

## Safety Responsibilities PRODUCTION MANAGER

### Safety Program Information for Production 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 Production Manager

The Production Manager has the authority and is responsible for the overall management and administration of the Occupational Health and Safety Program. All staff are responsible for carrying out the OHSP.

As Production Manager, you are to see that your employees are provided with:

1. A safe work environment as per the Occupational Health and Safety Act;
2. Equipment that meets the requirements of Occupational Health and Safety Act;
3. All required training and all personal protective equipment required for the work they are asked to perform as per the Occupational Health and Safety Act

### Production Start-Up

1. Instruct your department heads that they may only hire 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 training requirements or arranging training, **call the Production Safety Representative**.
2. Ensure that everyone you hire receives a copy of **Form 1 – General Safety Guidelines for Production** and signs an **Acknowledgment Form**. This is most easily accomplished by attaching it to the deal memo.
3. Instruct your department heads to give **New Worker Training** whenever appropriate.
4. Organize and conduct a safety meeting with the **1<sup>st</sup> Assistant Director, Construction Coordinator, Transportation Coordinator, Special Effect Coordinator, and Stunt Coordinator**. The above Department Heads are responsible for coordinating the Safety Program within their departments.
  - a. Direct everyone to **Section 3: Position Safety Responsibilities**. See that they read them, understand them and follow them.
  - b. Empower the **1<sup>st</sup> AD** as the person responsible for implementing the Safety Program on the Production side.
  - c. Empower the **Construction Coordinator** as the person responsible for implementing the Safety Program on the Construction side.
5. Before you begin set construction, call the **Production Safety Representative** and establish a **Joint Occupational Health and Safety Committee**
6. Before you begin set construction, have your **Construction Coordinator** call the **Production Safety Representative** to discuss safety training, fall protection, and other safety issues.
7. As early as possible, you or your **Production Office Coordinator** should call the Production Safety Representative to schedule your production's **Safety Orientation**. (This usually takes place immediately before your first production meeting and lasts about 30 minutes.)
8. 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**. Your Production Office Coordinator has been instructed to print out the Safety Manual. *Always keep a copy on set and in the production office.*
9. Instruct your **Location Manager** to contact the Production Safety Representative to discuss any questions regarding possible asbestos, lead paint and mold; or location fall protection, rooftop, or structural concerns.
10. 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 similar

work as 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.

Instruct **your Stunt and Special Effects Coordinators** to contact the Production Safety Representative well in advance of any non-routine stunt or special effect.

11. Your **Production Office Coordinator** will keep a file of all completed Safety Forms.

### **On-Production**

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

1. To help keep the safety program consistent, the 1<sup>st</sup> Assistant Director, Construction Coordinator, Transportation Captain/Coordinator, Special Effects Coordinator, and Stunt Coordinators are to consult with the Production Manager on all safety matters.
2. Advise **the Production Safety Representative** (in writing or verbally) of safety concerns and OHSP compliance activities on a regular basis.
3. Communicate with **the Production Safety Representative**, your **Director**, and your **Department Heads** regarding specific script and shooting concerns.
4. Request laboratory testing, engineering services, and/or additional information from **the Production Safety Representative** on potentially unsafe substances or processes. For example:
  - a. Possible asbestos at a location
  - b. Environmental concerns, such as shooting near water, which may pose potential hazards to crew or the environment.
  - c. Use of smokes, fogs and pyrotechnics, etc.
  - d. Unusual applications of equipment manufactured for another purpose.
  5. See to it that Department Heads are conducting training and performing their OHSP duties. Additional training of these crewmembers may be necessary.
  6. Review OHSP documentation regularly for completion and compliance.
  7. See to it that the OHSP remains in effect for all second units, re-shoots, and opticals.

#### **Coordinate response to accidents and emergencies:**

1. See to it that emergency procedures are in place for all locations and that the nearest hospital has been identified. This information should be recorded on the **Location Safety Poster** or **Stage Safety Poster**, which are available from the Production Safety Representative. (*The Safety Poster should be posted at the worksite. Emergency numbers are to be posted by all set telephones.*)
2. Maps and directions to the nearest hospital are to be provided by the Location Manager to:
  - a. 1st AD/Stage Manager (including First Aid Procedures)
  - b. Construction Coordinator
  - c. Transportation Coordinator
  - d. Special Effects Coordinator
  - e. Stunt Coordinator
  - f. First Aid Staff (including First Aid Procedures)
3. If anyone is injured on the job, immediately send them to First Aid or the set medic for evaluation. (See "Serious Accidents, Injuries and Mishaps" below.)

***Instruct your First Aid Attendants to fill out appropriate paperwork and make notification to the Production office in the event of any injury or illness.***

#### **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, AFTER ALL NECESSARY EMERGENCY PERSONNEL ARE CALLED, the Production Manager should notify THE PRODUCTION EXECUTIVE immediately WITHOUT EXCEPTION. After discussion with your Production Executive and with her/his instruction, the following people**

**will be notified:**

- **Production Safety Representative**
- **Risk Management Department**
- **Labor Relations Executive**
- **Worldwide Corporate Communication/ Publicity Executive**

**In Ontario an injury that is immediately reportable to the Ministry of Labour:**

- places life in jeopardy
- produces unconsciousness
- results in substantial loss of blood
- involves the fracture of a leg or arm, including a wrist, hand, ankle or foot
- involves the amputation of a leg, arm, hand, foot or multiple fingers or toes
- consists of burns to a major portion of the body
- causes the loss of sight in an eye

Accident and incident reporting requirements differ on Construction projects. See: MOL Reporting Requirements

**In the event of a death or critical injury as described above ensure that the scene is preserved for investigation and that the Ministry of Labour is notified by calling 877-202-0008**

The **Production Safety Representative** may make these notification calls.

1. See **Form 4 – Serious Incident Reporting Procedures**, for specific contact information.
2. Any accident should be noted on the back of the Production Report on the date the accident occurred by identifying only the name of injured employee and classification.
3. Under the guidance of the Studio Legal Department, the Production Safety Representative will conduct any additional accident investigations necessary.

***CAUTION: Written and/or verbal statements should not be taken unless authorized by the Studio Legal Department. Speculation regarding the cause(s) of accident(s) are not to be included as part of any Accident/Incident Investigation. Speak with your Production Safety Representative for direction.***

**MOL Inspector/Investigation activities:**

If you are ever visited or contacted by **MOL**, or any government agency, contact the **UPM** and the **Production Safety Representative** immediately. Also contact the **Production Executive and Production Attorney**.

1. Immediately notify the 1st AD and the Production Safety Representative.
2. Request the official's credentials and determine their validity.
3. Tell the inspector it is company policy to have the Production Safety Representative present for any inspection. Ask them politely to wait, and call the Production Safety Representative immediately. Determine the nature of the visit. Be courteous, quiet, and cautious.
4. If the inspector refuses to wait, accompany the official directly to the site in question.
5. Do not sign anything or provide written documentation. Ask that their request for documentation be placed in writing so it may be responded to in writing.
6. Ask for explanations of the problem and welcome any suggestions for corrective action. If possible, make corrections immediately.
7. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
8. Answer questions directly; however, do not volunteer information.
9. Make detailed notes immediately after the official has departed. Copies are to be sent to the Production Attorney and to the Production Safety Representative.

**Document Occupational Health and Safety Program activities:**

Forward copies of all OHSP documentation on a regular basis to the Production Office Coordinator and the Production Safety Representative:

1. All completed Safety Forms
2. Acknowledgments of Receipt of Safety Guidelines
3. Any training given to cast or crew
4. First Aid Reports, Employer's report of Injury or Occupational Disease (F7s) and Employer Incident Investigation Reports
5. Correspondence with MOL or other governmental agencies.

**Show Wrap**

See to it that all Occupational Health and Safety Program documents have been collected and forwarded to the **Production Safety Representative** or the **Production Executive** prior to closing the production office.

**Hazardous Waste Disposal**

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

**FIREARM POLICY**

***The Company expressly prohibits weapons, including but not limited to firearms, in the workplace. The workplace includes all property owned, leased or controlled by the Company. Exceptions will be made for weapons approved for use for filming or with prior written approval by the Company. Failure to strictly adhere to the foregoing will result in disciplinary action, up to and including termination.***