

Safety Responsibilities PRODUCTION DESIGNER

Safety Program Information for Production Designer

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

Responsibilities of the Production Designer

The **Production Designer** will practice due diligence in ensuring sets are built to protect worker health and safety. The Production Designer is responsible for conveying current safety requirements to all Art Department members, provides guidance for meeting the goals of the Occupational Health and Safety Program and supervises, trains and sees to it that the Art Department supervisors meet their OHSP responsibilities. The **Production Designer** is the person responsible for implementing the Safety Program in the Art Department.

Production Start-Up

1. Obtain and read the *Production Safety Manual* from the Production Manager or www.safetyontheset.com the first week of employment and prior to any construction. The manual is meant to provide procedural guidance and clarification to possible questions.
2. Familiarize yourself with the *Set Design, Construction and Inspection Requirements* found in the *Production Safety Manual*
3. Attend the mandatory **Production Safety Meeting**
4. Before you begin set construction, meet with the **Production Safety Representative**
5. Ensure all Art department employees have proper safety training for, and 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**.
6. Instruct your Supervisors to give **New and Young Worker Orientations** whenever appropriate.

On Production

Monitor all sets:

1. Inspect, on an ongoing basis, for changes that could produce hazards (e.g. unauthorized set modifications, improper storage of equipment, etc.)
2. See to it all sets are being inspected by other departments on a regular basis as per the *Production Safety Manual*, so they are free from hazards. Correct, or have corrected, any hazards that are found.
3. Consult with the PM and the Production Safety Representative to resolve set safety concerns

Documentation:

Complete a file for each set constructed and deliver to the **Production Office Coordinator**.