

Safety Responsibilities FIRST ASSISTANT DIRECTOR

Safety Program Information for First Assistant Director

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**.

Responsibilities of the First Assistant Director (1st AD)

As the First Assistant Director, you are responsible for conveying current safety requirements to all production crew members, for providing guidance for meeting OHSP goals, and for ensuring that key department heads meet their OHSP responsibilities. The 1st AD must also ensure that all department members have been trained in **Health and Safety Awareness**.

Production Start-Up

1. Visit **www.canadianproduction.com** to familiarize yourself with the safety information available, (Ontario safety Guidelines, Tool Box Talks, etc.) and read the **Production Safety Manual**.
2. Review the **General Safety Guidelines** for Production and sign the acknowledgment form.
3. Attend the DGA General Safety Awareness presentation (strongly recommended.)
4. Please allow about 30 minutes before the start of your first Production Meeting for the **Production Safety Representative** to give the **Safety Orientation** to Department Heads.

On-Production

Implement the Occupational Health and Safety Program:

1. Discuss all potential safety concerns with the Location Manager, UPM, Special Effects/Stunt/Transportation/Construction Coordinators, and key department heads during the script read through and/or Production Meeting.
2. Conduct a safety meeting on the first day of production for cast and crew:
 - a. Briefly explain the safety program.
 - b. Discuss the safety aspects of the week's/day's activities and any potential hazards of the location.
 - c. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire. (See **Form 3 - Emergency Plan Meeting.**)
 - d. See that **Young and New Worker Training** is given when appropriate.
 - e. 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.)
3. Conduct additional meetings in the following situations:
 - a. When a stunt or special/mechanical effect is to occur (e.g. pyrotechnics, high-fall, car stunt, etc.). Document stunts and special effect rehearsals on the daily Production Report.
 - b. When there is a substantial change to the stunt or special effect, another rehearsal must be held and documented on the daily **Production Report**.
 - c. Anytime the cast and crew are exposed to potential hazards (e.g. helicopters, UAVs, exotic animals, water, extreme heat or cold, etc.).
 - d. Anytime new cast or crew joins the production.
 - e. Anytime a new process, substance or procedure is introduced (e.g. firearms, vehicle, gimbals, FX smoke, crane, etc.)
4. See to it that safety literature is properly distributed:
 - a. Distribute the **AMPTP or Ontario Safety Guidelines** (found at www.canadianproduction.com) covering the specific hazard to cast and crew and attach to the call sheet (e.g. helicopter, firearm, special f/x smoke, etc.) or the special/mechanical effect is to occur (e.g. pyrotechnics,

- high-fall, car stunt, etc.). Call sheets must reference the bulletins in effect.
- b. With help from the Production Safety Representative, see to it that special literature, such as **Safety Data Sheets (SDS's)** or industrial hygiene test results are available if requested by any cast or crew member (e.g. assessment of any exposure to products, such as special effects, smokes, fogs, paints, dust, etc.) Post SDS's at the worksite.
5. While on production, confirm that all sets have been inspected and are free from recognized hazards.
- a. The **Production Stage Hazard Assessment Checklist (Form 5)** should be used to document this inspection while on the lot.
 - b. The **Location On-Production Hazard Assessment Checklist (Form 8)** should be used while on location.

Communicate and Troubleshoot:

1. See to it that appropriate safety equipment is available and is used when needed by cast and crew (e.g. earplugs, harnesses, safety belts, etc.).
2. Consult with the PM to resolve script safety concerns (e.g. special effects, stunts or other special hazards).
3. Make sure cast and crew safety concerns have been addressed and resolved:
 - a) Correct hazards discovered on the set (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.)
 - b) Address cast member concerns until they are resolved.

Instruct your First Aid Attendants to notify the Production Manager immediately in the event of any serious injury or illness.

Coordinate Response to Serious Accidents and Emergencies:

1. Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
2. Summon emergency medical assistance immediately (*e.g. paramedics, fire department, police, etc.*)
3. Clear the area and protect cast and crew from further injury.
4. Preserve evidence for further investigation.

Serious Accidents, Injuries and Mishaps

Serious accidents, injuries and mishaps are incidents that require transportation by ambulance, visitation to the hospital by one or more employees, any treatments greater than general first aid or any serious property/asset damage.

In the event of a serious accident, injury or mishap, AFTER ALL NECESSARY EMERGENCY PERSONNEL ARE CALLED, IMMEDIATELY notify the PM to begin *Serious Incident Reporting Procedures (Form 4)*.

In Ontario an injury that is immediately reportable to the Ministry of Labour:

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm, including a wrist, hand, ankle or foot
- involves the amputation of a leg, arm, hand, foot or multiple fingers or toes
- consists of burns to a major portion of the body
- causes the loss of sight in an eye

In the event of a death or critical injury as described above ensure that the scene is preserved for investigation and that the Ministry of Labour is notified by calling 877-202-0008

Your **Production Safety Representative** may make these notification calls.

1. See **Form 4 – Serious Incident Reporting Procedures** for specific contact information.
2. Any accident should be noted on the back of the Production Report on the date the accident occurred by identifying only the name of injured employee and classification.
3. Under the guidance of the Studio Legal Department, the Production Safety Representative will direct any additional accident investigations necessary.

CAUTION: Written and/or verbal statements should not be taken unless authorized by the Production Attorney or Studio Legal Department. Speculation regarding the cause(s) of accident(s) are not to be included as part of any Accident/Incident Investigation. Speak with your Production Safety Representative for direction.

Ministry of Labour/Government Inspector/Investigation activities:

If you are ever visited or contacted by **MOL**, or any government agency, contact the **PM** and the **Production Safety Representative** immediately. Also contact the **Production Executive**.

1. Immediately notify the PM. If not available contact the **Production Safety Representative**.
2. Request the official's credentials and determine their validity.
3. Tell the inspector it is company policy to have **the Production Safety Representative** present for any inspection. Ask them politely to wait, and call the Production Safety Representative immediately. A WorkSafeBC officer is under no obligation to comply with the request to wait for the Production Safety Representative
4. Determine the nature of the visit. Be courteous, quiet, and cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question.
6. Do not sign anything or provide written documentation. Ask that their request for documentation be placed in writing so it may be responded to in writing.
7. Ask for explanations of the problem and welcome any suggestions for corrective action. If possible, make corrections immediately.
8. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Attorney** and to the Production Safety Representative.

Document Occupational Health and Safety Program activities:

Forward copies of all OHSP documentation on a regular basis to the **Production Office Coordinator:**

1. All completed Safety Forms
2. Any training given to cast or crew
3. Accident and injury reports
4. Correspondence with WorkSafeBC or other governmental agencies.

Show Wrap

Return the Safety Manual to the Production Coordinator for return to the Production Safety Representative.

If necessary, review the Safety Program with the UPM and the Production Safety Representative for possible improvements and adjustments.