **Production Safety Manual** from the **Production Safety Consultant** or **www.safetyontheset.com** the first week of employment. This manual is meant to provide guidance and clarification of possible questions. Keep the manual in the production office at all times. A copy should be on all stages and locations as well.
3. 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:**

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. IIPP Contact List (Form 2)
4. 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**

1. You are to maintain the **OSHA 300 Log** (available for download at [safetyontheset.com](http://safetyontheset.com)) of all injuries and illnesses to anyone on your show if either of the following is true:
  - a. Your location is outside of Southern California
  - b. You have employees whose payroll company is Cast & Crew or Entertainment Partners.
2. You should receive an **Accident Investigation Form (Form 9)** and a **Form 5020** or local equivalent from your Set Medic 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** 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 to the Line Producer and Stage Manager.

### **Locations**

If your duties include scouting or managing locations, please refer to *Safety Responsibilities of the Location Manager*. They can be found in Section 3 of the Production Safety Manual and at [safetyontheset.com](http://safetyontheset.com).

### **Show Wrap**

1. See to it that all IIPP documents have been collected and forwarded to the **Production Safety Consultant** or the **Executive in Charge of Production** 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.*