

## Safety Responsibilities SECOND ASSISTANT DIRECTOR

### Safety Program Information for Second Assistant Director (2<sup>nd</sup> AD)

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 2<sup>nd</sup> AD

The 2<sup>nd</sup> Assistant Director supports the 1<sup>st</sup> AD in fulfilling the requirements set forth in the IIPP for Production and maintaining documentation of safety meetings, crew notices, accident reports, and accurate *daily Production Reports*.

### Production Start-Up

1. Obtain and read the **IIPP/Safety Manual** from the Unit Production Manager (UPM) or Production Office Coordinator the first week of employment. The manual is meant to provide guidance and clarification of possible questions.
2. Attend the mandatory IIPP training meeting.

### On Production

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

1. Conduct safety meetings for all cast and crew who have not been briefed already by the 1<sup>st</sup> AD, Key, or Department Heads (e.g. actors/extras with late calls, crew not on the set for general safety meetings, etc.)
  - a. Explain the safety program.
  - b. Discuss the safety aspects of the week's/day's activities and the particular hazards of the location.
  - c. 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.).
  - d. Document this meeting using **Safety Guidelines for Extras and Theatrical Day Hires (Form 15)**.
2. See that employees have the proper safety training for and 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](http://www.csatf.org) for more information.*) If you need help arranging training, **call the Production Safety Representative**.
3. Outside of Southern California, consult with the UPM or 1<sup>st</sup> AD to determine any specific training needs of the production, such as:
  - a. Hazard Communication Training for chemical-containing products.
  - b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
  - c. Special tools, equipment, or vehicles used. Consult with the UPM or 1<sup>st</sup> AD to determine the specific training needs of the production.
  - d. Document all training and forward to the Production Office Coordinator.
4. See to it that safety literature is properly distributed:
  - a. Give **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.
  - b. Return **Employee Acknowledgment** of General Safety Guidelines for Production (Form 1), to the Production Office Coordinator on a daily basis.
  - c. Distribute **AMPTP Safety Bulletins** (available at [www.csatf.org](http://www.csatf.org)) relating to specific hazards as they occur and/or attach to the call sheet (e.g. helicopters, atmospheric smoke, extreme weather, etc.).
  - d. With help from the Production Safety Representative, see to it that special literature, such as **Safety Data Sheets (SDS)** or industrial hygiene test results are available if requested by any crew member.
  - e. See that important safety information, such as Emergency Contact telephone numbers, are included on the call sheet.

5. Document all safety activities:
  - a. Document all safety training using the daily Production Report.
  - b. Forward copies to the Production Office Coordinator.

**Communicate and Troubleshoot:**

1. Encourage crewmembers to report potential safety hazards.
2. Refer or relay crew safety concerns to the 1<sup>st</sup> AD or UPM.
3. Help the 1<sup>st</sup> AD to ensure that required safety equipment is used by cast and crew (e.g.: earplugs, harnesses, safety belts, etc.)
4. Help make certain the cast and crew safety concerns have been addressed and resolved.

**Coordinate response to serious accidents and emergencies:**

Respond to all work site emergencies and accidents (whenever the 1<sup>st</sup> AD is not present):

1. Summon emergency medical assistance immediately (911).
2. Clear the area and protect the crew from further injury.
3. Preserve evidence for further investigation.
4. Immediately notify the UPM. If not available, notify the 1<sup>st</sup> AD and the Production Safety Representative.
5. See that an **Accident Investigation Report (Form 9)** has been properly completed and sent to the Production Office Coordinator.

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

If visited by **OSHA**, or other governmental agency, take the following actions:

1. Immediately notify the **UPM** and the **1<sup>st</sup> AD**. If not available, contact the **Production Executive** and the **Production Safety Representative**.
2. For more information, refer to “OSHA Inspection Guidelines” and “Regulatory Agency Inspection Guidelines” (Section 4)

The 2<sup>nd</sup> Assistant Director is responsible for seeing that the following Safety Program information is included on every call sheet:

**Production Safety Representative Name and Cell Phone Number**  
**Anonymous Safety Hotline: 818.954.2800/ 877.566.8001**  
**Safety Program Website: [safetyontheset.com](http://safetyontheset.com)**  
**Safety Data Sheets (SDS) for chemical products: 3E Company 800.451.8346**

And any **AMPTP Safety Bulletins** that apply to the day’s activities.

**General Safety Guidelines for Production**  
**Extras and Theatrical Day Hires**

**Name of Production:** \_\_\_\_\_

*Your health and safety are important to us. The following general safety guidelines apply to you. Failure to follow these guidelines can result in injury to yourself and/or others. Please help us have a safe and successful production. Doing your part well and doing it safely go hand in hand.*

**Important Phone Numbers:**

**Fire/Medical Emergency (if other than 911):** \_\_\_\_\_ **First Aid:** \_\_\_\_\_

**Anonymous Safety Hotline: (818) 954-2800**

1. Your immediate supervisor is the **2nd Assistant Director:** \_\_\_\_\_, or his/her designee: \_\_\_\_\_.
2. *Know your surroundings.* Know where the exits, fire extinguishers and telephones are. Look for and avoid any potential trip hazards such as cables and sandbags. For site-specific safety information, find and review the *Safety Poster*.
3. Follow instructions given by your supervisors. If you do not understand, ask questions. Know exactly what you are doing at all times, work safely and look out for your fellow worker.
4. Please remain in the areas designated for your use by the 2nd Assistant Director. Otherwise, all areas under construction, where people are working overhead, or where machinery is being used are strictly off limits. Unless you are otherwise directed, do not touch cables, lights, cameras or other equipment.
5. Your supervisor will provide you with safety equipment, as the job requires.
6. Attend all safety meetings pertaining to any stunts or special effects in which your character may be involved. Understand all contingencies. If you are confused or have any questions or concerns about safety, ask your immediate supervisor or call the **Anonymous Safety Hotline**.
7. Report all accidents and injuries, no matter how minor, to the 2nd Assistant Director immediately. Also, do not hesitate to report any other conditions you view as unsafe, either by telling the 2nd Assistant Director or calling the **Anonymous Safety Hotline**.
8. Do not hesitate to seek out **First Aid** should you need assistance, or if you have a condition you feel First Aid should be made aware of.
9. You have the right to see a Material Safety Data Sheet (MSDS) for any chemical-containing product used during production. Call the **Anonymous Safety Hotline**,
10. NO SMOKING on the set.
11. NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES.
12. If you have diabetes, or any other condition that requires the use of needles or devices that might be contaminated with blood – please dispose of them properly. If you would like a special container for disposal of these objects, one is available to you free of charge from First Aid or Safety.

***If you are unsure of anything, please ask your Supervisor***

