

Safety Responsibilities

FIRST ASSISTANT DIRECTOR

Safety Program information for the First Assistant Director (1st 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 First Assistant Director

As the First Assistant Director, 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. The 1st AD is the person responsible for implementing the Safety Program on the Production side when the cameras are rolling and the set is active and shooting.

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 should receive a copy of the Safety Manual from your Production office Coordinator.)
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 Representative** 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 – On-Set Safety Meeting for Crew and Cast.)*
 - 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.)
 - e. Discuss the Heat Illness Prevention Plan (temps above 80 degrees F), the progression of Heat Illness symptoms, the location of water and other steps to taken to help employees stay cool and safe.
 - f. Procedures for severe weather if appropriate.
 - g. The name and location of the Medic.
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.)
 - f. At every new stage or location.

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4. **Document all Safety Meetings in the Production Report. Include the following information:**
 - a. Mark the time and location of the safety meeting.
 - b. Bullet point the specific subjects covered.
 - c. Mark who was there if specific departments/people.
 - d. *It is not enough to simply write "Safety Meeting held at call."*
5. 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.) or special/mechanical effect is to occur (e.g. pyrotechnics, high-fall, car stunt, etc.).
 - b. With help from the Production Safety Representative, 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.
6. While on production, confirm that all sets have been inspected and are free from recognized hazards.
 - a. The **Production Stage Hazard Assessment Checklist (Form 5)** should be used to document this inspection while on your permanent stages.
 - b. The **Location On-Production Hazard Assessment 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, etc.*)
 - b. Address cast member concerns until they are resolved.

Instruct your Medics to immediately notify the Unit Production Manager in the event of any serious injury or illness.

Coordinate Response to Serious Accidents and Emergencies:

1. Read the **Injury and Illness Reporting Procedures attached to this document.**
2. Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
3. Summon emergency medical assistance immediately (*e.g. paramedics, fire department, police, etc.*)
4. Clear the area and protect cast and crew from further injury.
5. Preserve the evidence for further investigation.

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.

1. For serious accidents as defined above, the Production Safety Representative will direct you to complete an **Accident Investigation Report (Form 9)**. The completed report should be sent to the **Production Safety Representative 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 Representative will conduct any additional accident investigations necessary.

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

OSHA/Government Inspector/Investigation Activities:

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

1. Immediately notify the UPM. If not available contact the **1st AD** and the **Production Safety Representative**.
2. Request the official's credentials and determine their validity.
3. Tell the inspector it is company policy to have **the Production Safety Representative** present for any inspection. Ask them politely to wait and call the Production Safety Representative 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 Representative.
11. Refer to "OSHA Inspection Guidelines" and "Regulatory Agency Inspection Guidelines" in the **Production Safety Manual** for more information.

Document IIPP Activities:

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:

If necessary, review the Safety Program with the UPM and the Production Safety Representative for possible improvements and adjustments.

INJURY AND ILLNESS REPORTING PROCEDURES

ALL INJURIES TO CREW OR CAST MEMBERS MUST BE REPORTED TO THE PRODUCTION SAFETY REPRESENTATIVE.

Form 9: Accident Investigation Report should be completed for every injury or illness, no matter the severity.

Serious Incident Reporting Procedures:

A Serious Incident is an injury or illness that results in transportation by ambulance, visitation to the hospital by one or more employees, any treatments other than general first aid,*any near miss during stunts or special effects, any injury – even minor – to cast members or stunt performers, or any serious property/asset damage.

**An OSHA chart of treatment that is considered First Aid is attached.*

Please note: *These are SAFETY PROGRAM procedures. Workers Comp requires different documentation. Because sensitive personal medical information is often included, please DO NOT send Workers Comp forms or reports to the Production Safety Representative unless specifically requested.*

UPM:

- If the injury or illness meets the criteria for a serious incident, IMMEDIATELY notify your **Production Safety Representative**, who will make all necessary notifications.
- **Accident Investigation Report – Form 9.**
 - Every section of this form needs to be completed, including “Steps taken to prevent recurrence.”
 - This form can be completed by the person having the most knowledge of the incident: Medic, Department Head, Production Office Coordinator, UPM. The Production Safety Representative will assist if requested.
- Some injuries and illnesses require timely **OSHA notification**. The Production Safety Representative will make this notification, based upon information from you.
- **Forward completed Form 9 to POC.**

MEDIC:

- **IMMEDIATELY notify the UPM of the injury or illness.**
- Fill out ***Employer’s Report of Occupational Injury or Illness (Form 5020)*** or local equivalent.
- If employee refuses recommended treatment or transportation to the hospital, have employee complete and sign ***Right of Refusal of Medical Aid – Form 16.***
- **Forward completed Form 5020 and Form 16 to Production Office Coordinator.**

POC:

- **Forward completed Form 9 and Form 16 to Production Safety Representative.**
- Forward Form 5020 if requested by Production Safety Representative.
- If patient is hospitalized, keep Production Safety Representative updated on status.

PRODUCTION SAFETY REPRESENTATIVE:

- Will notify OSHA if required.
- Will conduct additional investigation if needed.
- Will assist with any OSHA or other agency investigations.