

RESPONSIBILITIES

Section 1

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, WORKSAFEBBC). 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.