

# Safety Responsibilities

## PRODUCTION OFFICE COORDINATOR

### Safety Program information for the Production Office Coordinator (POC)

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 Production Office Coordinator

The **Production Office Coordinator** maintains a library of safety information including copies of all safety program documentation as described in the IIPP for Production. It is the POC's responsibility, along with the Unit Production Manager (UPM), to see to it that all necessary IIPP documentation (forms, certifications, etc.) are completed in a timely manner and forwarded to the POC, and, when necessary, to the Production Executive, Production Attorney and **the Production Safety Representative**.

### SAFETY PASS (Southern California)

**The only employees eligible for employment by your production must have received basic and specific safety training as evidenced by their fully completed Safety Pass.** New training requirements are added often, so please check everyone's Safety Pass status every season at [www.csatf.org](http://www.csatf.org).

### PRODUCTIONS WORKING OUTSIDE OF SOUTHERN CALIFORNIA

1. Productions working outside of Southern California are required to employ workers knowledgeable in the work they will be asked to do. Because there are many ways proficiency can be documented, different Department Heads will submit varying evidence of training. All of it is important.
2. **Please note: If you are hiring anyone directly from Southern California to work on your production, they must have completed all Safety Pass classes required for their job classification.**
3. **Productions working outside of Southern California may be eligible for free IATSE Training Trust Fund Area Standards Agreement Safety Training. Information is available at [www.iatsetrainingtrust.org/asa](http://www.iatsetrainingtrust.org/asa).**
4. Check that Departments operating heavy equipment are turning in copies of Certification for each piece of equipment they will be asked to drive (e.g. Forklift Safety Card, Aerial Platform Training, powder-actuated tool operator's "Hilti Card," etc.) Keep them on file.
5. Some Department Heads will be sending copies of **Tool Box Talks** they conducted; others will send signed copies of **Codes of Safe Practices (CSP's)**. Keep them on file.
6. Most importantly, make sure a signed **Employee Acknowledgment** for receipt of **(Form 1) General Safety Guidelines for Production** is on file for all employees from all departments.
7. If you need help arranging safety training for a production working outside of Southern California, **call the Production Safety Representative.**

### Production Start-Up Implement the IIPP:

1. As soon as possible, call the Production Safety Representative to arrange for a **Production Safety Orientation** for your UPM, 1st AD, 2<sup>nd</sup> AD, Transportation Coordinator, Construction Coordinator, Special Effects and Stunt Coordinators, and all key Department Heads. (Immediately prior to your first full production meeting is a good time to hold this orientation.)
2. Obtain and read the **Production Safety Manual** from [www.safetyontheset.com](http://www.safetyontheset.com) the first week of employment. This manual is meant to provide guidance and clarification of possible questions.
3. Print at least 3 copies of the Production Safety Manual: One each for the Production Office, the Assistant Directors, and the Construction Coordinator. A copy should be on all stages and locations as well.

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## Coordinate the documentation of all safety program activities:

See to it that the following have been turned into the Production Office, and copies sent to the Production Safety Representative at the beginning of the production:

1. Employee Acknowledgment of General Safety Guidelines for Production (Form 1)
2. IIPP Contact List (Form 2)
3. Serious Incident Reporting Procedures (Form 4)

## On Production

1. See to it that the following are turned into the Production Office and **copies sent to the Production Safety Representative on a regular basis**:
  - a. Production Stage Hazard Assessment Checklist (Form 5)
  - b. Mill/Stage/Location Construction Hazard Assessment Checklist (Form 6)
  - c. Location Pre-Production Hazard Assessment Checklist (Form 7)
  - d. Asbestos/Lead/Mold Guidelines (Form 7A)
  - e. Prep/Strike Location Safety Information (Form 7B)
  - f. Location On-Production Hazard Assessment Checklist (Form 8)
  - g. Safety Guidelines for Extras and Theatrical Day Hires (Form 15)
2. See to it that the following are turned into the Production Office and copies sent to the Production Safety Representative as they are completed:
  - a. Accident Investigation Report (Form 9)
  - b. Hazard Notification (Form 10)
  - c. Notice of Unsafe Condition and Action Plan (Form 11)
  - d. Safety Warning Notice (Form 12)
  - e. Production Safety Meeting Report (Form 13)
  - f. Request for Employee Safety Training (Form 14)
  - g. Right of Refusal of Medical Aid (Form 16)
  - h. Any special permits, environmental surveys, location safety reports, etc. daily Production Reports listing safety meetings, including key department head and new arrival meetings, stunt and special effects meetings, etc.
3. If your duties include distributing Calls Sheets, always attach any *AMPTP Safety Bulletins* or other notices deemed appropriate by your UPM or 1<sup>st</sup> or 2<sup>nd</sup>AD

## Injuries and Illnesses

1. Please read the 2019 revised *Injury & Illness Reporting Procedures*, which are attached to this document. **Your Production Safety representative is NOT to receive Workers Comp forms or any employee's personal Health information.**
2. You should receive an **Accident Investigation Form (Form 9)** and a **Form 5020** or local equivalent from your Set Medic for every injured employee. If the patient has refused medical attention, you should also receive a completed **Right of Refusal of Medical Aid Form (Form 16)**. **Please be sure to email or fax these forms to the Production Safety Representative at (818) 954-2805.**

## 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.

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*In the event of a serious accident, injury or mishap, the **Unit Production Manager**, or in his/her absence, the **1<sup>st</sup> Assistant Director** will follow the instructions on **Form 4 – Serious Incident Reporting Procedures**. It is the Production Office Coordinator's responsibility to see that correct reporting instructions are available to the UPM and 1<sup>st</sup> AD.*

### **Show Wrap**

1. See to it that all IIPP documents have been collected and forwarded to the **Production Safety Representative** or the **Production Executive** prior to closing the production office.
2. See to it that all borrowed safety equipment (harnesses, lanyards, ropes, etc.) has been returned to the Production Safety Representative.

### **Hazardous Waste Disposal**

*It is Company policy that all chemicals will be disposed of in accordance with the laws of the city, county and state in which they are used. If you need to arrange for the disposal of paint or other chemicals, contact the Production Safety Representative.*

# **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.