Production Safety Manual

Occupational Health & Safety Program for British Columbia

Production Company: _____

Production Name: _____

Production Office Address: _____

City: _____

Province: _____

Postal Code: _____

Production Office Phone Number: _____

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 Office Coordinator: _____

1st Assistant Director: _____

1st Assistant Director: _____

Construction Coordinator: _____

Production Safety Representative: _____

Anonymous Safety Hotline: + 1 877.566.8001

For the latest version of this Production Safety Manual and other safety documents, visit www.safetyontheset.com.

Table of Contents

1. MAIN OCCUPATIONAL HEALTH AND SAFETY POLICY

EMPLOYER'S STATEMENT

The health and safety of all our employees is of primary importance. Our commitment to the fundamental value of human life should 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.
- Company and industry safe work practices are followed.

All employees have a personal responsibility to:

- Become familiar with and follow safe work practices.
- Protect themselves and fellow employees from occupational illness and injury.
- Detect and report hazardous conditions and practices to their supervisors, Department Heads or Production Manager.
- Maintain a neat, clean, safe work environment.
- Only undertake work that they're qualified and trained to perform.

Cast and crew members should be able to express their concerns regarding health and safety matters without fear and reprisal. If at any time any cast or crew member voices a concern 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.

PROGRAM REVIEW

Introduction

The Occupational Health and Safety Program is to be reviewed to ensure its effectiveness in managing risks in the workplace. The purpose of the review process is to ensure continual improvement of the Occupational Health and Safety Program in the workplace.

Reviews

The Occupational Health and Safety Program is to be reviewed by the Production Manager in consultation with the Joint Occupational Health and Safety Committee annually (where applies).

Elements to Review

The review shall consider all aspects of the Occupational Health and Safety Program including but not limited to:

- JOHSC effectiveness
- Accident and incident occurrences and investigations
- WorkSafeBC inspections
- Regular Inspection Reports
- Inspection Hazard Reports
- All Programs
- Training?

Review Schedule

During wrap, the Production Manager should meet with key representatives of the production to review the Occupational Health and Safety Program. A review of the production's incidents and regulatory compliance history should be discussed, and any desired improvements or changes should be communicated to the Production Safety Representative.

2. PRODUCTION RESPONSIBILITIES

PRODUCER

Safety Program Information for Producer

The following information outlines your specific position and is provided to help you understand your part in the Production's Occupational Health and Safety Program (OHSP).

Responsibilities of the Producer

- Be thoroughly familiar with the Occupational Health and Safety Program.
- Receive, read, and understand the *Production Safety Manual*.
- Form a Joint Occupational Health and Safety Committee for the production.
- Call and attend a **Studio Safety Orientation** prior to the start of production.
- Ensure that all applicable employees receive a copy of this *Production Safety Manual.*
- Ensure the Occupational Health and Safety Program is working.
- When available, attend on-set safety meetings.
- Ensure that the **Production Manager**, **1st Assistant Director**, **Construction Coordinator**, and **Department Heads** are performing their Occupational Health and Safety Program duties.
- Review Occupational Health and Safety Program documentation regularly to ensure completion and compliance.

Communicate 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** regarding the status of the Occupational Health and Safety Program.
- Ensure that the Occupational Health and Safety Program remains in effect for all 2nd Units, re-shoots and opticals.

Respond to Serious Incidents

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 **Production Safety Representative** and WorkSafeBC are contacted should "serious incidents" occur, and that the scene of the incident, and any evidence, is secured.
- *Incident Investigation Reports (IIR)* are completed and submitted to appropriate parties as required.
- **Production Executives** are advised as required by the serious incident reporting procedures found in this manual.

Show Wrap

Prior to closing the Production office, make sure all safety documents have been forwarded to the **Production Executive** for archiving.

PRODUCTION MANAGER

Safety Program Information for the Production Manager

The following information outlines your specific position and is provided to help you understand your part in the Production's Occupational Health and Safety Program (OHSP).

Responsibilities of the Production Manager

The **Production Manager** is responsible for the overall management and administration of the Occupational Health and Safety Program, and shall ensure:

- A safe work environment as per BC Occupational Health and Safety Regulations and the Occupational Health and Safety Program.
- That all equipment used on the Production meets the requirements of the BC Occupational Health and Safety Regulations and the Occupational Health and Safety Program.
- Cast and crew are trained for the duties that they are asked to perform and use appropriate personal protective equipment.
- All cast and crew follow the requirements of the Occupational Health and Safety Program.

Production Start-Up

- Instruct Department Heads to 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 your **Production Safety Representative.**
- Ensure that all new employees receive a copy of the ***General Safety Guidelines for Production*** and sign the ***Acknowledgment Form***. This is most easily accomplished by attaching it to the deal memo.
- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the ***Production Safety Manual***
- Visit the Box folder to download and read the ***Production Safety Manual*** and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Attend the **Studio Safety Orientation**
- Instruct Department Heads to give ***New and Young Worker Orientations*** to all cast and crew new to the Production and whenever appropriate.
- Organize and conduct a safety meeting with the 1st Assistant Director, Construction Coordinator, Transportation Coordinator, Special Effect Coordinator, Stunt Coordinator and Production Designer.

Department Heads are responsible for coordinating the Occupational Health and Safety Program within their departments.

- Direct Department Heads and Key Personnel to their position's safety responsibilities in this manual. Ensure that they read them, understand them, and follow them.
- Discuss with the **1st AD** their responsibility for implementing the Occupational Health and Safety Program on the production side.
- Discuss with the **Construction Coordinator** their responsibility for implementing the Occupational Health and Safety Program on the Construction side.
- Before you begin set construction, call your Production Safety Representative and establish a Joint Occupational Health and Safety Committee
- Before you begin set construction call your **Production Safety Representative** and **Production Designer** to discuss set design and construction requirements.
- Before you begin set construction, have your **Construction Coordinator** call the **Production Safety Representative** to discuss safety training, fall protection, and other safety issues.
- As early as possible, you or your **Production Office Coordinator** should call the **Production Safety Representative** to schedule your production's **Studio Safety Orientation**. Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe Bulletins, Codes of Safe Practices, or Safety Talks etc.)
- Instruct your **Location Manager** to contact the **Production Safety Representative** to discuss any questions regarding the requirements for ***Location Hazard Assessments,*** including qualifications or training requirements.
- Hire **Stunt Coordinators** knowledgeable in the action they will be supervising. Hire stunt performers 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. Ensure that risk assessments are completed for hazardous activities.

On-Production

Implement the Occupational Health and Safety Program

To keep the OHSP consistent, consult with Heads of departments regarding all safety matters.

- Advise your **Production Safety Representative** (in writing or verbally) of safety concerns and OHSP compliance activities on a regular basis.
- Ensure that the **Locations Department** has completed a ***Location Hazard Assessment*** for all filming locations, and that all cast and crew have received and read it, or that the hazards and controls noted have been communicated to them verbally. Communicate with the **Production Safety Representative**, **Director**, and **Department Heads** regarding specific script and shooting concerns.

- Request laboratory testing, engineering services, and/or additional information from the **Production Safety Representative** on potentially unsafe substances or processes. For example:
    - Possible asbestos/lead/mold at a location
    - Physical hazards, such as shooting near water, which may pose potential hazards to crew or the environment.
    - Use of artificial smoke and fogs, dusts, pyrotechnics, etc.
    - Unusual applications of equipment not manufactured or intended for the purpose it is being used for.
    - Ensure that Department Heads are conducting training and performing their OHSP duties.
    - Review OHSP documentation regularly for completion and compliance.
    - See to it that the OHSP remains in effect for all second units, re-shoots, and opticals.

Coordinate response to incidents and emergencies:

- See to it that the **Location Manager** has emergency procedures and first aid procedures in place for all locations.
- All stages shall have ***Emergency Response Plans*** posted.
- Ensure that all injuries are reported to the **First Aid Attendant**.
- Instruct your **First Aid Attendants** to complete a ***First Aid Record*** and to notify the Production office in the event of any injury or illness.

Serious Incidents

Serious incidents are accidents, injuries and mishaps that require transportation by ambulance, visitation to the hospital, any treatments greater than general first aid, or any serious property/asset damage.

In the event of a serious incident, injury, or mishap, and after all necessary emergency personnel have been contacted, the **Production Manager** shall notify the **Production Executive, Production Safety Representative** and Risk Management immediately. At the direction of the **Production Executive**, the Labour Relations Representative should be notified.

- In the event of a serious incident ensure that the scene is preserved for investigation. See the ***Serious Incident Reporting Procedures*** in this manual for further information.

Any accident should be noted in the ***Daily Production Report*** on the date the accident occurred by identifying only the name of injured employee and classification.

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 any government agency immediately notify the **1st AD** and the **Production Safety Representative**.
- Request the official's credentials and determine their validity.
- Determine the nature of the visit.
- Accompany the official directly to the site in question.
- 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.
- Ask for explanations of the problem and welcome any suggestions for corrective action. If possible, make corrections immediately.
- If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
- Answer questions directly; however, do not volunteer information.
- Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Executive** and to your **Production Safety Representative**.

Document Occupational Health and Safety Program activities

Forward copies of all OHSP documentation on a regular basis to the **Production Office Coordinator,** including:

- All completed safety forms
- Acknowledgments of receipt of General Safety Guidelines for Production
- Records of any training given to cast or crew
- First Aid Records, Employer's Report of Injury or Occupational Disease (F7s), and Incident Investigation Reports
- Correspondence with WorkSafeBC or other governmental agencies
- Environmental and Engineering reports

Show Wrap

See to it that all Occupational Health and Safety Program documents have been collected and forwarded to the **Production Executive** prior to closing the production office.

Hazardous Waste Disposal

All chemicals shall 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 your **Production Safety Representative**.

Firearms Policy

The Production expressly prohibits weapons, including but not limited to firearms, in the workplace. The workplace includes all property owned, leased, or controlled by the Production. Exceptions will be made for weapons approved for use for filming or with prior written approval by the Production Executive. Failure to strictly adhere to the foregoing shall result in disciplinary action, up to and including termination.

FIRST ASSISTANT DIRECTOR

Safety Program Information for the First Assistant Director (1st AD)

The following information is for your specific position and is provided to help you understand your part in this Production's Occupational Health and Safety Program (OHSP).

Responsibilities of the First Assistant Director

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 during filming/on set.

Production Start-Up

- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the ***Production Safety Manual***
- Visit the Box folder to download and read the ***Production Safety Manual*** and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Review the ***General Safety Guidelines for Production*** and sign the ***Acknowledgment Form***
- Attend the **Studio Safety Orientation**

On-Production

Implement the Occupational Health and Safety Program

- Discuss all potential safety concerns with the **Location Manager**, **Production Manager**, **Special Effects/Stunt/Transportation/Construction Coordinators**, and key Department Heads during the script read through and/or Production Meeting.
- Ensure that each location has been assessed for hazards, and that all cast and crew have received and read the ***Location Hazard Assessment***, or that the hazards and controls noted have been communicated to them verbally.
- Assess the need for personal protective equipment by members of your department and determine the appropriate personal protective equipment for their duties.
- Ensure ***New and Young Worker Orientations*** are given to all cast and crew new to the Production and whenever appropriate.
- Explain the safety program and direct workers in your department to the ***Production Safety Manual*** at www.safetyontheset.com.

- Conduct a Safety Talk prior to the day's filming for cast and crew:
    - Briefly explain the Occupational Health and Safety Program.
    - Discuss the safety aspects of the day's activities and any potential hazards of the location as indicated in the ***Location Hazard Assessment*** or otherwise known to exist.
    - Discuss elements of the ***Emergency Response Plan***, such as the location of emergency equipment, exits, and muster stations on all stage or interior sets and off-lot locations.
    - 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.)
    - Conduct additional Safety Talks in the following situations:
    - 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***.
    - When there is a substantial change to a stunt or special effect another Safety Talk and rehearsal shall be held and documented on the ***Daily Production Report***.
    - Anytime the cast and crew are exposed to potential hazards (e.g., helicopters, UAVs, exotic animals, water, extreme heat or cold, etc.).
    - Anytime a new process, substance or procedure is introduced (e.g., firearms, vehicle, gimbals, crane, etc.)
- See to it that safety literature is properly distributed:
    - Actsafe bulletins covering the specific hazard to cast and crew (e.g., helicopter, drones inclement weather etc.), or the special/mechanical effect that is to occur (e.g., geotechnics, artificial smoke and fog, etc.) and attach to all Call Sheets. Call Sheets should reference the guidelines in effect.
    - With help from your **Production Safety Representative**, see to it that special literature, such as *Safety Data Sheets* (SDS's) or industrial hygiene test results are available (e.g., assessment of any exposure to products, such as special effects, artificial smoke and fog, paints, dust, etc.) Post SDS's at the worksite.
    - While filming on stages, ensure that all sets have been inspected for hazards by the **Locations Department**.

Communicate and Troubleshoot

- See to it that appropriate personal protective equipment is available and is used when needed by cast and crew (e.g., earplugs, harnesses, safety belts, etc.)
- Consult with the **Production Manager** to resolve script safety concerns (e.g., special effects, stunts, or other special hazards)
- Make sure cast and crew safety concerns have been addressed and resolved
- Correct hazards discovered on the set (e.g., blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.)

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

Coordinate Response to Serious Incidents and Emergencies

- 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.
- 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 (e.g., paramedics, fire department, police, etc.).
- Clear the area and protect cast and crew from further injury.
- Preserve the scene and evidence for further investigation.
- In the event of a serious accident, injury, or mishap, after all necessary emergency response personnel are called, immediately notify the **Production Manager**. See the ***Serious Incident Reporting Procedures*** in this manual for further information.

All accident should be noted in the ***Daily Production Report*** on the date the accident occurred by identifying only the name of the injured employee and their job classification.

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

- Immediately notify the **Production Manager**. If not available, contact the **Production Safety Representative**.
- Request the official's credentials and determine their validity.
- Determine the nature of the visit.
- Tell the inspector it is company policy to have the **Production Manager** present for any inspection and contact the **Production Manager** immediately. A WorkSafeBC officer is under no obligation to comply with the request to wait for the **Production Manager**.
- If the inspector refuses to wait, accompany the official directly to the site in question.
- 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.
- Ask for explanations of the problem and welcome any suggestions for corrective action. If possible, make corrections immediately.

- If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
- Answer questions directly; however, do not volunteer information.
- Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Manager**.

Document Occupational Health and Safety Program activities

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

- All completed safety forms
- Records of any training given to cast or crew
- Accident and injury reports
- Correspondence with WorkSafeBC or other governmental agencies.

Show Wrap

If necessary, review the Occupational Health and Safety Program with the **Joint Occupational Health and Safety Committee**, **Production Manager** and the **Production Safety Representative** for possible improvements and adjustments.

SECOND ASSISTANT DIRECTOR

Safety Program Information for the 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 (OHSP).

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

- Obtain and read the ***Production Safety Manual*** from the Production Manager or Production Office Coordinator the first week of employment.
- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the ***Production Safety Manual***
- Visit the Box folder to download and read the ***Production Safety Manual*** and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Review the ***General Safety Guidelines for Production*** and sign the ***Acknowledgment Form***
- Attend the **Studio Safety Orientation**
- On Production

Implement the OHSP:

- Ensure that all cast and crew that you're responsible for have received and read the ***Location Hazard Assessment***, or that the hazards and controls noted have been communicated to them verbally.
- Conduct Safety Talks for all cast and crew who have not been briefed already by the **1st AD**, or Department heads (e.g., actors/extras with late calls, crew not on the set for the pre-shoot Safety Talk, etc.)
- Discuss the safety aspects of the day's activities and the hazards of the location.
- 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.)

- Ensure ***New and Young Worker Orientations*** are given to all cast and crew new to the Production and whenever appropriate.
- See that cast and crew 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, contact the **Production Safety Representative.**
- Consult with the **Production Manager** or **1st AD** to determine any specific training needs of the production, such as:
    - WHMIS training for chemical-containing products.
    - Personal protective equipment for eye, ear, respiratory, etc. hazards.
    - Document all training and forward to the **Production Office Coordinator**.
- See to it that safety literature is properly distributed:
    - Distribute Actsafe bulletins relating to specific hazards as they occur and/or attach to the call sheet (e.g., helicopters, atmospheric smoke and fog, extreme weather, etc.).
    - 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.
- See that important safety information is included on the call sheet.
- Document all safety activities:
    - Document all Safety Talks using the ***Daily Production Report***.
    - Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

- Encourage crew members to report potential safety hazards.
- Refer or relay crew safety concerns to the **1st AD** or **Production Manager**.
- Help the **1st AD** to ensure that required personal protective equipment is used by cast and crew (e.g., earplugs, harnesses, safety belts, etc.)
- Help make certain the cast and crew safety concerns have been addressed and resolved.

Coordinate Response to Serious Incidents and Emergencies

- Respond to all work site emergencies and incidents (whenever the **1st AD** is not present):
- Summon emergency medical assistance immediately (911).
- Clear the area and protect the crew from further injury.
- Preserve the scene and any evidence for further investigation.
- Immediately notify the **Production Manager**. 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:

- Immediately notify the **PM** and the **1st AD.** If not available, contact the **Production Executive** and the **Production Safety Representative.**

Call Sheet Safety Information

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

- The name and phone number of the Studio Production Safety Representative
- Anonymous Safety Hotline: +1 (818) 954-2800/ +1 (877) 566-8001
- Occupational Health and Safety Program Website: www.safetyontheset.com
- Chemical Products safety data sheets: Verisk 3E Company 1 800 451 8346

CONSTRUCTION COORDINATOR

Safety Program Information for the Construction Coordinator

The following information outlines your specific position and is provided to help you understand your part in your Production's Occupational Health and Safety Program (OHSP).

Responsibilities of the Construction Coordinator

The **Construction Coordinator** is responsible for:

- Conveying current safety requirements to all construction crew members
- Providing guidance for meeting the goals of the Occupational Health and Safety Program and supervises,
- Training
- Ensuring that the construction Department Heads/supervisors meet their OHSP responsibilities, and
- Implementing the Occupational Health and Safety Program on the construction side.

Supply of Equipment

If the **Construction Coordinator** supplies equipment to the production, either directly or indirectly on behalf of any entity (including an entity in which the **Construction Coordinator** has a financial interest), the **Construction Coordinator** shall, in respect of any such equipment supplied to the production, ensure that the equipment (a) is in good condition, (b) complies with Occupational Health and Safety Regulations, and (c) is maintained in good condition.

Production Start-Up

- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the *Production Safety Manual*
- Visit the Box folder to download and read the *Production Safety Manual* and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Review the *General Safety Guidelines for Production* and sign the *Acknowledgment Form*
- Attend the **Studio Safety Orientation**
- 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 your **Production Safety Representative**.

- Make sure everyone you hire receives a copy of the ***General Safety Guidelines for Production*** and signs the ***Employee Acknowledgment***.
- Conduct safety meetings for your crew:
    - Explain the safety program and direct them to the ***Production Safety Manual*** at www.safetyontheset.com. Keep a copy of the ***Production Safety Manual*** at the construction office.
    - Discuss the safety aspects of the day's activities and the hazards of the location (e.g., overhead power lines, etc.)
    - Discuss elements of the ***Emergency Response Plan***, such as the location of emergency equipment, exits, on stages or interior sets and off-lot locations, and explain emergency procedures, location of fire extinguishers, and evacuation plans in case of fire.
    - Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g., aerial lifts, paints, chemicals, etc.).
- Check that all equipment operators carry a certification for each piece of equipment they will be asked to drive or use (e.g., forklift, aerial platform, powder-actuated tools etc.). Make a copy of these certifications and keep them on file with the **Production Office Coordinator**.
- Ensure that all workers that you're responsible for have received and read the ***Location Hazard Assessment***, or that the hazards and controls noted have been communicated to them verbally.
- Conduct or arrange safety training for all crew members. Training includes:
    - ***New and Young Worker Orientations*** to all any crew member new to your crew/department and whenever appropriate.
    - WHMIS training for chemical containing products.
    - Personal protective equipment training for eye, ear, respiratory, etc. hazards.
    - Fall Protection for workers exposed to the danger of a fall.
    - Special tools, equipment, or vehicles used.
    - Use the ***Codes of Safe Practices*** found at (www.safetyontheset.com) and equipment manuals to ensure the employee understands safe operation of equipment they are tasked to use. Have employees demonstrate safe working procedures prior to authorizing use.
- Document all training and forward to the **Production Office Coordinator**.
- Conduct additional meetings in the following situations:
    - 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.)
    - Whenever a new crew member or independent contractor arrives.
    - Anytime there is a change in work site or multiple work sites the foreperson at each site shall give a safety orientation, including emergency response.
    - Anytime there is an injury review all applicable safety rules with crew members.

On Production

Implement the Occupational Health and Safety Program

- Conduct a Safety Meeting every 10 working days at minimum and have all attending employees sign the ***Safety Meeting Attendance*** form.
- Ensure that all workers that you're responsible for have received and read ***the Location Hazard Assessment***, or that the hazards and controls noted have been communicated to them verbally.
- Assess the need for personal protective equipment by members of your department and determine the appropriate PPE for their duties.
- Conduct an inspection of the construction area of all mills, stages and locations monthly, and document any problems found and corrections made by using ***Construction Hazard Assessment Checklist***. Send inspection documents to the **Production Office Coordinator** and the **JOHSC**.
- See to it that safety literature is properly distributed.
    - Distribute Actsafe bulletins relating to specific hazards as they occur (e.g., elevating platforms, etc.).
    - 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 (e.g., analysis for lead / asbestos, paints, dust, etc.)
- Document all safety training and forward copies to the **Production Office Coordinator**.
- Any bulletins or correspondence regarding safety should be forwarded to the **Production Office Coordinator**.

Communicate and Troubleshoot:

- Communicate to the Location Manager any new hazards you are introducing to a filming location so that, if necessary, the ***Location Hazard Assessment*** can be updated. This will inform other departments of your activities and allow them to implement control measures.
- Assess the needs of workers for personal protective equipment. See to it that safety equipment is provided and being used (e.g., earplugs, harnesses, eye protection, hard-hats, etc.). Document infractions.
- Confirm that all tools and equipment are inspected and have the proper safety features.
- All safety guards should be in working order and in place.
- 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 and forward to the Production Office Coordinator.
- Enforce ***General Safety Guidelines for Production***. Document verbal warnings and disciplinary actions.
- Consult with the **Production Manager** and/or the **Production Safety Representative** to resolve safety concerns, such as, confined space issues, ventilation problems, fall protection for elevated work, or other safety matters.

- Address crew safety issues until they are resolved.
- 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 the **First Aid Attendant** to notify the **Production Safety Representative** of any serious injury or illness. See: Section 8- Incident Reporting Procedures.

Coordinate Response to Serious Accidents and Emergencies

- Respond to all worksite emergencies and incidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger:
- Summon emergency medical assistance immediately (911).
- Clear the area and protect the crew from further injury. (Take equipment out of service or post signage.)
- Preserve the scene and any evidence for further investigation.
- Immediately notify the **Production Manager.** If not available, notify the **Production Safety Representative.**

Coordinate WorkSafeBC/Government Inspector/Investigator activities

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

- Immediately notify the **Production Manager**.
- Request the official's credentials and determine their validity.
- Determine the nature of the visit.
- Tell the inspector it is company policy to have the **Production Manager** present for any inspection. A WorkSafeBC officer is under no obligation to comply with this request.
- If the inspector refuses to wait, accompany the official directly to the site in question.
- 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.
- Ask for explanations of the problem and welcome any suggestions for corrective action.
- If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
- Answer questions directly; however, do not volunteer information.
- Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Manager**.

Show Wrap

Forward all documentation of the Occupational Health and Safety Program to the **Production Office Coordinator**, including:

- Safety meetings
- Inspection forms
- Training records

LOCATION MANAGER

Safety Program Information for the Location Manager

The following information outlines your specific position and is provided to help you understand your part in your Production's Occupational Health and Safety Program (OHSP).

Responsibilities of the Location Manager

As the Location Manager you are responsible to ensure:

- All equipment supplied by the locations department to the Production meets the requirements of the BC Occupational Health and Safety Regulations and the Occupational Health and Safety Program.
- That all Locations Department crew are trained for the duties that they are asked to perform and use appropriate personal protective equipment
- That all Locations Department crew follow the requirements of the Occupational Health and Safety Program.
- All locations have been assessed for hazards, and that a ***Location Hazard Assessment*** form has been completed for all stages of production.
- A ***Location Hazard Assessment*** has been provided to the **Production Manager** for each location where filming will occur.

Production Start-Up

- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the ***Production Safety Manual***
- Visit the Box folder to download and read the ***Production Safety Manual*** and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Review the ***General Safety Guidelines for Production*** and sign the ***Acknowledgment Form***
- Attend the **Studio Safety Orientation**
- 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 your **Production Safety Representative.**
- Assess the needs of workers for personal protective equipment. See to it that safety equipment is provided and being used (e.g., earplugs, harnesses, eye protection, hard-hats, etc.). Document infractions.

On Production

- Ensure that all workers that you're responsible for have received and read the ***Location Hazard Assessment***, or that the hazards and controls noted have been communicated to them verbally.
- Ensure ***New and Young Worker Orientations*** are given to all cast and crew new to the Production and whenever appropriate.
- Explain the safety program and direct them to the ***Production Safety Manual*** at www.safetyontheset.com. Inspect locations for safety concerns
- Check all filming locations for potential safety concerns and hazards such as asbestos, chemicals, hazardous waste, paints with lead, blocked or unmarked exits, unprotected elevated areas, improper ventilation, etc. This includes all location holding, parking, catering, dressing areas, etc.
- Ask building owners or managers about potential environmental concerns, asbestos reports, or prior testing of lead-based paints.
- Obtain proper permits.
- Call your **Production Safety Representative** with any questions about lead paint, asbestos, water testing, fall protection, weight restrictions, etc.
- Turn in all completed forms to the **Production Office Coordinator**.
- Ensure that hazards identified at each location are documented on the ***Location Hazard Assessment***.
- Notify the **Production Manager** and Department heads of safety concerns and special hazards
- Provide emergency response information and ***First Aid Procedures***, including evacuation routes and muster stations, for all filming locations.

Monitor all Locations

- Inspect all filming locations on an ongoing basis for changes that could produce additional hazards (e.g., changing weather conditions, construction changes, etc.)
- Inspect all sets for hazards prior to filming and correct any hazards that are found.
- Consult with the **Production Manager** and the **Production Safety Representative** to resolve location safety concerns (e.g., confined spaces, warehouse adaptation for stage use, etc.).

Develop First Aid Procedures

- Provide on-set **First Aid Attendants** and the **2nd AD** with written ***First Aid Procedures*** for each filming location.
- Post ***First Aid Procedures*** at Craft Service and the 1st AD trailer.

Document all Safety Activities

Complete and submit the ***Location Hazard Assessment*** and other related paperwork (e.g., safety inspection certificates, test results, environmental surveys, etc.) to the **Production Office Coordinator**.

KEY GRIPS, KEY GAFFER, PROPERTY MASTER, SET DRESSING, GREENS, HAIR AND MAKE-UP, AND OTHERS: RESPONSIBILITIES

Safety Program Information for Key Department Heads

The following information outlines r your specific position and is provided to help you understand your part in your Production's Occupational Health and Safety Program (OHSP).

Responsibilities of Key Department Heads

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

Production Start-Up

- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices/Safety Talks, etc.) and read the ***Production Safety Manual***.
- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the ***Production Safety Manual***
- Visit the Box folder to download and read the ***Production Safety Manual*** and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Review the ***General Safety Guidelines for Production*** and sign the ***Acknowledgment Form***
- Attend the **Studio Safety Orientation**
- Conduct or arrange safety training for your crew who have not been trained. If you need help determining training requirements or arranging training, call your **Production Safety Representative.**
- Assess the needs of workers for personal protective equipment. See to it that safety equipment is provided and being used (e.g., earplugs, harnesses, eye protection, hard-hats, etc.). Document infractions.
- Conduct and document ***New and Young Worker Orientations*** for your crew prior to starting the first day of work.

- Orient all crew to the hazards any time they are at a new location or new hazards have been introduced.
- Ensure they have received the ***General Safety Guidelines for Production*** and signed the ***Employee Acknowledgment*** form.
- Discuss the safety aspects of the day's activities and the hazards of the site.
- Discuss elements of the ***Emergency Response Plan***, such as the location of emergency equipment and exits on all stages, and interior set and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire.
- 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.)
- Conduct or arrange safety training for your crew who have not been trained:
    - WHIMS training for chemical containing products.
    - Personal protective equipment for eye, ear, respiratory, etc. hazards.
    - Fall protection training for workers exposed to the danger of a fall.
    - Special tools, equipment, or vehicles used.
- Consult with your **Production Safety Representative** to determine the specific training needs of your crew.
- Document all training and forward to the **Production Office Coordinator**.
- Conduct additional safety meetings in the following situations:
    - Prior to rigging or testing of any specialized equipment.
    - Anytime crew is exposed to a hazard (e.g., special products, pyrotechnics, etc.).
    - Anytime new crew members join the department.
    - Anytime there is a change in location or worksite.
    - Anytime a new process is introduced (e.g., special foams, chemicals, tools, etc.)
- Distribute safety literature:
    - Give the ***General Safety Guidelines for Production*** to all those who report directly to the site.
    - Have all employees sign the ***Employee Acknowledgment*** and forward to the Production Office Coordinator
    - Distribute safety literature on specific hazards to your crew (e.g., appropriate clothing and shoes, aerial platforms, lift gates, etc.).
    - Issue special literature to crew members (e.g., safety data sheets on chemicals, fogs, paints, etc.)
- Document all Occupational Health and Safety Program activities:
    - Any bulletins or special correspondence are to be forwarded to the **Production Office Coordinator**.

- Document all Safety Meetings and safety training using the ***Safety Meeting Attendance*** form. Forward copies to the **Production Office Coordinator**.
- Document all New and Young Worker Orientations with the ***New and Young Worker Orientation*** form
- Explain the safety program and direct them to the ***Production Safety Manual*** at www.safetyontheset.com.

On Production

Communicate and Troubleshoot

- Inspect all work sites to be sure they are free from recognized hazards and correct any that are found.
- Communicate to the **Location Manager** any new hazards you are introducing to a filming location so that, if necessary, the ***Location Hazard Assessment*** can be updated. This will inform other departments of your activities and allow them to implement control measures.
- Ensure ***New and Young Worker Orientations*** are given to all cast and crew new to the Production and whenever appropriate.
- Ensure that all workers that you're responsible for have received and read the ***Location Hazard Assessment***, or that the hazards and controls noted have been communicated to them verbally.
- Ensure that appropriate personal protective equipment has been provided, inspected and is in use by the crew (e.g., *ear plugs, equipment safety guards, harnesses, respirators, safety glasses, etc.).*
- Consult with the **PM** to resolve safety concerns such as special effects, stunts, or other special hazards.
- Enforce ***General Safety Guidelines for Production***. Document verbal warnings and disciplinary actions.
- Encourage the reporting of hazards by crew members.
- Resolve crew safety issues.
- 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

- Respond to all work site emergencies and accidents affecting the crew.
- Summon emergency medical assistance immediately (Paramedic, Fire Department, Police, etc.)
- Notify the **Production Manager**, **1st AD**, **Construction Coordinator**, or the **Production Safety Representative** as appropriate.
- Clear the area and protect the crew from further injury (e.g., remove equipment from service, post warning signs).

- Preserve the scene and any evidence for further investigation.

STUNT COORDINATOR

Safety Program Information for the Stunt 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 (OHSP).

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***.

Supply of Equipment

If the **Stunt Coordinator** supplies equipment to the production, either directly or indirectly on behalf of any entity (including an entity in which the **Stunt Coordinator** has a financial interest), the **Stunt Coordinator** shall, in respect of any such equipment supplied to the production, ensure that the equipment (a) is in good condition, (b) complies with Occupational Health and Safety Regulations, and (c) is maintained in good condition.

Production Start-Up

- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the ***Production Safety Manual***
- Visit the Box folder to download and read the ***Production Safety Manual*** and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Review the ***General Safety Guidelines for Production*** and sign the ***Acknowledgment Form***
- Attend the **Studio Safety Orientation**
- Hire stunt performers knowledgeable in the action they will be supervising. Hire stunt performers 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 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

- Discuss all safety concerns with the **Location Manager, Production Manager**, **Special Effects, Transportation and Construction Coordinators**, and key Department heads during the script read through. Document this meeting as a "Safety Meeting"
- Ensure that all workers and performers that you're responsible for have received and read the *Location Hazard Assessment*, or that the hazards and controls noted have been communicated to them verbally.
- Assess the need for personal protective equipment by members of your department and determine the appropriate personal protective equipment for their duties.
- Conduct regular safety meetings with your crew:
- Explain the safety program and direct them to the *Production Safety Manual* atww.safetyontheset.com.
- Discuss the safety aspects of the day's activities and the specific and general potential hazards of the location.
- Discuss elements of the *Emergency Response Plan*, such as the location of emergency equipment and exits on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of fire.
- 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.).
- Conduct or arrange safety training for all stunt employees and appropriate cast and crew members:
- Ensure *New and Young Worker Orientations* are given to all cast and crew new to the Production and whenever appropriate.
- WHIMIS training for chemical containing products.
- Personal protective equipment for eye, ear, respiratory, etc. hazards.
- Fall protection training for workers exposed to the danger of a fall.
- Special tools, equipment, or vehicles used.
- Consult with **Production Manager** or the **Production Safety Representative** to determine the specific training needs of the production.
- Document all training and forward to the **Production Office Coordinator**.
- Conduct additional Safety Talks in the following situations:
    - When a stunt is to occur during filming, ensure that a Safety Talk is held with the **1st AD** and for all cast and crew. Document this meeting on the *Daily Production Report.*
    - Anytime a new process, substance or procedure is introduced, or a stunt has substantially changed.
- 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 crew involved understand the change.
- Notify the **Production Safety Representative** any time cast and crew may be exposed to a hazard with an increased risk of injury.
- See to it that safety literature is properly distributed:
- All crew members are to receive the ***General Safety Guidelines for Production*** 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 bulletins relating to specific hazards to cast and crew or attach to the call sheet (e.g., helicopter, firearm, etc.).
- See to it that special literature such as Safety Data Sheets (SDS's) are available.
- Document all OHSP activities:
- Complete the ***Stunt Risk Assessment*** form when undertaking a stunt that has a risk of serious injury or property damage. This will be sent to the **Production Safety Representative** at least three days before filming.
- Make sure that all Safety Talks 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

- Communicate to the Location Manager any new hazards you are introducing to a filming location so that, if necessary, the ***Location Hazard Assessment*** can be updated. This will inform other departments of your activities and allow them to implement control measures.
- Confirm that the work site is inspected to see that it is free from recognized hazards. Correct any hazards found (e.g., blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.).
- See to it that personal protective equipment is used by cast and crew (e.g., earplugs, harnesses, safety belts, etc.).
- Consult with the **Production Manager** to resolve script safety concerns.
- Make sure cast and crew safety concerns have been addressed and resolved.

Coordinate Response to Serious Incidents and Emergencies

- Respond to all on-set emergencies and incidents 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.).
- Clear the area and protect cast and crew from further injury.

- Preserve the scene and evidence for further investigation.
- Immediately notify the **Production Manager**. If not available notify the **Production Executive** and the **Production Safety Representative**.

Coordinate WorkSafeBC/Government Inspector/Investigator Activities

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

SPECIAL EFFECTS COORDINATOR

Safety Program Information for the Special Effects 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 (OHSP).

Responsibilities of the Special Effects Coordinator

The **Special Effects Coordinator** is responsible for safe 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***.

Supply of Equipment

If the **Special Effects Coordinator** supplies equipment to the production, either directly or indirectly on behalf of any entity (including an entity in which the **Special Effects Coordinator** has a financial interest), the **Special Effects Coordinator** shall, in respect of any such equipment supplied to the production, ensure that the equipment (a) is in good condition, (b) complies with Occupational Health and Safety Regulations, and (c) is maintained in good condition.

Production Start-Up

- Visit **www.safetyontheset.com** to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices etc.) and read the ***Production Safety Manual***. Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the ***Production Safety Manual***
- Visit the Box folder to download and read the ***Production Safety Manual*** and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Review the ***General Safety Guidelines for Production*** and sign the ***Acknowledgment Form***
- Attend the **Studio Safety Orientation**
- 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.**

On Production

Implement the Occupational Health and Safety Program

- Discuss all potential safety concerns with the **Location Manager**, **Production Manager**, **Stunt**, **Transportation** and **Construction Coordinators**, and key Department Heads during the script read through. Document this meeting as a "Safety Meeting."
- Notify the **Production Safety Representative** any time cast or crew are exposed to a hazard as a result of planned special effects.
- Ensure that all workers that you're responsible for have received and read the ***Location Hazard Assessment***, or that the hazards and controls noted have been communicated to them verbally.
- Assess the need for personal protective equipment by members of your department and determine the appropriate personal protective equipment for their duties.
- Conduct regular safety meetings production with your crew:
    - Explain the safety program and direct them to the ***Production Safety Manual*** at www.safetyontheset.com.
    - Ensure ***New and Young Worker Orientations*** are given to all cast and crew new to the Production and whenever appropriate.
    - Discuss the safety aspects of the day's activities and the specific and general hazards of the location.
- Discuss elements of the ***Emergency Response Plan***, such as the location of emergency equipment and exits on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of fire.
- 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.).
- Conduct or arrange safety training for appropriate cast and crew members:
    - WHMIS for chemical containing products.
    - Fire suppression training.
    - Personal protective equipment for eye, ear, respiratory, etc. hazards.
    - Fall protection training for workers exposed to the danger of a fall.
    - Special tools, equipment, or vehicles used.
- Consult with **Production Manager** or the **Production Safety Representative** to determine the specific training needs of the production.
- Document all training and forward to the **Production Office Coordinator**.
- 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 for all cast and crew. Document this meeting on the ***Daily Production Report.***

    - Any time a new process, substance or procedure is introduced.
    - Any time there has been a substantial change to a previously rehearsed activity.
- Document special effect rehearsals on the ***Daily Production Report***. Conduct an additional rehearsal for any substantial change to the special effect and document it on the ***Daily Production Report***. Ensure all involved cast and crew understand the change.
- See to it that safety literature is properly distributed:
    - Special Effects Coordinators should distribute General Safety Guidelines for Production and Additional Safety Guidelines for Special Effects and have each employee sign an Employee Acknowledgment. Return signed Employee Acknowledgments to the **Production Office Coordinator.**
    - Distribute or Actsafe bulletins relating to specific hazards to cast and crew or attach to the call sheet.
    - With help from the **Production Safety Representative**, see to it that special literature such as *Safety Data Sheets* (SDS's) are available.
- Document all OHSP activities:
    - Complete the ***Special Effects Risk Assessment*** form for any activity where there is a risk of serious injury or property damage. This shall be sent to the **Production Safety Representative** at least three days before filming.
    - Make sure that all safety meetings held throughout the day are noted on the ***Daily Production Report***, including key department heads and, stunt and special effects meetings, etc.
- Any bulletins or special correspondence should be submitted to the **Production Office Coordinator**.
- Need for engineering report/protocols?

Communicate and Troubleshoot:

- Communicate to the Location Manager any new hazards you are introducing to a filming location so that, if necessary, the ***Location Hazard Assessment*** can be updated. This will inform other departments of your activities and allow them to implement control measures.
- Confirm that the work site is inspected to see that it is free from recognized hazards. Correct any hazards. (e.g., blocked exits, blocked fire lanes, trip and fall hazards, faulty equipment, etc.).
- See to it that any required personal protective equipment is used by cast and crew (e.g., earplugs, harnesses, safety belts, etc.).
- Consult with the **Production Manager** 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 incidents 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.)
- Clear the area and protect cast and crew from further injury.
- Preserve the scene and evidence for further investigation.
- Immediately notify the **Production Manager.** If not available notify the **Production Executive** and the **Production Safety Representative**.

Coordinate WorkSafeBC/Government Inspector/Investigator Activities

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

TRANSPORTATION CAPTAIN/COORDINATOR

Safety Program Information for the 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 (OHSP).

Responsibilities of the Transportation Captain/Coordinator

The **Transportation Captain/Coordinator i**s responsible for conveying current safety requirements to all transportation crew members, provides guidance for meeting OHSP goals, 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.

Supply of Equipment

If the **Transportation Captain/Coordinator** supplies equipment to the production, either directly or indirectly on behalf of any entity (including an entity in which the **Transportation Captain/Coordinator** has a financial interest), the **Transportation Captain/Coordinator** shall, in respect of any such equipment supplied to the production, ensure that the equipment (a) is in good condition, (b) complies with Occupational Health and Safety Regulations, and (c) is maintained in good condition.

Production Start-Up

- Visit **www.safetyontheset.com** to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices etc.) and read the ***Production Safety Manual***. Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the ***Production Safety Manual***
- Visit the Box folder to download and read the ***Production Safety Manual*** and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Review the ***General Safety Guidelines for Production*** and sign the ***Acknowledgment Form***
- Attend the **Studio Safety Orientation**
- 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**.
- Make sure everyone on your transportation crew is given and reads a copy of the ***General Safety Guidelines for Production*** and signs the accompanying ***Employee Acknowledgment***.

On Production

Implement the Occupational Health and Safety Program

- Ensure all drivers carry a certification for each piece of equipment they will be asked to drive. Make a copy of these certifications and keep them on file with the **Production Office Coordinator**.
- Ensure that all workers that you're responsible for have received and read the ***Location Hazard Assessment***, or that the hazards and controls noted have been communicated to them verbally.
- Assess the need for personal protective equipment by members of your department and determine the appropriate personal protective equipment for their duties.
- Conduct safety meetings on the first day of work for your crew:
    - Explain the safety program and direct them to the ***Production Safety Manual*** at www.safetyontheset.com.
    - Ensure ***New and Young Worker Orientations*** are given to all crew new to the Production and whenever appropriate.
    - Discuss the safety aspects of the day's activities and the hazards of the location.
    - 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.).
    - Discuss elements of the ***Emergency Response Plan***, such as the location of emergency equipment, exits on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of a fire.
- Ensure all drivers are familiar with, and inspect, their vehicle's emergency equipment.
- Conduct or arrange safety training for all transportation crew members:
- Any heavy construction equipment they will be expected to operate.
- Tools, equipment, or vehicles.
- Consult with **Production Manager** or the **Production Safety Representative** to determine the specific training needs of the production.
- Document all training and forward to the **Production Office Coordinator**.
- Conduct additional safety meetings in the following situations:
    - Any time the crew is exposed to a new hazard (e.g., driving hazards, new equipment, high tension wires or any other site concern, etc.).
    - Whenever a new crew member or independent contractor arrives.
    - Any time there is a significant change in work site or multiple work sites, the supervisor at each site should orient workers to all hazards.
- See to it that safety literature is properly distributed:
    - 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 the ***Employee Acknowledgment***.

    - Return the signed *Employee Acknowledgments* to the Production Office Coordinator.
    - Distribute Actsafe bulletins (available at www.safetyonthesetc.om) relating to specific hazards as they are identified and/or attach to the call sheet (e.g., road conditions, extreme weather, etc.).
    - 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.
- Document all safety activities:
- Document all safety training using the ***Safety Meeting Attendance*** form.
- Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

- Communicate to the Location Manager any new hazards you are introducing to a filming location so that, if necessary, the ***Location Hazard Assessment*** can be updated. This will inform other departments of your activities and allow them to implement control measures.
- 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.
- See to it that safety equipment is provided and being used (e.g., wheel chocks, back up warning signal, dead-man switches on elevated truck lifts, etc.).
- Verify that your crew has the proper license(s) to operate assigned equipment and vehicles.
- Consult with the **Production Manager** and/or the **Production Safety Representative** to resolve safety concerns.
- Correct any hazards discovered on equipment and vehicles.
- Enforce the ***General Safety Guidelines for Production***. Document verbal warnings and disciplinary actions.
- Resolve crew safety issues.

Coordinate Response to Serious Incidents and Emergencies

- Respond to all work site emergencies and incidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger
- Summon emergency medical assistance immediately.
- Clear the area and protect the crew from further injury.
- Preserve the scene and evidence for further investigation.
- Immediately notify the **Production Manager**. 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:

- Immediately notify the **Production Manager**. If not available contact the **1st AD** and the **Production Safety Representative**.
- Request the official's credentials and determine their validity.
- Determine the nature of the visit.
- See to it that all work activity is stopped in the area to be inspected/investigated.
- The **Production Manager** or **1st AD** should accompany the inspector/investigator on the site survey.

FIRST AID ATTENDANT

Safety Program Information for the First Attendant

In addition to your Health and Safety responsibilities, **First Aid Attendants** 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** shall receive information on every employee treated for a work-related injury or illness.

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 the **Production Safety Representative.**

Participation in the Occupational Health and Safety Program

Read and Understand the Safety Literature

- Obtain and review the *General Safety Guidelines for Production*. Sign the *Employee Acknowledgement* form and turn it in to the Production Office Coordinator.
- If on location read the *Location Hazard Assessment*.
- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices etc.) and read the *Production Safety Manual*.
- Read the distributed Actsafe bulletins related to the specific hazards that you may encounter on the production (i.e. helicopters, firearms, appropriate clothing, etc.)

Attend and participate in Safety Meetings and Safety Talks

- Review safety aspects of the day's activities and the hazards of the location.
- Ensure that *First Aid Procedures* are available from the Locations department.
- Review elements of the *Emergency Response Plan*, such as the location of emergency equipment, exits and evacuation plans in case of fire, nearest hospital name, location, and phone number, etc.

Serious Incidents, Injuries

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.

- If an injury is serious, call for an ambulance for treatment and transportation to a hospital. Ensure the employee's supervisor has arranged for a return ride from the hospital. Contact the **Production Manager** as soon as possible. If you cannot reach the **Production Manager,** call the **Production Office Coordinator** and the **Production Safety Representative.**

All Injuries

For any injuries or treatment, the First Aid attendant shall do the following:

- Notify the Production office of the injury or treatment.
- Fill out a ***First Aid Record.*** Record the patient's recounting of events in quotes. Do not speculate.
- Send the completed *First Aid Record* to the **Production Safety Representative** and the **Production Office Coordinator**
- Document the injury in your treatment log or notes.

If the Employee May Have Been Injured or Does Not Want Treatment

- Tell the employee that if they later decide 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*** (F7) can be filed.
- Complete a ***First Aid Record*** and send it to your **Production Office Coordinator**. When completing the form, record what the patient says but do not speculate.
- Document the injury in your injury log.
- Complete a ***Right of Refusal of First Aid*** form if the employee refuses to be treated at the scene of the incident or transported to the hospital. Submit to the **Production Office Coordinator**.

Documenting Treatment

- Maintain a record of all reported or treated injuries and exposures that take place at your workplace.
- Secure and limit access to records and documents only to those with a need to review the records.

PRODUCTION OFFICE COORDINATOR

Safety Program Information for the Production Office Coordinator (POC)

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 (OHSP).

Responsibilities of the Production Office Coordinator

The **Production Office Coordinator** shall maintain a library of safety information including copies of all safety program documentation as described in this ***Production Safety Manual***. It is the **POC's** responsibility, along with the **Production Manager**, to see to it that all necessary OHSP documentation (forms, certifications, etc.) are completed in a timely manner and forwarded to the **Production Executive** and **Production Safety Representative** as necessary. The **Production Safety Representative** will help orient you to the Studio's Box Folder safety document filing system.

Training Documents

- Ensure that departments operating mobile equipment are turning in copies of certifications for each piece of equipment they will be asked to drive (e.g., forklifts, elevating work platforms, etc.) Keep them on file.
- 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)* or ***Safe Work Procedures (SWPs)***. Keep them on file.
- Ensure that a signed ***Acknowledgment Form*** of receipt of ***General Safety Guidelines for Production*** is on file for all employees from all departments.
- 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

- As soon as possible, call the **Production Safety Representative** to arrange for **Studio Safety Orientation** for all Department heads and key personnel.
- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the ***Production Safety Manual***
- Visit the Box folder to download and read the ***Production Safety Manual*** and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. Send a Department Heads a link to the Box folder on their first week of employment

- Review the *General Safety Guidelines for Production* and sign the *Acknowledgment Form*
- Attend the **Studio Safety Orientation**

Coordinate the Documentation of all OHSP Activities

Ensure the following have been turned into the Production Office:

- *Employee Acknowledgment of General Safety Guidelines for Production*
- *Employee Acknowledgment of Additional Safety Guidelines for Special Effects*

On Production

Ensure the following are turned into the Production office:

- *Stage Hazard Assessments*
- *Construction Hazard Assessment Checklists*
- *Location Hazard Assessments*
- *New and Young Worker Orientations*
- *Incident Investigation Reports*
- *Safety Hazard Reports*
- *Safety Meeting Attendance*
- *First Aid Records*
- *Joint Occupational Health and Safety Committee Reports*
- *Employer Reports of Injury or Occupational Disease (F7s)*
- *Right of Refusal of Medical Aid*
- 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.
- If your duties include distributing *Calls Sheets*, always attach any Actsafe bulletins or other notices deemed appropriate by your **Production Manager** or **1st AD** or **2nd AD** and ensure they are referenced on the call sheet.

Injuries and Illnesses

Maintain a log of all injuries and illnesses to anyone on your production:

- You should receive a *First Aid Record* 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 injury, then an *Employer's Report of Injury or Occupational Disease* (F7) shall be submitted to WorkSafeBC within 3 working days.

- Once it has been determined that an F7 is required then an ***Incident and Investigation Report*** shall be required from the **Joint Occupational Health and Safety Committee** and shall be submitted to WorkSafeBC within 30 days. Send these forms to the **Production Safety Representative** for review prior to submission. See the ***Incident Reporting Procedures*** section of the ***Production Safety Manual*** for further guidance.

- If the patient has refused medical attention, you should also receive a completed Refusal of Medical Aid form from the First Aid Attendant.
- Some injuries and illnesses (e.g., concussions or heart conditions) may require a Physician's letter before the worker can return to work. Contact your **Production Safety Representative** for guidance.

Injury Notification to the Studio

All injuries are to be reported by the Production Office to the. Studio using the online Injury/Accident/Incident form which can be found on the website www.safetyontheset.com or https://forms.wb.com/incidentlog.

Serious Accidents, Injuries and Mishaps

See: ***Section 8: Incident Reporting Procedures*** in this manual.

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 incident, injury or mishap, the **Production Manager**, or in his/her absence, the **1st Assistant Director.** Follow the ***Incident Reporting Procedures*** found in this manual**.** It is the **Production Office Coordinator's** responsibility to see that correct reporting instructions are available to the **Production Manager** and **1st AD**.

Show Wrap

See to it that all OHSP documents have been collected and forwarded to the **Production Executive** prior to closing the production office.

Hazardous Waste Disposal

All chemicals shall 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**.

PRODUCTION DESIGNER

Safety Program Information for the Production Designer

The following information outlines your specific position and is provided to help you understand your part in your Production's Occupational Health and Safety Program (OHSP).

Responsibilities of the Production Designer

The **Production Designer** shall practice due diligence in ensuring sets are built to protect worker health and safety.

The **Production Designer** is responsible for conveying current safety requirements to all Art department members, provides guidance for meeting the goals of the Occupational Health and Safety Program and supervises, trains, and sees to it that the Art department supervisors meet their OHSP responsibilities.

Production Start-Up

- Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafe bulletins, safety meeting documents, Codes of Safe Practices, Safety Talks, etc.) and read the *Production Safety Manual*
- Visit the Box folder to download and read the *Production Safety Manual* and other safety documents. The Box folder is used by Production to retain all collected safety information including training, inspection, and safety meeting records. The **Production Office Coordinator** will send a link to the Box folder on the first week of employment
- Review the *General Safety Guidelines for Production* and sign the *Acknowledgment Form*
- Attend the **Studio Safety Orientation**
- Familiarize yourself with the *Set Design, Construction and Inspection Requirements* found in the Production Safety Manual.
- Before you begin set construction, meet with the **Production Safety Representative.**
- 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.**
- Conduct and document safety meetings for your crew prior to starting the first day of work:
    - Explain the safety program and direct them to the *Production Safety Manual* at www.safetyontheset.com.
    - Ensure *New and Young Worker Orientations* are given to all cast and crew new to the Production and whenever appropriate.
    - Ensure they have received the *General Safety Guidelines for Production* and signed the *Employee Acknowledgment* form.

    - Discuss the safety aspects of the day's activities and the hazards of the site.
    - Discuss elements of the ***Emergency Response Plan***, such as the location of emergency equipment and exits on all stages, and interior set and off-lot locations, and explain emergency procedures such as evacuation plans in case of fire.
    - 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.).
- Conduct or arrange safety training for your crew who have not been trained:
    - WHIMS training for chemical containing products.
    - Personal protective equipment for eye, ear, respiratory, etc. hazards.
    - Fall protection training for workers exposed to the danger of a fall.
    - Special tools, equipment, or vehicles used.
- Consult with the **Production Safety Representative** to determine the specific training needs of your crew.
- Document all training and forward to the **Production Office Coordinator**.
- Conduct additional safety meetings in the following situations:
    - Prior to rigging or testing of any specialized equipment.
    - Any time crew is exposed to a hazard (e.g., special products, pyrotechnics, etc.).
    - Any time new crew members join the department.
    - Any time there is a change in location or work site.
    - Any time a new process is introduced (e.g., special foams, chemicals, tools, etc.).
- Distribute safety literature:
    - Give the ***General Safety Guidelines for Production*** 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 it to the Production Office Coordinator.
- Distribute safety literature on specific hazards to your crew (e.g., appropriate clothing and shoes, aerial platforms, lift gates, etc.).
- Document all Occupational Health and Safety Program activities:
    - Any bulletins or special correspondence are to be forwarded to the **Production Office Coordinator**.
    - Document all Safety Meetings and safety training using the ***Safety Meeting Attendance*** form. Forward copies to the **Production Office Coordinator**.
    - Document all New and Young Worker Orientations with the ***New and Young Worker Orientation*** *form*

On Production

- Assess the need for personal protective equipment by members of your department and determine the appropriate personal protective equipment for their duties.
- Ensure that all workers that you're responsible for have received and read the ***Location Hazard Assessment***, or that the hazards and controls noted have been communicated to them verbally.
- Communicate to the Location Manager any new hazards you are introducing to a filming location so that, if necessary, the ***Location Hazard Assessment*** can be updated. This will inform other departments of your activities and allow them to implement control measures.
- Ensure ***New and Young Worker Orientations*** are given to all cast and crew new to the Production and whenever appropriate.

Monitor All Sets

- Inspect, on an ongoing basis, for changes that could produce hazards (e.g., unauthorized set modifications, improper storage of equipment, etc.).
- See to it that all sets are being inspected by other departments on a regular basis as per the ***Production Safety Manual*** so that they are free from hazards. Correct, or have corrected, any hazards that are found.
- Consult with the **Production Manager** and the **Production Safety Representative** to resolve set safety concerns.

Documentation:

Complete a file for each set constructed and deliver to the **Production Office Coordinator**.

WORKER'S COMPENSATION ACT SAFETY RESPONSIBILITIES

In British Columbia the General Duties of workers, supervisors and employers are set out in the *Worker's Compensation Act* and are detailed below.

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 the Worker's Compensation Act, 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 the Worker's Compensation Act., the regulations, and any applicable orders, and

(iii) are made aware of their rights and duties under the Worker's Compensation Act 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 the Worker's Compensation 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 committee and worker health and safety representatives for workplaces of the employer, and

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

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 their health and safety and the health and safety of other persons who may be affected by their acts or omissions at work, and

(b) comply with the Worker's Compensation Act, 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 their supervisor or employer

(i) any contravention of this Workers Compensation Act, 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

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

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 Worker's Compensation Board, officers of the Board and any other person carrying out a duty under this Part or the regulations.

STEPS TO FOLLOW WHEN WORK MIGHT BE CONSIDERED UNSAFE:

Workers in B.C. have the right to refuse unsafe work. Section 3.12 of the Occupational Health and Safety Regulation spells out the right of a worker to refuse work if there is reasonable cause to believe it would create an undue hazard to their health and safety. An "undue hazard" would include a condition at the workplace that may expose a worker to an excessive or unwarranted risk of injury or occupational disease.

1. A worker who refuses to carry out work must immediately report the circumstances to their supervisor or employer, and the supervisor or employer must immediately investigate the matter.

2. While investigating, a supervisor or employer may temporarily assign a worker a new task, at no loss in pay, until the issue is resolved. Workers cannot be disciplined for refusing unsafe work. At the conclusion of an investigation, the employer must either remedy the unsafe circumstance immediately, or inform the worker that they do not accept their concern as being valid.

3. When a worker and employer disagree, if a worker is not satisfied with the findings of an investigation into their refusal of unsafe work, the employer must continue the investigation 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.

4. If the matter is still not resolved, the worker and the supervisor or employer must contact WorkSafeBC. A WorkSafeBC prevention officer will then investigate and take steps to find a workable solution.

If a worker refuses unsafe work, the employer must not assign another worker to the task without informing them in writing of the refusal and the reported unsafe condition. Under section 3.12.1 of the OHSR, employers are required to notify workers in writing of any unresolved work refusal due to safety concerns. It also requires employers to tell the subsequent worker the specific reasons the first worker felt the task was unsafe. The employer must also explain why the task would not create an undue hazard to their health and safety.

3. TRAINING AND INSTRUCTION

SAFETY ORIENTATIONS AND TRAINING

Safety Orientations

All workers should be orientated to identified or potential hazards in the workplace. The extent of the orientation is dependent on whether or not the worker is new to the production. Workers new to the production require a detailed ***New and Young Worker Orientation*** covering mandatory predetermined topics in addition to the hazards known to be at their work location. Workers not new to the production need only be orientated to the hazards known to be at their work location, normally accomplished with a ***Location Hazard Assessment*** form.

New and Young Worker Orientations

A ***New and Young Worker Orientation*** should be given to every cast and crew member on their first day of work. Supervisors shall meet with new workers to provide them with the ***New and Young Worker Orientation*** and review general safety requirements. The New and Young Worker Orientation shall cover the subjects required by British Columbia (BC) OHS Regulations. The ***New and Young Worker Orientation*** form was developed to assist in delivering the orientation to cast and crew on their first day at the production.

Cast and Crew Orientations

All cast and crew require a safety orientation when working at a location that they have not been to before, or if there have been significant changes at that location. Supervisors should ensure that workers have read the ***Location Hazard Assessment*** or, alternatively, supervisors can deliver the information verbally. If a ***Locations Hazard Assessment*** form is not available, cast and crew are still required to be effectively orientated to the hazards at the location. Supervisors should document all orientations.

Safety Talks

If there are scenes involving stunts, special effects, aircraft, wild animals or other potentially hazardous conditions, a hazard-specific **Safety Talk** should be held by the 1st AD and documented by the AD department on the ***Daily Production Report***. Safety Talks should include attendance by all cast and crew.

Potentially hazardous situations should be clearly identified on the Call Sheet for the day's filming. If available, a **Safety Bulletin** or other special notification addressing the hazard should also be attached to the Call Sheet.

Safety Meetings

Regular safety meetings are mandatory under WorksafeBC regulations and involve bringing together workers, supervisors, and employers to discuss and address potential hazards and risks in the workplace. These meetings are typically held on a regular basis, such as weekly or monthly, and provide an opportunity for everyone to share their concerns and experiences related to workplace safety.

The purpose of regular safety meetings is to promote awareness of workplace hazards and to provide a forum for workers and management to communicate about safety-related issues. By discussing potential hazards and sharing best practices for prevention, regular safety meetings can help provide essential training and prevent accidents and injuries from occurring.

During these meetings, participants can discuss topics such as safe working procedures for equipment and tools, personal protective equipment, emergency procedures, hazard identification, incident reporting, and other safety-related issues. Department Heads are responsible for ensuring that the meetings are held regularly, that workers are informed about the meetings, and that they are documented in accordance with WorkSafeBC regulations.

Visitors

All visitors should be provided with a production identification badge. The production should orient any unescorted visitors to the production's ***Emergency Response Plan*** and ***Location Hazard Assessment***. Visitors who have not had a safety orientation should be escorted at all times by a production employee while on production property or locations.

Contractors

Department heads should notify the Production Manager of contractors working at any production location.

The Production Office should:

- Ensure that the activities of all employers, workers and other persons at the workplace relating to occupational health and safety are coordinated
- Do everything that is reasonably practicable to establish and maintain a system or process that shall ensure compliance with BC OHS regulations in respect of the workplace
- Ask employers of workers at a multiple-employer workplace to give to the Production Office the name of the person the employer has designated to supervise the employer's workers at that workplace

TRAINING

Training shall 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 and sent to the production office for recordkeeping purposes.

As crew members are hired, they should provide copies of their past training to the Production Office Coordinator for retention. This includes but is not limited to:

- WHMIS training
- Hearing test documentation
- Respiratory protection fit test records
- Lift Training
- Fall Protection

Documentation and/or certifications required for a specific position should be retained with the Production Office Coordinator.

On the job training

Workers require supervised, hands-on training in the tasks they'll perform before they start a job. Ensure workers are trained in how to do the following:

- Perform tasks safely
- Operate machines and equipment safely
- Use and maintain any required personal protective equipment
- Follow safe work procedures

When training new workers, general procedures to follow are:

- Provide an overview of each task, including all safety precautions and safe work procedures
- Demonstrate and describe the task, going through the steps slowly
- Observe the worker on the job and check their progress

It is good practice to record on the job training given to workers

Provide supervision and ongoing training

Supervisors should regularly observe workers to check that they're still following safe work procedures. And conduct informal discussions or crew talks with workers to talk about specific health and safety issues. Encourage workers to ask questions and provide feedback.

Training records

Supervisors should maintain records of the education, training, and supervision for each worker.

Documents

- *Safety Meeting Attendance*
- *New and Young Worker Orientation*
- *Location Hazard Assessment*

4. COMMUNICATION

LOCATION HAZARD ASSESSMENT AND COMMUNICATION

Introduction

The identification of hazards at any location where production is working or planning to work, is the first step towards ensuring a safe and healthy work environment for all cast and crew. The requirement to identify hazards applies to all locations whether they are outdoor spaces for filming, studio stages, rehearsal spaces, sets, shops, mills, or offices used by one department, or many.

When hazards are identified at a location the production has a responsibility to ensure that all cast and crew are made aware of known and identified potential hazards. The procedures to communicate hazards may change from location to location, but the requirement to communicate them remains the same.

The procedures to identify and communicate hazards, and the responsibility to control hazards are described below.

Shooting Location Hazards

Scope

This section explains the procedures to identify, communicate and control hazards at filming locations during prep, shooting, strike and wrap.

Responsibilities

The Producer, Production Manager, Department Heads and crew each play a role in identifying, communicating, and controlling location hazards.

Responsibilities include but are not limited to the following:

Production

- **The Location Manager** should ensure that all known hazards at filming locations are identified and communicated to the Producer and Production Manager using the ***Location Hazard Assessment*** prior to prep, shooting, strike and wrap
- **The Production Manager** should ensure that all cast and crew are oriented to the hazards of a location prior to work beginning on prep, shoot, strike or wrap
- **Department Heads** should ensure their supervisors are oriented to the hazards of the location and that adequate control measures are in place and communicated to all their department members. Department Heads are responsible for notifying production of any hazards they are introducing to a location so that any new hazard may be communicated by production to other departments at the location

Supervisors

- Ensuring that cast or crew under their supervision has been oriented to all known hazards and controls at a location
- Confirming that their crew has read and understood the ***Location Hazard Assessment*** and/or delivering a Safety Talk based on the information contained in the assessment

Workers

- Reading the ***Location Hazard Assessment*** and/or attending the Safety Talks discussing the information contained in the assessment and seeking clarification on any information that is not fully understood.

Identifying Hazards on Location

The Location Manager is responsible for ensuring that all known and foreseeable hazards present on location are identified and communicated. A ***Location Hazard Assessment*** shall be completed and sent to the Production Manager for distribution to all cast and crew prior to prep, shooting, strike and wrap activities.

When scouting, surveying, and securing locations, the Location Manager, or their delegate, shall identify environmental concerns and other hazardous conditions. These conditions can affect the location selection and/or the necessary control measures, lead time, and expenditure required to mitigate the hazards.

Each location is unique but there are common conditions that may affect the health and safety of cast, crew, and the public.

Be sure to consider the following conditions that may not be visibly identifiable hazards but shall nonetheless have the potential to affect the health and safety of cast, crew, and the public:

- Working alone or in isolation
- Proximity of location to production office, accommodations, or base camp
- Condition of buildings (e.g., structural, electrical, plumbing, heating, and ventilation)
- Current activities by other employers (e.g., construction, remediation, or other works)
- Hazardous substances, and contaminants that may affect air quality
- Building access and firefighting capabilities (e.g., stairs and elevators)
- Geography, climate, and terrain
- Road conditions and traffic, including parking, site access, and railway lines
- Nearby industries, businesses, and private residences
- Nearby facilities and amenities, including access to shelter, power, water, and sewage
- Distances and routes to medical treatment, including obstacles that may affect travel time
- Pests, fauna, flora, dangerous wildlife, or animals
- Security requirements, including restricted-access areas
- Potential for violence (e.g., high-crime or drug areas)

- Communications, including availability of cellular or satellite signals
- Remote locations?
- Potential for natural disasters, such as wildfires, avalanches, flooding, thunderstorms, earthquakes, tsunamis, landslides, or weather extremes

Location Staff Training

The production shall ensure that location staff are trained in the identification of environmental and safety issues that may present a risk to the crew and cast. This training shall cover issues such as asbestos/lead/mold in buildings, chemical exposures and handling, and hazard identification. Refer to the *Hazard Identification and Controls* document for more information on identifying and controlling hazards.

Property Owners

Property owners are responsible for informing occupants about known hazards on their properties. If hazards are identified by the property owner, document them on the *Location Hazard Assessment*. Ask the property owner for other pertinent information such as asbestos inventories, engineering reports, previous environmental assessments, floor plans, load bearing capacities, and known structural issues.

Hazardous Materials

The Location Manager shall ensure that the property owner has identified all hazardous materials present in the space (e.g., asbestos, lead, chemicals). Where hazardous materials are present at the location, it shall be included on the *Location Hazard Assessment* and identified to prep, shooting, strike and wrap crews.

Environmental Hazards at Unoccupied Locations

The Location Manager shall ensure that an assessment of environmental hazards is conducted at abandoned, unoccupied or vacant sites, or when there is reason to suspect that hazardous materials may be present. This assessment shall take into consideration chemical hazards, asbestos, lead, and other airborne hazards. This assessment may require the assistance of outside specialists. Contact your production safety representative for assistance, if needed.

Confined Spaces

Where locations have confined spaces the Production Manager should be contacted so that confined space entry procedures can be developed and implemented prior to activities taking place. A **confined space** is 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.

Communicating Shooting Location Hazards

Once hazards are determined to be present, the next step is to communicate the hazards prior to crew or cast arriving at the location. Everyone has a right to know the hazards present at a location. As such, it is imperative that the hazards are communicated to them either verbally or in writing, prior to or immediately upon arrival at a location, and before work begins.

The ***Location Hazard Assessment*** is used to orient each cast and crew member on a location to the hazards known to exist at the location whether prepping, shooting, or wrapping. The ***Location Hazard Assessment*** form is completed by the Location Manager or their department designee and communicated to the Production Manager prior to work beginning at the location.

- When completing or contributing to a ***Location Hazard Assessment***, keep in mind the following: **The Location Manager** should be mainly concerned with the identification of hazards present at the location, the hazards that their department is introducing to the site, and the control measures required to keep their department members safe. While Location Managers may be called upon to assist in developing control measures to mitigate hazards for any or all departments, particularly in the case of environmental hazards, their primary purpose in filling out the ***Location Hazard Assessment*** is to identify to production the hazards present at the location.
- **The Production Manager** should be primarily concerned with the control measures used to eliminate or mitigate hazards that affect all cast and crew or the public. Often this duty shall be assigned to the Locations department by the Production Manager.
- **Heads of Department** should be primarily concerned with communicating to the Location Manager any hazards that their department is introducing to the location and determining adequate hazard control measures for any hazards identified affecting members of their department.

Prep and Shooting Production Location Hazard Communication

The ***Location Hazard Assessment*** is a living document that may evolve as the production moves through all the phases of prep, shooting and wrap. The following explains how the ***Location Hazard Assessment*** is developed and communicated throughout the entire production process.

Location Scouts and Surveys

During the location scout and subsequent location visits the Location Manager shall identify and document all known hazards on the ***Location Hazard Assessment***. This form should be completed to the greatest degree possible prior to the company tech survey. During the scout and initial visits to the location, the Location Manager is primarily concerned with hazards that are associated with the location itself. Hazards that are a result of production activities are to be addressed as they become apparent during tech surveys and

production meetings and are to be included in the ***Location Hazard Assessment*** prior to prep, shooting, strike and wrap activities.

The Location Manager should communicate to the Production Manager all known hazards present at the location. This information should also be communicated to all participating personnel prior to the tech survey. It is required that all personnel on a tech survey be oriented to the hazards of a location or otherwise diligently guided by someone with knowledge of the location's hazards.

Prep/Strike/Wrap Days

Prior to prep work commencing, the Location Manager should have completed a ***Location Hazard Assessment*** listing all known hazards at the location and distributed it to the Production Manager for review. The Production Manager should direct the Locations department as to further distribution to Department Heads or other key personnel. Depending on the nature of the hazards, the Production Manager may work with the Locations department to identify controls to be implemented for the safety of all departments during prep, strike and wrap.

Follow the steps outlined below to communicate prep day hazards:

1. Potential hazards created by any department during prep, along with suggested controls, should be communicated by the Department head to the Locations department for inclusion in the pre-production ***Location Hazard Assessment***.
2. The Locations department should update the ***Location Hazard Assessment*** to reflect any new hazards and/or controls for prep days. The Location Manager is responsible for sending the updated ***Location Hazard Assessment*** to the Production Manager who should ensure distribution to all Department Heads.
3. Department Heads should identify departmental controls for any of the hazards listed on the ***Location Hazard Assessment*** that may impact their crew and ensure that it is distributed to all members of their department.
4. Supervisors shall ensure that, prior to starting work at a new location, each worker has received a copy of the ***Location Hazard Assessment*** and/or a verbal orientation to all hazards and controls identified in the assessment.

In addition to listing all known hazards, the Locations department should ensure that the following safety information is included on the ***Location Hazard Assessment***:

- The name and contact information for the first aid attendant on duty.
- The location of emergency exits and the muster point.
- The location of fire extinguishers and fire alarm stations
- How to report an emergency

Shooting Days

Follow the steps outlined below to communicate shooting day hazards:

1. Prior to shooting day, all departments should communicate to the Locations department any potentially hazardous activities that could affect the health and safety of another department's cast or crew during filming.
2. The Locations department should update the ***Location Hazard Assessment*** to reflect any new hazards and/or controls for shooting days and deliver it to the Production Manager for review. The Production Manager is responsible to ensure that it is distributed to all Department Heads prior to shooting commencing.
3. Department Heads should ensure that all department members receive the updated shooting day ***Location Hazard Assessment***. Supervisors are responsible to ensure that each of their workers has received the ***Location Hazard Assessment*** document and/or that all the information contained in the assessment is communicated to them at least verbally.
4. The AD department should ensure that a ***Location Hazard Assessment*** is appended to the Call Sheet and attached to the email distribution of the Call Sheet. The 1st AD would relay the hazards included in the updated shooting day ***Location Hazard Assessment*** along with any additional safety information in the pre-shoot Safety Talk.

Safety Talks

In addition to the ***Location Hazard Assessment*** the 1st AD conducts a Safety Talk prior to the day's filming and prior to scenes involving potentially hazardous activities such as stunts, pyrotechnics or drone use. When other departments such as Stunts or Special Effects are planning hazardous activities, it is industry best practice to have them participate in the Safety Talk and have it noted in the Daily Production Report.

While the ***Location Hazard Assessment*** identifies all the known hazards at the location prior to crew call, there are many events that could change the nature and extent of hazards that cast and crew may be exposed to immediately before and throughout the shooting day.

Additional Safety Talks should be held when new hazards come to the attention of the 1st AD or when there is a substantive change in any Special Effects or Stunt sequence. New hazards can develop for many reasons outside the control of the production and may pose a significant danger to cast and crew. When a Production Manager becomes aware of any new or arising hazards, they should contact the 1st AD to communicate the new information to all cast and crew. Arising or newly arisen hazards may include:

- Inclement weather
- Criminal activity or potential violence
- Traffic disruptions
- Hazardous chemical release

- Civil unrest
- Wildlife or animals

Permanent Location Hazards

Scope

Permanent locations are those spaces that production uses for the run of show or for an extended period. Many of these locations are not used for filming and may not be subject to the hazard identification procedures in the *Location Hazard Assessment* process. The responsibility to identify, communicate and control hazards at non-filming locations is shared between the Production Manager, Department Heads and the Joint Occupational Health and Safety Committee.

Permanent locations include:

- Stages
- Department shops, mills, and offices
- Stunt rehearsal spaces
- Lock ups
- Production Offices

Identifying, communicating, and mitigating hazards at these locations is a shared responsibility of all members of production and the Joint Occupational Health and Safety Committee.

Responsibilities

Production

The Production Manager should ensure:

- All permanent locations are regularly inspected for hazards
- All hazards are communicated to anyone affected
- Hazards are mitigated in a timely fashion

Supervisors

Department Heads should ensure:

- Permanent locations they are responsible for are regularly inspected for hazards
- All hazards are communicated to anyone affected
- Hazards are mitigated in a timely fashion

Workers

Workers should ensure:

- That they notify their supervisor or worker representative of known hazards at the location, and if within their competence, mitigate them in a timely fashion

Joint Occupational Health and Safety Committee

The JOHSC shall ensure:

- Participation in regular permanent location inspections and that regular production-mandated departmental inspections are occurring

Identifying Hazards at Permanent Locations

At permanent locations, new hazards that are introduced to the location should be communicated to the Production Manager and JOHSC by the Department head responsible for the hazardous activity, equipment or material being introduced to the location.

At each permanent location, all areas—including exterior property--should be regularly inspected to identify any existing or foreseeable hazards.

For further guidance, see the **Inspections and Monitoring** section in this manual.

New Buildings or Facilities

Prior to taking possession of a new property, the production should identify any existing health and safety hazards that exist, including:

- Fire protection systems
- Emergency exits
- HVAC systems
- Grounds/Lot physical hazards
- Environmental hazards (asbestos, lead, mold)
- Hazardous materials
- Structural load capacities

Use the ***Pre-Lease Considerations Form*** when investigating new buildings or facilities being considered for production use.

All Permanent Locations

Regular Department head and Joint Occupational Health and Safety Committee (JOHSC) inspections serve to identify hazards at permanent locations not intended for filming. The Production Manager and the JOHSC should receive inspection reports for all permanent locations and ensure that inspections occur on a regular basis.

All crew attending to a permanent location for the first time, or when new hazardous activities, equipment, or materials have been introduced to the location need to be oriented to the hazards present.

The Production Manager should ensure that all regulatory and employer requirements for hazard identification and emergency response are met at permanent locations.

These requirements include:

- Emergency Response Plans
- Safety boards and postings
- Fire protection and emergency equipment provision and servicing
- Emergency exit signage
- Emergency lighting
- Municipal Permits (e.g., occupancy, structural, fire, plumbing and electrical)
- Permanent equipment servicing (e.g., HVAC, overhead doors etc.)
- Exterior property safety (e.g., fire access lanes, snow clearing, parking lot grading)

Department Heads installing, storing, or utilizing equipment or materials at permanent locations are responsible for their regular inspection and maintenance, and for ensuring that neither present a hazard to cast or crew. Departments shall not introduce hazardous materials to a location without consulting with the JOHSC beforehand.

Single Department Permanent Locations

When a location is occupied by only one Department, the Department head at that location shall carry out regular inspections to ensure that hazards are identified, communicated to crew, and controlled. The Department head should inform the Production Manager of any unmitigated hazards. Records of inspections are to be submitted to the JOHSC prior to each scheduled meeting. Unless they are not reasonably available, a worker representative from the JOHSC should accompany the Department head on all inspections.

Multi-Department Permanent Locations

The Production Manager should ensure that all hazards at permanent locations occupied by more than one department are identified, communicated, and controlled through regular inspections by knowledgeable persons. Unless they are not reasonably available, a worker representative from the JOHSC should participate in all inspections.

The JOHSC should ensure that regular inspections are occurring and bring any identified hazards to the attention of the Production Manager.

Stages

General

During non-filming activities, the Production Manager is responsible for identifying, communicating and controlling hazards on stages and sets. The JOHSC should inspect stages and sets on a regular basis to

ensure that all regularly scheduled production-mandated departmental inspections are being carried out, and that no other hazards are evident.

Departmental inspection requirements at stage locations include:

- Production Designer set inspections
- Key Rigging Grip set rigging inspections
- Rigging Gaffer set lighting inspections
- Construction Coordinator mill and construction zone inspections

Filming on Stages

Prior to filming on stages, the Location Manager should confirm that the production has identified all location hazards and fulfilled the requirements for emergency planning at the stages and sets where shooting is occurring.

Requirements include:

- *Emergency Response Plan*
- Safety boards and postings
- Fire Safety Plan and emergency equipment
- First Aid Room
- Emergency exit signage
- Emergency lighting
- Exterior property safety (e.g., fire access lanes, snow clearing, lighting)
- *Set Hazard Inspection Log*
- *First Aid Procedures*

Prior to shooting, the 1st AD should ensure that all shooting sets have been regularly inspected and read any posted *Set Hazard Inspection Log*.

Communicating Hazards at Permanent Locations

At permanent locations, during prep, shooting, strike and wrap, all crew should be oriented to the hazards and emergency procedures on the first day of work.

For further guidance, see the *Safety Orientation and Training* section in this manual.

Prior to filming activities and during the Safety Talk, in addition to relevant shooting hazards, the 1st AD should refer to the hazards referenced on the *Set Hazard Inspection Log* posting.

Documents

- *Location Hazard Assessment*
- *Pre-Lease Considerations*
- *Communicating Hazards Guidance*
- *Hazard Identifications and Controls*
- *Stage Hazard Inspection*
- *Construction Hazard Assessment*
- *Office Hazard Inspection*
- *Set Hazard Inspection Log*

EMERGENCY RESPONSE PLAN

Introduction

Emergencies take on many different forms. Planning and preparation can help productions to deal with emergencies efficiently and effectively. ***Emergency Response Plans*** (ERP) should be written and posted at all permanent workspaces such as offices, shops, lockups, stages, and other filming locations.

Scope

The following information is meant to prepare production for emergencies and how to complete an *Emergency Response Plan.*

Responsibilities

Production

- Develop and implement emergency response plans
- Ensure all employees have been trained in the ***Emergency Response Plan***
- Post the ***Emergency Response Plan*** in each permanent workspace

Emergency Response Plans at Permanent Locations

Every emergency response plan should meet the following minimum requirements:

- Establish muster points
- Establish evacuation routes
- A system to account for evacuated employees
- Emergency drills held and documented at least once per year (where applies)
- Building and site maps posted with evacuation routes
- All emergency exits clearly marked
- All stages have a four-foot wide and seven-foot-tall 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 (a long continuous blast of 5 seconds of more) and for First Aid response (3 short blasts of one second)

See the ***Emergency Response Plan*** for further guidance on these requirements.

Emergency Operations Coordinator

The Emergency Operations Coordinator (EOC) is the person who serves as the primary contact for the production in an emergency. The EOC is responsible for making decisions and following the steps described in the ***Emergency Response Plan***. If the primary contact is unable to fulfill the EOC duties, the secondary contact shall take on this role.

Muster Points and Accountability

Muster points and primary and secondary evacuation routes should be established in the ***Emergency Response Plan***. A headcount system should be established to account for all employees in the event of an evacuation. Department Heads are responsible to provide the EOC with the names of all employees, visitors, and contractors known to be at the location so that an accurate headcount can be taken.

Education and Training

Employees should be educated about the types of emergencies that may occur and should be trained in the proper course of action for emergency situations. Employees should be trained on notification, warning and communication procedures, evacuation and accountability procedures, and the location and use of common emergency equipment. Training should take place at least once per year (where applies), and for any new employees hired.

First Aid

After a disaster or emergency, emergency services may be disrupted or unavailable for some time. It may be necessary to provide immediate care to an injured person if medical professionals cannot be reached. It is important to have a complete first aid kit and first aid training.

For further guidance see the ***First Aid*** section in this manual.

Emergency Response Plans When Filming on Location

When filming on location, emergency procedures are included in the ***Location Hazard Assessment*** and the ***First Aid Procedures*** and should be posted at the AD trailer, Craft Services, and on the safety board.

During the pre-shoot Safety Talk, the information below should be communicated by the 1st AD.

- Who to contact in case of an emergency
- How to contact First Aid
- The location of all emergency exits, evacuation routes, and fire alarm pull stations
- The location of fire extinguishers
- The location of the muster points

Documents

- *First Aid Procedures*
- *Emergency Response Plan*
- *Location Hazard Assessment*

5. ACCIDENT/EXPOSURE INVESTIGATION

FIRST AID

Introduction

The BC Occupational Health and Safety Regulations outline the requirements for first aid in the workplace. This section is intended to help production understand the regulatory requirements of first aid, and how to determine the appropriate level of First Aid for each work location.

Responsibilities

Production

- Provide adequate equipment, supplies, facilities and certified first aid attendants at all work locations as required by BC regulations
- Conduct a first aid assessment to determine the level of first aid, supplies, and emergency transportation needed at each location
- Review the first aid assessment annually (where applies)
- Keep up-to-date written first aid procedures at the worksite
- Provide an effective means for communication between the first aid attendant and the workers
- Maintain a record of all injuries and occupational exposures
- Keep first aid records for at least 3 years

First Aid Attendant

- Provide copies of first aid certificates to the production coordinator upon hiring or start of position
- Promptly provide injured workers with a level of care as per the attendant's training
- Objectively record observed or reported signs and symptoms of injures and occupational exposures
- Refer for medical treatment workers with injuries considered as being serious or beyond the scope of the attendant's training
- Being physically and mentally capable of performing the required duties
- Complete a first aid report for all injuries, illnesses, or occupational exposures
- Promptly provide production with all first aid reports

Workers

- Report to first aid for all injuries, illnesses, or occupational exposures

First Aid Assessment

The production is responsible for providing the first aid requirements as outline in Part 3 of the BC Occupational Health and Safety Regulations. To determine an adequate and appropriate level of first aid coverage, a ***First Aid Assessment*** should be completed at all stages of production (prep, principal, wrap) and at every location that has workers. The assessment should help determine the minimum level of first aid needed at each location as outlined in *Schedule 3-A Minimum Levels of First Aid.*

The 6 steps to completing a first aid assessment are as follows:

1. Identify the number of workplaces
    - First aid coverage is based on total workforce present at each work location. An assessment should be done for each location
2. Identify the workplace hazard rating. This rating reflects the nature and extent of the risks and hazards at the workplace
3. Consider the surface travel time to a hospital
    - The level of first aid required changes if it would normally take more than 20 minutes to safely transport an injured worker to a hospital
4. Determine the number of workers on a shift
    - Different shifts and different locations may have different requirements. Account for all workers who may require first aid while on shift
5. Determine the required first aid services for your workplace
    - After considering steps 1 – 4 refer to *Schedule 3-A Minimum Levels of First Aid* to determine first aid attendant, first aid kits, facilities, emergency vehicles and equipment needed
6. Review the assessment
    - Review steps 1 through 5 within one year of completion (where applies) or if there is a significant change in operations

Keep in mind, first aid should be made available for workers in small groups who may be out on location such as construction or workers on a tech survey. The ***First Aid Assessment*** can be used to determine first aid requirements in these situations.

First Aid Attendant

All workers should be made aware of the who the available First Aid Attendant is during the shift and should promptly report all injuries to the First Aid Attendant. The First Aid Attendant should be at least 16 years old, have completed an approved first aid training course and hold a valid first aid certificate.

Written Procedures

Written first aid procedures should be kept up-to-date and posted at every worksite. The written procedures shall include the following:

- The equipment supplies, facilities, first aid attendants and services available
- The location of and how to call for first aid
- The authority of the first aid attendant over the treatment of injured workers
- Who is to call for emergency transportation
- Routes in and out of the workplace

Refer to ***First aid Procedures*** for guidance.

First Aid Records

Records of all first aid treatment shall be maintained for a period of not less than 3 years. ***First Aid Records*** kept by First Aid shall be maintained onsite, copied, and forwarded to the Production Coordinator on a regular basis and kept secured and confidential.

Documents

- *Schedule 3-A Minimum Levels of First Aid*
- *First Aid Procedures*
- *Right of Refusal of Medical Aid*
- *First Aid Record*

INCIDENT REPORTING PROCEDURES

Introduction

The purpose of this section is to help guide productions through the process of reporting workplace injuries and incidents, including near misses, to the Studio and WorkSafeBC. When reporting incidents to WorkSafeBC, the specific procedures outlined below are to be followed.

Scope and Responsibilities

These incident reporting procedures apply to all incidents that result in transportation by ambulance, visitation to the hospital, or medical treatment beyond general first aid. The following explains how and when to report an injury or incident.

Production management, supervisors, and workers each play a role in reporting incidents. Their responsibilities include but are not limited to the following:

Production

- Ensuring the Studio and WorkSafeBC are notified of reportable incidents in a timely manner
- Completing and submitting ***Incident Investigation Reports*** as required
- Ensuring all incidents are reported on the ***Daily Production Report***

Supervisors

- Ensuring any injuries or near misses are reported to the production as soon as possible
- Participating in incident investigations

Workers

- Reporting to First Aid in the event of workplace injury or illness as soon as practicable
- Participating in incident investigations as needed
- Reporting any near misses or incidents to a supervisor in a timely manner

Incident and Injury Reporting Procedures

Serious injuries and serious incidents require immediate notification to WorkSafeBC. The Production Safety Representative shall help determine when to notify WorkSafeBC in the event of an incident. Contact your Production Safety Representative to discuss prior to reporting.

WorkSafeBC Emergency Reporting Line - 1 (888) 621-7233.

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

Serious Incident Response Priorities

1. Attend to all injured persons
2. Secure the scene to prevent further injury
3. Notify WorkSafeBC
4. Protect property that may be at risk
5. Preserve the scene and evidence
6. Start the investigation

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

Reporting Serious Incidents and Injuries to the Studio

After all necessary emergency personnel have been called, the Production Manager shall contact the Production Executive and the Production Safety Representative.

The Production Executive may direct production to call the following:

- Risk Management Representative
- Labour Relations*

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

Reporting Injuries or Incidents

Production is only required to report occupational exposures or injuries requiring medical treatment beyond first aid, or that result in the worker missing their next work shift, or incidents that had the potential to cause injury. Follow the procedures below:

First Aid Reporting

The ***First Aid Record*** is completed and submitted by the production First Aid Attendant to the Production Office Coordinator whenever an injury is reported to them. Retain the report for Production records but do not send to WorkSafeBC or the unions except upon approval by the Production Safety Representative.

Injury Notification to the Studio

All injuries are to be reported by the Production Office to the Studio using the online Injury/Accident/Incident form which can be found on the website www.safetyontheset.com or https://forms.wb.com/incidentlog

Injury Notification to WorkSafeBC

After receiving the ***First Aid Record***, and when it becomes evident that the injured worker either has or will miss work, or received medical treatment beyond first aid, WorkSafeBC requires an ***Employer's Report of Injury or Occupational Disease (F7)*** to be submitted within 3 days.

It is recommended, but not necessary, that the injured worker fill out a ***Worker's Report of Injury Occupational Disease*** (R15/10)

The ***F7*** should completed and sent to the Production Safety Representative for review after which it can be forwarded to WorksafeBC.

Injury Notification to the Unions

In addition to the member's union being notified in the case of a worker being transported to the hospital, the ***Employer's Report of Injury*** (F7) is required to be sent the member's union within five days of filing with WorkSafeBC

Incident Investigation (see Section 9: Incident Investigation Procedures)

Incidents requiring an ***Incident Investigation Report*** (IIR) are as follows:

- All incidents requiring immediate notification to WorkSaf BC
- Incidents requiring medical treatment beyond first aid
- Injuries resulting in lost time beyond the date of injury
- Incidents that had the potential for causing serious injury

When an ***Employer's Report of Injury or Occupational Disease*** is filed with WorkSafeBC an ***Incident Investigation Report (IIR)*** is required. The incident investigation is a two-part process. The preliminary investigation shall be completed within 48 hours and the full investigation shall be completed within 30 days.

- Preliminary ***IIR*** - Submit to the Production Safety Representative within 48 hours for review but do not send to WorkSafeBC except upon request. Contact your Production Safety Representative should such requests occur.
- Full ***IIR*** - Submit to the Production Safety Representative for review, and upon approval submit to WorkSafeBC within 30 days of the incident.

Documents

- *First Aid Record*
- *Employer's Report of Injury or Occupational Disease* (F7)
- *Incident Investigation Report* (IIR)

INCIDENT INVESTIGATION PROCEDURES

Introduction

An effective investigation process focuses on establishing facts. The overall goal of an investigation is to go beyond the specific circumstances of the incident itself to seek ways to improve the overall effectiveness of the production safety program.

Purpose

The purpose of investigating workplace incidents is to:

1. Objectively determine the activity, what transpired, and what the consequences were.
2. Determine why the incident occurred and what were the obvious and root causes.
3. Give practical recommendations to ensure the incident will not reoccur.

Responsibilities

Production

Productions and the **Joint Occupational Health and Safety Committee** (JOHSC) are responsible for conducting investigations related to incidents and injuries at the workplace. The **Production Safety Representative's** involvement in incident investigation is dependent on the seriousness or complexity of the incident but in all cases the **Production Safety Representative** will support and advise the Production as needed.

Responsibilities include, but are not limited to the following:

- Interviewing all witnesses and individuals involved
- Ensuring those conducting the investigation are knowledgeable about the type of work
- Ensuring an employer and a worker representative are involved if/or as they are available
- Communicating findings to all applicable parties
- Implementing corrective actions as required

Supervisors

- Participating in investigations as needed
- Implementing and communicating corrective actions

Workers

- Participating in investigations as needed

Stages of an Investigation

When investigating an incident, the person responsible for conducting the investigation should be concerned with trying to identify the root causes of the incident, not just the obvious ones. The findings of every incident investigation should be recorded in a systematic way to ensure the report is read by the appropriate people who are responsible for reviewing and implementing necessary changes. The incident investigation should be documented using the ***Incident Investigation Report (IIR),*** which will also provide a historical record of the incident that may be useful in the future. The five steps to an investigation are as follows:

1. **Obtain the facts** (Investigate and interview)
2. **Determine the causes** (Evaluate the facts)
3. **Determine corrective actions** (Make recommendations)
4. **Communicate the findings** (Distribute the Report)
5. **Review corrective actions** (JOHSC Discussion)

1. Obtain the Facts

Follow the procedures below to complete parts 1-7 of the ***Incident Investigation Report (IIR)***:

Inspecting the immediate scene and equipment

The incident scene should be inspected as soon as possible after the incident. Attention should be given to whether the following had a bearing on the incident:

- Positions of the 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., making 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 seriously injured, then the incident site is ideal as the person can explain what happened**.** Remember: this should be an interview to determine the facts. Do not take statements from witnesses. Witnesses should be interviewed separately.

Reviewing procedures and training

If available, written safe work procedures and risk assessments should be examined to determine if they were adequate, were understood, and followed.

It is also important to establish:

- Any training received relevant to the incident
- Any previous incidents
- Any previous risk assessments in relation to that activity to see if any deficiencies have been previously identified

2. Determine the Causes

After all the facts have been ascertained, the causes can be examined. These determinations should be used to complete Section 8 of the *Incident Investigation Report (IIR)*.

Obvious Causes

The obvious causes are actions or conditions that appear to have caused the incident prior to a full investigation.

Root Causes

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

- Supervision or discipline
- Training
- Inspections
- Safe work procedures
- Safety Talks

3. Determine Corrective Actions

Once the cause/s of the incident has been determined, corrective actions should be recommended and carried out that will reduce the likelihood of the incident re-occurring. The corrective actions may be interim or final. These determinations should be used to complete Section 9 of the *Incident Investigation Report (IIR).*

4. Communicate Findings

All findings and corrective actions should be communicated to all relevant personnel that may encounter similar incidents. Post a copy of the *Incident Investigation Report* on the safety notice boards and review the *IIR* at the next Joint Occupational Health and Safety Committee meeting and departmental safety meetings. Ensure that all *Incident*

Investigation Reports submitted to the Production Office Coordinator for record keeping purposes.

5. Implement Findings and Review Actions Taken

Corrective actions from the investigation should be implemented immediately or as soon as practicable. Where complete implementation is not immediately possible, interim measures should be undertaken. Where action has been recommended to reduce the risk of an incident reoccurring, those actions should 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.

Example:

Incident	Worker falls down a set of stairs
The obvious cause	The treads on the stairs are worn
The interim corrective actions	Repair/replace the worn treads
Possible Root Causes	There is no system for inspection of thepremises There is no maintenance system inplace There is no overall safety program
Final Corrective Actions	Establish regular planned inspections of the premises Establish a hazard reporting and correctionsystem Develop a safety program

DOCUMENTS

- *Incident Investigation Report* (IIR)

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEES

Introduction

The Workers Compensation Act requires employers to establish a Joint Occupational Health and Safety Committee (JOHSC) in any workplace that regularly employs 20 or more workers.

Joint Occupational Health & Safety Committees are comprised of management and worker representatives. In addition to being a regulatory requirement, a JOHSC is an excellent means of internal consultation and communication. The JOHSC works together to identify and resolve safety and health problems at the production.

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

A good committee should be effective in promoting and monitoring a sound Occupational Health and Safety Program.

Role

The committee roles include:

- Promoting workplace health and safety
- Consulting with the workers and employers about worker health and safety
- Making recommendations to improve occupational health and safety, the occupational environment, and the effectiveness of occupational health and safety programs and policies
- Promoting compliance with Occupational Health and Safety Regulations

Committee Organization

The JOHSC is set up during pre-production. At start-up, the committee may be considered "informal" until production progresses and representatives have been selected. The composition and function of the committee is established in the production's ***JOHSC Rules of Procedure*** document.

- The committee shall be made up of at least 4 regular members employed at the production company. The membership is chosen by the workers and management. Employer representatives shall not outnumber worker representatives
- There shall be a Committee Co-Chair 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 on notice boards
- 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
- Ensuring that a current Safety Data Sheet (SDS) file is being maintained and that research and education is being provided on all hazardous materials

Committee Meetings

Meetings should be held at least monthly to review:

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

An agenda for the meeting should be established and sent out to members prior to the meeting.

Agenda

The agenda should ensure that:

- Members know the date, time, and place of the meeting
- Every item on the agenda will receive attention
- Members will have the opportunity to study the items before the meeting

Each item on the agenda should receive attention during the meeting. As each item is presented, a brief discussion should follow to confirm that all members understand the topic under consideration. Members should discuss what action should be taken (as needed).

If preferable, some items can be referred to a subcommittee for further study. If this happens, it should be recorded in the minutes of the meeting.

Before considering new business, the committee should first deal with any outstanding issues arising from the previous meeting. These are issues or problems that have been previously discussed by the committee without being resolved.

Recording Minutes

JOHSC meeting minutes and attendance should be recorded and forwarded to members, posted on notice boards, and retained by the Production Office Coordinator in the OHS Program files.

The minutes should indicate the action required for each item, who is responsible and a recommended timeline for completion.

A ***JOHSC Report Template*** for taking meeting minutes is included in the ***Document and Forms*** section of this Production Safety Manual and at www.safetyontheset.com. A copy of the minutes recorded should be forwarded, along with any workplace inspection forms, to the Production Manager and the Production Safety Representative.

Documents

- *JOHSC Rules of Procedure*
- *JOHSC Report*

6. HAZARD ASSESSMENT

ASSESSING RISK

Introduction

The risk assessment process is used to reduce the risks associated with an activity to the lowest level reasonably achievable. The risk assessment process includes identifying hazards, quantifying risks, and determining appropriate controls. Where significant risks are identified, a written risk assessment shall be prepared, and sufficient control measures identified prior to the activity commencing.

Responsibilities

Production

- Ensure a risk assessment process is being followed for moderate or high-risk activities such as stunts or special effects

Department Head

- Asses all activities for all health and safety risks
- Determine appropriate hazard controls
- Document the risk assessment process

Risk Assessment Steps

The Production requires that all those responsible for assessing risk carry out the following:

1. Identify the hazards
2. Decide who might be harmed and how
3. Assess the risks and decide on controls
4. Determine the residual risk and implement controls accordingly
5. Update when necessary

Where the task is complex and requires a detailed method of work, safe work procedures should be written. The safe work procedures should include a clear explanation of the nature of the activity, individuals involved and a step-by-step explanation of how it is proposed that the activity will be carried out safely.

For further guidance refer to *Hazard Identification and Controls* and *Risk Assessment Guidance* documents.

When a Risk Assessment is Required

Moderate or High-Risk Activities

When an activity has an inherent moderate or high risk, a risk assessment should be completed. The person in control should identify and classify the risk of the activity. Moderate or high-risk activities may include stunts, special effects, or other general production activities.

For further guidance refer to ***Stunt Risk Assessment, Special Effects Risk Assessment,*** and ***General Risk Assessment*** forms.

Prescribed Activities

Some activities are required by regulations to have a written risk assessment completed. If the activity is on the list of prescribed activities, you shall assess the activities for risk, implement safe work procedures and provide a written risk assessment.

The below activities require a risk assessment under the BC Occupational Health and Safety Regulations:

• Abrasive blasting	• Ergonomics	• Exposure Responsibilities
• Evacuation/Rescue	• Asbestos	• Violence in the Workplace
• Cold Stress	• Engine Exhaust	• Heat Stress
• Confined Spaces	• Exposure Control Plans	• Toxic Process Gasses
• Dangerous Trees	• Blood Borne Pathogens	• Exposure, workplace monitoring
• Emergency Preparedness	• Hazardous Substances	• Violence in the Workplace

Documentation and Communication

All completed risk assessments should be sent to the Production Safety Representative and the Production Manager at least 3 days before the activity is due to be undertaken.

Risk assessments carried out on a Production are living documents and shall account for material changes after submission of the risk assessment. The Department head, Coordinator, or person in control, is required to adjust the control measures to encompass any new hazards and subsequent risks that arise. The methods of recording and communicating any changes may include:

1. Verbally communicated by the 1st AD to all persons
2. Recorded in the ***Daily Production Report***
3. Logged on the original risk assessment

Documents

- *Hazard Identification and Controls*
- *Risk Assessment Guidance*
- *General Risk Assessment*
- *Stunt Risk Assessment*
- *Special Effects Risk Assessment*

INSPECTION AND MONITORING

Introduction

All workspaces, equipment and vehicles on a production require safety inspections. Regular inspections of the workplace are a regulatory requirement and an effective means to identify hazards so that controls can be developed and implemented.

Responsibilities

Production

- Ensure that regular workplace inspections occur at all locations
- Ensure equipment is being inspected per manufacturer's and regulatory agency requirements
- Ensure that health and exposure monitoring is conducted (as needed)

Supervisors

- Participate in or conduct planned workplace inspections (as needed)
- Conduct informal daily inspections of their workplace, correct hazards, and advise workers of known hazards

Employees

- Inspect equipment and vehicles prior to use according to manufacturer's recommendations
- Report workplace hazards to the immediate supervisor as soon as possible for appropriate corrective action

Joint Occupational Health and Safety Committee (JOHSC)

- Ensure planned workplace inspections are being conducted and reports submitted to the committee
- Participate in workplace health and safety inspections

WORKPLACE INSPECTIONS

Scope

The workplace inspection procedures apply primarily to department heads, supervisors, drivers, and equipment operators who are responsible for conducting workplace inspections within their area of responsibility. Members of the Joint Health and Safety Committee are also expected to participate in the inspection process and may undertake their own inspections.

Purpose of Workplace Inspections

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 occupational health and safety regulations are being followed
- Ensure that existing controls are effective
- Collect information to assist the JOHSC in making recommendations for preventive or corrective actions

Inspections can be as simple as a supervisor's informal inspection of their workplace's condition at the start of the workday, or a formal documented JOHSC inspection of all workspaces on a production.

Reports or notes generated from the inspection are valuable confirmation of the production's due diligence and of a supervisor's commitment to safety in taking every reasonable precaution to ensure the health and safety of crew, cast, and public.

Workplace Inspection Schedule

Most workplace inspections are conducted at least once a 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 inspection intervals
- The history of accidents and incidents associated with the workplace

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

The following workplace Inspections are required to completed monthly:

- Stages
- Construction Mills
- Standing Sets
- Backlots
- Set Dec lock ups
- Special Effects shops

Some Workplace inspections are required regularly but not necessarily monthly.

- Offices

Conducting a Workplace Inspection

Preparing for the inspection

- Review previous ***Incident Investigation Reports*** for the area being inspected (if applicable/available?)
- Review previous inspection reports for the area being inspected
- Have a copy of the ***Hazard Assessment Checklist*** and ***Safety Hazard Report*** for the workplace area
- Refer to any applicable Occupational Health and Safety Regulations for the workplace area

During the inspection

- Record any hazardous conditions or unsafe acts observed
- Use the ***Hazard Assessment Checklist*** and ***Safety Hazard Report***
- Speak with workers to gather any information regarding hazardous conditions or work practices
- Examine areas where previous incidents or injuries have occurred and ensure that recommendations have been implemented and are being followed

Assessing the Hazards

Assign a rating for hazards on the report using the rating system below:

- **"A" Urgent hazard** – A hazard that presents an immediate danger of loss of life, body parts and/or extensive loss of structure, equipment, or material. Immediate corrective action is required; activity should be discontinued until the hazard is corrected.

- **"B" Significant hazard** – A hazard with the potential for causing a serious injury, illness, or property damage. Temporary measures are acceptable, but permanent corrective action shall be implemented as soon as possible.
- **"C" Minor hazard** – A hazard with a potential for causing a non-disabling injury or non-disruptive property damage. Should be eliminated without undue delay.

If safe to do so, eliminate or remove the hazard, 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 head or Production Manager.

After the Inspection

Findings should be discussed with the Department head and a copy of the ***Safety Hazard Report*** should be provided. The Department head is responsible for correcting any hazards that could not be corrected during the inspection itself and shall complete the ***Safety Hazard Report*** and submit it to the JOHSC.

The person carrying out the inspection should ensure that copy of the ***Safety Hazard Report*** is provided to the JOHSC.

Follow Up

The Joint Committee shall review all ***Safety Hazard Reports*** at each meeting to ensure corrective actions have been completed by the department head responsible.

Equipment Inspection

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

Scheduled and pre-use inspections are required for mobile self-propelled elevating work platforms, forklifts, and fall protection equipment (at a minimum). Department heads are responsible to determine the inspection requirements for all equipment used by their department and to train workers in the inspection procedures.

Drivers and Equipment Operator Inspections

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 should be logged and retained by the Department head.

MONITORING

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 Safety Representative should 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 is required. An example is the monitoring of workers' hearing under the production's *Hearing Conservation Program*.

The Production Safety Representative should be contacted for direction on any medical monitoring (not including regular hearing tests).

Documents

- *Hazard Identification and Controls*
- *Stage Hazard Inspection*
- *Construction Hazard Assessment*
- *Office Hazard Inspection*
- *Safety Hazard Report*
- *Hearing Conservation Program*

SET DESIGN AND CONSTRUCTION

Production Managers and Production Designers should consider the use requirements for each set constructed. When sets are designed, consider set interaction, performance activity, scene changes, costume changes, pyrotechnics, open flames, artificial smoke and fog, and any other potential hazards, as well as any previously noted location hazards.

The Production Manager, or Construction Coordinator, shall ensure that work is done safely when multiple departments are working simultaneously at the same location during construction. If work could jeopardize the safety of the workers present, the Production Manager, or Construction Coordinator, should ensure that all hazards are eliminated by organizing the work, controlling access to the site, and orienting all workers to the hazards present.

Set Design Phase

- A ***Set Design Risk Assessment*** should be completed at the design stage
- The requirements of the ***Set Design, Construction, and Inspection Procedures*** should be followed
- Regular inspections should occur progressively throughout construction, use and strike
- The safety of all who handle or interact with design elements should be considered in all stages of design, construction, repair, maintenance, and use
- Production Designers should always take into consideration the size, physical fitness and movement/blocking needs of performers and crew
- Use professionally engineered and manufactured products. Do not alter or compromise engineered products
- Specialty items constructed for productions should be accompanied by instructions for their safe use, care, and maintenance
- Design elements shall be inspected regularly for wear or damage, and repaired or replaced when necessary
- Cast and crew should immediately report any signs of wear or damage to design elements to the Production Manager
- If workers, including performers, are to work on elevated set pieces, they shall be protected from falling by guardrails or other means
- When a set is designed, a passage at least 1.2 m (4 feet) wide and 2.1 m (7 feet) high shall be provided around the set and the stage perimeter

Construction Phase

Constructing Sets and Temporary Structures

- Production Designers, Art Directors and Scenic Carpenters should understand building standards and codes. Sets should be constructed according to local building codes.
- Sets and scenery should be cast and crew friendly, both for movement during performance and for scene changes.
- Moving and automated platforms and scenery, as well as other hazardous set elements, need to be designed and constructed with care and attention to safety requirements.
- The building structure should not be subjected to stresses greater than those for which it was designed.
- The set shall be sufficiently braced so that it can support all the loads that shall be applied during construction, filming, or demolition. A wall or structure that could collapse should be supported or braced.
- Set walls should be stored and transported in accordance with the Codes of Safe Practice.

Professional Engineering

Requirements for design assurance by a Professional Engineer, or requirements for permitting, can be determined by completing the ***Set Design Risk Assessment***. Certain design elements shall call for signed and sealed Professional Engineer's drawings, including:

- If a set or temporary structure supports loads, or is equipped with platforms or walkways, they should be built according to a plan prepared by a qualified person. A copy of this plan, on which the maximum permissible loads are indicated, shall be made available to the production.
- When platforms, walkways or structures may be subjected loads greater than 194 kg/m2 (40 lbs. per square foot), or when the spacing between the structural components is 0.6 m (2 feet) or more, the plans shall be signed and sealed by a Professional Engineer.
- When set components and rigging are suspended from the ceiling of a studio, the load on the roof trusses and other load bearing components shall be determined in consultation with the owner of the building and certified as safe by a registered Professional Engineer.

Documents

- *Set Design Risk Assessment*
- *Set Design, Construction, and Inspection Requirements*
- *Set Hazard Inspection Log*

7. HAZARD CORRECTION

HAZARDOUS MATERIALS

Introduction

When hazardous products are used in the workplace, the production shall establish a Workplace Hazardous Materials Information System (WHMIS) Program. The program should address applicable WHMIS Requirements including worker education and training. Refer to the ***Hazardous Materials Communication Program*** for guidance.

WHMIS 2015

WHMIS – Workplace Hazardous Materials Information System – is a comprehensive system for providing health and safety information on hazardous products intended for use, handling, or storage in Canadian workplaces. A WHMIS program ensures that the information about hazardous products is effectively communicated to workers.

Purpose And Responsibilities

The overall purpose of a WHMIS program is to help ensure a safer, healthier workplace. WHMIS training gives hands-on knowledge of how to work safely with specific products and materials. It is important that all productions and workers understand their responsibilities when hazardous materials are being used.

Production

Production is responsible to ensure that a WHMIS program is in place when hazardous products are being used. This includes but is not limited to:

- Developing exposure control plans when required
- Ensuring safe work procedures are in place
- Educating workers on hazards and training workers on safe work procedures
- Establishing an inventory of Safety Data Sheets (SDS) for all hazardous products
- Evaluating the WHMIS program

Refer to ***Hazardous Materials Communication Program*** for further guidance.

Workers

Workers shall participate in the education and training sessions and follow the production's safe work procedures. After being trained, workers are responsible for knowing the following:

- Hazards of the products being used
- How to control the hazards
- What to do in a case of an emergency
- Where to get more information

Training and Education

The WHMIS worker education component provides workers with information on the elements of the WHMIS program, the hazards of products and their rights and responsibilities. An online WHMIS course can be completed to meet this requirement. In addition to the education, an employee who works with a hazardous material should also be trained on the safe use, storage, handling, and disposal of hazardous products.

There are two components to WHMIS training:

- A general overview of WHMIS. General WHMIS training can be completed by attending a production training session, or by completing an on-line program. General WHIMIS training should be completed by anyone working with or around hazardous materials
- A specific review of the Safety Data Sheets for the controlled products found in the employee's work area
-

WHMIS training shall help employees to:

- Recognize different supplier and workplace labels, pictograms, and other symbols used in the workplace
- Understand the purpose and significance of those labels
- Understand the purpose of the information in an SDS
- 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 the emergency procedures

Communication

Communicating the presence and usage of hazardous materials to production is important in maintaining a safe work environment. When a department brings any hazardous materials to a production, the Department head is responsible for:

- Informing the Joint Occupational Health and Safety Committee of the hazardous material being brought to production
- Sending a current SDS of the hazardous material to the Production Office Coordinator for inclusion in the hazardous materials inventory

The hazardous materials inventory shall be made available to everyone on production.

Hazardous Materials Disposal

During the workday, most of us use a variety of everyday products that contain chemicals. Many of these chemical-containing products are considered "hazardous" when they are disposed of as waste (e.g. AA batteries, etc.). Commonly used products are also considered hazardous when they are labeled as an irritant, toxic, poisonous, combustible, corrosive, or flammable. As such, any products that are considered "hazardous" cannot be disposed of in the regular trash.

Below is a list of products and materials that are used during the workday and are generally considered to be hazardous when disposed:

CATEGORY OF WASTE	EXAMPLES
Electronic Waste	Televisions, VCRs, printers, computers, stereo components, DVD players, refrigerators, microwave ovens, etc.
Batteries	All sizes and shapes of alkaline, Ni-Cad, Lithium ion, power tool batteries, automotive batteries, etc.
Paint and Paint-related Products	Water and oil-based paints, brush water, thinners, solvents, varnish, stains, used brushed/rollers/stir sticks, rags, etc.
Light Bulbs	Fluorescent, mercury vapor, halogen, specialty filming bulbs, LEDs, etc. Generally, incandescent bulbs can be thrown into the regular trash.*
Automotive Products and Oil	Motor oil, transmission oil, lubricating oil, antifreeze, automotive cleaners, gasoline, diesel, kerosene, etc.

Cleaners	Oven cleaners, drain cleaners, furniture polish, window cleaners, etc.
Aerosol Cans	All aerosol cans, even if empty
Personal Care Products	Hair spray, dyes, any aerosol cans, nail polish remover, ammonia-based products, etc.
Lawn and Gardening Supplies	Pesticides, fertilizers, fungicides, herbicides, etc.
Lab packs	Hand sanitizers and COVID-19 cleaning supplies, etc.

*If you're not sure of the proper disposal for any product or material, including disposal of empty containers of chemical-containing product, contact your Production Safety Representative.

Documents

- *Hazardous Materials Communication Program*

PERSONAL PROTECTIVE EQUIPMENT

Introduction

Personal Protective Equipment (PPE) is equipment or clothing worn by workers to help protect them from workplace hazards. PPE includes equipment such as eye and face protection, respiratory protection, hearing protection, head, hand, and foot protection, etc.

Scope and Responsibilities

If a workplace evaluation identifies hazards and determines that personal protective equipment is required, ensure that a PPE program is implemented. For example, when respirators are required to be used, a **Respiratory Protection Program** should be implemented in the workplace. All workers required to use PPE should be educated and trained on the components of the PPE program including the proper use, care, and maintenance of PPE.

Production

Productions are responsible for:

- Ensuring that supervisors are mandating the use of PPE

- Identifying potential hazards in the work area
- Ensuring that any employer provided PPE is readily available
- Providing necessary training and education to supervisors and workers

Supervisors

Supervisors are responsible for:

- Ensuring that all workers are using appropriate PPE when required
- Assisting workers in selecting the adequate PPE
- Monitoring that workers properly wear PPE when required
- Ensuring that workers properly clean, inspect, maintain, and store PPE

Workers

Workers are responsible for:

- Using PPE in accordance with training and instruction
- Inspecting all PPE before use
- Reporting any equipment malfunction to the supervisor

Personal Protective Equipment Requirements

Each Department head shall perform a *Personal Protective Equipment 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
- Assist in the selection of PPE that properly fits each affected employee
- Conduct and document appropriate employee training

Hazard Assessment

To understand the need for PPE, an assessment of the workplace shall be conducted. The assessment, where practicable, should be done in consultation with the Joint Occupational Health and Safety Committee and with the worker who is using the equipment. The purpose of the survey is to identify sources of hazards to workers. The following is a guide to help with the *Personal Protective Equipment Hazard Assessment*.

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
- Chemical exposures that could result in burns or exposure
- 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
- 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

Selection, Use and Maintenance

Personal protective equipment should:

- 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 should be used, or other appropriate measures should be taken.

PPE Determination

Each of the basic hazards determined in the hazard assessment should be reviewed and a determination made as to the level of risk. Consideration should be given to the possibility of exposure to several hazards at once.

The general procedure for determining appropriate protective equipment is to:

1. Identify the potential hazards and the type of protective equipment that is available, andwhat protection it provides (i.e., splash protection, impact protection, etc.)
2. 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)
3. Select the PPE which provides a level of protection greater than the minimum required to protect employees from the hazards
4. Select PPE that fits each employee properly and provides protection from the hazard

The Production Safety Representative can help determine requirements and appropriate equipment. PPE requirements can vary according to the workspace and, 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, 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 should use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors, or potentially injurious light radiation. Face protection should cover the worker's eye protection where one or more hazards involving the face exist.

Protective eye and face devices shall comply with *CSA Standard CAN/CSA-Z94.3- 07* or *Z94.3-15, Eye and Face Protectors.*

Respiratory Protection

Productions shall select and ensure 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.* Contact the Production Safety Representative when respirators may be required.

Head Protection

Employees shall wear protective helmets when working in areas where there is a potential for injury to the head from falling, flying, or thrown objects, or other harmful contacts. Protective helmets with appropriate non-conductive rating shall be worn by affected employees when near exposed electrical conductors which could contact the head. Chin straps or other means of retention shall be used on safety headgear when workers are working at a height exceeding 3 m (10 ft) or exposed to winds or other conditions that may cause

the loss of headgear. 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 shall 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 shall comply with *CSA Standard CAN/CSA-Z195-M92, Protective Footwear.*

For further selection guidance refer to ***Guide to Assessing Protective Footwear Requirements.***

Hand Protection

Productions should select and ensure employees 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. Productions should select the appropriate hand protection based on an evaluation of the performance characteristics relative to the tasks to be performed, conditions present, duration of use, and the hazards identified.

Leg Protection

Employees shall wear leg protection when operating a chainsaw. Leg protection shall be appropriately labelled indicating the manufacturer, standard met and year of manufacture. The leg protection shall comply with *WorkSafeBC Standard - Leg Protective Devices.*

High Visibility

A worker who is exposed to vehicles or mobile equipment travelling at speeds equal to or less than 30 km/h must wear high visibility apparel that meets the requirements for Class 1, Class 2 or Class 3 apparel in *CSA Standard Z96-15, High-Visibility Safety Apparel.*

A worker who is exposed to vehicles or mobile equipment travelling at speeds in excess of 30 km/h must wear high visibility apparel that meets the requirements for Class 2 or Class 3 apparel in *CSA Standard Z96-15, High-Visibility Safety Apparel.*

Buoyancy

A worker who is employed under conditions which involve a risk of drowning shall 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 shall 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 fall protection requirements to prevent a fall into the water. Buoyancy equipment shall 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 shall 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. If employee duties include fire extinguishing appropriate flame-resistant clothing shall be worn.

Fall Protection Equipment

If workers are exposed to a fall over 3 m (10 ft), 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 shall consist of compatible and suitable components and be sufficient to support the fall restraint or arrest forces. All fall protection equipment and systems shall meet and be used in accordance with *CSA Z259.7-16, Selection and Use of Active Fall-Protection Equipment and Systems.*

Hearing Protection

Hearing protection is required when noise levels exceed 85 dBA Lex daily exposure, or 140 dBC peak sound level. Construction-related tasks regularly fall under this requirement, and other areas of production may also. Hearing protection shall be selected and used in accordance with the *CSA Z94.2, Hearing Protection Devices-Selection, Performance, Care, and Use* and the ***Hearing Conservation Program***. Contact the Production Safety Representative.

Employee Training

After proper PPE for each process/equipment has been selected, productions are responsible for providing the equipment to employees and training them in its proper use. At a minimum, each employee using PPE should know:

- When PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- The limitations of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store, and dispose of PPE

- What PPE is necessary and which PPE has been selected for each job

Documents

- *Respiratory Protection Program*
- *Hearing Conservation Program*
- *Guide to Assessing Protective Footwear Requirements*
- *Personal Protective Equipment Hazard Assessment*
- *Safety Footwear Risk Assessment*

FALL PROTECTION

Introduction

BC Occupational Health & Safety Regulations require fall protection where falls of 10 feet (3 metres) 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.

Responsibilities

Production

Productions are responsible for ensuring that supervisors are implementing fall protection procedures. This includes but is not limited to the following:

- Identifying potential fall hazards in the work area
- Ensuring supervisors are competent and have the necessary skills and knowledge to implement fall protection procedures
- Ensuring that the necessary fall protection equipment is readily available and inspected regularly

Supervisors

Supervisors are responsible for ensuring that all workers are aware of fall hazards and are using fall protection when required. This includes but is not limited to the following:

- Communicating identified hazards to workers and ensuring that everyone understands the controls put in place
- Ensuring that anyone using fall protection equipment is properly trained and oriented to the specific equipment being used
- Ensuring all workers have reviewed the ***Fall Protection Plan*** when applicable
- Inspecting all equipment regularly and ensuring that workers are doing regular pre-use inspections

Workers

Workers are responsible for:

- Inspecting fall protection equipment prior to each use
- Complying with all safety policies, regulations, and the ***Fall Protection Plan*** where applicable. Noncompliance with occupational health and safety regulations or employer rules regarding fall protection requirements can result in disciplinary action including suspension or dismissal.
- Using and maintaining fall protection equipment properly

Fall Protection Equipment

The BC Occupational Health and Safety Regulations detail requirements for fall protection equipment. Production should ensure that all fall protection equipment conforms to all regulations and standards.

Fall Protection Selection

Selection of fall protection shall adhere to the following hierarchy of choices:

1. Guardrails or similar
2. Fall Restraint
3. Fall Arrest
4. Other written procedures that are acceptable by WorkSafeBC

Guardrails or other similar means of fall protection shall be used if it is practicable for the work process. If it is not practicable, a fall restraint system can be used.

Only if it is impracticable to use any fall restraint system should a fall arrest or rope access system be used.

If it is impracticable to use a fall restraint, fall arrest, or rope access system, or if the use of a fall arrest or rope access system shall result in greater hazards contact your Production Safety Representative.

Fall Restraint vs. Fall Arrest

Fall Restraint

Fall restraint means a fall protection system arranged in a manner that a worker cannot fall lower than the surface on which the worker was supported before the fall started. For example, a personal fall restraint system for a worker on an elevated flat surface would be arranged so the worker could go up to the edge of the work surface, but not beyond the edge in the event of a slip or fall.

Fall Arrest

A fall arrest system shall not prevent a fall from occurring but shall arrest the worker's fall. If the equipment cannot be arranged to prevent the worker from going beyond the edge in the event of a slip or fall, then the personal fall protection system should be a fall arrest type, and the system shall need to address the additional requirements for fall arrest such as anchor and harness selection.

Anchors

Fall arrest and restraint systems require adequate anchor points. Anchors can be purpose built, temporary, or improvised points of attachment. In order to ensure that suitable anchors are used in fall protection systems an assessment of the adequacy of anchors shall be carried out.

Temporary fall restraint anchors shall be able to withstand a force of 800lbs (3.5kN) or four times the weight of the worker in any direction.

Temporary fall arrest anchors shall be able to withstand a force of 5,000lbs (22kN) or two times the maximum arrest force in any direction.

All permanent anchors used for fall protection shall be able to withstand a force of 5000lbs (22kN) in any direction and shall meet the applicable *CSA Z259* standard. A Professional Engineer's assistance may be required to determine and certify anchor strengths.

Fall Hazards

Roofs and Leading Edges

An assessment of fall hazards shall be carried out and appropriate controls implemented where fall hazards exist. The production should:

- Identify the location of each fall hazard
- Select the appropriate fall protection methods
- Create a rescue plan to identify the method to rescue 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

Fall protection equipment is required in all mobile elevating work platforms including scissor and telescoping lifts. Only full body harnesses are permitted when working from mobile elevating work platforms (e.g., scissor and boom type lifts).

Written Fall Protection Plans

If falls of 25 feet (7.62 Metres) or more can occur, or if the only form of fall protection practicable is written procedures, a written ***Fall Protection Plan*** shall be prepared and implemented. The requirements for a ***Fall Protection Plan*** are included in the BC Occupational Health & Safety Regulations.

Training

Before a worker is allowed into an area where a risk of falling exists, the production should ensure that the worker is instructed in the specific fall protection system being used and the procedures to be followed.

Documents

- *Fall Protection Plan*

RESPIRATORY PROTECTION

Introduction

Respirators are a type of personal protective equipment used to protect workers against exposure to airborne contaminants that exceed exposure limits. Respirators can be tight-fitting, loose-fitting, air-purifying or atmosphere-supplying. When workers work in environments with insufficient oxygen or where air contaminants such as dust, fog, smoke, fumes, gases, or vapors are present, respirators are needed.

Scope and Responsibilities

Respirators are to be used where engineering control measures are not in place, when work practice control measures are not adequate to prevent atmospheric contamination, or in emergencies. If a workplace evaluation identifies respiratory hazards and determines that respirators are required, ensure that the ***Respiratory Protection Program*** is implemented in the workplace.

When a respirator is required, production should consult the worker and the Joint Occupational Health and Safety Committee to select the appropriate respirator in accordance with the *CSA Standard CAN/CSA-Z94.4-93, Selection, Use, and Care of Respirators*. Anyone who is required to wear a respirator should be fit tested and trained in the proper use, care, and maintenance of their respirators.

Production

Productions are responsible for ensuring that respirators are used when required. This includes but is not limited to the following:

- Identifying potential respiratory hazards in the work area
- Ensuring that the appropriate respirators and cartridges are readily available
- Providing fit testing for workers using respirators
- Providing necessary training and education to supervisors and workers

Supervisors

Supervisors are responsible for ensuring that all workers are using appropriate respirators when required. This includes but is not limited to the following:

- Assisting workers in selecting the appropriate respirators and cartridges
- Ensuring that workers are fit tested for the respirators they are using
- Monitoring that workers wear respirators properly
- Ensuring workers properly clean, inspect, maintain, and store respirators

Workers

Workers who are required to use respirators are responsible for the following:

- Using respirators in accordance with training and instruction
- Inspecting respirators before use
- Reporting any respirator damage or malfunction to a supervisor

Additional responsibilities and procedures are outlined in the ***Respiratory Protection Program***.

Respirator Training and Fit Testing Protocol

Occupational Health and Safety Regulations require that employers train and fit test employees who use respiratory protection.

Productions should:

- Provide instruction on the uses and limitations of respirators
- Instruct and demonstrate to employees how to properly don, doff and adjust respirators in accordance with the manufacturers' instructions
- Provide seal check instructions
- Fit test each employee
- Document the successful completion of fit testing

Complete respirator training and fit testing protocols are outlined in the ***Respiratory Protection Program.***

Documents

- *Respiratory Protection Program*

RIGGING

Introduction

Rigging generally refers to anything that is used for attaching, supporting, and moving scenery, drapery, lighting, audio/visual equipment, or personnel. Equipment used for rigging includes fiber ropes, wire ropes, chains, slings, attachments, connecting fittings and associated components. BC Occupational Health and Safety Regulations have specific requirements for rigging.

Scope and Responsibilities

This section provides basic guidance for whenever rigging is used on production. Along with understanding the applicable regulations, it is also important to understand the responsibilities of individuals. These responsibilities include but are not limited to the following:

Production

- Ensuring that workers are trained to complete their assigned duties
- Providing appropriate equipment, materials, and certain PPE
- Ensuring the regular inspection of all rigging installations and components

Supervisor

- Ensuring that BC Occupational Health and Safety Regulations, production policies and procedures are being followed
- Ensuring workers are trained in all equipment being used
- Ensuring equipment meets applicable standards and is being inspected on a regular basis by workers
- Identifying and disposing of any compromised equipment

Worker

- Following BC Occupational Health and Safety Regulations, production policies and procedures
- Inspecting equipment before each use
- Following manufacturer's instructions for all equipment
- Using appropriate PPE
- Use equipment only if trained and authorized to do so

Key Rigging Requirements

All rigging should be carried out or supervised by a qualified individual. The list below outlines some but not all requirements to take into consideration:

- Rigging equipment shall not be used beyond the manufacturer's rated load.
- All load ratings, manufacturers' identification, and product identifiers should be visible on the equipment.
- All rigging equipment should be regularly inspected, and any equipment found to be damaged should be removed from service and destroyed.
- Ensure "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.
- Ensuring the equipment being rigged to overhead structures, trusses etc. does not exceed the allowable load. It is important to communicate with other departments to determine the total load being rigged to the structure.
- Use standard hand signals as outlined in the BC OHS Regulations when applicable.
- The weight of the load to be lifted, suspended, or restrained should be known.
- All workers should be trained on the rigging equipment and methods being used.

Rigging from Mobile Equipment

All mobile equipment such as telehandlers and mobile elevating work platforms used to support equipment or personnel shall be used in accordance with the manufacturer's operating instructions.

Safe working procedures signed and sealed by a registered Professional Engineer are acceptable in lieu of manufacturer's operating instructions. The safe working procedures shall be specific to the equipment being rigged, and the model of mobile equipment being used.

For further guidance see the **Mobile Equipment** section in this manual.

Rigging for Lifts with Cranes

A plan should be written for crane lifts involving production specific equipment. The plan should include details of the planned lift(s) and supporting documentation such as manufacture's lifting charts, operators' qualifications etc.

For further information, and guidance, please refer to the ***Rigging with Cranes, Forklifts and Telehandlers*** document and the ***Construction Crane Lifting Plan.***

Documents

- ***Rigging with Cranes, Forklifts and Telehandlers***
- ***Construction Crane Lifting Plan***

MOBILE EQUIPMENT

Objective

The objective of this procedure is to explain the minimum safety requirements for the setup, operation, and maintenance of mobile equipment.

Scope

These safe working procedures apply to all activities involving mobile equipment during prep, shooting and strike.

Definitions

Mobile equipment includes mobile elevated work platforms (MEWPs) such as boom lifts, scissor lifts and vehicle extensions. Cranes, rough terrain fork trucks, forklifts and Utility Transport Vehicles are mobile equipment but are not classified as work platforms, unless equipped with attachments to serve as work platforms. All-Terrain Vehicles (ATVs) are prohibited from use.

See: *Rigging with Cranes, Forklifts and Telehandlers*

Responsibilities

Supervisors

- Ensure that the equipment and devices are maintained in good condition.
- Ensure that pre-use inspections are performed and documented.
- Take immediate action if non-conformances are observed.
- Ensure all affected employees are trained in the manufacturer's guidelines.
- Ensure that the operator has been trained in the manufacturer's operating procedures for the work being done.

Operators

- Inspect equipment prior to use.
- Report any discrepancies, damage or defect in equipment or device.
- Consider the job to be performed and evaluate the job site location for potential hazards.
- Operate the equipment in a safe manner.

- Use equipment only if trained and authorized to do so.
- Understand the emergency procedures.

Hazards Associated with Mobile Equipment

The following are common hazards that can lead to injury:

Falls from elevated levels	Objects falling from lifts
Overhead/Side hazards	Weather hazards
Structural failures (collapses)	Collision
Ejection from platform	Shock/Electrocution
Tip-overs	Entanglement

Training

Operators must be trained on the mobile equipment in accordance with all applicable regulations and standards. Mobile equipment operation requires valid certification from a recognized training agency.

Inspections

Perform a daily pre-use inspection prior to using mobile equipment according to the manufacturer's recommendations.

Maintenance and inspection records--including the manufacturer's operating manual--should be available for operators.

Working with Mobile Equipment

- Appropriate fall protection equipment shall be used in all mobile elevating work platforms.
- Operation of mobile elevating work platforms requires a valid certificate from a recognized training agency.
- Mobile elevating work platforms are to be inspected by the operator prior to each use, as instructed by the manufacturer. All defects are to be reported to a supervisor and remedied before use.
- A spotter is required when moving mobile elevating work platforms when other workers not involved in the operation are present. If the work area has a delineated "no entry" zone and no other workers are present in the work area, and if the operator has an unobstructed view, then no spotter is required. See: ***Mobile Lift Equipment Spotter Protocols***
- When vehicle or pedestrian traffic is present, flags, signs, traffic cones, or other means of traffic control shall mark the area around the MEWP.

- Non-operating personnel shall remain 1.8 meters (6 feet) away from operating mobile equipment. It is the responsibility of the operator to ensure that the lift is not operated when personnel are closer than 1.8 (6 feet) meters to the lift.
- Survey the route to be travelled, checking for overhead obstructions, ability the surface to support the weight of the equipment, traffic, holes in the ground, ditches, slope of road, or other hazards.
- Operators shall ensure that all occupants in the platform have the basic level of knowledge required to work safely on the MEWP. If the operator is providing the required training to occupants, it shall include the following:
    - The requirement to use fall protection and the location of fall protection anchors
    - How their actions could affect stability
    - The safe use of any MEWP accessories that they are assigned to use
    - Any site-specific work procedures the occupants shall follow related to the operation of the MEWP
    - Hazards and controls related to the task at hand
    - Manufacturer's warnings and instructions
    - At least one of the occupants shall be provided with the knowledge to operate the controls in an emergency in the event the operator cannot.
- Lifts should be driven with the platform in the lowest recommended driving position. Driving with the platform elevated is only permitted if:
    - The driving surface is firm, smooth, and level without any holes or debris
    - The operator has a clear view of the travel path
    - The lift is operated at a speed determined by the manufacturer
- Scissor lifts shall only be moved by the operator positioned on the platform.
- It is not permissible to sit, stand, or climb on the platform guardrails or edge of the lift, or to use objects to gain greater height.
- Do not attach fall protection equipment to objects, structures, or machinery outside of the basket.
- MEWPs are not to be supported by, or attached to, adjacent structures.
- Entry gates or chains shall be closed before operating a lift.
- Users shall not enter or exit a lift from a raised position unless the manufacturer's procedures are followed.
- Ladders are not to be used to enter or exit a lift unless approved by the manufacturer.
- Do not attempt to raise the platform/basket beyond its rated maximum height or reach.
- Secure all equipment or materials that could be dropped and cause injury.
- Do not secure materials or equipment to the outside of the platform unless permitted by the manufacturer.

- Do not use mobile elevating equipment to crane equipment unless the manufacturer has approved such use.
- Do not load the basket work platform beyond its rated capacity. The load includes all people, equipment, and material, including cables suspended from the platform.
- The operator shall ensure that all personnel are a safe distance away from work being carried out in the MEWP.
- Operators are not permitted to operate a lift above personnel.
- Safe distances, and overhead clearance, as determined by the manufacturer and authority having jurisdiction shall be maintained between the operator, the machine, and electrical power lines, conductors, or bus bars.
- Any mobile equipment parked on an incline shall have its brakes set and the wheels chocked.
- Do not position the basket or boom over power transmission lines.
- Do not work from mobile elevating equipment in extreme weather conditions unless provisions have been made to ensure the safety of workers. These weather conditions include:
    - Working in wind speeds that exceed 25 mph (40 kph) or lower wind speeds set by the manufacturer.
    - Lightning events.
    - Rain, ice, or snow which can cause the platform to become slippery on the ground to become unstable.
- Secure unattended mobile equipment from unauthorized use.
- Do not use mobile elevating equipment as a fall protection anchor for work outside of the main work platform without written manufacturer's, or professional engineer's, procedures.

Mobile Equipment Attachments

The attachment of equipment to a lift should only be done in accordance with manufacturer's, or a professional engineer's, written procedures.

Leveling Equipment

Cribbing a mobile elevated work platform is only permitted in accordance with manufacturer's, or a professional engineer's, written procedures.

Refueling/Recharging

- Only those trained in refueling, and replacing propane tanks, are permitted to do so.
- Refuel equipment in a well-ventilated area with the engine turned off.
- Wear eye protection and appropriate personal protective equipment when refueling. A fire extinguisher and spill kit should be available. Gloves are required when replacing propane tanks.

- Charge batteries in a well-ventilated area.

Emergency Procedures

- Emergency procedures to assist operators or riders should be developed in case a platform cannot be lowered or moved, the lift becomes unstable, the operator is incapacitated, or there is a fire.
- All personnel operating or working on a mobile elevating equipment should be trained on the emergency procedures.
- The procedures may include:
    - Assistance from a ground operator
    - The lift's manual decent system
    - Deployment of a self-rescue system
    - The use of another lift
    - Contacting emergency personnel

Documents

- *Mobile Lift Equipment Spotter Protocols*
- *Rigging with Cranes, Forklifts and Telehandlers*
- *Construction Crane Lift Plan*
- *Operating MEWPs in BC*
- *Rough Terrain Utility Vehicles*

TRAFFIC CONTROL

Introduction

When working on or near an active street or roadway, cast and crew members may be exposed to moving vehicles. In such events, effective traffic control measures shall be in place as outlined below.

Production Responsibilities

The production is responsible to ensure that:

- A *Traffic Control Plan* is developed and implemented whenever traffic could be hazardous to cast and/or crew
- Required traffic control devices, such as cones and signs are used
- Traffic is guided by trained traffic control personnel
- Traffic control authorities (police officers or highway patrol) are contacted when required
- Appropriate jurisdictions are consulted regarding street closures
- Closed streets or courses are barricaded
- Designated walkways are used to separate pedestrian traffic from work zones when possible

Traffic Control Person

- A traffic control person is required if the use of signs and other traffic control devices or procedures alone cannot provide effective traffic control
- Crew assigned to traffic control shall have completed a recognized course in traffic control and use required traffic control equipment and personal protective equipment

Traffic Control Person Identification

Traffic Control Persons shall use the following:

- Appropriate traffic control paddle
- High visibility apparel (e.g., high visibility vest and wrist bands)
- Wrist and lower leg bands fitted with a minimum 5 cm (2 in) wide fluorescent retroreflective strip about their entire circumference
- 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 or poor visibility, the worker shall be equipped with a flashlight fitted with a red signaling baton

Police Assistance

When police are assigned to a set or location for traffic control, production should conduct a walkthrough with the police officer and discuss areas that need to be controlled.

Documents

- *Traffic Control Plan*
- *Traffic Management Manual for Work on Roadways* (TMM)

MUSCULOSKELETAL INJURIES (MSIS)

Introduction

Musculoskeletal injuries (MSIs) are injuries of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including a sprain, strain, and inflammation, that may be caused or aggravated by work. MSIs can affect body parts including the neck, shoulders, arms, wrists, legs and back.

Risk Factors

The hazardous activities that contribute to the risk of MSI are called risk factors. A risk factor is something that may cause or contribute to an injury. The risk factors that can put a worker at a risk of an MSI include:

- **Posture:** the position of different parts of the body outside of the comfortable range of motion (awkward posture) or holding the posture for a long time (static posture)
- **Excessive Force:** exerting force on an object as part of a task
- **Local Contact Stress:** a hard or sharp object coming in contact with the skin
- **Personal Factors:** work style, age, smoking, height, weight, habits
- **Environmental Conditions:** lighting, temperature, and air quality
- **Poor Work Organization:** cramped workspaces causing awkward postures, cluttered work area creating tripping/slipping hazards

Signs and Symptoms of MSI

Experiencing some muscular aches is normal when a person first starts a new job (especially one involving physical labour). However, aching that persists and becomes painful is not normal and should be reported. Recognizing early signs of symptoms of MSIs, reporting them, and seeking medical attention right away can help them from getting worse. Otherwise, the signs and symptoms of MSIs can progress into more serious problems such as tendonitis or bursitis. Other long-term problems may include persistent pain, pain with movement, or an inability to move limbs normally. The signs and symptoms of MSIs can include:

- Pain and discomfort
- Numbing, tingling sensations
- Swelling and redness
- Pins and needles
- Inability to move a body part normally

MSI Risk Assessment

When factors that may expose workers to a risk of MSI have been identified, the risk to the workers shall be assessed. In order to perform a ***MSI Risk Assessment***, the ***MSI Risk Factor Identification Worksheet A***

and ***MSI Risk Factor Assessment Worksheet B*** should be used to help guide the assessment to the extent of a worker's exposure to the main physical risk factors to determine how great a risk a particular task poses.

Additional tools for the risk assessment include:

- Lift/lower calculator to estimate whether a lift has a low, moderate, or high risk of injury
- Push/pull/carry calculator to estimate the suggested maximum force that can be used during pushing and pulling and the weight that can be carried

Controls

Once the risk assessment has been completed, the risk factors should be eliminated or reduced, where practicable, using risk controls. Production shall consult the joint occupational health and safety committee on the implementation of controls.

As per the hierarchy of controls, the first step would be to eliminate tasks with a risk of causing MSI. Where elimination is not practicable, the specific risk factors identified in the risk assessment should be reduced to the lowest practicable level. Ensure that workers are trained and educated in recognizing MSI risk factors, symptoms of MSIs and how to minimize the risk of MSIs via controls.

The following are some ways to prevent or control the risk of MSIs:

- Limit lifting by hand. Use equipment such as hand carts, trolleys, forklifts, and pallet jacks to help lift and transport products
- Do not manually lift heavy loads alone – get help
- Minimize the distance the load is moved or carried
- Avoid manual lifting tasks for items that lie below the knee height (instead use scissor lifts, pallet jacks, or other equipment)
- Avoid manual lifting tasks for items that lie above shoulder height (instead, limit shelf heights, improve storage practice, or be raised up to the load)
- Avoid handling heavy or unbalanced objects while sitting down (e.g., stand so that stronger muscles are used)
- Improve your grip on the load (e.g., fix good handles on containers; add clamps or other devices to improve grip; use gloves)
- Stack items used most frequently at a convenient waist level
- Use a stool or ladder to access items on shelves. Do not stand on chairs or boxes that might tip over
- Lighten load to be lifted (e.g., by separating component parts)
- When going up or down stairs, use handrails, avoid undue speed, and carry only items that do not obstruct vision
- Avoid grasping vibrating tools with a hard grip
- Use a desk, chair, mouse, etc. that is well designed and appropriate to the task

- Reduce the total time spend pushing or pulling, or beak the total time into smaller blocks of time doing that task
- Use proper lifting techniques when performing manual lifts to minimize the risk of injuring the back
- To void repetitive strain injuries, vary your work practices so that you're not doing the same motion over and over or hours at a time. Trade off duties with a co-worker. Sit or stand with proper posture
- Use ergonomically engineered equipment and practices to avoid unnecessary strains
- Recognize the potential for MSIs even in tasks that seem harmless
- Use appropriate personal protective equipment such as gloves, knee pads, and weather appropriate clothing

Documents

- *MSI Risk Factor Identification Worksheet A*
- *MSI Risk Factor Assessment Worksheet B*
- *Office Ergonomics Guidance*

WORKING ALONE PROCEDURES

Introduction

Lone workers may be at increased risk of injury or violence, particularly if they are on shift during late night hours. Lone workers shall be able to get assistance if they are injured or there is an emergency. Follow the procedures below to ensure the well-being of workers who work alone or in isolation.

Departments Consisting of More Than One Employee

1. Any employee planning to work alone or in isolation shall first notify their department head to ensure that the production is aware of the work to be undertaken and of the site where the work is to be done.
2. The department head shall confirm that the site has been assessed, if practicable, by the Locations Department and a ***Location Hazard Assessment*** is available.
3. The department head shall arrange contact with the employee working alone or in isolation at such intervals as established by the ***Working Alone Risk Assessment***.
4. The department head shall use the ***Working Alone Form*** to document the procedures to be followed for the duration of the work.

Departments Consisting of One Employee

1. Any employee planning to work alone or in isolation shall ensure that the Production Manager is aware of the work to be undertaken and where the work is occurring.
2. The Production Manager shall ensure that any site has been assessed, if practicable, by the Locations Department and a ***Location Hazard Assessment*** has been completed.
3. The Production Manager shall notify the Production Office Coordinator to delegate a person to establish contact at intervals with the person working alone as established in the ***Working Alone Risk Assessment***.
4. The Production Office Coordinator shall use the ***Working Alone Form*** to document the procedures to be followed for the duration of the work.

In the Event Contact Cannot Be Established

Follow the procedures in the ***Working Alone Form.*** If this document is unavailable, follow the steps below:

1. The department head or appointed person shall contact the Production Office Coordinator immediately. The coordinator shall establish who the closest employee is to the site and dispatch that employee directly to the site.
2. If there are no nearby workers, the Production Manager shall be contacted to dispatch someone to the work location.

3. If necessary, call 9-1-1 and request help at the location.

If the Employee is Found Injured

Follow the procedures in the *Working Alone Form*. If this document is unavailable, follow the steps below:

1. The employee dispatched shall immediately dial 9-1-1.
2. In the event telephone service is not available at the site, the trunk radio, if available, should be used to contact the Production Office Coordinator who would then call 911. If neither telephone service nor radio service is available, the employee should immediately drive to the closest phone.
3. If the injury is not serious, and the employee is conscious and speaking, the dispatched employee should drive the injured employee to the nearest hospital. The Production Manager should be notified of any action as soon as possible.

Documents

- *Location Hazard Assessment*
- *Working Alone Risk Assessment*
- *Working Alone Form*

INCLEMENT WEATHER

Cold Stress Prevention

Refer to the *Cold Stress Prevention Program* for guidance on how to keep cast and crew safe from hypothermia and other cold weather injuries.
Implement the program when there is an increasing risk of cold weather injuries. While the risk of hypothermia can be present at above freezing temperatures, when the equivalent wind chill temperature reaches -7 degrees Celsius the program shall be operational.

Actions

- Distribute the *Cold Weather Hazards* memo to all crew.
- Distribute the *Cold Stress Prevention Program* to all department heads for review.
- Distribute the *Cold Stress Safety Meeting* to all Departments. All departments should hold and document a cold stress safety meeting.

Documents

Cold Stress Prevention Program

Cold Stress Risk Assessment

Cold Stress Safety Meeting

Cold Weather Hazards

HEAT STRESS PREVENTION

Heat stress is a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion and heat stroke. The ***Heat Stress Exposure Control Plan (ECP)*** is instituted to protect employees working in hot weather. The Production Manager is responsible for overseeing and administering the ECP.

The ***Heat Stress Exposure Control Plan*** incorporates the following elements:

- Provision of water
- Access to shade
- Written procedures
- Training
- Monitoring requirements

Provision Of Water

Water is a key preventive measure to reduce the risk of heat related illnesses.

Follow these steps on hot weather days, to ensure adequate hydration:

1. Ensure that at least 8 Litres of water per employee per 8-hour shift is readily accessible
2. Department Heads and Supervisors should remind employees to drink water frequently
3. Employees required to work outside should be provided with access to plenty of water, drinks, and ice
4. Where plumbed water is not readily available, bottled water should be placed as close as possible to workers
5. Plastic bottles and/or disposable cups should be made available

Access to Shade

Access to rest and shade or other cooling measures are important preventive steps to reduce the risk of heat related illnesses. Productions on studio lots may have access to air-conditioned buildings and tree-shaded areas in which employees can recover from the heat.

When employees are required to work in exposed outdoor areas on hot weather days, the following steps shall be taken:

1. Supervisors shall ensure adequate shade, or set up portable shade, close to the work area (preferably no more than 50 to 100 metres away)
2. Employees shall be shown the nearest air-conditioned building or vehicle in which they can

cool down quickly

3. Employees working in the sun should wear hats, sunglasses, and sunscreen

Written Procedures

Written procedures help reduce the risk of heat related illnesses and ensure that emergency assistance is provided without delay. In the event of a heat-related illness, call 911 (or the local emergency equivalent) with specific instructions regarding your location.

On hot days, the following procedures shall be initiated to reduce the risk of heat related illnesses and help employees respond to possible symptoms:

1. A Safety Talk relating to heat illness prevention shall be given to all employees at the start of their shift, or when the weather becomes warm
2. In the event of a heat-related illness, employees shall call 911 (or the local emergency equivalent) with specific instructions regarding your location
3. Supervisors and/or employees shall carry cell phones or two-way radios to ensure communication in the event of any emergency
4. Employees should drink water and take rest breaks when needed
5. Supervisors shall monitor employees for symptoms of heat illness
6. Co-workers should use a "buddy system" to watch each other closely for symptoms of heat illness
7. Supervisors and employees shall be encouraged never to discount any symptoms of heat illness and shall immediately address them
8. For off-lot locations, the Production shall post, along with this Heat Illness Prevention Plan, specific information regarding the location, including street address and directions to location; name, address and telephone number of the nearest hospital; locations of water-staging areas, shaded rest areas and other heat illness prevention accommodations. Use the ***Heat Stress Warning*** for this purpose.

Training

Training is critical to help reduce the risk of heat related illnesses and to assist in obtaining emergency assistance without delay. Department Heads and Supervisors shall use any combination of Safety Talks, handouts, and posters to train their employees in the following:

1. Risk factors for heat illness
2. Procedures for minimizing risk of heat illness as described herein
3. The importance of drinking up a litre of water per hour on hot days
4. The importance of resting and recovering in shade when needed
5. The importance acclimatization
6. The different types of heat illness and the common signs and symptoms
7. The importance of the "buddy system" and/or means of communication on hot days

8. The importance of employees immediately addressing signs of heat illness in themselves or co-workers

Documents

- *Heat Stress Alert Notice*
- *Heat Stress Exposure Control Plan*
- *Heat Stress Warning*
- *Heat Stress Action Plan*

LIGHTNING

Avoiding a Lightning Strike

Lightning is the third leading cause of weather-related deaths after floods and tornadoes. More people die or are injured by lightning in the summer months than any other time of the year. This is caused by the increase in thunderstorm activity combined with more outdoor activities.

If you are caught outdoors in a thunderstorm:

- Move away from anything that can attract a lightning strike. This could include ridgelines, open fields, lone trees, or isolated groves, tall prominent outcroppings, telephone poles, power lines, and any other tall objects. Avoid small sheds, picnic shelters, recesses in rock cliff faces, and the mouths of caves. Lighting can hit the tops of cliffs and travel down the faces, which can kill or injure people in recesses or the mouths of caves.
- If caught in an open field with no shelter, go to a low-lying, open area away from trees, poles, or other tall objects. Choose a place that is not subject to flooding. Squat low, have as little contact with the ground as possible, and make yourself the smallest target possible. Do not lie flat as this makes you a bigger target.
- If boating or swimming, get on dry land and find shelter immediately. Stay away from rivers, lakes, and other bodies of water.
- Take shelter in substantial, permanent, enclosed structures. Avoid unprotected gazebos, picnic shelters, baseball dugouts, and bleachers as these structures are often isolated and located in otherwise open areas, making them a target for lightning.
- If a substantial structure is not available, take shelter in a car or truck. Keep the windows closed. Although rubber tires provide little protection from lightning, the steel in the vehicle does increase protection, especially if you are not touching metal.
- If you are inside, avoid taking baths or showers and refrain from washing dishes. Also avoid using landline phones, televisions, and other appliances that conduct electricity.

The 30/30 Guideline

When working outdoors lightning detectors and lightning tracker apps can provide advance warning of potential lightning strikes.

If caught outside in an electrical storm, remember Environment Canada's 30/30 guidance.

Here's how it works: Count the seconds between the flash of a lightning strike and the next peal of thunder. If it's under 30 seconds, the storm is less than 10 kilometres away and, according to Environment Canada there is an 80-percent chance the next strike will occur within that 10-kilometre radius.

Now is the time to take shelter: Get inside a building, into an all-metal vehicle, or move to a low-lying area. Stay put. Once you've heard the last peal of thunder, wait for 30 minutes before leaving your shelter.

Documents

Lightning Guidance

WORKPLACE VIOLENCE PREVENTION PROGRAM

WBD is committed to providing a safe workplace. We do not tolerate violent or threatening behavior, and any such behavior may result in exclusion from work premises, may be reported to law enforcement and is subject to corrective action up to and including termination. To have a safe workplace requires the commitment of all our employees, and we are all responsible for reporting threatening or violent behavior right away, for raising concerns about any perceived potential risks of violence, and for cooperating in investigations.

Violent or threatening behavior must be immediately reported to the Production Manager. The Production must immediately report all violent or threatening behavior to the Production Executive, Production Safety Representative or Global Security as directed in the Violence Prevention Program.

What is violent or threatening behavior? Violent behavior includes any intentional conduct that causes physical harm to a person or to property (either personal or company property).

Threatening behavior is conduct that causes another person to be reasonably afraid for:

- their own safety
- other people's safety (Including the safety of the person who is acting in a threatening manner) or
- the safety of property.

Violent or threatening behavior that impacts the workplace violates this policy whether the:

- behavior occurs on or off company property
- behavior occurs during or outside of working time
- behavior occurs in person or not
- behavior is verbal or non-verbal
- behavior occurs virtually, such as through email, internet sites, or social media
- target of the behavior is also an employee of the company

- person who observes the behavior is also an employee of the company.

Weapons

WBD prohibits weapons in the workplace, except for certain on duty Security Officers and Law Enforcement personnel while on duty and conducting official business. With that exception, and to the extent permitted by applicable law, you are prohibited from having a firearm or anything that may reasonably be considered a weapon in your possession while:

- on WBD property, or
- conducting WBD business, or
- attending any WBD-related function.

"In your possession" includes storing the weapon in a vehicle to which you have access while you're at a company location or work event.

DOCUMENTS

- *Violence Prevention Program*

8. ENFORCEMENT AND COMPLIANCE

DISCIPLINE AND ENFORCEMENT

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.

Enforcement

Any employee found in violation of a safety rule or guideline may result in any combination of the following at the discretion of the company:

- A verbal warning
- A letter of discipline
- A suspension from work without pay or benefits
- Training or retraining
- Termination

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

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

9. RECORD KEEPING

Production is required to retain health and safety records to ensure compliance with BC occupational health and safety regulations. All records must be provided to the production office. The records include:

- Incident and accident reports and investigations: Records of workplace incidents, accidents, near misses, and the subsequent investigations.
- Hazard assessments: Documentation of workplace hazard assessments and the steps taken to mitigate these hazards.
- Training records: Records of employee training, including training content, dates, and names of employees who received training on health and safety related topics throughout the course of production.
- Safety Meetings
- Inspection reports: Records of regular workplace inspections and any corrective actions taken
- First aid records: Retain all records of first aid incidents and treatments provided for a period of three years.
- Copies of any correspondence with WorkSafeBC, BC Safety Authority, local fire departments, or other authorities
- Joint Occupational Health and Safety Committee meeting minutes: Records of meetings held by the joint health and safety committee, including discussions, recommendations, and actions taken.
- Asbestos; The production must retain the following records respecting asbestos-containing materials for at least ten years:
    - risk assessments
    - inspections
    - air monitoring results
    - instruction and training of workers
    - incident investigation reports.
- The results of annual hearing tests under a hearing conservation program must

be kept as long as the worker is employed

- The results of any workplace exposure monitoring and assessment undertaken
- Reports from professional engineers

10. HAZARD GUIDANCE AND SAFETY BULLETIN INDEX

When planning production activities, refer to the following guidelines, safety bulletins, and reference documents for guidance on general production safety hazards.

Aircraft – Fixed Wing

When working with fixed wing aircraft refer to the following industry guidelines.

- Actsafe Bulletin 11: Fixed Wind Aircraft
- Actsafe Bulletin 11a: Fixed Wind Aircraft-External Loads

Animals

When domesticated or exotic animals are used in a production, safety is the primary concern. Only a qualified trainer or wrangler should be allowed to work with the animals. The trainer is responsible for providing the animal's health and legal permits, conveying safety rules about the animals to cast and crew and communicating any requirements that need to be met.

- Actsafe Safety Bulletin 6: Animal Handling
- Actsafe Safety Bulletin 12: Exotic Venomous Reptiles

Artificial Smoke and Fog

The use of artificial smoke and fog is regulated and limited by regulatory agencies. Control measures shall be implemented to keep levels below the exposure limits established by BC Occupational Health and Safety Regulations.

- Actsafe Bulletin 10: Artificial Smokes and Fogs

Asbestos

Asbestos is a naturally occurring fibrous mineral, found in various building products and materials. Asbestos containing materials may be encountered at locations and work activities can cause the release of asbestos fibers. Exposure to asbestos can cause detrimental health effects.

- Asbestos Exposure Control Plan

Bloodborne Pathogens

Bloodborne pathogens are infectious microorganisms in the human blood that can be transmitted through contact with infected blood or certain body fluids. In order to prevent exposure, it is important to understand where infectious materials may be found, how contact with an infectious pathogen can occur, how to dispose of infectious materials safely, and how to respond to emergencies in the event of an exposure.

- Actsafe Bulletin 24: Blood Borne Pathogens and Infectious Materials

Boats

When working on boats or watercraft refer to the following industry guidelines.

- Actsafe Bulletin 15: Boating Safety Motion Picture Safety Bulletin

Camera Cars

Camera Cars include any self-propelled vehicle specifically engineered for the mounting and manning of cameras and other equipment for the purpose of filming from a stationary or moving vehicle.

- Actsafe Bulletin 8: Guidelines for Traditional Camera Cars
- Actsafe Bulletin 8A: Guidelines for Traditional Camera Cars: Process Trailer/Towed Vehicle
- Actsafe Bulletin 8B: Guidelines for Traditional Camera Cars: Camera Boom Vehicles

Camera Cranes

When planning on working with camera cranes refer to the following industry guideline.

- Actsafe Bulletin 25: Camera Cranes Pre-Production Planning Memo

Cold Weather

When working in cold conditions, the two most common hazards are hypothermia and frostbite. With proper awareness and pre-planning, these hazards can be eliminated. A cold stress program shall be implemented at -7 ° Celsius equivalent chill or colder.

- Actsafe Safety Bulletin 34: Guidelines for Working in Extreme Cold Temperature Conditions
- Cold Stress Program

Drones-Remotely Piloted Aircraft Systems

When planning on working with drones-RPAS refer to the following industry guideline.

- Remotely Piloted Aircraft Systems: Canada
- CSATF Safety Bulletin #36: Recommended Guidelines for Safely Working Around Unmanned Aircraft Systems

Edged and piercing props

Edged and piercing props are those that can cut or puncture and include but are not limited to knives, swords, razors, darts, bows and arrows, hatchets, saws, spears, cross bows, and throwing stars.

- Actsafe Safety Bulletin 30: Edged and Pierced Props

Electromagnetic Radiation

Electric and magnetic fields are invisible areas of energy, often referred to as radiation, that are associated with the use of electrical power and various forms of natural and man-made lighting. Electromagnetic fields are typically grouped into one of two categories by their frequency: Non-ionizing: low-level radiation and Ionizing: high-level radiation.

- WorkSafe Bulletin WS-2014-07: Electromagnetic Radiation
- WorkSafe Bulletin WS-2014-08: Microwave Radiation
- https://www.csatf.org/safety-bulletin-44/
- CSATF Safety Bulletin #44: Guidelines for Working Safely with Radio-Frequency Transmitters

Electrical Safety

Electrical work done in film and television is deemed to be regulated work. The regulations constitute a part of the BC Safety Standards Act. The Electrical Safety Regulation also includes the Canadian Electrical Code adopted for use in BC.

- Actsafe Bulletin 23: Working with Lighting Systems and other Electrical Equipment

Firearms and ammunition

Firearms include prop guns such as rubber guns, plastic guns, and non-guns as well as practical (working) guns such as flintlocks, pistols, machine guns, rifles and shotguns.

- Actsafe Safety Bulletin 1: Safety with Firearms
- Actsafe Safety Bulletin 2: Special Use of Live Ammunition

Foamed Plastics

Foamed plastics are used to construct stage sets and props. Foamed plastic products are made of petroleum distillates which can ignite when used in hot work or when used in close proximity to a fire effect or a pyrotechnic device.

- Actsafe Bulletin 39: Safety Guidelines for Using Foamed Plastics in Set and Prop Construction

Food Safety

Food services shall ensure that adequate food safety and hygiene practices are adopted to protect the health of cast and crew from foodborne illnesses. These practices include thorough cleaning and sanitization, proper food preparation, and high standards of personal hygiene of food handlers.

- Actsafe Bulletin 32: Food Handling
- Actsafe Bulletin 32A: Addendum "A" for Food Handling – Craft Services
- Actsafe Bulletin 32B: Addendum "B" for Food Handling – Ministry of Health File #59

Gimbals and Motion Bases

Gimbals/Motion Bases are generally one-of-a-kind, purpose-built devices designed to simulate real-world movement. Challenging environments, such as an airplane in flight, a ship in a storm, and many others may be simulated with a gimbal.

- Actsafe Safety Bulletin 41: Guidelines for Safely Working on and Around Gimbals/Motion Bases

Grinders

When planning on working with grinders refer to the following safe work procedures.

- Grinder Safe Work Procedures

Guardrails

When guardrails are required, refer to the following regulatory requirements.

- Set Guardrail Requirements

Hair and Makeup

Various products and chemicals are used in hairstyling and make-up. When chemicals are used, there may be a concern for toxicity and possible health effects. Performers may have sensitivities and allergies to be taken into consideration. Adequate safety and hygiene protocols shall be adopted to ensure the safe use of products on performers.

- Actsafe Safety Fact Sheet 6: Makeup and Hairdressing

Heat Stress

Working in the heat and doing heavy physical work can affect the body's cooling system. If the body is unable to cool itself, a worker can experience heat stress, particularly workers not acclimatized to such conditions. If heat stress is not recognized and treated in the early stages, more serious and even fatal conditions can quickly develop. A heat illness prevention plan should be implemented when the forecast calls for 27 degrees Celsius or warmer.

- Actsafe Safety Bulletin 35: Guidelines for Working in Extreme Hot Temperature Conditions
- Heat Stress Exposure Control Plan

Helicopters

When planning on working with helicopters refer to the following industry guidelines.

- Actsafe Bulletin 3: Helicopters
- Actsafe Bulletin 3a: Helicopters-External Loads

Hot Air Balloons

When planning on working with hot air balloons refer to the following industry guideline.

- Actsafe Bulletin 29: Hot Air Balloons

Inclement or Severe Weather

When working outdoors there is a potential for thunderstorms, lightning, flash flooding, extreme winds, large hail, tornadoes, and hurricanes. Planning can reduce many of the potential dangers posed by inclement weather.

- Actsafe Safety Bulletin 38: Inclement or Severe Weather

Insects and Pests

Indigenous pests are naturally occurring in an area and can pose health threats to humans. There may be numerous types of pests and precautions should be taken when exposed to them. Pest identification and safety precautions should be determined prior to using a location that may contain indigenous pests.

- Actsafe Bulletin 31: Indigenous Pests

Ladders

Falls from ladders are one of the leading causes of injuries to workers. Proper use of ladders is critical to preventing serious injuries or even fatalities.

- Ladder Safe Working Procedures

Liftgates

Liftgates are used by many departments in film and television production and many hazards can arise from the use of liftgates.

- Lift Gate Safe Work Procedures

Lockout

Lockout refers to the act of physically neutralizing all energies in a piece of equipment before beginning any maintenance or repair work.

- Lockout Procedures

Minors, Infant and Child Actors

When planning on working with minors, infants or child actors refer to the following industry guideline.

- Actsafe Safety Bulletin 33: Special Safety Considerations When Employing Infant Actors (15 days to 6 months old)

- Actsafe Safety Bulletin 33a: Employing Child Actors

Motorcycles

When planning on working motorcycles refer to the following industry guideline.

- Motorcycle Stunt Work

Open Flame

The use of an open flame can present a hazardous situation on any film set. Care shall be taken to avoid endangering cast, crew, and property when candles, fireplaces, campfires, cigarette lighters and any other open flames are used. For further guidance, contact your Production Safety Representative.

- Actsafe Safety Bulletin 19: Open Flames on Motion Picture Sets
- Use of Open Flame Guidelines

Plants

Many native and exotic plants are toxic. Various types of poisonous plants may be found in urban and wilderness locations. Basic safety precautions shall be taken to prevent serious injury or illness to people working at locations where these plants grow.

- Actsafe Bulletin 27: Poisonous Plants

Propane and Internal Combustion Engines

Internal combustion engines may be fueled by gasoline, diesel, propane, natural gas, or other fuels. If operated indoors, equipment with internal combustion engines can result in harmful exposure to gases such as carbon monoxide and fumes with diesel particulates. Internal combustion engines can also present an ignition hazard, especially when used indoors. If mobile equipment with internal combustion engines will be operated indoors, adequate safety precautions shall be adopted.

- Actsafe Bulletin 13: Gasoline Operated Equipment
- WorkSafeBC Bulletin: Carbon Monoxide in Industry

Propane Handling

Improper installation or use of propane fired heaters can result in death, serious injury and property loss or damage from fire, explosion, burns, asphyxiation, and carbon monoxide poisoning. Different heaters may have different requirements.

- Actsafe Industry Fact Sheet 11: Propane Guidelines
- WorkSafe Bulletin: Reducing the risk of propane explosions in food trucks

Pyrotechnics

Pyrotechnics are special effects in which chemical reactions are used to produce heat, light, gas, smoke and/or sound for entertainment purposes. Effects range from simulated lightning to an actor shooting a tiny flash of fire from his fingertips to feature design elements such as burning buildings. Hazards involved in working with pyrotechnic special effects include explosions, fires, smoke, and chemical inhalation and/or contact. The mishandling of pyrotechnics can result in severe burns, wounds, vision and hearing loss, property damage and death. For further guidance contact the Production Safety Representative.

- Actsafe Safety Bulletin 16: Pyrotechnic Special Effects

Railroads

There are strict rules governing working around railroads. Check with your authority having jurisdiction and with the owner/operator for local regulations, specific guidelines and required training. Each railroad property or transportation agency may have its own rules and training requirements. In Canada, the railway companies typically own the property on or around the rail lines and have very specific safety rules and regulations concerning access for filming on their facilities and infrastructure.

- Actsafe Safety Bulletin 28: Railways & Railway Equipment

Scaffolds

Scaffolding shall be erected, installed, assembled, used, handled, stored, adjusted, maintained, repaired, inspected, or dismantled in accordance with the latest version of CSA standard CSA Z797, “Code of Practice for Access Scaffold”. The assembly of scaffolding may require the approval of an engineer.

- Scaffold Safe Working Procedures

Scuba

The following recommendations and requirements apply where SCUBA equipment using compressed air or compressed oxygen will be utilized during filming.

- Actsafe Bulletin 7: Scuba Diving Recommendations and Requirements
- Actsafe Bulletin 7a: Principle Performers using Underwater Diving Equipment

Set Walls

Set walls may present hazards when being loaded, transported, and secured.

- Set Wall Safe Working Procedures

Silica

Silica-containing products may be used to generate dust effects. Airborne crystalline silica may also be produced from drilling, grinding or breaking concrete or rock. Silica is a human lung carcinogen and worker exposure to silica above the occupational exposure limit has the potential to cause detrimental health effects. If there is a risk of exposure to silica during work activities, production shall implement the Silica Exposure Control Plan.

- Silica Exposure Control Plan

Stunts

A Stunt can be broadly defined as any physical feat or act that involves specific knowledge, training, or skill set, without which the performance of the sequence would be considered dangerous (i.e., if performed by someone other than a stunt performer). The potential hazards of a stunt will vary depending on the nature of the proposed stunt.

- Actsafe Bulletin 4: Stunts Motion Picture Safety
- Actsafe Bulletin 14: Parachuting and Skydiving Motion Picture Safety
- Actsafe Bulletin: 18: Air Bags Motion Picture Safety

Special Effects

Special effects may include fire, explosives, pyrotechnics, firearms, artificial smoke and fog, rain and snow, lighting, lasers, wind, and sandstorms. Many of these effects could also involve other departments such as the stunt department. Hazards may include, fires, flashes, radiating heat, hazardous noise and pressure waves, projectiles, shrapnel or flying debris, electric flashover, and shock.

- Actsafe Safety Bulletin 16: Pyrotechnic Special Effects

Table Saws

When planning on working with table saws refer to the following safe work procedures.

- Table Saw Safe Working Procedures

Utility Knives

When planning on working with utility knifes refer to the following safe work procedures.

- Utility Knife Safe Working Procedures

Utility Vehicles

Utility vehicles include ATVs, golf carts, snowmobiles and other small engine and/or electric powered vehicles.

- Actsafe Bulletin 40: Guidelines for Non-Camera Utility Vehicles

Vehicle Restraint Systems

Vehicle restraint systems may include seatbelts, harnesses, and head and neck restraints to ensure the safety of people in or on picture or stunt vehicles.

- Actsafe Bulletin 37: Seatbelts and Harnesses

Water Hazards

Water work may involve swimming, diving, boating, or rafting activities. Bodies of water include but are not limited to ponds, rivers, lakes, swamps, bogs, oceans, pools, and tanks. Water work may involve hazardous conditions such as swift currents, thick underwater plant life, rocks and extreme temperature or pressure.

- Actsafe Bulletin 17: Water Hazards
- Actsafe Bulletin 15: Boating Safety

Welding, Cutting, and Burning

Work activities involving welding, cutting, and burning have the potential to expose workers to harmful fumes and gases. Welding fumes may contain various metals which, when airborne pose an inhalation hazard to workers and can cause adverse health effects. If there is a risk of workers being exposed to welding fumes and gases during their work activities, a Welding Exposure Control Plan shall be implemented by production.

- Welding Exposure Control Plan

Wildlife

When filming in the wilderness, there is a chance of encountering wildlife such as bears, cougars, or coyotes. It is important to treat wild animals with caution and respect as approaching too closely can threaten their survival and can result in unexpected, aggressive behaviour towards humans.

- Actsafe Bulletin 31a: British Columbia Wildlife