

Safety Responsibilities STUNT COORDINATOR

Safety Program Information for Stunt Coordinator

The following information is for your specific position and is provided to help you understand your extremely important part in your Production's **Occupational Health and Safety Program**.

Responsibilities of the Stunt Coordinator

The **Stunt Coordinator** is responsible for the safe performance of stunts and supervision of all persons involved, and is responsible to effectively coordinate with the Special Effects Coordinator and, at Pre-Stunt/FX meeting, to communicate stunt action to ensure understanding and safety of all involved crew. This meeting should be documented in the daily *Production Report*.

Production Start-Up

- Visit **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***.
- Hire only Stunt Coordinators knowledgeable in the action they will be supervising. Hire stunt players 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 only 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:

1. Discuss all potential safety concerns with the Location Manager, UPM, Special Effects, Transportation and Construction Coordinators, and key department heads during the script read through. Document this meeting as a "safety meeting"
2. Conduct a safety meeting on the first day of production with your crew:
 - Explain the safety program.
 - Discuss the safety aspects of the week's/day's activities and the specific and general potential hazards of the location.
 - 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 *Emergency Plan Meeting Form***.
 - 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 or arrange safety training for all Stunt employees and appropriate cast and crew members:
 - **Young and New Worker Training** when appropriate.
 - Hazard Communication Training for chemical containing products.
 - Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - Fall Protection Training for workers exposed to heights.
 - Special tools, equipment, or vehicles used.
 - Consult with UPM or the Production Safety Representative to determine the specific training needs of the production.
 - Document all training and forward to the Production Office Coordinator. Consult with the PM or the Production Safety Representative to determine the specific training needs of the production.

4. Conduct Safety meetings in the following situations:
 - When a stunt is to occur (e.g., high fall, car stunt, etc.). 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 involved crew understand the change.
 - Call the Production Safety Representative anytime cast and crew are exposed to a hazard (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
 - Anytime new cast or crew join the production.
 - Anytime a new process, substance or procedure is introduced.
5. See to it that safety literature is properly distributed:
 - All cast and crew members are to receive the **General Safety Guidelines for Production (Form 1)**, written, orally or posted, 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 AMPTP or Actsafe Safety Bulletins relating to specific hazards to cast and crew or attach to the call sheet (e.g. helicopter, firearm, etc.)
 - With help from the Production Safety Representative, see to it that special literature such as Safety Data Sheets (SDS's) are available if requested by cast or crew.
6. Document all OHSP activities:
 - Produce a Risk Assessment for each stunt sequence using any vehicles or equipment beyond personal protective equipment and develop written safe working procedures. These documents must be sent to the Production Safety Manager at least three days prior to filming
 - Make sure that all safety meetings 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:

1. Confirm that the work site is inspected to see that it is free from recognized hazards. Correct hazards found. (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.). This can be done by an Assistant on a regular basis.
2. See to it that safety equipment is used by cast and crew (e.g. earplugs, harnesses, safety belts, etc.).
3. Consult with the PM to resolve script safety concerns.
4. Make sure cast and crew safety concerns have been addressed and resolved:

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 - paramedics, fire department, police, etc. (911 or the local equivalent).
3. Clear the area and protect cast and crew from further injury.
4. Preserve evidence for further investigation.
5. Immediately notify the **PM**. If not available notify the **Production Executive** and the **Production Safety Representative**.

Coordinate WorkSafeBC/Government Inspector/Investigator activities:

1. Immediately notify the PM. If not available contact the 1st AD, and the Production Safety Representative.
2. The PM or 1st AD will accompany the inspector/investigator on the survey of the site in question.

EMERGENCY PLAN MEETING

At the beginning of production, on your first stage or location, an Emergency Plan meeting should be held for the entire cast and crew. This meeting can be a part of the general safety meeting. The information below should be included in this meeting. On every subsequent new stage and location, an Emergency Plan Meeting should be held. Please note "Emergency Plan Meeting" in your daily Production Report.

EMERGENCY PLAN MEETING:

1. Point out all, emergency exits, escape routes, and fire alarm pull stations.
2. Point out location of fire extinguishers, for use on small fires.
3. Inform your crew of the local emergency response telephone number.
4. Tell cast and crew members to be aware of who is working with them, in case they need to notify emergency personnel of missing persons.
5. Designate a post-evacuation assembly area, where your crew should gather by department, and Department Heads should count their employees and note anyone missing.
6. Tell your crew never to re-enter an evacuated building until emergency personnel say it is safe to do so.
7. Report any safety concerns to the Anonymous Safety Hotline at (818) 954-2800"qt : 99/788/: 2230'
8. **ON LOCATION:**
 - a) See to it that pertinent Emergency Plan information is attached to the call sheet.
 - b) Address any egress or evacuation issues in the daily safety meeting and note them in the daily Production Report
 - c) See to it that employees are informed of emergency escape routes and any location-specific hazards, such as lead paint, asbestos, traffic, etc.



Orientation for Young and New Workers

Please use this checklist when training young and new workers on health and safety in your workplace.

Date of Orientation: _____

Supervisor's Name: _____

Topics To Be Discussed

General orientation:

*Each worker need only receive this once. Actsafe's infosheet contains a summary of this information that can be photocopied for distribution, **however** it is the employer's responsibility to make sure it is read and understood.*

- Employer's rights and responsibilities under the Workers Compensation Act
- Worker's rights and responsibilities under the Workers Compensation Act
- Right to refuse unsafe work

To be reviewed at each new location:

- Workplace health and safety rules
- How to report unsafe work conditions
- Emergency procedures
- Location of first aid facilities
- How to get first aid and/or report injuries and illness
- Location of fire exits and fire extinguishers
- Name and contact information for worker's supervisor
- Specific Instruction and demonstration of worker's work task/process

If applicable:

- Potential workplace hazards
- WHMIS and location of MSDSs
- Working alone procedures
- Violence in the workplace (ie. risks from robbery, assault, confrontation, etc...)
- Personal protective equipment (PPE)

With young workers, if applicable:

- Employers Health & Safety Program
- WHMIS and location of MSDSs
- Contact information for the Joint Health & Safety Committee or the worker health and safety representative

Other topics covered: _____

Circulate a sign-in sheet and attach to the checklist if the workers are not listed on the DPR.

Young and New Worker Orientation Attendance	
Production:	Date:
Location:	Instructor:
Attendees Print and Sign Names Below Use additional sheets if necessary	
Print Name	Sign Name
1.	
2.	
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STUNT RIGGING/WIRE WORK QUESTIONNAIRE

Please provide answers to the questions below and email this form to Shane.Rogers@warnerbros.com, Amanda.Cooper@warnerbros.com and Corinne.Fletcher@warnerbros.com at least three (3) days **prior to filming**.

Named Insured (Production Company): _____

Title of Production: _____ Episode # (If applicable) _____

1. Date of Shoot: _____

2. Location of Shoot: _____

3. Provide a description of the type of wire work/rigging being used/performed. Please include the method being used. _____

4. What are the heights/distances of the stunt being performed? _____

5. How have the cast/stunt performers been trained for the particular stunt?

6. Please describe the safety in place to protect the crew and cast from injury. _____

7. How many riggers are needed to monitor the system? Are they all production employees? _____

8. Will qualified first aid personnel be on set during the stunt? _____

10. Who is the employer of record for each person involved this activity? _____

11. Name of and phone number of Stunt Coordinator. _____

STUNT QUESTIONNAIRE

Please provide answers to the questions below and email this form to Shane.Rogers@warnerbros.com, Amanda.Cooper@warnerbros.com and Corinne.Fletcher@warnerbros.com at least three (3) days **prior to filming**.

Named Insured (Production Company): _____

Title of Production: _____ Episode # (If applicable) _____

1. Date of Shoot: _____

2. Location of Shoot: _____

3. Provide a description of the stunt.

4. Who will be involved in the stunt? Cast, stunt doubles, crew? _____

5. Will the work be choreographed? _____

6. Confirm that a stunt coordinator had trained and qualified the cast/stunt doubles to perform the work.

7. Describe safety measures in place to prevent injury to persons and damage to property.

8. Name of employer of record of person performing stunt:

9. Name and phone number of the Stunt Coordinator _____

WB STUNT DRIVING QUESTIONNAIRE

Please provide answers to the questions below and email this form to Shane.Rogers@warnerbros.com, Amanda.Cooper@warnerbros.com and Corinne.Fletcher@warnerbros.com at least three (3) days **prior to filming**.

Named Insured (Production Company): _____

Title of Production: _____ Episode # (If applicable) _____

1. Date of Shoot: _____

2. Location of Shoot: _____

3. Description of the driving activity.

4. What is the maximum driving speed? _____

5. Will the wheels of the vehicle(s) ever leave the driving surface _____

6. Will the drivers vision be impaired at any time _____

7. Describe the driving surface. _____

8. Describe safety measures used to protect employees, public and equipment:

9 Name of employer of record of person(s) performing the stunt: _____

10. Name and phone number of Stunt Coordinator. _____