

PRODUCTION DESIGNER

Safety Program Information for 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, (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**
- 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**.