

## Safety Responsibilities LOCATION MANAGER

### **Safety Program Information for Location Manager**

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 Location Manager**

As the Location Manager, you are responsible for:

- Assessing all hazards at a location by completing the ***Location Pre-Production Hazard Assessment Checklist (Form 7)*** and the ***Location On-Production Hazard Assessment Checklist (Form 8)***;
- Communicating that information to the **Production Manager, First Assistant Director, Construction Coordinator** and **Transportation Coordinator**.

### **Production Start-Up**

1. Visit **www.canadianproduction.com** to familiarize yourself with the safety information available, (AMPTP and Actsafe Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. Hire only 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 safety requirements or arranging worker training, call the **Production Safety Representative**.
3. Attend the mandatory Occupational Health and Safety meeting to become familiar with the program in order to address potential environmental and safety hazards on location.

### **On Production**

#### **Examine locations for safety concerns:**

1. Check all locations for potential safety concerns and hazards:
  - a. Asbestos, chemicals, hazardous waste, paints with lead, blocked or unmarked exits, unprotected elevated areas, improper ventilation, etc.
  - b. This includes all location construction, holding, parking, catering, dressing areas, etc.
2. Fill out the ***Location Pre-Production Hazard Assessment Checklist (Form 7)*** for each new location.
  - a. Ask building owners or managers about potential environmental concerns, asbestos reports or prior testing of lead based paints.
  - b. Obtain proper permits.
  - c. Obtain safety postings from **the Production Safety Representative**.
  - d. Complete the ***Location Safety Poster*** by filling in nearest hospital and emergency numbers and post.
5. Call the **Production Safety Representative** with any questions about lead paint, asbestos, water testing, fall protection, weight restrictions, etc. (Testing can be lengthy and certified structural engineers are expensive, so a backup location is prudent.)
6. Fill out the ***Location On-Production Hazard Assessment Checklist (Form 8)*** to document inspection of each location on the day the crew is scheduled to arrive for work.
7. Turn in all forms to the Production Office Coordinator.

**Notify the UPM and Safety Coordinators (1<sup>st</sup> AD, Construction Coordinator and Transportation Captain/Coordinator) of safety concerns and special hazards:**

1. Provide **Emergency Plan** information – including evacuation routes and muster stations - for all Locations.
2. Determine if special hazards exist such as excessive traffic, location hazards associated with airports, marinas, and other water sites.
3. Assist other Department Heads to conduct safety meetings:
  - a. When cast and crews are exposed to a location hazard.
  - b. Anytime there is a change in location.

**Monitor all locations:**

1. Inspect, on an ongoing basis, for changes that could produce additional hazards (e.g. changing weather conditions, construction changes, etc.)
2. See to it all sets are inspected on a regular basis so they are free from hazards and correct, or have corrected, any that are found.
3. Consult with the PM and the Production Safety Representative to resolve location safety concerns (e.g. confined spaces, warehouse adaptation for stage use, etc.)

**Develop contacts for emergency services:**

1. Assist on-set first aid with emergency information and contacts.
2. Identify the nearest hospital and provide maps and directions for all locations to the PM, 1st AD, Construction Coordinator, Transportation Coordinator, and First Aid Staff. Ensure that FA/CS and the 1<sup>st</sup> AD are provided with current written First Aid Procedures to be posted at each location.

**Document all safety activities:**

Complete and turn in the ***Location Pre-Production Hazard Assessment Checklist (Form 7)***, ***Location On-Production Hazard Assessment Checklist (Form 8)*** and other related paperwork (e.g. safety inspection certificates, test results, environmental surveys, etc.) to the Production Office Coordinator.

# LOCATION PRE-PRODUCTION HAZARD ASSESSMENT CHECKLIST

*The following information is presented as a general safety checklist to help identify potential production location safety issues.*

Production Name:		To Be Completed By:	
Copies Sent To:	<i>Unit Production Manager, Safety Representative</i>	To Be Stored By:	<i>Production Office Coordinator</i>
Today's Date:		Location Name:	
Location Address:			
Special Instructions:	<b>When:</b> <i>During location scout.</i> <b>Frequency:</b> <i>At each new location.</i> <b>Mark "N.A."</b> <i>for any items that don't apply.</i>		
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>If any Hazardous Materials not associated with the production are stored at the site:</b> <ul style="list-style-type: none"> <li>• Speak with property re: storage, labeling, and/or disposal of all hazardous materials present.</li> <li>• See that <b>Safety Data Sheets (SDS)</b> are available for hazardous materials stored at the site.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/> N/A	Call <b>Safety Representative</b> for assistance in arranging for the <b>disposal of hazardous waste.</b>	
<input type="checkbox"/>	<input type="checkbox"/> N/A	See to it that the local <b>Fire Department</b> has been briefed on the proposed activity and, if required, permits have been obtained.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	If FX will be using <b>heavy smoke, pyro,</b> or large amounts of <b>dust,</b> call Safety Representative.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	Learn from the property representative <b>the maximum load limit</b> for floor loads and other elevated surfaces and tell the Construction Coordinator.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	Learn from the property representative if the buildings contain <b>asbestos, lead paint, chemicals,</b> unidentified drums, excessive trash/debris, animal feces, or pose other health problems.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	Determine if your Production Company has any plans to disturb any walls, partitions, paint or other surfaces that may contain asbestos or lead.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Exits</b> are functional and properly marked.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	Building is equipped with <b>emergency lighting.</b>	
<input type="checkbox"/>	<input type="checkbox"/> N/A	Building is equipped with a functional <b>fire sprinkler system.</b>	
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Fire extinguishers</b> are available and tagged with the date of last inspection.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	Issues concerning streets, highways, traffic patterns, train tracks, flight paths and patterns, facility access, fire lanes and parking considerations, power lines, etc., have been addressed.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Elevator permits</b> are available and up-to-date, and capacity limits have been discussed.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Hazard Signs</b> such as Danger, Warning, Caution, Keep Out, etc. posted if needed (including <b>No Smoking</b> or <b>No Guns</b> signs).	
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Helicopter landing sites</b> have been approved by the Pilot or the Aerial Coordinator and clearly delineated and adequately cleared.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Water Quality issues</b> address prior to entry.	
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Indigenous animal/plant concerns</b> within the region have been addressed. (Poison oak, mosquitoes, snakes, etc.)	
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Fall Hazards</b> such as rooftops and balconies may need additional protection. Call your Safety Representative.	
<b>Notes: (Use this space to indicate any other conditions that may require special attention.)</b>          			
Completed By:		Signature:	

## LOCATION ON-PRODUCTION HAZARD ASSESSMENT CHECKLIST

*The following information is presented as a general safety checklist to help identify potential production location safety issues.*

<b>Production Name:</b>		<b>To Be Completed By:</b>	<i>Location Manager or 1<sup>st</sup> AD</i>
<b>Copies Sent To:</b>	<i>Unit Production Manager</i>	<i>Safety Representative</i>	<b>To Be Stored By:</b> <i>Production Office Coordinator</i>
<b>Today's Date:</b>		<b>Location Name:</b> <b>Location Address:</b>	
<b>Special Instructions:</b>	<b>When:</b> <i>During location production.</i> <b>Frequency:</b> <i>At each new location.</i> <b>**Mark "N.A." for any items not applicable to your production**</b>		

<input type="checkbox"/>	<input type="checkbox"/> N/A	<i>Location Safety Poster</i> is completed with appropriate emergency information and posted.
<input type="checkbox"/>	<input type="checkbox"/> N/A	<i>Los Angeles City Fire Department Location Inspection Report</i> completed <b>daily</b> and kept at location in case of LAFD spot inspection. <b>Send accumulated forms to Safety Representative after location is wrapped.</b>
<input type="checkbox"/>	<input type="checkbox"/> N/A	Exits are functional and properly marked.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Building is equipped with <b>emergency lighting.</b>
<input type="checkbox"/>	<input type="checkbox"/> N/A	Building is equipped with a functional <b>fire sprinkler system.</b>
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Fire extinguishers</b> are available and tagged with the date of the last inspection.
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Fire lanes</b> are kept clear (20 feet wide), and fire hydrants are not blocked.
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b>Elevator Permits</b> re available and <b>capacity limits</b> discussed.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Determine where <b>electrical generators</b> will be placed so that generator exhaust gases will not blow into the crew area, office buildings or sound stages.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Designate locations for generator trucks, refueling trucks and water tenders.
<input type="checkbox"/>	<input type="checkbox"/> N/A	No vehicles are parked within a minimum of 20 feet from tents.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Handrails, guardrails and/or lifelines are available if needed for roofs, platforms, cliffs, etc.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Hazard signs such as Danger, Warning, Caution, Keep Out, etc. posted if needed (including No Smoking signs)
<input type="checkbox"/>	<input type="checkbox"/> N/A	Employees are not exposed to any asbestos, lead paint, chemicals, unidentified trash/debris, or excessive animal feces. If these are present, contact Safety Representative at (818) 954-2890.
<input type="checkbox"/>	<input type="checkbox"/> N/A	<b><i>At the conclusion of filming, all production-produced directional signs to the location are removed and properly disposed.</i></b>

**Notes:** (Use this space or reverse to indicate any other conditions that may require special attention.)

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<b>Completed By:</b>	<b>Signature:</b>
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