

Canada Production Safety Tracker - Upload all documents to BOX

FORM	COMPLETED BY	WHEN	COLLECTED BY	PURPOSE
HSP Contact List	POC	At show start-up, once per season, or if info changes.	Production Office Coordinator	Identifies main Health & Safety Prevention Program Responsible Parties (Producer, UPM, 1st A.D., Construction Coordinator, Safety Representative)
1st A.D. Safety Meeting Topics	1st A.D.	Daily	Production Office Coordinator	Offers the 1st A.D. topics to discuss during the required Daily Safety Meeting; topics discussed are required to be documented on the Daily Production Report
Production Stage Hazard Assessment Checklist	1st A.D. Knowledgeable Person	Any permanent stage or location, once every two weeks.	Production Office Coordinator	Offers the 1st A.D. or knowledgeable person a way to address hazards and plan for them
Mill/Stage/Location Construction Hazard Assessment Checklist	Construction Coordinator	During Set Construction and at least every two weeks at mill/stage/location	Production Office Coordinator	Offers the Construction team a way to address hazards and plan for them
Asbestos/Lead/Mold Guidelines	Location Manager	For every location	Production Office Coordinator	Identifies environmental issues that need to be addressed
Location Hazard Assessment	Location Manager	For every new location, once per episode	Production Office Coordinator	Identifies Safety Concerns
Safety Warning Notice	All HODs	As needed	Production Office Coordinator & Safety Representative	Document safety infraction
Production Safety Meeting Report	All HODs	As needed	Production Office Coordinator	Document production safety meetings
Request for Employee Safety Training	All HODs	As needed	Production Office Coordinator & Safety Representative	Ensures crew members are appropriately trained for their job duties
Safety Guidelines for Background Performers and Theatrical Day Hires	2nd A.D.	Every day extras and theatrical day hires are used.	Production Office Coordinator	Safety guidelines for BG and day hires
2nd AD Safety Meeting	2nd A.D.	Every day at every stage or location	Production Office Coordinator	Offers the 2nd AD a way to document and summarize Safety Conditions at every new stage and location and when special activities are planned
Right of Refusal of Medical Aid	Medic	For any injured employee who refuses medical aid.	Production Office Coordinator	Documents refusal of medical aid
Stunt Risk Assessment	Stunt Coordinator	For every stunt activity	Production Office Coordinator	Document the procedures to put in place to ensure the safety of cast and crew in a stunt sequence
SPFX Risk Assessment	Special Effects Coordinator	For every SPFX effect	Production Office Coordinator	Document the procedures to put in place to ensure the safety of cast and crew in a SPFX sequence
New & Young Worker Orientation Training Sign-in Sheet	All HODs	Any time there is a new employee, new location or new hazard introduced to the work site	Production Office Coordinator	Document safety information has been communicated to all cast and crew
Emergency Response Plan	Location Manager	Every work location—including production office	Production Office Coordinator	Attach to call sheet for every shoot location and post in Production Office, Stages, Shops, Lockups, etc
Incident Investigation Form	POC PM 1st A.D. First Aid/Medic			
General Risk Assessment	Key HODs	As needed	POC and Safety Representative	Required when any department is undertaking activities not part of normal daily activities of when there is an elevated level of risk involved.
Guidelines for Production Additional Guidelines for Special Effects	Special Effects Coordinator	Prior to beginning work	POC	Informs the SPFX coordinator of additional responsibilities
Safety Hazard Report	JOHSC	During monthly stage inspections	JOHSC	Used by the JOHSC to record hazards encountered during an inspection of stages of workspaces
First Aid Procedures Template	Location Manager/ALM	Prior to work beginning	Posted on Set	Required to be posted at each work location