

Safety Responsibilities

KEY GRIPS, KEY GAFFER, PROPERTY MASTER, SET DRESSING, GREENS, ANIMAL WRANGLERS,
CAMERA, SOUND, CRAFT SERVICE, MAKE-UP, HAIR, WARDROBE, PAINT COORDINATOR

Safety Program Information for Key Department Heads

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 Key Department Heads

The Department Heads/Supervisors are responsible for supervising, training, performing periodic inspections, and ensuring their crews compliance with all applicable safety rules and regulations.

Production Start-Up

1. Visit <https://safetyontheset.com/ontario/> to familiarize yourself with the safety information available, (Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. Conduct or arrange safety training for your crew who have not been trained. If you need help determining training requirements or arranging training, call the **Production Safety Representative**.
3. Conduct and document safety meetings for your crew prior to starting the first day of work at a new site:
 - a. Designate Supervisors and ensure they have completed **Supervisor's Health and Safety Awareness Training**
 - b. Orient and train Young and New Workers when appropriate.
 - c. Explain the safety program and tell them to visit www.safetyontheset.com.
 - d. Ensure they have received the **General Safety Guidelines** and signed the acknowledgment form
 - e. Discuss the safety aspects of the day's activities and the particular hazards of the site.
 - f. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits and telephones on all stages and interior set and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire (if not covered by the 1st AD.) The information for this meeting is on the **Emergency Plan Meeting Form**.
 - g. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. insert car, process trailer, cranes, booms, specialized rigs, etc.)
4. Conduct or arrange safety training for your crew who have not been trained:
 - a. Ensure all workers have taken **Health and Safety Awareness** training
 - b. WHIMIS training for chemical containing products.
 - c. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - d. Fall Protection Training for workers exposed to heights.
 - e. Special tools, equipment, or vehicles used.
 - f. Consult with the Production Safety Representative to determine the specific training needs of your crew.
 - g. Document all training and forward to the Production Office Coordinator.
5. Conduct additional safety meetings in the following situations:
 - a. Prior to rigging or testing of any specialized equipment.
 - b. Anytime crew is exposed to a hazard (e.g. special products, pyrotechnics, etc.).
 - c. Anytime new crewmembers join the department.
 - d. Anytime there is a change in location or work site.
 - e. Anytime a new process is introduced (e.g. special foams, chemicals, tools, etc.)
6. Distribute safety literature:
 - a. Give the **General Safety Guidelines for Production (Form 1)**; written, orally or posted to all those who report directly to the site for hire; such as, casual hires, independent contractors, etc. Have all employees sign the **Employee Acknowledgment** and forward them to the **Production**

Office Coordinator

- b. Distribute safety literature on specific hazards to your crew (e.g. appropriate clothing and shoes, aerial platforms, etc.).
- c. Issue special literature if requested by crew members (e.g. material safety data sheets on chemicals, fogs, paints, etc.)
7. Document all Occupational Health and Safety Program activities:
 - a. See to it that all safety meetings held throughout the day with crew are noted on the daily Production Report, including new arrival, rigging, testing and changing work site meetings.
 - b. Any bulletins or special correspondence are to be forwarded to the **Production Office Coordinator**.
 - c. Document all safety training using ***Production Safety Meeting Report (Form 13)***. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. Inspect all work sites to be sure they are free from recognized hazards and correct any that are found.
2. See to it that appropriate safety equipment has been provided, inspected and is in use by the crew (e.g. *ear plugs, equipment safety guards, harnesses, respirators, safety glasses, etc.*).
3. Consult with the PM to resolve safety concerns such as special effects, stunts or other special hazards.
4. Enforce safe working procedures.
5. Encourage the reporting of hazards by crew members.
6. Resolve crew safety issues.
7. Correct hazards that have been discovered at the site (e.g. blocked exits, trip and fall hazards, faulty equipment etc.)

Coordinate Response to Accidents and Emergencies:

1. Respond to all work site emergencies and accidents affecting the crew.
2. Summon emergency medical assistance immediately (Paramedic, Fire Department, Police, etc.)
3. Notify the PM, First AD, or Construction Coordinator and the Production Safety Representative.
4. Clear the area and protect the crew from further injury (e.g. remove equipment from service, post warning signs, arrange further training.)
5. Preserve evidence for further investigation.