

KEY GRIPS, KEY GAFFER, PROPERTY MASTER, SET DRESSING, GREENS, HAIR AND MAKE-UP, AND OTHERS: RESPONSIBILITIES

Safety Program Information for Key Department Heads

The following information outlines your specific position and is provided to help you understand your part in your Production's Occupational Health and Safety Program (OHSP).

Responsibilities of Key Department Heads

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

Production Start-Up

- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafes bulletins, safety meeting documents, Codes of Safe Practices/Safety Talks, etc.) and read the **Production Safety Manual**.
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- Visit the Box folder to download and read the **Production Safety Manual** and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Review the **General Safety Guidelines for Production** and sign the **Acknowledgment Form**
- Attend the **Studio Safety Orientation**
- Conduct or arrange safety training for your crew who have not been trained. If you need help determining training requirements or arranging training, call your **Production Safety Representative**.
- Assess the needs of workers for personal protective equipment. See to it that safety equipment is provided and being used (e.g., earplugs, harnesses, eye protection, hard-hats, etc.). Document infractions.
- Conduct and document **New and Young Worker Orientations** for your crew prior to starting the first day of work.
- Orient all crew to the hazards any time they are at a new location or new hazards have been introduced.
- Ensure they have received the **General Safety Guidelines for Production** and signed the **Employee Acknowledgment** form.
- Discuss the safety aspects of the day's activities and the hazards of the site.

- Discuss elements of the **Emergency Response Plan**, such as the location of emergency equipment and exits on all stages, and interior set and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire.
- 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.)
- Conduct or arrange safety training for your crew who have not been trained:
 - WHIMS training for chemical containing products.
 - Personal protective equipment for eye, ear, respiratory, etc. hazards.
 - Fall protection training for workers exposed to the danger of a fall.
 - Special tools, equipment, or vehicles used.
- Consult with your **Production Safety Representative** to determine the specific training needs of your crew.
- Document all training and forward to the **Production Office Coordinator**.
- Conduct additional safety meetings in the following situations:
 - Prior to rigging or testing of any specialized equipment.
 - Anytime crew is exposed to a hazard (e.g., special products, pyrotechnics, etc.).
 - Anytime new crew members join the department.
 - Anytime there is a change in location or worksite.
 - Anytime a new process is introduced (e.g., special foams, chemicals, tools, etc.)
- Distribute safety literature:
 - Give the **General Safety Guidelines for Production** to all those who report directly to the site.
 - Have all employees sign the **Employee Acknowledgment** and forward to the Production Office Coordinator
 - Distribute safety literature on specific hazards to your crew (e.g., appropriate clothing and shoes, aerial platforms, lift gates, etc.).
 - Issue special literature to crew members (e.g., safety data sheets on chemicals, fogs, paints, etc.)
- Document all Occupational Health and Safety Program activities:
 - Any bulletins or special correspondence are to be forwarded to the **Production Office Coordinator**.
 - Document all Safety Meetings and safety training using the **Safety Meeting Attendance** form. Forward copies to the **Production Office Coordinator**.
 - Document all New and Young Worker Orientations with the **New and Young Worker Orientation** form.

- Explain the safety program and direct them to the **Production Safety Manual** at www.safetyontheset.com.

On Production

Communicate and Troubleshoot

- Inspect all work sites to be sure they are free from recognized hazards and correct any that are found.
- Communicate to the **Location Manager** any new hazards you are introducing to a filming location so that, if necessary, the **Location Hazard Assessment** can be updated. This will inform other departments of your activities and allow them to implement control measures.
- Ensure **New and Young Worker Orientations** are given to all cast and crew new to the Production and whenever appropriate.
- Ensure that all workers that you're responsible for have received and read the **Location Hazard Assessment**, or that the hazards and controls noted have been communicated to them verbally.
- Ensure that appropriate personal protective equipment has been provided, inspected and is in use by the crew (e.g., *ear plugs, equipment safety guards, harnesses, respirators, safety glasses, etc.*).
- Consult with the **PM** to resolve safety concerns such as special effects, stunts, or other special hazards.
- Enforce **General Safety Guidelines for Production**. Document verbal warnings and disciplinary actions.
- Encourage the reporting of hazards by crew members.
- Resolve crew safety issues.
- 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

- Respond to all work site emergencies and accidents affecting the crew.
- Summon emergency medical assistance immediately (Paramedic, Fire Department, Police, etc.)
- Notify the **Production Manager, 1st AD, Construction Coordinator**, or the **Production Safety Representative** as appropriate.
- Clear the area and protect the crew from further injury (e.g., remove equipment from service, post warning signs).
- Preserve the scene and any evidence for further investigation.