

Safety Responsibilities

KEY GRIP/RIGGING KEY GRIP

Safety Program Information for Key Grip/Rigging Key Grip

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 Key Grip/Rigging Key Grip

The Key Grip is responsible for supervising, training, performing periodic inspections, and ensuring their crew's compliance with all applicable safety rules and regulations.

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. You may only hire 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 training, **call the Production Safety Representative**.

FALL PROTECTION POLICY

You must wear appropriate fall protection whenever ANY of the following conditions exists:

1. *You are working from a scissor lift, aerial lift, man lift or other elevated work platform;*
2. *You are exposed to any unprotected fall of 4 feet or more;*
3. *You are within six feet of the unprotected edge of a building, roof, platform, cliff, or other elevated surface;*
4. *You are working in the "O" Zones outside of the catwalks in the perms.*

Failure to wear appropriate fall protection will subject you to discipline, up to and including termination. If you have any questions as to when fall protection is required, or what fall protection to wear, call the Production Safety Representative.

3. **Review the Fall Protection Policy with all employees.**
4. Obtain Fall Protection Equipment from your Production Safety Representative.
5. Conduct safety meetings for your crew on the first day of work:
 - a. Explain the safety program and tell them to visit **www.safetyontheset.com**.
 - b. Discuss the safety aspects of the day's activities and the particular hazards of the site.
 - c. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits on all stages and interior set and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire (if not covered by the 1st AD.) The information for this meeting is on **Emergency Plan Meeting (Form 3)**.
 - d. For every location, be sure to review **Prep/Strike Location Safety Information (Form 7B)**, which you should receive from the Location Manager.
 - e. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. insert car, process trailer, cranes, booms, specialized rigs, etc.)
6. Conduct additional safety meetings in the following situations:
 - a. Prior to rigging or testing of any specialized equipment.
 - b. Anytime crew is exposed to a hazard (e.g. special products, pyrotechnics, etc.).
 - c. Anytime new crew members join the department.
 - d. Anytime there is a change in location or work site.
 - e. Anytime a new process is introduced (e.g. special foams, chemicals, tools, etc.)

Safety Responsibilities

KEY GRIP/RIGGING KEY GRIP

7. Distribute safety literature:
 - a. Give the **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, independent contractors, etc. Have all employees sign the **Employee Acknowledgment** and forward them to the **Production Office Coordinator**.
 - b. Distribute safety literature on specific hazards to your crew (e.g. appropriate clothing and shoes, aerial platforms, etc.).
 - c. Issue special literature if requested by crew members (e.g. safety data sheets on chemicals, fogs, paints, etc.)
8. It is your responsibility to obtain and distribute all appropriate Personal Protective Equipment (PPE). If you have questions about what PPE is required, contact your Production Safety Representative.
9. Visit safetyontheset.com for information on aerial lift cribbing and rigging, and for operator manuals for JLG, Genie and Snorkel lifts.
10. Learn and follow the 30/30 Rule for when to bring down lifts during thunderstorms. (*AMPTP Safety Bulletin #38 – Guidelines for Inclement or Severe Weather.*)
11. Follow *AMPTP Safety Bulletin #22 “Addendum A” – Powerline Distance Requirements* whenever using any lifts or other equipment near overhead powerlines or exposed energized parts.
12. Document all IIPP activities:
 - a. See to it that all safety meetings held throughout the day with crew are noted on the daily Production Report, including new arrival, rigging, testing and changing work site.
 - b. Any bulletins or special correspondence are to be forwarded to the **Production Office Coordinator**.
 - c. Document all safety training using **Production Safety Meeting Report (Form 13)**. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. Inspect all work sites to be sure they are free from recognized hazards and correct any that are found.
2. See to it that appropriate safety equipment has been provided, inspected and is in use by the crew (e.g. *ear plugs, equipment safety guards, harnesses, respirators, safety glasses, etc.*).
3. Consult with the UPM to resolve safety concerns such as special effects, stunts or other special hazards.
4. Enforce safe working procedures.
5. Encourage the reporting of hazards by crew members.
6. Resolve crew safety issues.
7. Correct hazards that have been discovered at the site (e.g. blocked exits, trip and fall hazards, faulty equipment etc.)

Coordinate Response to Accidents and Emergencies:

1. Respond to all work site emergencies and accidents affecting the crew.
2. Summon emergency medical assistance immediately (Paramedic, Fire Department, Police, etc.).
3. Notify the UPM, First AD, or Construction Coordinator and the Production Safety Representative.
4. See to it that the **Accident Investigation Report (Form 9)** has been filled out and submitted to the Production Office Coordinator.
5. Clear the area and protect the crew from further injury (e.g. remove equipment from service, post warning signs, arrange further training).
6. Preserve evidence for further investigation.

ACCIDENT INVESTIGATION REPORT

(Send to Production Office Coordinator when completed.)

*To be completed for EVERY injury or illness, regardless of severity.
For serious injuries or illnesses, see Form 4: Serious Incident Reporting Procedures.*

EMAIL OR FAX (818) 954-2805 TO PRODUCTION SAFETY REPRESENTATIVE WITHIN 24 HOURS OF ACCIDENT

PRODUCTION NAME: _____

DATE: _____

INJURED'S NAME: _____

TITLE: _____

DATE OF ACCIDENT: _____

TIME OF ACCIDENT: _____ AM ___ PM ___

LOCATION OF ACCIDENT: _____

Type of Injury/Illness

(Check all that apply)

Fracture	Amputation	Head Injury	1 st Degree Burn	Foreign Body in Eye	Bite/Sting
Strain	Laceration	Neck Injury	2 nd Degree Burn	Contact Dermatitis	Splinter
Sprain	Avulsion	Back Injury	3 rd Degree Burn	Allergic Reaction	Nausea
Dislocation	Abrasion	Abdomen Injury	Tooth Injury	Rash	Illness*
Contusion	Puncture	Crushing Injury	Hearing Loss	Infection	Other*

- Describe Illness or Other:

Injured Part of Body

(Check all that apply)

	Head	Chest	Shoulder	Wrist	Upper Leg	Foot	Eye	Mouth
Right	Neck	Ribs	Upper Arm	Back of Hand	Knee	Toe	Nose	Tooth
Left	Back	Abdomen	Elbow	Palm of Hand	Lower Leg	Forehead	Cheek	Throat
	Buttocks	Pelvis Area	Lower Arm	Finger (Digit_____)	Ankle	Ear	Chin	Other*

- Describe Other:

Explain Cause of Accident and Nature of Injury: (DO NOT SPECULATE)

Corrective Action Taken to Prevent Recurrence:

Witnesses, If Any:

Form Completed By (Print):

Title:

Signature: _____ Date: _____