

Safety Responsibilities STAGE MANAGER

Safety Program Information for Stage 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 Stage Manager

As the Stage Manager, you are responsible for conveying current safety requirements to all production crew members, for providing guidance for meeting IIPP goals, and for ensuring that key department heads meet their IIPP responsibilities.

Production Start-Up

1. Visit **www.safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and read the **Production Safety Manual**. (You will receive a copy of the Safety Manual at your Safety Orientation.)
2. Review the General Safety Guidelines for Production and sign the acknowledgment form.
3. Attend the DGA General Safety Awareness presentation (strongly recommended.)
4. Please allow about 30 minutes before the start of your first Production Meeting for **the Production Safety Consultant** to give the **Safety Orientation** to Department Heads.

On-Production

Implement the IIPP:

1. Discuss all potential safety concerns with the Location Manager, UPM, Special Effects/Stunt/Transportation/Construction Coordinators, and key department heads during the script read through and/or Production Meeting.
2. Conduct a safety meeting on the first day of production for cast and crew:
 - a. Briefly explain the safety program.
 - b. Discuss the safety aspects of the week's/day's activities and any potential hazards of the location.
 - c. Discuss elements of the **Emergency 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 **Form 3 - Emergency Plan Meeting**.*)
 - 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.)
3. Conduct additional meetings in the following situations:
 - a. When a stunt or special/mechanical effect is to occur (e.g. pyrotechnics, high-fall, car stunt, etc.). Document stunts and special effect rehearsals on the daily Production Report.
 - b. When there is a substantial change to the stunt or special effect, another rehearsal should be held and documented on the daily **Production Report**.
 - c. Anytime the cast and crew are exposed to potential hazards (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
 - d. Anytime new cast or crew joins the production.
 - e. Anytime a new process, substance or procedure is introduced (e.g. firearms, vehicle, gimbals, FX smoke, crane, etc.)
4. See to it that safety literature is properly distributed:
 - a. Distribute the **AMPTP Safety Bulletin** (found at www.safetyontheset.com) covering the specific hazard to cast and crew or attach to the call sheet (e.g. helicopter, firearm, special f/x smoke, etc. special/mechanical effect is to occur (e.g. pyrotechnics, high-fall, car stunt, etc.).
 - b. With help from the Production Safety Consultant, see to it that special literature, such as **Safety Data Sheets (SDS's)** or industrial hygiene test results are available if requested by any cast or crew member (e.g. assessment of any exposure to products, such as special effects, smokes, fogs, paints, dust, etc.) Post SDS's at the worksite.

5. While on production, confirm that all sets have been inspected and are free from recognized hazards.
 - a. The **On-Production Safety Report/ Checklist (Form 5)** should be used to document this inspection while on the lot.
 - b. The **Location On-Production Safety Checklist (Form 8)** should be used while on location.

Communicate and Troubleshoot:

1. See to it that appropriate safety equipment is available and is used when needed by cast and crew (e.g. earplugs, harnesses, safety belts, etc.).
2. Consult with the UPM to resolve script safety concerns (e.g. special effects, stunts or other special hazards).
3. Make sure cast and crew safety concerns have been addressed and resolved:
 - a) Correct hazards discovered on the set (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.)
 - b) Address cast member concerns until they are resolved.

1. **Instruct your Set Medics to notify the Line Producer immediately in the event of any serious injury or illness.**

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 (e.g. paramedics, fire department, police, etc.)
3. Clear the area and protect cast and crew from further injury.
4. Preserve evidence for further investigation.

2. 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.

3.

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.

1. For serious accidents as defined above, the Production Safety Consultant will direct you to complete an **Accident Investigation Report (Form 9)**. The completed report should be sent to the **Production Safety Consultant** and **Risk Management**.
2. Any accident should be noted on the back of the Production Report on the date the accident occurred by identifying only the name of injured employee and classification.
3. Under the guidance of the Studio Legal Department, the Production Safety Consultant will conduct any additional accident investigations necessary.

CAUTION: Written and/or verbal statements should not be taken unless authorized by the Production Attorney or Studio Legal Department. Speculation regarding the cause(s) of accident(s) are not to be included as part of any Accident Investigation Report (Form 9). Speak with your Production Safety Consultant for direction.

OSHA/Government Inspector/Investigation activities:

If you are ever visited or contacted by **OSHA**, or any government agency, contact the **Line Producer** and the **Production Safety Consultant** immediately. Also contact the **Production Executive** and **Production Attorney**.

1. Immediately notify the **Line Producer**. If not available, **Stage Manager** should contact the **Production Safety Consultant**.
2. Request the official's credentials and determine their validity.
3. Tell the inspector it is company policy to have **the Production Safety Consultant** present for any inspection. Ask them politely to wait, and call the Production Safety Consultant immediately.
4. Determine the nature of the visit. Be courteous, quiet, and cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question. Go straight to the site and try not to let the official wander into other areas.
6. Do not sign anything or provide written documentation. Ask that their request for documentation be placed in writing so it may be responded to in writing.
7. Ask for explanations of the problem and welcome any suggestions for corrective action. If possible, make corrections immediately.
8. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Attorney** and to the Production Safety Consultant.
11. Refer to "OSHA Inspection Guidelines" and "Regulatory Agency Inspection Guidelines" in the **Production Safety Manual** for more information.

Document IIPP activities:

Forward copies of all IIPP documentation on a regular basis to the **Production Office Coordinator** and the **Safety Department**:

1. All completed Safety Forms
2. Any training given to cast or crew
3. Accident and injury reports
4. Correspondence with OSHA or other governmental agencies.

Show Wrap

1. Return the Safety Manual to the Production Manager for return to the Production Safety Consultant.
2. If necessary, review the Safety Program with the Line Producer and the Production Safety Consultant for possible improvements and adjustments.