

## Safety Responsibilities Special Effects Coordinator

### Safety Program Information for Special Effects Coordinator

The following information is for your specific position and is provided to help you understand your extremely important part in your Production's **Injury & Illness Prevention Program (IIPP)/Safety Program**.

### Responsibilities of the Special Effects Coordinator

The **Special Effects Coordinator** is responsible for safe transportation, storage, and use of all pyrotechnics, and is responsible to effectively coordinate with Stunt Coordinator and, at Pre-Stunt/FX meeting, communicate FX action to ensure understanding and safety of all involved crew. This meeting should be documented in the daily *Production Report*.

### 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, all Special Effects employees must have completed all **Safety Pass** training required by their Local. See [www.csatf.org](http://www.csatf.org) for more information.*) If you need help arranging non- Safety Pass training for productions working outside of Southern California, call the **Production Safety Consultant**.

### On Production

#### **Implement the IIPP:**

1. Discuss all potential safety concerns with the Location Manager, Line Producer, Special Effects, Stunt, Transportation and Construction Coordinators, and key department heads during the script read through.
2. For non-Safety Pass trained FX employees, conduct or arrange safety training for appropriate cast and crew members:
  - 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 Line Producer or the Production Safety Consultant to determine the specific training needs of the production.
  - f. Document all training and forward to the Production Manager. Consult with Line Producer or the Production Safety Consultant to determine the specific training needs of the production.
3. Conduct a safety meeting on the first day of production with your crew:
  - a. Explain the safety program.
  - b. Discuss the safety aspects of the week's/day's activities and the specific and general potential hazards of the location.
  - c. Discuss elements of the Emergency Action Plan, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of fire. (*The instructions for this meeting are on **Emergency Action Plan Meeting (Form 3)**.*)
  - d. Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.)
4. Conduct additional meetings in the following situations:
  - a. When a special/mechanical effect is to occur (e.g. pyrotechnics, etc.). Document special effect rehearsals on the daily *Production Report*. Conduct an additional rehearsal for any substantial change to the special effects and document it on the *Daily Production Report*. Ensure all involved crew understand the change.
  - b. Call the Production Safety Consultant anytime cast and crew are exposed to a hazard (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
  - c. Anytime new cast or crew join the production.

- d. Anytime a new process, substance or procedure is introduced.
5. See to it that safety literature is properly distributed:
  - a. All cast and crew members are to receive the *General Safety Guidelines for Production (Form 1)*, written, orally or posted, and sign an *Employee Acknowledgment*. This includes all those who report directly to the set for hire; such as day players, casual hires, independent contractors, etc. Return signed *Employee Acknowledgments* to the Production Manager.
  - b. Special Effects Coordinators should distribute *Additional Safety Guidelines for Special Effects (Form 1B)* and have all employees sign the *Employee Acknowledgment* (individual forms, group sign-up sheet or list of persons who refuse to sign). Return signed *Employee Acknowledgments* to the Production Manager.
  - c. Distribute AMPTP Safety Bulletins (Section 7 or [safetyontheset.com](http://safetyontheset.com)) relating to specific hazards to cast and crew or attach to the call sheet (e.g. helicopter, firearm, special f/x, etc.)
  - d. With help from the Production Safety Consultant, see to it that special literature such as Safety Data Sheets (SDS's) are available if requested by cast or crew.
6. Document all IIPP activities:
  - a. Make sure that all safety meetings held throughout the day are noted on the daily Production Report, including key department head and new arrival meetings, stunt and special effects meetings, etc.
  - b. Any bulletins or special correspondence should also be on file with the Production Manager.

#### **Communicate and Troubleshoot:**

1. Confirm that the work site is inspected to see that it is free from recognized hazards. Correct hazards found. (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.). This can be done by an Assistant on a regular basis.
2. See to it that safety equipment is used by cast and crew (e.g. earplugs, harnesses, safety belts, etc.).
3. Consult with the Line Producer to resolve script safety concerns (e.g. special effects, stunts or other special hazards).
4. Make sure cast and crew safety concerns have been addressed and resolved:

#### **Coordinate Response to Serious Accidents and Emergencies:**

1. Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
2. Summon emergency medical assistance immediately - paramedics, fire department, police, etc. (911 or the local equivalent).
3. Clear the area and protect cast and crew from further injury.
4. Preserve evidence for further investigation.
5. Immediately notify the **Line Producer**. If not available notify the **Production Executive** and the **Production Safety Consultant**.

#### **Coordinate OSHA/Government Inspector/Investigator activities:**

1. Immediately notify the **Line Producer**. If not available, contact the **Stage Manager** and the **Production Safety Consultant**.
2. The Line Producer or Stage Manager will accompany the inspector/investigator on the survey of the site in question.