

## SPECIAL EFFECTS COORDINATOR

### Safety Program Information for Special Effects Coordinator

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 Special Effects Coordinator

The **Special Effects Coordinator** is responsible for safe transportation, storage, and use of all pyrotechnics, and is responsible to effectively coordinate with the **Stunt Coordinator** and, at pre-stunt/special effects meetings, communicate special effects action to ensure understanding and safety of all cast and crew. This meeting should be documented in the **Daily Production Report**.

### Supply of Equipment

If the **Special Effects Coordinator** supplies equipment to the production, either directly or indirectly on behalf of any entity (including an entity in which the **Special Effects Coordinator** has a financial interest), the **Special Effects Coordinator** shall, in respect of any such equipment supplied to the production, ensure that the equipment (a) is in good condition, (b) complies with Occupational Health and Safety Regulations, and (c) is maintained in good condition.

### Production Start-Up

- Visit [www.safetyontheset.com](http://www.safetyontheset.com) to familiarize yourself with the safety information available, (Actsafes bulletins, safety meeting documents, Codes of Safe Practices etc.) and read the **Production Safety Manual**. Visit [www.safetyontheset.com](http://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**
- 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**
- Hire employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do. If you need help determining training requirements or arranging training, call the **Production Safety Representative**.

## On Production

### Implement the Occupational Health and Safety Program

- Discuss all potential safety concerns with the **Location Manager, Production Manager, Stunt, Transportation and Construction Coordinators**, and key Department Heads during the script read through. Document this meeting as a “Safety Meeting.”
- Notify the **Production Safety Representative** any time cast or crew are exposed to a hazard as a result of planned special effects.
- 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.
- Assess the need for personal protective equipment by members of your department and determine the appropriate personal protective equipment for their duties.
- Conduct regular safety meetings production with your crew:
  - Explain the safety program and direct them to the **Production Safety Manual** at [www.safetiontheset.com](http://www.safetiontheset.com).
  - Ensure **New and Young Worker Orientations** are given to all cast and crew new to the Production and whenever appropriate.
  - Discuss the safety aspects of the day’s activities and the specific and general hazards of the location.
- Discuss elements of the **Emergency Response Plan**, such as the location of emergency equipment and exits on all stage or interior sets 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 present a potential hazard (e.g., insert car, process trailer, cranes, booms, helicopters, etc.).
- Conduct or arrange safety training for appropriate cast and crew members:
  - WHMIS for chemical containing products.
  - Fire suppression training.
  - 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 **Production Manager** or the **Production Safety Representative** to determine the specific training needs of the production.
- Document all training and forward to the **Production Office Coordinator**.
- Conduct additional meetings in the following situations:
  - When a special/mechanical effect is to occur (e.g., pyrotechnics, etc.) during filming, ensure that a “Safety Talk” is held with the **1<sup>st</sup> AD** and for all cast and crew. Document this meeting on the **Daily Production Report**.

- Any time a new process, substance or procedure is introduced.
- Any time there has been a substantial change to a previously rehearsed activity.
- Document special effect rehearsals on the **Daily Production Report**. Conduct an additional rehearsal for any substantial change to the special effect and document it on the **Daily Production Report**. Ensure all involved cast and crew understand the change.
- See to it that safety literature is properly distributed:
  - Special Effects Coordinators should distribute General Safety Guidelines for Production and Additional Safety Guidelines for Special Effects and have each employee sign an Employee Acknowledgment. Return signed Employee Acknowledgments to the **Production Office Coordinator**.
  - Distribute or Actsafe bulletins relating to specific hazards to cast and crew or attach to the call sheet.
  - With help from the **Production Safety Representative**, see to it that special literature such as *Safety Data Sheets* (SDS's) are available.
- Document all OHSP activities:
  - Complete the **Special Effects Risk Assessment** form for any activity where there is a risk of serious injury or property damage. This shall be sent to the **Production Safety Representative** at least three days before filming.
  - Make sure that all safety meetings held throughout the day are noted on the **Daily Production Report**, including key department heads and, stunt and special effects meetings, etc.
- Any bulletins or special correspondence should be submitted to the **Production Office Coordinator**.

#### **Communicate and Troubleshoot:**

- 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.
- Confirm that the work site is inspected to see that it is free from recognized hazards. Correct any hazards. (e.g., blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.).
- See to it that any required personal protective equipment is used by cast and crew (e.g., earplugs, harnesses, safety belts, etc.).
- Consult with the **Production Manager** to resolve script safety concerns (e.g., special effects, stunts, or other special hazards).
- Ensure that cast and crew safety concerns have been addressed and resolved.

**Coordinate Response to Serious Accidents and Emergencies:**

- Respond to all on-set emergencies and incidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
- Summon emergency medical assistance immediately (paramedics, fire department, police, etc.)
- Clear the area and protect cast and crew from further injury.
- Preserve the scene and evidence for further investigation.
- Immediately notify the **Production Manager**. If not available notify the **Production Executive** and the **Production Safety Representative**.

**Coordinate WorkSafeBC/Government Inspector/Investigator activities**

Immediately notify the **Production Manager**. If not available, contact the **1<sup>st</sup> AD** and the **Production Safety Representative**. The **Production Manager** or **1<sup>st</sup> AD** should accompany the inspector/investigator on the survey of the site in question.