

**Safety Responsibilities
STUNT COORDINATOR**

Safety Program Information for Stunt 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 Stunt Coordinator

The Stunt Coordinator is responsible for the safe performance of stunts and supervision of all persons involved in the stunt. If the stunt involves special effects, the Stunt Coordinator is responsible for coordinating with the Special Effects Coordinator in a pre-stunt/special effects meeting. The Stunt Coordinator is responsible for communicating stunt action to the 1st AD to ensure the understanding and safety of all crew. This meeting should be documented in the **Daily Production Report**.

Production Start-Up

- 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**.
- 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.
- Hire only employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do.

On Production

Implement the OHSP:

1. Discuss all potential safety concerns with the Location Manager, PM, Special Effects, Transportation and Construction Coordinators, and key department heads during the script read through. Document this meeting as a "safety meeting"
2. Conduct a safety meeting on the first day of production with your crew:
 - Explain the safety program.
 - 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 all Stunt employees and appropriate cast and crew members:
 - **Young and New Worker Training** when appropriate.
 - 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 UPM 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 the PM or the Production Safety Representative to determine the specific training needs of the production.
4. Conduct Safety meetings in the following situations:
 - When a stunt is to occur (e.g., high fall, car stunt, etc.). Document stunt rehearsals on the daily Production Report. Conduct additional rehearsals for any changes to the stunt and document it on the **Daily Production Report**. Ensure all involved crew understand the change.

- 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.).
 - Anytime new cast or crew join the production.
 - Anytime a new process, substance or procedure is introduced.
5. See to it that safety literature is properly distributed:
 - All cast and crew members are to receive the *General Safety Guidelines for Production (Form 1)*, written, orally or posted, and sign an *Employee Acknowledgment*. This includes all those who report directly to the set for hire; such as day players, casual hires, independent contractors, etc. 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, 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:
 - Produce a Risk Assessment for each stunt sequence using any vehicles or equipment beyond personal protective equipment and develop written safe working procedures. These documents must be sent to the Production Safety Manager and Risk Management at least three days prior to filming
 - 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:

1. 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.
2. See to it that safety equipment is used by cast and crew (e.g. earplugs, harnesses, safety belts, etc.).
3. Consult with the PM to resolve script safety concerns.
4. Make sure cast and crew safety concerns have been addressed and resolved:

Coordinate Response to Serious Accidents and Emergencies:

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

Coordinate WorkSafeBC/Government Inspector/Investigator activities:

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