NOTE: Reading this PDF course book is not a substitute for completing the Self-Paced Online training portion of this course. This PDF course book is a resource that accompanies the online training.

RISK ASSESSMENT PRINCIPLES

Presented by **Contract Services**

English:
If you do not comprehend English, and you require Safety Pass training in a language other than English, please send notification in writing to 2710 Winona Avenue, Burbank, CA 91504. Please provide your name, along with contact information, and specify the language you comprehend. Thank you.

Spanish:
Si usted no comprende inglés y requiere la capacitación Safety Pass en un idioma diferente al inglés, por favor envíe una notificación por escrito a 2710 Winona Avenue, Burbank, CA 91504. Por favor provea su nombre, junto con la información de contacto, y especifique el idioma que usted comprende. Gracias.

Korean:
영어를 이해하지 못하시고 영어가 아닌 다른 언어로 **Safety Pass** 훈련을 받으셔야 한다면, 서면 통지를 **2710 Winona Avenue, Burbank, CA 91504** 로 보내주시기 바랍니다. 귀하의 성함과 연락처를 기재하시고 이해하실 수 있는 언어를 명시해주십시오. 감사합니다.

Armenian:
Եթե դուք անգլերեն չեք հասկանում և ձեզ հարկավոր է **Safety Pass**-ի մարզում անգլերենից տարբեր լեզվով, խնդրում ենք գրավոր ծանուցագիր ուղարկել հետևյալ հասցեով՝ **2710 Winona Avenue, Burbank, CA 91504**: Խնդրում ենք ներկայացնել ձեր անունը, ինչպես նաև կապի տեղեկությունը, հատկապես նշելով ձեր հասկացած լեզուն: Շնորհակալություն:

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Contract Services Administration Training Trust Fund
2710 Winona Avenue
Burbank, CA 91504

First edition (v1.00)

Safety Pass Training Program

The Entertainment Industry is committed to maintaining a safe and healthful working environment. To that end, all major studios have a safety representative on staff. In addition, all employers have a safety program in force. This Safety Pass Program has been designed to further promote safety and health and to prevent injuries, illnesses, and accidents on all productions, both on-lot and off-lot.

Studios and production companies may have more restrictive safety requirements than those mandated by local, state, or federal laws or regulations. They also may assign different duties or responsibilities to employees. Therefore, in addition to this Safety Pass training course, employees should refer to the safety manual and materials provided by their employers.

Employees must adhere to all safety rules and regulations. Failure of any employee to follow safety rules and regulations can lead to disciplinary action, up to and including discharge. However, no employee shall be discharged or otherwise disciplined for refusing to perform work that the individual reasonably believes is unsafe.

No safety training can comprehensively cover all possible unsafe work practices. Each production and its employees, therefore, should fully promote each employee's personal obligation to work safely in order to prevent accidents involving, and injuries to, the employee and to his/her fellow employees.

The Safety Pass Program derives from Federal and California Occupational Safety and Health Administration (OSHA) safety regulations. However, the material included in this workbook and its accompanying presentation should be used only as a general guideline. It is not intended as a legal interpretation of any federal, state, or local safety standard.

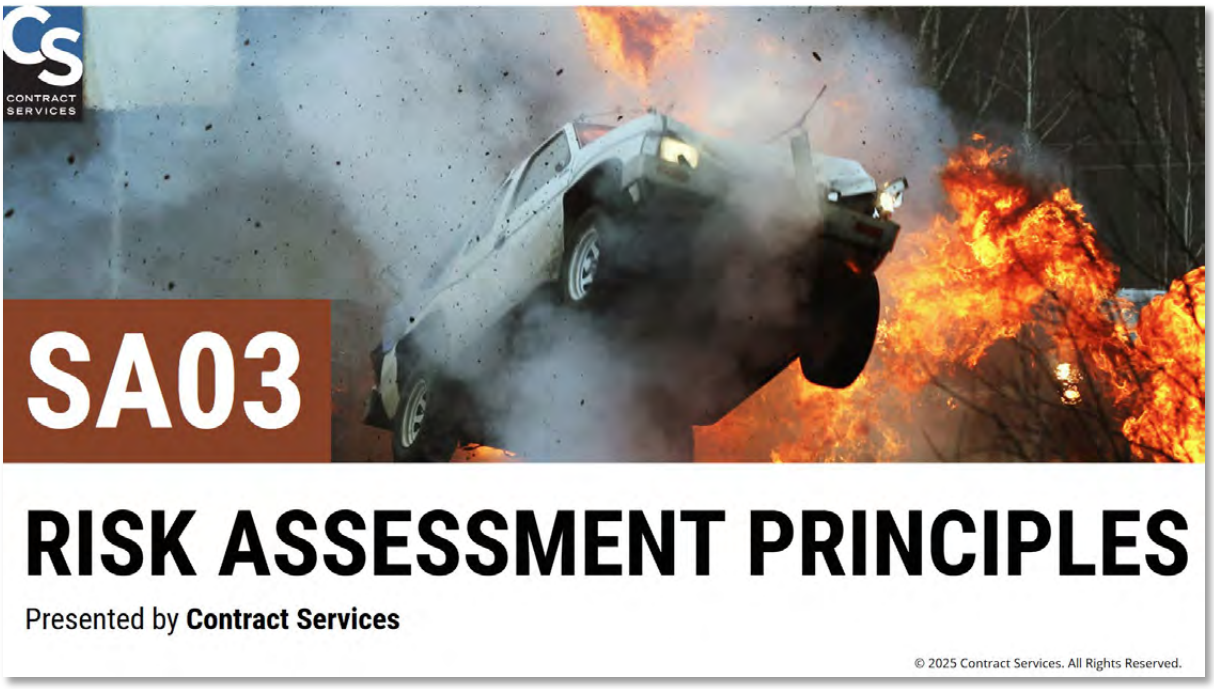
During the course of your employment, you may be acting as a supervisor or manager.In California, individuals with management authority and actual authority for the safety of a business practice could be convicted of a crime if they have actual knowledge of a serious concealed danger and fail to warn the affected employees and report the hazard. If a hazard exists, immediately notify the employer or studio safety department of the hazard and insure that potentially affected employees are informed of the danger and that steps are taken immediately to mitigate it.

Although the information contained in this training program has been compiled from sources believed to be reliable, the Alliance of Motion Picture and Television Producers, Contract Services Administration Trust Fund, Contract Services Administration Training Trust Fund, and the instructor make no guarantee nor warranty as to, and assume no responsibility for, the accuracy, sufficiency, or completeness of such information.

The Entertainment Industry is committed to maintaining a safe and healthful working environment.

1. Introduction - Nature of Film Production and Safety Advisor

1.1 Welcome



Hello, and welcome to Risk Assessment Principles.

This Self-Paced Online Training course is presented by Contract Services. At the end of the presentation, there will be a test.

You must score at least 80 percent on the test to pass the course.

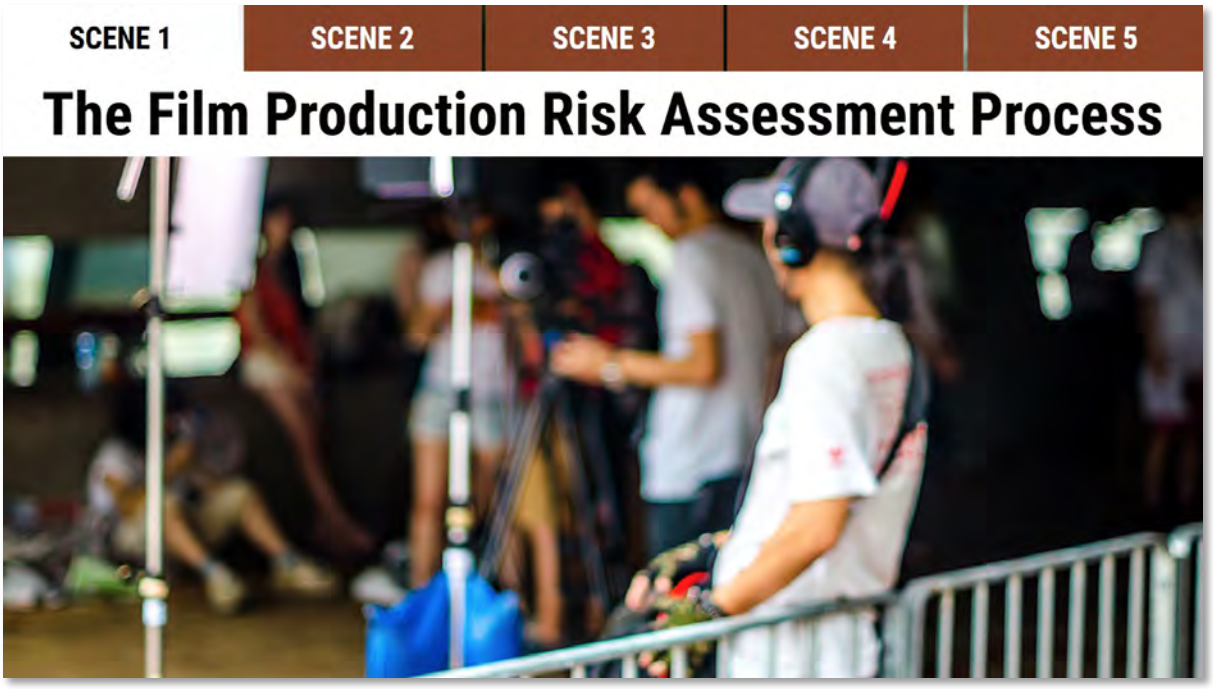
When you're ready to continue, select the NEXT arrow.

1.2 Navigation and Resources

At any time during the presentation, you can use the buttons on the player window to play, pause, open the course menu to view the course outline, link to course references and resources, or view closed captions.

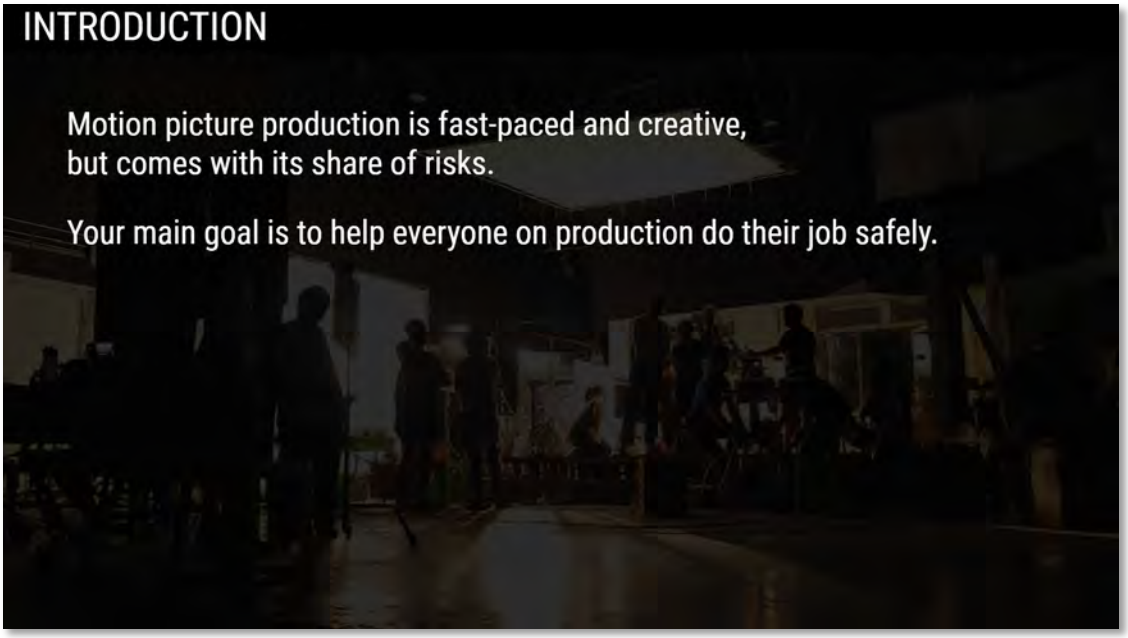
2. Scene 1: The Film Production Risk Assessment Process

2.1 Scene 1: The Film Production Risk Assessment Process

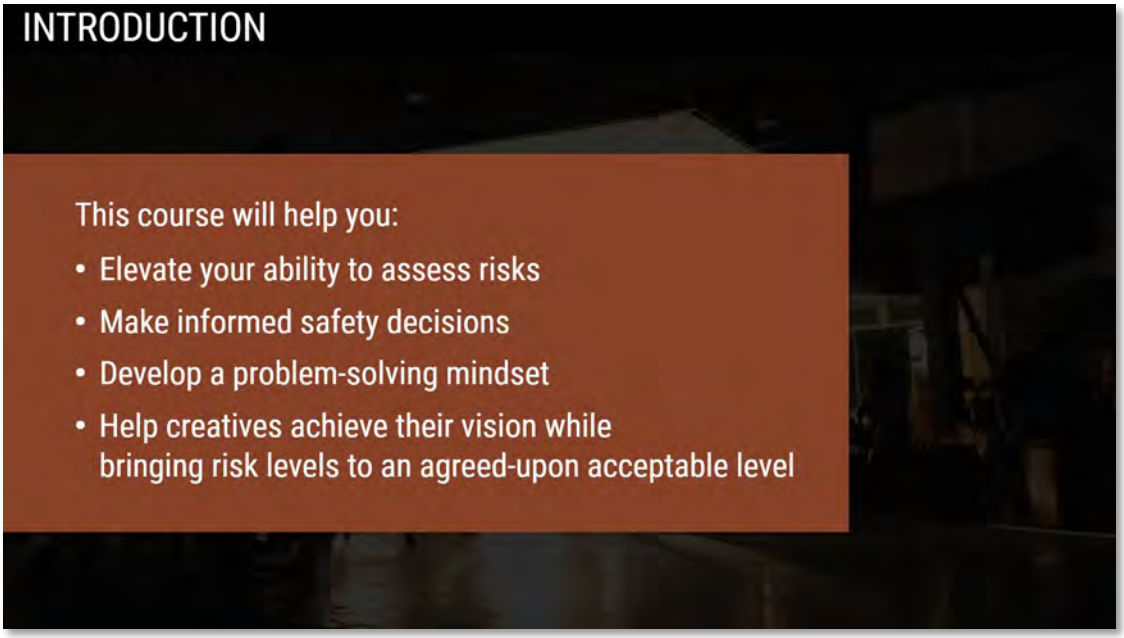


Scene One, The Film Production Risk Assessment Process.

2.2 Introduction 1

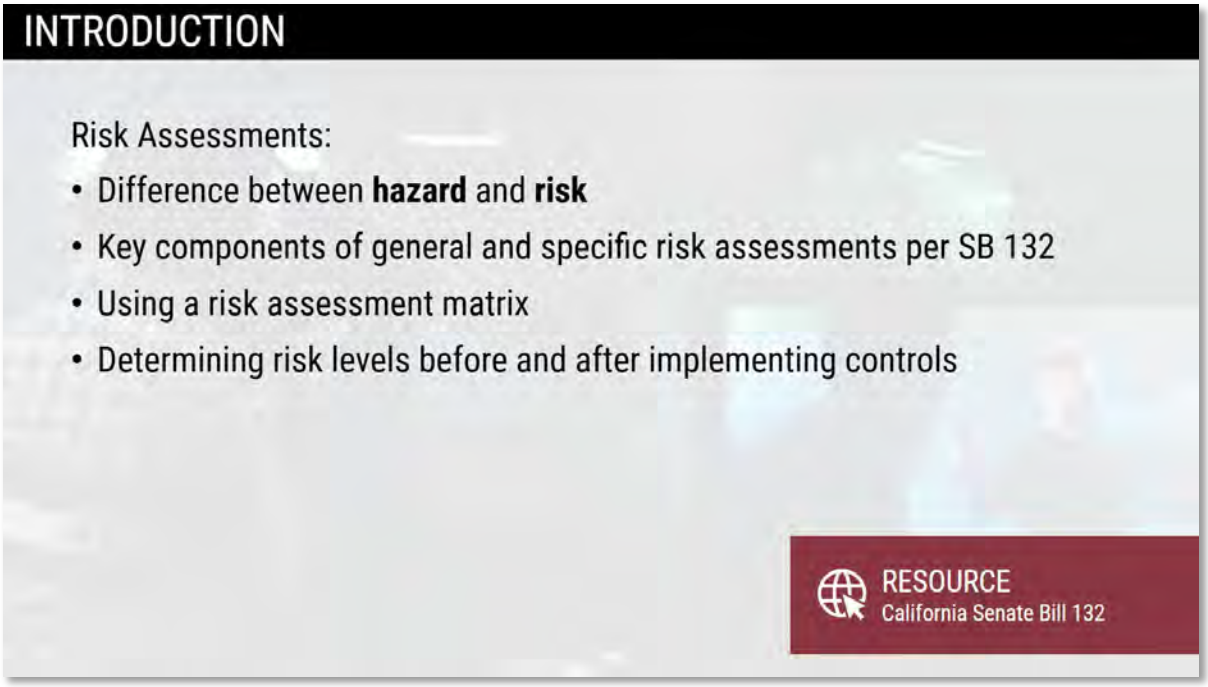


Motion Picture production is a fast-paced, creative industry--but it also comes with its share of risks. As a Safety Advisor, your main goal is to help everyone on production do their job safely.

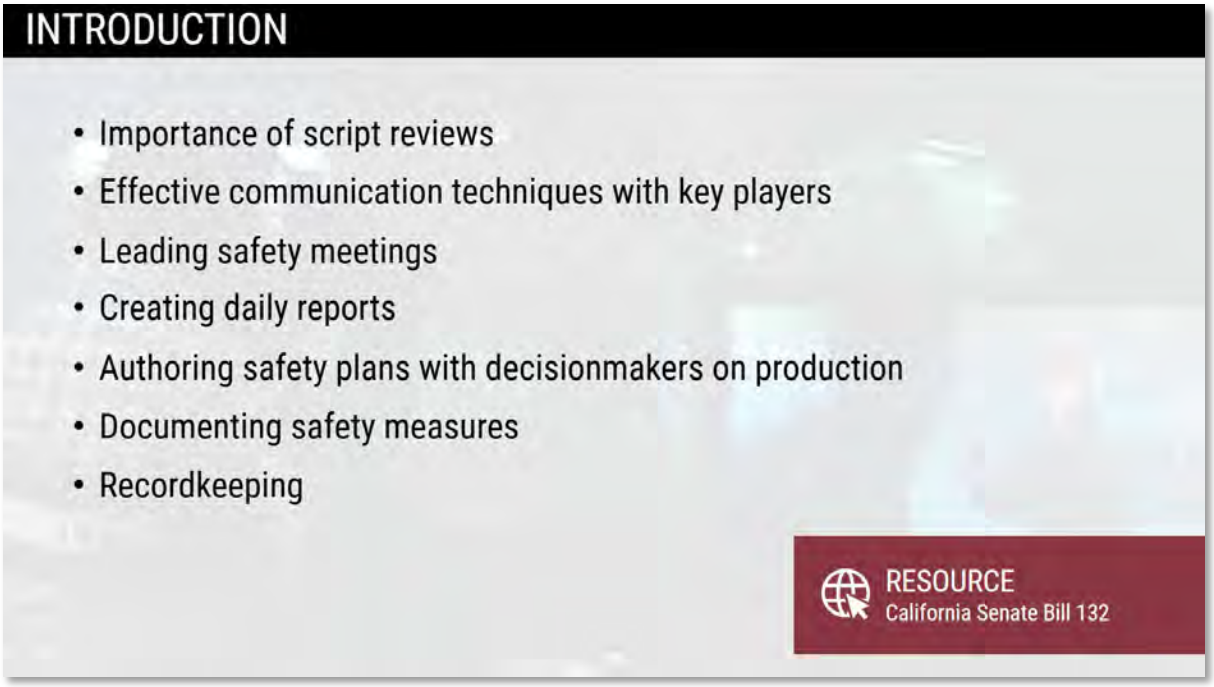


This course is designed to refine your skills as a Safety Advisor in order to help you elevate your ability to assess risks, make informed safety decisions, and develop a problem-solving mindset of collaboration in order to help creatives achieve their vision while bringing risk levels to an agreed-upon acceptable level.

2.3 Introduction 2



A key component of your role as a Safety Advisor is creating risk assessments. This course will cover the difference between hazard and risk; the key components of general and specific risk assessments as outlined in Senate Bill 132, which we will refer to as SB 132 in this course; using a risk assessment matrix; and determining risk levels before and after implementing controls.

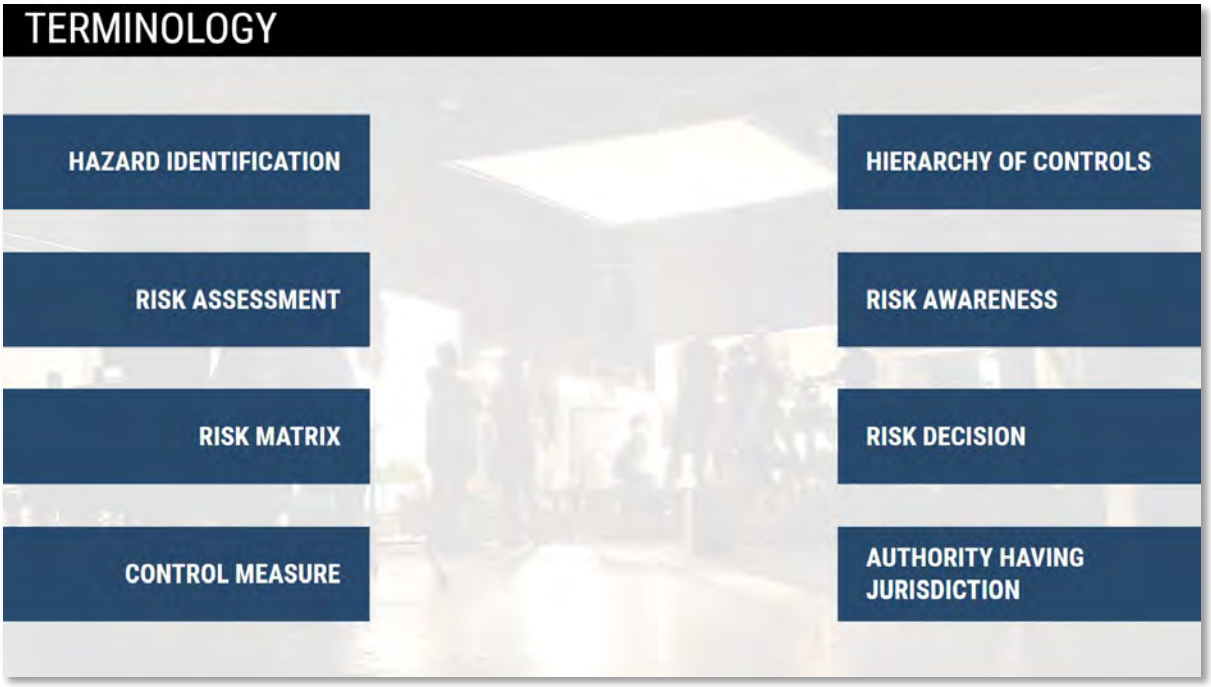


Note that if at any time you would like to read SB 132 in more detail, you can select the link here or find it in the Resources section.

Next, we'll go over the importance of script reviews and how they provide the basis of initial risk assessments. Finally, we'll explore effective communication techniques when working with key players and other responsibilities you have as a Safety Advisor, such as leading safety meetings, creating daily reports, authoring safety plans with decisionmakers on production, documenting safety measures, and recordkeeping.

Let's get started!

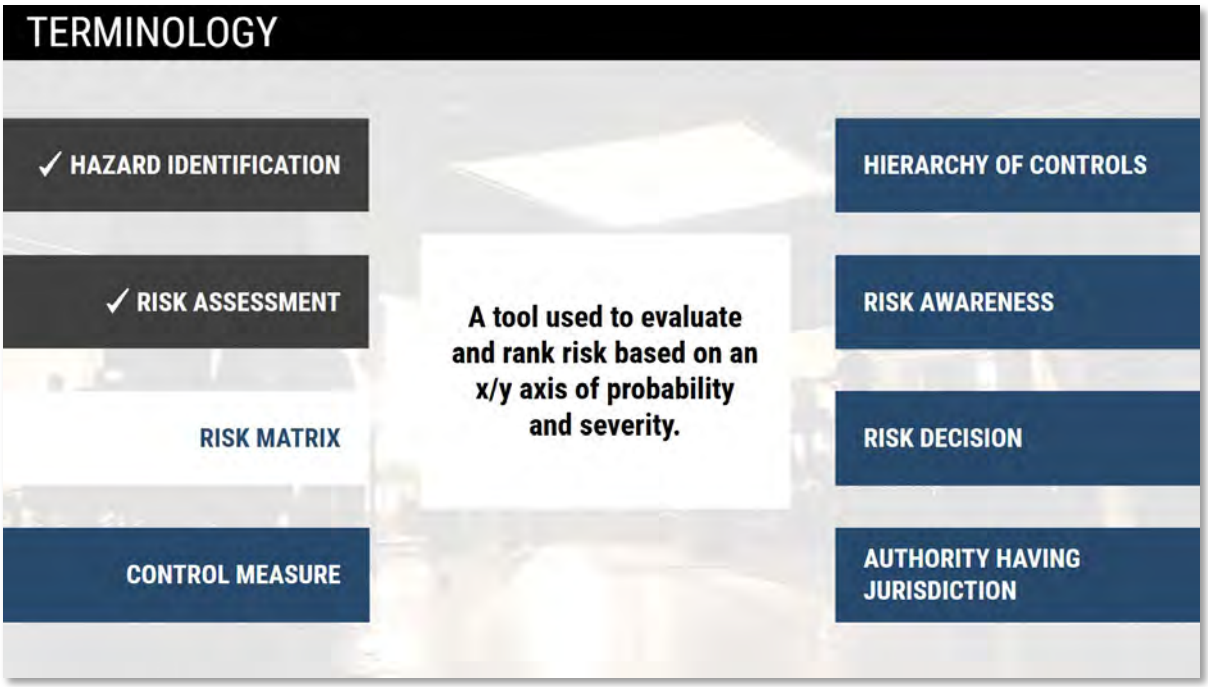
2.4 Terminology



Throughout this course, we'll be using terms related to risk awareness. Select each term if you would like to learn more.

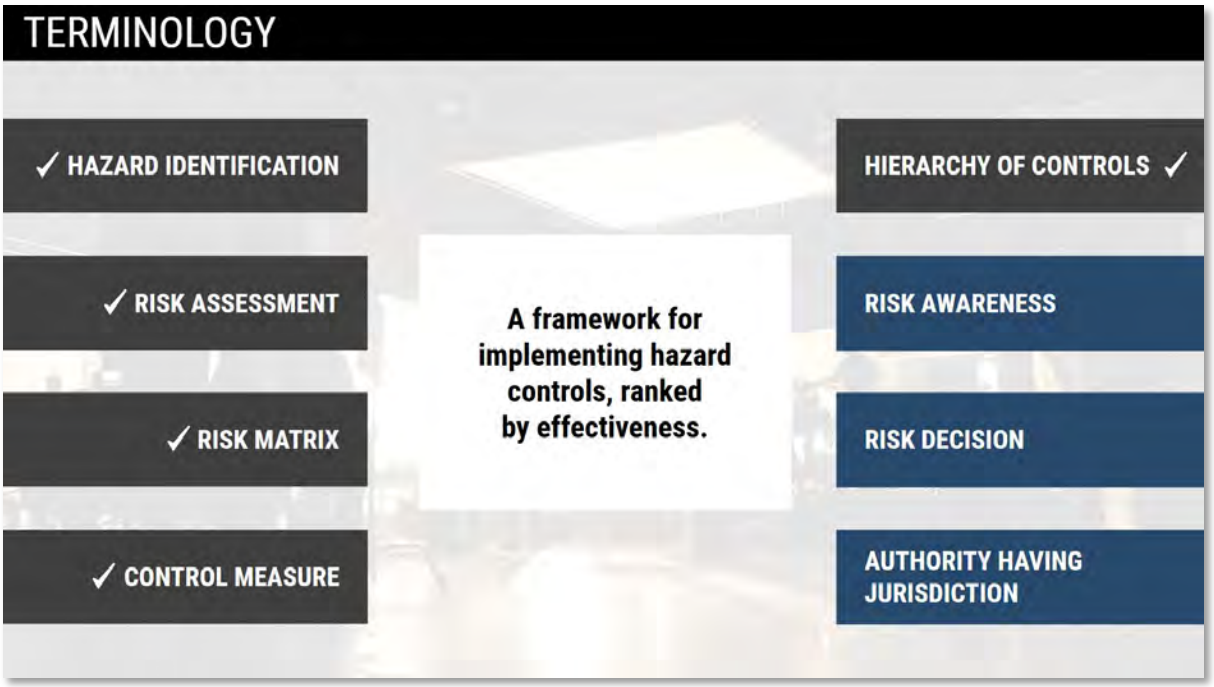
Hazard Identification: The process of recognizing potential sources of harm.

Risk Assessment: A systematic process to evaluate the probability and severity of risks associated with hazards and to assess the risk that remains after all reasonable safety controls have been implemented.



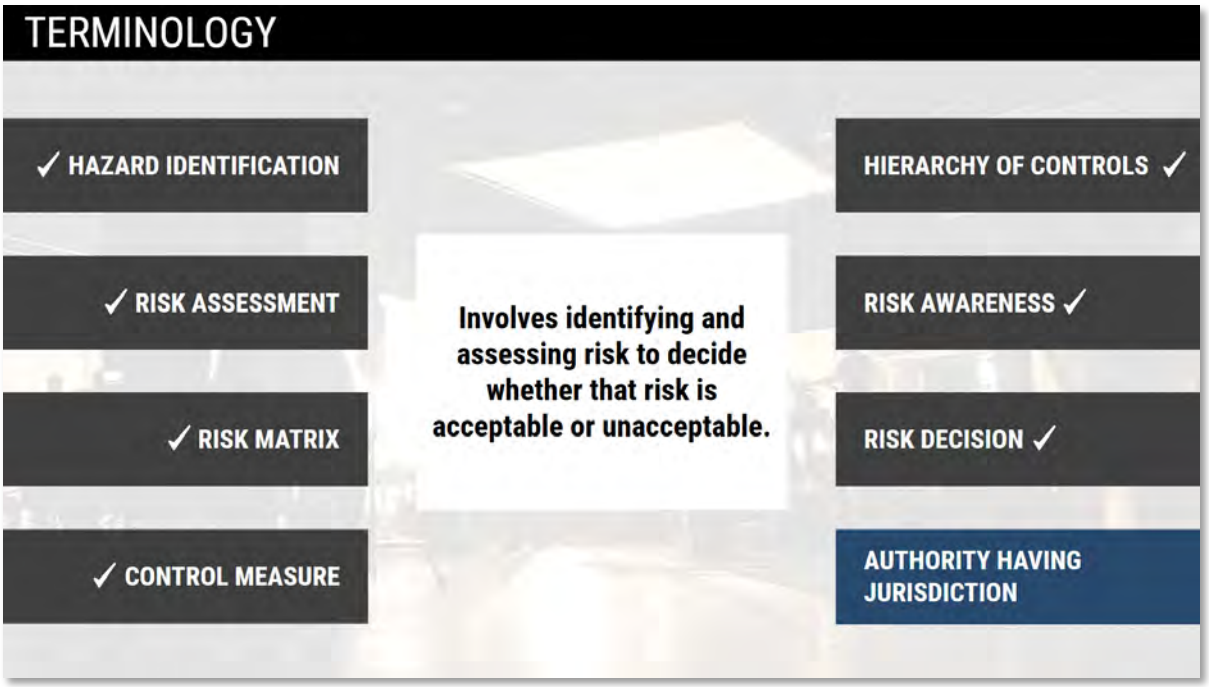
Risk Matrix: A tool used to evaluate and rank risk based on an x/y axis of probability and severity.

Control Measure: Actions or tools implemented to reduce risk.



Hierarchy of Controls: A framework for implementing hazard controls, ranked by effectiveness

Risk Awareness: The identification of hazards and their inherent risk(s).



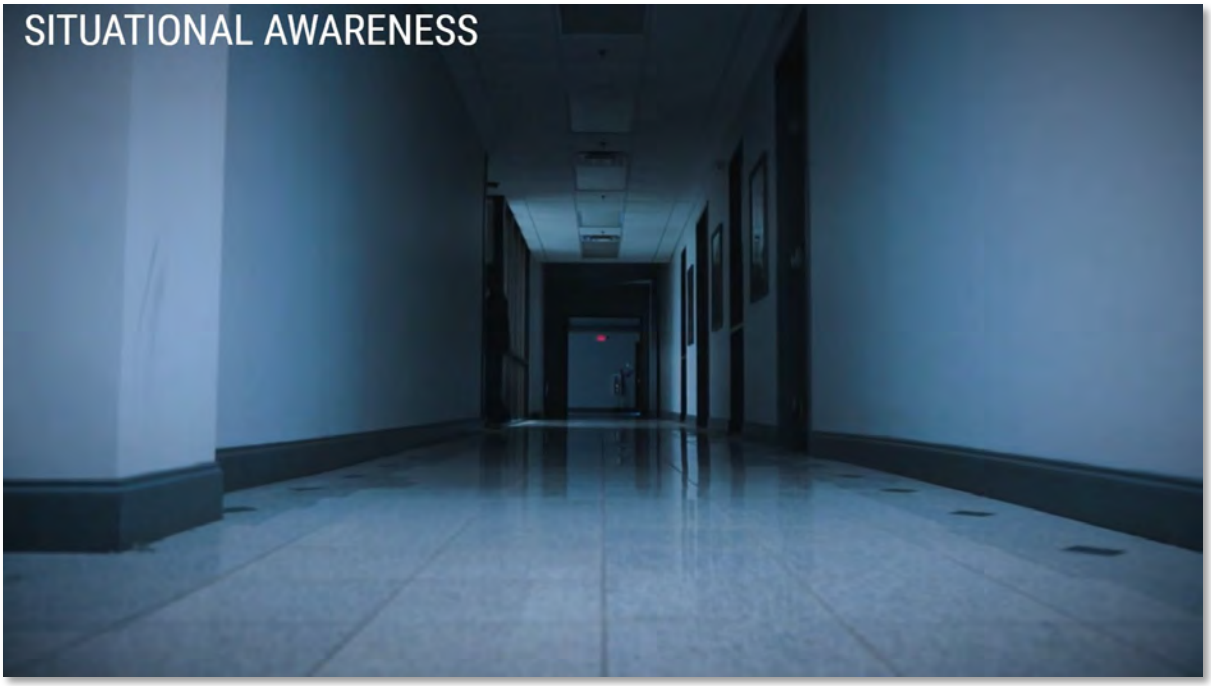
Risk Decision: Identifying and assessing risk to decide whether that risk is acceptable or unacceptable.

Authority Having Jurisdiction (AHJ): An organization, agency, or individual responsible for enforcing codes, standards, and regulations related to construction, fire, and life safety.

2.5 Situational Awareness

Remember that your own body is also a powerful tool for detecting hazards. Use your natural senses such as sight, hearing, smell, and touch in combination with instinct, to assess your surroundings. If something looks damaged, is making an unusual sound, smells unusual, feels abnormally hot, or just feels "off," do not proceed. Seek out the responsible parties to collaborate on a correction.

2.6 Situational Awareness Video



"It was the last location we needed to lock, and I was excited because I thought I found it. My joy was interrupted by a whiff of something that smelled like rotten eggs. Part of me thought not to worry about it. The other part of me felt something just wasn't right. I decided to mention it to my contact who told me they'd have maintenance take a look. Turns out they discovered a gas leak. Apparently, since natural gas is odorless, a harmless substance is put in it, called mercaptan. Mercaptan gives off an odor sometimes described as rotten eggs, which is what I was smelling. The necessary repairs made the location a no-go for our production, but speaking up made a difference in the lives of the people in that building. Who knows what that gas leak could have led to…"

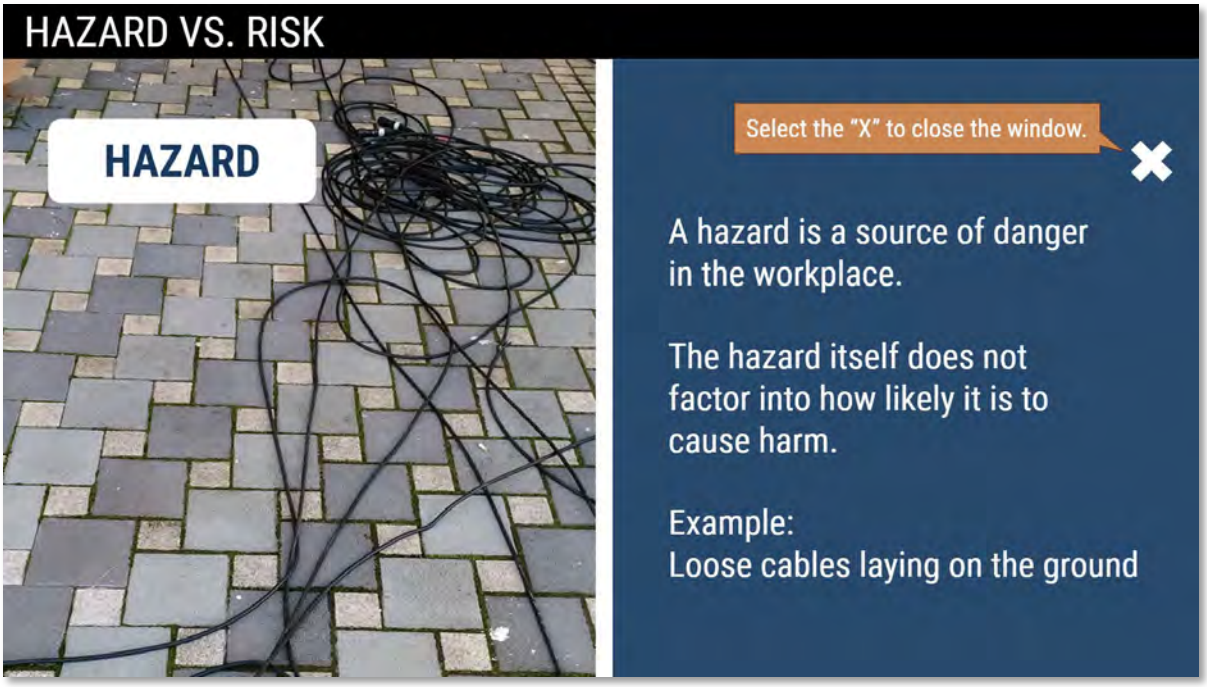
2.7 Hazard vs. Risk

Knowing the distinction between **hazard** and **risk** is essential when planning for safety.

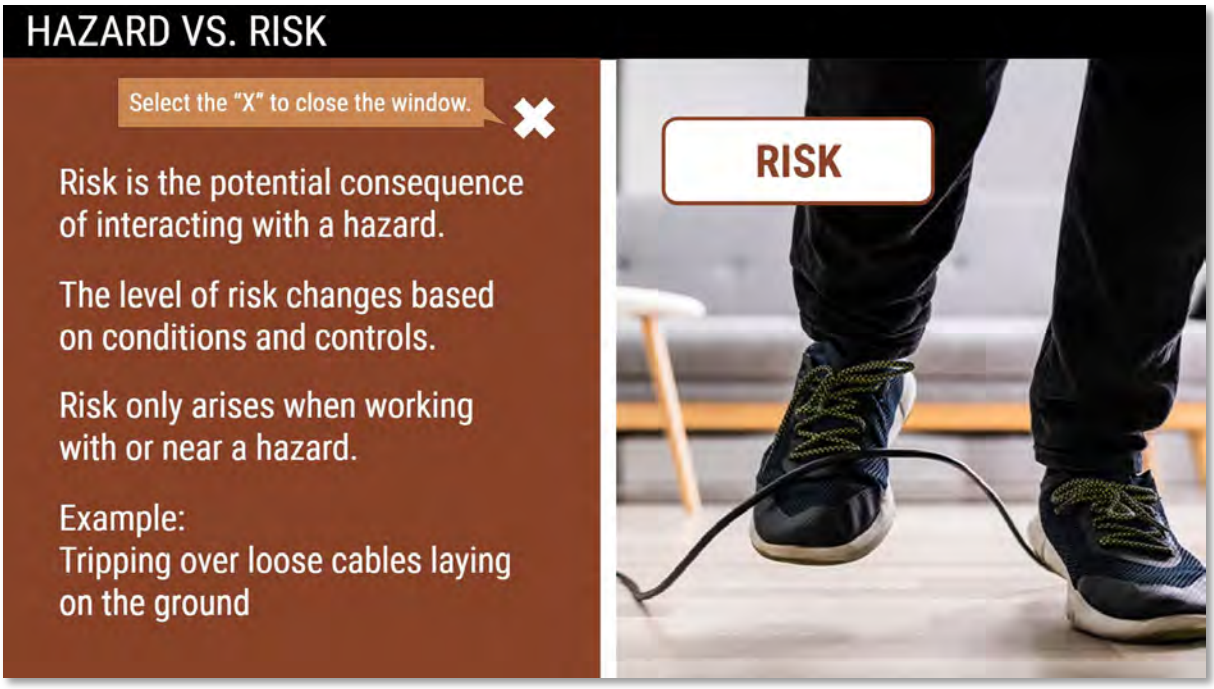
You must identify any hazards and then assess the risks tied to them. This allows you to create targeted safety plans and mitigate risks even when hazards cannot be eliminated.

Select each button to learn more about the differences between **hazard** and **risk**.

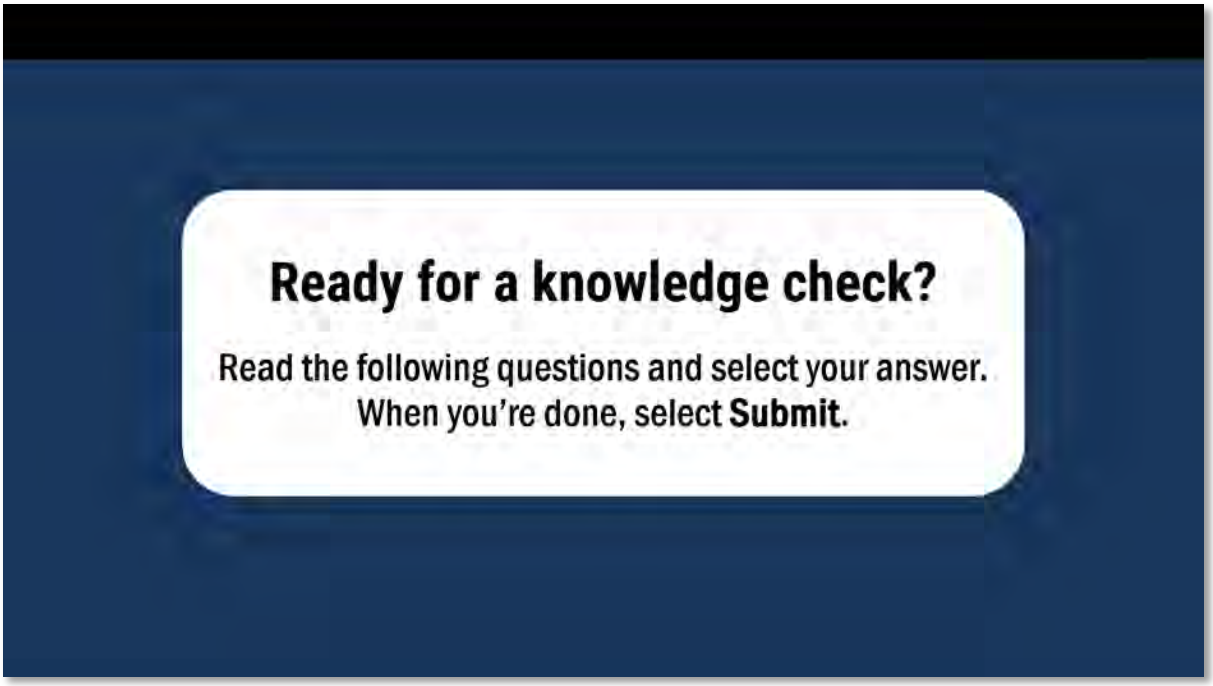
Hazard



Risk



2.8 Knowledge Check Introduction

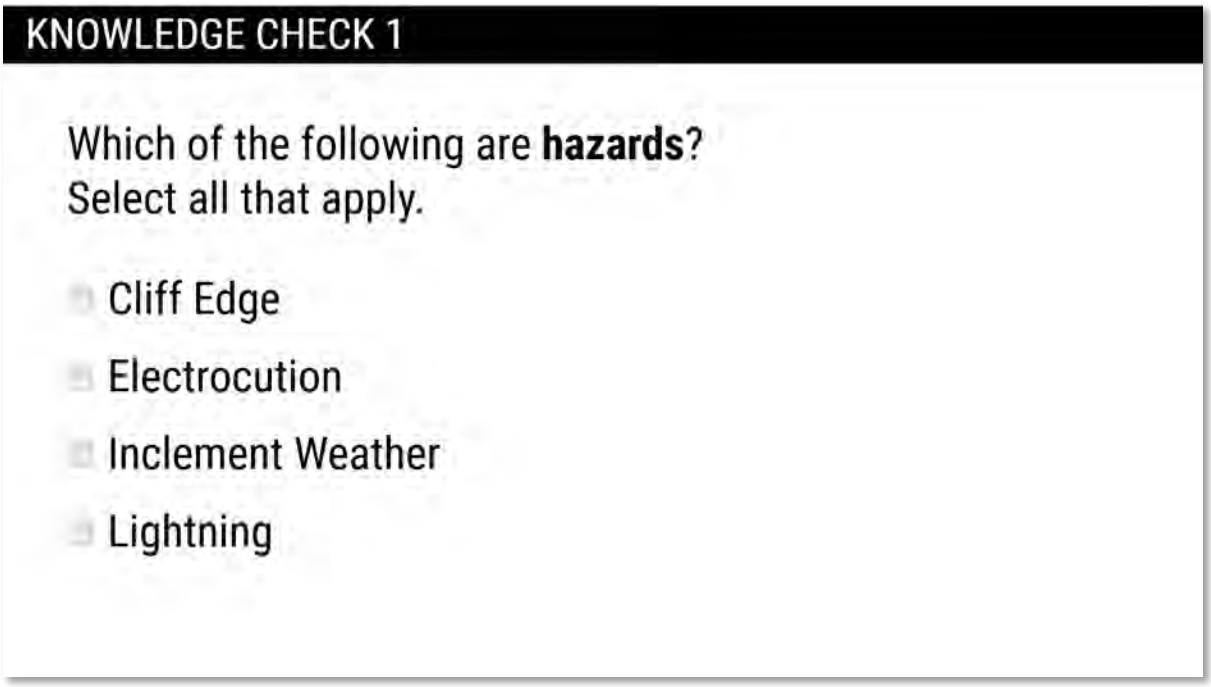


Ready for a knowledge check?

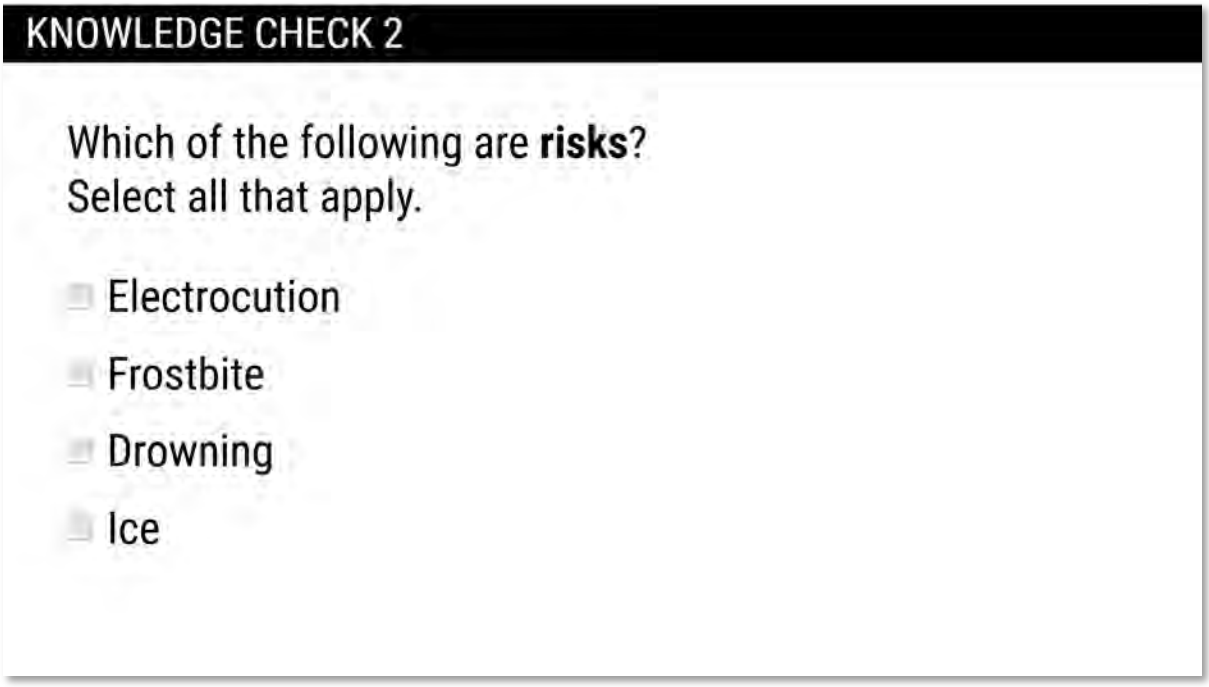
Read the following questions and select your answer.

When you're done, select Submit.

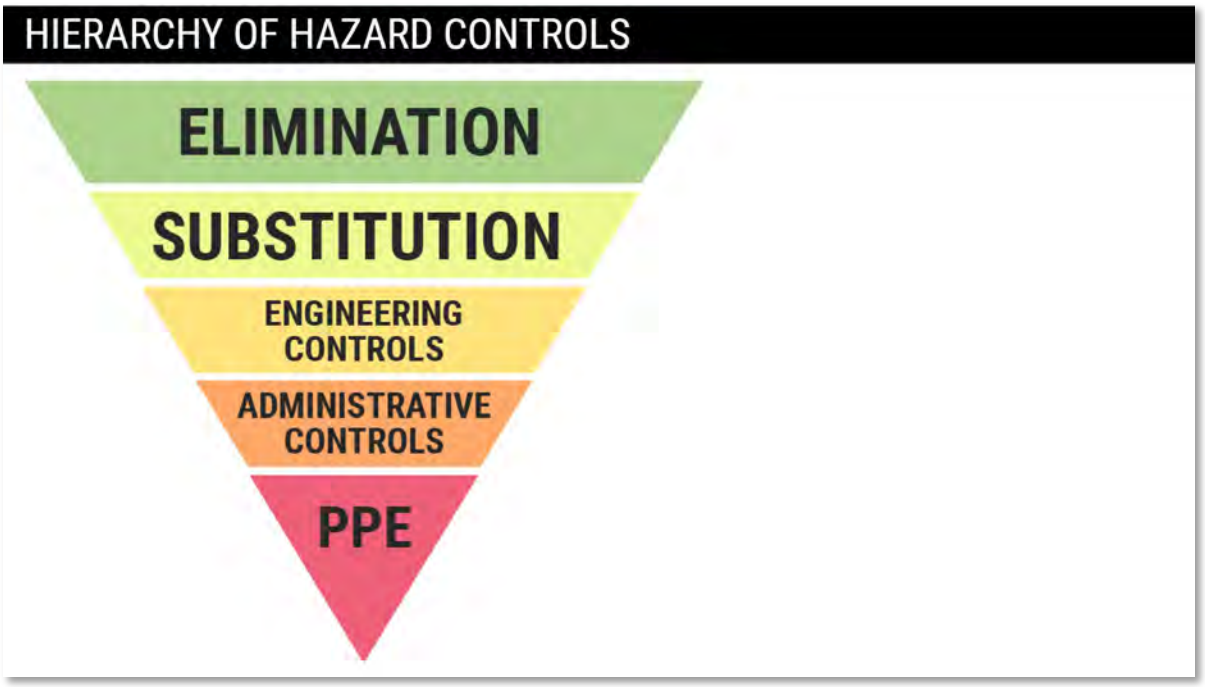
2.9 Knowledge Check 1



2.10 Knowledge Check 2

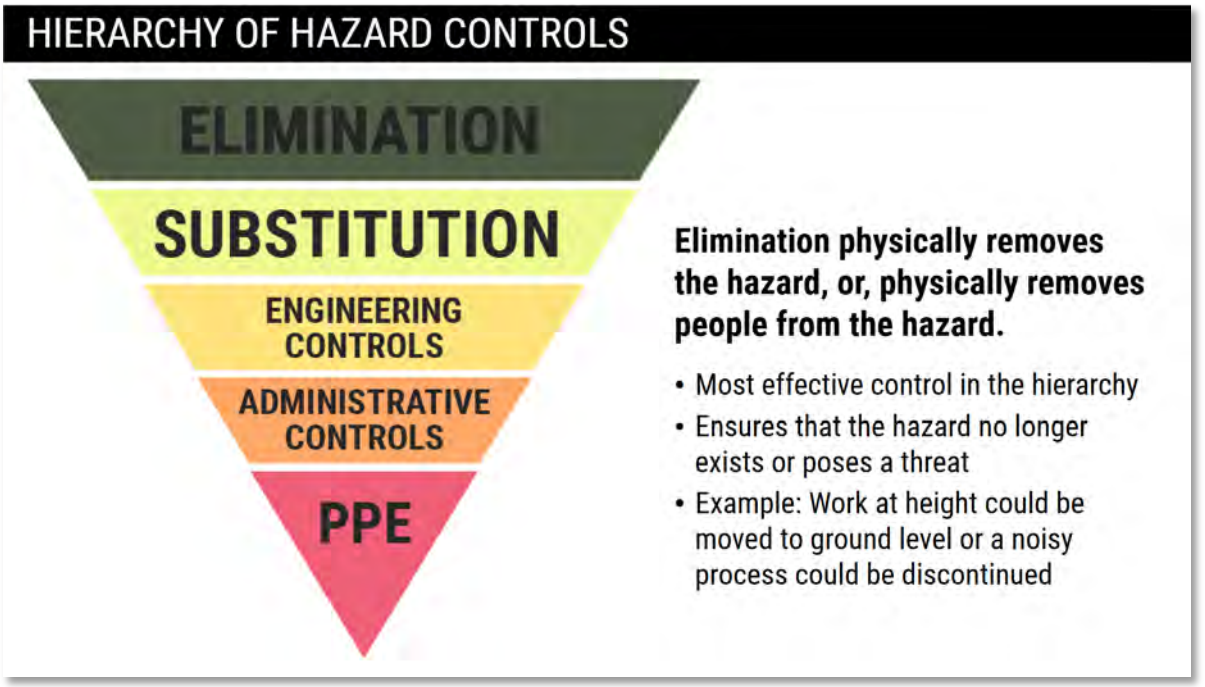


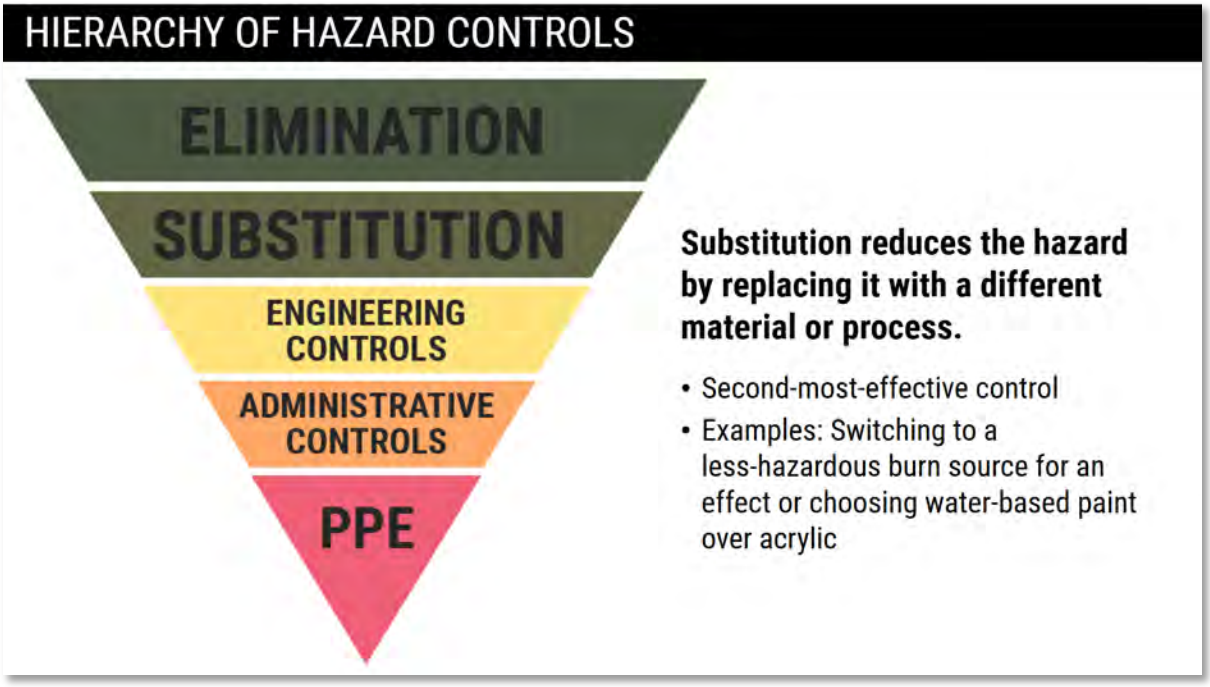
2.11 Hierarchy of Hazard Controls

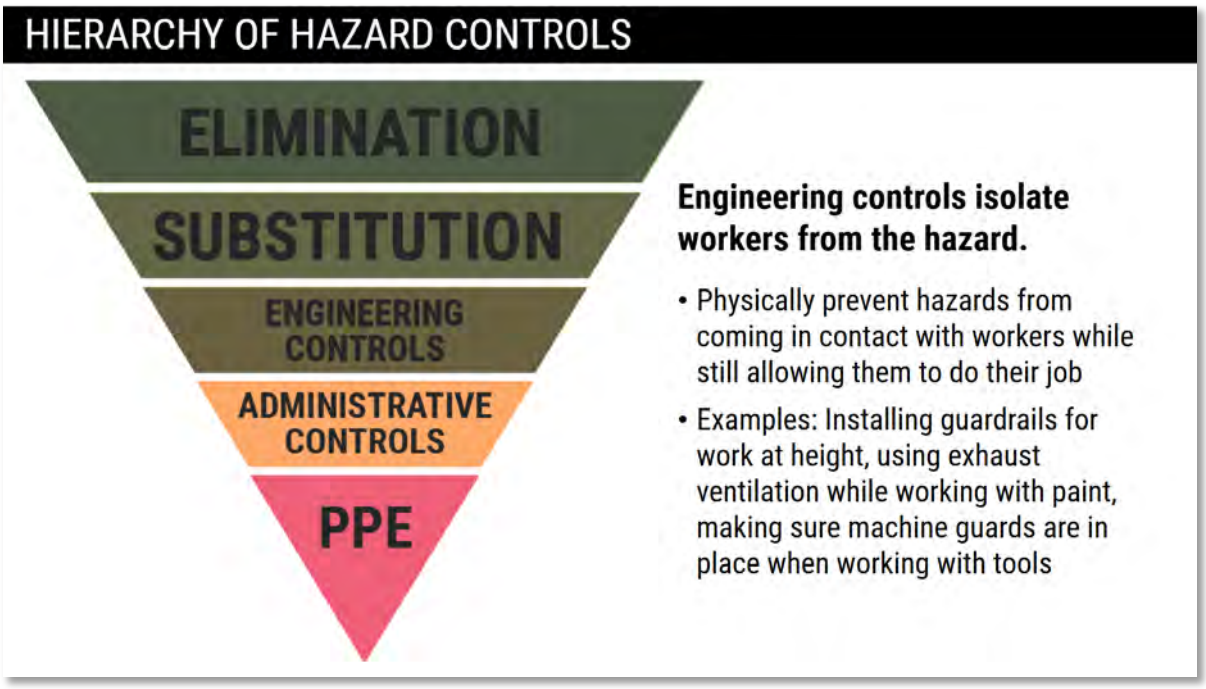


Once you've recognized hazards the next step is controlling them.

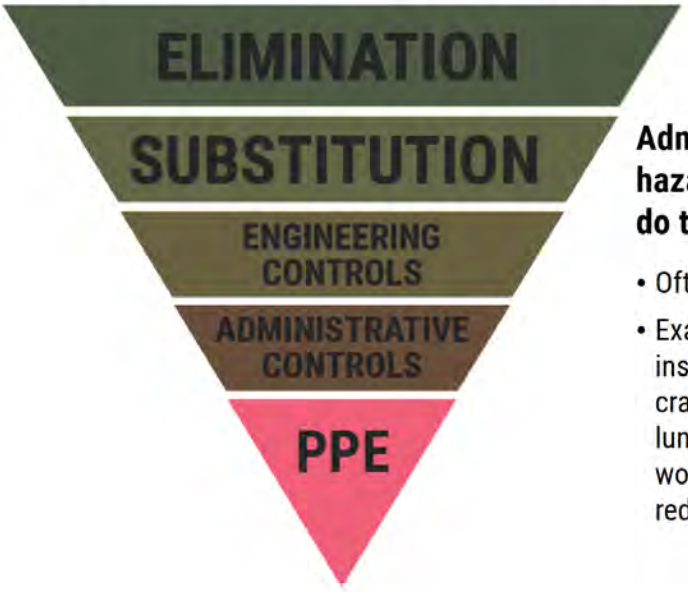
Select each level of the Hierarchy of Controls to learn more about it.







HIERARCHY OF HAZARD CONTROLS



Administrative controls reduce the hazard by changing the way workers do their job.

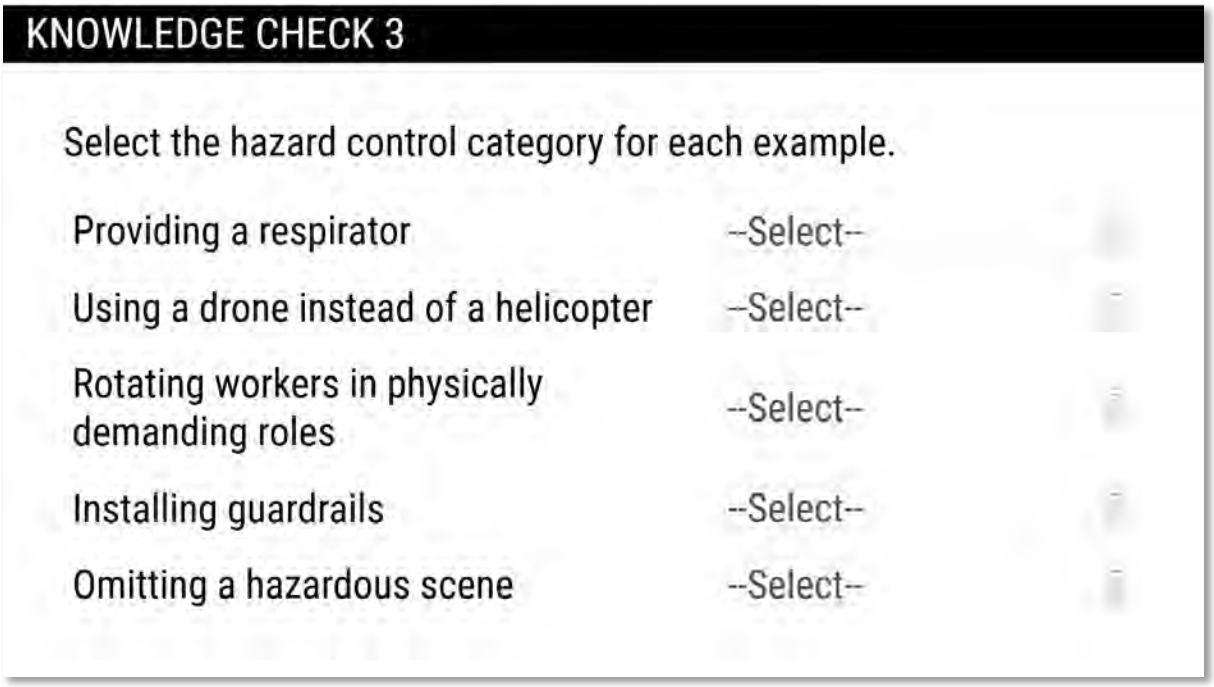
- Often combined with higher-level controls
- Examples: Providing safety training, installing warning signage; scheduling crafts to work at separate times; putting a lunch table in an area away from where work is going on; adding days or crew to reduce excessive hours

HIERARCHY OF HAZARD CONTROLS

PPE is clothing or devices designed to protect workers from hazards.

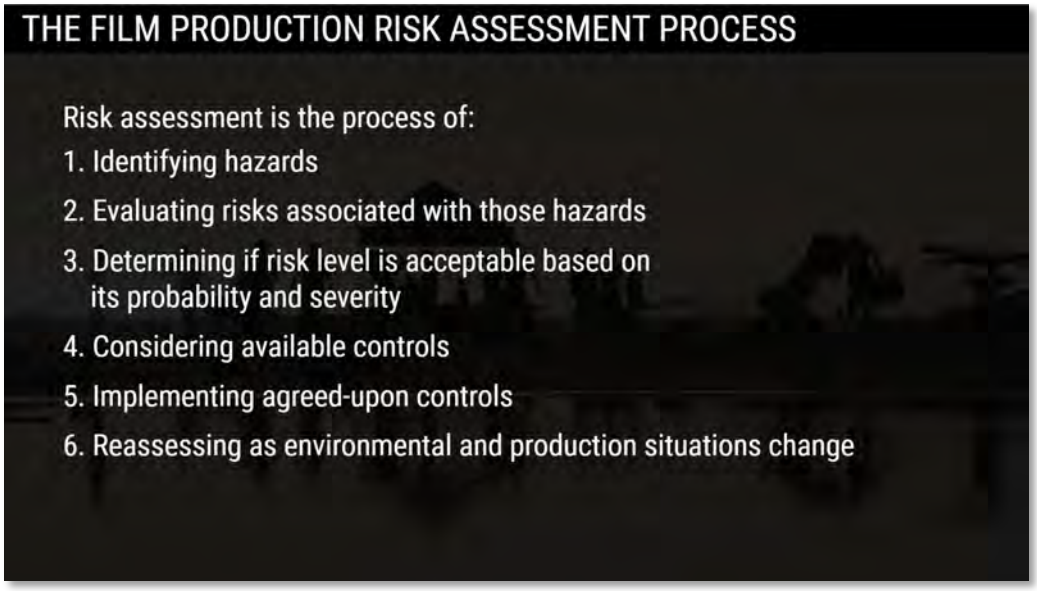
- Least effective control in the hierarchy; requires more worker effort and training and may need to be used in conjunction with higher-level controls
- Examples: Safety glasses, hearing protection, fall protection

2.12 Knowledge Check 3

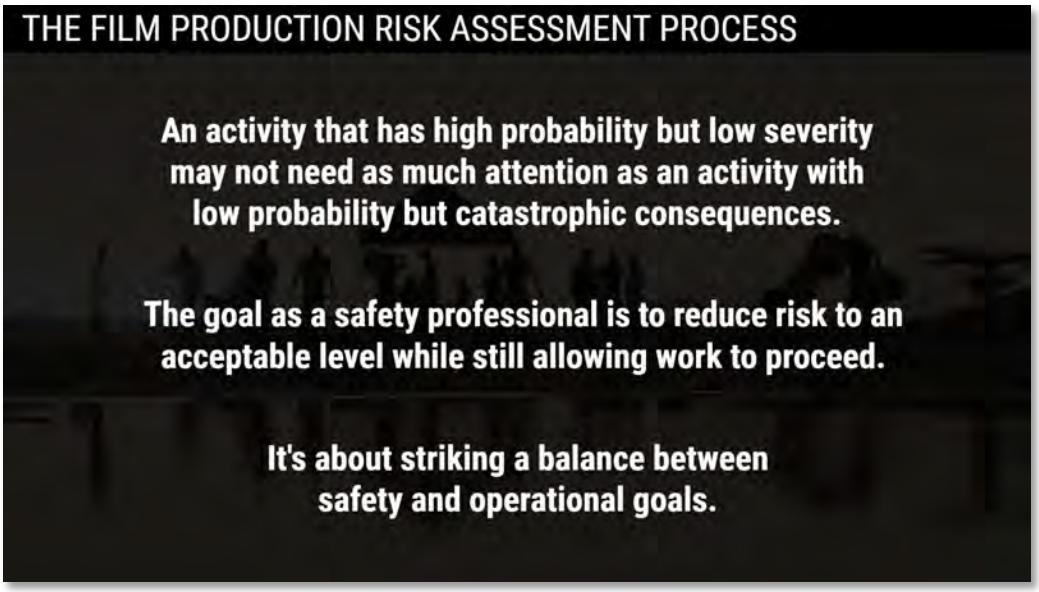


Ready for another knowledge check?

2.13 The Film Production Risk Assessment Process 1

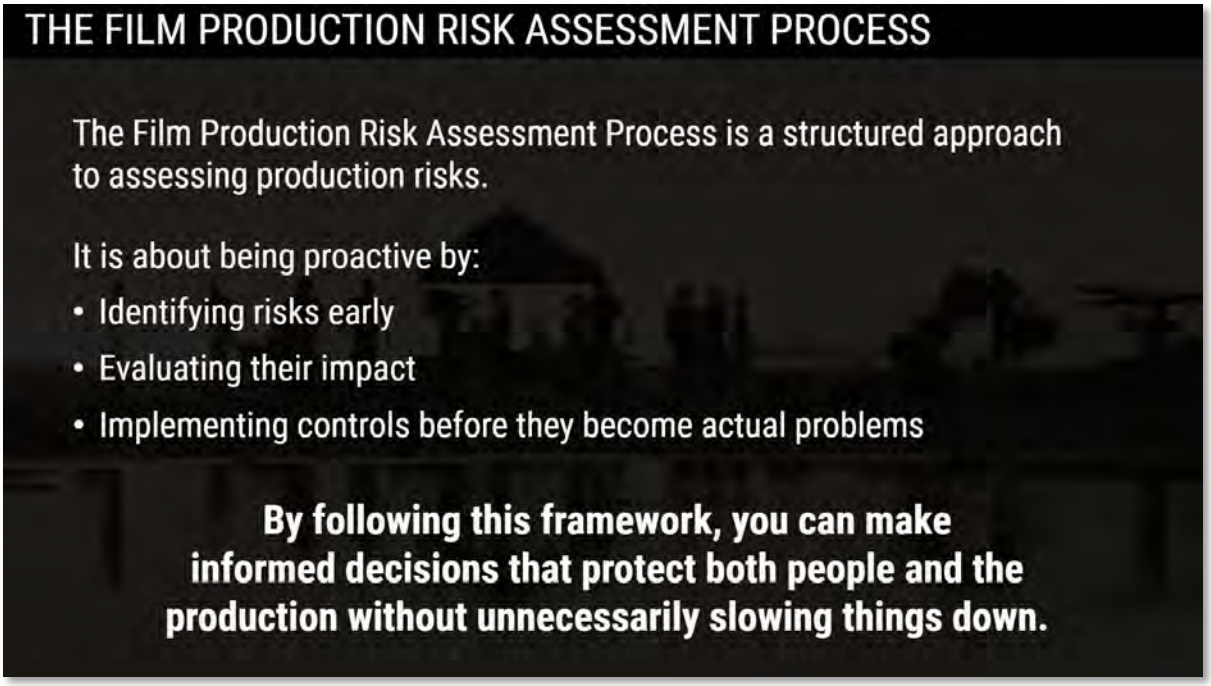


A risk assessment is the process of identifying hazards, evaluating the risks associated with those hazards, determining if the risk level is acceptable based on its probability and severity, considering available controls, implementing controls, and reassessing as environmental and production situations change.



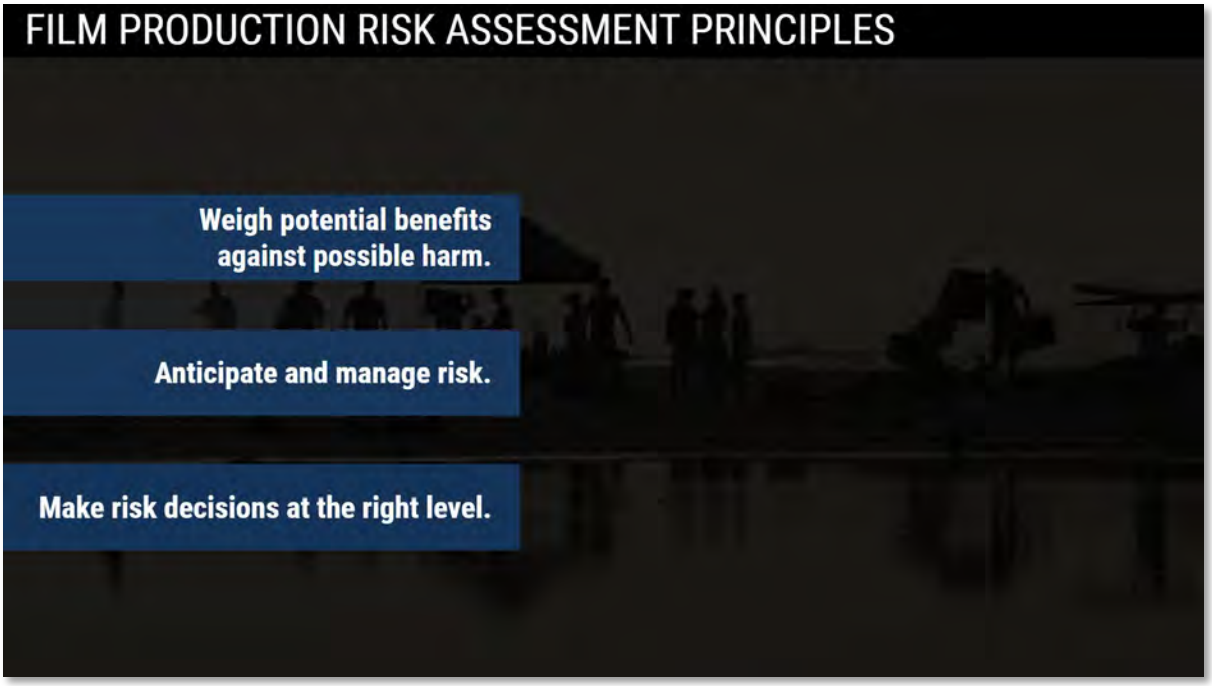
For example, an activity that has high probability but low severity may not need as much attention as an activity with low probability but catastrophic consequences. Understanding how to weigh these factors is crucial for prioritizing safety measures.

The goal as a safety professional is to reduce risk to an acceptable level while still allowing the work to proceed efficiently and safely. It's about striking a balance between safety and operational goals.

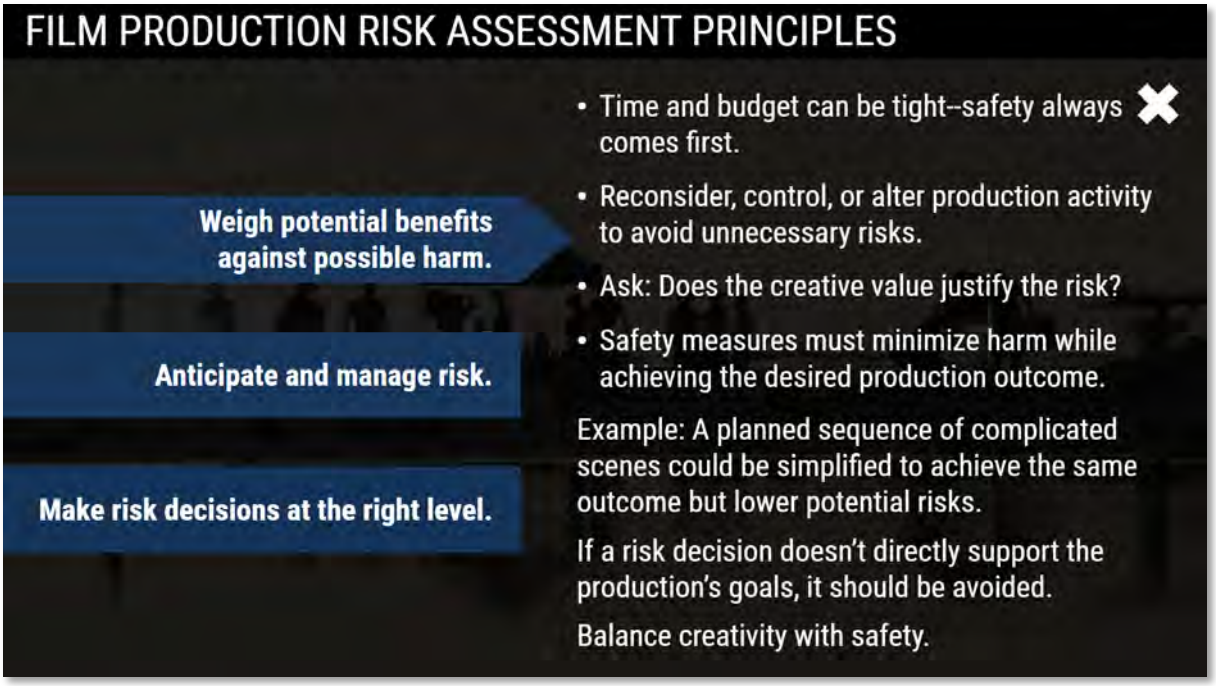


The Film Production Risk Assessment Process is a structured approach to assessing production risks. It's not about guessing or reacting to problems after they happen--it's about being proactive, identifying risks early, evaluating their impact, and implementing controls before they become actual problems. By following this framework, you can make informed decisions that protect both people and the production without unnecessarily slowing things down.

2.14 Film Production Risk Assessment Principles



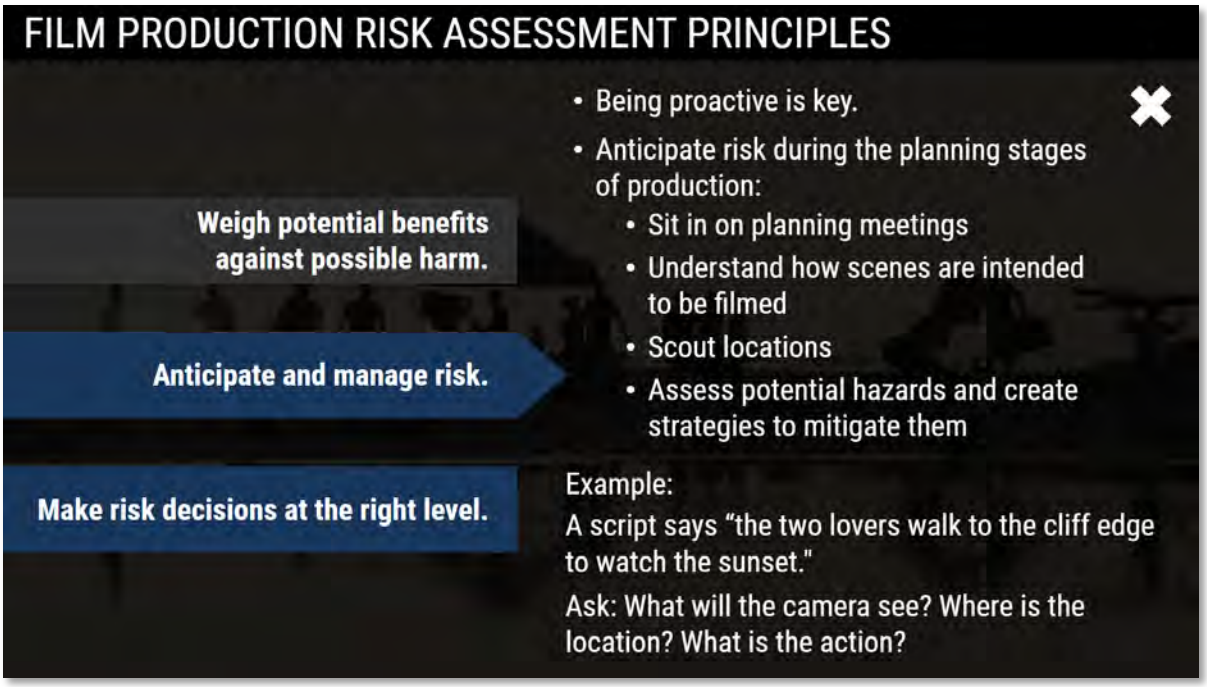
Select each principle of the Film Production Risk Assessment Process to learn more.



Weigh potential benefits against possible harm.
Time and budget can be tight, but safety always comes first.
Production activity that poses an extremely high risk should be reconsidered, controlled, or altered to avoid unnecessary risks.

If a sequence is planned that has the potential to have high risk, ask and discuss: Does the creative value justify the risk? Safety measures must be decided upon to minimize harm while achieving the desired production outcome. For example, a planned sequence of complicated scenes to be shot outdoors could possibly be simplified to a sequence of shots using green screen on an enclosed set to achieve the same outcome but lower potential risks.

If a risk decision doesn't directly support the production's goals, it should be avoided.
The goal is always to balance creativity with safety.



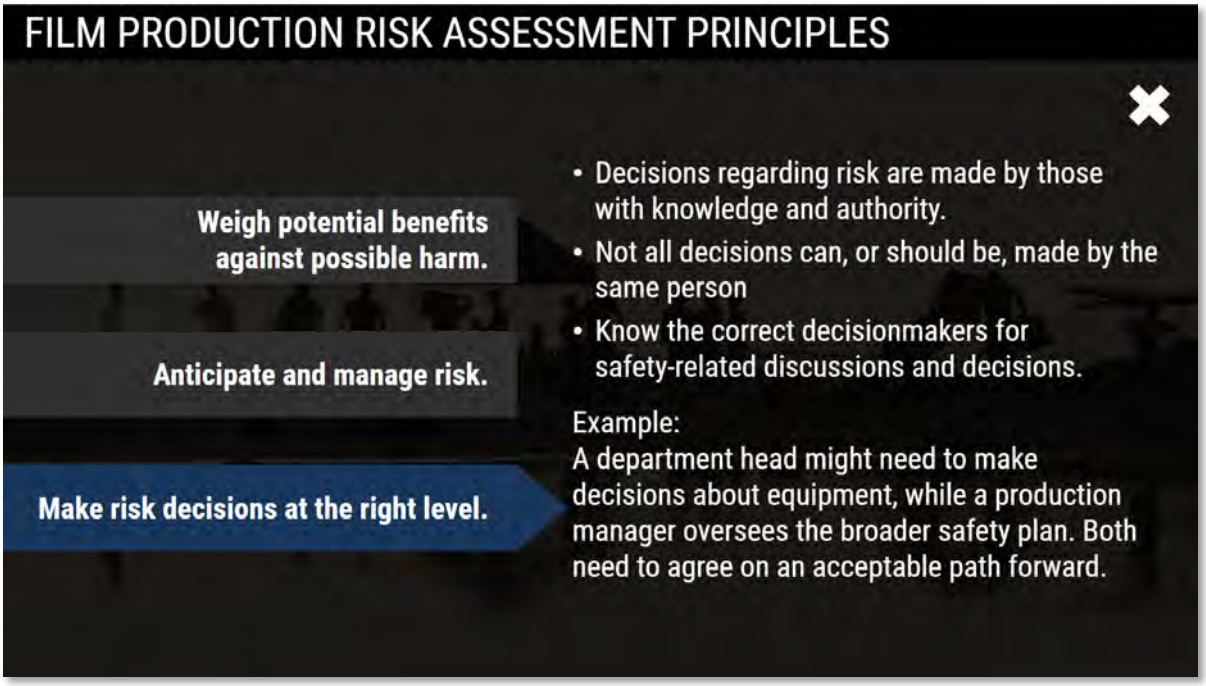
Anticipate and manage risk.

Being proactive is key.

Anticipate risk during the planning stages of production.

This will likely involve sitting in on planning meetings, understanding how scenes are intended to be filmed, scouting locations, assessing potential hazards, and creating strategies to mitigate them.

For example, a script says, "the two lovers walk to the cliff edge to watch the sunset." To assess this potential hazard, questions should be asked such as: What will the camera see? Where is the location? What is the action?



Make risk decisions at the right level.

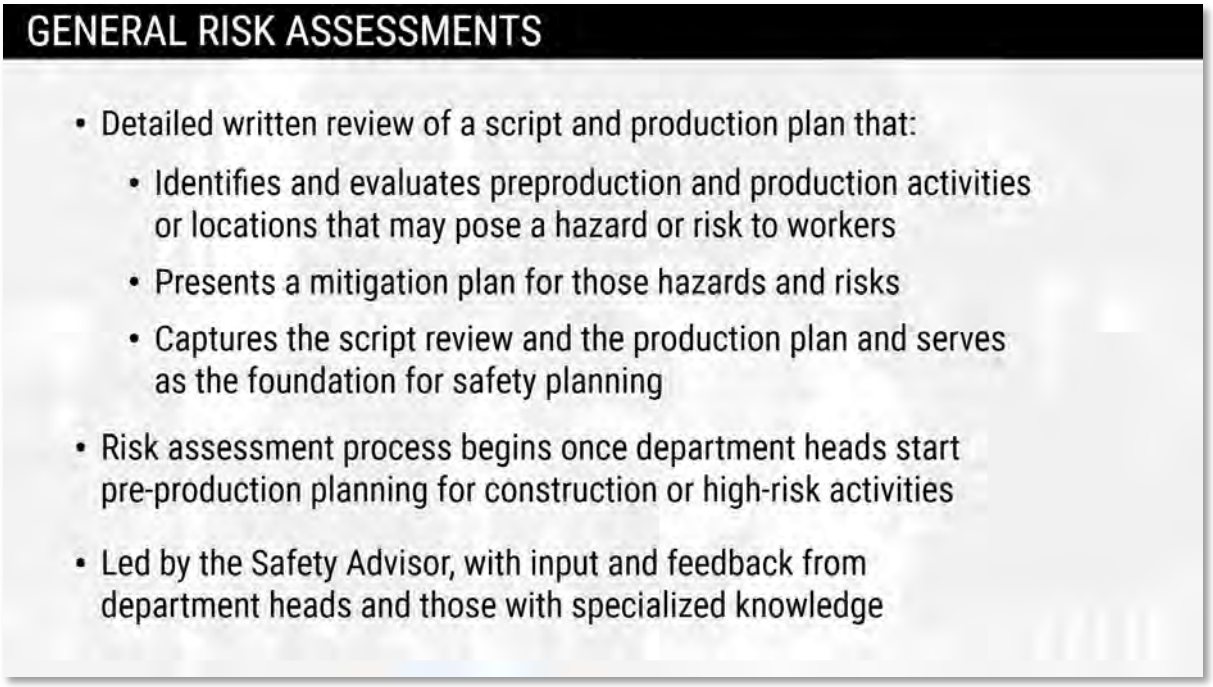
Decisions regarding risk are made by those with knowledge and authority.

Not all decisions can, or should be, made by the same person.

It's important to know the correct decision makers for safety-related discussions and decisions.

For example, a department head might need to be involved in decisions about equipment, while a production manager oversees the broader safety plan. Both need to agree on an acceptable path forward.

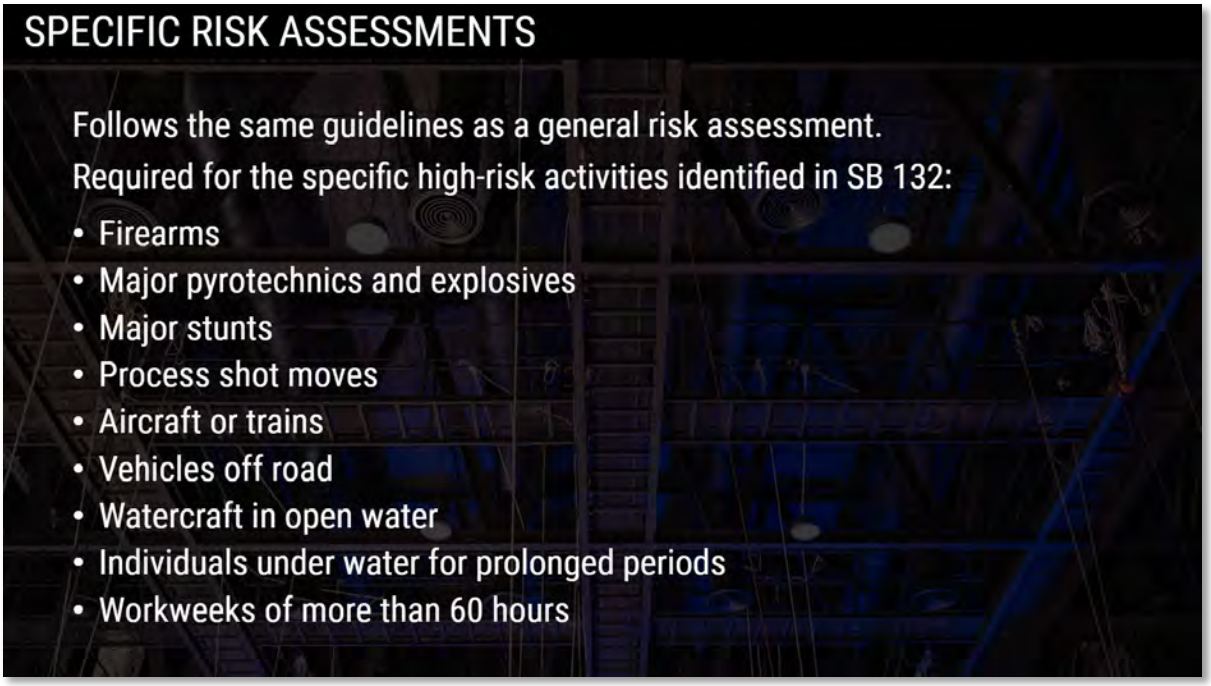
2.15 General Risk Assessments



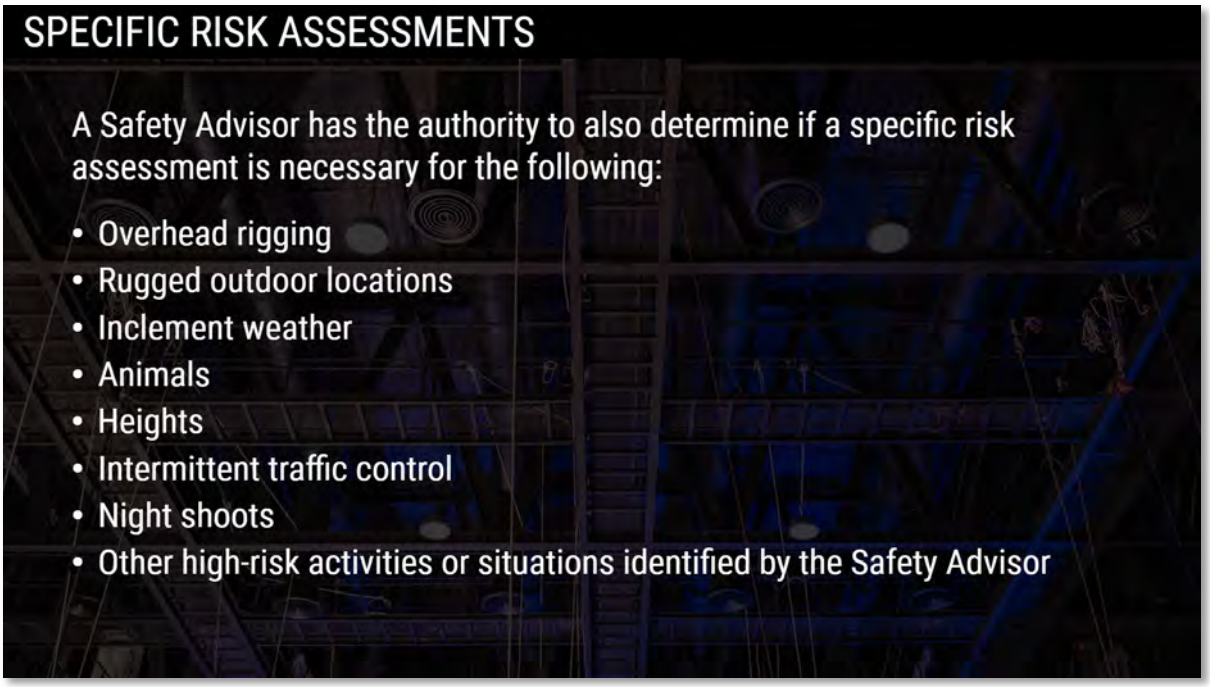
A general risk assessment is a detailed written review of a script and production plan that identifies and evaluates preproduction and production activities or locations that may pose a hazard or risk to workers and presents a mitigation plan for those hazards and risks. The assessment captures the script review and the production plan and serves as the foundation for safety planning.

The risk assessment process begins once department heads start pre-production planning for construction or high-risk activities. It is led by the Safety Advisor, with input and feedback from department heads and those with specialized knowledge.

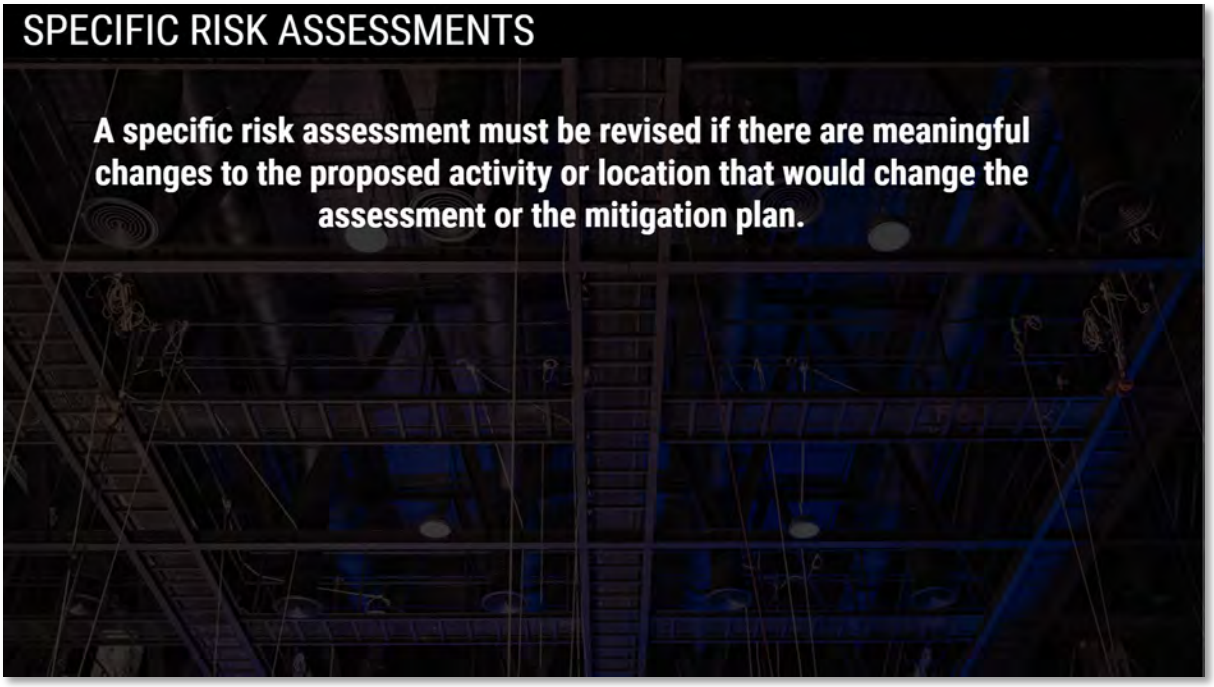
2.16 Specific Risk Assessments



A specific risk assessment follows the same guidelines as a general risk assessment. It is required for the specific high-risk activities identified in SB 132 and shown here.

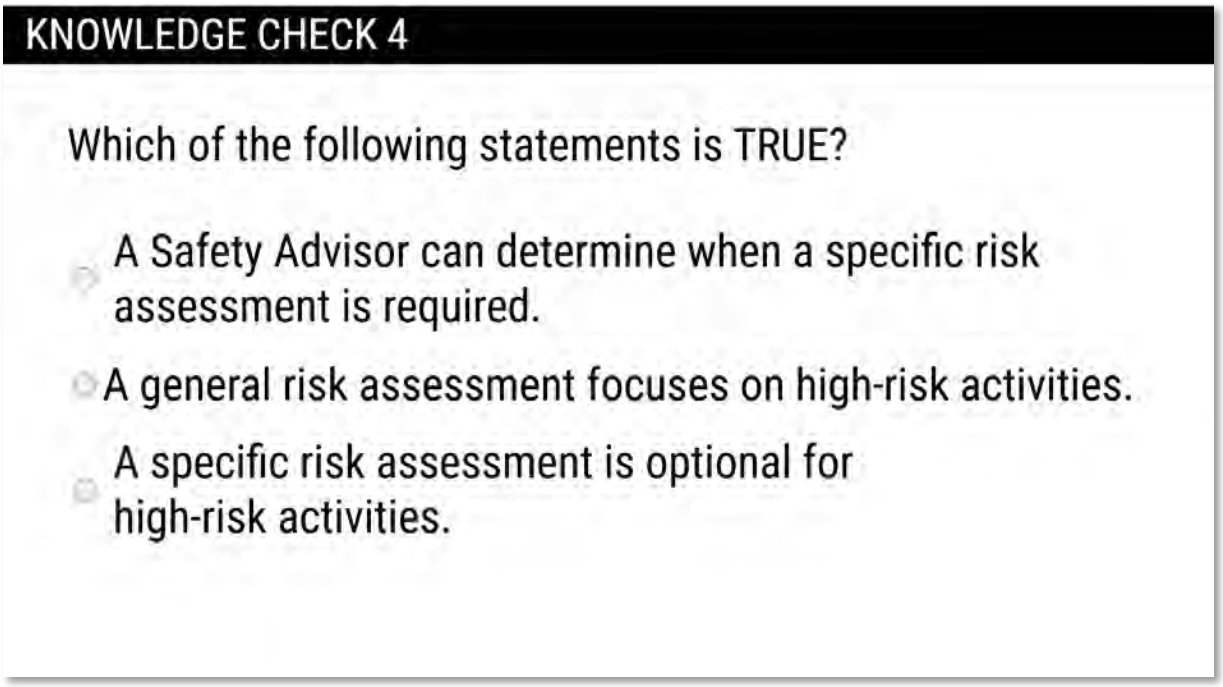


A Safety Advisor has the authority to also determine if a specific risk assessment is necessary for the following activities:



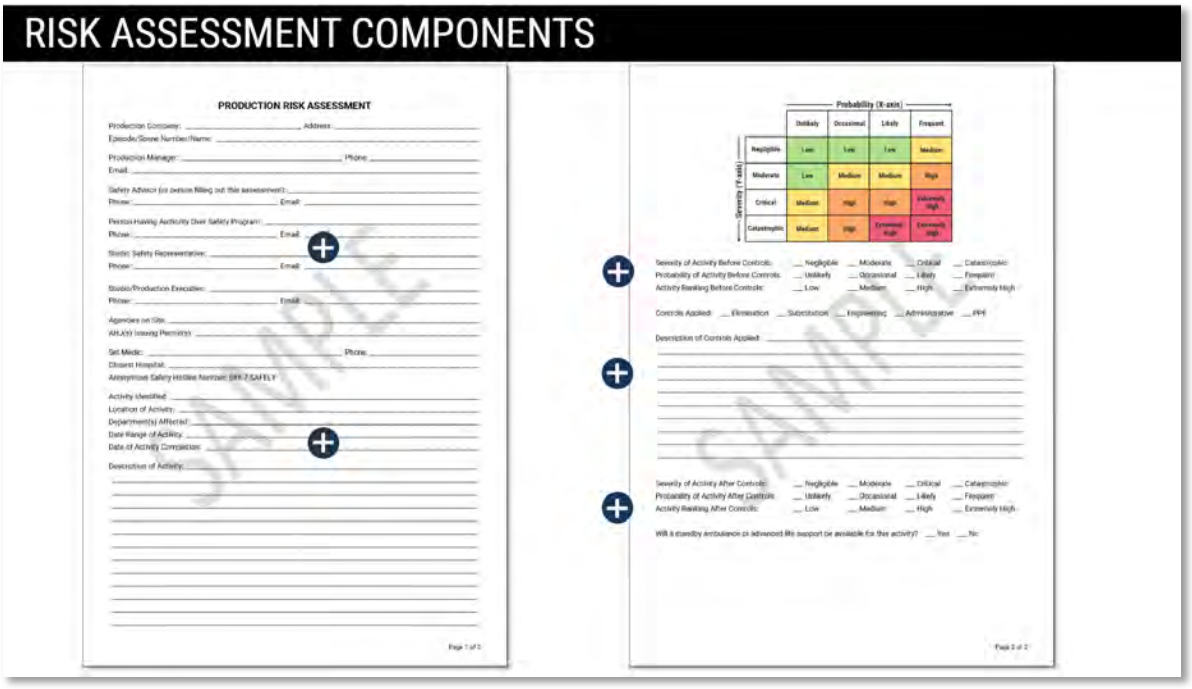
A specific risk assessment must be revised if there are meaningful changes to the proposed activity or location that would change the assessment or the mitigation plan.

2.17 Knowledge Check 4



Ready for another knowledge check?

2.18 Risk Assessment Components

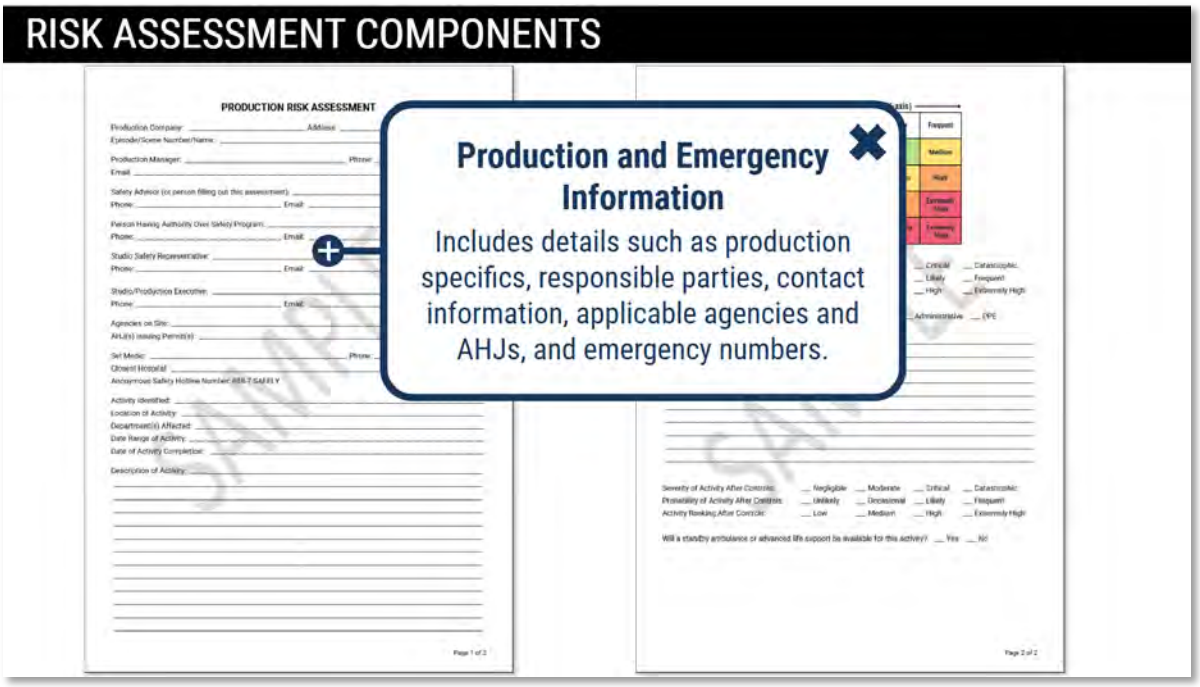


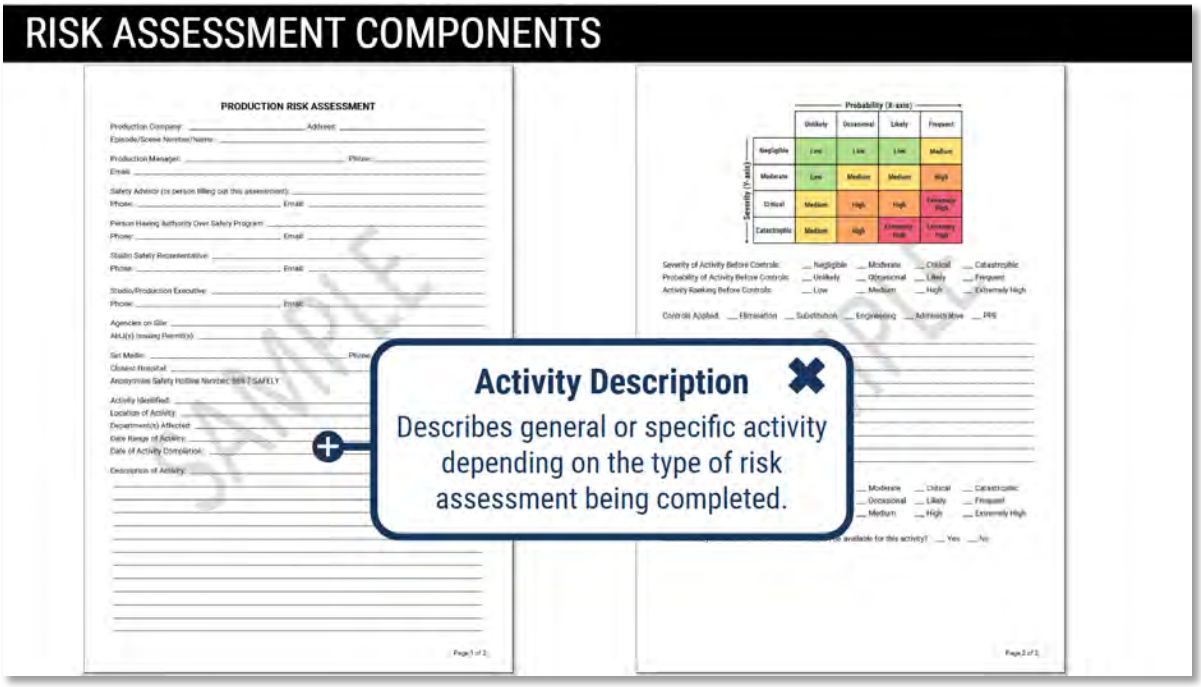
Risk assessments should tell the reader the story of how the risk levels associated with production activities are being lowered to an acceptable level. Although there is no standard format for risk assessments, there are some elements that are typically included regardless of the format.

Do your best to capture detail. If applicable, it is best to attach any associated documentation, for example, site maps, engineering reports, or environmental testing results.

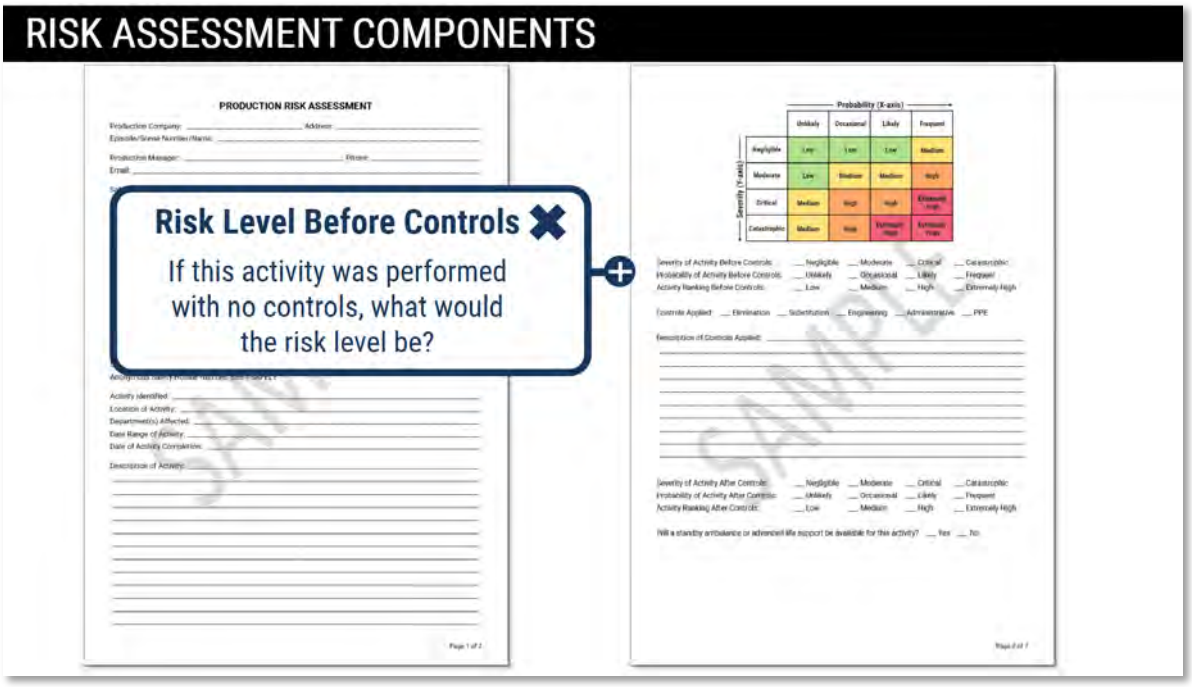
Let's look at some basic components included in this sample risk assessment. We'll then go over the details. A sample risk assessment can also be found in the course resources.

Select each icon to learn more. You must select each item before you can continue.

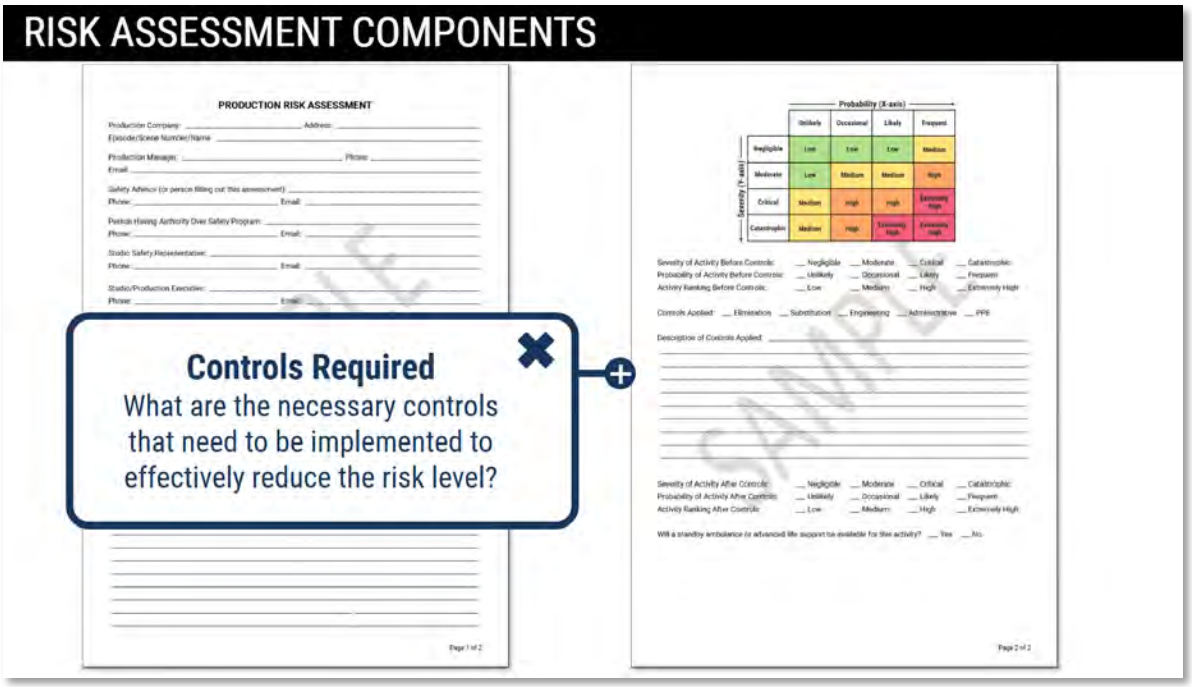


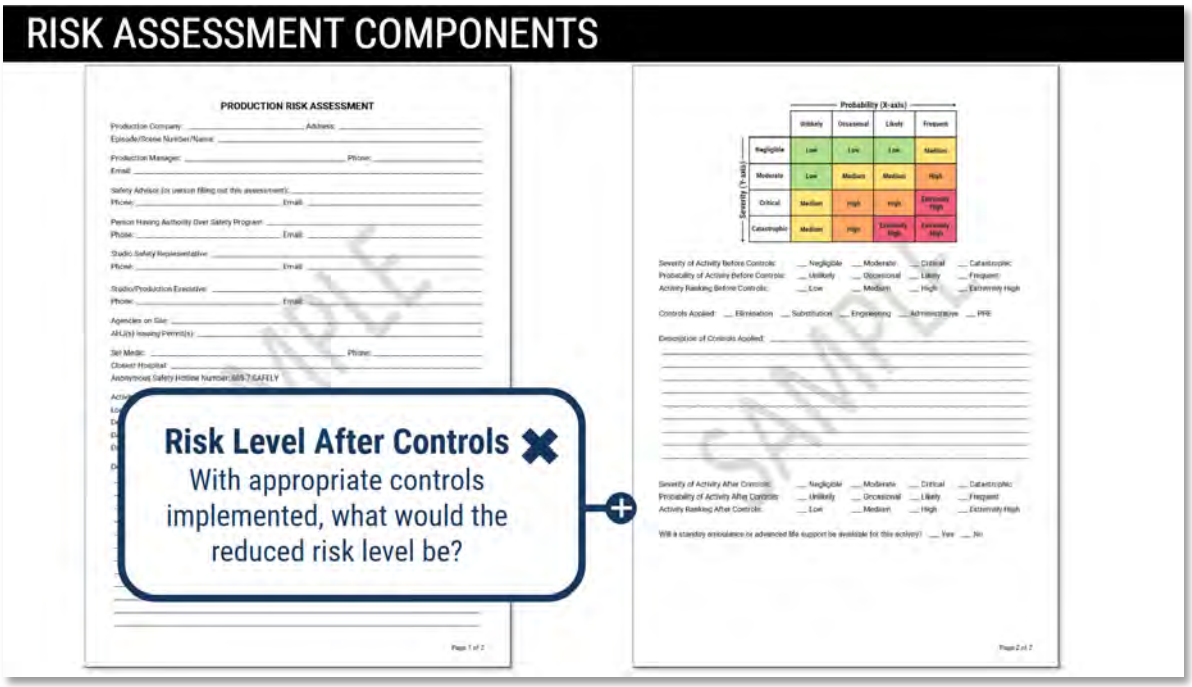


RISK ASSESSMENT COMPONENTS

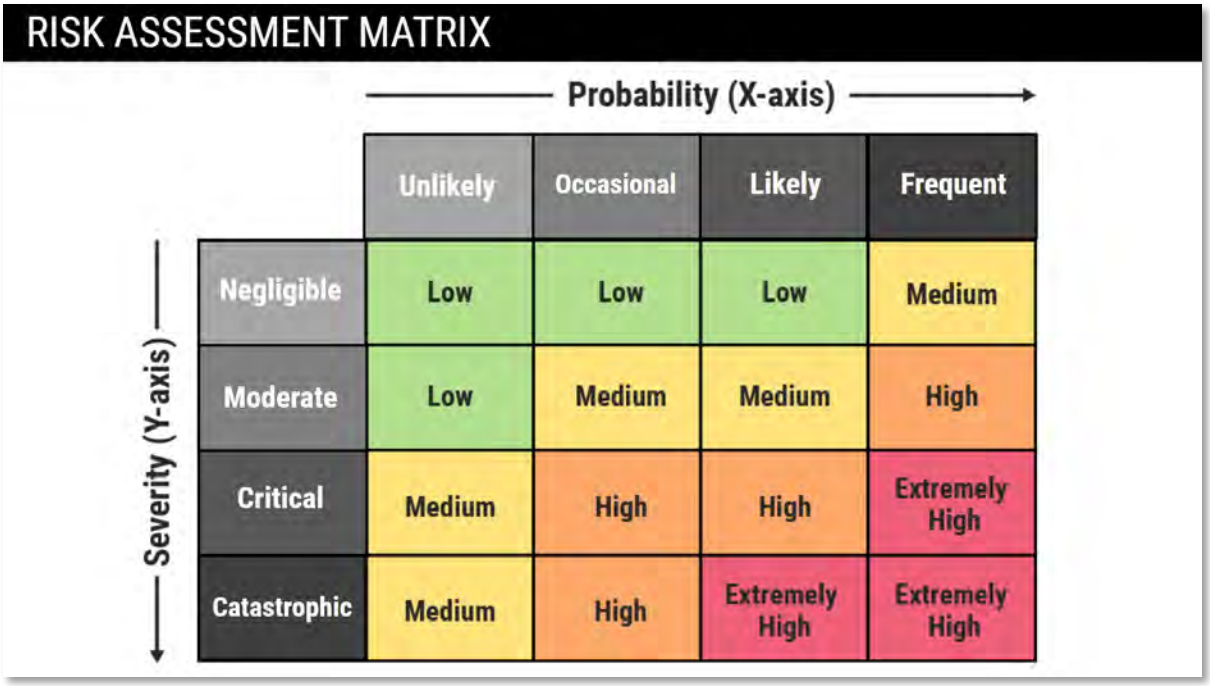


RISK ASSESSMENT COMPONENTS





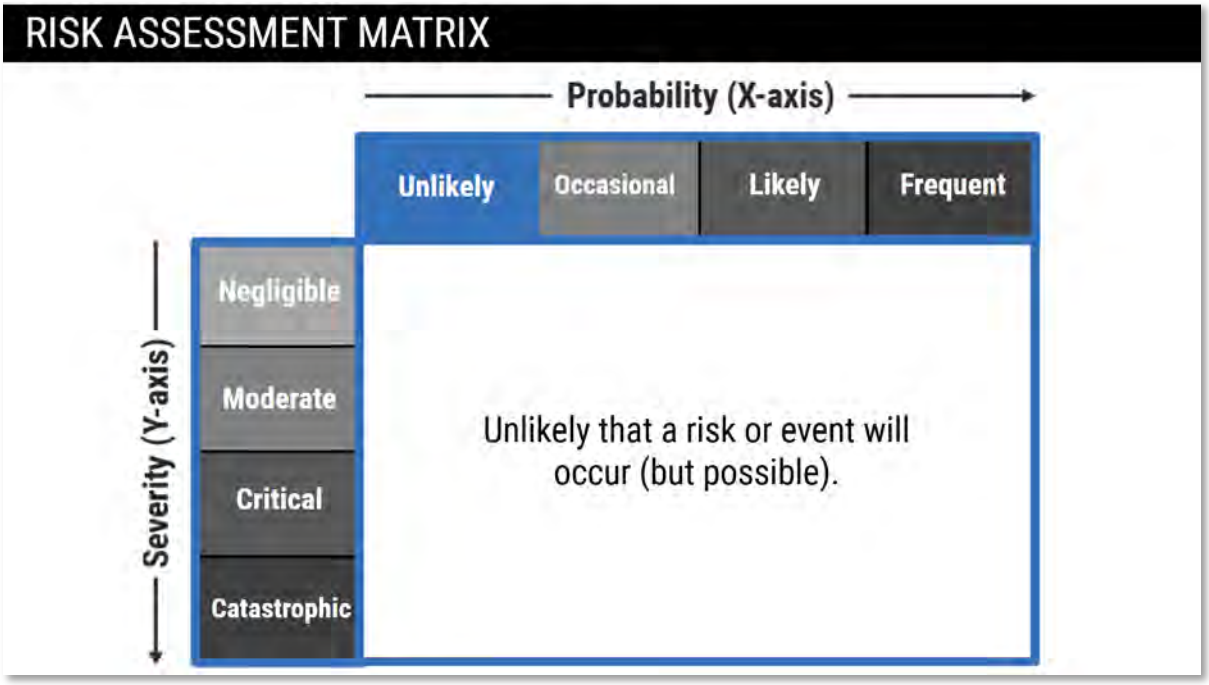
2.19 Risk Assessment Matrix

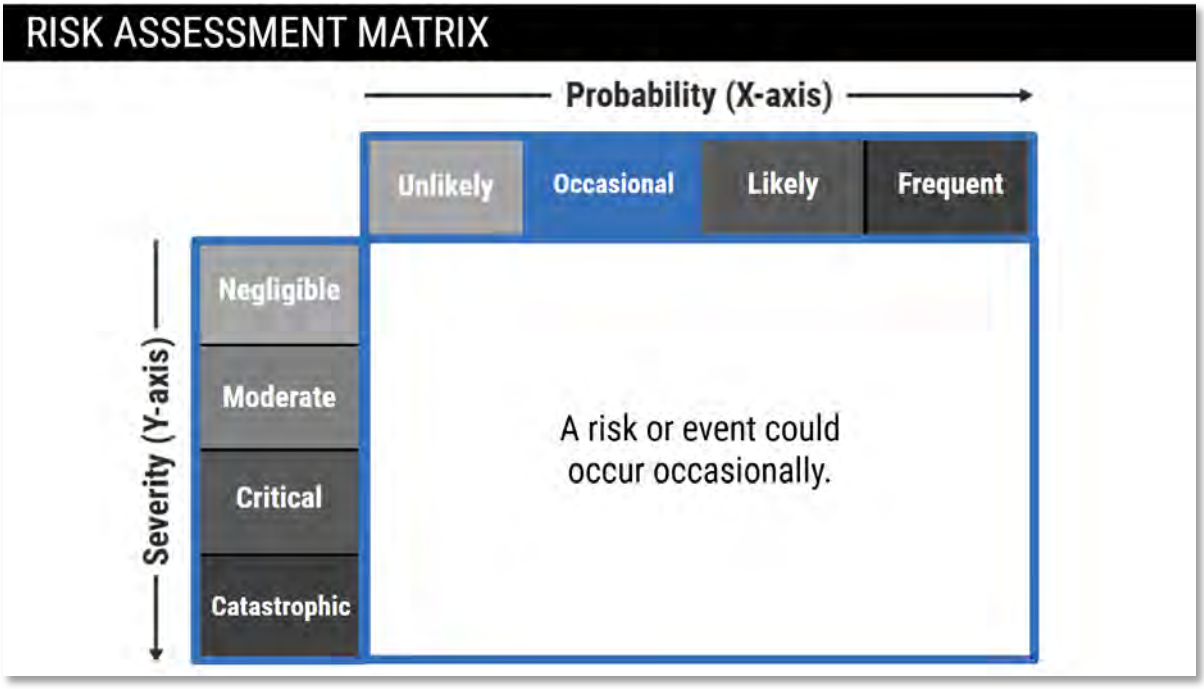


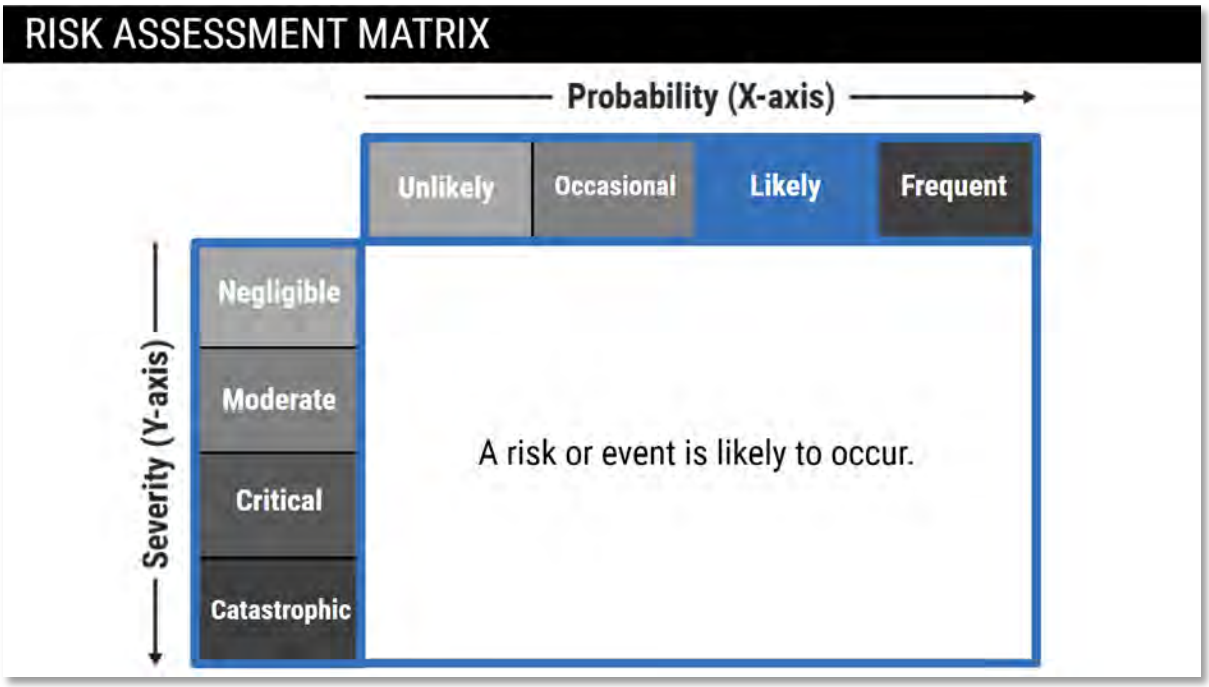
A Risk Assessment Matrix is a tool used to effectively evaluate and prioritize risks based on their probability of occurrence and the potential severity of their consequences. These two factors are the core of every risk assessment.

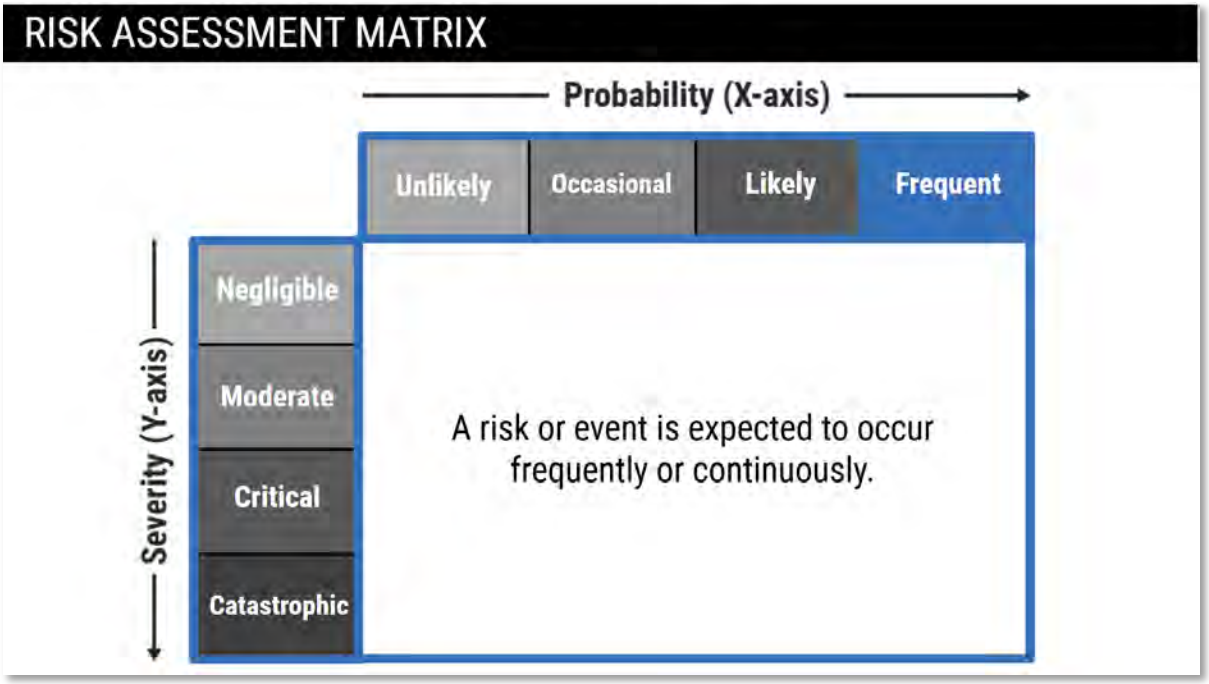
The X-axis of the matrix looks at the probability of an event occurring, ranging from unlikely to frequent. The Y-axis measures the severity of the impact and how much risk can be tolerated, starting from negligible and going up to catastrophic. Combining the X and Y axes help pinpoint the level of risk and guide in decision-making, allowing you to collaborate with department heads and subject matter experts to tackle the most critical hazards first by evaluating how likely they are to cause harm and what the consequences would be. For example, a hazard that is “frequent” on the X-axis and “catastrophic” on the Y-axis represents an extremely high risk. This type of risk would demand immediate attention and strong mitigation strategies. On the other hand, a hazard that is 'unlikely' and 'negligible' is a low-risk situation, requiring less urgent action and minimal controls.

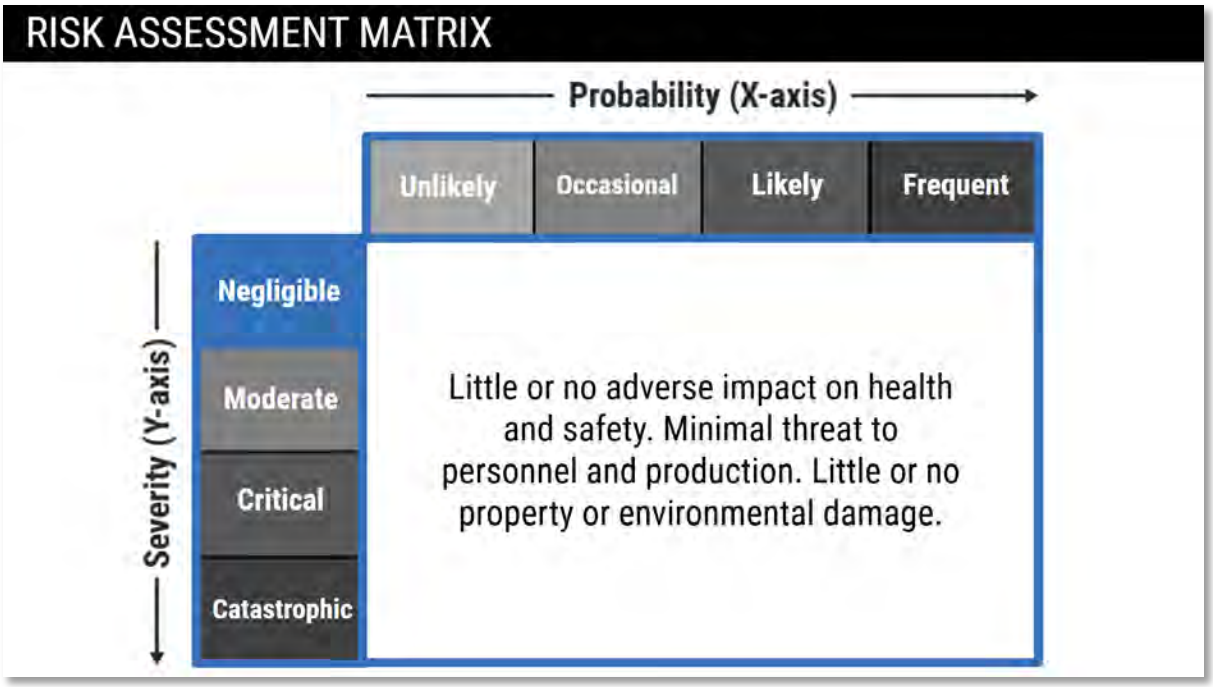
Let’s explore the Safety Matrix in a little more detail. Select the different risk categories to view their definitions.

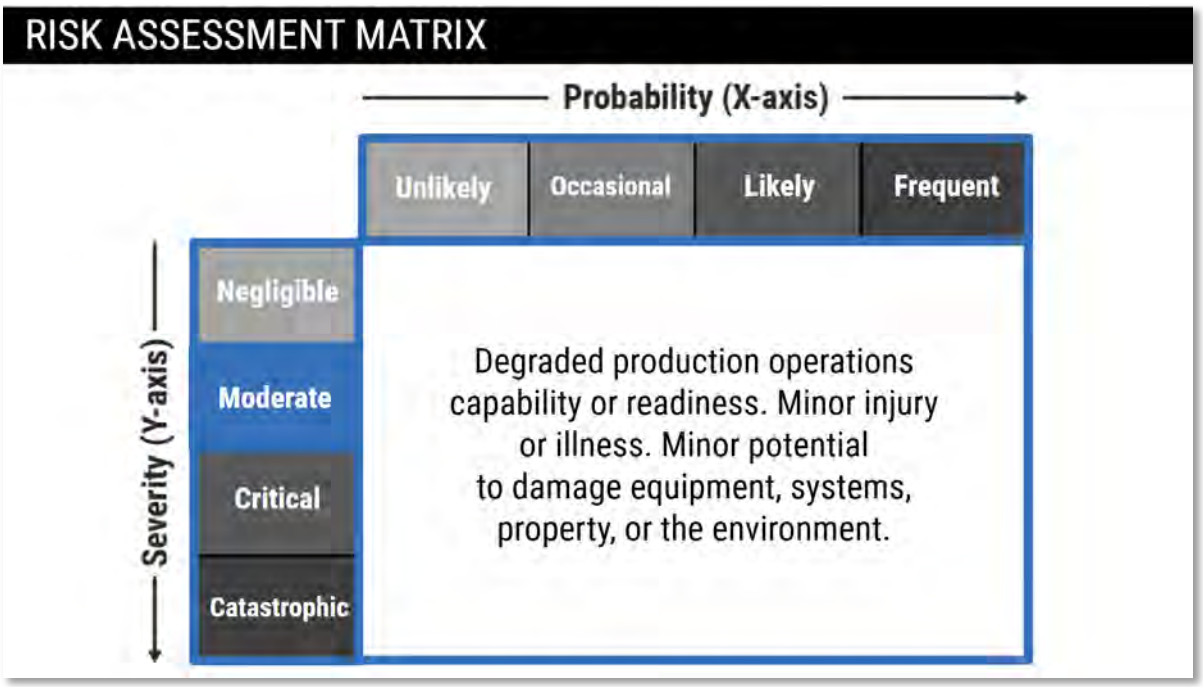


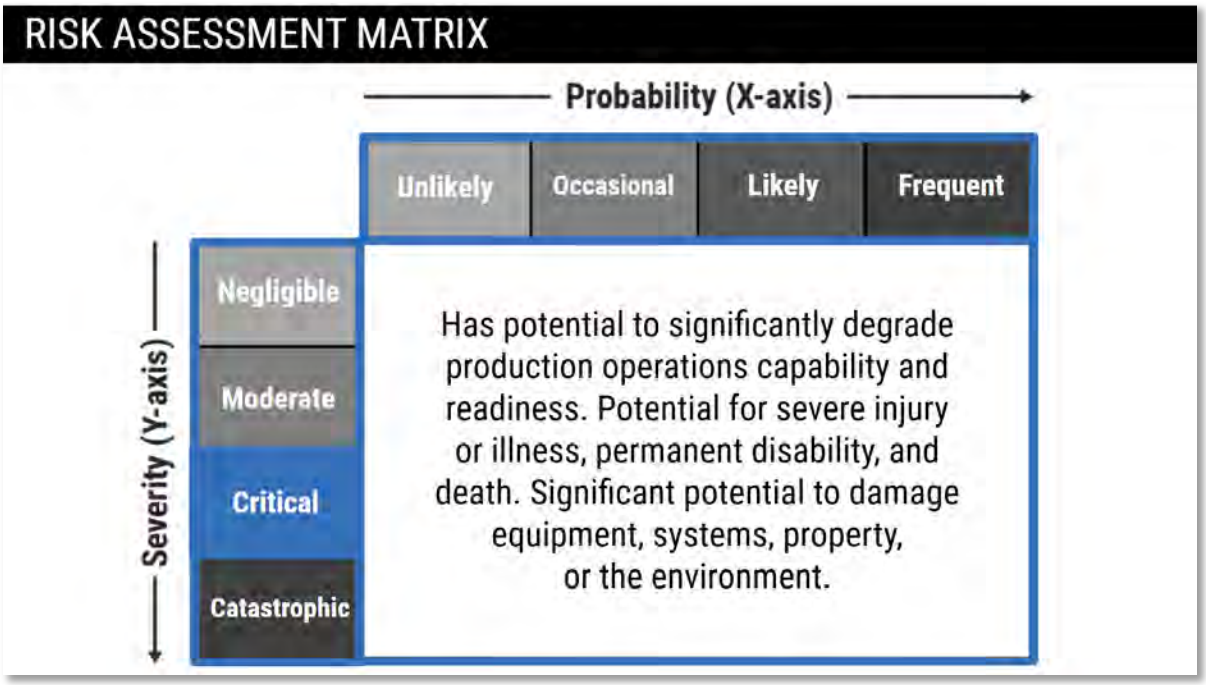


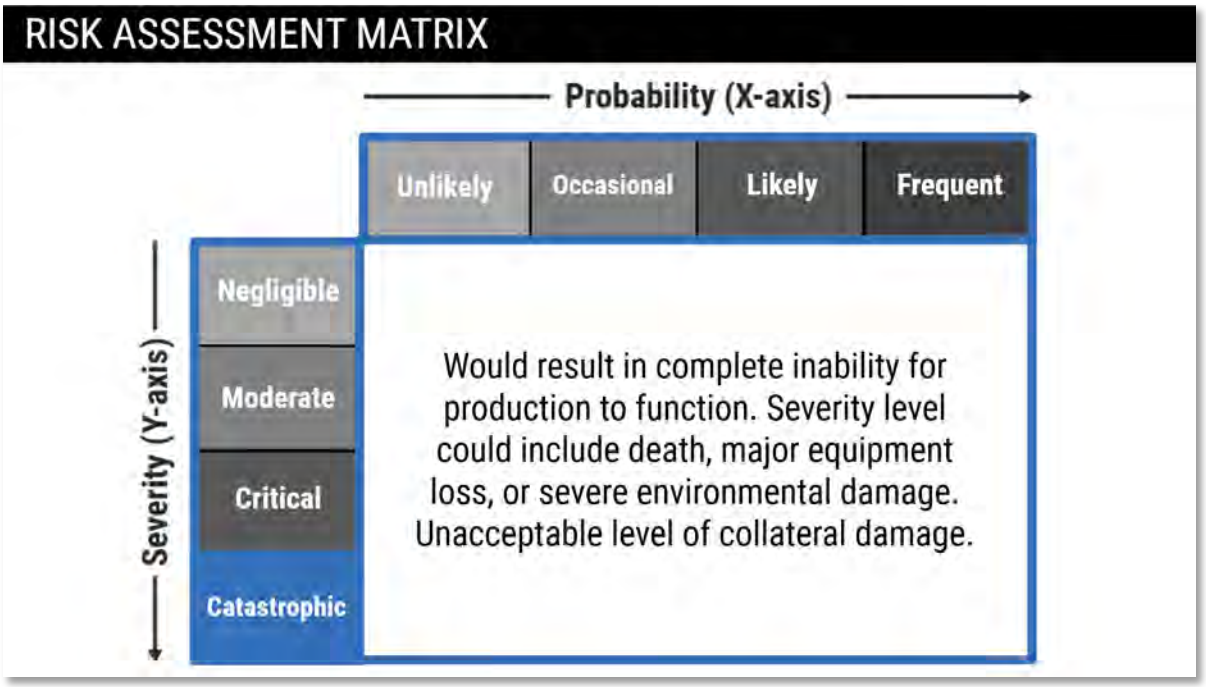




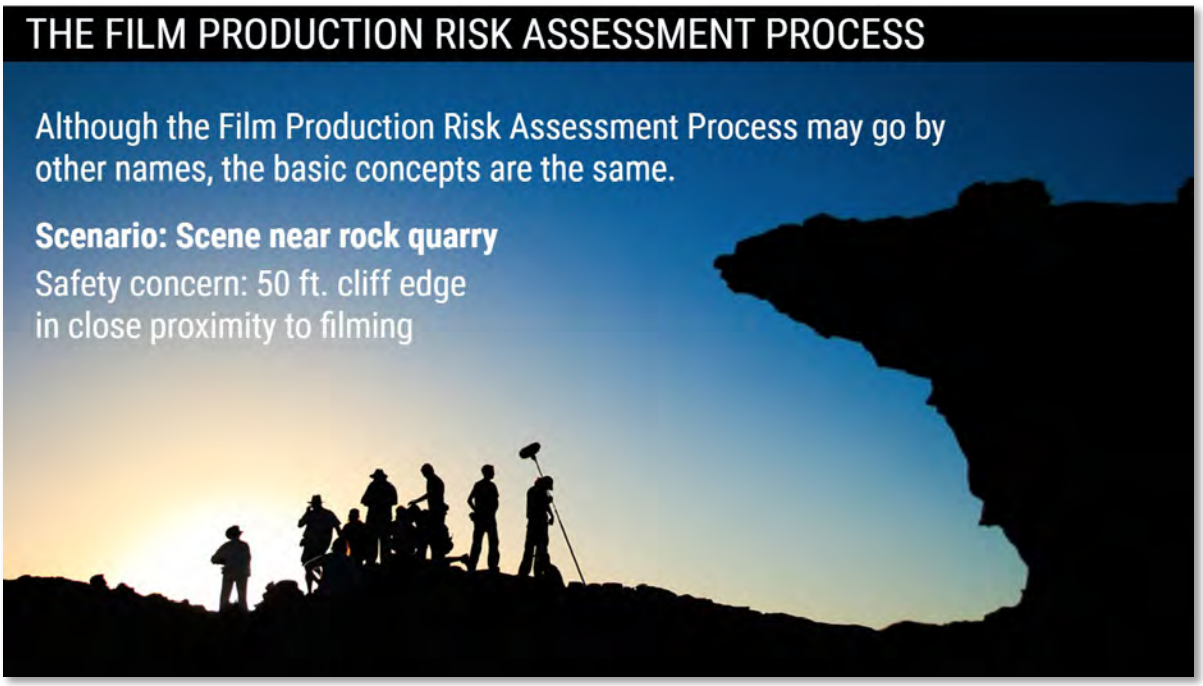








2.20 The Film Production Risk Assessment Process 2

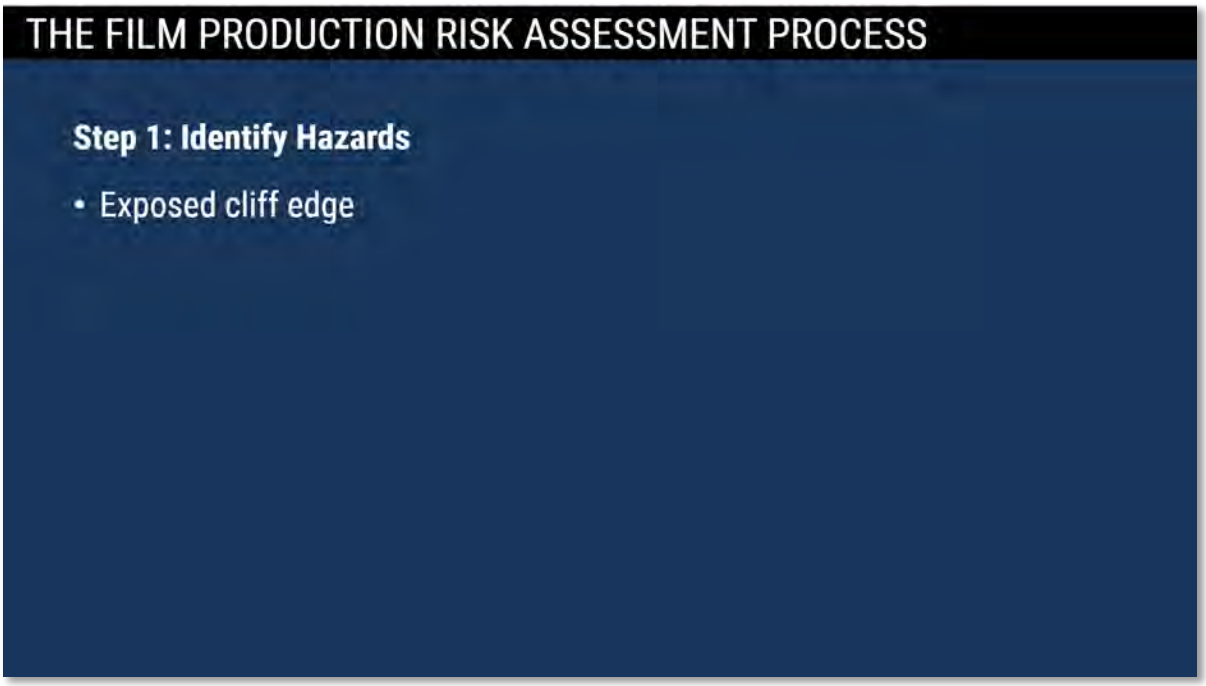


Although the Film Production Risk Assessment Process may go by other names, the basic concepts are the same.

Let’s go through a scenario and see each step in action.

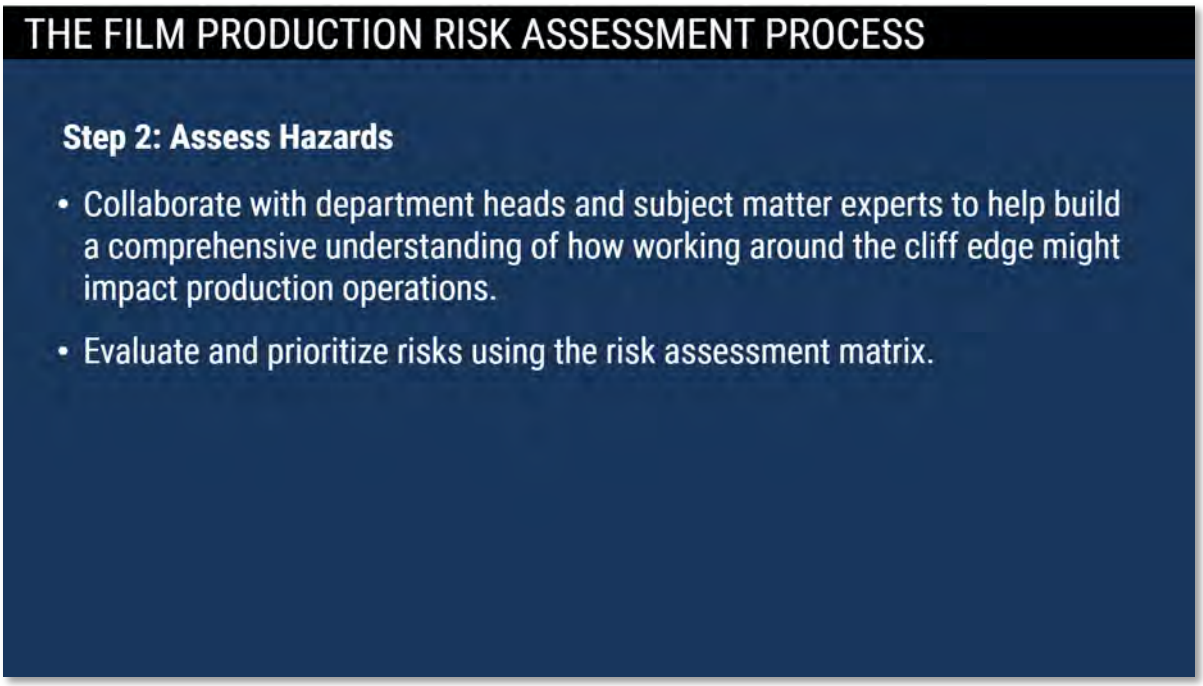
Your production team is scouting a location for a dramatic film scene that requires shooting near a rock quarry. The director envisions a breathtaking shot with a view over the quarry, perfect for the movie's climax. However, during the scout, you identified a major safety concern: a 50-foot exposed cliff edge that is in close proximity to the area where the crew plans to film.

2.21 The Film Production Risk Assessment Process 3



Step 1: Identify Hazards
The first step in any risk management process is to identify the hazards. In this case, the exposed cliff edge is the primary concern. Pinpointing the hazard early gives you time to put the right measures in place.

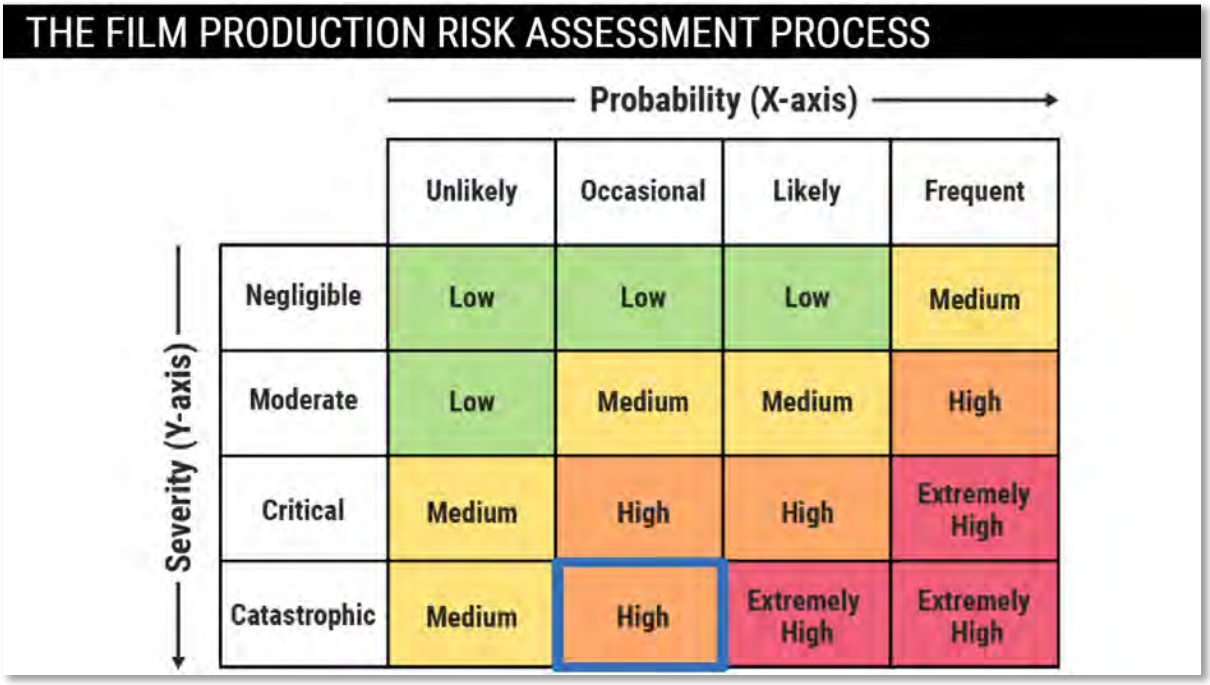
2.22 The Film Production Risk Assessment Process 4



Step 2: Assess Hazards
The next step is to evaluate the identified hazards.

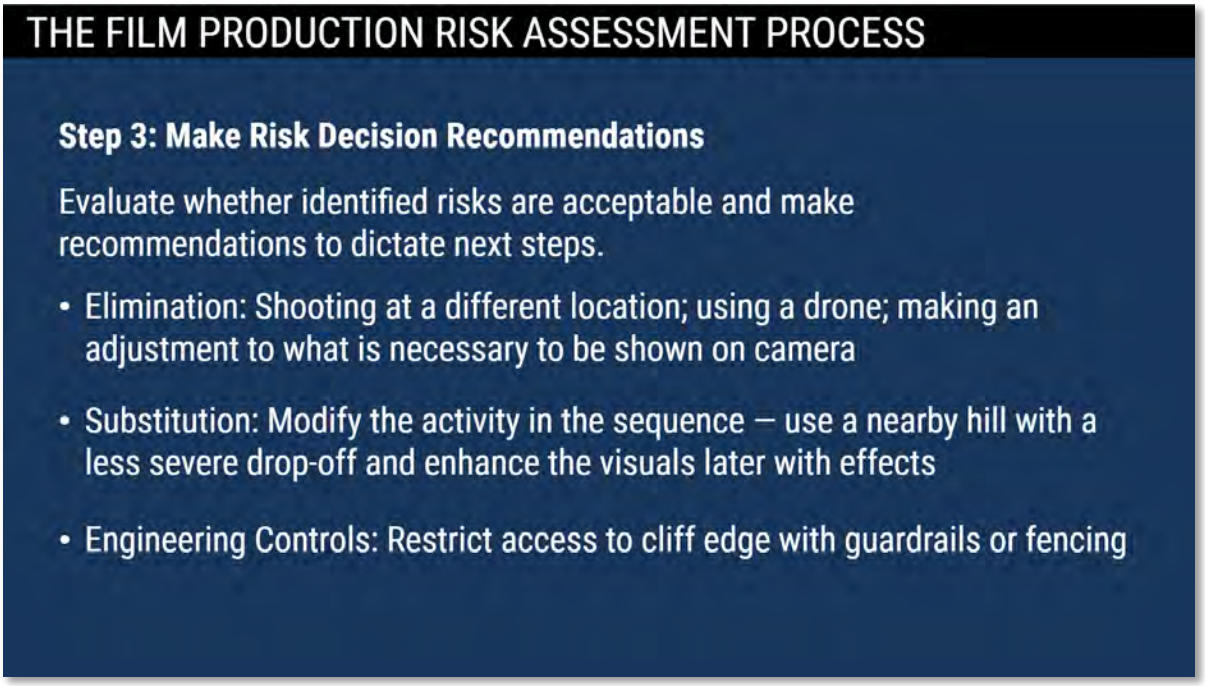
Collaborate with department heads and subject matter experts to help build a comprehensive understanding of how working around the cliff edge might impact production operations.

Evaluate and prioritize risks using the risk assessment matrix.



The hazard of the cliff edge carries the risk of falling from the 50-foot drop-off. First, determine probability by evaluating how often this is likely to occur. In this scenario, the probability is categorized as "Occasional," meaning it is possible that this could happen if precautions fail or if workers are negligent. Next, let's look at the severity of the consequences. The impact of a fall from a height of 50 feet would lead to injury or even death, categorizing it as "Catastrophic," the highest degree of severity. Combining the "Occasional" probability on the X-axis with the "Catastrophic" severity on the Y-axis places the risk in the "High" category. This means immediate and comprehensive action must be taken to appropriately mitigate this risk before work can start.

2.23 The Film Production Risk Assessment Process 5



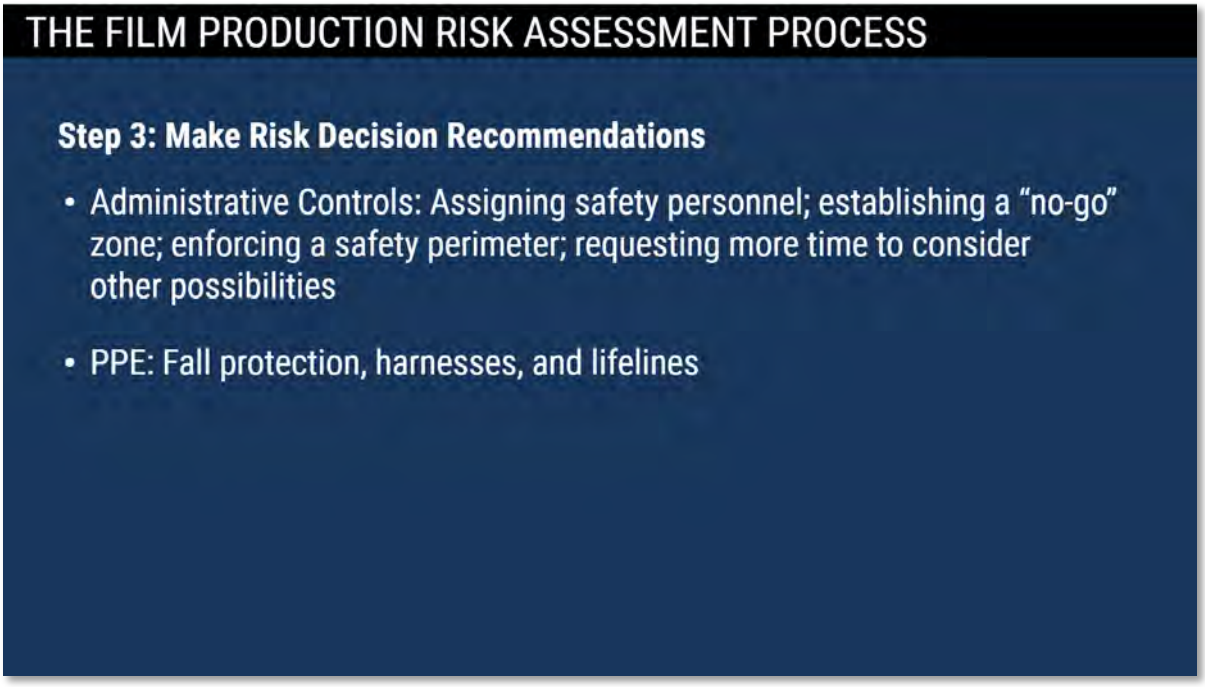
Step 3: Make Risk Decision Recommendations
Once you've identified the hazard and assessed the risks, evaluate whether identified risks are acceptable and make recommendations to dictate next steps.

Think back to the Hierarchy of Controls.

Elimination is the most effective. Options would include shooting at a different location, using a drone, or making an adjustment to what is necessary to be shown on camera.

Substitution comes next. Instead of filming near an actual cliff, production agrees to modify the activity in the sequence and use a nearby hill with a less severe drop-off and enhance the visuals later with effects.

Engineering controls could include restricting access to the cliff edge by installing guardrails or fencing.

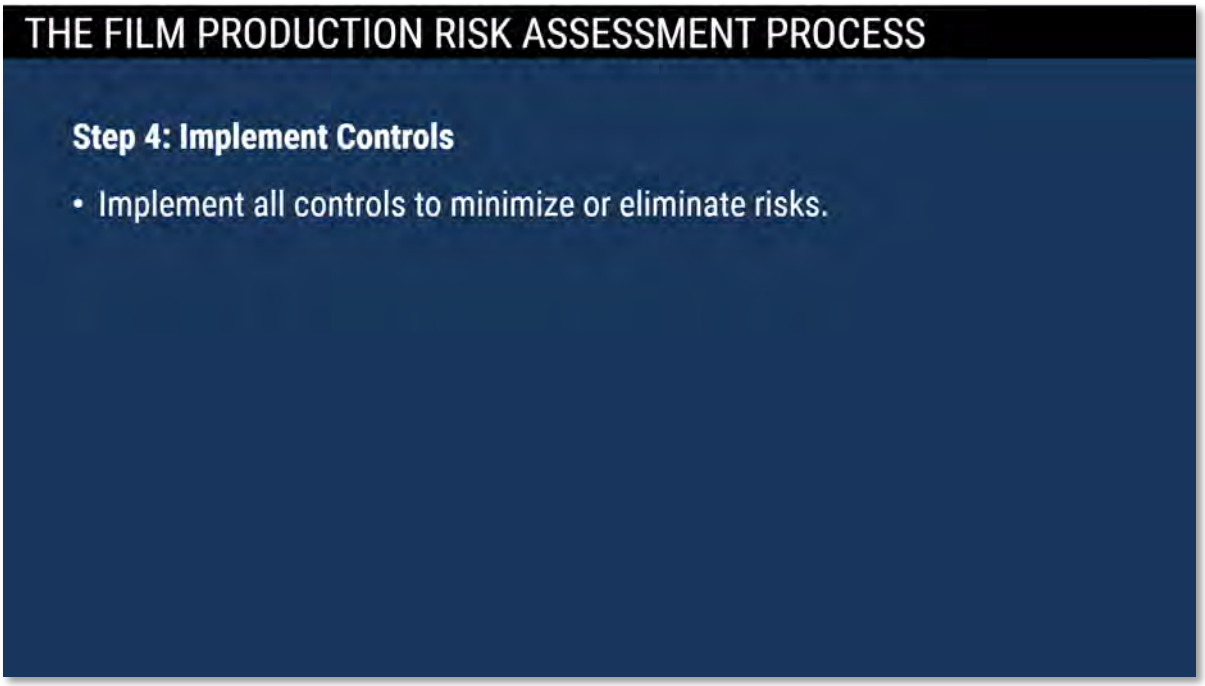


Options using administrative controls could include assigning safety personnel, establishing a "no-go" zone, enforcing a safety perimeter, or requesting more time to consider other possibilities. The ability to implement risk controls is heavily affected by time. The more time you have, the more detailed and structured your risk management approach can be. But even with limited time, effective decision-making is still possible.

Finally, PPE such as fall protection, harnesses, and lifelines would be the last line of defense.

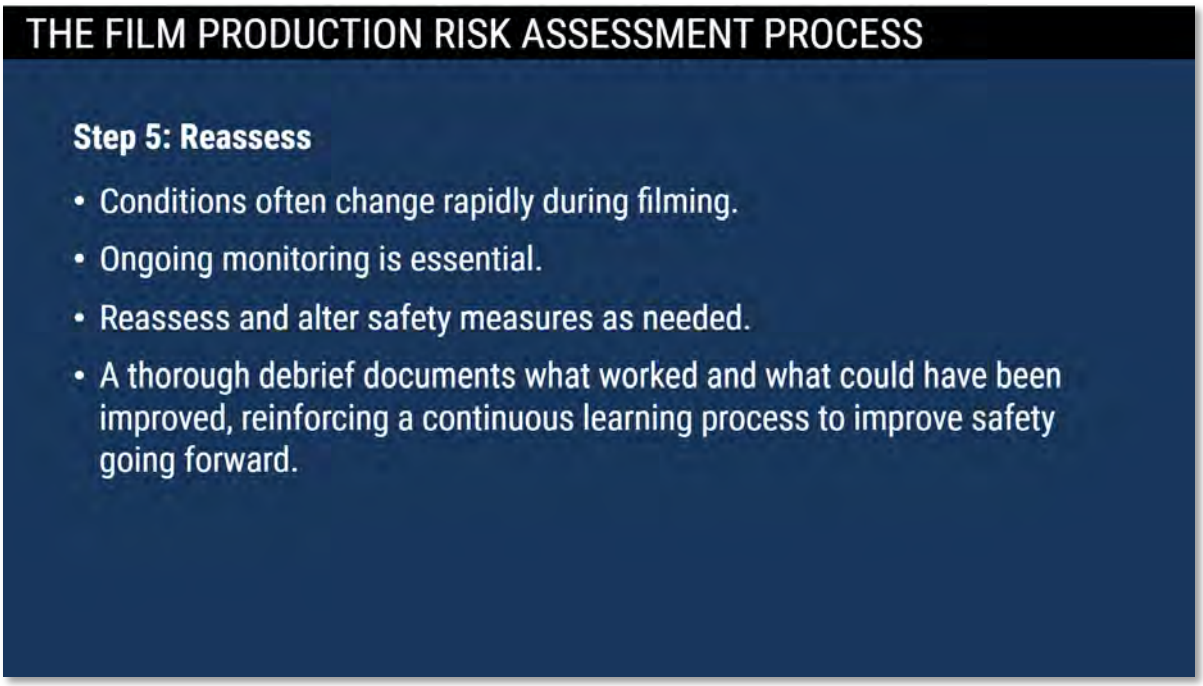
Layering different levels of controls creates a robust safety system.

2.24 The Film Production Risk Assessment Process 6



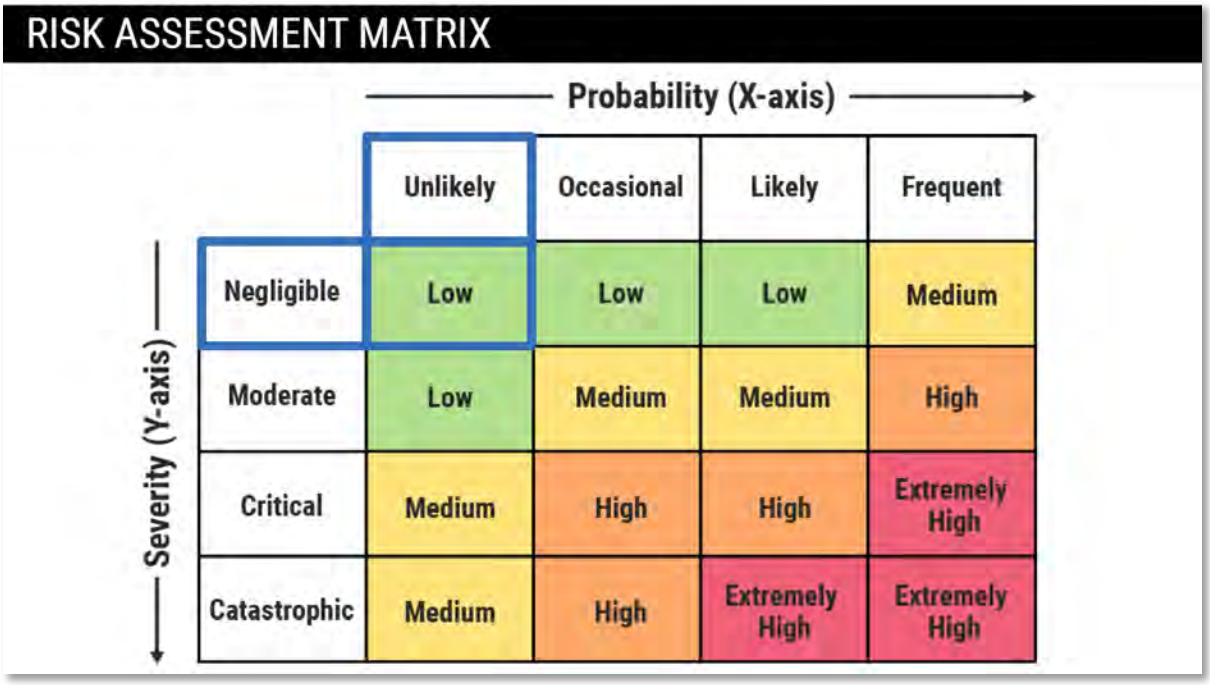
Step 4: Implement Controls
Once a decision is made, the focus shifts to implementing all controls to minimize or eliminate risks.

2.25 The Film Production Risk Assessment Process 7



Step 5: Reassess
Risk management doesn't end once controls are in place. Conditions often change rapidly during filming, so ongoing monitoring is essential. Remain vigilant, ready to reassess and alter safety measures as needed. After the shoot, a thorough debrief documents what worked and what could have been improved. This reinforces a continuous learning process to improve safety going forward.

2.26 Using the Risk Assessment Matrix



Let’s practice going through the matrix again with another scenario. This time, it's a driving scene involving shots of the performers playing the driver and the passenger. For this scenario, the vehicle will remain in place, on a controlled stage, while lighting techniques and a projected or video background will simulate an outdoor driving scene.

Let's start with the X-axis. The probability of any harm to personnel or equipment in this controlled environment would be categorized as "Unlikely." Looking at the severity scale on the Y-axis, any risks in this scenario would likely be minimal, with a rating of "Negligible." Combining the two axes places the risk level of this driving scene as "Low.”

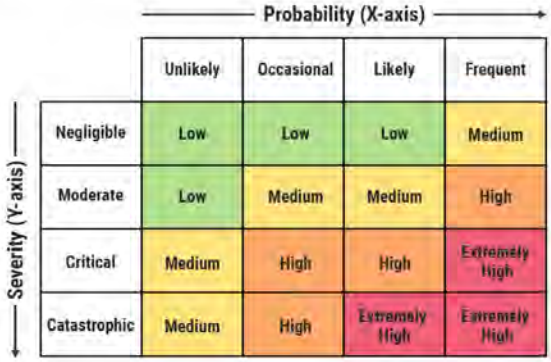
Shooting the scene using other methods, such as utilizing a process trailer from which crew members would be operating the camera and other equipment, while the trailer is moving, would raise the overall risk level.

2.27 Knowledge Check 5

KNOWLEDGE CHECK 5

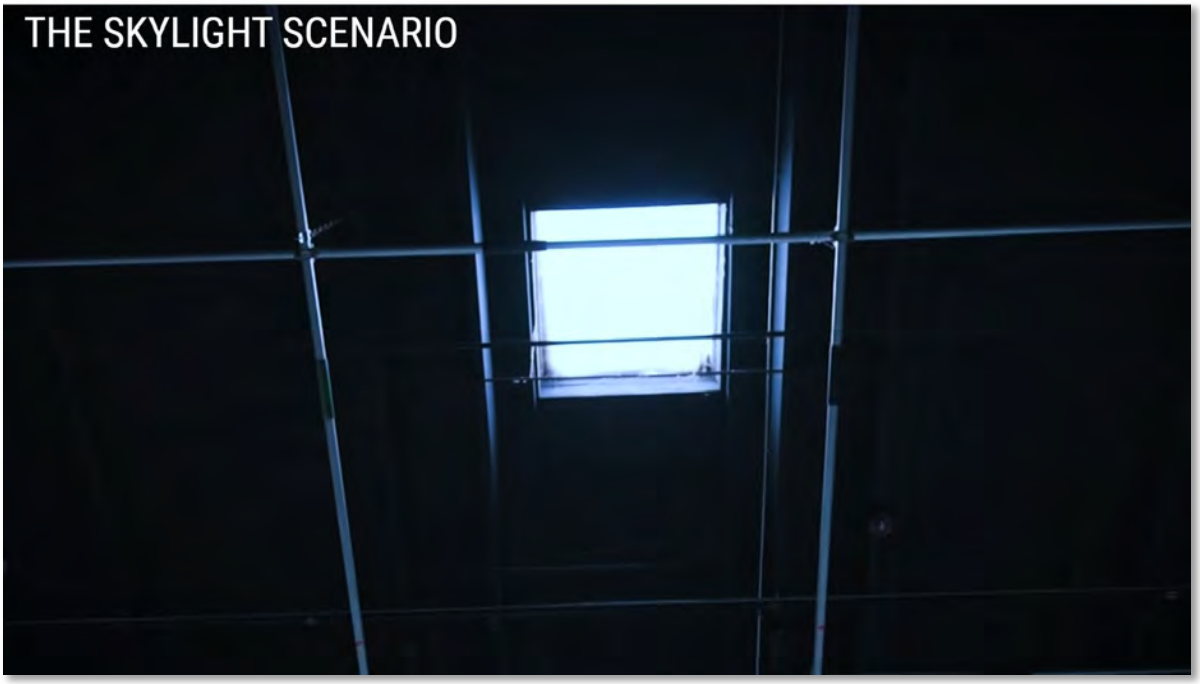
An activity that has a probability of LIKELY and a severity of CATASTROPHIC would be classified at a risk level that is:

- Extremely High
- Low
- Medium
- High



Let’s try another knowledge check.

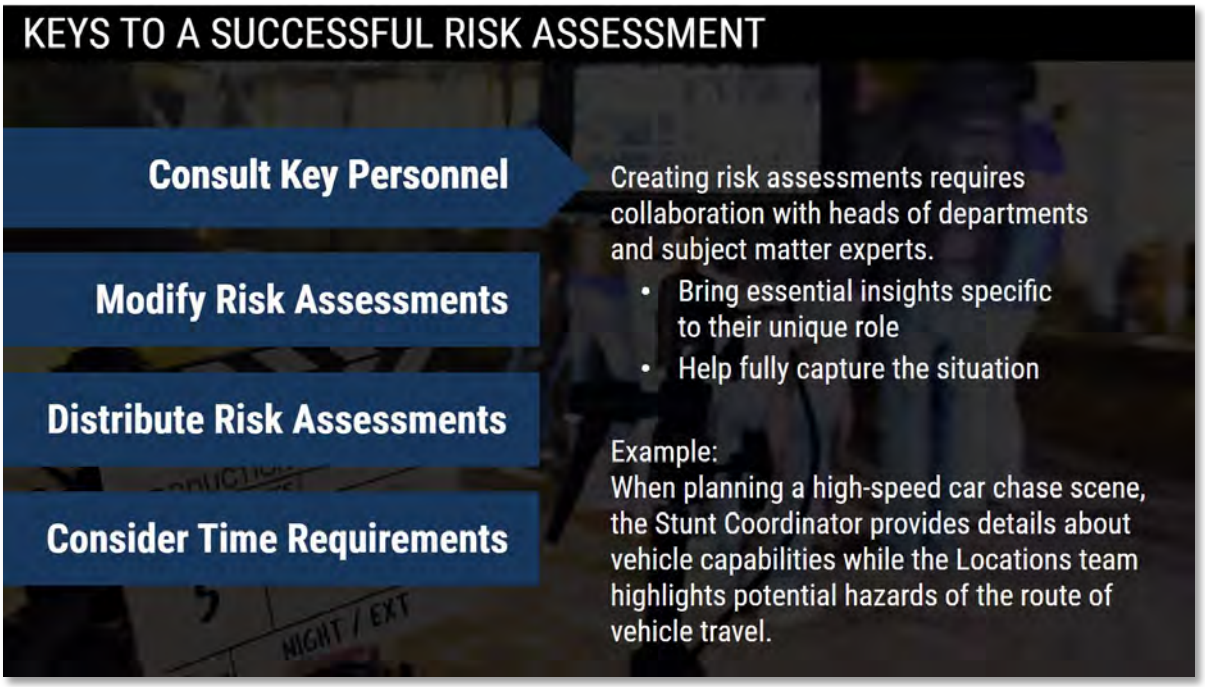
2.28 Skylight Scenario Video

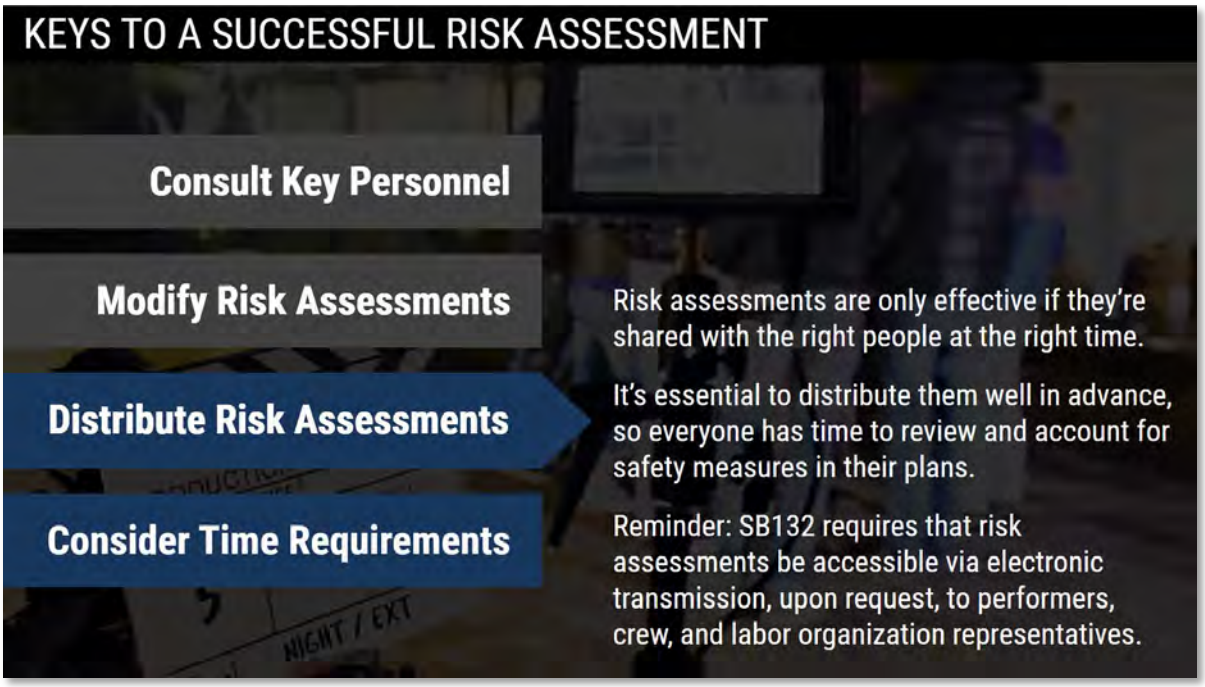


“There was a warehouse that we were filming at, and we noticed a skylight that's allowing some sunlight into the space. We're asked to cover it from outside, which means getting on the roof to do the work. You introduce a lot of risk when working on a roof (working from heights, structural integrity, equipment access). Plus, skylights are usually not weight rated to prevent someone from falling through them. I end up proposing a way to cover the skylight from inside rather than from the roof. After a little bit of discussion, we get the greenlight to take the approach instead. We never really know what we avoid when we make good risk decisions, but I'm happy I was able to find a workable solution that didn't involve my crew getting on the roof that day.”

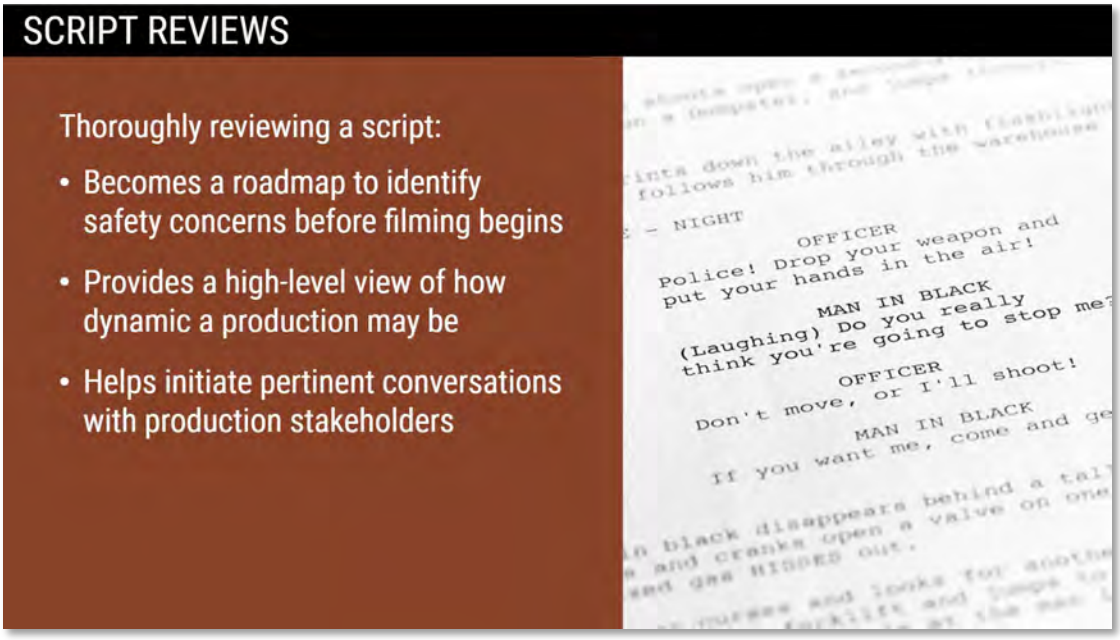
2.29 Keys to a Successful Risk Assessment

There are several key components that make a risk assessment successful. These include **consulting key personnel, modifying risk assessments, distributing risk assessments** and **considering time requirements.** Select each component to learn more.

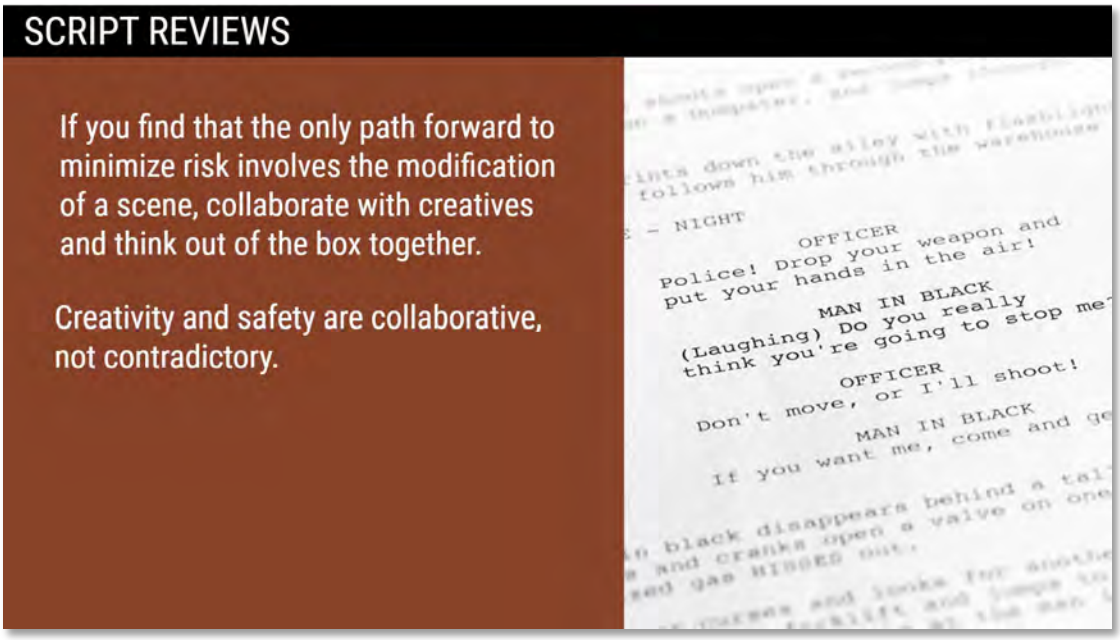




2.30 Script Reviews

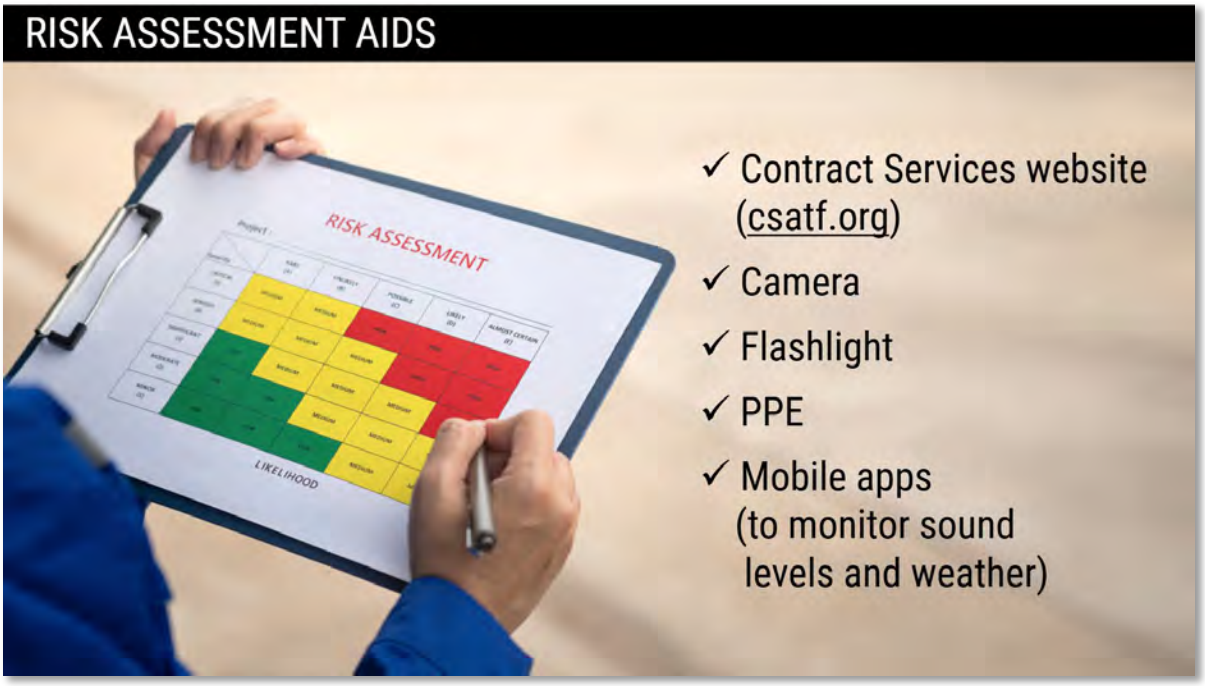


Script reviews play a key role in the risk assessment process. Thoroughly reviewing a script becomes a roadmap for you to identify safety concerns before filming begins. It provides a high-level view of how dynamic a production may be and helps you initiate pertinent conversations with production stakeholders.



If, during your review, you find that the only path forward to minimize risk involves the modification of a scene, collaborate with creatives and try to think outside of the box together. Creativity and safety are collaborative, not contradictory.

2.31 Risk Assessment Aids



It's important to have the right tools at your disposal to assist in writing risk assessments.

There are various resources on the Contract Services website to help Safety Advisors with completing Risk Assessments. Visit csatf.org for more information.

A camera can be instrumental in documenting safety processes and issues, and a flashlight can help navigate low-light areas effectively. PPE such as a hard hat, hi-vis vest, gloves, or safety glasses may be necessary.

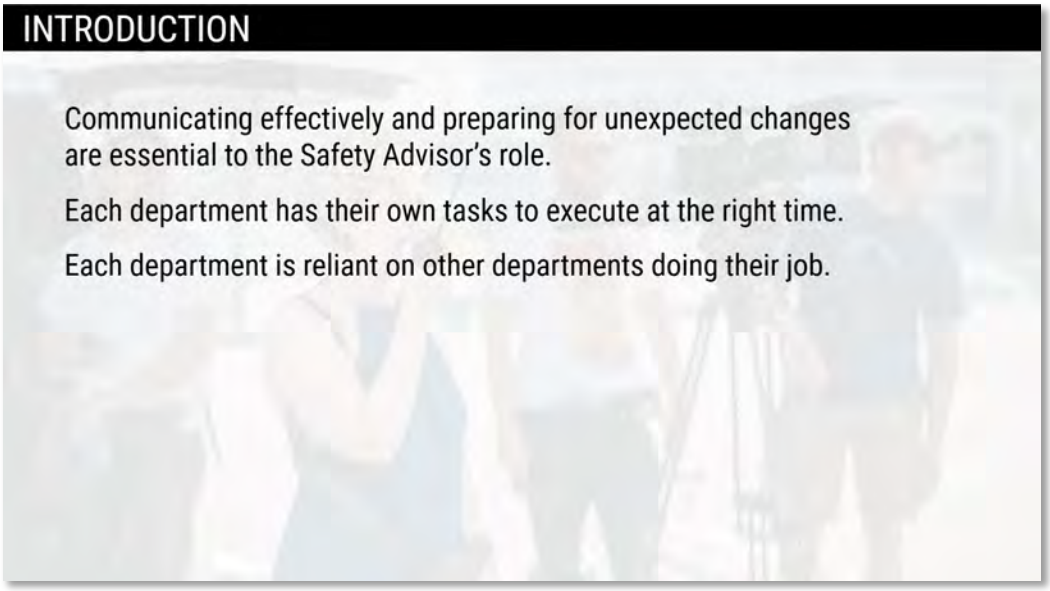
Leveraging mobile apps to monitor sound levels and weather conditions can provide real-time data to address safety proactively.

3. Scene 2: Key Players in Film Production

3.1 Scene 2: Key Players in Film Production

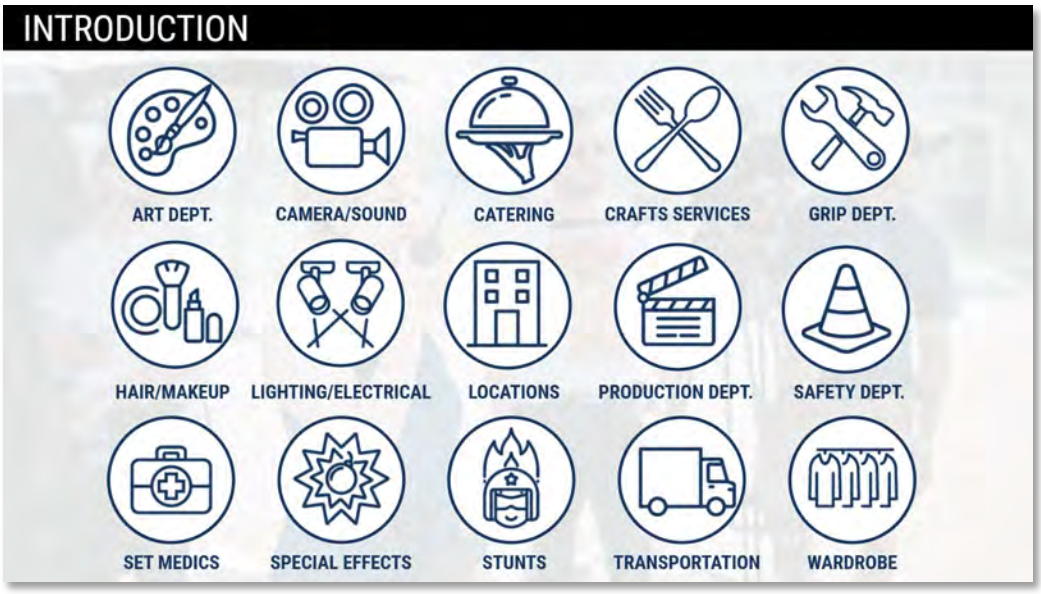
Scene Two, Key Players in Film Production.

3.2 Introduction

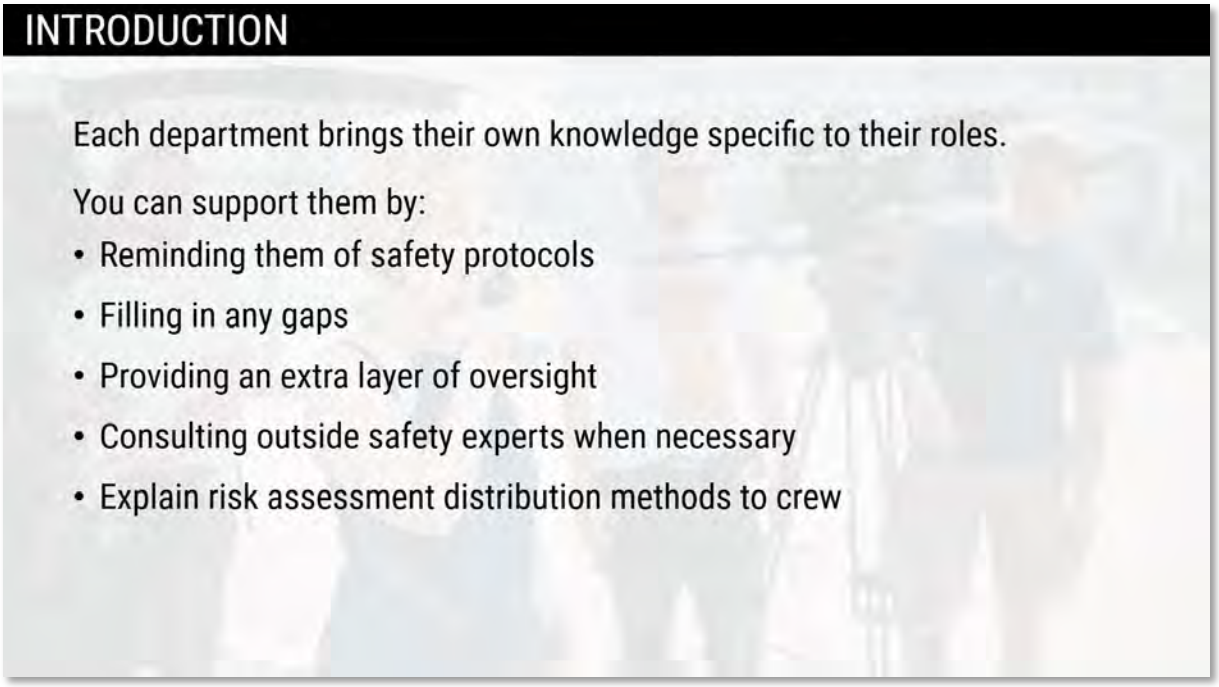


A film production is fast and dynamic. Therefore, communicating effectively and adjusting and preparing for unexpected changes are essential to the Safety Advisor's role.

To execute and achieve in such a fast environment, each department has their own tasks to execute at the right time and are reliant on other departments doing their jobs.



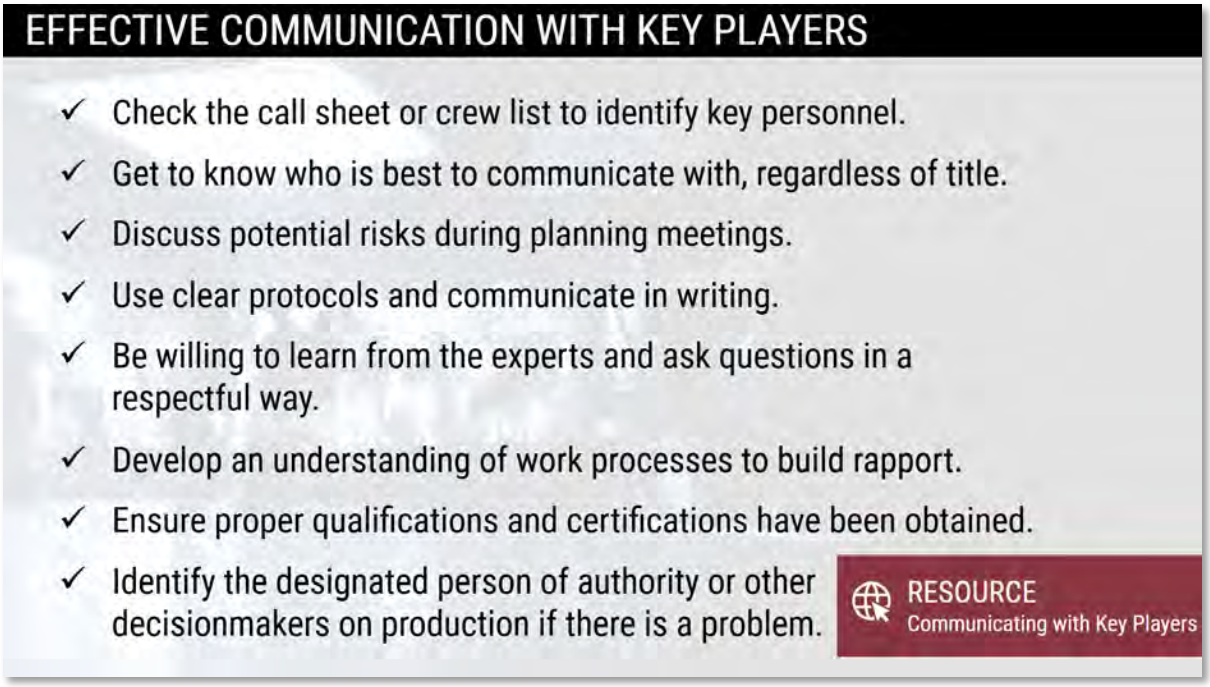
Any detail changed at the last minute can cause delays in the entirety of production. It is important as a Safety Advisor to have much of your work prepared ahead of time, and to be ready to adjust and make decisions in the moment accordingly.



Each department head and their team bring built-in knowledge specific to their roles and may be familiar with the risks within their areas of responsibility.

As a Safety Advisor, your role isn't to replace their expertise, but to support it; remind them of safety protocols, fill in any gaps, provide an extra layer of oversight to ensure everyone is following the best practices, consult outside safety experts when necessary, and explain risk assessment distribution methods to crew. Your work helps ensure that safety standards are consistently maintained across all departments, supporting a safe and efficient production.

3.3 Effective Communication with Key Players



Let's dive deeper into production communication and how you as the Safety Advisor will interface with key positions throughout production. Here are some basic guidelines:

Check the call sheet or crew list to identify the key personnel for each department. Get to know who the best person is to communicate with, regardless of their title.

Discuss potential risks during planning meetings. Use clear protocols and communicate in writing.

Be willing to learn from the experts and be willing to question them in a respectful way. Develop an understanding of their work processes to build rapport.

Ensure that proper qualifications and certifications have been obtained for specific activities; for example, drone use, pyrotechnics, or dive operations.

And, identify, as soon as possible, the designated person of authority or other decisionmakers on production if there is a problem on set.

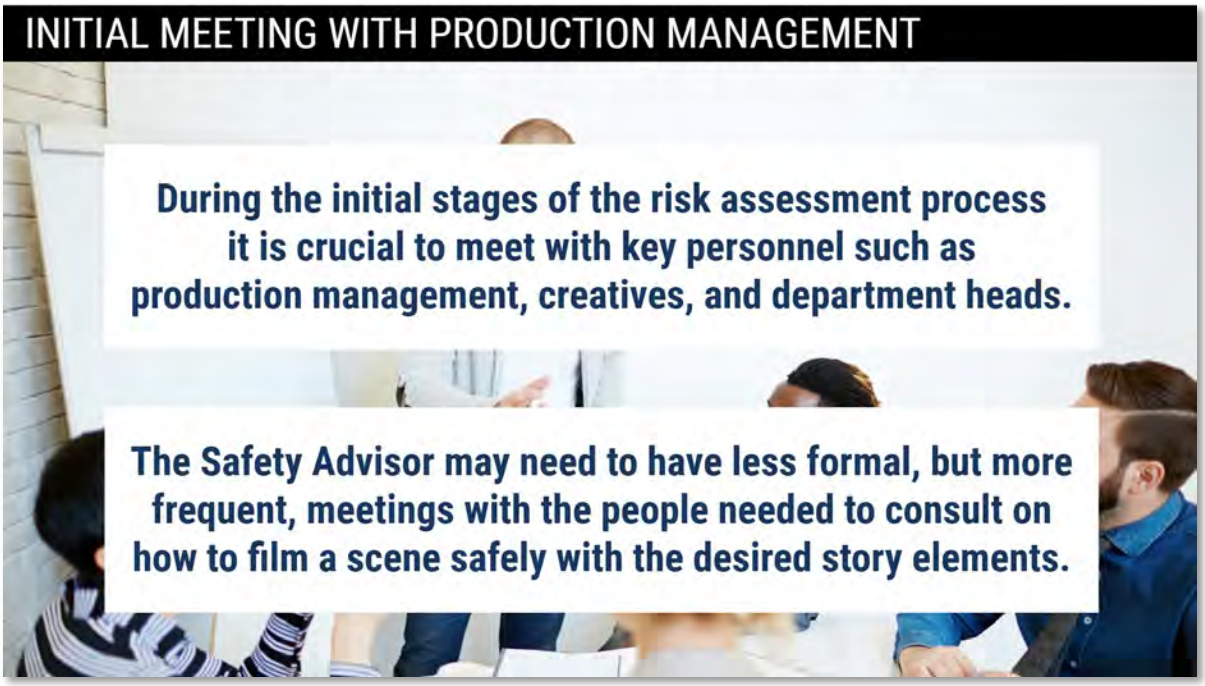
Select the resource tab to learn more about departments on production.

4. Scene 3: Safety Advisor Meetings

4.1 Scene 3: Safety Advisor Meetings

Scene Three, Safety Advisor Meetings.

4.2 Initial Meeting with Production Management



During the initial stages of the risk assessment process, it is crucial to meet with key personnel such as production management, creatives, and department heads.

Not every production will have formal meetings. The Safety Advisor may need to have less formal, but more frequent meetings with the appropriate people to consult on how to film a scene safely with the desired story elements.

Let's talk about setting clear expectations. Before each meeting, define the agenda, clarify roles, and outline any applicable safety protocols. This not only promotes accountability but also ensures that everyone understands your objectives.

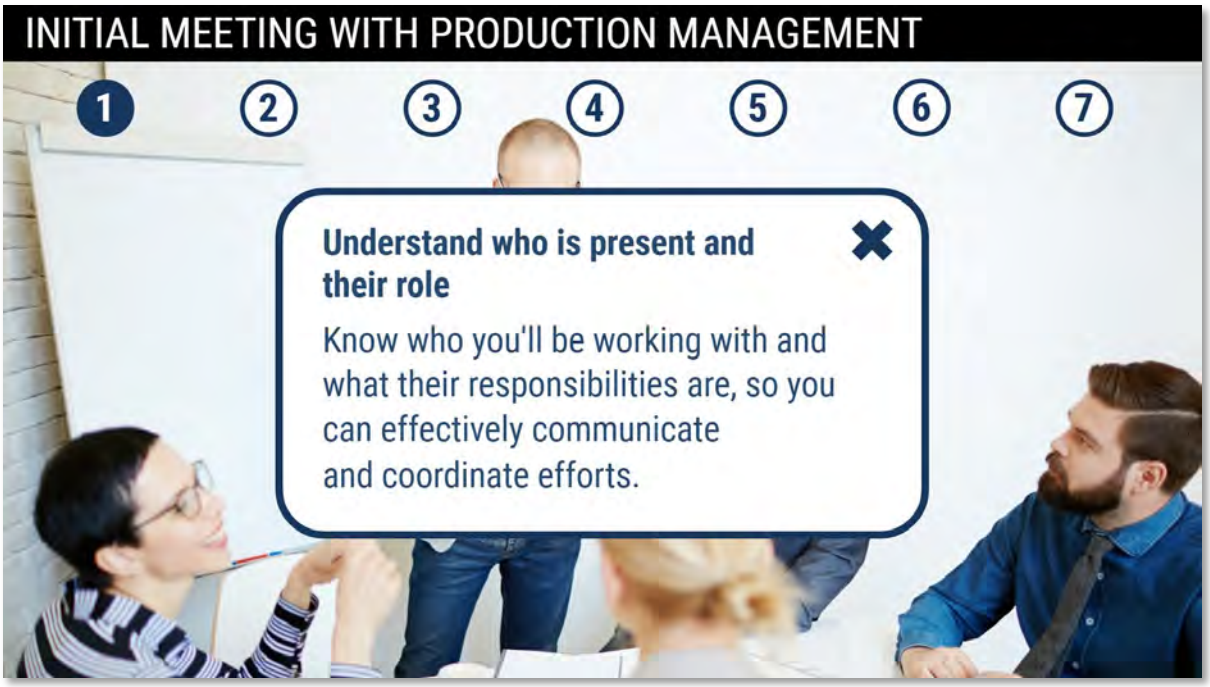
As Safety Advisors on set, you create an environment where everyone feels empowered to share their concerns and potential solutions.

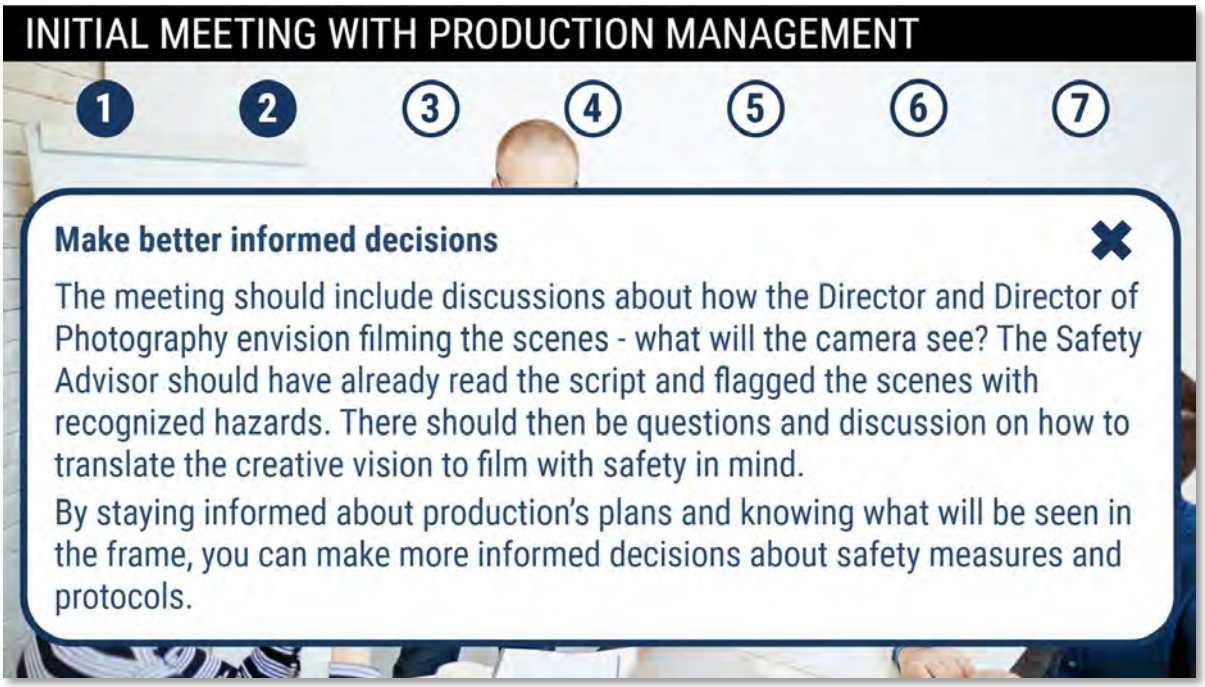
Collaboration is key. Encourage open dialogue among team members, allowing for the sharing of insights and experiences. By actively listening, you can collectively identify potential hazards and implement effective strategies to mitigate them.

The goal is not just to comply with safety protocols, but to cultivate a culture of safety where everyone feels valued and responsible. Working together ensures the safety of our crew and the overall success of our production.

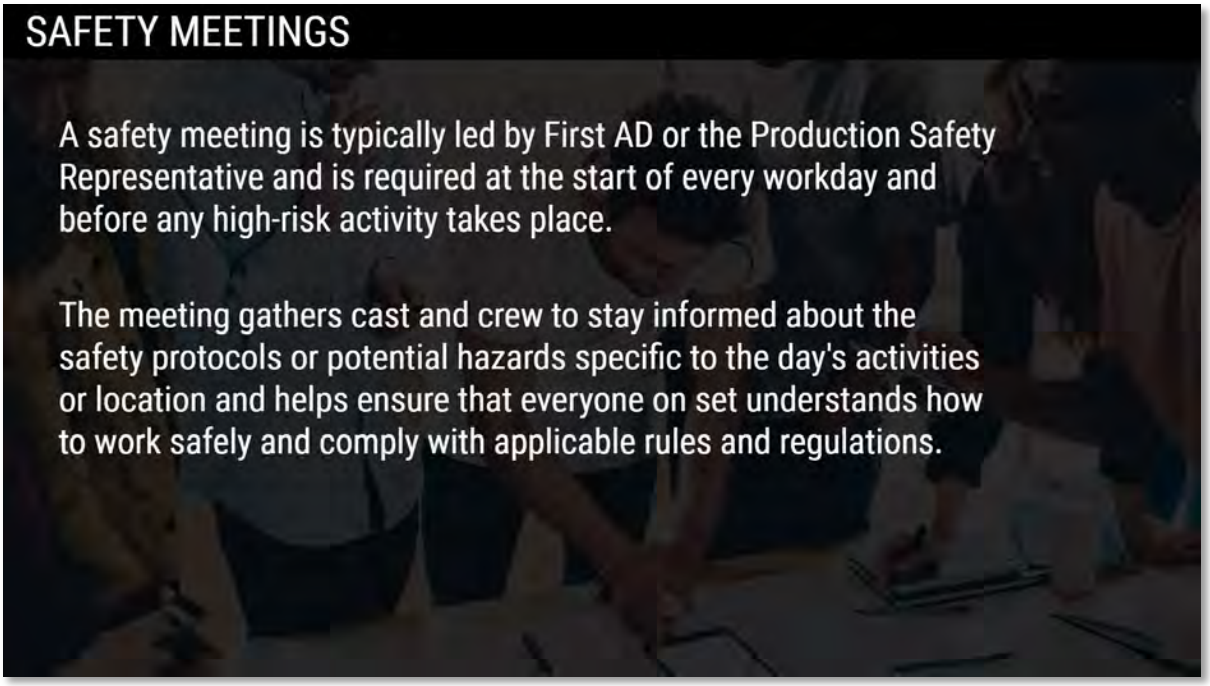
As you begin working with production management on your safety goals in the initial meetings, it's crucial that you align with their expectations and priorities.

These objectives will serve as the foundation for our partnership with production management.
Select each objective to learn more.



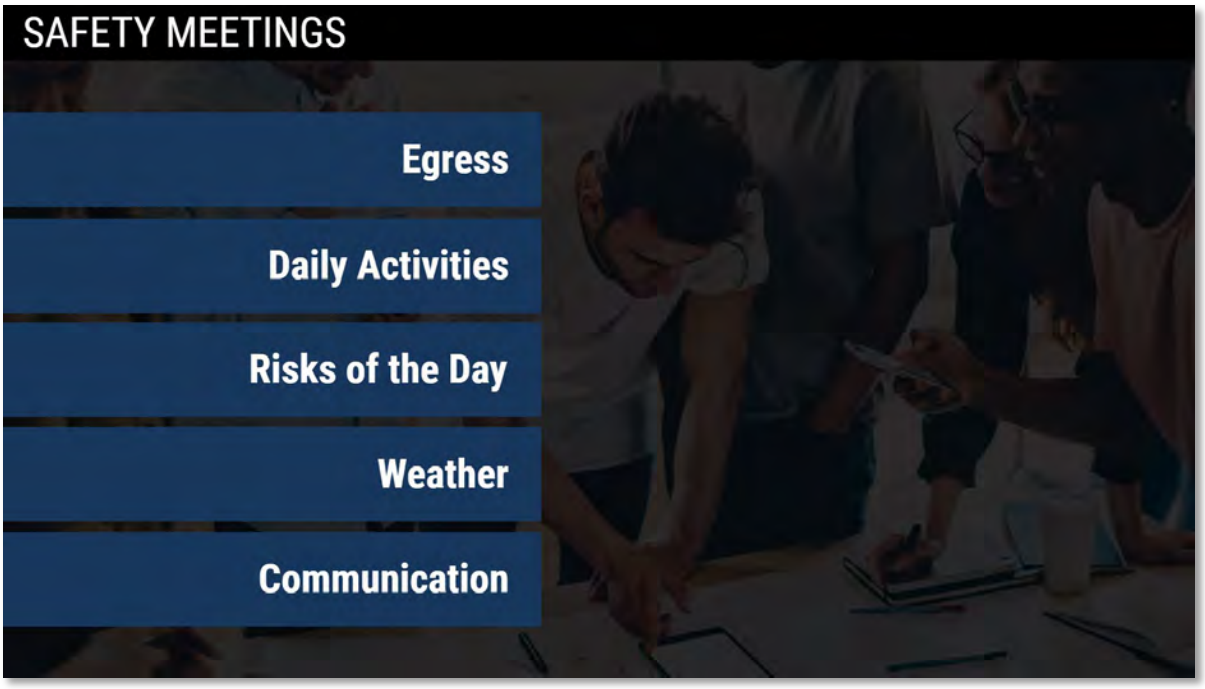


4.3 Safety Meetings

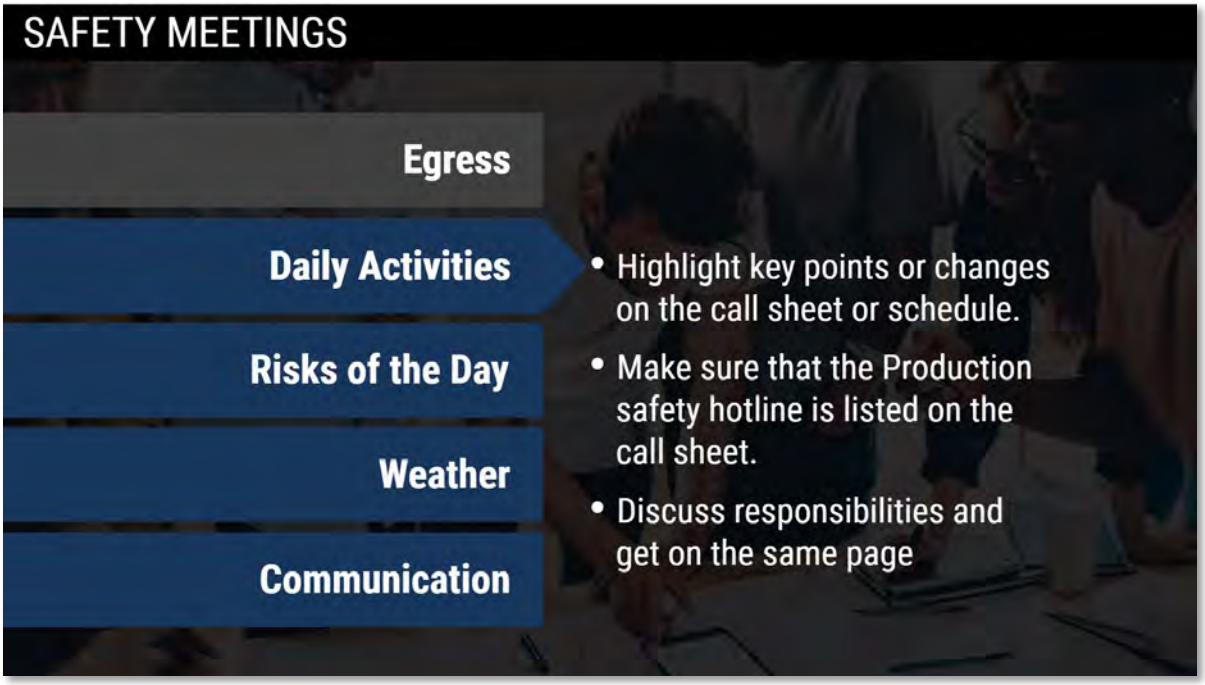


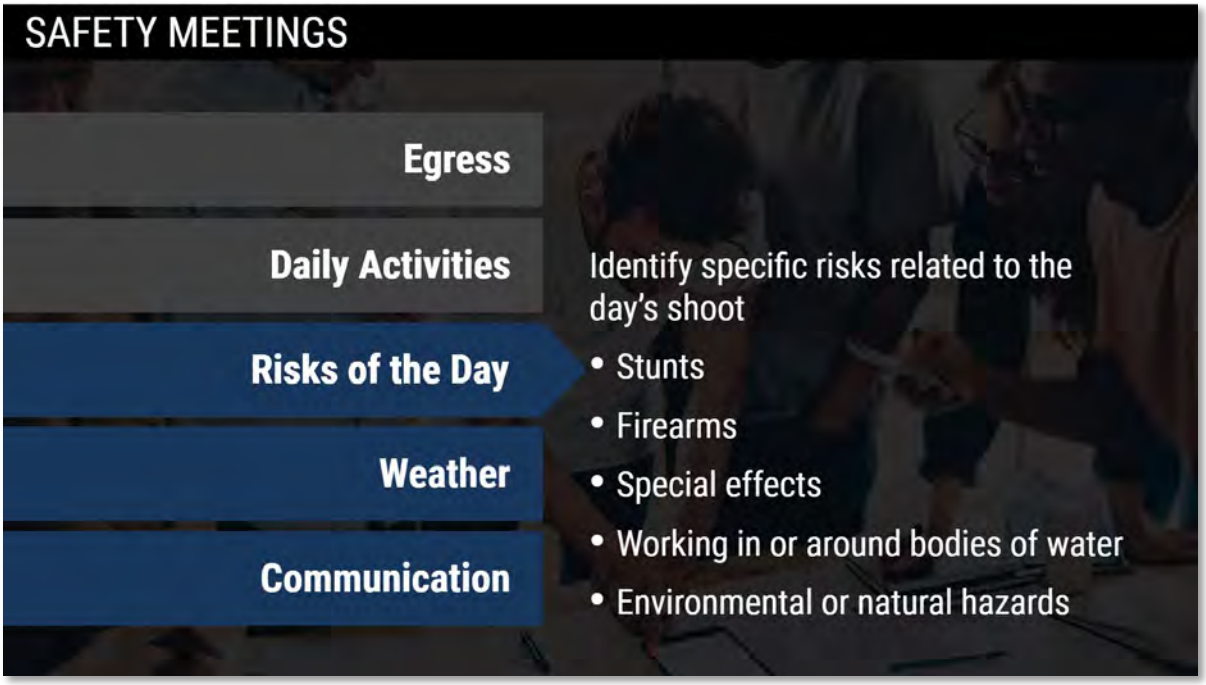
A safety meeting is typically led by the First AD or the Production Safety Representative and is required at the start of every workday and before any high-risk activity takes place.

The meeting gathers cast and crew to stay informed about the safety protocols or potential hazards specific to the day's activities or location and helps ensure that everyone on set understands how to work safely and comply with applicable rules and regulations.



Select each tab to learn more about topics that may be included in a safety meeting.



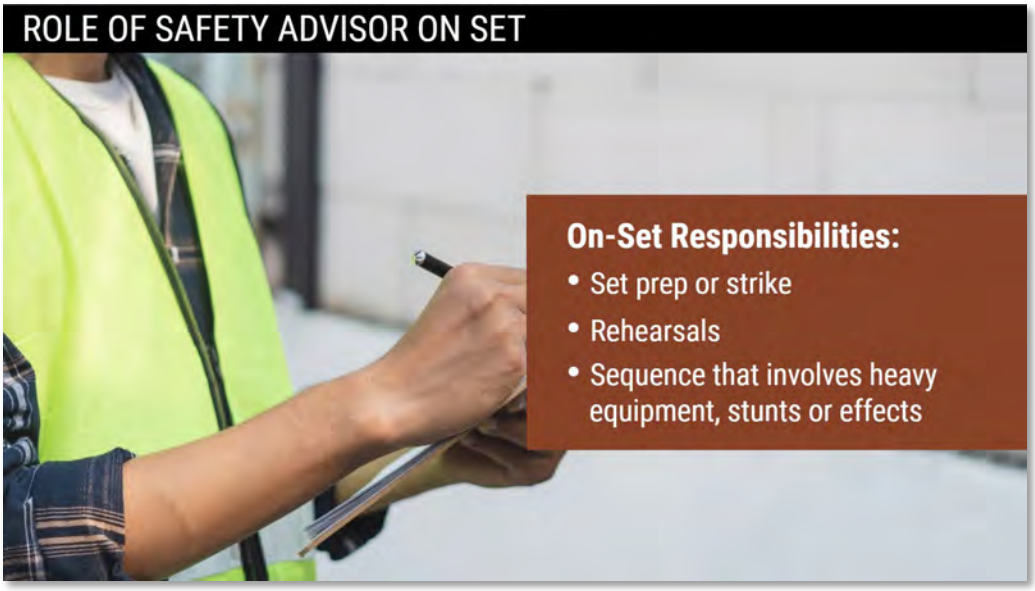


5. Scene 4: Roles and Responsibilities of Safety Advisor on Set

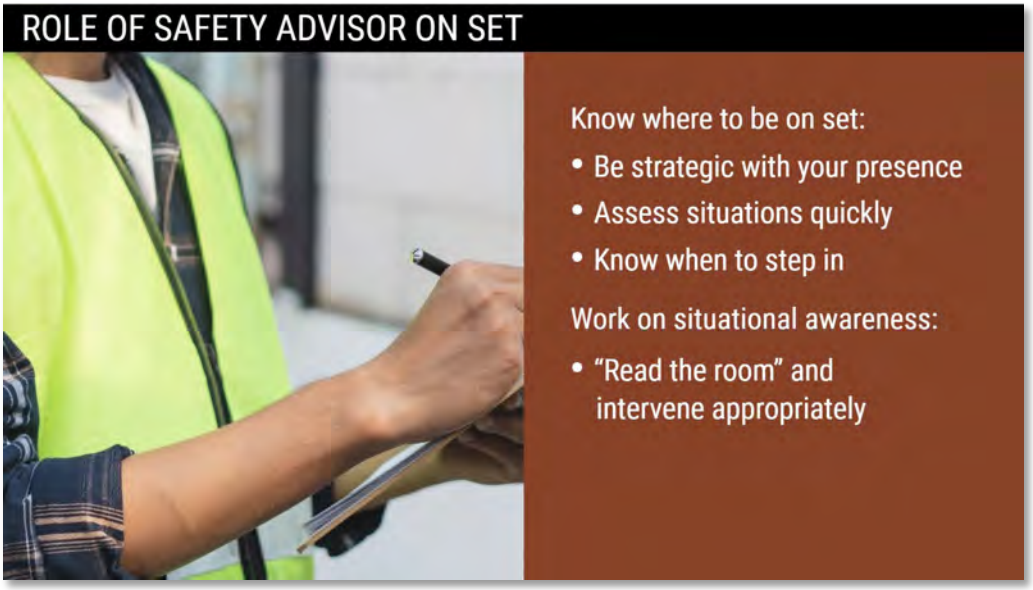
5.1 Scene 4: Safety Advisor Roles and Responsibilities

Scene Four, Safety Advisor Roles and Responsibilities.

5.2 Role of Safety Advisor on Set



One key aspect of your Safety Advisor role is knowing where and when you should be on set. Whether it's set prep or strike; rehearsals; a sequence that involves heavy equipment, stunts, or effects; your presence must be strategic.



It's not enough to simply be there; you need to assess situations quickly, identify potential hazards and know when to step in to prevent accidents.

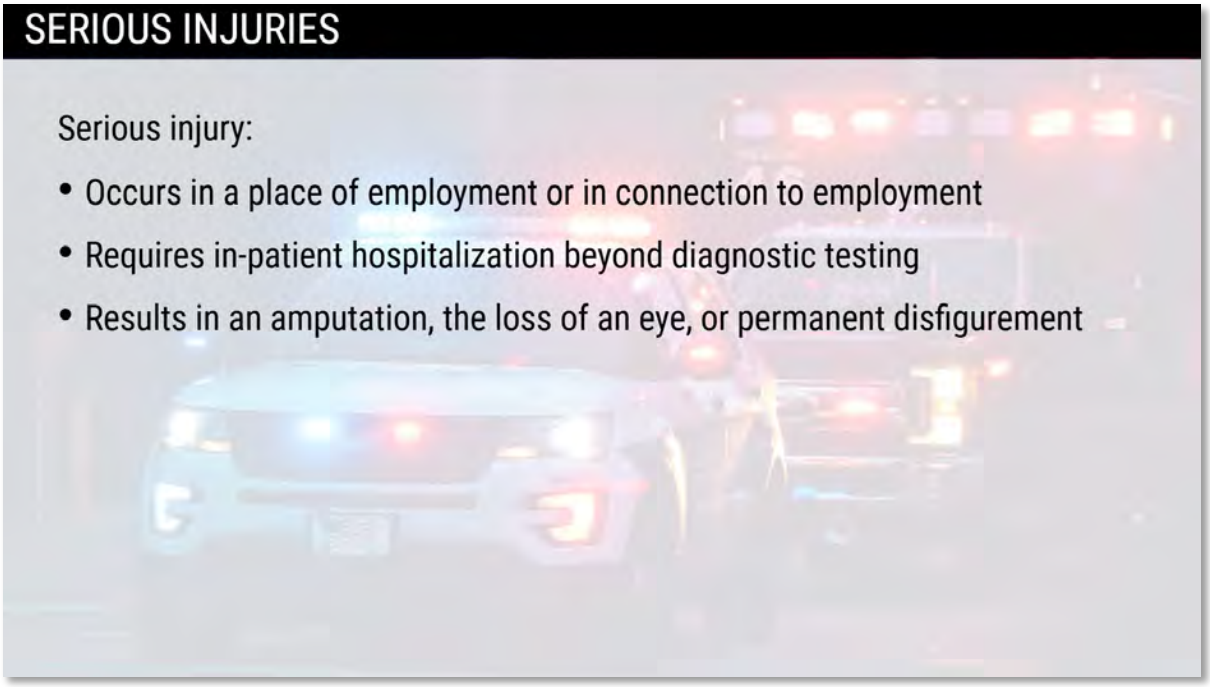
Continue to work on situational awareness. When you can "read the room" and sense when something might go awry, you can intervene appropriately. This not only protects individuals but also fosters a culture of safety that resonates throughout the entire production.

5.3 Assessing High-Risk Activities

So, where exactly should you be? You should prioritize locations that carry the highest risk of accidents or hazards.

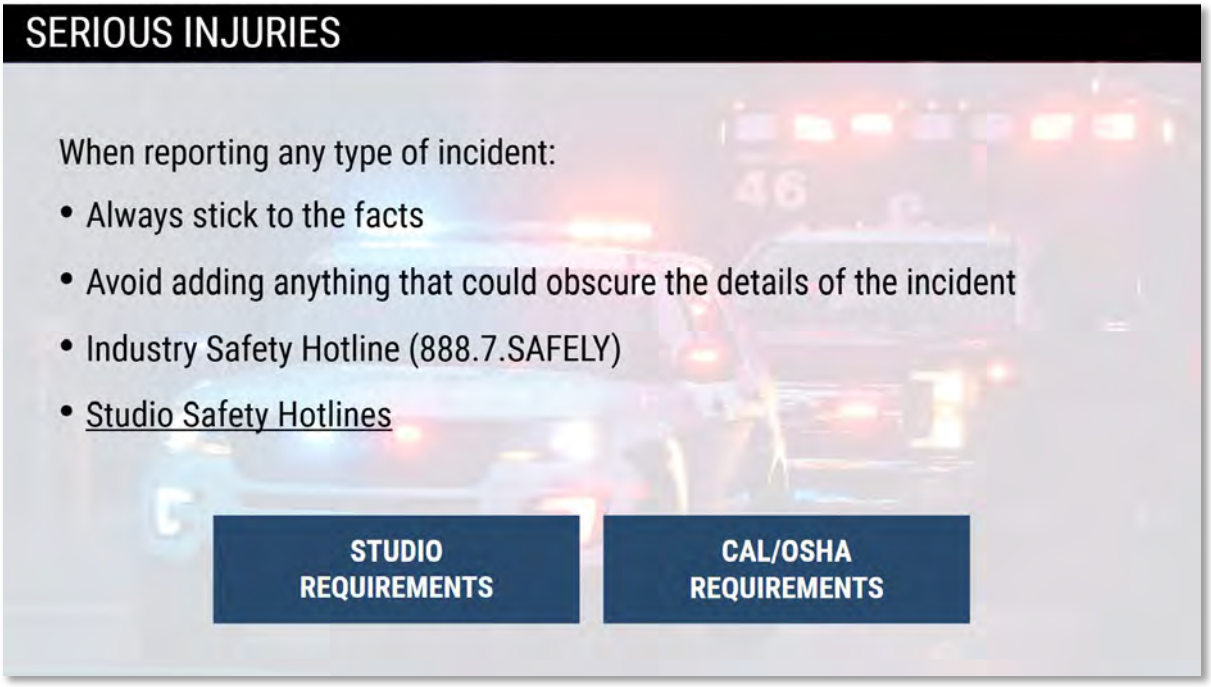
Attending location scouts, director scouts, tech scouts, rehearsals, and camera tests allows you to address potential safety concerns for various scenes before the day of shooting, ensuring that safety measures are integral to planning. This could also include environmental testing on location, which assesses the physical site for safety issues.

5.4 Serious Injuries



When handling risk decisions, it's helpful for you to know more about how to react to and report serious and non-serious injuries.

A serious injury is an injury or illness occurring in a place of employment or in connection with employment requiring inpatient hospitalization beyond diagnostic testing or resulting in an amputation, the loss of an eye, or permanent disfigurement.



Remember that when reporting any type of incident, always stick to the facts. Avoid adding opinions, unnecessary adjectives, or anything else that could obscure the verifiable details of the incident.
Note that the Industry Safety Hotline (888.7.SAFELY) will take you to the Studio Safety Hotlines and Contract Services' Production Affairs & Safety Department for questions related to industry Safety Bulletins or on-set safety. You can also directly access the safety hotlines to each major studio on the Contract Services' website at this link.

Select each box to learn more about reporting a serious injury.

SERIOUS INJURIES

Studio Requirements

- Studios typically have internal action plans for managing serious incidents and may have their own specific reporting formats.
- As a Safety Advisor, you need to be familiar with and prepared to execute these plans.
- Inform the studio of any serious incidents as soon as possible - an Incident Report may be required.
- A production's or studio's requests or requirements never supersede local, state, or federal regulations.
- It is essential to have a clear action plan and understanding of both short-and long-term legal requirements.

SERIOUS INJURIES

Cal/OSHA Requirements

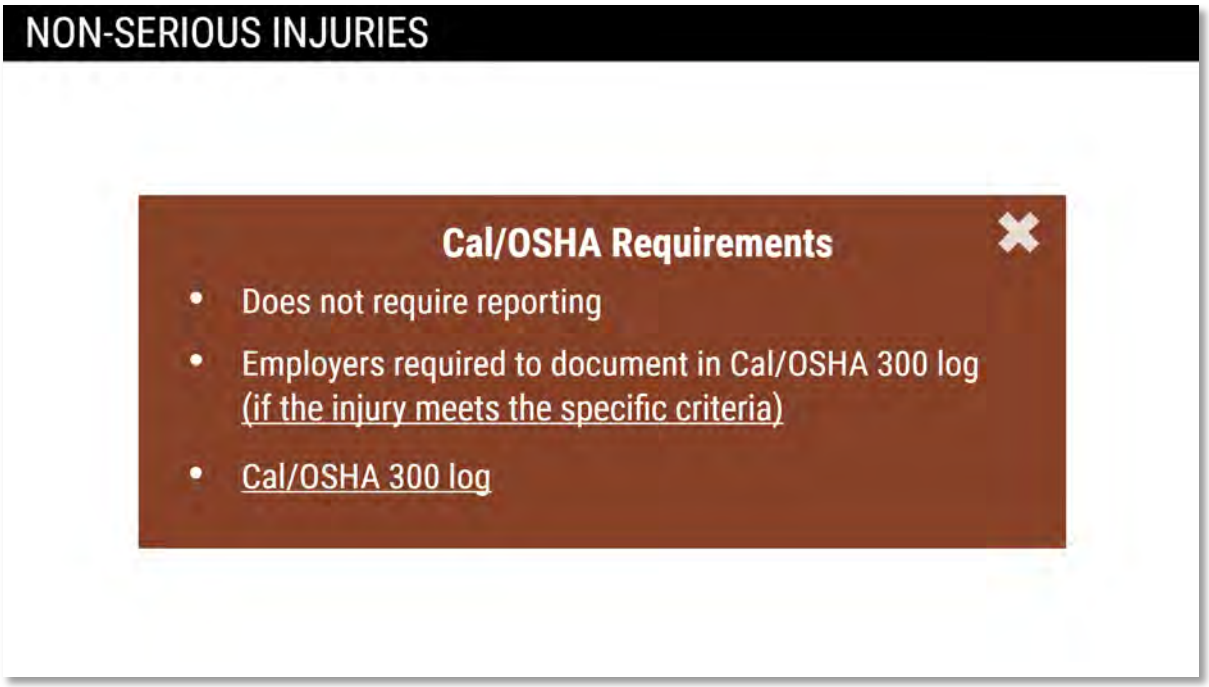
- Must be reported to promptly – fatalities are required to be reported within 8 hours.
- Hospitalizations, amputations, or loss of an eye must be reported within 24 hours.
- Call 800-963-9424 for the Cal/OSHA hotline. Hotlines can vary by region and can be found online.
- As a Safety Advisor, you should expect to provide guidance to production on how to report to Cal/OSHA. You may be tasked to submit the report yourself.
- Failure to report in time can result in fines of up to $5,000.
- In most cases, Cal/OSHA will respond quickly and will likely visit the workplace for an inspection/investigation.

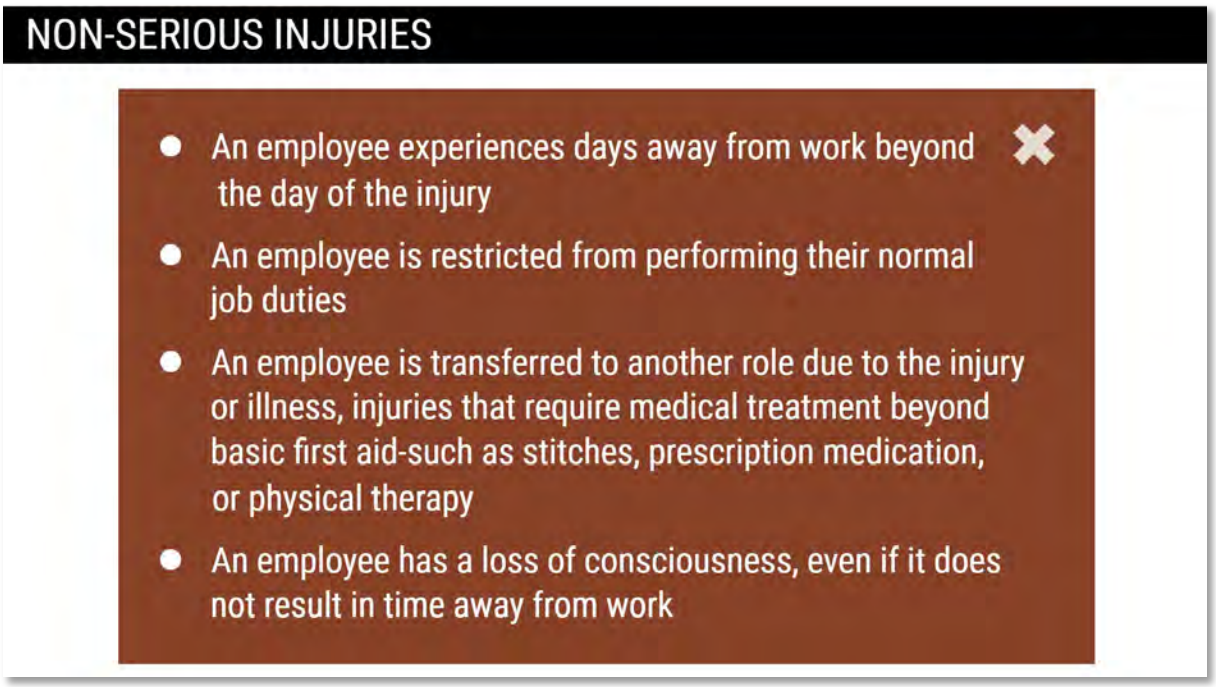
Depending on your work location, Federal OSHA regulations may apply.
Visit osha.gov/report for more information.

5.5 Non-Serious Injuries

A non-serious injury is one that doesn't meet the threshold of a serious injury, such as a minor cut, a bruise, or a sprain.

Select the box to learn more about reporting a non-serious injury.





5.6 Proactive Risk Mitigation

Proactive risk mitigation should always take precedence over reactive risk mitigation.

Adequate foresight allows us to identify and mitigate risks before they become issues.

Your role embodies proactive engagement and responsible decision-making.

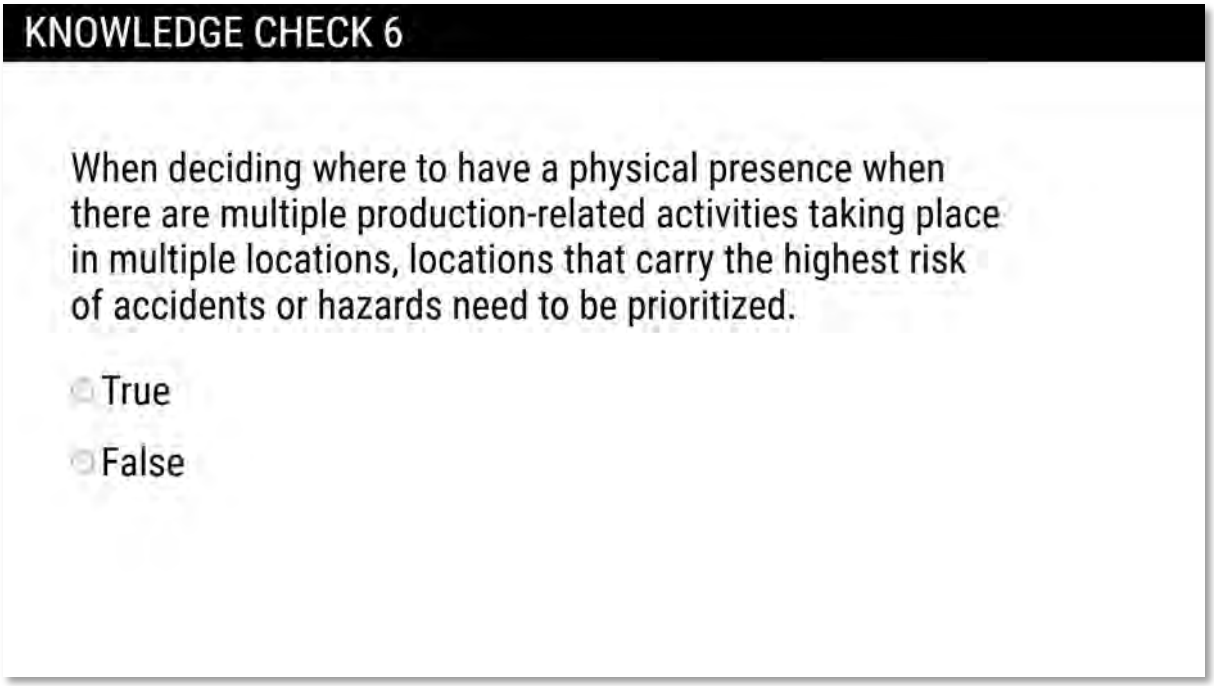
If multiple high-risk sequences are being filmed, ask for assistance in covering all of those units.

5.7 Documentation and Recordkeeping

A Safety Advisor manages important documentation and recordkeeping processes, such as authoring script reviews, ensuring that safety bulletins are distributed with production schedules, maintaining detailed records of safety measures, providing access to general and specific risk assessments upon request, and preparing a Final Safety Evaluation Report once filming activities have completed which will be provided to the California Film Commission and the Industry-Wide Safety-Management Committee. You are required to complete this report within 60 days of the completion of filming activities.

Proper documentation is critical, not just for regulatory compliance, but as a reference to draw from if an incident should occur.

5.8 Knowledge Check 6

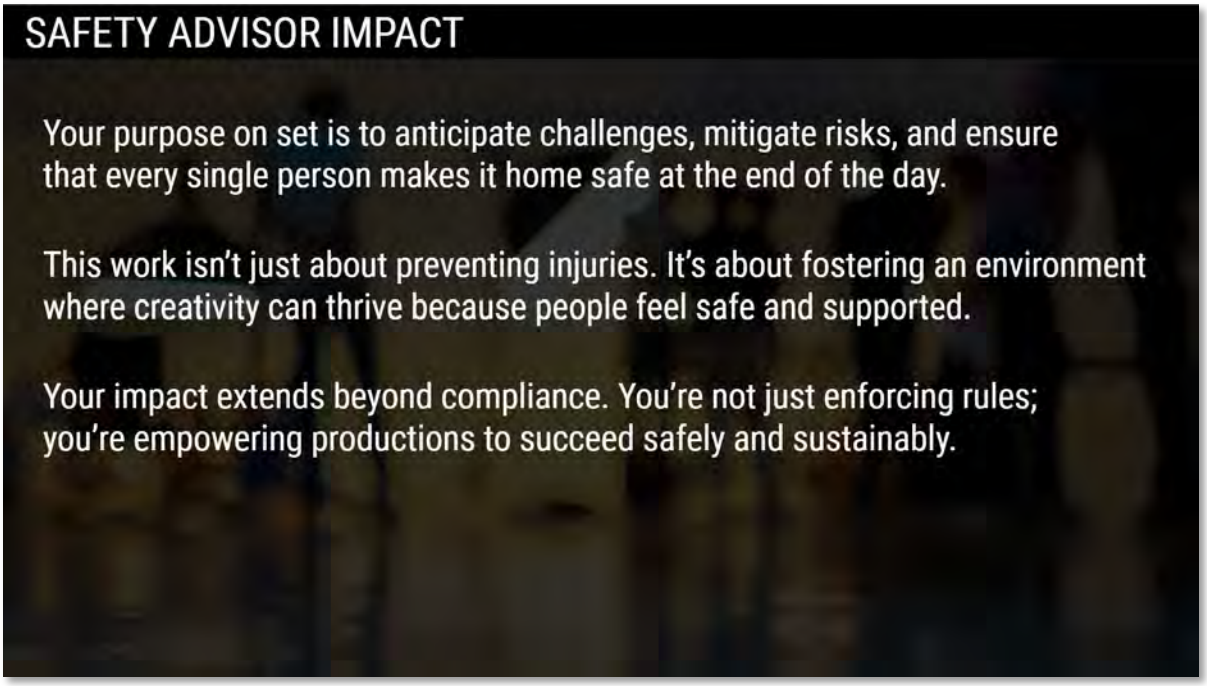


6. Scene 5: Safety Advisor Impact

6.1 Scene 5: Safety Advisor Impact

Scene Five, Safety Advisor Impact.

6.2 Purpose of a Safety Advisor

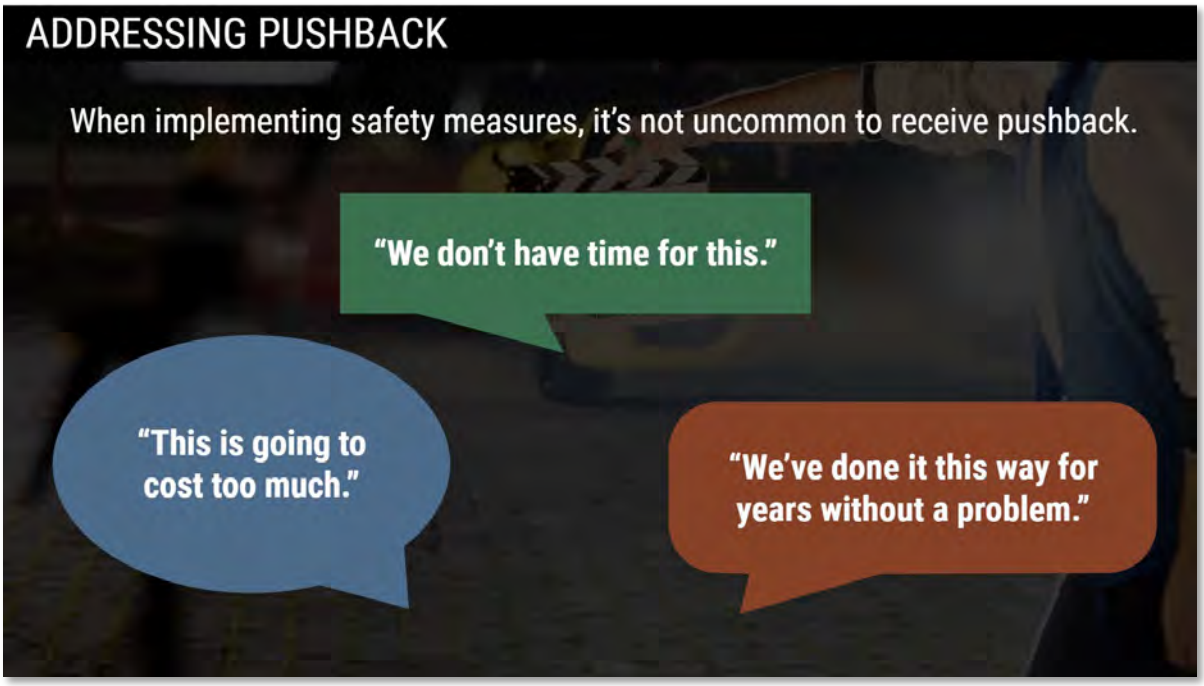


Your purpose on set is to anticipate challenges, mitigate risks, and ensure that every single person makes it home safe at the end of the day.

This work isn't just about preventing injuries. It's about fostering an environment where creativity can thrive because people feel safe and supported.

Your impact extends beyond compliance. You're not just enforcing rules; you're empowering productions to succeed safely and sustainably.

6.3 Addressing Pushback

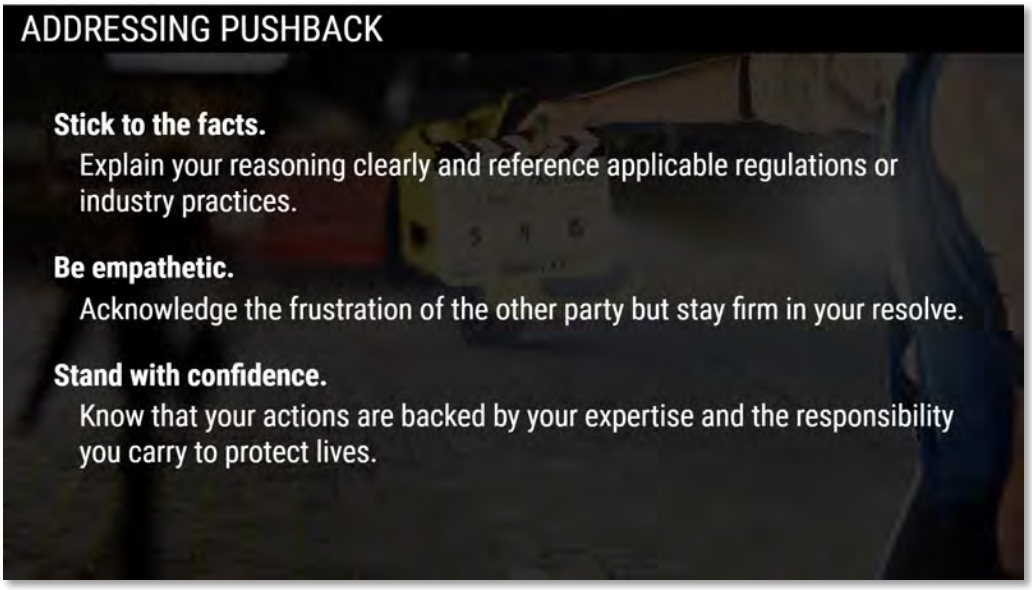


Of course, this doesn't mean our job is always easy. Productions often operate under intense pressure--tight schedules, limited budgets, and high expectations. When we step in to implement safety measures, it's not uncommon to hear pushback. We've all heard things like:

- "This is going to cost too much."
- "We don't have time for this."
- "We've done it this way for years without a problem."

Sound familiar?

In these moments, it's important to stay calm and focus on communication. Your goal isn't to create roadblocks but to collaborate and find solutions.

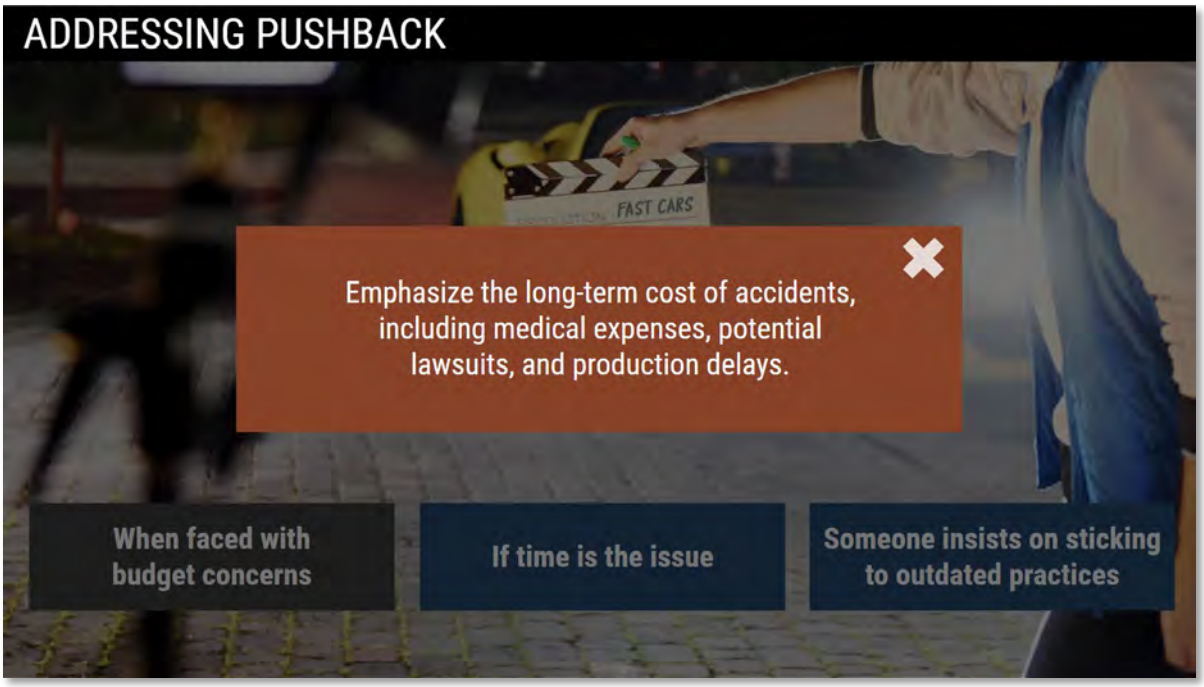


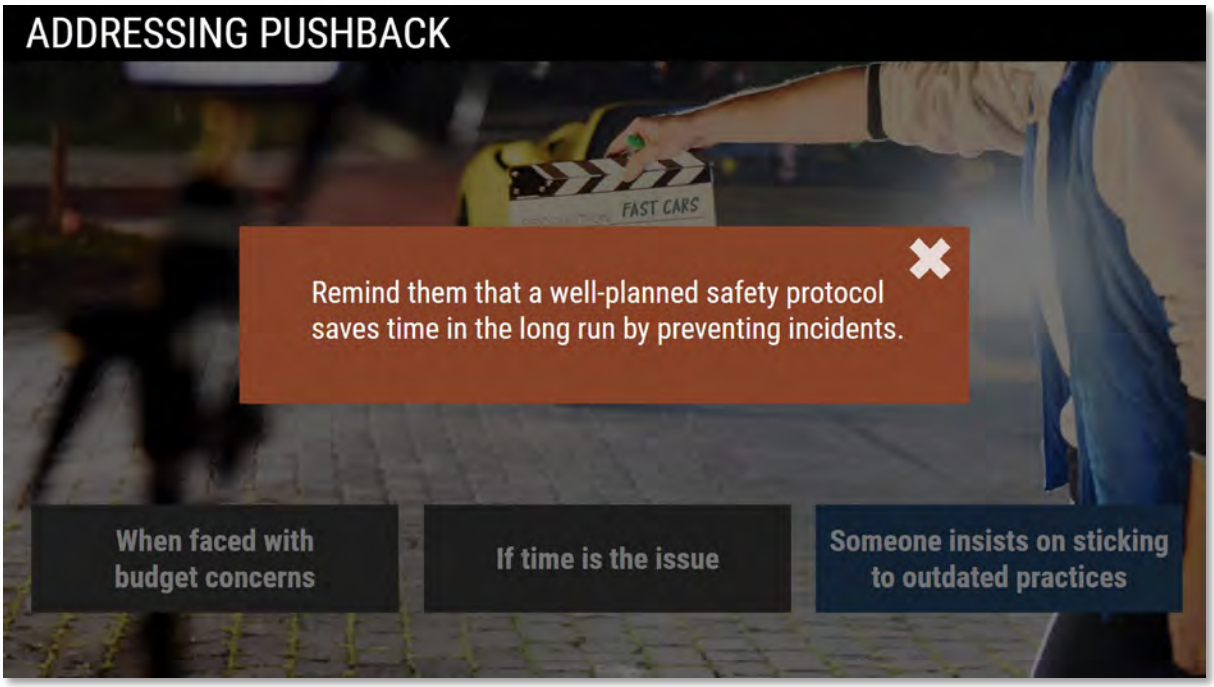
Stick to the facts. Explain your reasoning clearly and reference applicable regulations or industry practices.

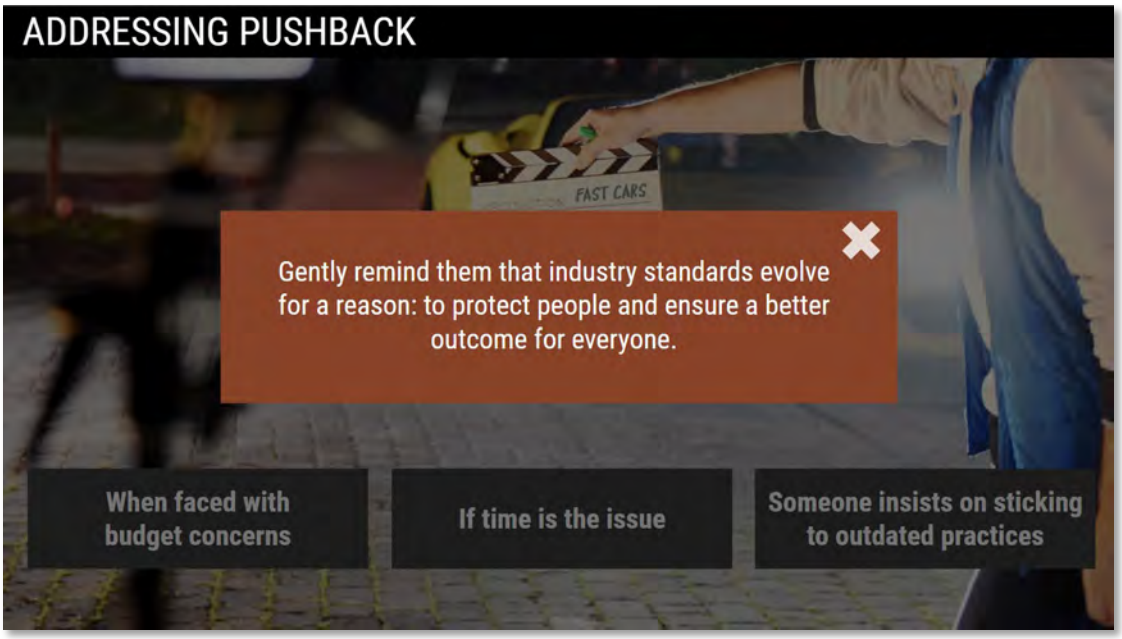
Be empathetic. Acknowledge the frustration of the other party but stay firm in your resolve.

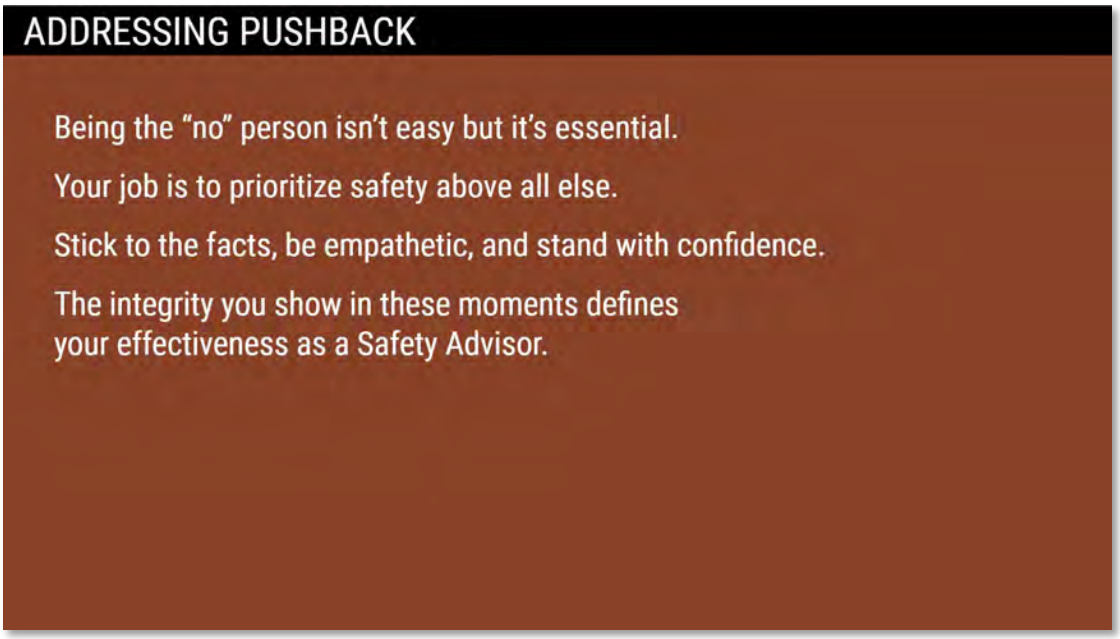
Stand with confidence. Know that your actions are backed by your expertise and the responsibility you carry to protect lives.

Let’s review a few examples. How would you respond? Select each example to learn more.







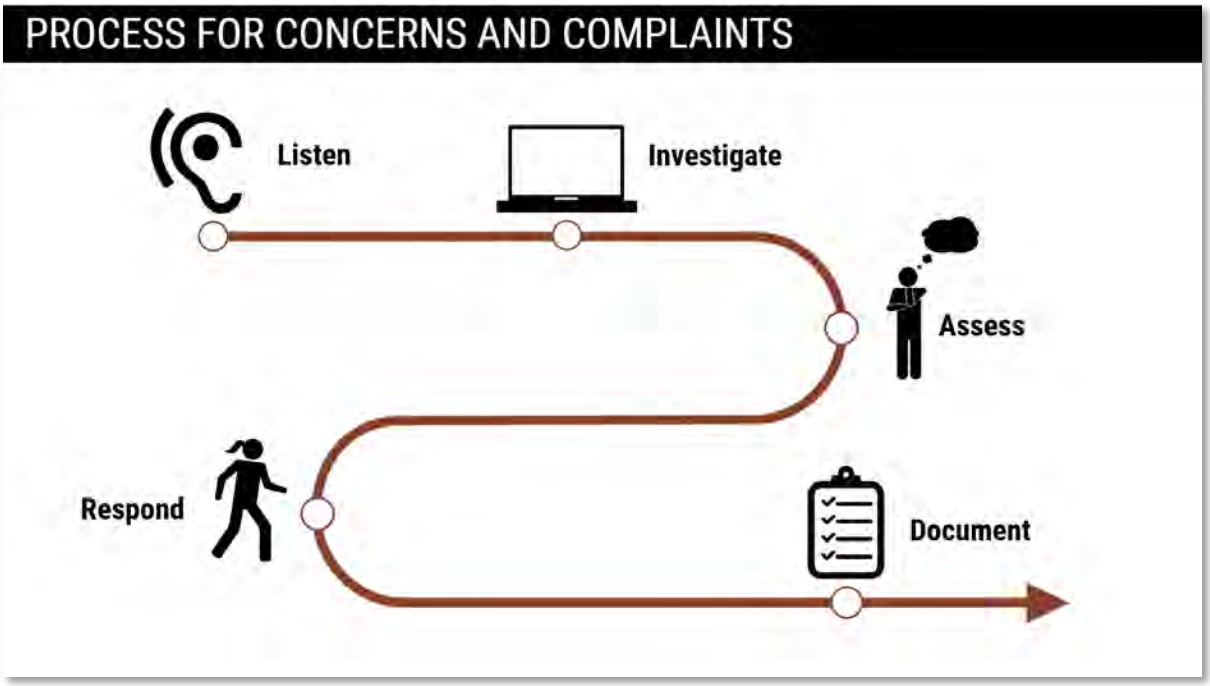


Sometimes, despite our best efforts, we have to stand firm. Being the "no" person isn't easy, but it's essential. Your job isn't to win a popularity contest; it's to prioritize safety above all else.

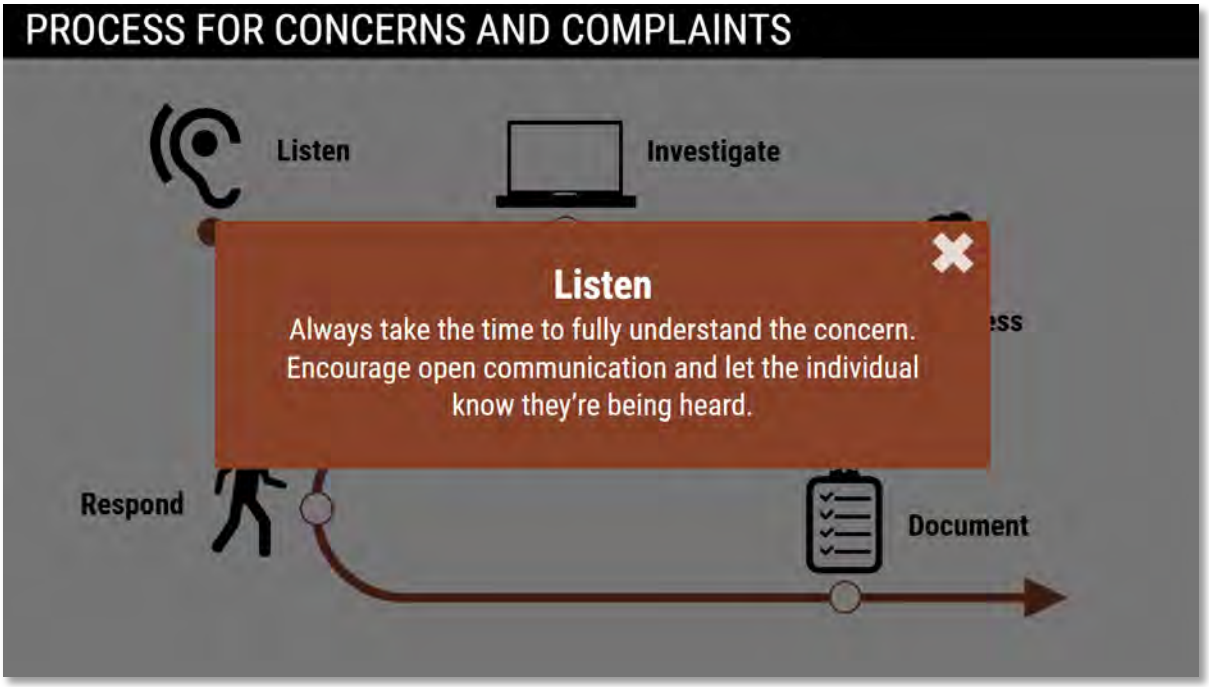
When you find yourself in this position, remember to stick to the facts, be empathetic, and stand with confidence.

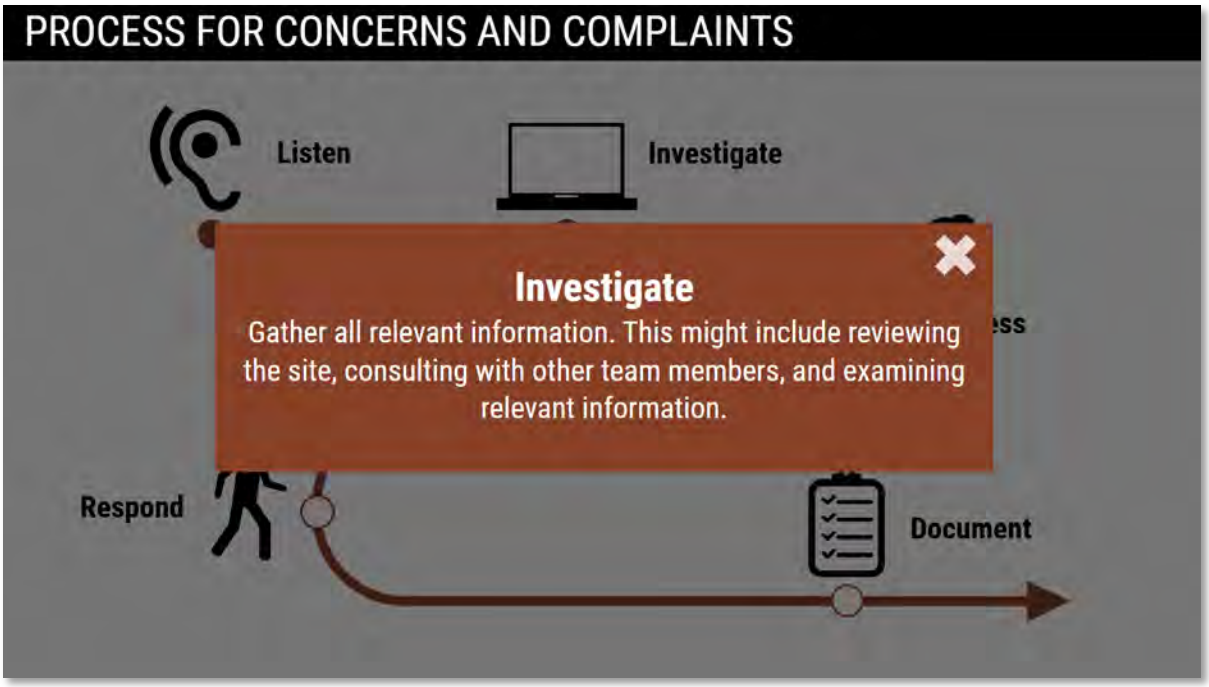
It's not always comfortable, but the integrity you show in these moments defines your effectiveness as a Safety Advisor.

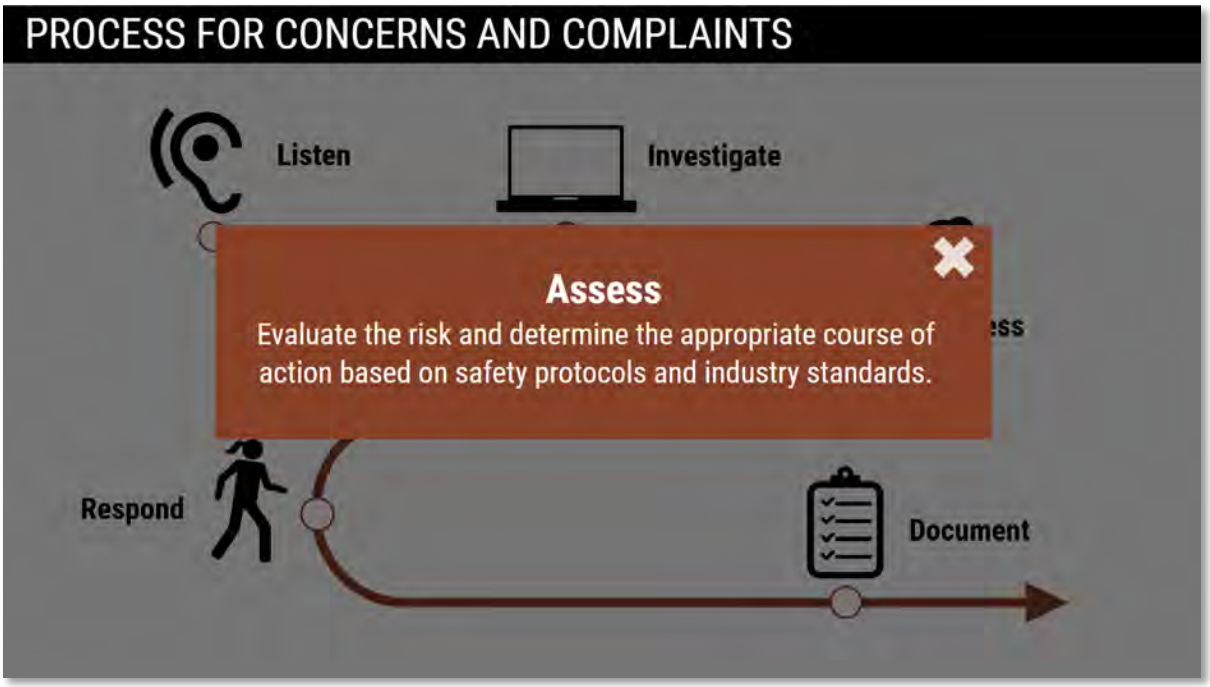
6.4 Process for Concerns and Complaints

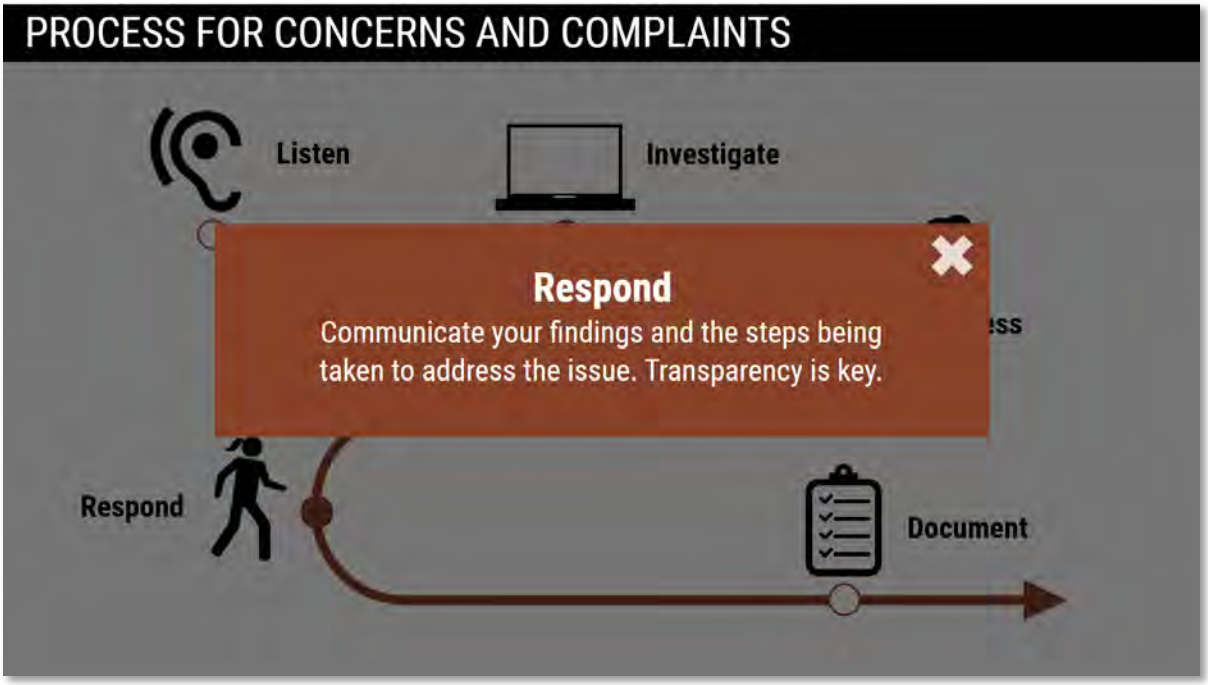


A significant part of your role is addressing reported concerns or complaints.
Select each step of the process to learn more about how you can help ensure that these issues are handled promptly and fairly.









6.5 Work Stoppages

Finally, let's talk about work stoppages. According to SB132, the Safety Advisor has the authority to temporarily halt production until a thorough examination of the potential hazard or hazards and the mitigation plan can take place among the decisionmakers on production. However, work stoppages should only be used when absolutely necessary. Halting production is never ideal, but there are times when it's the only way to prevent imminent danger.

Let's consider three scenarios to explore when a work stoppage might be warranted. In any situation such as these described, know how to contact the designated person of authority or other decisionmakers on production if they need to intervene.

WORK STOPPAGES

A crew member reports feeling overheated on set during an outdoor shoot in high temperatures.

While this is a valid concern, depending on the specifics of the situation, the issue may be able to be addressed by providing additional hydration stations and shade without halting production.

WORK STOPPAGES

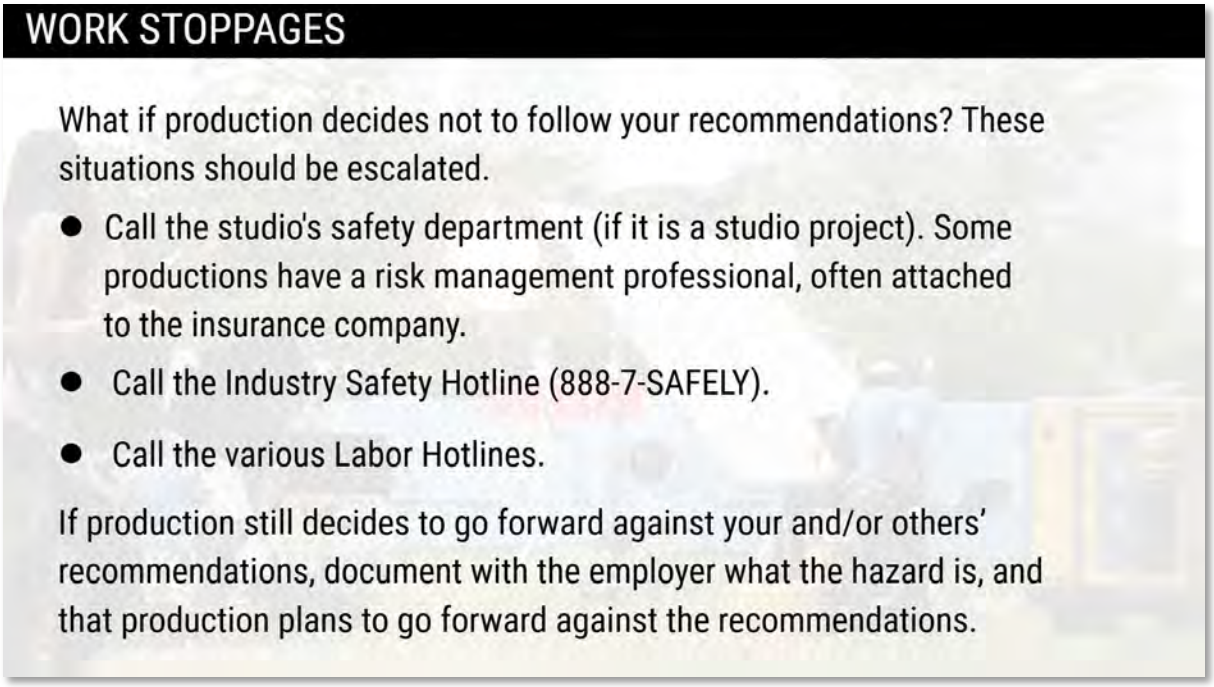
During a high-stakes stunt, the safety rigging is inspected and found to be improperly secured.

The stunt coordinator insists the rigging is adequate, but you're concerned that it does not meet industry safety standards. This situation may warrant a work stoppage to prevent potential injury or worse.

WORK STOPPAGES

A backup generator begins making unusual noises.

While it should be inspected and possibly replaced, the backup generator is not critical to the ongoing work and may not pose an immediate danger. If you find yourself in this situation, act decisively, explain the reasoning, and collaborate on a solution.



What if production decides not to follow your recommendations? These situations should be escalated. You can:

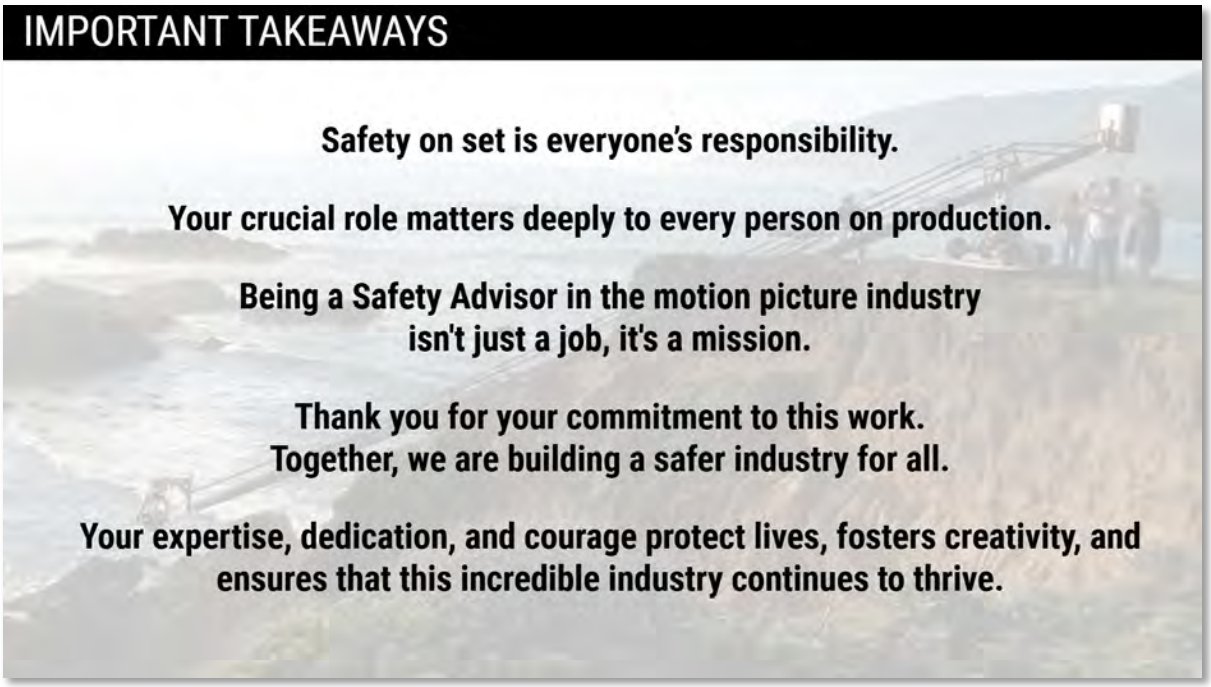
- Call the studio's safety department (if it is a studio project). Some productions have a risk management professional, often attached to the insurance company.
- Call the Industry Safety Hotline (888-7-SAFELY).
- Call the various Labor Hotlines.

Finally, employees always have the right to call OSHA.

If production still decides to go forward against your and/or others' recommendations, document with the employer what the hazard is, and that production plans to go forward against the recommendations.

7. In Conclusion

7.1 Important Takeaways



Safety on set is everyone's responsibility. But your crucial role as the Safety Advisor matters deeply to every person on production.

Being a Safety Advisor in the motion picture industry isn't just a job--it's a mission.

Thank you for your commitment to this work. Together, we are building a safer industry for all.

Your expertise, dedication, and courage protect lives, fosters creativity, and ensures that this incredible industry continues to thrive.

Industry Safety Resources

Safety Bulletins

Safety bulletins are researched, written, and distributed by the Industry Wide Labor-Management Safety Committee for use by the motion picture and television industry. The Industry Wide Labor-Management Safety Committee is composed of guild, union, and management representatives active in industry safety and health programs.

These safety bulletins are guidelines recommended by the safety committee. They are not binding laws or regulations. State, federal, and/or local regulations, where applicable, override these guidelines. Modifications in these guidelines should be made, as circumstances warrant, to ensure the safety of the cast and crew.

The committee and these safety bulletins are representative of the commitment of both labor and management to safe practices in the motion picture and television industry. The members of the committee and all those who contributed to its work have devoted a great deal of time and effort to these guidelines because of the importance of safety to our industry.

Current safety bulletins are available on the CSATF website:

https://www.csatf.org/production-affairs-safety/safety-bulletins/

24-Hour Industry Safety Hotline

The 24-hour industry safety hotline number directs callers to an automated system that will assist them in reaching the desired Studio Safety Hotline.

888-7-SAFELY

A list of the Studio Safety Hotlines can also be found on the CSATF website:

https://www.csatf.org/production-affairs-safety/studio-safety-hotlines/

Safety is everyone's responsibility.