

Safety Responsibilities SECOND ASSISTANT DIRECTOR

Safety Program Information for Second Assistant Director (2nd AD)

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 2nd AD

The 2nd Assistant Director supports the 1st AD in fulfilling the requirements set forth in the OHSP for Production and maintaining documentation of safety meetings, crew notices, accident reports, and accurate *Daily Production Reports*.

Production Start-Up

1. Visit <https://safetyontheset.com/ontario/> to familiarize yourself with the safety information available (Ontario Safety Guidelines, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. Attend the mandatory Production Safety meeting.

On Production

Implement the OHSP:

1. Conduct safety meetings for all cast and crew who have not been briefed already by the 1st AD, Key, or Department Heads (e.g. actors/extras with late calls, crew not on the set for general safety meetings, etc.)
 - a. Explain the safety program.
 - b. Discuss the safety aspects of the week's/day's activities and the specific hazards of the location.
 - c. 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.).
 - d. Document this meeting.
2. See that employees have the 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 worker training, **call the Production Safety Representative**.
3. Consult with the PM or 1st AD to determine any specific training needs of the production, such as:
 - a. Hazard Communication Training for chemical-containing products.
 - b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - c. Special tools, equipment, or vehicles used. Consult with the PM or 1st AD to determine the specific training needs of the production.
 - d. Document all training and forward to the Production Office Coordinator.
4. See to it that safety literature is properly distributed:
 - a. Distribute **Safety Guidelines for the Film and Television Industry in Ontario or AMPTP Safety Bulletins** (available at <https://safetyontheset.com/ontario/>) relating to specific hazards as they occur and/or attach to the call sheet (e.g. helicopters, atmospheric smoke, extreme weather, etc.).
 - b. With help from the Production Safety Representative, see to it that special literature, such as **Safety Data Sheets (SDS)** or industrial hygiene test results are available if requested by any crew member.
 - c. See that important safety information, such as Emergency Contact telephone numbers, are included on the call sheet.
5. Document all safety activities:
 - a. Document all safety training using the Daily Production Report.
 - b. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. Encourage crew members to report potential safety hazards.
2. Refer or relay crew safety concerns to the 1st AD or PM.

3. Help the 1st AD to ensure that required safety equipment is used by cast and crew (e.g.: earplugs, harnesses, safety belts, etc.)
4. Help make certain the cast and crew safety concerns have been addressed and resolved.

Coordinate response to serious accidents and emergencies:

Respond to all work site emergencies and accidents (whenever the 1st AD is not present):

1. Summon emergency medical assistance immediately (911).
2. Clear the area and protect the crew from further injury.
3. Preserve evidence for further investigation.
4. Immediately notify the PM. If not available, notify the 1st AD and the Production Safety Representative.

If visited by Ministry of Labour, or other governmental agency, immediately notify the PM and the 1st AD. If not available, contact the Production Executive and the Production Safety Representative.

The 2nd Assistant Director is responsible for seeing that the following Occupational Health and Safety Program information is included on every call sheet:

Production Safety Representative: Name and Contact Number

Anonymous Safety Hotline: 818.954.2800/ 877.566.8001

WB Employee Relations Hotline: 818.954.3453

Safety Program Website: <https://safetyontheset.com/ontario/>

Safety Data Sheets (SDS) for chemical products: 3E Company 800.451.8346

And any **Ontario Safety Guidelines** that apply to the day's activities.