

PRODUCER

Safety Program Information for Producer

The following information is for 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*** and study it.
- 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*** 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.