

## LOCATION MANAGER

### Safety Program Information for 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](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 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](http://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 **2<sup>nd</sup> AD** with written **First Aid Procedures** for each filming location.

- Post ***First Aid Procedures*** at Craft Service and the 1<sup>st</sup> 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**.