

Safety Responsibilities

UNIT PRODUCTION MANAGER

Safety Program information for the Unit Production Manager (UPM)

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 Unit Production Manager

The UPM has the authority and is responsible for overall management and administration of the Injury & Illness Prevention Program. All staff are responsible for carrying out the IIPP.

As UPM, you are to see that your employees are provided with:

1. A safe work environment;
2. Equipment that has been inspected and is in safe working condition;
3. All training and/or personal protective equipment required by the tasks they are asked to perform.

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.

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.**

Production Start-Up

1. Instruct your department heads that they 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.**
2. Make sure everyone you hire receives a copy of **Form 1 – General Safety Guidelines for Production** and signs an **Acknowledgment Form**. This is most easily accomplished by attaching it to the deal memo.
3. Organize and conduct an IIPP meeting with the **1st Assistant Director, Construction Coordinator, Transportation Coordinator, Special Effect Coordinator, and Stunt Coordinator**. The above Department Heads are responsible for coordinating the Safety Program within their departments.
 - a Direct everyone to **Section 3: Position Safety Responsibilities**. See that they read them, understand them and follow them.
 - b Empower the **1st AD** as the person responsible for implementing the Safety Program on the Production side when the cameras are rolling and the set is active and shooting.
 - c Empower the **Construction Coordinator** as the person responsible for implementing the Safety Program on the Construction side.
4. Before you begin set construction, have your **Construction Coordinator** call the **Production Safety Representative** to discuss safety training, fall protection, and other safety issues.
5. As early as possible, you or your **Production Office Coordinator** should call the Production Safety Representative to schedule your production's **Safety Orientation**. (This usually takes place immediately before your first production meeting and lasts about 30 minutes.)
6. Visit www.safetyontheset.com to familiarize yourself with the safety information available, (AMPTP Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**. Your Production Office Coordinator has been instructed to print out the Safety Manual. *Always keep a copy on set and in the production office.*

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7. Instruct your **Location Manager** to contact the Production Safety Representative to discuss any questions regarding possible asbestos, lead paint and mold; or location fall protection, rooftop, or structural concerns.
8. Hire only **Stunt Coordinators** knowledgeable in the action they will be supervising. Hire stunt players who have the proper training and who understand or have previously demonstrated the similar work they will be asked to do. Stunt Coordinators performing their own stunts need a second stunt person to act as Stunt Coordinator during the sequence.
9. Instruct **your Stunt and Special Effects Coordinators** to contact the Production Safety Representative well in advance of any large stunt or special effect.
10. Your **Production Office Coordinator** will keep a file of all completed Safety Forms.

On Production Implement the IIPP:

1. To help keep the safety program consistent, the 1st Assistant Director, Construction Coordinator, Transportation Captain/Coordinator, Special Effects Coordinator, and Stunt Coordinators are to consult with the UPM on all safety matters.
2. Advise **the Production Safety Representative** (in writing or verbally) of safety concerns and IIPP compliance activities on a regular basis.
3. Communicate with **the Production Safety Representative**, your **Director**, and your **Department Heads** regarding specific script and shooting concerns.
4. Request laboratory testing, engineering services, and/or additional information from **the Production Safety Representative** on potentially unsafe substances or processes. For example:
 - a. Possible asbestos at a location
 - b. Environmental concerns, such as shooting near water, which may pose potential hazards to crew or the environment.
 - c. Use of smokes, fogs and pyrotechnics, etc.
 - d. Unusual applications of equipment manufactured for another purpose.
5. See to it that **Department Heads** are conducting training and performing their IIPP duties. Additional training of these crewmembers may be necessary.
6. Review IIPP documentation regularly for completion and compliance.
7. See to it that the IIPP remains in effect for all second units, re-shoots, and opticals.
8. To avoid fines when shooting on location in the City of Los Angeles, be sure to complete the **Los Angeles Fire Department Film Location Fire Inspection Safety Checklist** daily.

Coordinate Response to Accidents and Emergencies:

1. See to it that emergency procedures are in place for all locations and that the nearest hospital has been identified. This information should be recorded on the **Location Safety Poster** or **Stage Safety Poster**, which are available from the Production Safety Representative. (*The Safety Poster should be posted at the worksite. Emergency numbers are to be posted by all set telephones.*)
2. Maps and directions to the nearest hospital are to be provided by the Location Manager to:
 - a. 1st AD/Stage Manager
 - b. Construction Coordinator
 - c. Transportation Coordinator
 - d. Special Effects Coordinator
 - e. Stunt Coordinator
 - f. Prep/Strike Crews
 - g. First Aid Staff
3. If anyone is injured on the job, immediately send them to First Aid or the medic for evaluation.

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Injuries and Illnesses

1. Please read the 2019 revised *Injury & Illness Reporting Procedures*, which are attached to this document. They include *Serious Incident Reporting Procedures*, which should be followed for incidents that result in transportation by ambulance, visitation to the hospital by one or more employees, any treatments other than general first aid, or any serious property/asset damage.
2. Instruct your Medics to fill out appropriate paperwork and make notification to the Production's Workers Comp Department. **Your Production Safety representative is NOT to receive Workers Comp forms or any employee's personal Health information.**

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.