

Production:

New and Young Worker Orientation

Along with site specific hazards, workers who are new to the production must be given the following information

Supervisor Name and Contact Information	
General Duties of Workers	<ul style="list-style-type: none">• Take reasonable care to protect your own health and safety as well as that of others• Wear and regularly maintain and inspect Personal Protective Equipment (PPE)• Work in accordance with established safe work procedures, including the use of PPE• Report all health and safety violations, or the existence of any hazards to a supervisor, Worker representative or department head.• Cooperate with health and safety committees or representatives and with WorkSafeBC• Do not work while impaired by alcohol, drugs or other causes
Work Refusal Procedures	<ol style="list-style-type: none">1. Any worker who refuses to carry out a work process must immediately report the circumstances of the unsafe condition their supervisor or employer.2. A supervisor or employer must immediately investigate the matter and ensure that any unsafe condition is remedied without delay. If the matter cannot be resolved, the supervisor or employer must investigate the matter in the presence of the worker who made the report and a worker member of the joint committee, or a worker selected by a trade union representing the worker. If the worker is not represented by a trade union, any other reasonably available worker selected by the worker should be involved.3. If the matter is still not resolved, both the supervisor (or the employer) and the worker must immediately notify WorksafeBC.
Safety Manual	www.safetyontheset.com
Worker Rights and Responsibilities	<ul style="list-style-type: none">• Workers have a right to be informed of all workplace hazards• Workers have a duty to report workplace hazards• Workers have a right and duty to refuse unsafe work• Workers have the right to participate in workplace health and safety activities• Workers are required to report injuries to Production• Workers will not be retaliated against for reporting workplace hazards
Violence Prevention	<ul style="list-style-type: none">• Any Production Staff Member who witnesses or experiences any threatened or actual violence in the workplace should first take all necessary and reasonable steps to ensure their own safety and the safety of others.• In the event of emergency, local emergency personnel should be contacted immediately by calling 9-1-1.• Once safe, the Production Staff Member should immediately report the incident to the Production Manager and to WBEG Security.
Bullying and Harassment	Any employee or production staff member who is the subject of, who has knowledge of, or who witnesses any possible prohibited discrimination, harassment, or retaliation is expected to immediately bring such information to the attention of the Production Manager, Line Producer or Labor Relations Department
JOHSC Contacts	Employer Co-Chair: Worker Co-Chair: Worker Representatives:

