

STUNT COORDINATOR

Safety Program Information for Stunt 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 Stunt Coordinator

The **Stunt Coordinator** is responsible for the safe performance of stunts and supervision of all persons involved in the stunt. If the stunt involves special effects, the **Stunt Coordinator** is responsible for coordinating with the **Special Effects Coordinator** in a pre-stunt/special effects meeting. The **Stunt Coordinator** is responsible for communicating stunt action to the **1st AD** to ensure the understanding and safety of all crew. This meeting should be documented in the **Daily Production Report**.

Supply of Equipment

If the **Stunt Coordinator** supplies equipment to the production, either directly or indirectly on behalf of any entity (including an entity in which the **Stunt Coordinator** has a financial interest), the **Stunt 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 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 stunt performers knowledgeable in the action they will be supervising. Hire stunt performers who have the proper training and who understand or have previously demonstrated the similar work they will be asked to do. **Stunt Coordinators** performing their own stunts need a second stunt person to act as **Stunt Coordinator** during the sequence.
- Hire employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do.

On Production

Implement the OHSP

- Discuss all safety concerns with the **Location Manager, Production Manager, Special Effects, Transportation and Construction Coordinators**, and key Department heads during the script read through. Document this meeting as a “Safety Meeting”
- Ensure that all workers and performers 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 with your crew:
- Explain the safety program and direct them to the **Production Safety Manual** at www.safetyontheset.com.
- Discuss the safety aspects of the day’s activities and the specific and general potential 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 all stunt employees and appropriate cast and crew members:
- Ensure **New and Young Worker Orientations** are given to all cast and crew new to the Production and whenever appropriate.
- WHIMIS 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 **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 Safety Talks in the following situations:
 - When a stunt is to occur during filming, ensure that a Safety Talk is held with the **1st AD** and for all cast and crew. Document this meeting on the **Daily Production Report**.

- Anytime a new process, substance or procedure is introduced, or a stunt has substantially changed.
- Document stunt rehearsals on the **Daily Production Report**.
- Conduct additional rehearsals for any changes to the stunt and document it on the **Daily Production Report**. Ensure all crew involved understand the change.
- Notify the **Production Safety Representative** any time cast and crew may be exposed to a hazard with an increased risk of injury.
- See to it that safety literature is properly distributed:
- All crew members are to receive the **General Safety Guidelines for Production** and sign an **Employee Acknowledgment**. This includes all those who report directly to the set for hire, such as day players, casual hires, independent contractors, etc. Return signed **Employee Acknowledgments** to the **Production Office Coordinator**.
- Distribute Actsafe bulletins relating to specific hazards to cast and crew or attach to the call sheet (e.g., helicopter, firearm, etc.).
- See to it that special literature such as Safety Data Sheets (SDS's) are available.
- Document all OHSP activities:
- Complete the **Stunt Risk Assessment** form when undertaking a stunt that has a risk of serious injury or property damage. This will be sent to the **Production Safety Representative** at least three days before filming.
- Make sure that all Safety Talks held throughout the day are noted on the **Daily Production Report**, including key department head and new arrival meetings, stunt, and special effects meetings, etc.
- Any bulletins or special correspondence should also be on file with 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 found (e.g., blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.).
- See to it that 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.
- Make sure cast and crew safety concerns have been addressed and resolved.

Coordinate Response to Serious Incidents 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 **1st AD** and the **Production Safety Representative**.
- The **Production Manager** or **1st AD** should accompany the inspector/investigator on the survey of the site in question.