

Safety Responsibilities

LOCATION MANAGER

Safety Program information for the Location 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 Location Manager

As the Location Manager, you are responsible for:

- Assessing any hazards of a chosen location by completing the **Location Pre-Production Hazard Assessment Checklist (Form 7)**; **Asbestos/Lead/Mold Guidelines (Form 7A)**; **Prep/Strike Location Safety Information (Form 7B)**; and the **Location On-Production Hazard Assessment Checklist (Form 8)**.
- Communicating the above information to the **Unit Production manager, First Assistant Director, Construction Coordinator, Prep and Strike Crew and Transportation Coordinator and Production Safety Representative**.

Production Start-Up

1. Visit **safetyontheset.com** to become familiar with the safety information available (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. Hire only employees who have the proper safety training and skills to safely perform any task they are asked to do. (*In Southern California, this includes completion of all Safety Pass training required by the job classification. See csatf.org for more information.*) If you need help arranging non-Safety Pass training, **call the Production Safety Representative**.
3. Attend the mandatory IIP meeting to become familiar with the program in order to address potential environmental and safety hazards on location.

On Production

Examine locations for safety concerns:

1. Check all locations for potential safety concerns and hazards:
 - a. Asbestos, lead paint, visible mold, chemicals, hazardous waste, blocked or unmarked exits, unprotected elevated areas, improper ventilation, etc.
 - b. This includes all location construction, holding, parking, catering, dressing areas, etc.
2. Fill out the **Location Pre-Production Hazard Assessment Checklist (Form 7)** and **Asbestos/Lead/Mold Guidelines (Form 7A)** for each new location.
 - a. Ask building owner or manager about potential environmental concerns, asbestos reports or prior testing of lead-based paints.
 - b. Obtain proper permits.
 - c. Obtain safety postings from the **Production Safety Representative**.
 - d. Complete the **Location Safety Poster** by filling in the nearest hospital and emergency numbers.
 - e. Post the **Location Safety Poster** and any other required postings, such as permits, inspection certificates, test results and environmental surveys.
3. Call the **Production Safety Representative** with any questions about lead paint, asbestos, water testing, rooftop fall protection, weight restrictions, etc. (Testing can be lengthy and certified structural engineers are expensive, so a backup location is prudent.)
4. Provide **Location Prep/Strike Safety Information (Form 7B)** to all Prep and Strike crews.
5. Fill out the **Location On-Production Hazard Assessment Checklist (Form 8)** to document inspection of each location on the day the crew is scheduled to arrive for work.
6. If filming in the City of Los Angeles, fill out a **Los Angeles Fire Department Film Location Fire Safety Inspection Checklist (Spot-Check)**.
7. Turn in all forms to the **Production Office Coordinator**.

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Notify the UPM and Safety Coordinator (1st AD, Construction Coordinator and Transportation Captain/Coordinator) of all safety concerns and special hazards:

1. Determine if special hazards exist such as excessive traffic, location hazards associated with airports, railroads, marinas and other water sites.
2. Assist other Department Heads to conduct safety meetings:
 - a. When cast and crews are exposed to a location hazard.
 - b. Anytime there is a change in location.

Monitor all locations:

1. Inspect on an ongoing basis for changes that could produce additional hazards, such as changing weather conditions, construction changes, etc.
2. See to it all sets are inspected on a regular basis, so they are free from hazards and that any hazards found are corrected.
3. Consult with the UPM and the Production Safety Representative to resolve location safety concerns (e.g. confined spaces, warehouse adaptation for stage use, etc.)

Develop contacts for emergency services:

1. Assist on-set first aid with emergency information and contacts.
2. Identify the nearest hospital and provide maps and directions for all locations to the UPM, 1st A.D., Construction Coordinator, Transportation Coordinator and First Aid staff.

Document all safety activities:

Complete and turn in to the Production Office Coordinator:

- *Location Pre-Production Hazard Assessment Checklist (Form 7)*
- *Asbestos/Lead/Mold Guidelines (Form 7A)*
- *Prep/Strike Location Safety Information (Form 7B)*
- *Location On-Production Hazard Assessment Checklist (Form 8)*
- *Los Angeles Fire Department Film Location Fire Safety Inspection Checklist (Spot-Check)*
- Any other related paperwork:
 - Safety inspection certificates
 - Environmental surveys
 - Air and water test results