

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 (OHSP).

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

- Obtain and read the *Production Safety Manual* from the Production Manager or Production Office Coordinator the first week of employment.
- Visit www.safetiontheset.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*
- 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**

On Production

Implement the OHSP:

- Ensure that all cast and crew 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.
- Conduct Safety Talks for all cast and crew who have not been briefed already by the **1st AD**, or Department heads (e.g., actors/extras with late calls, crew not on the set for the pre-shoot Safety Talk, etc.)
- Discuss the safety aspects of the day's activities and the hazards of the location.
- Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g., insert car, process trailer, cranes, helicopters, etc.)

- Ensure ***New and Young Worker Orientations*** are given to all cast and crew new to the Production and whenever appropriate.
- See that cast and crew 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, contact the **Production Safety Representative**.
- Consult with the **Production Manager** or **1st AD** to determine any specific training needs of the production, such as:
 - WHMIS training for chemical-containing products.
 - Personal protective equipment for eye, ear, respiratory, etc. hazards.
 - Document all training and forward to the **Production Office Coordinator**.
- See to it that safety literature is properly distributed:
 - Distribute Actsafe bulletins relating to specific hazards as they occur and/or attach to the call sheet (e.g., helicopters, atmospheric smoke and fog, extreme weather, etc.).
 - 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.
- See that important safety information is included on the call sheet.
- Document all safety activities:
 - Document all Safety Talks using the ***Daily Production Report***.
 - Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

- Encourage crew members to report potential safety hazards.
- Refer or relay crew safety concerns to the **1st AD** or **Production Manager**.
- Help the **1st AD** to ensure that required personal protective equipment is used by cast and crew (e.g., earplugs, harnesses, safety belts, etc.)
- Help make certain the cast and crew safety concerns have been addressed and resolved.

Coordinate response to serious incidents and emergencies

- Respond to all work site emergencies and incidents (whenever the **1st AD** is not present):
- Summon emergency medical assistance immediately (911).
- Clear the area and protect the crew from further injury.
- Preserve the scene and any evidence for further investigation.

- Immediately notify the **Production Manager**. If not available, notify the **1st AD** and the **Production Safety Representative**.

Coordinate WorkSafeBC/Government Inspector/Investigator Activities

If visited by WorkSafeBC or other governmental agency, take the following actions:

- Immediately notify the **PM** and the **1st AD**. If not available, contact the **Production Executive** and the **Production Safety Representative**.

Call Sheet Safety Information

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

- The name and phone number of the Studio Production Safety Representative
- Anonymous Safety Hotline: (818) 954-2800/ (877) 566-8001
- Occupational Health and Safety Program Website: www.safetyontheset.com
- Chemical Products safety data sheets: Verisk 3E Company 1 800 451 8346