TELEVISION & FEATURE PRODUCTION SAFETY MANUAL

Health & Safety Program (HSP) for British Columbia

Production Company: _____

Show Name _____

Office Location: Address 1: _____

Address 2: _____

City: _____

State/Province: _____

Zip Code: _____

Country: _____

For this production, the following people have been identified as the key points of contact with significant environment, health and safety roles:

Production Manager: _____

Production Coordinator: _____

1st Assistant Director(s): _____

1st Assistant Director(s): _____

Production Safety Representative: _____

Anonymous Safety Hotline: 877.566.8001

This copy of the Television Production Safety Manual is the most current manual as of the revision date listed on the cover. More current safety information, and the latest versions of Alliance of Motion Picture and Television Producers (AMPTP) Safety Bulletins, may be available at ***www.safetyontheset.com****, which is updated on a regular basis.*

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HEALTH & SAFETY PROGRAM

EMPLOYER'S STATEMENT:
The health and safety of all our employees is of primary importance. Our commitment to the fundamental value of human life must never be taken lightly. Therefore, we have an obligation to each employee to provide safe and healthy working conditions, and to promoting positive attitudes toward safety and health within the organization.

All levels of management have the responsibility to ensure:

- potential health and safety hazards are identified, and appropriate action taken as soon as possible;
- all employees have been adequately trained to recognize health and safety hazards, to work safely, and to protect themselves and other employees from occupational illness and injury;
- government regulations are complied with; and,
- company and industry safe work practices are followed.

All employees have a personal responsibility to:

- to become familiar with and follow safe work practices;
- to protect themselves and fellow employees from occupational illness and injury;
- to detect and report hazardous conditions and practices to their supervisors, department heads or Production Manager; and,
- to maintain a neat, clean, safe work environment.

Cast and crew members must be able to express their concerns regarding health and safety matters without fear and reprisal. If at anytime any cast or crew member voices a concern to you about their health and well-being or about any safety or related issue, it should be taken seriously and corrective action taken immediately, if the situation warrants, or handled as quickly as possible if it is not an emergency.

Production Company: _____

Production: _____

Producer: _____

Production Manager: _____

First Assistant Director: _____

Production Coordinator: _____

Worker's Compensation Act Safety Responsibilities

115 General duties of employers

(1) Every employer must

(a) ensure the health and safety of

(i) all workers working for that employer, and

(ii) any other workers present at a workplace at which that employer's work is being carried out, and

(b) comply with this Part, the regulations and any applicable orders.

(2) Without limiting subsection (1), an employer must

(a) remedy any workplace conditions that are hazardous to the health or safety of the employer's workers,

(b) ensure that the employer's workers

(i) are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work,

(ii) comply with this Part, the regulations and any applicable orders, and

(iii) are made aware of their rights and duties under this Part and the regulations,

(c) establish occupational health and safety policies and programs in accordance with the regulations,

(d) provide and maintain in good condition protective equipment, devices and clothing as required by regulation and ensure that these are used by the employer's workers,

(e) provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace,

(f) make a copy of this Act and the regulations readily available for review by the employer's workers and, at each workplace where workers of the employer are regularly employed, post and keep posted a notice advising where the copy is available for review,

(g) consult and cooperate with the joint committees and worker health and safety representatives for workplaces of the employer, and

(h) cooperate with the Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.

116 General duties of workers

As a worker, you have the right to refuse to perform a specific job or task you believe is unsafe without being disciplined by your employer. Your employer or supervisor may temporarily assign a new task to you, at no loss in pay.

(1) Every worker must

(a) take reasonable care to protect the worker's health and safety and the health and safety of other persons who may be affected by the worker's acts or omissions at work, and

(b) comply with this Part, the regulations and any applicable orders.

(2) Without limiting subsection (1), a worker must

(a) carry out his or her work in accordance with established safe work procedures as required by this Part and the regulations,

(b) use or wear protective equipment, devices and clothing as required by the regulations,

(c) not engage in horseplay or similar conduct that may endanger the worker or any other person,

(d) ensure that the worker's ability to work without risk to his or her health or safety, or to the health or safety of any other person, is not impaired by alcohol, drugs or other causes,

(e) report to the supervisor or employer

(i) any contravention of this Part, the regulations or an applicable order of which the worker is aware, and

(ii) the absence of or defect in any protective equipment, device or clothing, or the existence of any other hazard, that the worker considers is likely to endanger the worker or any other person,

(f) cooperate with the joint committee or worker health and safety representative for the workplace, and

(g) cooperate with the Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.

117 General duties of supervisors

(1) Every supervisor must

(a) ensure the health and safety of all workers under the direct supervision of the supervisor,

(b) be knowledgeable about this Part and those regulations applicable to the work being supervised, and

(c) comply with this Part, the regulations and any applicable orders.

(2) Without limiting subsection (1), a supervisor must

(a) ensure that the workers under his or her direct supervision

(i) are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work, and

(ii) comply with this Part, the regulations and any applicable orders,

(b) consult and cooperate with the joint committee or worker health and safety representative for the workplace, and

(c) cooperate with the Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.

Health and Safety Program Position Responsibilities of this Production

This Health and Safety Program has certain requirements, which are assigned to the various positions within the company and on each film production. Briefly they are as follows:

- **The Producer** is responsible for ensuring that all aspects of the Health and Safety Program are implemented.
- **The Production Manager** assists the Producer, 1st Assistant Director, and Construction Coordinator to ensure the Health and Safety Program is effective and when necessary, acts as a co-liaison for the Production Safety Advisor.
- During filming the **1st Assistant Director** (On-Set Safety Coordinator) is responsible for acting as the safety liaison between the production crew and the Producer. The 1st Assistant Director is responsible for conveying current safety requirements to all production crewmembers and providing guidance for meeting Health and Safety Program goals.
- **The Construction Coordinator** is responsible for acting as the safety liaison between the construction crew and the Producer. The Construction Coordinator is responsible for conveying current safety requirements to all construction crew members and provide guidance for meeting Health and Safety Program goals.
- **The Department Heads/Supervisors** are responsible for ensuring their crews' compliance with all applicable safety rules and regulations.
- **The Location Manager** is responsible for assessing the status of a chosen location and completing the Location Hazard Checklist (LOC) and communicating this information to the Production Manager and 1st Assistant Director.
- **The 2nd Assistant Director** supports the 1st A.D. in fulfilling the requirements as set forth in the Health and Safety Program.
- **The Production Coordinator** maintains a library of safety information including copies of all safety program documentation as described in the Health and Safety Program.
- **Cast and Crew Members** are responsible for understanding and following industry guidelines and safety regulations and understanding their responsibilities within the safety program as outlined in the Health and Safety Program.
- **The Executive Assistant** shall furnish the Producer on a film production with a copy of this Health and Safety Program manual and the Producer is responsible for making sure each department head and other applicable employees receive, read and understand this Health and Safety Program and their responsibilities to it.

Steps to follow when work might be unsafe

1. Report the unsafe condition or procedure
   As a worker, you must immediately report the unsafe condition to a supervisor or employer. As a supervisor or employer, you must investigate the matter and fix it if possible. If you decide the worker's concern is not valid, report back to the worker.
2. If a worker still views work as unsafe after a supervisor or employer has said it is safe to perform a job or task. As a supervisor or employer, you must investigate the problem and ensure any unsafe condition is fixed. This investigation must take place in the presence of the worker and a worker representative of the joint health and safety committee or a worker chosen by the worker's trade union.
3. If a worker still views work as unsafe, notify WorkSafeBC
   If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A prevention officer will then investigate and take steps to find a workable solution.

Safety Program Responsibilities for the:

PRODUCER

1) Be thoroughly familiar with the Health and Safety Program.
   - Receive, read and understand the Health and Safety Program manual.
   - Form a Health and Safety Committee for the film production (see Health and Safety Committee herein)
   - Call and attend a safety program meeting at the start of pre-production and production.
   - Arrange for minutes to be taken at all safety meetings.
   - Ensure that all applicable employees receive a copy of this Program and study it.

2) Ensure the Health and Safety Program is working.
   - When available, attend on-set safety meetings.
   - Ensure that the 1st Assistant Director, Construction Coordinator, Production Manager, and department heads are performing their Health and Safety Program duties.
   - Review Health and Safety Program documentation regularly to ensure completion and compliance.

3) Communication and Troubleshoot.
   - Ensure that any concerns that arise are resolved and that safety meetings are held on a regular basis.
   - Communicate regularly with the Production Manager on a regular basis regarding status of the Health and Safety Program.
   - Ensure that the Health and Safety Program remains in effect for all 2nd Units, re-shoots and opticals.

4) Deal with Serious Accidents and Emergencies.
   - When notified of all emergencies and accidents that result in serious injury, death, major property damage, hospitalization, or events that create imminent danger.
   - Ensure that the Workers' Compensation Board is contacted should "serious incidents" occur, as required by OJOHS Regulation, Section 3.7 and that any evidence from the accident is secured.
   - Ensure that the Accident/Incident Investigation Reports are completed, copied and submitted to appropriate parties as required (e.g., JOHS committee, WORKSAFEBC). DO NOT include speculation as to the cause(s) of an accident.
   - Ensure that Production Executives are advised as required.

5) Show Wrap

Prior to closing the production office, make sure all safety documents have been forwarded to the Production Safety Advisor for archiving and/or the Executive Assistant.

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

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 **Young and New Worker Training** whenever appropriate.
4. Organize and conduct a safety meeting with the **1st 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 **1st 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.safetyontheset.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.

<u>On-Production</u>

Implement the Occupational Health and Safety Program:

1. To help keep the safety program consistent, the 1st 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 BC incidents that are immediately reportable to WorKSafeBC are as follows:

- **Any incident that kills or seriously injures a worker**
- **A major leak or release of a dangerous substance**
- **A major structural failure or collapse of a structure, equipment, construction support system, or excavation**
- **A fire or explosion that had a potential for causing serious injury to a worker**
- **A diving incident that causes death, injury, or decompression sickness requiring treatment (required by regulation)**

In the event of a serious incident as described above ensure that the scene is preserved for investigation.

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.

<u>CAUTION:</u> 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.

WorkSafeBC/Government Inspector/Investigation activities:

If you are ever visited or contacted by **OSHA**, 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. A

WorkSafeBC officer is under no obligation to comply.
4. Determine the nature of the visit. Be courteous, quiet, and cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question.
6. 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.
7. Ask for explanations of the problem and welcome any suggestions for corrective action. If possible, make corrections immediately.
8. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the Production Attorney and to the Production Safety Representative.
11. Refer to "Regulatory Agency Inspection Guidelines" in the Production Safety Manual for more information.

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 WorkSafeBC 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.
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 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.

Safety Responsibilities
FIRST ASSISTANT DIRECTOR

Safety Program Information for First Assistant Director

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 First Assistant Director (1st AD)

As the First Assistant Director, you are responsible for conveying current safety requirements to all production crew members, for providing guidance for meeting OHSP goals, and for ensuring that key department heads meet their OHSP responsibilities.

Production Start-Up

1. Visit **www.safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP and Actsafe Safety Bulletins, Safety Talk/Tool Box Talks, etc.) and read the **Production Safety Manual**. (You will receive a copy of the Safety Manual at your Safety Orientation.)
2. Review the General Safety Guidelines for Production and sign the acknowledgment form.
3. Attend the DGA General Safety Awareness presentation (strongly recommended.)
4. Please allow about 30 minutes before the start of your first Production Meeting for **the Production Safety Representative** to give the **Safety Orientation** to Department Heads.

On-Production

Implement the Occupational Health and Safety Program:

1. Discuss all potential safety concerns with the Location Manager, UPM, Special Effects/Stunt/Transportation/Construction Coordinators, and key department heads during the script read through and/or Production Meeting.
2. Conduct a safety meeting on the first day of production for cast and crew:
   a. Briefly explain the safety program.
   b. Discuss the safety aspects of the week's/day's activities and any potential hazards of the location.
   c. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire. *(See **Form 3 - Emergency Plan Meeting.)***
   d. See that **Young and New Worker Training** is given when appropriate.
   e. Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.)
3. Conduct additional meetings in the following situations:
   a. When a stunt or special/mechanical effect is to occur (e.g. pyrotechnics, high-fall, car stunt, etc.). Document stunts and special effect rehearsals on the daily Production Report.
   b. When there is a substantial change to the stunt or special effect, another rehearsal must be held and documented on the daily **Production Report**.
   c. Anytime the cast and crew are exposed to potential hazards (e.g. helicopters, UAVs, exotic animals, water, extreme heat or cold, etc.).
   d. Anytime new cast or crew joins the production.
   e. Anytime a new process, substance or procedure is introduced (e.g. firearms, vehicle, gimbals, FX smoke, crane, etc.)
4. See to it that safety literature is properly distributed:
   a. Distribute the ***AMPTP or Actsafe Safety Bulletins*** (found at www.safetyontheset.com) covering the specific hazard to cast and crew and attach to the call sheet (e.g. helicopter, firearm, special f/x smoke, etc.) or the special/mechanical effect is to occur (e.g. pyrotechnics, high-fall, car stunt, etc.). Call sheets must reference the

bulletins in effect.

b. With help from the Production Safety Representative, see to it that special literature, such as **Safety Data Sheets (SDS's)** or industrial hygiene test results are available if requested by any cast or crew member (e.g. assessment of any exposure to products, such as special effects, smokes, fogs, paints, dust, etc.) Post SDS's at the worksite.

5. While on production, confirm that all sets have been inspected and are free from recognized hazards.
   a. The ***Production Stage Hazard Assessment Checklist (Form 5***) should be used to document this inspection while on the lot.
   b. The ***Location On-Production Hazard Assessment Checklist (Form 8)*** should be used while on location.

Communicate and Troubleshoot:

1. See to it that appropriate safety equipment is available and is used when needed by cast and crew (e.g. earplugs, harnesses, safety belts, etc.).
2. Consult with the PM to resolve script safety concerns (e.g. special effects, stunts or other special hazards).
3. Make sure cast and crew safety concerns have been addressed and resolved:
   a) Correct hazards discovered on the set (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.)
   b) Address cast member concerns until they are resolved.

Instruct your First Aid Attendants to notify the Production Manager immediately in the event of any serious injury or illness.

Coordinate Response to Serious Accidents and Emergencies:

1. Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
2. Summon emergency medical assistance immediately *(e.g. paramedics, fire department, police, etc.)*
3. Clear the area and protect cast and crew from further injury.
4. Preserve evidence for further investigation.

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, <u>IMMEDIATELY</u> notify the PM to begin *Serious Incident Reporting Procedures (Form 4).*

In BC incidents that are immediately reportable to WorKSafe BC are as follows

- **Any incident that kills or seriously injures a worker**
- **A major leak or release of a dangerous substance**
- **A major structural failure or collapse of a structure, equipment, construction support system, or excavation**
- **A fire or explosion that had a potential for causing serious injury to a worker…**
- **A diving incident that causes death, injury, or decompression sickness requiring treatment (required by regulation)**

Your **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 direct any additional accident investigations necessary.

CAUTION: ***Written and/or verbal statements should not be taken unless authorized by the Production Attorney or 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.***

WorkSafeBC/Government Inspector/Investigation activities:

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

1. Immediately notify the PM. If not available contact 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. A WorkSafeBC officer is under no obligation to comply with the request to wait for the Production Safety Representative
4. Determine the nature of the visit. Be courteous, quiet, and cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question.
6. 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.
7. Ask for explanations of the problem and welcome any suggestions for corrective action. If possible, make corrections immediately.
8. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Attorney** and to the Production Safety Representative.
11. Refer to the "Regulatory Agency Inspection Guidelines" in the **Production Safety Manua**l for more information.

Document Occupational Health and Safety Program activities:

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

1. All completed Safety Forms
2. Any training given to cast or crew
3. Accident and injury reports
4. Correspondence with WorkSafeBC or other governmental agencies.

Show Wrap

Return the Safety Manual to the Production Coordinator for return to the Production Safety Representative.
If necessary, review the Safety Program with the UPM and the Production Safety Representative for possible improvements and adjustments.

Safety Responsibilities
SECOND ASSISTANT DIRECTOR

Safety Program Information for Second Assistant Director (2nd AD)

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 2nd AD

The 2nd Assistant Director supports the 1st AD in fulfilling the requirements set forth in the OHSP for Production and maintaining documentation of safety meetings, crew notices, accident reports, and accurate *Daily Production Reports.*

Production Start-Up

1. Obtain and read the **Occupational Health and Safety Manual** from the Production Manager (PM) or Production Office Coordinator the first week of employment. The manual is meant to provide guidance and clarification of possible questions.
2. Attend the mandatory OHSP training meeting.

On Production

Implement the OHSP:

1. Conduct safety meetings for all cast and crew who have not been briefed already by the 1st AD, Key, or Department Heads (e.g. actors/extras with late calls, crew not on the set for general safety meetings, etc.)
   a. Explain the safety program.
   b. Discuss the safety aspects of the week's/day's activities and the particular hazards of the location.
   c. Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.).
   d. Document this meeting using the ***Young and New Worker Training Form.***
2. See that employees have the proper safety training for and understand how to safely perform any task they are asked to do. If you need help determining training requirements or arranging worker training, **call the Production Safety Representative.**
3. Consult with the PM or 1st AD to determine any specific training needs of the production, such as:
   a. Hazard Communication Training for chemical-containing products.
   b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
   c. Special tools, equipment, or vehicles used. Consult with the PM or 1st AD to determine the specific training needs of the production.
   d. Document all training and forward to the Production Office Coordinator.
4. See to it that safety literature is properly distributed:
   a. Distribute **AMPTP or Actsafe Safety Bulletins** (available at **www.safetyontheset.com**) relating to specific hazards as they occur and/or attach to the call sheet (e.g. helicopters, atmospheric smoke, extreme weather, etc.).
   b. With help from the Production Safety Representative, see to it that special literature, such as **Safety Data Sheets (SDS)** or industrial hygiene test results are available if requested by any crew member.
   c. See that important safety information, such as Emergency Contact telephone numbers, are included on the call sheet.

5. Document all safety activities:
   a. Document all safety training using the Daily Production Report.
   b. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. Encourage crewmembers to report potential safety hazards.
2. Refer or relay crew safety concerns to the 1st AD or UPM.
3. Help the 1st AD to ensure that required safety equipment is used by cast and crew (e.g.: earplugs, harnesses, safety belts, etc.)
4. Help make certain the cast and drew safety concerns have been addressed and resolved.

Coordinate response to serious accidents and emergencies:

Respond to all work site emergencies and accidents (whenever the 1st AD is not present):

1. Summon emergency medical assistance immediately (911).
2. Clear the area and protect the crew from further injury.
3. Preserve evidence for further investigation.
4. Immediately notify the PM. If not available, notify the 1st AD and the Production Safety Representative.

Coordinate WorkSafeBC/Government Inspector/Investigator activities:

If visited by **WorkSafeBC**, or other governmental agency, take the following actions:

1. Immediately notify the **PM** and the **1st AD.** If not available, contact the **Production Executive** and the **Production Safety Representative.**
2. For more information, refer to "Regulatory Agency Inspection Guidelines" in the Safety Manual.

The 2nd Assistant Director is responsible for seeing that the following Occupational Health and Safety Program information is included on every call sheet:

Production Safety Manager: Shane Rogers 1 250 883 9919
Anonymous Safety Hotline: 818.954.2800/ 877.566.8001
Safety Program Website: www.safetyontheset.com
Safety Data Sheets (SDS) for chemical products**: 3E Company 800.451.8346**

And any **AMPTP or Actsafe Safety Bulletins** that apply to the day's activities.

Safety Responsibilities
CONSTRUCTION COORDINATOR

Safety Program Information for Construction Coordinator

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 Construction Coordinator

The Construction Coordinator is responsible for conveying current safety requirements to all construction crewmembers, provides guidance for meeting the goals of the Occupational Health and Safety Program and supervises, trains and sees to it that the construction department heads/supervisors meet their OHSP responsibilities. The **Construction Coordinator** is the person responsible for implementing the Safety Program on the Construction side.

Production Start-Up

1. Obtain and read the Production **Safety Manual** from the Production Manager (PM) or **www.candianproduction.com** the first week of employment and prior to any construction. The manual is meant to provide guidance and clarification to possible questions.
2. Hire only 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**.
3. Make sure everyone you hire receives a copy of ***Form 1 – General Safety Guidelines for Production*** and signs an ***Employee Acknowledgment***.
4. Conduct safety meetings on the first day of construction for your crew:
   a. Explain the safety program.
   b. Check that all equipment operators carry a Certification for each piece of equipment they will be asked to drive or use (e.g. Forklift Safety Card, Aerial Platform Training, powder-actuated tool operator's "Hilti Card," etc.) Make a copy of these certifications and keep them on file with the **Production Office Coordinator**.
   c. Discuss the safety aspects of the day's activities and the particular hazards of the location (e.g. overhead power lines, etc.)
   d. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on stages or interior sets and off-lot locations, and explain emergency procedures, location of fire extinguishers, and evacuation plans in case of fire. Instructions for this meeting are on the ***Emergency Plan Meeting Form.***
   e. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. aerial lifts, paints, chemicals, etc.).
5. Conduct or arrange safety training for all crew members:
   a. **Young and New Worker Training –** complete checklist and attendance sheet.
   b. Hazard Communication Training for chemical containing products.
   c. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
   d. Fall Protection for workers exposed to heights.
   e. Special tools, equipment, or vehicles used.
   f. Use the **Codes of Safe Practices (CSP's)** found at www.**safetyontheset.com** and equipment manuals to ensure the employee understands safe operation. Have employees demonstrate safe working procedures.
   g. Document all training and forward to the Production Office Coordinator.
6. Conduct additional meetings in the following situations:
   a. Anytime the crew is exposed to a new hazard (e.g. asbestos containing material, new equipment, confined space, high tension wires or any other site concern, etc.)
   b. Whenever a new crewmember or independent contractor arrives (This may be delegated to the foreperson).
   c. Anytime there is a change in work site or multiple work sites the foreperson at each site must give a safety orientation, including emergency action, and conduct Safety Talk/Tool Box Talks (available at **safetyontheset.com**.)

d. Anytime there is an injury, review with all crew applicable safety rules.

<u>On Production</u>

Implement the Occupational Health and Safety Program:

1. Conduct a **Safety Meeting** every 10 working days at minimum, and have all attending employees sign the ***Safety Talk/ Tool Box Talk Attendance Form.***
2. Conduct an inspection of the construction area of all stages and locations every 30 working days, and document any problems found and corrections made by using ***Form 6 - Construction Hazard Assessment Checklist.***
3. See to it that safety literature is properly distributed.
   a. Distribute **AMPTP or Actsafe Safety Bulletins** (available at **candianproduction.com**) relating to specific hazards as they occur and/or attach to the call sheet (e.g. elevating platforms, etc.).
   b. With help from the Production Safety Representative see to it special literature, such as **Safety Data Sheets** (SDS) or industrial hygiene test results are available if requested by any crewmember (e.g. analysis for lead / asbestos, paints, dust, etc.)
4. Document all safety training and forward copies to the **Production Office Coordinator**.
   a. Any bulletins or correspondence regarding safety should be forwarded to the Production Office Coordinator.
   b. Document all safety training and forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. See to it that safety equipment is provided and being used (e.g. earplugs, harnesses, eye protection, hard-hats, etc.). Document infractions.
2. Confirm that all tools and equipment are inspected and have the proper safety features.
3. All safety guards should be in working order and in place.
4. Verify that the crew has the proper certification for any specialized equipment used, such as, elevated platforms, forklifts, powder-actuated tools, etc. Check their documentation.
5. Enforce General Safety Guidelines for Production. Use the Safety Warning Notice (Form 12) to document verbal warnings, and disciplinary actions.
6. Consult with the PM and/or **the Production Safety Representative** to resolve safety concerns; such as, confined space issues, ventilation problems, rigging fall protection for elevated work, or other safety matters.
7. Address crew safety issues until they are resolved.
8. Correct any hazards that have been discovered at the site (e.g. blocked exits, improper material storage, hazardous materials on site, faulty equipment, etc.).

Instruct your First Aid/Craft Service to notify the Production Safety Representative of any serious injury or illness.

Coordinate response to serious accidents and emergencies:

Respond to all work site emergencies and accidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger:

1. Summon emergency medical assistance immediately (911).
2. Clear the area and protect the crew from further injury. (Take equipment out of service or post sign.)
3. Preserve evidence for further investigation.
4. Immediately notify the PM. If not available, notify the 1st AD and the Production Safety Representative.

Coordinate WorkSafeBC/Government Inspector/Investigator activities:

If visited by WorkSafeBC or other governmental agency, take the following actions:

1. Immediately notify the PM. If not available contact 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 a representative of the Department of Safety & Environmental Affairs present for any inspection. Ask them politely to wait, and contact the Production Safety Representative immediately. A WorkSafeBC officer is under no obligation to comply with this request.

4. Determine the nature of the visit. Be courteous, be quiet and be cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question.
6. 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.
7. Ask for explanations of the problem and welcome any suggestions for corrective action.
8. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Attorney** and to the Production Safety Representative.
11. Refer to "WorkSafeBC Inspection Guidelines" and "Regulatory Agency Inspection Guidelines" (Section 4) for more information.

Show Wrap

Forward all documentation of safety program to the Production Office:

1. **Safety Meetings**
2. Inspection Forms
3. Safety training records

Safety Responsibilities
LOCATION MANAGER

Safety Program Information for Location 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 Location Manager

As the Location Manager, you are responsible for:

- Assessing all hazards at a location by completing the ***Location Pre-Production Hazard Assessment Checklist (Form 7)*** and the ***Location On-Production Hazard Assessment Checklist (Form 8)***;
- Communicating that information to the **Production Manager, First Assistant Director, Construction Coordinator** and **Transportation Coordinator**.

Production Start-Up

1. Visit **www.safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP and Actsafe Safety Bulletins, Safety Talks/Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. Hire only 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 safety requirements or arranging worker training, call the **Production Safety Representative.**
3. Attend the mandatory Occupational Health and Safety meeting to become familiar with the program in order to address potential environmental and safety hazards on location.

On Production

Examine locations for safety concerns:

1. Check all locations for potential safety concerns and hazards:
   a. Asbestos, chemicals, hazardous waste, paints with lead, blocked or unmarked exits, unprotected elevated areas, improper ventilation, etc.
   b. This includes all location construction, holding, parking, catering, dressing areas, etc.
2. Fill out the ***Location Pre-Production Hazard Assessment Checklist (Form 7)*** for each new location.
   a. Ask building owners or managers about potential environmental concerns, asbestos reports or prior testing of lead based paints.
   b. Obtain proper permits.
   c. Obtain safety postings from **the Production Safety Representative**.
   d. Complete the ***Location Safety Poster*** by filling in nearest hospital and emergency numbers and post.
5. Call the **Production Safety Representative** with any questions about lead paint, asbestos, water testing, fall protection, weight restrictions, etc. (Testing can be lengthy and certified structural engineers are expensive, so a backup location is prudent.)
6. Fill out the ***Location On-Production Hazard Assessment Checklist (Form 8)*** to document inspection of each location on the day the crew is scheduled to arrive for work.
7. Turn in all forms to the Production Office Coordinator.

Notify the UPM and Safety Coordinators (1st AD, Construction Coordinator and Transportation Captain/Coordinator) of safety concerns and special hazards:

1. Provide **Emergency Plan** information – including evacuation routes and muster stations - for all Locations.
2. Determine if special hazards exist such as excessive traffic, location hazards associated with airports, marinas, and other water sites.
3. Assist other Department Heads to conduct safety meetings:
   a. When cast and crews are exposed to a location hazard.
   b. Anytime there is a change in location.

Monitor all locations:

1. Inspect, on an ongoing basis, for changes that could produce additional hazards (e.g. changing weather conditions, construction changes, etc.)
2. See to it all sets are inspected on a regular basis so they are free from hazards and correct, or have corrected, any that are found.
3. Consult with the PM and the Production Safety Representative to resolve location safety concerns (e.g. confined spaces, warehouse adaptation for stage use, etc.)

Develop contacts for emergency services:

1. Assist on-set first aid with emergency information and contacts.
2. Identify the nearest hospital and provide maps and directions for all locations to the PM, 1st AD, Construction Coordinator, Transportation Coordinator, and First Aid Staff. Ensure that FA/CS and the 1st AD are provided with current written First Aid Procedures to be posted at each location.

Document all safety activities:

Complete and turn in the ***Location Pre-Production Hazard Assessment Checklist (Form 7)***, ***Location On-Production Hazard Assessment Checklist (Form 8)*** and other related paperwork (e.g. safety inspection certificates, test results, environmental surveys, etc.) to the Production Office Coordinator.

Safety Responsibilities
KEY GRIPS, KEY GAFFER, PROPERTY MASTER, SET DRESSING, GREENS, ANIMAL WRANGLERS, CAMERA, SOUND, CRAFT SERVICE, MAKE-UP, HAIR, WARDROBE, PAINT COORDINATOR, SECURITY

Safety Program Information for Key Department Heads

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 Key Department Heads

The Department Heads/Supervisors are responsible for supervising, training, performing periodic inspections, and ensuring their crews compliance with all applicable safety rules and regulations.

Production Start-Up

1. Visit **www.safetyontheset.com** to familiarize yourself with the safety information available, (AMPTP and Actsafe Safety Bulletins, Safety Talks/Tool Box Talks, etc.) and to read the **Production Safety Manual**.
2. Conduct or arrange safety training for your crew who have not been trained. If you need help determining training requirements or arranging training, call the **Production Safety Representative.**
3. Conduct and document safety meetings for your crew on the prior to starting the first day of work at a new site:
   a. Provide **Young and New Worker Training** when appropriate.
   b. Explain the safety program and tell them to visit **www.safetyontheset.com.**
   c. Ensure they have received the BC General Safety Guidelines and signed the acknowledgment form
   d. Discuss the safety aspects of the day's activities and the particular hazards of the site.
   e. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits and telephones on all stages and interior set and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire (if not covered by the 1st AD.) The information for this meeting is on the ***Emergency Plan Meeting Form***.
   f. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. insert car, process trailer, cranes, booms, specialized rigs, etc.)
4. Conduct or arrange safety training for your crew who have not been trained:
   a. Hazard Communication Training for chemical containing products.
   b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
   c. Fall Protection Training for workers exposed to heights.
   d. Special tools, equipment, or vehicles used.
   e. Consult with the Production Safety Representative to determine the specific training needs of your crew.
   f. Document all training and forward to the Production Office Coordinator.
5. Conduct additional safety meetings in the following situations:
   a. Prior to rigging or testing of any specialized equipment.
   b. Anytime crew is exposed to a hazard (e.g. special products, pyrotechnics, etc.).
   c. Anytime new crewmembers join the department.
   d. Anytime there is a change in location or work site.
   e. Anytime a new process is introduced (e.g. special foams, chemicals, tools, etc.)
6. Distribute safety literature:
   a. Give the ***General Safety Guidelines for Production (Form 1)***; written, orally or posted to all

those who report directly to the site for hire; such as, casual hires, independent contractors, etc. Have all employees sign the ***Employee Acknowledgment*** and forward them to the **Production Office Coordinator**

   b. Distribute safety literature on specific hazards to your crew (e.g. appropriate clothing and shoes, aerial platforms, etc.).
   c. Issue special literature if requested by crew members (e.g. material safety data sheets on chemicals, fogs, paints, etc.)
7. Document all Occupational Health and Safety Program activities:
   a. See to it that all safety meetings held throughout the day with crew are noted on the daily Production Report, including new arrival, rigging, testing and changing work site meetings.
   b. Any bulletins or special correspondence are to be forwarded to the **Production Office Coordinator**.
   c. Document all safety training using ***Production Safety Meeting Report (Form 13).*** Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. Inspect all work sites to be sure they are free from recognized hazards and correct any that are found.
2. See to it that appropriate safety equipment has been provided, inspected and is in use by the crew (e.g. *ear plugs, equipment safety guards, harnesses, respirators, safety glasses, etc.).*
3. Consult with the PM to resolve safety concerns such as special effects, stunts or other special hazards.
4. Enforce safe working procedures.
5. Encourage the reporting of hazards by crew members.
6. Resolve crew safety issues.
7. Correct hazards that have been discovered at the site (e.g. blocked exits, trip and fall hazards, faulty equipment etc.)

Coordinate Response to Accidents and Emergencies:

1. Respond to all work site emergencies and accidents affecting the crew.
2. Summon emergency medical assistance immediately (Paramedic, Fire Department, Police, etc.)
3. Notify the PM, First AD, or Construction Coordinator and the Production Safety Representative.
4. Clear the area and protect the crew from further injury (e.g. remove equipment from service, post warning signs, arrange further training.)
5. Preserve evidence for further investigation.

Safety Responsibilities
STUNT COORDINATOR

Safety Program Information for Stunt Coordinator

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

Responsibilities of the Stunt Coordinator

The **Stunt Coordinator** is responsible for the safe performance of stunts and supervision of all persons involved in the stunt. If the stunt involves special effects, the Stunt Coordinator is responsible for coordinating with the Special Effects Coordinator in a pre-stunt/special effects meeting. The Stunt Coordinator is responsible for communicating stunt action to the 1st AD to ensure the understanding and safety of all crew. This meeting should be documented in the ***Daily Production Report***.

Production Start-Up

- Visit **www.safetyontheset.com** to familiarize yourself with the safety information available, (Actsafe Safety Bulletins, Safety Talk/Tool Box Talks, etc.) and to read the ***Production Safety Manual***.
- 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 the similar work 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.
- Hire only employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do.

On Production

Implement the OHSP:

1. Discuss all potential safety concerns with the Location Manager, PM, Special Effects, Transportation and Construction Coordinators, and key department heads during the script read through. Document this meeting as a "safety meeting"
2. Conduct a safety meeting on the first day of production with your crew:
   - Explain the safety program.
   - Discuss the safety aspects of the week's/day's activities and the specific and general potential hazards of the location.
   - Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of fire. *See* ***Emergency Plan Meeting Form.***
   - Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.)
3. Conduct or arrange safety training for all Stunt employees and appropriate cast and crew members:
   - **Young and New Worker Training** when appropriate.
   - Hazard Communication Training for chemical containing products.
   - Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
   - Fall Protection Training for workers exposed to heights.
   - Special tools, equipment, or vehicles used.
   - Consult with PM or the Production Safety Representative to determine the specific training needs of the production.
   - Document all training and forward to the Production Office Coordinator. Consult with the PM or the Production Safety Representative to determine the specific training needs of the production.

4. Conduct Safety meetings in the following situations:
    - When a stunt is to occur (e.g., high fall, car stunt, etc.). Document stunt rehearsals on the daily Production Report. Conduct additional rehearsals for any changes to the stunt and document it on the *Daily Production Report*. Ensure all involved crew understand the change.
    - Call the Production Safety Representative anytime cast and crew are exposed to a hazard (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).
    - Anytime new cast or crew join the production.
    - Anytime a new process, substance or procedure is introduced.
5. See to it that safety literature is properly distributed:
    - All cast and crew members are to receive the *General* ***Safety Guidelines for Production (Form 1)***, written, orally or posted, and sign an ***Employee Acknowledgment***. This includes all those who report directly to the set for hire; such as day players, casual hires, independent contractors, etc. Return signed *Employee Acknowledgments* to the Production Office Coordinator.
    - Distribute Actsafe Safety Bulletins relating to specific hazards to cast and crew or attach to the call sheet (e.g. helicopter, firearm, etc.).
    - With help from the Production Safety Representative, see to it that special literature such as Safety Data Sheets (SDS's) are available if requested by cast or crew.
6. Document all OHSP activities:
    - Produce a Risk Assessment for each stunt sequence using any vehicles or equipment beyond personal protective equipment and develop written safe working procedures. These documents must be sent to the Production Safety Manager at least three days prior to filming
    - Make sure that all safety meetings held throughout the day are noted on the daily Production Report, including key department head and new arrival meetings, stunt and special effects meetings, etc.
    - Any bulletins or special correspondence should also be on file with the Production Office Coordinator.

Communicate and Troubleshoot:

1. Confirm that the work site is inspected to see that it is free from recognized hazards. Correct hazards found. (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.). This can be done by an Assistant on a regular basis.
2. See to it that safety equipment is used by cast and crew *(e.g. earplugs, harnesses, safety belts, etc.).*
3. Consult with the PM to resolve script safety concerns.
4. Make sure cast and crew safety concerns have been addressed and resolved:

Coordinate Response to Serious Accidents and Emergencies:

1. Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
2. Summon emergency medical assistance immediately - paramedics, fire department, police, etc. (911 or the local equivalent).
3. Clear the area and protect cast and crew from further injury.
4. Preserve evidence for further investigation.
5. Immediately notify the **PM**. If not available notify the **Production Executive** and the **Production Safety Representative**.

Coordinate WorkSafeBC/Government Inspector/Investigator activities:

1. Immediately notify the PM. If not available contact the 1st AD, and the Production Safety Representative.
2. The PM or 1st AD will accompany the inspector/investigator on the survey of the site in question.

Safety Responsibilities
SPECIAL EFFECTS COORDINATOR

Safety Program Information for Special Effects Coordinator

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

Responsibilities of the Special Effects Coordinator

The **Special Effects Coordinator** is responsible for the safe performance and supervision of all special effects. In addition, the Special Effects Coordinator is also responsible for the transportation, storage, and use of all pyrotechnics, and is responsible to effectively coordinate with the Stunt Coordinator and, at pre-stunt/special effects meetings, communicate special effects action to ensure understanding and safety of all cast and crew. This meeting should be documented in the ***Daily Production Report.***

Production Start-Up

1. Visit **safetyontheset.com** to familiarize yourself with the safety information available, (Actsafe Safety Bulletins, Safety Talks/Tool Box Talks, etc.) and to read the ***Production Safety Manual***.
2. Hire only 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.**

On Production

Implement the Occupational Health and Safety Program:

1. Discuss all potential safety concerns with the Location Manager, PM, Stunt, Transportation and Construction Coordinators, and key department heads during the script read through. Document this meeting as a "Safety Meeting"

- Call the Production Safety Representative anytime cast and crew are exposed to a hazard (e.g. helicopter, exotic animal, water, extreme heat or cold, etc.).

2. Conduct a safety meeting on the first day of production with your crew:
   - Explain the safety program.
   - Provide **Young and New Worker Training** when appropriate.
   - Discuss the safety aspects of the week's/day's activities and the specific and general potential hazards of the location.
   - Discuss elements of the Emergency Plan, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of fire. *See* ***Emergency Plan Meeting Form.***
   - Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.)
3. Conduct or arrange safety training for appropriate cast and crew members:
   - Hazard Communication Training for chemical containing products.
   - Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
   - Fall Protection Training for workers exposed to heights.
   - Special tools, equipment, or vehicles used.
   - Consult with PM or the Production Safety Representative to determine the specific training needs of the production.
   - Document all training and forward to the Production Office Coordinator. Consult with PM or the Production Safety Representative to determine the specific training needs of the production.

4. Conduct additional meetings in the following situations:
    - When a special/mechanical effect is to occur (e.g. pyrotechnics, etc.) during filming, ensure that a "safety talk" is held with the 1st AD and Stunt Coordinator. Document this meeting on the DPR.
    - Document special effect rehearsals on the ***D**aily Production Repor**t**.* Conduct an additional rehearsal for any substantial change to the special effect and document it on the *Daily Production Report*. Ensure all involved crew understand the change.
    - Anytime new cast or crew join the production.
    - Anytime a new process, substance or procedure is introduced.
    - Anytime there has been a change to a previously rehearsed activity
5. See to it that safety literature is properly distributed:
    - Special Effects Coordinators should distribute ***Additional Safety Guidelines for Special Effects (Form 1B)*** and have each employee sign an ***Employee Acknowledgment***. Return signed *Employee Acknowledgments* to the Production Office Coordinator.
6. Distribute Actsafe Safety Bulletins relating to specific hazards to cast and crew or attach to the call sheet (e.g. helicopter, firearm, special f/x, etc.)
7. With help from the Production Safety Representative, see to it that special literature such as Safety Data Sheets (SDS's) are available if requested by cast or crew.
6. Document all OHSP activities:

- Make sure that all safety meetings held throughout the day are noted on the daily Production Report, including key department head and new arrival meetings, stunt and special effects meetings, etc.
- Any bulletins or special correspondence should also be on file with the Production Office Coordinator.

Communicate and Troubleshoot:

- Confirm that the work site is inspected to see that it is free from recognized hazards. Correct hazards found. (e.g. blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.). This can be done by an Assistant on a regular basis.
- See to it that personal protective equipment is used by cast and crew *(e.g. earplugs, harnesses, safety belts, etc.).*
- Consult with the PM to resolve script safety concerns (e.g. special effects, stunts or other special hazards).
- Ensure that cast and crew safety concerns have been addressed and resolved.

Coordinate Response to Serious Accidents and Emergencies:

- Respond to all on-set emergencies and accidents that result in serious injury, death, major property damage, hospitalization or events that create imminent danger.
- Summon emergency medical assistance immediately - paramedics, fire department, police, etc. (911 or the local equivalent).
- Clear the area and protect cast and crew from further injury.
- Preserve evidence for further investigation.
- Immediately notify the **PM**. If not available notify the **Production Executive** and the **Production Safety Representative**.

Coordinate WorkSafeBC/Government Inspector/Investigator activities:

- Immediately notify the **PM**. If not available, contact the **1st AD** and the **Production Safety Representative.**
- The PM or 1st AD will accompany the inspector/investigator on the survey of the site in question.

Safety Responsibilities
TRANSPORTATION CAPTAIN/COORDINATOR

Safety Program Information for Transportation Captain/Coordinator

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 Transportation Captain/Coordinator

The Transportation Captain/Coordinator is responsible for conveying current safety requirements to all transportation crewmembers, provides guidance for meeting OHSP goals and supervises, trains and sees to it that the transportation department heads/supervisors meet their OHSP responsibilities. The Transportation Captain/Coordinator is responsible for arranging compliance with Transport Canada regulations, including drivers' logs, etc. Call the **Production Safety Representative** for information on compliance.

Production Start-Up

1. Obtain and read the **Occupational Health and Safety Manual** from the Production Manager (PM) or **www.safetyontheset.com** the first week of employment. The manual is meant to provide guidance and clarification of possible questions. It is available for further review from the PM or Production Office Coordinator.
2. Attend the mandatory OHSP training meeting.
3. Hire only 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**.
4. Make sure everyone on your transportation crew is given a copy of ***Form 1 – General Safety Guidelines for Production***, and signs the accompanying ***Employee Acknowledgment***.

On Production

Implement the Occupational Health and Safety Program:

1. Conduct safety meetings on the first day of work for your crew:
   a. Explain the safety program.
   b. Conduct **Young and New Worker Training** when appropriate.
   c. *Check all drivers to see that they carry a Certification for each piece of equipment they will be asked to drive (e.g. forklift drivers have a Forklift Safety card; aerial platform operators have a "Condor Card", etc.) Make a copy of these certifications and keep them on file with the Production Office Coordinator.
   d. Discuss the safety aspects of the week's/day's activities and the particular hazards of the location.
   e. Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.).
   f. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of a fire. The information for this meeting can be found on the ***Emergency Plan Meeting Form***.
   g. Drivers should inspect any emergency equipment on vehicles.
2. Conduct or arrange safety training for all transportation crew members
   a. Any heavy construction equipment they will be expected to operate.
   b. Tools, equipment, or vehicles.
   c. Consult with PM or the Production Safety Representative to determine the specific training needs of the production.
   d. Document all training and forward to the Production Office Coordinator.
3. Conduct additional safety meetings in the following situations:
   a. Anytime the crew is exposed to a new hazard (e.g. driving hazards, new equipment, high tension wires or any other site concern, etc.)
   b. Whenever a new crew member or independent contractor arrives (This may be delegated to the foreperson).

c. Anytime there is a significant change in work site or multiple work sites the foreperson at each site should conduct a Safety Orientation.

3. See to it that safety literature is properly distributed:
   a. Give ***General Safety Guidelines for Production*** to all those who report directly to the site for hire, such as casual hires, and see that they sign an ***Employee Acknowledgment***.
   b. Return signed ***Employee Acknowledgments*** to the Production Office Coordinator on a daily basis.
   c. Distribute AMPTP and Actsafe Safety Bulletins (available at www.safetyontheset.com) relating to specific hazards as they occur and/or attach to the call sheet (e.g. road conditions, extreme weather, etc.).
   d. With help from the Production Safety Representative, see to it that special literature, such as Safety Data Sheets (SDS) or industrial hygiene test results are available if requested by any crew member.
4. Document all safety activities:
   a. Document all safety training using the daily Production Report.
   b. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. See to it that all vehicles are inspected daily to be sure they are free from recognized hazards and correct any that are found. This can be done by the operator.
2. See to it that safety equipment is provided and being used (e.g. wheel chocks, back up warning signal, deadman switches on elevated truck lifts, etc.).
3. Verify, again, that your crew has the proper license(s) to operate assigned equipment and vehicles.
4. Consult with the PM and/or the Production Safety Representative to resolve safety concerns.
5. Correct any hazards discovered on equipment and vehicles.
6. Enforce the ***General Safety Guidelines for Production***. Document verbal warnings and disciplinary actions.
7. Resolve crew safety issues.

Coordinate response to serious accidents and emergencies:

1. Respond to all work site emergencies and accidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger:
2. Summon emergency medical assistance immediately (911).
3. Clear the area and protect the crew from further injury.
4. Preserve evidence for further investigation.
5. Immediately notify the PM. If not available, notify the 1st AD and the Production Safety Representative.

Coordinate WorkSafeBC/Government Inspector/Investigator activities:

If visited by **WorkSafeBC**, or other governmental agency, take the following actions:

1. Immediately notify the PM. If not available contact the First AD and the Production Safety Representative.
2. Request the official's credentials and determine their validity.
3. Determine the nature of the visit. Be courteous, but cautious.
4. See to it that all work activity is stopped in the area to be inspected/investigated.
5. The PM, 1st AD or Construction Coordinator will accompany the inspector/investigator on the site survey.
6. Refer to "WorkSafeBC Inspection Guidelines" and "Regulatory Agency Inspection Guidelines" (Section 4) for more information.

Safety Responsibilities
FIRST AID ATTENDANT

In addition to their Health and Safety responsibilities, Set Medics are responsible for gathering and recording injury and illness-related information as required by WorkSafeBC and the Production's Occupational Health and Safety Program (OHSP). Your Production Office Coordinator needs information on every employee who suffers a work-related injury or illness.

Please remember that the forms you are required to fill out are legal documents, so be as accurate and thorough as possible. If you have any questions when filling out forms, speak with an employer representative from the Production's Joint Occupational Health and Safety Committee, or the Production Safety Representative

When you start work:

1. Obtain *Location Set Medic Packet* from your Production Coordinator or payroll company.
2. Review the paperwork requirements.

Participation in the Occupational Health and Safety Program:

1. **Read and understand the safety literature:**
   - Obtain and review the ***General Safety Guidelines for Production*** (Form 1), sign the ***Employee Acknowledgement*** form and turn it in to the POC.
   - Additional information is available from the ***Production Safety Manual***, which can be obtained at www.safetyontheset.com along with all AMPTP/Actsafe Safety Bulletins and other safety info.
   - Read the distributed AMPTP or Actsafe Safety Bulletins related to the specific hazards that you may encounter on the production (i.e. helicopters, firearms, appropriate clothing, etc.)
2. **Attend and participate in safety meetings to review the following:**
   - Safety aspects of the day's activities and the particular hazards of the location.
   - Elements of the Emergency Plan, such as the location of emergency equipment, exits and telephones on site, and emergency procedures, such as evacuation plans in case of fire, nearest hospital name, location and phone number, etc.
   - Set up your equipment accordingly.

IF AN INJURY IS SERIOUS, DIAL 911 OR YOUR FACILITY'S EMERGENCY RESPONSE NUMBER FOR TREATMENT AND TRASNPORTATION OF THE PATIENT TO A HOSPITAL.
(Ensure the employee's supervisor has arranged for a return ride from the hospital.)
THEN <u>IMMEDIATELY CALL THE PRODUCTION MANAGER</u>. IF YOU CANNOT REACH THE PM, CALL THE PRODUCTION OFFICE COORDINATOR AND THE PRODUCTION SAFETY REPRESENTATIVE IMMEDIATELY. YOU MAY LEAVE VOICE MESSAGES – BUT YOU MUST CALL UNTIL YOU SPEAK TO A LIVE PERSON.

<u>Serious Accidents, Injuries and Mishaps</u>

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.

For all injuries, the Set Medic/First Aid attendant must do the following:

1. Notify the Production office of the injury.
2. Provide the patient an ***Employee's Report of Injury*** form. (The patient must sign and date a receipt. If the patient refuses the form, <u>be sure</u> to document this in your notes.)
3. Send completed forms to the Production Safety Representative and the Production Office Coordinator
4. Send a completed copy of the form to your **Production Executive** with that day's production report.
5. Fill out a First Aid Report. Record the patient's recounting of events in quotes. Do not speculate.

6. Send the completed First Aid Report to the **Production Safety Representative** and the **Production Office Coordinator**
7. Complete a ***Refusal of First Aid*** form if the employee refuses to be treated at the scene of the incident or transported to the hospital.
8. Document the injury in your treatment log or notes.
9. If requested, fill out an ***Employer's Report of Injury or Occupational Illness*** (F7) and send to the Production Office Coordinator and the Production Safety Representative

If the employee "may have been injured" or does not want treatment:

1. You must offer WorkSafeBC's *Employee's Report of Injury* to the employee.
2. Tell the employee if he or she later decides to seek medical attention for the injury to notify the Production Office Coordinator as soon as possible so that an *Employer's Report of Injury or Occupational Illness* can be filed.
3. You must complete (to the best of your knowledge) a *First Aid Report* and send it to your Production Office Coordinator and Production Safety Manager. When completing the form, record what the patient says. Do not speculate.
4. Document the injury on the Log Sheet and in your Nursing Notes.
5. If the patient refuses medical attention, fill out the *Right of Refusal of Medical Aid* (Form 16) and give it to the Production Office Coordinator.

Form 16 is for documentation of the Safety Program and is to be completed for every injury or illness in addition to any WorkSafeBC forms.

Document work-related injuries and illnesses:

1. Log Sheets – follow instructions below. At end of week, send ORIGINAL log sheets and nursing notes to your Production Office Coordinator.

Use one log sheet for each day if patients are seen.
If no patients are seen, use one sheet for several days (Write the date and "No Patients Seen.")
Complete ALL information on log sheet –

- DOI: Date of Injury
- TOI: Time of Injury
- MOI: Mechanism of Injury
- LOI: Location of Injury

Narrative – if you complete detailed nursing notes on a separate form, circle "yes" in the narrative column and return your original notes to the Production Office Coordinator.
WC Packet – you are to give WC Packets to employees who sustain significant injuries, even if they decline further treatment at the time of the injury. Circle "yes" on the log to document the WC Packet.

2. Work Comp (WC) Packet and the procedures required are different for each payroll company. Contact your Production Office Coordinator or the payroll company at the beginning of production for the WC Packet and procedures for your show.

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, 2nd 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.safetyontheset.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 (From 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 1st or 2nd 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 **1st 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 1st 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.

HEALTH & SAFETY COMMITTEES Section 2

GENERAL

Health & Safety Committees comprised of management and workers, in addition to being a legislative requirement for the size and nature of this production, are an excellent means of internal consultation and communication.

A joint management and worker committee works together to identify and resolve safety and health problems at the production. These committees have been proven to be of assistance in the development of company and individual responsibilities, establishing positive attitudes and improving techniques for worker injury and illness prevention.

To be successful the committee must operate in an atmosphere of cooperation and must keep in mind that the committee is not a policy making body, but rather an advisory group. Normal divisions of authority and responsibility must be recognized and accepted.

A good committee will be effective in promoting and monitoring a sound Health and Safety Program. The difference between good and poor committees lies in the commitment and sincerity of its members, their understanding of the committee's role and function, training to perform their duties and their acceptance of their individual responsibilities as committee members.

ROLE

The committee roles include:

- Determining that regular inspection of the work place have been carried out;
- Ensuring that accident investigations have been carried out;
- Recommending measures required to attain compliance with the Occupational Health & Safety Regulations and controlling hazards;
- Determine that production operations and work practices meet regulatory requirements;
- Consider recommendation from the workforce and recommend implementation where warranted;
- Ensure current MSDS file is being maintained and that research and education is being provided on all unknown materials. This Production has a contract with the 3E Company at (800) 451-8346 for 24/7 access to MSDS.

COMMITTEE ORGANIZATION

The Health and Safety Committee set up at the beginning of pre-production. At startup, the Committee may be considered "informal" until production progresses and selections can be made. The composition and function of the committee is established in the production's *Rules of Procedure* document. (See the template appended.)

The committee must be made up of at least 4 regular members, employed at the Production Company. The membership is chosen by and representing the workers and management (management representatives must not outnumber worker representatives).

There must be a Committee Co-Chair and who will represent the employer and a Co-Chair that will represent the workforce.

The use of alternates to the regular members is recommended when regular members are not available. These alternates should be selected in advance.

Membership in the Committee should be documented in the JOHSC *Rules of Procedure*

The committee membership is to be identified to the workforce through posting of the Safety Committee Membership Form on notice boards, WB Safety Posters and through the shop steward.

Suggested committee employer membership includes the Producer, Production Manager or Unit Manager.

COMMITTEE ACTIVITIES

Committee members should be involved in:

- Workplace health and safety inspections;
- Assisting and reviewing accident and incident investigations;
- Assisting in the investigation of complaints or refusal to work when required;
- Promoting a safe and healthy workplace;
- Monitoring workplace hazards on a regular basis; and,
- Reviewing the script and location safety concerns when providing a safety orientation for department heads, ensuring 1st Aid is present where required.

COMMITTEE MEETINGS

Meetings must be held at least monthly in order to review:

- Reports of current accidents or illness, their causes and prevention; and,
- Remedial action taken or required by the accident investigation reports and inspection notes.

An agenda for the meeting must be sent out to members prior to the meeting.

RECORDING MINUTES

Agendas for upcoming meetings should be circulated to all members prior to the meeting.

Health and Safety Committee Meeting Minutes and Health and Safety Committee Attendance Form must be recorded and copies forwarded to members, posted on Notice Boards and retained by the Production Coordinator in the Health and Safety Program files.

A note taking form, “H & S Committee Meeting Minutes” is included in the “FORMS” section of this Program manual. A copy of the notes taken must be forwarded with the Monthly Inspection Record Form to the Production Manager.

See the production’s JOHSC Rules of Procedure for detailed information on the committee

OTHER COMMITTEES OR GROUP JOHS MEETINGS

In addition to the regular meetings of the JOHS Committee, department heads should meet periodically with their staff to review health and safety issues, especially the Construction Coordinator.

These meetings or “get-togethers” must be documented and this record forwarded to the Production Manager. The Safety Talks/Tool Box Talks Attendance Form presented in the “FORMS” section of the Program manual has been developed for this purpose.

ORIENTATION & TRAINING Section 3

SAFETY ORIENTATION

Every cast and crewmember hired will be provided details about the Health and Safety Program. This will include an overview of the Program and about the JOHS Committee function and meetings. **Young and New Worker Orientation** must be given to every cast and crewmember at start-up. Site-specific safety information should be given at every new stage or location to all affected employees.

See Appendix A for further information on New and Young Worker Orientation

General Safety Guidelines for Production will be made available to every cast and crewmember as they are hired.

As new crew members are hired, they should forward copies of their past training to the Production Coordinator for retention in Program filing. This should include, but not limited to:

- WHMIS training records;
- Hearing test documentation; and,
- Respiratory protection fit test records (if any).

Documentation and certification required for a specific position should also be copied and retained in filing.

Department Heads/Supervisors must hold meetings with their new members to provide **New and Young Worker Orientation** and to review general safety issues and discuss any concerns, as necessary. The New and Young Worker Orientation should be documented with a sign-in sheet. Site-specific safety information should be given at every new stage or location to all affected employees.

TRAINING

Training will be provided whenever crew are given new job assignments for which training has not previously been received, or whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard. Training may also be required whenever new or previously unrecognized hazards are identified.

All training should be documented either on the Daily Production Report, on a Safety Talk/Tool Box Talk Attendance Form, sign-in sheet or other method.

Supervisors agree to continue to undertake training wherever available to familiarize them with the safety and health hazards to which crew under their immediate direction and control may be exposed.

SPECIFIC TRAINING AND SAFETY AWARNESS

If the crew has moved to a new location or if there are scenes involving stunts, special effects, aircraft, wild animals or other potentially hazardous conditions, a short hazard specific meeting should be held and documented on the Production Report. Safety meetings are required to include all new cast and crew members, including extras.

Potentially hazardous situations must be clearly identified on the call sheet for the next day's shooting. If appropriate, a Safety Bulletin or other special notification addressing the particular hazard should also be attached to the call sheet. In all cases, every attempt should be made to eliminate and/or control any hazardous situation before it becomes a danger to the cast and crew.

VISITORS

The locations department will orient any unescorted visitors to the Production Emergency Response Procedures and location hazards. Visitors who have not had a safety orientation must be escorted by a production employee while on production property or locations.
Visitors should be provided with a production identification badge

CONTRACTORS

Department heads must notify the production office of contractors working at the studios or on location.

The Production Office must

Ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and

Do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with WorkSafeBC regulations in respect of the workplace.

Each employer of workers at a multiple-employer workplace must give to the Production Office the name of the person the employer has designated to supervise the employer's workers at that workplace.

INSPECTIONS & MONITORING Section 4

INSPECTIONS

Regular inspections of the workplace are not only a regulatory requirement, but are an effective means to pro-actively identify hazards, so that controls be developed and implemented.

Planned Workplace Inspections

Purpose of Planned Workplace Inspections

Planned workplace inspections, conducted at *regular intervals*, are essential to prevent the development of unsafe working conditions. They also serve to:

- Identify and record actual and potential hazards.
- Identify hazards that require immediate attention.
- Ensure that existing health and safety standards and procedures are being followed.
- Ensure that existing controls are adequate and working.
- Collect information to assist the Joint Occupational Health and Safety Committee (JOHSC) in making recommendations for preventive/corrective action.

Completed "Inspection Reports" and "Hazard Assessment Checklists" also serve as a valuable confirmation of the employer's due diligence in taking every reasonable precaution to ensure the health and safety of employees and contractors.

Application

This procedure applies primarily to *department heads, supervisors, drivers and equipment operators* who are responsible for conducting workplace inspections within their area of responsibility, as well as to members of the Joint Health and Safety Committee who are required to participate in the inspection process.

Responsibilities

Employees

All employees must be vigilant and exercise due diligence to minimize risks to themselves and others. *All workplace hazards must be reported to the immediate supervisor as soon as possible for appropriate corrective action.*

Drivers and Equipment Operators

An employee who operates equipment or machinery is responsible for conducting a pre-trip or pre-shift inspection (for example, vehicle drivers and lift operators). All inspections must be logged and retained by the Department Coordinator.

Supervisors

Supervisors are responsible for conducting *informal daily inspections* of their workplace and advising workers of known hazards.

Joint Health and Worker Safety Representatives

A Joint Committee representative should be included in all regular inspections if practicable.

How often should planned inspections be carried out?

General planned workplace inspections are conducted every month. However, the following factors should also be considered:

- The hazards at the workplace and level of risk they present.
- Regulatory inspection intervals.
- The manufacturer's recommended preventive maintenance inspection intervals.
- The history of accidents and incidents associated with the workplace.

When should planned inspections be carried out?

Planned inspections should be done approximately 2 weeks *before* the monthly meeting of the Joint Committee. This will allow time for corrective action so that the Joint Committee will only have to deal with **unresolved** items.

Conducting a Planned Workplace Inspection

Preparing for the inspection:

- Review previous incident investigation reports for the area you are inspecting.
- Review previous inspection reports for the area you are inspecting.
- Have a copy of the *Hazard Assessment Checklist and Inspection Report* for your area.
- Refer if necessary to any applicable *WorksafeBC Occupational Health and Safety Act and Regulations.*

During the inspection:

- Record any hazardous conditions or unsafe acts observed.
- Use the *Hazard Assessment Checklist* and *Inspection Report* form
- Speak with workers to gather any information regarding hazardous conditions or work practices they may be aware of.
- Take some time to talk with newly hired employees.
- Examine areas where previous incidents or injuries have occurred and ensure that recommendations have been implemented and are being followed.
- Inspect areas where chemicals are stored or used to ensure they comply with *WHMIS* (*Workplace Hazardous Material Information System*) requirements (e.g. proper labels, current SDS, etc.).
- Assign a rating for hazards or potential hazards on the report form using the **rating system** below.

"**A**" - Any condition or practice that presents an immediate danger of loss of life, body parts and/or extensive loss of structure, equipment or material (example: a worker at the open edge of a mezzanine floor without fall protection).

Urgent situation - immediate corrective action is required; activity should be discontinued until the hazard is corrected.

"**B**" - Any condition or practice with the potential for causing a serious injury, illness or property damage (example: handling glass without proper hand protection).

Significant hazard – temporary measures are acceptable, but permanent corrective action must be implemented as soon as possible.

"**C**" - Any condition or practice with a potential for causing a non-disabling injury or non-disruptive property damage.

Minor hazard - should be eliminated without undue delay.

- If safe to do so, *and only if safe to do so*, eliminate or remove the hazard if possible, keeping a written record of the hazard and any action taken. Where immediate action is required, ensure that workers are aware.
- If at any time during the inspection there are unresolved questions or concerns, contact the Department Coordinator.

After the Inspection:

- Findings will be discussed with the Department Coordinator and a copy of the *Inspection Report* will be provided.
- The Department Coordinator is responsible for completing any work orders for items that could not be corrected during the inspection itself.

Follow Up:

- The Supervisor will follow up with appropriate personnel to ensure recommendations have been implemented within the assigned priority.
- When all items noted during the inspection have been completed, the final copy of the *Hazard Assessment Checklist* and *Inspection Report* will be forwarded to Joint Committee for review at their monthly meeting

Equipment Inspection

All equipment must be inspected as per manufacturer's instructions. These inspections must be documented and kept with the equipment for review according to manufacturer's or WorkSafeBC requirements. Supervisors will ensure that required inspections are carried out by the equipment operators as required.

Scheduled and pre-use inspections are required for self-propelled elevating work platforms, forklifts and fall protection equipment at a minimum. Department Coordinators are required to determine the inspection requirements for all equipment used by their department.

Exposure Monitoring

Where exposures to hazards such as chemicals, noise, or heat are identified, monitoring of this exposure may be required to ensure workers are not over-exposed and to determine compliance with the Occupational Health & Safety Regulation.

Where this type of hazard exposure is identified the Production Manger must be contacted to identify what is required to assess the exposure and who to involve in determining the level of exposure.

Health Monitoring

There may be circumstances and situations when medical and health monitoring may be required. An example is the monitoring of workers' hearing under a Hearing Protection Program (described in section 12 of this manual).

The Production Manager must be contacted for direction on any medical monitoring (not including regular hearing tests).

WORKING ALONE Section 5

Safety Program Responsibilities For:
ANY EMPLOYEE WORKING ALONE:

1) Departments consisting of more than one employee:
   - Any employee required to work alone or in isolation shall first notify and ensure that their department head is aware of the work to be undertaken and of the site where the work is to be done. Employee shall also ensure that the site has been inspected, if possible, by the Locations Department and a Location Hazard Checklist has been completed outlining any safety hazards.
   - The department head shall arrange with the employee working alone or in isolation to have telephone contact with employee at such intervals as established by the Health and Safety Committee. All contacts must be recorded by the department head on the Contact Report Form (see Forms).

2) Departments consisting of one employee:
   - Any employee required to work alone or in isolation shall first notify and ensure that the Production Manager is aware of the work to be undertaken and of the site where the work is to be done. Employee shall also ensure that such site has been inspected, if possible, by the Locations Department and a Location Hazard Checklist has been completed outlining any safety hazard.
   - Employee must notify the Production Coordinator and arrange to have to telephone or radio contact at intervals, as established by the Health and Safety Committee, with a person appointed by the Production Coordinator. The appointed person shall log all contacts on the Contact Report Form.

3) In the event contact cannot be established:
   - The department head or appointed person shall contact the Production Coordinator immediately. The Coordinator will establish who the closest employee (teamster driven) is to the site and dispatch that employee directlyto the site. The Coordinator will establish the closest employee by contacting the Transport Captain over the trunk radio. In the event that the department head or an employee under their control is closer, the department head or appointee shall attend the site.

4) If the employee is found at the site and injured, the employee dispatched shall immediately dial 911.
   - In the event telephone service is not available at the site, the trunk radio, if available, should be used to contact the Production Coordinator who would then call 911. If neither telephone service nor radio service is available, employee should immediately drive to the closest phone.
   - If the injury is not severe and employee is conscious and speaking, the dispatched employee should drive the injured employee to the nearest hospital. The Production Coordinator should be apprised of any actiontaken.

INCIDENT REPORTING & INVESTIGATION Section 6

SERIOUS INCIDENT AND INJURY REPORTING PROCEDURES
Incidents that result in transportation by ambulance, visitation to the hospital by one or more employees, any treatments other than general first aid, or any serious property/asset damage, must be reported as follows:

Production Manager/Line Producer Responsibilities:

1. **In the event of a serious accident, injury or mishap, AFTER ALL NECESSARY EMERGENCY PERSONNEL ARE CALLED, the PM should call 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 Representative**
- **Labour Relations***
- **Worldwide Communication/Publicity Executive**

**Under the union collective bargaining agreements, union notification is required of any injury that results in an employee being transported to a hospital.*

To the extent practicable, ensure that the injured employee who is sent for medical treatment is accompanied by a crew member until family or friends can take over.

Production must immediately notify WorkSafeBC of the occurrence of any accident that resulted in serious injury or the death of a worker. Structural collapses, fires, explosions or major hazardous chemical releases must also be reported immediately. The Production Safety Representative may make these calls.
Ensure that scene of a serious incident is preserved for investigation.

Information required to be reported:

- Time and date of accident.
- Employer's name, address and telephone number.
- Name and job title of person reporting the accident.
- Address of site of accident or event.
- Name of person to contact at accident site.
- Name and address of injured employee(s); home address; age;
- Nature of injury.
- Location where injured employee(s) was (were) moved to.
- List and identities of other law enforcement agencies present at the accident site.
- Description of accident and whether the accident scene has been altered.

***NOTE:* Any employer, officer, management official or supervisor who knowingly fails to report a death or serious injury or knowingly induces another to do so will be subject to WorkSafeBC investigation and possible penalties.**

2. For serious incidents as defined above, Labour Relations, your Production Executive or Show Attorney may direct you to complete the ***Accident Investigation Report (Form 9)***. The completed report should be sent to the Production Safety Representative, Risk Management, the Show's Production Executive and Labour Relations.

3. It is recommended that, if able, the injured worker fill out a ***Worker's Report of Injury Occupational Disease*** (R15/10)

4. For **ANY** injury requiring medical treatment beyond first aid, or that results in the worker missing their next work shift, Production is required by WorkSafeBC to complete an ***Employer's Report of Injury or Occupational Disease*** (***F7*** or R15/03) within 3 days and a Preliminary ***Employer's Incident Investigation Report*** (EIIR or R16/01) within 48 hours. The Complete ***EIIR*** must be submitted within 30 days. Completed forms must be sent to the Production Safety Representative, the Show's Production Executive and to Labour Relations for review prior to being submitted to WorkSafeBC. If you have not received a response from the foregoing individuals within 3 days, submit the form without further delay.

5. Production may employ a third party for the submission of F7s to WorksafeBC. It is the responsibility of production to notify the third party of the injury at the first opportunity.

6. The ***Employer's Report of Injury or Occupational Disease*** and the final ***Employer's Incident Investigation Report*** are to be submitted to the worker's Union within 5 days of submittal to WorkSafeBC.

7. Any accident should be noted on the Production Report on the date of occurrence, include the name of injured employee and their classification. Do not record speculation or opinions as facts.

   CAUTION: Written verbal statements should not be taken unless authorized by the Production Attorney or Studio Legal Department. Speculation regarding the cause(s) of accident(s) are not to be included as part of any Accident/Incident Investigation Report (Form 9). Refer to Serious Accident or Set Emergency Notification Procedures (Form 4) in your Production Safety Manual and your Production Attorney for direction.

First Aid Attendant Responsibilities:

1. **Notify the PM of the injury.**

2. Complete a ***First Aid Report,*** WorkSafeBC form R15/05 or equivalent (The patient must sign and date a receipt, If the patient refuses the form, be sure to document this in your notes.)
   Send a completed copy of the ***First Aid Report*** to your Production Manager with that day's production report. Do not submit the ***First Aid Report*** to WorkSafeBC. If the injured worker refuses treatment the First Aid Attendant must fill out Form 16 (*Right of refusal of medical aid*).

Incident Investigation Guide

Primary objective

When investigating an incident, you should be concerned with trying to identify the root causes not just the obvious ones. Review the example below:

Incident	Worker falls down a set of stairs.
The obvious (surface) cause	The treads on the stairs are worn.
The "obvious solution"	Repair/replace the worn treads.
Possible Root Causes	1. There is no system for inspection of the premises. 2. There is no maintenance system in place. 3. There is no overall management safety system (program)
Some "Real solutions"	1. Establish regular planned inspections of the premises. 2. Establish a hazard reporting and correction system. 3. Develop an effective risk reduction program.

Stages in an investigation

1. **Obtain the facts** (Investigate and interview)
2. **Determine the causes** (Evaluate the facts)
3. **Determine the changes needed** (Make recommendations)
4. **Record the findings** (Employer's Incident Investigation Report)
5. **Communicate the findings** (Distribute the Report)
6. **Review actions taken** (Follow-up Report)

1. Obtain the facts

- Inspect the immediate scene and equipment.
- Interview persons directly, and even indirectly, involved with the incident.
- Interview witnesses to the incident.
- Review procedures and training.

Inspecting the immediate scene and equipment

The accident scene should be inspected as soon as possible after the accident. Attention should be given whether the following had a bearing on the accident potential…

- Positions of people
- Any personal protective equipment
- Tools and equipment
- Orderliness/tidiness
- Procedures

Wherever appropriate, photographs and/or sketches should be taken of the scene. This is of particular importance where there is a likelihood of the scene being disturbed – e.g. to make the area safe.

Interviewing
Ideally this should be done in familiar surroundings so as not to make the person being interviewed feel uncomfortable. If the person is not too seriously injured, then the accident site is ideal as the person can explain what happened. ***Remember this should be an interview to determine the facts, nothing more. Do not take statements from witnesses*.** Witnesses should be interviewed separately.

Reviewing procedures and training
Written safe work procedures and any risk assessments should examined to see if they existed, were adequate and were understood and followed.
It is also important to establish:

- Any training received relevant to the accident.
- Any previous incidents/accidents.
- Any risk assessments in relation to that activity to see if any weaknesses have been previously identified.

2. Determine the causes

After all the facts have been ascertained the causes can be examined.

Obvious causes

The obvious causes are easy to find. They are brought about by an unsafe act or condition.

Root Causes

These are personal or job factors that are brought about by failures in organization and the safety program. This can include factors such as:

- Lack of supervision or discipline.
- Lack of training.
- Lack of management awareness.

3. Determine what changes are needed

The purpose the investigation is to prevent a reoccurrence. To do this some practical measures must be recommended and carried out that will demonstrate a commitment to reduce this identified risk. The remedial action may be short or long term and may involve changes to the physical environment; for example: putting in place new guarding on machinery, procedural changes, ensuring an adequate training program.

4. Record findings

The findings of every accident investigation must be recorded in a systematic way to enable the report to be read by the appropriate people who are responsible for reviewing and implementing necessary changes. It also provides a historical record of the accident that may be useful in the future. A completed incident investigation will be recorded using the WorksafeBC*. Employer's Incident Investigation Report (EIIR R16/01)*

5. Communicate findings

Good communication is a very important part of the safety effort. Information about an incident and remedial actions should be passed to all relevant staff that may encounter similar incidents. This is done by posting a copy of the EIIR on the Safety Notice Boards, and by review of the incident report at the next Departmental Safety Meeting.

6. Implement findings and review actions taken

Where action has been recommended to reduce the risk of an incident reoccurring, those actions must be reviewed at the next meeting of the Joint Committee to ensure that they are appropriate and have been implemented. The Minutes of the departmental Safety Meeting may serve as a follow-up report.

ENFORCEMENT

Employees' disregard of safe work practices will not be tolerated. Employees engaged in unsafe work practices will be subject not only to disciplinary measures including, but not limited to, suspension or dismissal.

The law requires a system for ensuring that safe work practices are observed. The purpose of a disciplinary program is to help promote and ensure safety on the job, not to punish employees.

Any employee found in violation of a safety rule or guideline may be subject to disciplinary action, up to and including termination of employment. The following is the general disciplinary guideline:

Verbal (oral) Warning
Written Warning plus one-day suspension
Written Warning plus three-day suspension (Use Employee Discipline Report – Written Warning)
Dismissal

It should be noted that the steps listed above are recommended guidelines and may vary depending on the severity of the infraction and the applicable union agreement.

At least one collective agreement does not require suspension after the first written warning. In most cases the verbal warning must be given in the presence of a "duly appointed representative of the union".

Management reserves the right to amend this policy as necessary to ensure crew safety.

Workplace Violence Prevention Program

Purpose

One of the objectives of the production (the "Company") is to maintain a safe workplace and pleasant working environment for all Production Staff Members. The purpose of this program is to promote that objective by establishing procedures to prevent workplace violence, and to outline the process for reporting and responding to any threat or incident of workplace violence.

Definitions

"Production Safety Representative" – the Warner Bros. Entertainment Group ("WBEG") Safety Department member assigned to implement and manage the production's health and safety program.

"Production Staff Members" – means all employees and all levels of production staff and crew, both "above the line" and "below the line," including non-supervisory staff, crew, supervisors, managers, department heads, talent, producers, directors and executives.

"WBEG Security" – the WBEG Security Department, which can be reached at (818) 954-1248

"Threat Management Team" – the Threat Management Team is comprised of members of the following three WBEG departments: (1) WBEG Security; .(2) Warner Bros. Television ("WBTV") Human Resources; (3) Labor Relations; and (4) the WBEG Corporate Legal-Employment Law Department.

"Workplace Violence" - Workplace violence is the threatened, attempted or actual exercise of physical force in the workplace by a person against a Production Staff Member or other person(s) that causes or could reasonably cause physical injury. It can also include a statement or behaviour that it is reasonable for a person to believe that he or she is at risk of physical injury.[1]

Policy Statement

The Company is committed to maintaining a safe work environment for all Production Staff Members, vendors and visitors, and has a zero tolerance for any type of Workplace Violence. This prohibition against Workplace Violence applies to all persons involved in the operations of the Company, including, but not limited to, Company employees and other Production Staff Members, customers, partners, vendors, visitors, and anyone else on Company premises or at production worksites. Acts or threats of violence, which involve or affect Production Staff Members or Company business, or which occur on Company premises, will not be tolerated. This policy also applies to conduct outside of the Company's facilities when such conduct impacts the work environment.

Standards and Procedures

The Company will:

- Promote a safe workplace and pleasant working environment and take steps to minimize and prevent Workplace Violence.

[1] *See* Violence in the Workplace, section 4.27: Occupational Health and Safety Regulation WorkSafeBC.

- Endeavor to include all levels of Production Staff Members in the development of Workplace Violence prevention risk assessments.
- Provide policies, training, and access to educational tools to empower Production Staff Members to identify potential Workplace Violence risks, de-escalate or prevent Workplace Violence, and appropriately respond to, report, and investigate threats or incidents of violence in the workplace.
- Ensure a violence risk assessment is conducted in response to any actual or potential threat or incident of Workplace Violence.
    - Violence risk assessments must be conducted in conjunction with a worker who is familiar with the work being performed, and a Joint Occupational Health and Safety Committee member who is knowledgeable about the risk assessment process.
    - To the extent practicable, the Joint Occupational Health and Safety Committee should survey all Production Staff Members in connection with any risk assessment.
- Ensure that department heads implement safe working procedures to eliminate or minimize any risk to workers identified in the Workplace Violence risk assessment process.
- Ensure that the policies and procedures comply with the Workers Compensation Act, the Occupational Health and Safety Regulations, and any applicable collective agreement(s).

Reporting Incidents or Threats of Workplace Violence

- 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.
    - 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.

Investigating Incidences of Violence

- 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.
- The Company will also cooperate with investigating authorities, as needed.
- Following the investigation, if a complaint or report is found to have merit, the Company will determine the corrective steps needed to avoid a recurrence, if any, and appropriate action will be taken. If a Production Staff Member is involved in the incident, this action may include education, training or counseling, and/or discipline up to and including summary dismissal of the offending person(s).
- The Company will handle all complaints and reports of Workplace Violence with sensitivity to concerns for confidentiality, reputation and privacy, as is practicable and lawful. In most complaints, the Company will have to disclose to the alleged offenders and potential witnesses enough information about the incident to allow them to meaningfully participate in the investigation process.

- All Production Staff Members involved in a Workplace Violence complaint, report or investigation are expected to maintain the confidentiality of any information they receive during the complaint or investigation process to the extent permitted by law. Any Production Staff Member breaching confidentiality may be subject to disciplinary action, up to and including dismissal.

Roles and Responsibilities

1. All Production Staff Members

- Take reasonable care to protect their health and safety and the safety of others in the workplace.
- Advise the Production Manager and at least one member of the WBEG Threat Management Team of any non-work life issue that might impact the safety of the worker, a co-worker, or anyone else in the work environment.
- Provide the Production Manager and at least one member of the WBEG Threat Management Team with copies of any restraining order or peace bond (or any application for a restraining order or peace bond) that lists the production's location or the Production Staff Member's work location as being a protected area.
- Report all threats or incidents of Workplace Violence in which their personal health and safety, or the health and safety of other persons is at risk, whether injured or not, to the Production Manager and WBEG Security.
- Follow safe work procedures and safety requirements as outlined in the Production's policies, procedures, and training.
- Cooperate with the site Joint Occupational Health and Safety Committee.
- Immediately call for emergency assistance in the event the Production Staff Member is in imminent fear of violence of danger to himself, herself, or others.

2. Production Manager

- Support and promote the Company's commitment to maintaining a safe workplace, preventing Workplace Violence, and implementing this Workplace Violence Prevention Program.
- Ensure all Production Staff Members are accountable for occupational health and safety performance in their areas of responsibility.
- Working with WBEG Security, the Joint Occupational Health and Safety Committee, and the Production Safety Representative, ensure that all Production Staff Members receive Workplace Violence prevention training.
- Inform and encourage all Production Staff Members of the need to report threats or incidents of Workplace Violence, and ensure they are aware of how to do so.
- Immediately notify WBEG Security and the Production Safety Representative of any threat or incident of workplace violence.
    - If the Company is aware that domestic violence is likely to expose a Production Staff Member to Workplace Violence, take every reasonable precaution in the circumstance to protect the worker in the workplace.
    - If the Company is aware that a person with a history of violent behavior is likely to expose a Production Staff Member to Workplace Violence, take every precaution reasonable in the circumstance to protect the worker at the workplace.
    - Ensure that Production Staff Members who may be exposed to a risk of Workplace Violence are informed about the nature and extent of the risk.

  - If an identified risk is a known individual (for example, a fan or stalker), inform any Production Staff Member likely to come into contact with the individual about his or her identity and the nature of the risk. (Note: this information must not be indiscriminately distributed.)
- Monitor the Workplace Violence Prevention Program through review of statistical information relative to workplace risk assessment, training records, and incident reports.
- Ensure an up to date violence risk assessment has been completed, reviewed, and recommendations have been implemented and evaluated as required by the Worker's Compensation Act and applicable Occupational Health and Safety Regulations.

3. Department Heads

- Support and promote the Company's commitment to Workplace Violence prevention.
- Inform Production Staff Members of the nature and extent of known risk(s) of violence in their workplace and take every reasonable precaution in the circumstance to minimize or eliminate such risk(s).
- Inform and encourage all Production Staff Members persons of the need to report workplace violence incidents or threats of violence, and ensure all persons are aware of how to do so.
- Monitor and ensure compliance with safe work practices with respect to the Workplace Violence Prevention Program.
- Cooperate in the Company's investigation of reported threats or incidents of violence in conjunction with Joint Occupational Health and Safety Committee.
- Participate, and facilitate Production Staff Members' participation, as required, in investigations of incidents involving threats or incidents of violence in the workplace.
- Working with the Production Manager, ensure that Production Staff Members receive Workplace Violence Prevention training and education consistent with the recommendations of applicable risk assessments, incident investigations, and Company policy.
- Communicate and record all Production Staff Member-reported incidents in which their personal health or safety or the health and safety of other persons were threatened or at risk.
- In the event a Production Staff Member needs to involve the police following a threat or incident of Workplace Violence, assist by:
  a) Supporting the Production Staff Member's right to file criminal charges,
  b) If requested, contacting the appropriate law enforcement authority and assisting in scheduling an interview, and
  c) Notifying the Production Manager and WBEG Security.
- Advise Production Staff Members who report injuries or adverse symptoms resulting from a threat or incident of violence to consult a doctor of their own choice and document such advice on the incident report.
- Advise impacted Production Staff Members of the support systems available to them, including counseling resources available through Warner Bros.

4. Joint Occupational Health and Safety Committee

- Monitor the Workplace Violence Prevention Program through review of statistical information contained in applicable workplace risk assessments, training records, and incident reports.
- Participate in periodic review of the Workplace Violence Prevention Program and ensure violence risk assessments are conducted as needed.
- Participate as required in workplace inspections and investigations of incidents involving violence or threats of violence in the workplace.

- Provide expertise and assistance as required with Workplace Violence incident investigations and the development of violence prevention policies and procedures.
- Evaluate the effectiveness of the workplace violence prevention program. Based on this evaluation, make recommendations to the Production.
- Assist with the development of new or revised work procedures specific to the Workplace Violence Prevention Program to ensure compliance with the Worker's Compensation Act and Occupational Health and Safety Regulations.

Document Retention

Written records of Workplace Violence incident/injury reports and investigations must be maintained by the Company for a period of not less than three years from the date of incident/injury or investigation.

Evaluation and Continuous Improvement

The Company will regularly review this Workplace Violence Prevention Program and make any changes as needed to ensure the safety of all workers and visitors. Such revisions will be done in consultation with the Joint Occupational Health and Safety Committees and any new policy changes/ informational resources will be based on best practice and include the date of revision/ completion.

PROGRAM DOCUMENTATION Section 9

The operation of the Health and Safety Program uses several forms in order to ensure that the activities of the Program are recorded. In addition to typical production announcements (e.g., Call Sheet) are the forms presented in the "FORMS" section of this manual. The following are brief descriptions of the various types of documentation used for this Program.

CALL SHEET
Should be utilized for safety announcements and for the distribution of safety bulletins or other safety information.

WAREHOUSE/CONSTRUCTION MILL/TEMPORARY STAGE SPACE INSPECTION CHECKLIST
This replaces the Production Safety Compliance Report for units other than production, such as Construction, Paint, Grips, Greens, etc.

LOCATION HAZARD CHECKLIST
To be completed for each new location and forwarded to the Production Coordinator. A copy will be forwarded to the Production Manager for review.

HAZARD REPORT FORM
To be used when a safety issue is raised by an individual or department. A copy will be filed with the Production Manager immediately, with copies to the Producer and the JOHS Committee. If there is no resolution in the opinion of the party who raised the issue, work should be halted until the situation is resolved. Refer to Section 3.24 and 3.25 of the Occupational Health & Safety Regulation for additional information on unresolved issues.

SAFETY TALK/TOOL BOX TALK ATTENDANCE SHEET
To be utilized for specialized training sessions such as Elevated Platforms, Fall Protection, Respiratory Protection, etc. Not necessary for Stunt/Effect meetings which include the entire crew.

INCIDENT INVESTIGATION REPORT
To be used to document investigations into serious and non-serious accidents and incidents. To be completed by the investigators and submitted to the Production Manager (copy forwarded to the Producer) and to the JOHS Committee.

EMPLOYEE DISCIPLINE REPORT – WRITTEN WARNING
To be completed at the discretion of an uncooperative employee's supervisor or department head to serve as a warning for unsafe behaviour or practices. Copies to go to the 1st Assistant Director or the Construction Coordinator and ultimately to the Production Manager. May also be filed with the applicable union/labour relations.

HAZARDOUS MATERIALS INVENTORY

Format to be used to record hazardous materials present in all Company operations.
Completed copies to be forwarded to the Production Coordinator.

OTHER DOCUMENTATION

In addition to the forms listed above, the Production Coordinator will maintain copies of various Program documents including, but not limited to:

- WorkSafeBC inspection reports and correspondence
- JOHS Committee minutes
- Regular workplace inspection reports
- Audiometric (hearing) testing documentation
- WHMIS training and education records
- Respiratory fit test records
- First aid record books and copies from First Aid/Craft Service
- Accident and claims summary
- First aid attendant certificates
- Accident/Incident Investigation Reports
- Hazardous Materials Inventory Forms
- Material Safety Data Sheets
- Other training reports

It is recommended that the Production Coordinator not maintain original copies of WORKSAFEBC Claims submissions (Form 7's). The original of the Form 7's should be maintained in Accounting Department (to be reviewed by the Production Manager prior to sending to Accounting), although a photocopy can be maintained by the Production Coordinator.

PROGRAM REVIEW Section 10

PROGRAM REVIEW

The Health and Safety Program is to be reviewed by the Production Manager (in consultation with the JOHS Committee) on a regular basis.

This review shall consider all aspects of the Program including, but not limited to, Committee effectiveness, accident and incident occurrences, WorkSafeBC inspections, regular inspection reports, and worker hazard reporting.

At the end of each production, the Production Manger shall review the above information and make recommendations or changes necessary to increase the effectiveness of the Program.

If a series, prior to commencing the following season, the Production Manager shall arrange a meeting with key representatives of the production to review the Health and Safety Program. The Program is to be discussed and any changes that have been incorporated for the upcoming season are to be introduced. A review of the prior year's incident and regulatory compliance history should be discussed.

If required, changes to the Program may be made and incorporated part way through the production. The Production Manager shall meet with the appropriate members of the production company to introduce the changes.

FIRST AID Section 11

FIRST AID REQUIREMENTS

The Production Manager shall ensure that the necessary first aid is available for workers at all stages of the production. The first aid requirements are outlined in the Occupational Health and Safety Regulations, Part 33- Occupational First Aid.

This part outlines requirements for:

- First aid attendants
- First aid supplies and rooms, and
- Emergency transportation.

As Motion Picture Production is considered a "Class B" industry, Schedule 1, Tables 3 and 4 apply. These tables outline first aid requirements for specific numbers of workers depending on the proximity to a hospital (more or less than 20 minutes).

First aid must be available for workers in small groups who may be out on location (e.g., construction), as well as at the studio. Any time there are more than five workers, a first aid attendant must be available (two workers if greater than 20 minutes to a hospital). An example where a first aid attendant is required would be for workers on a location lock down survey.

BASIC REQUIREMENTS

In addition to first aid supplies and attendants, signs must be present that clearly identify how to call for first aid. Every worker must be aware of the location of first aid and how to call the attendant.

FIRST AID ATTENDANT

All workers must be aware of the first aid attendant available during the shift and shall promptly report all injuries to the First Aid Attendant.

Copies of first aid attendants' certificates must be provided to the Production Coordinator upon hiring or at the start of production.

FIRST AID RECORDS

Records of all first aid treatment must be maintained for a period of not less than 10 years. First aid records kept by First Aid/Craft Services must be maintained onsite, copied and forwarded to the Production Coordinator on a regular basis (e.g., bi-weekly).

TRANSPORTATION

Specific written procedures must be available addressing how and who to call for transportation to the nearest hospital for each worksite. These procedures must be posted in accessible areas (ie: the first aid room and A.D. office on set). Section 33.28 to 33.37, dealing with transportation must be reviewed prior to any location work.

If any at any time sixteen (16) or more crew are at a location that is greater than 20 minutes to a hospital, an Emergency Transportation Vehicle (ETV) must be available to transport injured workers. If over 100 (and greater than 20 minutes to a hospital) an industrial ambulance must be available.

FIRST AID SCHEDULES (Section 33, Occupational Health & Safety Regulation)

SCHEDULE 1 (Continued)
TABLE 3: "B" HAZARD CLASSIFICATION
MORE THAN 20 MINUTES SURFACE TRAVEL TIME TO HOSPITAL

Number of workers per shift	Supplies, Equipment and Facility	First Aid Certificate Required for Attendant	Transportation required	Other First Aid Requirements
2-5	Level 1 Kit	Level 1 with Transportation Endorsement	See s. 33.29	
6-15	Level 1 Kit ETV Equipment	Level 1 with Transportation Endorsement	See s. 33.29	
16-50	Level 3 Kit Dressing Station ETV Equipment	Level 3	ETV	Unrestricted Certificate required in some cases. See s. 33.46
51-100	Level 3 Kit First Aid Room ETV Equipment	Level 3	ETV	Unrestricted Certificate required in some cases. See s. 33.46
101-300	Level 3 Kit First Aid Room Industrial Ambulance ETV Equipment	2 Level 3	Industrial Ambulance	Unrestricted Certificate required in some cases. See s. 33.46
301 or more	Level 3 Kit First Aid Room Industrial Ambulance ETV Equipment	2 Level 3	Industrial Ambulance	Unrestricted Certificate required in some cases. See s. 33.46

SCHEDULE 1 (Continued)
TABLE 4: "B" HAZARD CLASSIFICATION
20 MINUTES OR LESS SURFACE TRAVEL TIME TO HOSPITAL

Number of Workers per Shift	Supplies, Equipment and Facility	First Aid Certificate Required for Attendant	Transportation Required	Other First Aid Requirements
2-5	Basic Kit		See s. 33.29	
6-25	Level 1 Kit	Level 1	See s. 33.29	
26-75	Level 2 Kit Dressing Station	Level 2	See s. 33.29	Upgrade of certificate. Transportation and equipment required in some cases. See s. 33.23
76 or more	Level 2 Kit First Aid Room	Level 2	See s. 33.29	Upgrade of certificate. Transportation and equipment required in some cases. See s. 33.23

HAZARDOUS MATERIALS Section 12

The Workplace Hazardous Materials Information System (WHMIS) Program
A WHMIS program is how the employer ensures that the essential information about a controlled product is effectively communicated to the end user. There are three simple elements to an effective program:

1.Training:
There are two components to WHMIS training:

- A general overview of WHMIS. General WHMIS training can be completed by attending a training session, or by completing an on-line program at a nominal cost.
- A specific review of the Safety Data Sheets for the controlled products found in the employee's work area.

WHMIS training will help employees to:

- Recognize different supplier & workplace labels, pictograms, and other symbols used in the workplace.
- Understand the purpose and significance of those labels.
- Properly understand the purpose of the information in an MSDS.
- Use, store, handle, and dispose of controlled products properly.
- Understand procedures to address emissions, which are not captured by a ventilation system.
- Identify appropriate personal protective equipment to be used when handling hazardous and/or controlled products.
- Know emergency procedures.

2.Labels:
All hazardous materials must be labeled as per WHMIS requirements. A controlled product without a correct label may not be used in the workplace.

Supplier Labels
Any container of hazardous material that falls within the criteria of the Hazardous Products Act and Controlled Products Regulation must carry a supplier label. Supplier labels carry extremely valuable information about the product being used. The label MUST be attached to the container that holds the product.
Supplier labels MUST contain the following information:

- Product identifier (name of the product).
- Supplier identifier (name and address of the supplier).
- A statement informing the reader that an MSDS is available.
- A hazard symbol(s) to show the danger(s) associated with the material.
- Risk phrases (a short description of the hazard or hazards).
- Precautionary measures (how to handle it safely).
- First aid measures to be taken if someone is exposed to the material.
- If a container is not properly labeled, it should be set aside and labeled by the receiver or returned to the supplier.

Workplace Labels
Workplace labels, instead of supplier labels, may be used on containers when:

- The material is decanted from the supplier's labeled container into another container after its

arrival in the workplace.
- The original supplier label is missing or has become unreadable.
- The material is produced in the workplace for use in the workplace or for export.
- The material is produced in the workplace and intended for sale in Canada and will therefore have a supplier label attached prior to shipment.
- Only three pieces of information are required on Workplace Labels:
  - Product identifier (name of product) identical to that found on the material safety data sheet for the controlled product.
  - A statement to let the reader know that the MSDS for the material is available.
  - Precautionary measures (how to handle the controlled product safely).

3.Safety Data Sheets (SDS):
A SDS contains detailed information about a specific product, including the risks of exposure, methods of storage and disposal, protective measures for exposed workers and emergency first aid procedures. SDSs must be maintained and accessible to all employees.
A current SDS, prepared by the supplier or the manufacturer and detailing at least the following information, shall accompany all applicable products coming into the workplace:

- Hazardous ingredients
- Preparation information
- Product information
- Physical data
- Fire or explosion hazard
- Reactivity data
- Toxicological properties
- Preventative measures
- First aid measures
- Additional information

An SDS for each controlled product must be:

- Readily available to all employees. A binder or folder in the workplace containing the relevant SDSs is practical way of maintaining the information.
- Updated a minimum of once every three years from the date of preparation.
- Provided by a supplier of a new or revised product.

PERSONAL PROTECTIVE EQUIPMENT Section 13

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Each Department head of the production must perform a hazard assessment of their workspace to determine if hazards are present, or are likely to be present, that require the use of personal protective equipment (PPE). If such hazards are present, or likely to be present, the department head shall:

- Select, provide and require the use of appropriate PPE for each affected employee.
- Communicate PPE selection decisions to each affected employee.
- Select and provide PPE that properly fits each affected employee.
- Conduct and document appropriate employee training.

SELECTION, USE AND MAINTANCE

Personal protective equipment must

- Be selected and used in accordance with recognized standards, and provide effective protection
- Not in itself create a hazard to the wearer
- Be compatible, so that one item of personal protective equipment does not make another item ineffective
- Be maintained in good working order and in a sanitary condition.

If the use of personal protective equipment creates hazards equal to or greater than those its use is intended to prevent, alternative personal protective equipment must be used, or other appropriate measures must be taken.

HAZARD ASSESSMENT

To understand the need for PPE, a survey of the workplace must be conducted. The following is a guide to help with the hazard assessment. The assessment, where practicable, must be done in consultation with the joint committee and with the worker who will use the equipment.
The purpose of the survey is to identify sources of hazards to workers.

POTENTIAL HAZARD SOURCES

Consider the following hazards, and any others that may exist in your workspace

- Motion that includes tool movement, moving machinery, or machine parts, or movement of personnel that could result in collision with stationary objects
- High temperatures that could result in burns, eye injury, or ignition of protective equipment
- Chemical exposures that could result in burns or exposure to skin or eyes
- Chemical exposures that could result in lung or respiratory hazards
- Harmful dust that could result in scratches or burns to eyes or lungs
- Light radiation that could cause burns to skin and eyes, i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights
- Falling objects or potential for dropping objects
- Overhead obstructions which create head bumping hazards
- Sharp objects which might pierce the feet or cut the hands
- Rolling or pinching objects which could crush the feet
- Exposure to falls
- Drowning hazards
- Electrical hazards

PERSONAL PROTECTIVE EQUIPMENT Section 13

PPE DETERMINATION

Each of the basic hazards should be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury. Consideration should be given to the possibility of exposure to several hazards at once. The general procedure for determining appropriate protective equipment is to:

- Identify the potential hazards and the type of protective equipment that is available, and what protection it provides (i.e., splash protection, impact protection, etc.)
- Compare the capabilities of various types of PPE with the hazards associated with the environment (e.g., impact velocities, masses, projectile shape, and radiation intensities)
- Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
- Select PPE that will fit each employee properly and provides protection from the hazard

Your Production Safety Representative can help determine requirements and select appropriate equipment. PPE requirements can vary according to the workspace, as such due consideration should be given to workers from other departments that may be adjacent to your workspace and may find themselves exposed to the same hazards as your department. It is important that your workspace has adequate signage listing the required PPE for your workspace, and the workspace is clearly delineated.
This is particularly true when a set is being constructed on a working soundstage.

EYE AND FACE PROTECTION: Employees must use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids, or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Requirements for side protection, prescription lenses, filter lenses, and identification of the manufacturer are outlined in the standard. Protective eye and face devices purchased must comply with *CSA Standard CAN/CSA-Z94.3-07* or *Z94.3-15, Eye and Face Protectors*

RESPIRATORY PROTECTION: Employers must select and require the use of appropriate respirators in areas where employees are exposed to inhalation hazards in excess of the established exposure limits. Inhalation hazards may consist of exposure to gases, vapors, dusts, mists, fumes or fibers. All respirator usage shall be in accordance with the Respiratory Protection Program and *CSA Standard CAN/CSA-Z94.4-93, Selection, Use, and Care of Respirators*

HEAD PROTECTION: Employees must wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets designed to reduce electrical shock hazards shall be worn by each such affected employee when near exposed electrical conductors which could contact the head. Protective helmets shall comply with *CSA Standard CAN/CSA-Z94.1-05* or *CAN/CSA-Z94.1-15, Industrial protective headwear – Performance, selection, care, and use*;
FOOT PROTECTION: Employees must wear protective footwear when working in areas where there is a danger of foot injuries of any recognizable type, including but not limited to falling or rolling objects, objects piercing the sole, or where employees' feet are exposed to electrical hazards. Protective footwear must comply with *CSA Standard CAN/CSA-Z195-M92, Protective Footwear*

HAND PROTECTION: Employers must select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful

substances; cuts or lacerations; abrasions; punctures; chemical burns; thermal burns and harmful temperature extremes. Employers shall base the selection of the appropriate hand protection on evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use and the hazards and potential hazards identified.

LEG PROTECTION: Employees must wear leg protection when operating a chainsaw. The leg protection must comply with *WorkSafeBC Standard - Leg Protective Devices*

HIGH VISIBILITY: Employees exposed to the hazards of vehicles travelling at speeds in excess of 30 km/h must wear high visibility apparel meeting the Type 1 or Type 2 criteria of *WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment*.
A worker whose duties on the work site result in exposure to the hazards of mobile equipment must wear high visibility apparel meeting at least the Type 3 criteria of *WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment.*

BUOANCY: A worker who is employed under conditions which involve a risk of drowning must wear a personal flotation device (PFD) or lifejacket with sufficient buoyancy to keep the worker's head above water. This does not apply if other acceptable safety measures are in place which will protect workers from the risk of drowning, or the water is too shallow to allow the lifejacket or PFD to function effectively. A personal flotation device need not be worn when a personal fall protection system, guardrail or safety net is being used in accordance with the relevant requirements in Part 11 (Fall Protection) to prevent a fall into the water.
Buoyancy equipment must be labelled and otherwise meet the requirements of *CGSB Standard CAN/CGSB-65.7-M88, Lifejackets, Inherently Buoyant Type with a minimum buoyancy of 93 N (21 lbs)* or *CGSB Standard CAN/CGSB-65.11-M88, Personal Flotation Devices with a minimum buoyancy of 69 N (15.5 lbs)*

FLAME RESISTANT CLOTHING: Workers must wear flame resistant clothing appropriate to the risk if working in areas where they may be exposed to flash fires, molten metal, welding and burning or similar hot work hazards.

FALL PROTECTION EQUIPMENT: If workers are exposed to a fall over 3 meters, or a fall from any height that may cause a greater injury than falling onto a level surface, fall protection is required. Personal protective equipment used for a fall protection system must consist of compatible and suitable components and be sufficient to support the fall restraint or arrest forces.
All personal fall protection equipment must meet, and be used in accordance with CSA Z259 standards

HEARING PROTECTION: There are requirements for hearing protection when noise levels exceed 85 dBA Lex (1 Pa2n) daily exposure, or 135 dBA peak sound level. Construction related tasks regularly fall under this requirement, but other areas of production may as well. Noise PPE must meet *CSA Z94.2 Hearing Protection Devices-Selection, Performance, Care, and Use*

HEARING PROTECTION Section 14

Part 7 of the Occupational Health and Safety Regulations make requirements for hearing protection when noise levels exceed 85 dBA Lex (1 Pa2n) daily exposure, or 135 dBA peak sound level. Construction related tasks would generally fall under this requirement.

The construction shop of the production is designated a noise hazard area and hearing protection is required to be worn. Other areas of the production may also exceed the regulatory requirement. These will be identified on a case by case basis.

As there is a potential for exposures exceeding the regulatory requirement in the construction shop, hearing protection, audiometric testing, and signage is required.

SIGNAGE
All noise hazard areas must be appropriately signed to indicate that hearing protection is required.

HEARING PROTECTION
Hearing protection (e.g., inserts, muffs) must be worn in the noise hazard area.

NOISE REDUCTION
Where applicable, noise hazards shall be reduced or shielded to lower sound levels.

AUDIOMETRIC TESTING
All workers regularly exposed to noise levels in excess of the regulatory exposure levels must be involved in annual audiometric (hearing) testing. As a minimum, all construction staff must undergo hearing testing.

Records of this testing must be forwarded to the Production Coordinator for retention in the Program files.

REVIEW
Production activities, outside of construction, will be reviewed to determine if employee hearing testing is required.

The determination of regulatory compliance is completed by conducting noise measurements. Contact the Production Manager to arrange any noise measurement testing.

RESPIRATORY PROTECTION Section 15

PURPOSE

The purpose of this operating practice is to ensure protection from respiratory hazards through the proper use of respiratory protective equipment. Respirators are to be used where engineering control of respiratory hazards is not feasible, while being installed, or in emergencies.

RESPONSIBILITIES

The company Production Manager can arrange for the necessary assistance in the implementation of this Program and has the authority to make necessary decisions to ensure the success of this Program. This authority includes equipment purchases necessary to implement and operate this Program.

The Company has expressly authorized the Production Manager to halt any task or procedure where there is danger of personal injury. This policy includes respiratory hazards.

1. Respirators will be selected on the basis of hazards to which the worker is exposed. All selections will be made according to the respiratory hazard involved and with the assistance of the Production Manager. Only NIOSH/MSHA respiratory protection will be selected and utilized.
2. The user will be instructed and trained in the proper use and limitations of the respiratory protection. Training should provide to the employee an opportunity to handle the respirator, have it fitted properly, test the face piece-to-face seal, wear it in normal air for a long familiarity period and wear it in a test atmosphere. Every respirator wearer will receive fitting instructions, including demonstrations and practice in how the respirator should be worn, how to adjust it and how to determine that it fits properly.
3. Respirators shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, a skullcap that projects under the face piece or temples on glasses. No employees who are required to wear respirators shall wear beards. Also, the absence of one or both dentures can seriously affect the fit of a face piece. The workers' diligence in observing these factors will be evaluated by periodic checks. To assure proper protection, the face piece fit will be checked by the wearer each time the wearer puts on the respirator. This will ensure manufacturers' face piece-fitting instructions (e.g.: positive and negative fit checks).
4. Where practicable, the respirators will be assigned to individual workers for their exclusive use.
5. Respirators will be regularly cleaned and disinfected. Those issued for the exclusive use of one worker will be cleaned after each day's use. Those used by more than one worker will be thoroughly cleaned and disinfected, and turned into the production office.
6. Respirators, used routinely will be inspected during cleaning. Worn or deteriorated parts should be replaced. Respirators for emergency use such as SCBA's should be thoroughly inspected at least once a month and after each use. Inspection for the SCBA's gas pressure should be performed weekly. Where SCBA's are to be used, users are to be provided with additional training.
7. Appropriate surveillance of work area conditions and degree of employee exposure or stress will be maintained.
8. There will be regular inspection and evaluation to determine the continued effectiveness of the Program.
9. Persons will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.

RESPIRATOR TRAINING AND FIT TESTING PROTOCOL

RESPIRATORY PROTECTION Section 15

Health and Safety regulations require that employers train and fit test employees who use respiratory protection during the course of their workday. In summary, the Company must:

1. Provide instruction on the uses and limitations of all respirators worn in the work area.
2. Instruct and demonstrate to employees how to properly don and adjust any respirators worn according to manufacturers' instructions.
3. Allow the employees an opportunity to practice these procedures.
4. Provide fit check instructions.
5. Fit test each employee to be assigned respirators.
6. Document the successful completion of fit testing and fit testing by all employees wearing respirators.

The Production Manager should be consulted in the implementation of this protocol.

STEP 1. INSTRUCTION ON USES AND LIMITATIONS

All respirators have limitations. There is not an all-purpose respirator. The easiest way to review the uses and limitations of the respirator is to read the NIOSH approval label and other information contained on/in each respirator package.

STEP 2. DONNING INSTRUCTIONS AND DEMONSTRATIONS

A respirator must be put on and worn properly if it is to fit and offer effective protection Always inspect your respirator prior to donning. Donning instructions are found on each respirator package and should be fully explained and demonstrated to the wearer.

STEP 3. PRACTICE DONNING RESPIRATORS

Once you have demonstrated proper donning and adjustment procedures, have each employee complete the same procedure as you talk them through the directions.

STEP 4. FIT CHECK

At this point, all employees should be wearing a respirator instruct the employee on how to conduct a fit check. A fit check is a method of determining if the respirator has been put on properly and has achieved an adequate fit. A fit check must be conducted each time the respirator is worn (refer to the fit check procedures on each respirator package). These are sometimes referred to as positive pressure and negative pressure fit checks.

Having completed the fit check procedure ask if anyone feels any leakage around the seal of the respirator. If so, make necessary adjustments to the fit (review donning instructions) and perform the fit check again. If a proper fit cannot be accomplished, the wearer must select another and repeat the fit check procedure.

STEP 5. FIT TESTING

Fit testing must be conducted according to the instructions included in the manufacturer's instructions. Persons unable to pass the fit test must select an alternate respirator.

STEP 6. TRAINING DOCUMENTATION

The Workers' Compensation Board requires that employers keep written documentation of all employees who attend respirator training and are able to pass the fit test. Use the Safety Training Report and Attendee Sign-In Form to facilitate record keeping. A Respirator Training Certificate must be issued to each employee.

STEP 7. MAINTENANCE DOCUMENTATION

Workers must ensure that records are kept of all maintenance performed on a respirator.

FALL PROTECTION Section 16

FALL PROTECTION

Part 11 of the Occupational Health & Safety Regulations requires fall protection where falls in excess of 10 feet or more can occur, or where a fall from a lower height could result in greater injuries than would occur from falling onto a flat surface. The regulation requires the elimination of hazards and where these cannot be eliminated, fall protection systems must be used.

FALL PROTECTION EQUIPMENT

Sections 11.6 to 11.32 of the OHS Regulation detail individual requirements for fall protection equipment. Department Heads must ensure that where fall protection equipment is used, that it conforms to these requirements.

ANCHORAGES

Care must be taken to ensure that proper anchorages are used on fall protection systems. An assessment of the adequacy of anchorages must be carried out. Anchorages used for fall protection must be able to withstand 5,000 Ibs force in any direction. Where required, engineering assistance may be required to ensure that this strength is available.

FALL ROOF AND LEADING EDGES

An assessment of fall hazards must be carried out and appropriate controls implemented where the above fall hazards exist (>10 feet). The production will perform a fall hazard analysis to:

- Identify the location of each fall hazard
- Select the appropriate fall protection methods
- Identify the method(s) of rescue of a worker or performer who has fallen and is suspended by a personal fall protection system or safety net and is unable to effect self-rescue.

ELEVATING WORK PLATFORMS

Only full body harnesses are to be used when working from elevating work platforms (e.g., scissor land boom type lifts). Although the Occupational Health & Safety Regulations does not require fall protection on scissor type elevating platforms, this Production does require it to be a safe work practice and should be worn.

WRITTEN FALL PROTECTION PLANS

If falls in excess of 25 feet can occur, a written fall protection plan must be prepared and implemented. The requirements for a fall protection plan are included in the Occupational Health & Safety Regulation. This should be consulted prior to any work involving this height (>25 feet) of fall beginning.

TRAINING

Each employee working on scaffolding, ladders and elevated platforms and areas, must be trained in the safe working procedures required

RIGGING

Part 15 of the Occupational Health and Safety Regulation detail requirements for rigging equipment and practices.

Key in this is ensuring that:

- slings are not used beyond the manufacturer's rated loading;
- rated loadings, manufacturers' identification, and product identifier are marked on the equipment;
- sling and rigging equipment is regularly inspected and equipment found to be damaged is destroyed;
- "pick points" to be used for suspending equipment and set materials have been reviewed by a qualified person (e.g., structural engineer) to ensure that the structure is not compromised;
- hand signals used are in keeping with industry standards as outlined in the OHS Regulations;
- the weight of the load to be lifted or restrained must be known; and,
- workers assembling the rigging must be qualified, or working in conjunction with a qualified worker familiar with rigging equipment.

TRAFFIC CONTROL

Crew involved in any kind of traffic control and vehicle directing must be familiar with requirements of Part 18 of the Occupational Health and Safety Regulation.

This section makes several requirements for traffic control including:

- Communications
- Worker identification
- Signage

WORKER IDENTIFICATION

Workers involved in traffic direction must wear:

- High visibility apparel (e.g., high visibility vest and wrist bands)
- Safety headgear of a high visibility colour with a strip of reflective tape about the crown

If traffic control is to be carried out in hours of darkness, the worker must be equipped with a flashlight fitted with a red signaling baton (and with extra batteries).

PRODUCTION HAZARDS Section 19

HAZARD ASSESSEMENT CONTROL

In order to identify and evaluate production hazards, a safety meeting is to be held during pre-production with all appropriate production personnel. Documentation of this meeting will be archived by the Production Manager.

The purpose of this meeting is to identify and discuss all foreseeable production hazards and safety issues and to develop strategies to control or eliminate them. Additional safety meetings should be scheduled as necessitated by any changes in the shooting schedule and/or script.

Schedule inspections to ensure a safe work environment and to identify any unsafe conditions are also required. The Production Manager will work with the 1st Assistant Director, Construction Coordinator, Stunt Coordinator, Special Effects Coordinator and any other staff to plan each shot where safety is a concern.

GENERAL PRODUCTON SAFETY GUIDELINES Section 20

GENERAL PRODUCTION SAFETY

Safety is a top priority at this production, and it is our intention that your environment be the safest it possibly can.

The following general safety guidelines pertain to you. While most of these guidelines are driven by common sense, others have evolved from federal, provincial, or local laws and regulations.
Failure to follow these guidelines could result in serious injury, but could also cost valuable time and expense due to delays and/or shut downs enforced by either regulatory or management personnel.

As you well know, your working conditions may change from day to day, particularly on location. To prevent accidents, you need to be aware of your work environment and the equipment being used. Pay special attention to call sheets as they may contain important safety information for the next day's shoot. The 1st Assistant Director will be conducting daily safety meetings as necessary to brief you on potentially hazardous set conditions.

If you have any questions or concerns, or notice anything you believe could be hazardous to the cast and/or crew, please do not hesitate to talk to your supervisor or call the Producer/Production Manager, knowing you need not be concerned about reprisal. Doing your job well and doing your job safely go hand in hand.

GENERAL RULES

- Obey all "No Smoking" signs. Observe designated smoking areas and always extinguish cigarettes in butt cans. Dispose of all other garbage properly, wear appropriate clothing and any necessary protective equipment. A shirt and shoes should be worn at all times and any non-essential jewelry should be left at home. Safety glasses or eye shields must be worn when operating equipment or performing work where eye damage could potentially occur. (See Industry Safety Bulletin #21)
- Do not work while under the influence of illegal drugs, cannabis or alcoholic beverages. Medication which might interfere with your alertness or ability to perform your work should be used only under a doctor's direction. If you feel that any medication is impairing your work, please discuss this with your supervisor. Don't put yourself, or your fellow workers, at risk.
- Pranks and other horseplay should be kept in check. Distracting crew members operating tools or working with specialized equipment could result in accidents.
- Maintain clear walkways and exit passages. Keep at least a four-foot perimeter around the interior of the stage clear and make sure all exit doors are unlocked when working. All overhead equipment, fixtures and props should be properly secured with safety wire. If needed, all cables on the ground should be matted when necessary. Fire equipment (hydrants, extinguishers, hoses, etc.) must be accessible at all times.
- Production days can be long and grueling; make sure you are getting adequate sleep. Individual sleep requirements vary so be sure you are getting the proper amount that you need to prevent accidents or illness from exhaustion.

LIFTING AND MOVING OBJECTS

- Make sure you get the right help when lifting or moving heavy or awkward objects. Avoid lifting them whenever possible – use carts, dollies, etc. Lifting heavy loads improperly can cause back

injuries which are costly and unnecessary. This is one area where you can easily prevent an accident.

COMMON FALL RISKS

(Catwalks and Runways, Floor/Wall Openings, Guard Rails, Scaffolding and Stairwells)

- Temporary stair railings and guard rails are required by law for any elevated surfaces or around any pits or holes. Ensure proper lighting for visibility and post signs as necessary. Use fall protection equipment (e.g., safety harnesses) where needed, especially when operating above ground level and outside of areas with guardrails.

MUSCULOSKELETAL INJURIES

The definition of "musculoskeletal injury" includes sprains, strains, and inflammation that may be caused or aggravated by work. Production will eliminate or minimize the risks of Musculoskeletal Injuries by creating control mechanisms for the risk factors found during risk assessments.

Risk factors must be eliminated where practicable. When determining if elimination is practicable the relevant considerations include

- Degree of risk to the worker arising from risk factors
- Extent of available information on the risk and the means of controlling it
- Availability and suitability of control measures
- Frequency of performing tasks that contain risk factors
- Resources needed to control the risk

Where elimination is not practicable, the specific risk factors identified in the risk assessment should be reduced to the lowest practicable level. This may mean minimizing the duration, magnitude, and/or frequency of the relevant risk factor. Care should be taken to ensure that the reduction of risk of MSI from one factor does not increase the risk from another.

Risk factors for tasks which are performed most commonly should be considered first. The primary risk factors to consider normally include awkward postures, force required, and repetition.

Production is required under to consult with the joint occupational health and safety committee on the implementation of controls.

WorksafeBC forms for MSI Risk Factor Identification and MSI Risk Assessment can be found in the Safety Manual Appendices.

CHEMICALS AND FLAMMABLE MATERIALS

- Paint, chemicals and other materials should not be accumulated on stage floors, under platforms or in other work areas where they do not belong.
- You should know and follow proper handling and storage procedures for all combustible or flammable materials. A Material Safety Data Sheet (MSDS) should be obtained and kept on file for all chemicals being used and/or stored. All decorative set materials should be flame retardant or of non-combustible materials.

HAND TOOLS AND RELATED EQUIPMENT

- Use the right tool for the job. Ensure that all equipment is in proper working order and that all protective guards are in place and are used. Tag (‘Do Not Use’) and report any damaged or

malfunctioning equipment. If you are not using the tool, stay away from the area and watch for flying debris.

- Do not use tools or equipment for which you have not been properly trained and qualified. See your supervisor if you have any questions or feel that you need additional training. Do not use the top two steps of any ladder. Make sure the ladder is adequately supported. Ladders left leaning against walls should be secured when work is complete and not left freestanding.

FILMING EQUIPMENT (Booms, Camera & Insert Cars, Cranes, Dollies, Elevated Platforms, etc.)

- Use the proper equipment for the job. Be aware of load and rider capacities. Never allow more than nine (9) people including the driver on an insert car. (See Industry Safety Bulletins #13 and #22). All equipment must have the proper certification and/or inspection documentation with it at all times.

FILMING VEHICLES

(Fixed Wing Aircraft, Boats, Cars, Helicopters, Motorcycles, Trains)

- Be particularly cautious when driving, walking or traveling in any manner in congested areas: proceed slowly and watch for sudden movements.
- Be especially careful when working around helicopters and on runways. Do not smoke within 50 feet of helicopters and keep this distance unless you are needed closer.
- The use of aircraft, boats, trains or cars may require special permits and/or operator certifications. All vehicles, including their peripheral safety equipment (e.g., harnesses, belts, roll-cage, fuel cells, etc.), must undergo thorough safety inspection and testing on a daily basis by qualified, experienced personnel. (See Industry Safety Bulletins #2, #3, #8, #11and #20.)

ELECTRICAL SAFETY

- Ground and properly maintain all electrical equipment and wiring (there should be no exposed live parts). Use equipment only for the purpose it is intended. Be particularly careful around water, especially when filming in rain scenes.
- Keep electrical panels accessible at all times. There should not be any obstruction closerthan 30 inches from a panel.
- Always keep in mind the danger of fire when lights are placed near props, sets and other materials used for filming and make sure there is adequate distance to prevent an accident from happening.

WATER HAZARDS

- All cast and crew members working on boats, pontoons, rafts, etc. should wear life vests or other water safety gear. Safety lines, nets, observers and/or divers should be used when filming in rivers or other bodies of water where potentially hazardous conditions could exist (e.g.: swift currents, thick underwater plant life, rocks, etc.)
- Be aware of load and rider capacity limits. Only persons absolutely needed should be on a watercraft; all others should remain on land.
- Be sure you feel comfortable working around water, whether it is a pond, swamp, lake, river or the ocean. Know as much as you can about the water and its natural hazards, including the animal life. Your Producer or 1st Assistant Director should have all relevant information. (See Industry Safety Bulletins #7 and #17)

GENERAL PRODUCTON SAFETY GUIDELINES Section 20

STUNTS & SPECIAL EFFECTS

- Stunts and special effects require an on-site dry run or walk-through with all involved parties before filming. The meeting and rehearsals should be documented on the Daily Production Report. It is our policy that all stunts and special effects be reviewed by all participants prior to execution to help ensure that they are performed in the safest manner possible.
- Special effects involving pyrotechnics, explosives and/or fire must be noted in advance on the call sheet. All such effects must be performed by properly licensed individuals. The proper permits must be obtained and the appropriate regulatory agencies notified. Explosives must be stored in their proper magazines.
- Appropriate safety equipment (eye and/or ear protection, glass shields, etc.) must be provided to the cast and crew as needed. There must be a planned escape route provided and each person involved should personally check the escape route to ensure its accessibility. Only persons necessary for the stunt and/or effect should be in the area. (See Industry Safety Bulletins #1, #4, #14, #15, #16 and #18)

SMOKE

- Be aware that the use of atmosphere smoke has become highly regulated and limited by a variety of regulatory agencies because of the risk emissions and toxicity. Efforts should be made to eliminate the use of fog and smoke altogether. If this is not possible, contact the Production Manager for guidelines and regulations. (See Industry Safety Bulletin #10)

FIREARMS AND LIVE AMMUNITION

- Treat all firearms as though they are loaded. Do not play around with firearms or any weapons and **never point one at anyone,** including yourself. Follow the directions of the Property Master regarding all firearms and weapons.
- The use of firearms and other weapons may require special permits and/or operator certifications. You should feel comfortable working with firearms and other weapons and know all the operating-features and safety devices. All firearms must undergo thorough safety inspection, testing and cleaning on a daily basis by qualified, experienced personnel.
- Live ammunition will not be used unless absolutely necessary. If used, it will be noted on the call sheet and announced prior to use on the set. The loading of firearms should take place just prior to the scene being filmed and unloaded immediately after the scene has been completed. Follow the direction of the property master and any experts/consultants regarding live ammunition.
  (See Industry Safety Bulletins #1, #15 and #16)

ANIMALS

- Animals are unpredictable creatures. The animal trainer(s) should address the cast and crew regarding all safety precautions in effect and answer any question you may have.
  Do not feed, pet or play with any animal without the permission and direct supervision of its trainer. Defer to the animal trainers at all times.
- When working with animals, the set should be closed and notices posted to that effect, including a note on the call sheet – please make every effort to cooperate with this policy.
  (See Industry Safety Bulletins #6 and #12)

GENERAL PRODUCTON SAFETY GUIDELINES Section 20

ENVIROMENTAL CONCERNS

- Your location should be environmentally sound (e.g., free of hazardous materials or other chemical hazards). All hazardous waste generated by the Company, including paint, must be disposed of properly. Proper documentation for the transportation and disposal of such waste must be obtained. All questions should be referred to your Producer/Production Manager.
  (See Industry Safety Bulletin #17)

All cast and crew members are required to follow the foregoing General Safety Guidelines for Production and all Workers' Compensation Board safety requirements (Occupational Health & Safety Regulation) during their course of employment.

LOCATION HAZARDS Section 21

For location work, the Location Manager or his/her designee will inspect each location site, prior to the company's arrival, to identify any environmental concerns or other unsafe conditions. The Location Manger will work with the appropriate department and/or safety personnel to correct them. The LOCATION HAZARD CHECKLIST is to be used during these inspections.

CONFINED SPACES

Where locations have confined spaces (defined as an area that is enclosed or partially enclosed, is not designed or intended for continuous occupancy, has limited or restricted means for entry and exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service, and is large enough and configured that a worker could enter to perform an assigned task) the Production Manger must be contacted so that confined space entry procedures can be developed and implemented prior to production.

HAZARDOUS MATERIALS

The Location Manger shall ensure that the location supplier has identified all hazardous materials present in the space (e.g., asbestos, lead, chemicals). Where hazardous materials are present at the Location, this shall be identified to pre-production and construction crews prior to the day of shooting, and on the call sheet for the days at the location.

ENVIROMENTAL HAZARDS AT UNOCCUPIED LOCATIONS

The Location Manager shall ensure that an assessment of environmental hazards is conducted at abandoned, unoccupied or vacant sites. This assessment shall take into greater consideration, chemical hazards, asbestos, lead, and other airborne hazards (e.g., mold). This assessment may require the assistance of outside specialists to carry out the review.

LOCATION STAFF TRAINING

Location staff shall receive additional training in the identification of environmental and safety issues that may be present and that may present a risk to the crew and cast. This training shall cover issues such as asbestos in buildings, chemical exposures and handling, and hazard identification. This training will be reviewed by the Production Manager.

LOCATION EMERGENCY RESPONSE Section 22

LOCATION EMERGENCY RESPONSE

The Location Manager will ensure that a *Production Emergency Response Plan* is completed for all locations and that production is meeting the requirements of the plan (See Appendix for an *Emergency Response Plan* template)

Location staff shall work with the First Aid/Craft services to ensure that all necessary Emergency Response procedures and facilities are in place.

Where travel to a hospital is greater than 20 minutes Location and First Aid/Craft Service shall review the requirements of Part 33 – Occupational First Aid as it pertains to emergency transportation.

Location staff must also consider Emergency Response for the days before and after shooting days where set up and dismantling operations are going on. This shall be included when completing the Location Hazard Checklist (LOC).

The Location Manager shall be responsible for ensuring that adequate first aid and other emergency response is available for the crew whenever working at a location, not just on the shooting days.

Emergency Operations Coordinator

The emergency operations coordinator (EOC) is the person who serves as the main contact person for the Production in an emergency. The EOC is responsible for making decisions and following the steps described in this emergency response plan. In the event of an emergency occurring within or affecting the production, the primary contact will serve as the EOC. If the primary contact is unable to fulfill the EOC duties, the secondary contact will take on this role.

Primary contact	**Secondary contact**
Name:	Name:
Telephone number:	Telephone number:

Emergency contact numbers

Police/Fire: 911

Hospital:

Other:

Building Address:

LOCATION EMERGENCY RESPONSE Section 22

Building Evacuation Signals:

1. Continuous Alarm
2. Continuous Air Horn Blast (5 seconds)

Muster Station:

Accountability Procedures: Department heads must, as soon as possible, provide the EOC with a list of all department members, contractors and visitors present at the worksite in order that the EOC may undertake an accurate head count.

Building Re-entry: The building may be re-entered only after the EOC has determined it is safe to do so.

Medical
All injuries or illnesses must be reported

First Aid Attendant

Name:

Radio Channel:

Phone Number:

Air Horn: **3 SHORT BLASTS**

Collapse or Serious Injury
Person closest to injured person:

Ensure the accident scene is safe and that there is no further danger to you or the injured person.

1. Do not move the injured person unless there is a high risk of further injury and it is safe for you to do so.
2. Keep calm and do not leave the injured worker unattended.
3. Contact the Occupational First Aid Attendant immediately via radio, phone or air horn. The attendant will need to know:
   - Location of casualty/accident
   - Type of accident/injuries
   - Number of casualties
   - Need for special equipment
   - If an Ambulance is required
4. Be prepared to assist when directed by the First Aid Attendant.
   - If required or requested by the First Aid Attendant, call for an ambulance and provide as much information as possible.
   - Designate someone to meet the ambulance at the front door or other predetermined location

- Ensure that the Production Manager is informed that there has been a medical emergency

Minor Injury or Illness

Contact the First Aid Attendant immediately.

1. Follow the First Aid Attendant's instructions and provide as much information as possible.
3. Ensure that your manager is informed that you have reported to the First Aid Attendant.

Alarm Bells or Continuous Air Horn Blast (5 seconds)

1. Evacuate the building as quickly as possible and assemble at the Muster station
2. Do not re-enter the building until given the all clear by the Emergency Operations Coordinator
3. **Muster Station Location:**

Fire

In the event of a fire:

1. KEEP CALM.
2. EVACUATE: all occupants from the room in which the fire has occurred.
3. CLOSE THE DOORS AND WINDOWS and leave the room.
4. PULL THE FIRE ALARM, USE THE AIR HORN TO SIGNAL AN EVACUATION (ONE LONG BLAST) OR CALL THE FIRE DEPARTMENT. Tell them your exact location and the nature of the emergency.
5. ONLY IF IT IS COMPLETELY SAFE TO DO SO, return to fight the fire with a fire extinguisher until the Fire Dept. arrives. (see FIRE EXTINGUISHERS)
6. EVACUATE OCCUPANTS FROM THE ADJOINING AREA if there is any danger from spreading fire, smoke, fumes or extreme heat.

Fire Extinguishers:

1. Use a fire extinguisher only if it is completely safe to do so. If there is any danger at all from fire, smoke, fumes or extreme heat, LEAVE THE AREA IMMEDIATELY.
2. Determine what type of fire you have and check the label on the extinguisher to make sure it is intended for your type of fire. Letters on the label indicate the type of fire it will fight:
   a) A = wood, cardboard, paper, cloth
   b) B = flammable liquids and gases
   c) C = electrical equipment
   d) D = metals

   (Never use water on an electrical fire – water can cause a fatal shock.)
3. Use the PASS system to put out the fire:
   a) Pull the pin or ring. Some units require releasing of a lock latch, pressing a puncture lever, or other motion.
   b) Aim the extinguisher nozzle at the base of the fire.
   c) Squeeze or press the handle.
   d) Sweep from side to side slowly at the base of the fire until it goes out.
4. If the fire gets big, GET OUT! Close the door to slow the spread of the fire.

LOCATION EMERGENCY RESPONSE Section 22

Building Emergency

If you discover building damage that is an immediate hazard

Take reasonable measures to protect employees from the hazard or send a co-worker to report the damage (and report back to you) while you stand and watch over the hazard.

Report the hazard to the Production Manager, including location and description of damage

.

The Production will ensure the following measures have been taken:

- Production has located, copied, and posted building and site maps.
- Production has ensured that exits are clearly marked.
- Production will practice evacuation procedures at least once per year.
- All stages have an unobstructed fire lane around the perimeter of the interior walls
- The building exterior maintains adequate fire lanes (20') for firefighting apparatus
- Fire extinguishers are present and have clear signage to indicate their location
- Air Horns are located at each stage entrance with signage indicating signals for evacuation (one long continuous blast of 5 seconds of more) and for First Aid response (3 short blasts of one second)
- All employees have been trained in the procedures outlined in this document
- Procedures are conspicuously posted in each stage or building and at the office safety board

RISK ASSESSMENTS Section 23

Risk Assessments

The purpose of a Risk Assessment is to identify hazards and establish controls to reduce, to the lowest level reasonably possible, the risks associated with an activity.

An individual controlling and/or supervising the activity should assess it for its health and safety risks, and plan and prepare safe working procedures. This allows for appropriate resources to be allocated and controls to be established.

Where significant risks are identified, a written Risk Assessment must be prepared, and sufficient control measures identified prior to the activity commencing. The Risk Assessment applies throughout the entire Production; from the day the activity commences (through pre-production, filming and post-production) to the completion of all Production activities.

The person controlling and/or supervising an activity is responsible for having systems in place for the planning and preparation of a Risk Assessment. This is likely to be at the HOD/Coordinator level.

The Production Safety Representative and Production Manager are available to review the documentation prepared. The primary obligations to identify significant risks and to plan/prepare and implement the controls identified rest with the person controlling the activity. Risk Assessments will be evaluated on content and not necessarily on technical accuracy.

Five steps to Risk Assessment and the Safe System of Work

The Production requires that all those responsible for carrying out Risk Assessments adopt a Five Steps to Risk Assessment approach:

Step 1 - Identify the hazards
Step 2 - Decide who might be harmed and how
Step 3 - Asses the risks and decide on controls using the ***Risk Assessment Guidance Document***
Step 4 - Determine the residual risk on the ***General Risk Assessment*** and implement accordingly
Step 5 - Review your assessment and update, if necessary

You should prepare detailed written safe work procedures on the ***General Risk Assessment*** where the task is complex and relies on a detailed method of work. The safe work procedures should include a clear explanation of the nature of the activity, the number of individuals involved and a step-by-step explanation of how it is proposed that the activity will be carried out safely.

Understanding Hazards

The tables below provide generic examples of workplace hazards within each of the five categories. This is not an exhaustive list and the supervisor is responsible for listing the detailed site specific hazards.

Biological Hazards:

Biological hazards are organisms or substances produced by organisms that may pose a threat to human health and safety. Biological hazards include exposure to:

• Allergens	• Bodily Fluids	• Microorganisms
• Animals	• Insects	• Waste (Human or Animal)
• Blood	• Plants	• Bites from Insects or Animals

Chemical Hazards:
Chemical hazards are substances which, because of its characteristics and effects, may cause harm to human health and safety. Chemical hazards can be broken down to include exposure to: vapours, gasses, mists, dusts, fumes and smoke. Examples of chemical hazards include exposure to:

• Compressed Gases	• Corrosives	• Flammables
• Cytotoxic substances	• Carcinogenic	• Oxidizers
• Pressurized containers	• Pesticides	• Toxic
• Explosive	• Fumes	• Lead

Physical Hazards:
Physical hazards can cause injury to workers when an object, piece of equipment or material comes in contact with the worker, though direct contact is not always necessary. Physical hazards are often associated with an uncontrolled source of energy; kinetic, electrical, pneumatic, hydraulic, etc. Examples of physical hazards are:

Environment	***Equipment***	***Miscellaneous Physical Hazards***
• Hot Temperatures	• Fast moving equipment	• Arc Flash
• Cold Temperatures	• Exposed moving parts	• High Voltage
• Humidity Extremes	• Mobile equipment	• Electromagnetic Fields
• Exposure to sunlight (heat stress, sun exposure)	• Powered Equipment	• Electricity
• Terrain(uneven, slippery, etc.)	• Pinch Point	• Working at Heights
• Extreme Weather (land) (e.g. strong winds, rain, fog etc.)	• Nip Point	• Confined Space
• Extreme Weather (marine) e.g. currents, waves	• Sharp Edges	• Asbestos

• Fire	• Ladder Use	• Overhead hazards
• Entanglement	• Vibration	• Radiation
• Engulfment		• Nearby road Traffic
• Muddy environment		
• Lighting		
• Noise		
• Cliffs/Mountains		
• Wildlife		

Ergonomic Hazards:
Ergonomic Hazards arise when the interaction between the work and the worker is not ideal. They cause harm to the musculoskeletal system. Examples of ergonomic hazards are:

• Repetitive movements	• Using too much force	• Awkward postures
• Frequent lifting	• Sustained/static postures	• Contact stress

Psychosocial Hazards

• Violence in the Workplace	• Working Alone

Controlling Hazards
Hazards are controlled using a hierarchy of control methods beginning with Elimination or Substitution, Engineering Controls, Administrative Controls and as a final resort, Personal Protective Equipment.

Elimination or substitution
Eliminating the hazard completely is always the first choice. Substitution involves replacing the material or process with a less hazardous one. Another means of elimination or substitution is to transfer the risk by contracting the work to a specialist better equipped to deal with the hazards in a safe manner.

Engineering Controls
Engineering controls are methods that are built into the design of a plant, equipment or process to minimize the hazard. Engineering controls are a very reliable way to control worker exposures as long as the controls are designed, used and maintained properly. Three types of engineering controls are: Process control, enclosure and/or isolation of emission source, and ventilation. Examples within each category are listed below:

Process Control	***Enclosure and Isolation***	***Ventilation***
• Using a wet method rather than a dry method	• Glove boxes	• Fume hood

• Mechanical transportation not manual	• Remote controlled devises	• Biological Safety Cabinet
• Guards		

Administrative Controls
Administrative controls are the modification of work processes or activities to minimize risk. Some examples of administrative controls are listed below:

• Signs/Labels	• Restricting Access to a work area	• Job rotation schedules to limit time an individual worker is exposed
• Completion of training on Safe Work Procedure	• Completion general safety courses	• Using a work-rest schedule that limits the length of time a worker is exposed

Personal Protective Equipment (PPE) Controls
This is the last line of defense as PPE does not remove the hazard in any way but instead serves as a barrier between the worker and the hazard. Some examples of PPE are listed below:

• Safety Glasses	• Respirator	• Steel toed boots
• Safety Goggles	• Hard hat	• Laboratory Coat
• Face Shield	• Gloves	• Fall Protection equipment

Production Risk Assessment Steps
The person in control should identify and classify the activity. If an activity has an inherent moderate or high risk, a risk assessment should be completed.

1. Check the list of "Prescribed Activities" and determine whether the proposed activity is a Prescribed Activity
2. If the activity is on the list of 'Prescribed Activities' you must assess the activities for risk, implement safe work procedures and provide the Production Office with a copy of the Risk Assessment
3. Where the activity is on the 'Prescribed List' complete the Risk Assessment and send it to the Production Safety Representative and Risk Management at least three (3) days before the activity is due to be undertaken.

The Risk Assessments carried out on this Production are 'living documents' and must account for material changes after submission of the Risk Assessment. The HOD/Coordinator or person in control is required to

adjust the control measures to encompass any new hazards and subsequent risks that arise.
Where changes are required, the mechanism for updating the Risk Assessment should be discussed by all departments involved and HOD's in control of the work. Any material changes should be recorded and communicated to the relevant parties through Production Management. The methods of recording and communicating the changes may need to include:

- Communicated by the 1st AD to all persons present verbally.
- Recorded in the Daily Production Report.
- Called through to Production Management to the Insurers as necessary.
- Logged on the original Risk Assessment.
- Changes effectively communicated to all employees concerned.

Prescribed Activities List

The list sets out those activities that will be inherently more hazardous and for which a Risk Assessment is required under BC OHS Regulations

• Abrasive blasting	• Ergonomics	• Exposure, Employer Resp.
• Asbestos	• Evacuation and Rescue	• Exposure, workplace monitor.
• Cold Stress	• Engine Exhaust	• Heat Stress
• Confined Spaces	• Exposure Control Plans	• Toxic Process Gasses
• Dangerous Trees	• Exposure to Blood Pathogens	• Violence in the Workplace
• Emergency Preparedness	• Hazardous Substances	

YOUNG & NEW WORKERS Appendix A

BC Productions Young and New Worker Orientation

As per BC Occupational health and Safety Regulations any worker under 25 is considered a young worker and any worker that has not worked at a specific location before is considered a new worker.
As such, any time a production has workers that have not been to a location, stage or shop before they must be treated as “new workers” regardless of age, experience or length of employment.
As will be seen from the guidelines below, much of the orientation can be accomplished during the hiring process, when the worker is oriented in the *General Safety Guidelines BC* and signs the *General Safety Guidelines BC Acknowledgement* form
While workers can be oriented to generic occupational health and safety matters in the production office or other departmental locations there is still the requirement that a site specific orientation occur.
The requirements for both types of orientation, including subject matter and practical delivery approaches can be found below.

Objectives of the orientation topics

Under BC Occupational Health and Safety regulation section 3.23 employers will be required to provide young and new workers with orientation and training about safe work procedures and how to recognize hazards on the job. It lists a number of topics that must be addressed.
In many workplaces some of the requirements in section 3.23 will already be in place as part of the general safety measures in the workplace. To conduct a proper orientation, the topics must be provided to young and new workers.
There may be topics beyond those listed in section 3.23 that an employer would wish to include in the orientation. The Regulation sets a minimum standard, which employers may exceed. In some cases, one or more of the topics may not be applicable in a given workplace and would not need to be included.
In the discussion below any reference to "worker" means "young or new worker."

(a) Name and contact information for the worker's supervisor

The worker must know the identity of the individual(s) responsible for providing work direction to him/her, and how to contact him/her if they are not immediately available.

(b) The employer's and worker's rights and responsibilities

The worker must be informed about his/her rights and responsibilities and those of the employer under the Workers Compensation Act ("Act") and the Regulation. For example, the worker has the right to be informed about workplace hazards (including WHMIS), the duty to report hazards, the duty to refuse unsafe work, and the right to participate in workplace health and safety activities. The worker should also be advised of the protection from discrimination provisions in the Act, and provisions related to first aid and reporting any injuries and diseases.

(c) Workplace health and safety rules

The worker must be trained in the workplace health and safety rules applicable to the workplace and the tasks the worker will perform. The rules are expected to address any hazards that the worker may encounter, including various types of controls, such as work procedures, use of personal protective equipment, and the safe means of operating equipment.

(d) Hazards to which the worker may be exposed

The worker must be informed about the hazards he/she could encounter while performing assigned work tasks. Depending on the work setting, these hazards may be physical in nature and involve a risk of injury, or may pose a risk of disease (e.g., when handling a hazardous substance). If a worker is in a location that involves contact with the public, the employer must advise of any risks that may arise, including, as applicable, abusive behavior, robbery, assault, or other possible confrontation.

(e) Working alone or in isolation

If the worker is assigned to work alone or in isolation, the worker must be trained in the policies and procedures to be followed. Under the requirements of the Regulation the employer must set up a system for checking on the well being of the worker. When establishing the system, the employer must consult with the worker on the time intervals to be used. In some cases working alone is linked to a potential for violence in the workplace.

(f) Violence in the workplace

The worker must be provided with orientation and training on the policies and procedures to be followed in the event of violence in the workplace. The worker should be advised of the meaning of the term "violence," which includes any threatening statement or behaviour, and the circumstances in the workplace where a risk of violence may be present. The worker should be trained in the procedures to follow to eliminate or minimize any risk in such situations, for example, when handling money, and opening or closing the business. He/she should also be trained in the steps to take to eliminate or minimize the risk of injury to the worker in the event of an incident.

In part, this topic is already covered under topics (c), (d), and (e). However, instruction in this topic will ensure that the worker is given an understanding of the overall measures in the workplace for protection from violence.

(g) Personal protective equipment (PPE)

The worker must be provided with appropriate orientation and training in the use and care of any personal protective equipment or clothing that the worker is required to use to safely perform his/her work. This is also a requirement under Part 8 of the Regulation, and will help the worker meet his or her obligations to use PPE properly

(h) Location of first aid facilities, the means of summoning first aid, and reporting illnesses and injuries

The worker must be advised of the location of first aid facilities, the identity of the first aid attendant(s), and how to summon an attendant. This topic also covers the employer's obligation to inform the worker of the procedures to follow to report an illness or injury to WorkSafeBC.

(i) Emergency procedures

The worker must be advised of potential emergency situations that could occur in his/her work location, and trained in the procedures to follow. This topic is a companion to topic (h) on first aid, and addresses other aspects of emergency response, such as evacuation in the event of fire, or if hazardous substances are handled, how to contain a spill of the substance. Use the *Emergency Plan Meeting Form.*

(j) Instruction and demonstration of the worker's work task or work process

The worker must be provided with both instruction and demonstration - not simply a verbal description - of work tasks that the worker will be required to perform when he/she begins work. Further training may be required as new tasks are assigned.

The demonstration should address the aspects of the work that will involve safety risks if not performed correctly. For example, if the worker will be operating a piece of mechanical equipment, the employer will need to ensure that all safety points are demonstrated, including the use of guarding and other safety devices, means of equipment startup, and how to follow safe operating procedures.

(k) The employer's occupational health and safety (OHS) program

Under this topic the employer is expected to provide an orientation to the OHS program in the workplace. If a program is required under section 3.1 of the Regulation the orientation would describe the program elements, which are outlined in section 3.3 of the Regulation, and how they are implemented. If, for a small workplace, the program is less formal, then the orientation would be on

the elements of the program outlined in section 3.2

(l) WHMIS information requirements, as applicable to the worker's workplace

This topic is intended to ensure the worker is provided with an orientation on the Workplace Hazardous Materials Information System (WHMIS), and its application to hazardous products in the workplace. The orientation should explain the WHMIS hazard classes, and the use of WHMIS labels and Safety Data Sheets (SDS). In addition, there are four WHMIS objectives for training a worker in how to work safely with hazardous products. Workers need to know the hazards of the products, how they can protect themselves, what to do in case of an emergency or spill, and where to get more information on the products.

(m) Contact information for the joint occupational health and safety (OHS) committee, or worker health and safety representative

If applicable, the employer must inform the worker on how to contact the joint OHS committee, or the worker health and safety representative.

Delivering the orientation

The production must determine how to deliver the orientation and training to the worker. However, there are a number of options to consider.

- **Address topics according to applicability:** As previously noted, some topics listed in section 3.23 may not be applicable in a given workplace. The employer can adjust the orientation accordingly.
- **Organize topics into groups:** Section 3.23 requires that applicable topics be covered in the orientation or training, but not necessarily as separate items. The employer can organize the orientation or training in any manner, as long as the content intended by the topics is addressed. For example, three of the topics involve contact information, and could be presented as a unit. The topics on working alone and violence often cover aspects of the same issue, and could be presented together. Other combinations are also possible.
- **Use generic instruction and orientation coupled with site-specific information:** Information on some of the topics listed in section 3.23 may be applicable from one workplace to another while site-specific instructions will only apply at the worksite in question. Generic instruction and orientations can serve as a good basis on which an employer can add employer or site-specific information.
  Generic instruction and orientation, coupled with site-specific information can be particularly useful where a worker is performing the same work under different circumstances.
  Since production activities have a large number of workplaces with highly mobile workers who are at time performing casual or temporary work, generic training is an important aspect of new and young worker orientation.

Topics that will be covered during the General Safety Guidelines orientation include…

- Employer and worker rights and responsibilities
- Employer's occupational health and safety program
- Generic aspects of WHMIS
- Personal protective equipment

Topics that will be specific to a site include…

- Workplace health and safety rules, including…
  - WHIMIS training if controlled products are used on site

    - Specific PPE requirements for the site
- Name and contact of supervisor
- Location of first aid facilities
- Emergency procedures

When each worker signs the General Safety Guidelines Acknowledgement form as required by the Production Safety Program we will have evidence to prove our orientation of workers in the generic health and safety topics. It is important that workers understand the contents of the guidelines, as such them must be provided adequate time to read it fully and ask questions.
Department heads must ensure that they are undertaking the site specific component of the new and young worker orientation. Production will train Department heads how to deliver worker orientations at the start of production.
Prior to beginning work at any new location each department must ensure that workers are oriented with topics listed above as per WorkSafeBC requirements. All new and young worker training must be documented as per BC OHSR 3.25. At minimum ensure that there is a record of all attendees present at the orientation.

FORKLIFT SAFE WORK PROCEDURES Appendix B

Forklift Safe Working Procedures

Ladder Safe Working Procedures

Lock Out Procedures

Table Saw Safe Work Procedures

Utility Knife Safety

Liftgate Safety

Set Walls Safety

FORKLIFT SAFE WORK PROCEDURES Appendix B

Production Name:	
Department/Group:	Production stages, shops and warehouses
Location:	
Procedure Type:	Forklift Safety & Material Handling
Managers Name:	
Prepared by:	
Approved by:	
Date posted:	

1. WARNING

Working with forklifts and other lifting devices is a task performed on regular basis. This task poses a constant risk of property damage, serious injury or permanent disability to those who perform this work, as well as those working in the area. Operators and workers must actively practice safeoperating procedures.

2. PROCEDURE PURPOSE

The Purpose of the Safe Operating Procedure is to provide all operators with requirements for the operation and management of forklifts in all areas.

This includes the requirements for ensuring that people are not placed at risk from the operation of the forklift.

3. EQUIPMENT REQUIRED

Safety Boots	Hearing Safety	Hi-Vis Vest
Hard Hat ☒	Leather (dry) or Insulated Neoprene Gloves (only for changing propane bottles)	

Potential Health & Safety Hazards		
PINCH POINTS There are gears and exposed moving parts on machinery.		Use LOCKOUT procedures when performing maintenance or conducting any work within 12” of an exposed pinch point. NEVER put your hands or feet near an exposed pinch point or gears!
HIGH SOUND LEVELS Sound levels exceed 85 dB		HEARING PROTECTION is required when working in designated areas.
FOOT INJURY		Approved protective footwear is needed when there is the risk of foot injury due to slipping, uneven terrain, abrasion, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock and any other recognizable hazard

FORKLIFT SAFE WORK PROCEDURES Appendix B

4. HAZARDS					
Other Work Groups (Contractors)	☒	Above >85 Decibels	☒	Getting Caught/Pinched	☒
Limits of Approach (Power lines)	☒	Lifting/Twisting Strains	☒	Ergonomics	☒
Traffic (outside parking lots)	☒	Compressed Gases/Liquids	☒	Obstruction	☒
Poor Operation Conditions	☒	Working Alone	☒	Cuts/Abrasions	☒
Falling Objects	☒	Moving Equipment	☒	Battery Safety	☒

Hazards	Mitigation
Other Workers	When working around/near other workers, operator must know his/her surroundings, as well as ensuring that the backup alarm is in good working order.
Falling Objects	Potential for loads to shift during travel.
Obstruction	The stages, shops and warehouses at times present tight working areas. Operators must ensure that the travel zone to the drop off zone is free from any obstacles and/or other equipment that may present a hazard.
Lifting/Twisting Strains Cuts/ Getting Caught/Pinched Ergonomics	Workers must ensure that proper footwear is worn with anti-slip resistance sole. If workers are working together on a load good communication must be established to ensure that other workers know where everyone is positioned to avoid any pinch points " KNOW YOUR SURROUNDINGS"
Battery Safety	If the batteries need to be topped up, follow battery maintenance safe operating procedures

5. PRE-USE REQUIREMENTS

1. **Pre-Use**
   a. Ensure operator is certified to operate a forklift.
   b. Locate and ensure you are familiar with all machine operations and controls.
   c. Perform Pre Start Checklist including:
      i. Check the fluid levels for oil, battery, steering and brakes. Watch for leaks.
      ii. Ensure reversing beeper and warning lights are operational.
      iii. Ensure seat belt/safety restraint is in good condition.
      iv. Ensure the propane bottle is secured and the regulator is in good working condition not presenting any leaks.
      v. Report any faults to your supervisor. Do not operate forklift if any faults are found and isolate forklift by using an "Out of Service" tags. Check gas-powered vehicles for gas leaks in fuel lines.
      vi. Ensure the lifting forks are in sound condition and centred either side of the mast.
      vii. See that the tires are in good shape, as are hoses, cables and belts.
   d. Know the capacity of the forklift before using it. Do not use a forklift without a load rating plate.
   e. Ensure that the area of operation is clear of debris and the surface is stable and even.
   f. Ensure the load does not exceed the forklift maximum weight tolerance
   g. Check that there is adequate unloading space
   h. Have a spotter to properly guide forks under the load
   i. Enter the forklift ensuring the operator maintains three points of contact at all times.
   j. Fasten the seatbelt.

6. PRE-LIFT TEST / LOAD TEST

For pre-lift test to ensure load is safely positioned, lift the forks with the load 12" off the surface and investigate the load.

1. **Keep Pallets Up to Par**

   The pallet is an essential part of the materials moving system. Using a damaged or defective pallet can have serious consequences. It can cause a load to shift and fall, with resulting injury and property damage.

Some common defects are poor design and construction, with overhanging boards and protruding nails and poorly aligned blocks. Boards and blocks can be cracked, broken or missing altogether. Leftover stretch wrap and strapping can interfere with handling a new load.

Remember these tips for safe use of pallets:

a. Inspect a pallet for damage before use and remove defective ones. Damaged pallets should be destroyed.
b. Handle empty pallets carefully. Do not drop or run over them.
c. Use the right type of pallet for the stacking system and for the product being moved.
d. When handling pallets with a forklift, the forks should extend most of the way through the pallet.
e. Do not store pallets where they can create a tripping hazard. Never block an emergency exit with stored pallets, even temporarily.
f. Pallets need to be spaced three inches apart when material is stored on them. This prevents them from interfering with each other when you are taking the stored items off the pallets.

2. Stacking Materials

When it comes to preventing injury, stacking materials properly is just as important as using proper lifting techniques and the right equipment to move a load.

a. Before stacking any materials, it is important that the material type, height and weight are given consideration.
b. If a skid is to be used, inspect the skid for damage.
c. Stacking materials too high or too deep on a shelf will increase the risk of injury when materials are being manually moved.
d. When stacking bags or bundles, use interlocking rows to increase the stability of the load.
e. When stacking drums or barrels use a symmetrical pattern. If they are to be stacked on their ends, use a sheet of plywood or skid inserted between the levels to provide stability and an even surface for each level. When stored on their sides, block the bottom tier to prevent the bottom drums from rolling out from under the load.
f. All cylindrical materials such as structural steel and tubing must be stacked and blocked to prevent spreading or tilting. Pipes, bars, and tubing should be stored in racks that run parallel to the warehouse aisles to eliminate a safety hazard for those who use the aisles.

7. JOB STEPS

1. Lifting, moving and depositing load

a. Assess the load
b. Tines must be down if the forklift is not carrying a load.
c. Watch out for pedestrians (aka other workers).
d. Slide forks under load gently, only lift one load at a time
e. Always remember that the safe working load of a forklift reduces as the mast is tilted forward.
f. Ensure the load is balanced and can be safety lifted
g. Always put the heavy end of the load against the load backrest.
h. Once load is secured on forks, raise the load only to the height necessary to maintain a reasonable clearance from the ground
i. Ensure all workers are clear and back up slowly
j. Restrict pedestrian movement in the work area during operation
k. Carry load to stable, level ground ensure the lifting tines are secure into the pallet and the load is stable before lifting or driving off.

l. Be careful of overhead obstructions when raising the mast.
m. Avoid excessive speed, drive smoothly, refraining from rapid acceleration.
n. When approaching a blind corner, use horn and drive slowly.
o. Always have someone guide you if a load restricts your vision.

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p. Slow down when changing direction or on wet or greasy surfaces.
q. Avoid harsh braking, especially when carrying a load.

8. REFUELING PROCEDURE

Please refer to manufacturer recommendations

9. STANDARD SHUTDOWN PROCEDURE

POST-Operation:

a. Gently set load on ground and unhook
b. Lower the load or tines, stop the vehicle and apply the park brake and turn off power. Turn off propane tank (if applicable)

10. QUALIFICATIONS & EDUCATION REQIREMENTS

Workers must be trained to CSA Standard B335-94, Industrial Lift Truck Operator Training (as per WorkSafeBC), and have passed the test before they can operate a lift truck (forklift). Workers can be trained by their employer or a third-party provider. Every two years the driver must be re-evaluated and given additional training as needed.

Employers must ensure drivers are properly trained and receive additional training as supervision as needed.

Additional training: If a driver must transfer propane from one container to refuel the lift truck, he or she must also have a propane handler's certificate. For more information visit the Propane Training Institute. If the re-fueling process only involves changing propane cylinders, a certificate is not required.

11. EMERGENCY & FIRST AID REQUIREMENTS

In the event of emergency, immediately stop all work operator turn off power to the forklift.

The shop foreman will advise the forklift operator on what the emergency is. The forklift operator is responsible for ensuring that the forklift is positioned in a safe location with the tines set on the ground and powered off.

12. ENVIROMENTAL REQUIREMENTS

Potential for Hydraulic and/or Propane Leaks

13. COMMUNICATION REQUIREMENTS

Personnel are not to always assess the scope of work. If it is identified that the forklift operator may be working in a secluded area of the shop and/or on weekends when the staff flow is low, they must ensure to inform their Foreman of their whereabouts and scope of work.

14. UNSAFE EQUIPMENT, FAILURE, AND DAMAGE PARTS MANAGEMENT

a. All defective equipment shall be tagged as “Out of Service” and then reported to the Department Coordinator
b. Faulty equipment must not be given to anyone to take home. Damaged equipment can be repaired by a certified repair agent or the components can be recycled.
c. If, at any time, a routine lift changed to a non-routine lift, stop work and consult with a qualified operator and perform Risk Assessments, as required.
d. Maintain all maintenance & inspection records.

LADDER SAFE WORK PROCEDURES Appendix B

Ladder Safe Working Procedures
Falls from ladders are one of the leading causes of injuries to workers in British Columbia. Proper use of ladders is critical to preventing serious injuries or even fatalities. Always ensure that you are using the right ladder for the right job, and that you have training in how to set that ladder up and use it properly. Never use a ladder with any type of defects.

The ladders described in this document include:
- Extension ladder
- Single Ladder
- Step ladder

Hazards:
- falls from ladders
- struck by falling ladders or materials falling from ladders
- tripping over ladders (erect or lying on floor)
- lifting heavy ladders
- striking persons or objects when carrying ladders
- contact with electrical equipment

Ladder Overview:
- Use only CSA or ANSI Standard Grade 1 or 2 ladders, or job built ladders built to Worksafe BC Standard LDR 1-2004. Manufactured ladders must have legible CSA labels.
- Always ensure that your ladder and work practices comply with Part 13 of the Worksafe BC Regulations.
- Aluminum ladders may have sharp edges or burrs which can hurt workers' hands. Aluminum ladders should never be used near electrical lines or equipment because they can become electrical conductors.

Pre Set-Up:
- Inspect area for debris
- Ladders and associated components must be inspected before use on each shift, and after any modification, and any condition that might endanger workers must be remedied before the equipment is used.
- Ensure that the ladder can be set up on a level surface.
- Ensure that ladder has proper footing and is in good working order.

Procedure:
Portable Step Ladders:
- Fully open stepladder on a level surface and lock its spreaders in place.
- Never use a stepladder folded up and leaning against a surface (as a straight ladder)
- Never try to work from the top two steps of a step ladder or consider them steps

LADDER SAFE WORK PROCEDURES Appendix B

Portable Straight Ladders:

- One of the following measures must be taken to hold a portable straight ladder stable:
    1. Equipment with non-slip bases such as shoes spikes or spurs. The upper part of an extension must have a non-slip base in contact with the object it rests against.
    2. A second person can foot or secure the bottom of the ladder.
    3. Tie, hook or otherwise anchor the ladder at the top.
- In addition to the straight ladder procedures, the following rules must be followed for extension ladders:
    1. Use lanyard to extend the ladder to desired height and tie-off lanyard to rung at lower section of the ladder.
    2. Ensure dogs/hooks on extension ladder are engaged.
    3. On slippery surfaces, secure the ladder with rope, sandbags or floor cleats to prevent slipping.
- Use the right ladder for the job. All portable ladders should be strong enough to support any expected load.
- If work cannot be done from a ladder without hazard to a worker, a work platform must be used.
- Never overreach or lean to one side while using a ladder.
- Inspect ladder before and after use. Check design and materials for uniformity and spacing of steps. The rungs, cleats or steps must always be parallel and even.
- The steps should be spaced evenly throughout the length of the ladder and not more than 12 inches apart. The reason for 12 inch spacing is so workers do not have to reach for the next step.
- Use a three-point contact climbing and working method (e.g.: 1 hand and 2 feet).
- Tag and remove defective ladders for repair.
- Do not place a ladder in front of a door unless the door is blocked, locked or guarded.
- Keep rungs free of slippery materials such as oil, grease, water and paper.
- A worker must not carry up or down a ladder, heavy or bulky objects or any other objects which may make ascent or descent unsafe

Proper Maintenance of Portable Ladders:

- All bearings, lock, wheels and pulleys should be lubricated frequently.
- Inspect to ensure that all hardware and fittings are securely attached.
- Inspect to ensure movable parts operate without catching or wobbling.
- Ensure the joints between steps and the side rails are tight.
- Destroy any ladders with broken or faulty equipment that cannot be repaired.

Post Procedure/Take Down

- Inspect ladder before returning to storage. Ensure all ladders are returned in good working order.

LOCKOUT SAFE WORK PROCEDURES Appendix B

Lockout Procedures

'Lockout' means to physically neutralize all energies in a piece of equipment before beginning any maintenance or repair work. Lockouts generally involve:

- Stopping all energy flows (for example, by turning off switches, or valves on supply lines which are called energy-isolating devices)
- Locking switches and valves (i.e., putting lockout on those energy-isolating devices)
- Securing the machine, device, or power transmission line in a de-energized state (for example, by applying blocks or blanks, or bleeding hydraulic or pneumatic pressure from lines)

If a lockout is not performed, uncontrolled energies could cause:

- Electrocution (contact with live circuits)
- Cuts, bruises, crushing, amputations, death, resulting from: – Entanglement with belts, chains, conveyors, rollers, shafts, impellers – Entrapment by bulk materials from bins silos or hoppers – Drowning in liquids in vats or tanks
- Burns (contact with hot parts, materials, or equipment such as furnaces)
- Fires and explosions
- Chemical exposures (gases or liquids released from pipelines)

Often power sources are inadvertently turned on, or valves opened mistakenly before the work is completed, resulting in serious injuries and fatalities. Therefore, it is important not only to ensure that all energies are properly locked out, but also that they remain locked out until the work is completed.

Preparation

1. Notify all affected workers that a lockout is required and the reason for the lockout.

Machine or Equipment Shutdown and Isolation

1. If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.). Only workers knowledgeable in the operation of the specific equipment should perform shutdown or re-start procedures.
2. Operate the energy-isolating device(s) so that all energy sources (electrical, mechanical, hydraulic, etc.) are disconnected or isolated from the equipment.
3. Electrical disconnect switches should never be pulled while under load, because of the possibility of arcing or even explosion.
4. Stored energy, such as that in capacitors, springs, elevated machine parts, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be released, disconnected, or restrained by methods such as grounding, repositioning, blocking or bleeding-down.
5. Pulling fuses is not a substitute for locking out. A pulled fuse is no guarantee the circuit is dead. Even if a circuit is dead, another person could inadvertently replace the fuse.
6. Equipment that operates intermittently, such as a pump, blower, fan or compressor may seem harmless when it is not running. Do not assume that because equipment is

not operating at a particular point in time that it will remain off for the duration of any work to be performed on it.

Application of Lockout/Tagout

1. Lock out and tag the energy-isolating device with an assigned, individual lock. A worker will not be protected unless he/she uses his/her own padlock.
2. If more than one worker is working on the same piece of equipment at the same time, each one should lock out the equipment, by placing a personal lock and tag on the group lockout device when he/she begins work, and should remove those devices when he/she stops working on the machine or equipment.
3. Locks and tags should clearly show the name of the person who applied the device, the date, and the reason for the lockout. This identifies who is servicing the machinery or equipment. In a multiple lockout/tagout situation, it will also identify any worker(s) who may not have finished working.
4. Locks and tags must be durable enough to withstand the environment in which they are to be used. Information on the locks and tags should remain legible.
5. Locks must be substantial enough to prevent removal without the use of excessive force. Tags must be substantial enough to prevent accidental or inadvertent removal.
6. Both locks and tags are to be standardized by colour, shape, or size. Tags should be easily recognized and provide appropriate information about the lockout.
7. For some equipment it may be necessary to construct attachments to which locks can be applied. An example is a common hasp to cover an operating button. Tags must be attached to the energy isolating device(s) and to the normal operating control in such a manner as to prevent operation during the lockout.

Verification of Isolation

1. After ensuring that no workers can be injured, operate the push button or other normal controls to verify that all energy sources have been disconnected and the equipment will not operate.
2. If there is a possibility of re-accumulation of stored energy, such as an increase in pressure to a hazardous level, isolation of the equipment must be periodically verified until the maintenance or repair is completed, or until the possibility of such accumulation no longer exists.
3. Return operating controls to neutral position after the test. A check of system activation (e.g. use of voltmeter for electrical circuits) should be performed to ensure isolation.
4. The equipment is now locked out.

Lockout/Tagout Interruption

1. If a machine is locked/tagged and there is a need for testing or positioning of the equipment/process, the following steps should be followed:
   - Clear the equipment/process of tools and materials.
   - Ensure workers are a safe distance from any potential hazard.
   - Remove locks/tags according to established procedure.

- Proceed with test.
- De-energize all systems and re-lock/re-tag the controls before resuming work.

Release From Lockout/Tagout

1. Before locks and tags are removed and energy is restored to the machine or equipment, inspect the work area to ensure that non-essential items have been removed and that machine or equipment components are operationally intact.
2. Ensure workers are a safe distance from any potential hazard.
3. Each lock and tag should be removed from each energy-isolating device by the worker who applied the lock and tag.
4. Notify affected workers that locks and tags have been removed.

Lockout for Hydraulic Systems

1. Workers should always follow instructions in the operator's manual for servicing hydraulic systems. Where appropriate, a properly qualified and certified mechanic should perform repairs and maintenance.
2. Shut off the engine that powers the hydraulic pump.
3. Lower implement to the ground or onto a solid support.
4. Move the hydraulic lever back and forth several times to relieve pressure.
5. When applicable, blanking devices should be used.

TABLE SAW SAFE WORK PROCEDURES Appendix B

Table Saw Safe Work Procedures
Only trained and authorized workers are permitted to use table saws.
Plan your work. If unsure about the safety of the cut, stop and ask for assistance. Improper use of table saws can cause serious injury. Know and follow all safe use instructions provided in the owner's manual.

Wear the following personal protective equipment when using the table saw:
- Eye protection
- Hearing protection

Set-up the table saw
Use the proper blades for the type of work being done. Keep blades clean, sharp and properly set.

Ensure the blade guard and anti-kickback devices (kickback fingers, splitters, spreaders, and riving knives) are in place. When authorized by a Supervisor to remove these safety devices for cutting operations where they cannot be used, safe work practices must be established using safety devices such as templates, jigs, pushsticks, featherboards or other similar devices.

Limit exposure to blade. If the blade guard is not self-adjusting, manually adjust the blade guard to be as close as practicable to the work piece. Keep the bottom of the blade gullet only about ¼" higher than the work piece being cut.
Ensure table saw table and surroundings are clean and free of hazards. Ensure other persons are not in the line of a possible kickback. Ensure the work area is well-lit and not congested.

Be careful when waxing, cleaning or servicing the table saw. Shut off and unplug (follow lockout procedures) before doing any maintenance work on the table saw.

Ensure there is adequate support to hold the work piece; use extension tables or roller supports for larger pieces.

Always make sure that push sticks are within easy reach.

Cutting
Ensure your attention is on the task. Do not allow yourself to be distracted when operating the table saw. Keep your body to the side of the saw blade, out of the line of a possible kickback.

Keep your fingers away from the blade cover. For most cuts this requires the use of push sticks, push pads or similar devices. During cutting, keep hands out of the line of the saw cut.

If the board jams during a cut, use one hand to turn off the saw. Finish the cut with an alternate method such as a band saw.

TABLE SAW SAFE WORK PROCEDURES Appendix B

NEVER perform any operation “free-hand” which means using your hands to support or guide the work piece. Always use either the fence or miter gage to position and guide the work.

Never reach around or over a running, unguarded blade.

When crosscutting, do not use the rip fence as a stop.

After completing the work
Never leave the table saw unattended while the saw blade is in motion. Turn off the power and make sure the saw blade comes to a complete stop before leaving the area. Ensure that any guards, splitters and other kick back protection devices are in place

Clean up the table saw area.

UTILITY KNIFE SAFETY Appendix B

Utility Knife Safety

Keeping yourself and others around you safe from injury is a top priority when using utility knives in the workplace. Here are some safety tips to follow that will help ensure that utility knives are being used in a safe, efficient manner:

- Wear cut resistant gloves when using utility knives
- Always cut in a direction away from your body.
- Many utility knives carry replacement blades inside the handle so it is important to be careful when opening the handle so as not let the extra blades fall out.
- If you drop a cutting tool, stand back and let it fall. Never try to catch it!
- Stay sharp! Sharp blades will cut cleanly through a material. Dull blades will tug and pull, which is more likely to cause your hand to slip and lead to an injury.
- Cut away from your body with even pressure.
- Stay focused and keep your eyes on your work while using a utility knife. If you are interrupted while using a utility knife, put it down in a flat, safe place.
- Always pass a utility knife handle first and with the blade retracted.
- When cutting material, extend the blade only to the thickness needed to cut the material. This not only prevents damage to other items but also improves cutting leverage.

LIFTGATE SAFETY Appendix B

LIFTGATE SAFETY

1. Liftgates are potentially hazardous and should only be used by employees who have been trained or familiarized to operate them safely.
2. Common injuries include: amputated fingers and toes; crushed feet; a runaway load that falls over or off the Liftgate onto an employee trying to steady it either next to or below the load.
3. Leaving the Liftgate extended and unattended at truck bed level poses a serious hazard to pedestrians. (Always put the Liftgate all the way up in the vertical position or leave it flat on the ground.)
4. Marking the corners of the tailgate with a fluorescent cone or flashing lights is required.
5. Below are the four major safety considerations when using Liftgates;
   1) equipment considerations,
   2) pre-operations,
   3) operations, and
   4) special considerations.

Truck Bed and Lifting Gate Equipment Safety Considerations and Preferences

- A Self-leveling lift-gate that keeps the load level to prevent dropped cargo.
- A truck with a lift-gate operated by remote control that can be used while standing on the gate or on the ground, whichever is better in the current circumstances. Remember to keep all toes and fingers out of the pinch point created between the gate and the truck.
- When renting consider a lift-gate with cart-stops. These devices pop up from the lift-gate surface and prevent cargo from rolling off.
- If you rent or are using a truck without cart-stops then remember to equip the truck with several chocks. Chocks should always be used to keep items from rolling or moving while you are moving them in and out of the truck.
- The Liftgate and truck body floor should form a uniformly flat surface so freight will roll easily in and out of the truck.
- Know the weight of your freight and lift-gate capacity. Do not overload.

Pre-Operations

- Check records to ensure that the lift-gate has been maintained according to manufacturer's instructions.
- Read the lift-gate operator's manual and follow the directions. Pay special attention to the safety warning decals. Make sure the decals are in place and legible.
- Visually inspect the lift-gate daily as part of the vehicle’s trip inspection and report any deficiencies. Maintain lift-gate per manufacturer's instructions. Do not use the lift-gate if there are signs of abuse, or it fails to operate properly.
- Before running the lift-gate loaded, run it empty through its full range as a "pre-trip" to verify that it will provide a good landing area for the freight that will be rolled off it.

Operations

- Before freight is loaded, put the right wheels or devices under or on it for safe handling. Use the cart's wheels and handles to better control the item.
- Position the load and use chocks underneath the wheels to keep it from rolling.

LIFTGATE SAFETY Appendix B

- Secure top-heavy loads with strapping preventing the item from tipping or rolling off the end.
- Consider a ratchet strap into your E-track at the rear and on both sides of the truck. Run it outside the truck to the end of the lift-gate and use it like a seat belt around the item to keep it upright and on the gate.
- Personnel should not ever attempt to put a piece of freight in motion that is beyond their ability to control once it starts moving. Get extra help if you need it.
- If crews are in a hurry to get a lift-gate load off the truck, take that as a sign of a problem. If rushed, workers can become distracted. Workers should be focused on the lift-gate zone, without distraction, at all times.
- Workers should be trained to keep an escape plan in mind. Be prepared to run or jump out of the way to keep from getting hurt yourself. Never... Never... Never sacrifice yourself for the freight.
- Set the vehicle brakes and wherever possible, operate the lift-gate on a level surface.
- One employee should coordinate all employees working to load, lower or elevate a load. Work out communication and routines between co-workers, including a "ready" signal without which the gate is not started.
- If you have by-standers, insist that they must keep their distance.

Special Safety Considerations

- Never use the lift-gate for any purpose other than to lift or lower cargo from the truck (i.e., never use as a personnel lift).
- Keep hands and feet clear of all pinch points.
- There is always a wide shear or pinch point exposure between the Liftgate and truck body during lift-gate operations.
- Take particular note of where the lift-gate and the truck bed meet. Feet and hands are particularly vulnerable, during raising and lowering of the Liftgate.
- If you are unloading curbside on a busy street:
    - use safety cones to block the lane and create safe space in which to work
    - wear reflective safety vests
    - use truck flashers and safety lights to mark off the edges of the Liftgate.
- Make sure the platform is not slippery (e.g., oil, rain, ice or snow). Make sure that slippery Liftgate decks are made slip resistant using mats, chalks, and/or ratchet straps.
- If it is raining, cover the freight with a waterproof tarp, wrapping it around the freight like you would a furniture pad or shrink wrap. Secure the covering with large rubber bands used by household goods movers. Knowing the shipment is dry allows personnel to take time for cautious use of the gate.
- DO NOT CLIMB OR JUMP ONTO OR OFF OF AN ELEVATED LIFTGATE. Always use a ladderor stairs to access an elevated liftgate, or bring the liftgate completely to the groundbefore entering or exiting.

Risk Assessment

PRODUCTION TITLE	EPISODE / SCENE No.	FILMING DATE

TIME OF DAY:	DAYLIGHT SHOOTING	☐	NIGHTSHOOTING	☐

LOCATION:	INTERIOR	☐	EXTERIOR	☐

IF EXTERIOR, could weather increase the risks? YES ☐ NO ☐

If yes identify which hazards are of concern due to weather factors.

Please continue on separate page if necessary

Personnel:	
Name:	Involvement Detail
Name:	Involvement Detail
Name:	Involvement Detail
Name:	Involvement Detail

Contact the Production Safety Manager or Risk Management if Cast or Minors are involved in the work

Safe Work Procedures:

RISK ASSESSMENTS (GENERAL) Appendix C

Hazards: Identify all hazards	**Control Measures:** Measures to protect cast, crew and public at large as required
Risk Level Before Controls H ☐ M ☐ L ☐	Residual Risk Level H ☐ M ☐ L ☐

Refer to Risk Assessment Guidance Document to assess risk levels

Emergency Response:		
N/A ☐	First Aid Attendant ☐	EMT/Ambulance ☐

Fire Protection:	
N/A ☐	Fire Extinguishers ☐
Fire Protection Specialists ☐	Other (Please specify) ☐

This Risk Assessment will be distributed to:		
Name	Position Production Manager	Contact Number
Name	Position Risk Manager	Contact Number
Name	Position Production Safety Manager	Contact Number
Name:		
Signed:		
Date:		

RISK ASSESSMENTS (GUIDANCE) Appendix D

Risk Assessment Guidance

Risk Assessments examine the relative severity of an incident and consider the relative likelihood of the incident occurring. Using a matrix of the two variables it is possible to make a relative assessment of the magnitude of risk

Use the table below to determine the severity and probability for each hazard when filling out a *General Risk Assessment Document*

Severity:	**To determine the Severity, consider the following items:**
• Extreme (Fatality)	• What are the possible consequences? • What is the possible severity of the harm? • Presence of others: Are other people in the vicinity? • Awareness: Will others capable of providing assistance be aware of the worker's needs? • Willingness: Is it reasonable to expect others to provide assistance? • Timeliness: Will assistance be provided within a reasonable time period? (Consider access to first aid, and emergency services)
• Major (Permanent Disability)	
• Moderate (Requiring Medical Treatment beyond First Aid)	
• Minor (Treatment by First Aid, minor cuts, bruises, irritation)	
Probability:	**To determine the Probability, consider the following items:**
• Very likely (Continuously or many times daily)	• How likely are the consequences to occur? • Have such incidents occurred in the past? • Is the incident common in this field of work? • How frequent is the exposure to the hazard? • Is the task repeated many times each shift? • How long are workers exposed to the hazard? The longer the exposure, the higher the risk
• Likely (from once per day to once per month)	
• Moderate (from once per month to once per year)	
• Unlikely (it has been known to occur)	
• Rare (not known to have occurred, but possible)	

RISK ASSESSMENTS (GUIDANCE) Appendix D

Risk Matrix

Use the risk matrix to help determine the overall level of risk when filling out a *General Risk Assessment Document*

Probability	Minor	Moderate	Major	Extreme
Very Likely	**Medium**	**High**	**High**	**High**
Likely	**Medium**	**Medium**	**High**	**High**
Moderate	**Medium**	**Medium**	**Medium**	**High**
Unlikely	**Low**	**Medium**	**Medium**	**Medium**
Rare	**Low**	**Low**	**Medium**	**Medium**

Severity

The overall level of risk may apply to an individual hazard or to a general activity encompassing many hazards. A *General Risk Assessment Document* should evaluate all hazards individually and the final overall residual risk, determined after corrective actions, should be equal to the hazard with the greatest risk level.

JOHSC TERMS OF REFERENCE Appendix E

Terms of Reference

1. Name of committee
The committee shall be known as the *Production* Joint Health and Safety Committee (the committee).

2. Constituency and composition of the committee

a) The committee shall consist of 4 members and 2 alternate members.
b) Three worker representatives will be elected by the unions
c) One employer representative will be appointed by the Production
d) One alternate worker representative will be selected from all union and non-union workers.
e) One alternate employer representative will be selected by the Production.
f) Co-chairs: The committee will elect co-chairs from its membership.
    i. The worker representatives shall select a co-chair.
    ii. The employer representatives shall select a co-chair.

JOHSC Role	Name	Production position
Employer Co-Chair		
Employer Co-Chair alternate		
Worker Co-Chair		
Worker Co-Chair alternate		
Worker Representative		
Worker Representative		

3. Purpose of the committee
A joint committee is required by the *Workers Compensation Act* and is made up of worker and employer representatives consulting in a co-operative spirit to identify and resolve safety and health problems in support of a planned occupational health and safety program in the place of employment.

4. Duties and functions of the committee
As required by section 130 of the *Workers Compensation Act,* the duties and functions of the committee are to:

a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
c) Consult with workers and the employer on issues related to occupational health and safety and occupational environment.
d) Make recommendations to the employer and the workers for the improvement of the occupational health and safety of workers and compliance with the Occupational Health and Safety Regulation and monitor the recommendations' effectiveness.
e) Make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Regulation and monitor the recommendations' effectiveness.
f) Advise the employer on programs and policies required under the Regulation for this workplace and monitor their effectiveness.
g) Advise the employer on proposed changes to the workplace or the work processes that may affect the health or safety of workers.
h) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
i) Participate in inspections and inquiries as provided by the Regulation.
j) Select appropriate worker and employer representatives to participate in preliminary and full incident investigation processes.
k) Review and provide feedback on any corrective action reports resulting from incident investigations.
l) When necessary, request information from the employer about:
    i. Known or reasonably foreseeable health or safety hazards to which workers at the workplace are likely to be exposed
    ii. Health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge
m) Carry out any other duties and functions prescribed by the Regulation.

5. Records and reports

Under the mandate of this joint committee, the employer will make the following records and reports available to the committee upon request:

- Incident investigations reports
- Corrective action reports
- Inspection reports
- OHS-related training records
- Company health and safety program
- Safe work policies and procedures
- Manufacturers' specifications
- First aid statistics
- Time-loss injury statistics

The employer will consider all requests made for documentation not specified within the rules of procedure.

6. Meetings

a) The employer will supply the resources required to facilitate a meeting, including a note-taker to document the minutes of the meeting
b) The committee will meet monthly.
c) Special meetings, when required, will be held at the call of the co-chairs.
d) A quorum shall consist of a majority of members (four members). If quorum is not met, the co-chairs will call a special meeting.
e) This committee co-chairs are responsible for securing meeting rooms, coordinating with administrative staff, and any other logistical issues that may impact the meeting.
f) Meeting are to be scheduled for 90 minutes.
g) The committee will add procedures it considers necessary for the meetings.

7. Role of the co-chairs

The co-chairs shall:

a) Control the meetings.
b) Ensure the maintenance of an unbiased viewpoint.
c) Review previous meeting reports and material prior to the meetings.
d) Notify members of meetings.
e) Review meeting agendas.
f) Review meeting reports.
g) Forward a copy of meeting reports to the employer for distribution.
h) Prepare recommendation(s) and forward to the employer for a response.
i) Prepare all correspondence.
j) Determine the process for alternating the co-chair.
k) When called upon by the employer, identify employer representatives and worker representative to participate in incident investigations as per rule 4(j).

8. Role of the members

The members shall:

a) Be selected in accordance with section 128 of the *Workers Compensation Act*
b) Actively participate
c) Come prepared and on time for meetings
d) Maintain confidentiality

9. Guests

a) Guests can be invited to committee meetings at the request of the co-chair(s).
b) Guests attending committee meetings must be there for the purposes of:
    i. Training
    ii. Making a presentation
    iii. Consultation

10. Agendas and meeting minutes

a) The agenda will be determined by the co-chairs.
b) The agenda and any other required documentation will be prepared by the co-chairs and distributed to committee members prior to the meeting. Whenever possible, the agenda should be emailed five days in advance of the meeting.
c) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, joint health and safety committee members, workers, union representatives, and WorkSafeBC.
d) A copy of the report of each meeting will be posted promptly, in a place readily accessible to employees for whom this committee is responsible.

11. Terms of office

a) Committee members will sit on the committee for the duration of production.
b) Committee selection should occur once a year to encourage overlap between new and experienced committee members.
c) If a member of the committee chosen by the workers is unable to complete the term of office, the workers will choose another member.
d) If a member of the committee appointed by the employer is unable to complete the term of office, the employer will appoint another member.
e) All members will arrange to have an alternate member to attend meetings in their place, when they are unavailable to attend.

12. Participation in investigations

a) When an investigation is required, the committee co-chairs will identify a worker representative from the committee to participate in the investigation.
b) If a suitable committee member is not available, the co-chairs will identify another worker to participate in the investigation.

13. Recommendations to the employer

a) Recommendations to the employer must be:
    i. Directly related to health and safety
    ii. Doable (reasonably capable of being done)
b) Informal recommendations that can be actioned by the employer co-chair will be documented in the meeting minutes.
c) Formal written recommendations will be sent to the employer via email, and the employer will respond within 21 days.

14. Decision-making model

This committee will make decisions based on consensus. If the committee is unable to reach agreement on a matter relating to the health or safety of workers at the workplace, a special meeting will be called to address the matter. If the issue is still unresolved, the co-chairs of the committee will report this to WorkSafeBC for assistance in investigating and resolving the matter.

15. Education and training

All new members appointed on or after April 3, 2017, will participate in an introductory joint committee course. The co-chairs will assist new members in selecting the appropriate training course. The employer co-chair will ensure that the training selected reflects the requirements of section 3.27 of the Regulation.

Every member of the joint committee is entitled to eight hours of education leave. For this committee, individual members can request their entitlement training during regular meetings. Individual members must provide the following information about the training program or seminar selected:

- Length of the program
- Topic and learning outcomes (if applicable)
- Fees
- Rationale for selection

If the committee agrees with the member, the request will be forwarded to the employer. If the committee does not agree with the training selected, the co-chairs will hold a special meeting with the member to assist in identifying a training program or seminar that supports the duties and functions of this committee.

16. Amendments

These terms of reference may be amended by a majority vote of the committee members.

JOHSC REPORT TEMPLATE Appendix F

JOINT HEALTH AND SAFETY COMMITTEE		
1. ADMINISTRATION		
MEETING NO.	**DATE:**	**LOCATION:**

IN ATTENDANCE:	
NAME	**TITLE**

REGRETS:	
NAME	**TITLE**

GUESTS:	
NAME	**TITLE**

MEETING START TIME:	**MEETING FINISH TIME:**

2. APPROVAL OF THE AGENDA
[ ] APPROVED as prepared [ ] APPROVED as AMENDED herein:

3. REVIEW OF MINUTES OF LAST MEETING
[ ] APPROVED as prepared [ ] APPROVED as AMENDED herein:

4. GENERAL/GUEST NOTES

General Notes:

Guest #1 –

Guest #2 –

The Outcome:

5. MATTERS ARISING/CARRIED OVER FROM PREVIOUS MINUTES - RESOLVED

ITEM #	DISCUSSION/ACTION ITEM	STATUS/NEXT STEPS/TIMELINES	PERSON RESPONSIBLE

6. MATTERS ARISING/CARRIED OVER FROM PREVIOUS MINUTES - UNRESOLVED

ITEM #	DISCUSSION/ACTION ITEM	STATUS/NEXT STEPS/TIMELINES	PERSON RESPONSIBLE

7. REVIEW OF WORKPLACE INSPECTIONS / CORRECTIVE WORK ORDERS

8. NEW BUSINESS			
ITEM #	DISCUSSION/ACTION ITEM	STATUS/NEXT STEPS/TIMELINES	PERSON RESPONSIBLE

9. TRAINING COURSES TO BE SCHEDULED:	
TRAINING	ATTENDEES

10. SIGNATURE AND ACKNOWLEDGEMENT	
Employer Co-Chair	Worker Co-Chair
Sign:	Sign:

Distribution:
For Review:
Warner Bros. Production Safety Manager
Warner Bros. Labour Relations
Warner Bros. Production VP and EVP

After Review:
All health and safety notice boards (keep the last three meetings posted)
All Joint Health and Safety Committee Members
BC Council of Film Unions
UBC

Worksheet B: MSI Risk Factor Assessment

Musculoskeletal injury (MSI) is an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissues that may be caused or aggravated by work. Examples of MSIs include sprains, strains, and inflammation.

Section 4.48 of the Occupational Health and Safety Regulation requires employers to assess those factors that expose workers to a risk of MSI. This worksheet can be used to determine if the risk factors identified in the companion publication, ***Worksheet A: MSI Risk Factor Identification***, pose a moderate or high risk.

Instructions

1. **Document** the job title or task, the date, and the name of the person completing the worksheet. Risk factor assessment should be performed by someone who understands the work process, the MSI risk factors, and the principles of risk assessment.
2. **Complete** the Risk Factor Summary Table using the results from *Worksheet A: Risk Factor Identification*. These risk factors are considered to pose at least a moderate risk of MSI.
3. **Complete** Worksheet B only on those risk factors identified from Worksheet A.
4. **Observe and consult** with a representative sample of workers. A representative sample would include workers showing signs and symptoms of MSI, as well as workers of different ages, heights, weights, genders, shift schedules, and work locations.
5. In the tables that follow, **read** across the page under each risk factor and determine if all of the criteria in each row are present in each work activity. Explanatory notes regarding duration and exposure pattern under "Instructions" in Worksheet A also apply to Worksheet B.
6. If all criteria are present, **check** the box ☑ to indicate that a high risk of MSI exists. Make any appropriate notes to clarify specific details.
7. **Complete** the "High Risk" column of the Risk Factor Summary Table.

Interpretation of results

Section 4.50(1) of the Occupational Health and Safety Regulation requires employers to eliminate, or if that is not practicable, minimize the risk of MSI to workers. *Practicable* is defined in the Regulation as "that which is reasonably capable of being done."

Worksheets A and B can be used to prioritize tasks for risk control based on their risk levels. Employers should eliminate or minimize higher-risk tasks first.

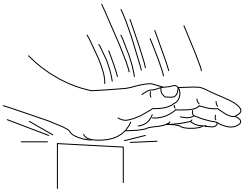
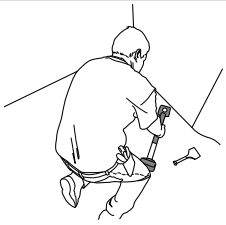
Job title or task: _____ Date: _____

Completed by: _____

Risk factor summary table

Risk factor	**Moderate risk** Risk factors identified from Worksheet A	**High risk** Risk factors indicated on Worksheet B
Contact stress	☐	☐
Repetition	☐	☐
Grip force	☐	☐
Lift/lower force	☐	☐
Awkward posture	☐	☐
Vibration	☐	☐

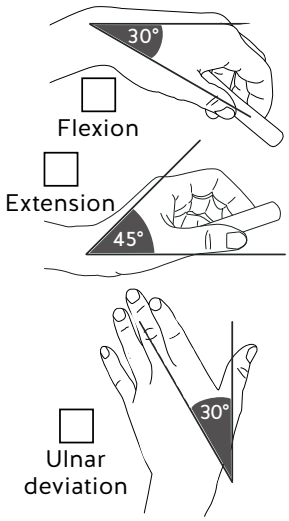
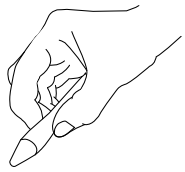
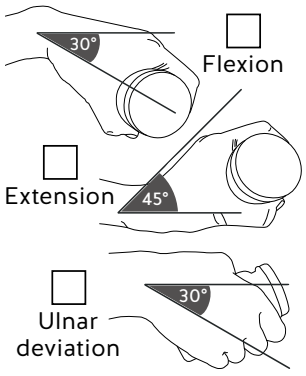
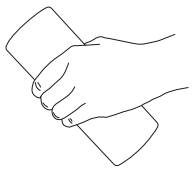
Contact stress risk assessment (to determine if high risk)

Body part	Work task that poses MSI risk	Duration	Visual aid	Check the box ☑ to indicate high risk of MSI
Hands	Using the hand (heel/base of palm) as a hammer more than once per minute	More than 2 hours total per day		☐
Knees	Using the knee as a hammer more than once per minute	More than 2 hours total per day		☐

Repetition risk assessment (to determine if high risk)

Body part	Work task that poses MSI risk	Combined with	Duration	Check the box ☑ to indicate high risk of MSI
Neck Shoulders Elbows Wrists Hands	Using the same motion with little or no variation every few seconds (excluding typing)	No other risk factors	More than 6 hours total per day	☐ Neck ☐ Shoulders ☐ Elbows ☐ Wrists ☐ Fingers
Wrists	Using the same motion with little or no variation every few seconds (excluding typing)	Wrists bent in ≥ 30° flexion, ≥ 45° extension, or ≥ 30° ulnar deviation AND High forceful exertion of hand(s)	More than 2 hours total per day	☐
Hands	Intensive typing Typing with the hands or fingers in a rapid, steady motion with few opportunities for temporary work pauses	Awkward wrist posture ≥ 30° flexion, ≥ 45° extension, or ≥ 30° ulnar deviation	More than 4 hours total per day	☐
		No other risk factors	More than 7 hours total per day	☐

Grip force risk assessment (to determine if high risk)

Body part	Work task that poses MSI risk	Combined with	Duration	Visual aid	Check the box ☑ to indicate high risk of MSI
Arms Wrists Hands	**Pinch gripping** unsupported objects weighing 1 kg (2 lb.) or more per hand OR Pinch gripping with a force of 2 kg (4 lb.) or more per hand (comparable to pinch gripping half a stack of photocopy paper)	Highly repetitive motion	> 3 hours total per day		☐
		Wrists bent in ≥ 30° flexion, ≥ 45° extension, or ≥ 30° ulnar deviation	More than 3 hours total per day		☐
		No other risk factors	More than 4 hours total per day		☐
Arms Wrists Hands	**Power gripping** unsupported objects weighing 5 kg (10 lb.) or more per hand OR Power gripping with a force of 5 kg (10 lb.) or more per hand (comparable to clamping light-duty automotive jumper cables onto a battery)	Highly repetitive motion	> 3 hours total per day		☐
		Wrists bent in ≥ 30° flexion, ≥ 45° extension, or ≥ 30° ulnar deviation	More than 3 hours total per day		☐
		No other risk factors	More than 4 hours total per day		☐

Note: A pinch grip occurs when force is applied primarily between the fingers and thumb. A power grip occurs when force is applied primarily between the fingers and the palm.

Lift/lower risk assessment (to determine if high risk)

This section can be used to assess forceful exertion due to lifting and lowering. WorkSafeBC's online Lift/Lower Calculator can also be used to assess lifting and lowering forces.

If a job involves a number of lifts with different weights and/or different postures, use steps 1–6 to assess the **heaviest object lifted** and the **most awkward part of the lift**. In Step 3, use the Frequency + Duration Adjustment for all of the lifting done in a typical workday.

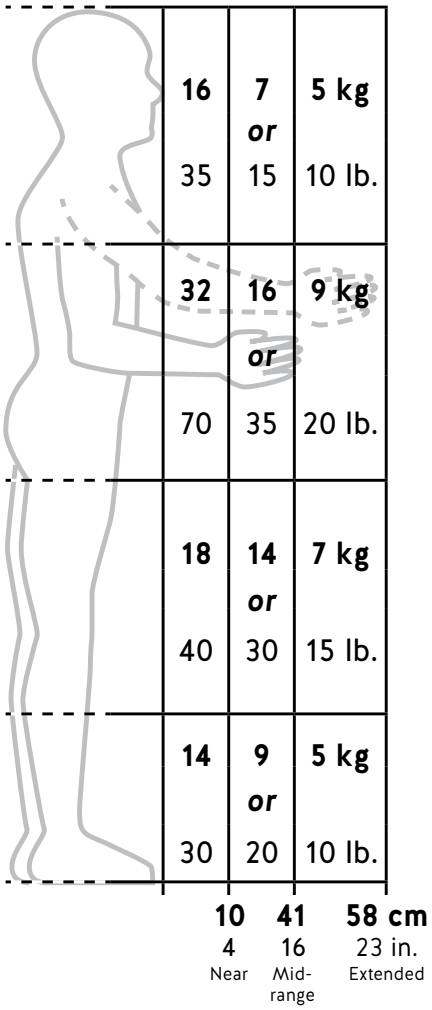
Step 1

Determine the actual weight of the object that the worker lifts.

Actual Weight = _____

Step 2

Determine the Unadjusted Weight Limit. Determine the most extreme hand position during the lift/lower task. Mark that spot on the diagram below. The number in that box is the **Unadjusted Weight Limit**.



Unadjusted Weight Limit = _____

Step 3

Frequency + Duration Adjustment. Find out how many times the worker lifts per minute and the total number of hours per day spent lifting. Use this information to look up the **Frequency + Duration Adjustment** in the following table.

How many lifts per minute?	For how many hours per day?		
	1 h or less	1 h to 2 h	2 h or more
1 lift every 2–5 min.	1.00	1.00	0.85
1 lift every min.	0.95	0.95	0.70
2–3 lifts every min.	0.90	0.85	0.60
4–5 lifts every min.	0.85	0.70	0.50
6–7 lifts every min.	0.60	0.50	0.35
8–9 lifts every min.	0.40	0.30	0.15
10+ lifts every min.	0.20	0.10	0.05

Note: For lifting performed less than once every five minutes, use 1.0.

Frequency + Duration Adjustment: _____

Step 4

Determine the Twisting Adjustment. If the worker twists more than 45 degrees while lifting, the Twisting Adjustment is 0.85. Otherwise, use 1.0.

Twisting Adjustment: = _____

Step 5

Calculate the Weight Limit. Multiply the Unadjusted Weight Limit (Step 2) by the Frequency + Duration Adjustment (Step 3) and the Twisting Adjustment (Step 4) to get the Weight Limit.

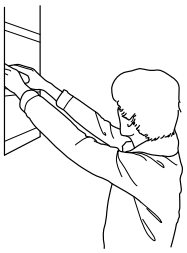
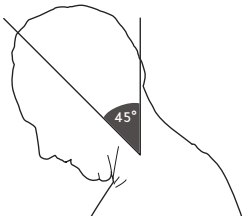
$$\underset{\text{Step 2}}{\_\_\_\_} \times \underset{\text{Step 3}}{\_\_\_\_} \times \underset{\text{Step 4}}{\_\_\_\_} = \underset{\text{Weight Limit}}{0}$$

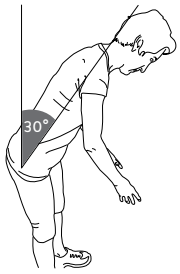
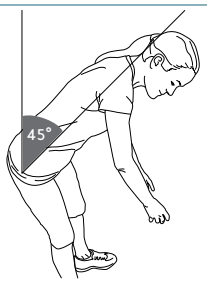
Actual Weight = _____ **Weight Limit: =** 0

Step 6

Analysis. Compare the Actual Weight (Step 1) to the calculated Weight Limit. If the Actual Weight (Step 1) is greater than the Weight Limit (Step 5), risk control is required under section 4.50 of the Occupational Health and Safety Regulation.

Awkward posture risk assessment (to determine if high risk)

Body part	Work task that poses MSI risk	Duration	Visual aid	Check the box ☑ to indicate high risk of MSI
Knees	Squatting	More than 4 hours total per day		☐
	Kneeling	More than 4 hours total per day		☐
Shoulders	Working with the hand(s) above the head or the elbow(s) above the shoulder(s)	More than 4 hours total per day		☐
	Repetitively raising the hand(s) above the head or the elbow(s) above the shoulder(s) more than once per minute	More than 4 hours total per day		☐
Neck	Working with the neck bent more than 45° (without support or the ability to vary posture)	More than 4 hours total per day		☐

Awkward posture risk assessment (to determine if high risk)				Check the box ☑ to indicate high risk of MSI
Body part	**Work task that poses MSI risk**	**Duration**	**Visual aid**	
Back	Working with the back bent forward more than 30° (without support or the ability to vary posture)	More than 4 hours total per day		☐
	Working with the back bent forward more than 45° (without support or the ability to vary posture)	More than 2 hours total per day		☐

Vibration risk assessment

Use this section to determine if worker exposure to hand-arm vibration (HAV) exceeds regulatory limits. Exposure beyond these limits poses a high risk of HAV disorders.

Step 1

Find the vibration value for the tool through one of the following methods:

- Get it from the manufacturer.
- Look it up on a vibration database (for example, www.vibration.db.umu.se/Default.aspx?lang=en).
- Measure the vibration yourself. Follow ISO Standard 5349-1:2001 and ISO Standard 5349-2:2001.

Step 2

Determine how many hours per day the worker uses the tool (i.e., the amount of time that the tool is actually vibrating in the worker's hands). This is the total exposure time (see the left-hand column in the table opposite).

Step 3

The right-hand column of the table shows the vibration value that will protect nearly all workers for a given daily exposure time.

Total daily exposure time	Maximum vibration value considered safe for nearly all workers
4 to less than 8 hours	4 m/s^2
2 to less than 4 hours	6 m/s^2
1 to less than 2 hours	8 m/s^2
Less than 1 hour	12 m/s^2

Note: This table is adapted from Occupational Health and Safety Guideline G7.11-1, and the values shown refer to the 2015 ACGIH limits. For a full explanation, please refer to the ACGIH TLVs and BEIs.

Lock filled-in form

Worksheet A: MSI Risk Factor Identification

Musculoskeletal injury (MSI) is an injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels, or related soft tissues that may be caused or aggravated by work. Examples of MSIs include sprains, strains, and inflammation.

Section 4.47 of the Occupational Health and Safety Regulation requires employers to identify factors in the workplace that may expose workers to a risk of MSI. This worksheet can assist you in identifying those factors. If a risk is identified, a moderate or high risk of MSI exists and requires assessment and control. In that case, employers can then use this document's companion publication, *Worksheet B: MSI Risk Factor Assessment*, to help assess the degree of risk. For a complete guide to MSI, refer to the WorkSafeBC publication *Preventing Musculoskeletal Injury (MSI): A Guide for Employers and Joint Committees*.

Instructions

1. **Document** the job title or task, the date, and the name of the person completing the worksheet.
2. **Observe** a representative sample of workers performing regular work activities. A representative sample would include workers showing signs and symptoms of MSI, as well as workers of different ages, heights, weights, genders, shift schedules, and work locations.
3. In the pages that follow, **read** the descriptions of work activities that meet the minimum criteria for MSI risk.
   - Duration (e.g., two hours total per day) refers to the total time per day the worker is exposed to the risk factor, not the duration of the work activity that includes the risk factor. However, when duration is associated with repetition (i.e., performing the same motion every few seconds), duration refers to the total time spent on that task over the course of the day.
   - If exposure to a risk factor (e.g., two hours total per day) is continuous, the MSI risk will be significantly greater than in cases of intermittent exposure distributed over a shift.
4. **Check** the assessment box ☑ for that risk factor if the task meets or exceeds the criteria listed.
5. **Write** notes for any identified risk factor to clarify the task and where it occurs. Any risk factors identified pose at least moderate risk to workers and require further assessment and control.
6. **Go** to *Worksheet B: MSI Risk Factor Assessment* if any risk factors are identified. Fill out the Risk Factor Summary Table to summarize the risk factors identified on Worksheet A.

Note: Worksheets A and B do not address all MSI risk factors; however, any other risks must still be assessed if present in the workplace. For example:

- **Contact stress** that includes kneeling and tools digging into the skin is addressed in the WorkSafeBC publication *MSI Prevention Guidance Sheet: Risk Factor – Contact Stress*.
- The force required to **push, pull, or carry** loads is addressed in the *MSI Prevention Guidance Sheet: Risk Factor – Pushing and Pulling* and WorkSafeBC's online Push/Pull/Carry Calculator.
- **Cold temperatures** are addressed in the *MSI Prevention Guidance Sheet: Risk Factor – Cold Temperatures*.

Job title or task: _____ Date: _____

Completed by: _____

Notes:

_____ _____

Employer representative Worker representative

Contact stress

If any of the following criteria are present, mark the assessment box ⟶ ☐ Perform contact stress risk assessment

Description of work task that poses MSI risk	Notes
Using one of the following as a hammer more than 10 times per hour and for more than 2 hours total per day: • Hand (heel/base of palm) • Knee	

Repetition

If any of the following criteria are present, mark the assessment box ⟶ ☐ Perform repetition risk assessment

Description of work task that poses MSI risk	Notes
Repeating the same motion with the neck, shoulders, elbows, wrists, or hands every few seconds with little or no variation for more than 2 hours total per day (excluding typing)	
Intensive typing for more than 4 hours total per day	

Grip force

If any of the following criteria are present, mark the assessment box ⟶ ☐ Perform grip force risk assessment

Description of work task that poses MSI risk	Notes
Pinch grip • Pinch gripping unsupported objects weighing 1 kg (2 lb.) or greater per hand for more than 2 hours total per day OR • Pinch gripping with a force of 2 kg (4 lb.) or greater per hand for more than 2 hours total per day  Pinch grip	

Description of work task that poses MSI risk	Notes
Power grip • Power gripping unsupported objects weighing 5 kg (10 lb.) or greater per hand for more than 2 hours total per day OR • Power gripping with a force of 5 kg (10 lb.) or greater for more than 2 hours total per day  Power grip	

Note: A pinch grip occurs when force is applied primarily between the fingers and thumb. A power grip occurs when force is applied primarily between the fingers and the palm.

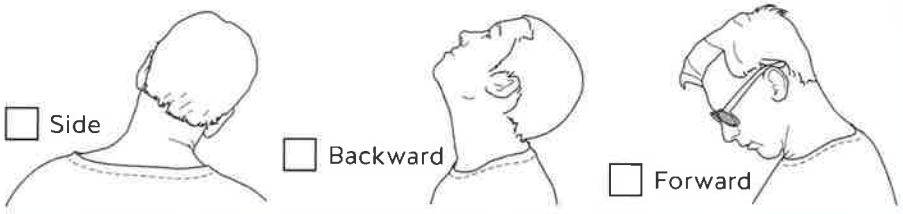
Lift/lower force

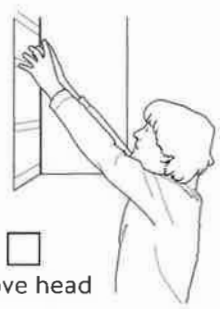
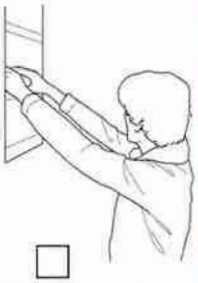
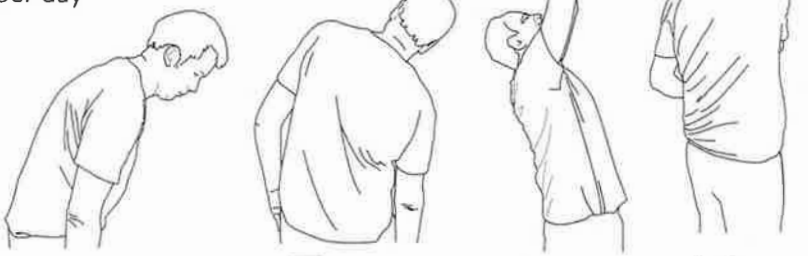
If any of the following criteria are present, mark the assessment box ⟶ ☐ Perform lift/lower force risk assessment

Description of work task that poses MSI risk	Notes
Lifting or lowering objects over the shoulders, below the knees, or at arm's length	
Lifting or lowering objects twice or more per minute for more than 1 hour per shift	
Lifting or lowering objects weighing 2.3 kg (5 lb.) or greater twice or more per minute	
Lifting or lowering objects weighing more than 8.2 kg (18 lb.) once per shift	

Awkward posture

If any of the following criteria are present, mark the assessment box ⟶ ☐ Perform awkward posture risk assessment

Description of work task that poses MSI risk	Notes
Neck Working with the neck bent more than 30° in any direction for more than 2 hours total per day ☐ Side ☐ Backward ☐ Forward 	

Description of work task that poses MSI risk	Notes
Shoulder • Working with the hand(s) above the head more than 2 hours total per day • Working with the elbow(s) above shoulder level more than 2 hours total per day  ☐ Above head  ☐ Above shoulder	
Back Working with the back bent more than 30° in any direction for more than 2 hours total per day  ☐ Forward ☐ Side ☐ Backward ☐ Twist	
Knees Squatting/kneeling more than 2 hours total per day  ☐ Squatting  ☐ Kneeling	

Vibration

If any of the following criteria are present, mark the assessment box ⟶ ☐ Perform vibration risk assessment

Description of work task that poses MSI risk	Notes
Using high-vibration tools (impact wrenches, chainsaws, jackhammers, riveting hammers) for more than 30 minutes total per day	
Using moderate-vibration hand tools (grinders, sanders, jig saws) for more than 2 hours total per day	

SAFETY FORMS Appendix I

TABLE OF CONTENTS
(More current information may be available at www.safetyontheset.com and actsafe.ca)

SAFETY BULLETINS Appendix J

SAFETY BULLETINS Appendix J

SAFETY TALKS/TOOL BOX TALKS Appendix K

The Construction Coordinator or Foreman should regularly give Safety Talks/Tool Box Talks to emphasize safe working habits. Have each employee who attends the Safety Talk/Tool Box Talk sign the Safety Talk/Tool Box Talk Attendance Form and forward it to the Production Coordinator.

Additional Safety Talks/Tool Box Talks and Codes of Safe Practices are available at www.safetyontheset.com.

Safety Talk/Tool Box Attendance Form

Recognizing And Understanding Hazardous Chemical Warning Labels

Suit Up For Safety

Using Machine Guards for Safety

Using Power Tools Safely

Preventing Forklift Accidents

Keys To Ladder Safety

Staying Safe Around Scaffolds

Lockout/Tagout Is Serious Business

Fifteen Things To Remember When Working With Electricity

Working Safely With Flammable Liquids

Save Your Sight

Respirator Fit and Maintenance

Working Around And Operating Heavy Equipment Safely

Working Near Overhead Power Lines

Working Safely With Compressed Gases

Working Safely With Paint