

Production:

New and Young Worker Orientation

Along with site specific hazards, workers who are new to the production must be given the following information

Supervisor Name and Contact Information	
General Duties of Workers	<p>Take reasonable care to protect your own health and safety as well as that of others</p> <ul style="list-style-type: none">• Work in accordance with established safe work procedures including use of PPE• Wear, regularly maintain and inspect PPE• Report all violations of the Act including with PPE or the existence of any hazards• Cooperate with health and safety committees or representatives and with WorkSafeBC• Not work while impaired by alcohol, drugs or other causes (i.e., fatigue)
Work Refusal Procedures	<ol style="list-style-type: none">1. Any worker who refuses to carry out a work process must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.2. A supervisor or employer must immediately investigate the matter and ensure that any unsafe condition is remedied without delay. If the matter cannot be resolved, the supervisor or employer must investigate the matter in the presence of the worker who made the report and a worker member of the joint committee or a worker selected by a trade union representing the worker. If the worker is not represented by a trade union, any other reasonably available worker selected by the worker should be involved.3. If the matter is still not resolved, both the supervisor (or the employer) and the worker must immediately notify WorksafeBC.
Hazard Reporting Procedures	All hazards are to be immediately reported to a supervisor, JOHSC worker representative or Department head
Production Safety Manual Information	www.candianproduction.com
Violence Prevention	<p>Any Production Staff Member who witnesses or experiences any threatened or actual violence in the workplace should first take all necessary and reasonable steps to ensure their own safety and the safety of others.</p> <ul style="list-style-type: none">• In the event of emergency, local emergency personnel should be contacted immediately by calling 9-1-1.• Once safe, the Production Staff Member should immediately report the incident to the Production Manager and to WBEG Security.• All incidents of violence or threats of violence must be reported and documented, whether any individual is injured or not.• All incidents requiring reporting under the Workers Compensation Act and/or Occupational Health and Safety Regulations will be reported to WorkSafeBC.• The Company will promptly investigate all threats and incidents of Workplace Violence in a fair and unbiased manner, regardless of whether any individual is injured.
Bullying and Harassment	Any employee or production staff member who is the subject of, who has knowledge of, or who witnesses any possible prohibited discrimination, harassment, or retaliation is expected to immediately bring such information to the attention of the Production Manager, Line Producer or Labor Relations Department
JOHSC Contacts	Employer Co-Chair: Worker Co-Chair: Worker Representatives:

