

# CONSTRUCTION COORDINATOR

## Safety Program Information for 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](http://www.safetyontheset.com) to familiarize yourself with the safety information available, (Actsafes 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](http://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](http://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