



Safety Advisor Training Quick Start Guide

This Quick Start Guide explains how to apply for access to Safety Advisor Training through the Contract Services Industry Hub (thehub.org). This joint labor and management training program was developed by the Industry-Wide Labor-Management Safety Committee as part of the California Safety on Productions Pilot Program.

Step 1: Gather Required Documents

To access Safety Advisor Training, you will need to complete an application process which includes providing the following documents:

- A resume or CV detailing your safety-related work experience
- Documents verifying the work experience described in your resume or CV. This may be an Employment Verification Letter from your prior employer(s) or other supporting documentation such as paystubs. Check out our [Work Experience Toolkit](#) for templates.

Your documents must show that you meet at least one of the following **Qualification Paths**:

Path #1: At least two years' experience primarily performing safety-related work in the entertainment industry as a department head, foreperson, or in a production safety position within a motion picture production.

Path #2: At least 500 verifiable days in another crew position in motion picture production, so long as you possess an appropriate breadth of specialist knowledge, experience, and expertise aimed at minimizing risks to both performers and crew.

Path #3: Five or more years of safety-related work in another industry, where safety was a primary role and responsibility, so long as you possess an appropriate breadth of specialist knowledge, experience, and expertise aimed at minimizing risks to workers and the public.

Pro Tip

To access the training, you are required to satisfy only one of the three paths. However, if you are attempting to apply using more than one path, be sure to submit a resume and supporting documentation for each path.

Step 2: Start the Application and Upload Your Documents

To start your application, visit the Industry Hub (thehub.org). If you don't have a Portal account with Contract Services, follow the steps below. If you already have an account (for example, because you are on the Industry Experience Roster), you don't need to follow these steps. Instead, please contact us at safetyadvisor@csatf.org or 818-565-0550 extension 1160 and we will start the application process for you.

- To begin, visit thehub.org and click on “**Create Account.**”
- Second, under “**Tell Us Who You Are,**” select “**Industry Professional**” and then select “**More Options.**” Select the “**Safety Advisor**” option as the classification.
- Enter your contact information. You will then be emailed a link to complete your account setup and create your password.
- Next, you will receive a second email asking you to electronically sign a form acknowledging the terms of the Safety Advisor Training program.
- Now, you can start uploading your required documents directly in your Portal.

Pro Tip

Once you start the application process, submit your resume first and then contact our office. We can help you to determine which Qualification Path you fit into, which may expedite the process.

Step 3: Submit Payment

After you've uploaded documents showing you meet at least one of the Qualification Paths, we will send you an email with an invoice detailing your required courses and the amount owed for your training. Payment instructions will be included in the invoice. (Payment may be submitted via PayPal or by mailing a check.)

Safety Advisor Training consists of 36 courses at a cost of \$10 per course, so the total possible cost is \$360. However, if you have previously completed any of these courses in the past year (for example, because you are on the Industry Experience Roster), you will not be required to retake them, and your total cost will be reduced accordingly.

(Note: If you work in a **DGA classification** and take Contract Services training through the DGA Training Plans, [please email safetyadvisor@csatf.org](mailto:safetyadvisor@csatf.org) after you start your application so we can review your training record and credit you for courses you completed in the last year.)

Step 4: Complete Your Training

After your application is complete and we have received your payment, you can complete your training by visiting the thehub.org and logging into your Portal.

When you complete all of your required courses, Contract Services will add your name to a list of individuals who have completed the Safety Advisor Training program. This list will also be shared with the California Film Commission.

About the Training

The Safety Advisor Training program consists of 36 courses totaling approximately 73 hours of training. The training covers industry protocols, state and federal laws, and safety practices in the motion picture industry. It also addresses Safety Advisor roles and responsibilities, including how to perform risk assessments and how to submit a final evaluation report.

- All required courses will be listed in the “**Required Training**” tab of your Portal. You must complete these courses in order to satisfy the required training set forth by the Industry-Wide Labor-Management Safety Committee.
- In addition, you will have access to other, non-required courses, including in-person and live webinar training sessions offered to motion picture Industry Professionals through the Contract Services Safety Pass program. You are not required to complete courses that are not part of the Safety Advisor Training program. If you wish to enroll in these non-required courses, please contact our customer service department at 818.565.0550 extension 1160.

Pro Tip

Safety courses completed within the past year will show as complete in your online Portal when you begin your training and will not need to be retaken.

Need Help?

For more information about the Safety Advisor Training program, visit [our website](https://thehub.org). If you have additional questions, please contact us at safetyadvisor@csatf.org or 818.565.0550 extension 1160. For general information about how to use the Industry Hub, [click here](#).

Disclaimer: Completion of Safety Advisor Training or any of the listed requirements above does not guarantee you employment as a Safety Advisor, nor does it create an employment relationship between you and Contract Services or between you and any other entity. It is the responsibility of the prospective employer to evaluate whether the prospective employee is qualified to be employed as a Safety Advisor for their productions.