

SET DESIGN, CONSTRUCTION, AND INSPECTION REQUIREMENTS

To ensure the health and safety of cast and crew, Production will follow the procedures described below in the planning, construction, and maintenance of all sets.

1. The Producer and Production Manager are responsible to ensure that all sets are constructed in a safe location that complies with local requirements and that below procedures are being followed.
2. The Production Designer is responsible to ensure a *Set Design Risk Assessment* is completed prior to construction. The Producer, Production Manager, Construction Coordinator, Location Manager, Rigging Gaffer and Key Rigging Grip will participate in the design risk assessment process.
3. The Construction Coordinator will delineate and clearly designate the construction work zone around a set. The Construction department will control access to the set while under construction and take responsibility for the overall health and safety of anyone working in the area.
4. The Production Designer will ensure that the requirements of the *Set Design Risk Assessment* are fulfilled before the set is used for filming.
5. The Production will post a *Set Hazard Inspection Log* at the completion of construction.
6. The Production Designer, Key Rigging Grip and Rigging Gaffer will regularly inspect the set for hazards.
7. The Locations department will inspect sets for hazards prior to filming activities.
8. The Joint Occupational Health and Safety Committee will ensure that the sets are being inspected on a regular basis as described in the *Production Safety Manual*.

