

## Safety Responsibilities PRODUCER

### Safety Program Information for Producer

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

1. Be thoroughly familiar with the Health and Safety Program.
  - a. Receive, read and understand the **Health and Safety Program manual**.
  - b. Form a **Health and Safety Committee**.
  - c. Call and attend a **Production Safety Meeting** at the start of pre-production and production.
  - d. Arrange for minutes to be taken at all safety meetings.
  - e. Ensure that all applicable employees receive a copy of the Health and Safety Program.
2. Ensure the Health and Safety Program is working.
  - a. When available, attend on-set safety meetings.
  - b. Ensure that the 1<sup>st</sup> **Assistant Director, Construction Coordinator, Production Manager, and Department Heads** are performing their Health and Safety Program responsibilities.
  - c. Review Health and Safety Program documentation regularly to ensure completion and compliance.
3. Communicate and Troubleshoot.
  - a. Ensure that any concerns that arise are resolved and that safety meetings are held on a regular basis.
  - b. Communicate on a regular basis with the **Production Manager** regarding the status of the Health and Safety Program.
  - c. Ensure that the Health and Safety Program remains in effect for 2<sup>nd</sup> Units, re-shoots and opticals.
4. Deal with Serious Accidents and Emergencies that result in serious injury, death, major property damage, hospitalization, or events that create imminent danger.
  - a. Ensure that the Ministry of Labour is contacted in the event of an accident causing death or critical injury, and that any evidence from the accident is secured.\*
  - b. Ensure that Accident/Incident Investigation Reports are complete and submitted to appropriate parties as required (e.g., JOHS Committee, MOL. Do not speculate as to cause of an accident.\*
  - c. Ensure that **Production Executive** and **Production Safety Representative** 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 Representative.

***\* Your Production Safety Representative will assist with all communications to governmental agencies.***