

**Safety Responsibilities**  
**SPECIAL EFFECTS COORDINATOR**

**Safety Program Information for Special Effects Coordinator**

The following information is for your specific position and is provided to help you understand your extremely important part in your Production's **Occupational Health and Safety Program**.

**Responsibilities of the Special Effects Coordinator**

The **Special Effects Coordinator** is responsible for the safe performance and supervision of all special effects. In addition, the Special Effects Coordinator is also responsible for the transportation, storage, and use of all pyrotechnics, and is responsible to effectively coordinate with the Stunt Coordinator and, at pre-stunt/special effects meetings, communicate special effects action to ensure understanding and safety of all cast and crew. This meeting should be documented in the ***Daily Production Report***.

**Production Start-Up**

1. Visit **safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP and Ontario Safety Guidelines, Tool Box Talks, etc.) and to read the ***Production Safety Manual***.
2. Hire only employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do. If you need help determining training requirements or arranging training call the **Production Safety Representative**.

**On Production**

**Implement the Occupational Health and Safety Program:**

1. Discuss all potential safety concerns with the Location Manager, PM, Stunt, Transportation and Construction Coordinators, and key department heads during the script read through. Document this meeting as a "Safety Meeting"
  - Call the Production Safety Representative anytime cast and crew are exposed to a hazard (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
  - Contact the Production Safety Representative when planning to use artificial smoke and fogs, flame effects, propane poppers or cannons.
2. Conduct a safety meeting on the first day of production with your crew:
  - Explain the safety program.
  - Provide Young and New Worker Training when appropriate.
  - Discuss the safety aspects of the week's/day's activities and the specific and general potential hazards of the location.
  - 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. ***See Emergency Plan Meeting Form.***
  - 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.)
3. Conduct or arrange safety training for appropriate cast and crew members:
  - Hazard Communication Training for chemical containing products.
  - Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
  - Fall Protection Training for workers exposed to heights.
  - Special tools, equipment, or vehicles used.
  - Consult with PM or the Production Safety Representative to determine the specific training needs of the production.
  - Document all training and forward to the Production Office Coordinator. Consult with PM or the Production Safety Representative to determine the specific training needs of the production.

4. Conduct additional meetings in the following situations:
  - When a special/mechanical effect is to occur (e.g. pyrotechnics, etc.) during filming, ensure that a “safety talk” is held with the 1<sup>st</sup> AD and Stunt Coordinator. Document this meeting on the DPR.
  - Document special effect rehearsals on the *Daily Production Report*. Conduct an additional rehearsal for any substantial change to the special effect and document it on the *Daily Production Report*. Ensure all involved crew understand the change.
  - Anytime new cast or crew join the production.
  - Anytime a new process, substance or procedure is introduced.
  - Anytime there has been a change to a previously rehearsed activity
5. See to it that safety literature is properly distributed:
  - Special Effects Coordinators should distribute *Additional Safety Guidelines for Special Effects (Form 1B)* and have each employee sign an *Employee Acknowledgment*. Return signed *Employee Acknowledgments* to the Production Office Coordinator.
  - Distribute AMPTP or Ontario Safety Guidelines relating to specific hazards to cast and crew or attach to the call sheet (e.g. helicopter, firearm, special f/x, etc.)
  - With help from the Production Safety Representative, see to it that special literature such as Safety Data Sheets (SDS’s) are available if requested by cast or crew.
6. Document all OHSP activities:
  - Make sure that all safety meetings held throughout the day are noted on the daily Production Report, including key department head and new arrival meetings, stunt and special effects meetings, etc.
  - Any bulletins or special correspondence should also be on file with the Production Office Coordinator.

**Communicate and Troubleshoot:**

- Confirm that the work site is inspected to see that it is free from recognized hazards. Correct hazards found. (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.). This can be done by an Assistant on a regular basis.
- See to it that personal protective equipment is used by cast and crew (e.g. earplugs, harnesses, safety belts, etc.).
- Consult with the PM to resolve script safety concerns (e.g. special effects, stunts or other special hazards).
- Ensure that cast and crew safety concerns have been addressed and resolved.

**Coordinate Response to Serious Accidents and Emergencies:**

- Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
- Summon emergency medical assistance immediately - paramedics, fire department, police, etc. (911 or the local equivalent).
- Clear the area and protect cast and crew from further injury.
- Preserve evidence for further investigation.
- Immediately notify the **PM**. If not available notify the **Production Executive** and the **Production Safety Representative**.

**Coordinate MOL/Government Inspector/Investigator activities:**

- Immediately notify the **PM**. If not available, contact the **1<sup>st</sup> AD** and the **Production Safety Representative**.
- The PM or 1<sup>st</sup> AD will accompany the inspector/investigator on the survey of the site in question.