

## Safety Responsibilities PRODUCTION OFFICE COORDINATOR

### **Safety Program Information for Production Office Coordinator (POC)**

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

### **Responsibilities of the Production Office Coordinator**

The **Production Office Coordinator** will maintain a library of safety information including copies of all safety program documentation as described in the Occupational Health and Safety Program for Production. It is the POC's responsibility, along with the Production Manager (PM), to see to it that all necessary OHSP documentation (forms, certifications, etc.) are completed in a timely manner and forwarded to the Production Executive, Production Attorney and the **Production Safety Representative** as necessary

### **Training Documents**

1. All productions are required to employ workers knowledgeable in the work they will be asked to do. Because there are many different ways proficiency can be documented, different Department Heads will submit varying evidence of training. All of it is important.
2. Check that Departments operating heavy equipment are turning in copies of Certification for each piece of equipment they will be asked to drive (e.g. Forklift Safety Card, Aerial Platform Training, powder-actuated tool operator's "Hilti Card," etc.) Keep them on file.
3. Some Department Heads will be sending copies of Safety Meetings they have conducted; others will send signed copies of Codes of Safe Practices (CSP's). Keep them on file.
4. Most importantly, make sure a signed **Acknowledgment Form** for receipt of **(Form 1) General Safety Guidelines for Production** is on file for all employees from all departments.
5. If you need help determining training requirements, or arranging training, **call the Production Safety Representative.**

### **Production Start-Up**

#### **Implement the Occupational Health and Safety Program:**

1. As soon as possible, call the Production Safety Representative to arrange for a **Production Safety Orientation** for your PM, 1st AD, 2<sup>nd</sup> AD, Transportation Coordinator, Construction Coordinator, Special Effects and Stunt Coordinators, and all key Department Heads.  
(Immediately prior to your first full production meeting is a good time to hold this orientation.)
2. Obtain and read the **Production Safety Manual** from the Production Safety Representative or **www.canadianproduction.com** the first week of employment. This manual is meant to provide guidance and clarification of possible question. Keep the manual in the production office at all times. A copy should be on all stages and locations as well.

#### **Coordinate the documentation of all safety program activities:**

See to it that the following have been turned into the Production Office, and copies sent to the Production Safety Representative at the beginning of the production:

1. Employee Acknowledgment of General Safety Guidelines for Production (Form 1)
2. Employee Acknowledgment of Additional Safety Guidelines for Special Effects (Form 1B)
3. OHSP Contact List (Form 2)
4. Serious Incident Reporting Procedures (Form 4)

### On Production

1. See to it that the following are turned into the Production Office and copies sent to the Production Safety Representative on a regular basis:
  - a. Production Stage Hazard Assessment Checklist (Form 5)
  - b. Mill/Stage/Location Construction Hazard Assessment Checklist (Form 6)
  - c. Location Pre-Production Hazard Assessment Checklist (Form 7)
  - d. Location On-Production Hazard Assessment Checklist (Form 8)
  - e. Safety Guidelines for Extras and Theatrical Day Hires (Form 15)
  - f. Young and New workers orientation
2. See to it that the following are turned into the Production Office and copies sent to the Production Safety Representative as they are completed:
  - a. Accident Investigation Report (Form 9)
  - b. Hazard Notification (Form 10)
  - c. Notice of Unsafe Condition and Action Plan (Form 11)
  - d. Safety Warning Notice (Form 12)
  - e. Production Safety Meeting Report (Form 13)
  - f. Request for Employee Safety Training (Form 14)
  - g. First Aid Reports
  - h. Joint Occupational Health and Safety Committee minutes
  - i. Employer Reports of Injury or Occupational Disease (F7s)
  - j. Employer Incident and Investigation Reports
  - k. Right of Refusal of Medical Aid (Form 16)
  - l. Any special permits, environmental surveys, location safety reports, etc. daily Production Reports listing safety meetings, including key department head and new arrival meetings, stunt and special effects meetings, etc.
3. If your duties include distributing Calls Sheets, always attach any *AMPTP* or *ActSafe Safety Bulletins* or other notices deemed appropriate by your PM or 1<sup>st</sup> or 2<sup>nd</sup> AD and ensure they are referenced on the call sheet.

### Injuries and Illnesses

1. You are to maintain a log of all injuries and illnesses to anyone on your show if either of the following is true:
2. You should receive a **First Aid Report** from your First Aid Attendant for every injured employee. If the worker requires additional medical attention beyond basic first aid, or misses any work beyond the date of the injury then you must fill out an **Employer's Report of Injury or Occupational Disease (F7)** and submit to WorkSafeBC within 3 working days. Once it has been determined that an F7 is required then an **Employers Incident and Investigation Report** will be required from the Joint Occupational Health and Safety Committee and must be submitted to WorkSafeBC within 48 hours.
3. If the patient has refused medical attention, you should also receive a completed **Right of Refusal of Medical Aid Form (Form 16)**. Please be sure to email these forms to the Production Safety Representative and the member union or BCCFU as required.

### Serious Accidents, Injuries and Mishaps

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

In the event of a serious accident, injury or mishap, the **Production Manager**, or in his/her absence, the **1<sup>st</sup> Assistant Director** will follow the instructions on **Form 4 – Serious Incident Reporting Procedures**. It is the Production Office Coordinator’s responsibility to see that correct reporting instructions are available to the PM and 1<sup>st</sup> AD.

**Show Wrap**

1. See to it that all OHSP documents have been collected and forwarded to the **Production Safety Representative** or the **Production Executive** prior to closing the production office.
2. See to it that all borrowed safety equipment (harnesses, lanyards, ropes, etc.) has been returned to the Production Safety Representative.

**Hazardous Waste Disposal**

*It is Company policy that all chemicals will be disposed of in accordance with the laws of the city, county and state in which they are used. If you need to arrange for the disposal of paint or other chemicals, contact the Production Safety Representative.*