

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 <https://safetyontheset.com/ontario/> 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 Ontario Safety Guidelines (available at <https://safetyontheset.com/ontario/>) 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 Ministry of Labour/Government Inspector/Investigator activities:

If visited by MOL, 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.