

Safety Responsibilities

ASSISTANT STAGE MANAGER/SECOND ASSISTANT DIRECTOR

Safety Program Information for Assistant Stage Manager/Second Assistant Director

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 Assistant Stage Manager/2nd AD

The 2nd Assistant Director supports the Stage Manager/1st 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 Line Producer or Production Manager 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. 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 for more information.*) If you need help arranging training, **call the Production Safety Consultant**.
2. Outside of Southern California, consult with the Line Producer or Stage Manager/1st 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 Line Producer or Stage Manager/1st AD to determine the specific training needs of the production.
 - d. Document all training and forward to the Production Manager.
3. See to it that safety literature is properly distributed:
 - a. Distribute **AMPTP Safety Bulletins** (available at 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.).
 - b. With help from the Production Safety Consultant, 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.
4. 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 Manager.

Safety Meetings

1. The Assistant Stage Manager/2nd AD should hold a safety meeting with all Extras and Theatrical Day Hires:
 - a. At every stage and location.
 - b. At call.
 - c. Whenever new elements – stunts, FX, weather – are added.

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2. The safety meeting should cover:
 - a. *Form 15 – Safety Guidelines for Extras and Theatrical Day Hires.*
 - b. The day's planned activities.
 - c. Potential hazards of the location.
 - d. Safety precautions to be followed around any specialized equipment that may present a hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.).
 - e. **Heat Illness Prevention Plan** if temps are forecast to be 80 or above.
 - f. **Severe Weather** information if appropriate.
 - g. The name and location of the **Set Medic**.
 - h. **EMERGENCY PLAN:**
 - Locations of exits
 - Evacuation route
 - Location of pre-determined assembly area
3. Document the safety meetings using *Form 15A – Second AD Safety Meeting:*
 - a. Mark the time and location of the safety meeting.
 - b. Mark the name of the person conducting the meeting.
 - c. Pass around a clipboard with the *Form 15A - Safety Meeting Attendance Sheet* for all attendees to sign for each stage and location.
 - d. Send the completed Form 15A and Attendance Sheet to your Production Manager.

Call Sheet Information

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

- **Production Safety Consultant** Name and Cell Phone Number.
- **Anonymous Safety Hotline:** 818.954.2800/ 877.566.8001
- **Safety Program Website:** safetyontheset.com
- **Safety Data Sheets (SDS)** for chemical products: **Verisk 3E Company** 800.451.8346
- **Heat Illness Prevention Plan** information – including completed *Location Information* form – if temperatures are forecast to be 80 degrees Fahrenheit or above and employees will be working outside.
- **Severe Weather Information** if appropriate.
- Any **AMPTP Safety Bulletins** that apply to the day's activities. *

* You do not need to print out and attach physical copies of AMPTP Safety Bulletins to the call sheet. Download them as pdf files from safetyontheset.com and attach to the email blast of the call sheet. Reference the activity and the Safety Bulletin in the body of the email and on the call sheet.

Communicate and Troubleshoot

1. Encourage crewmembers to report potential safety hazards.
2. Refer or relay crew safety concerns to the Stage Manager/1st AD or Line Producer.
3. Help the Stage Manager/1st 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.

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Coordinate response to serious accidents and emergencies

Respond to all work site emergencies and accidents (whenever the Stage Manager/1st 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 Line Producer. If not available, notify the Stage Manager/1st AD and the Production Safety Consultant.
5. See that an **Accident Investigation Report (Form 9)** has been properly completed and sent to the Production Manager.

Coordinate OSHA/Government Inspector/Investigator activities

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

1. Immediately notify the **Line Producer** and the **Stage Manager/1st AD**. If not available, contact the **Production Executive** and the **Production Safety Consultant**.
2. For more information, refer to “OSHA Inspection Guidelines” and “Regulatory Agency Inspection Guidelines” in the **Television Production Safety Manual**.

On-Set Safety Meeting for Extras and Day Hires

At every stage and location, the Assistant Stage Manager/2nd AD should conduct an on-set safety meeting with all Extras and Day Hires. The outline below should be used as a guide for subjects to be covered. In addition, the Safety Meeting Attendance Sheet should be signed by all attendees for every meeting held. A separate meeting should be held at every stage and/or location for any given day.

Production Name:

Date:

Time:

AM PM

Location:

Meeting Conducted By: (Name)

(Title)

SAFETY MEETING CHECKLIST

- Review and post Form 15: Safety Guidelines for Extras and Theatrical Day Hires.
- Emergency Plan:
 - Local Emergency Response telephone number
 - Fire alarm pull stations
 - Emergency exits
 - Escape routes
 - Post-evacuation assembly area
 - DO NOT re-enter evacuated building until okayed by Fire Dept.
- Name and location of Set Medic
- Location-specific hazards: lead paint, asbestos, traffic, etc.
- Potential hazards of planned activities: stunts, FX, drones, etc.
- Heat Illness Prevention Plan if temperatures above 80 F.
- If you are too tired or ill to work safely or drive home safely, tell Supervisor.
- Report any safety concerns to the Anonymous Safety Hotline at (818) 954-2800 or 877-566-8001.
- Safety Meeting Attendance Sheet

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 **Assistant Stage Director/2nd AD:** _____, 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 Assistant Stage Manager/2nd AD. 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 Assistant Stage Manager/2nd AD immediately. Also, do not hesitate to report any conditions you view as unsafe, either by telling the Assistant Stage Manager/2nd AD 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