

PRODUCTION MANAGER

Safety Program Information for The Production Manager

The following information outlines 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 Production Manager

The **Production Manager** is responsible for the overall management and administration of the Occupational Health and Safety Program, and shall ensure:

- A safe work environment as per BC Occupational Health and Safety Regulations and the Occupational Health and Safety Program.
- That all equipment used on the Production meets the requirements of the BC Occupational Health and Safety Regulations and the Occupational Health and Safety Program.
- Cast and crew are trained for the duties that they are asked to perform and use appropriate personal protective equipment.
- All cast and crew follow the requirements of the Occupational Health and Safety Program.

Production Start-Up

- Instruct Department Heads to hire 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**.
- Ensure that all new employees receive a copy of the **General Safety Guidelines for Production** and sign the **Acknowledgment Form**. This is most easily accomplished by attaching it to the deal memo.
- Visit www.safetiontheset.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
- Attend the **Studio Safety Orientation**
- Instruct Department Heads to give **New and Young Worker Orientations** to all cast and crew new to the Production and whenever appropriate.
- Organize and conduct a safety meeting with the 1st Assistant Director, Construction Coordinator, Transportation Coordinator, Special Effect Coordinator, Stunt Coordinator and

Production Designer. Department Heads are responsible for coordinating the Occupational Health and Safety Program within their departments.

- Direct Department Heads and Key Personnel to their position's safety responsibilities in this manual. Ensure that they read them, understand them, and follow them.
- Discuss with the **1st AD** their responsibility for implementing the Occupational Health and Safety Program on the production side.
- Discuss with the **Construction Coordinator** their responsibility for implementing the Occupational Health and Safety Program on the Construction side.
- Before you begin set construction, call your Production Safety Representative and establish a Joint Occupational Health and Safety Committee
- Before you begin set construction call your **Production Safety Representative** and **Production Designer** to discuss set design and construction requirements.
- Before you begin set construction, have your **Construction Coordinator** call the **Production Safety Representative** to discuss safety training, fall protection, and other safety issues.
- As early as possible, you or your **Production Office Coordinator** should call the **Production Safety Representative** to schedule your production's **Studio Safety Orientation**. Visit www.safetyontheset.com to familiarize yourself with the safety information available, (Actsafes bulletins, Codes of Safe Practices, or Safety Talks etc.)
- Instruct your **Location Manager** to contact the **Production Safety Representative** to discuss any questions regarding the requirements for **Location Hazard Assessments**, including qualifications or training requirements.
- Hire **Stunt Coordinators** knowledgeable in the action they will be supervising. Hire stunt performers who have the proper training and who understand or have previously demonstrated similar work as they will be asked to do. **Stunt Coordinators** performing their own stunts need a second stunt person to act as **Stunt Coordinator** during the sequence.
- Instruct your **Stunt** and **Special Effects Coordinators** to contact the **Production Safety Representative** well in advance of any non-routine stunt or special effect. Ensure that risk assessments are completed for hazardous activities.

On-Production

Implement the Occupational Health and Safety Program

To keep the OHSP consistent, consult with Heads of departments regarding all safety matters.

- Advise your **Production Safety Representative** (in writing or verbally) of safety concerns and OHSP compliance activities on a regular basis.
- Ensure that the **Locations Department** has completed a **Location Hazard Assessment** for all filming locations, and that all cast and crew have received and read it, or that the hazards and controls noted have been communicated to them verbally. Communicate with the **Production Safety Representative, Director, and Department Heads** regarding specific script and shooting concerns.

- Request laboratory testing, engineering services, and/or additional information from the **Production Safety Representative** on potentially unsafe substances or processes. For example:
 - Possible asbestos/lead/mold at a location
 - Physical hazards, such as shooting near water, which may pose potential hazards to crew or the environment.
 - Use of artificial smoke and fogs, dusts, pyrotechnics, etc.
 - Unusual applications of equipment not manufactured or intended for the purpose it is being used for.
 - Ensure that Department Heads are conducting training and performing their OHSP duties.
 - Review OHSP documentation regularly for completion and compliance.
 - See to it that the OHSP remains in effect for all second units, re-shoots, and opticals.

Coordinate response to incidents and emergencies:

- See to it that the **Location Manager** has emergency procedures and first aid procedures in place for all locations.
- All stages shall have **Emergency Response Plans** posted.
- Ensure that all injuries are reported to the **First Aid Attendant**.
- Instruct your **First Aid Attendants** to complete a **First Aid Record** and to notify the Production office in the event of any injury or illness.

Serious Incidents

Serious incidents are accidents, injuries and mishaps that require transportation by ambulance, visitation to the hospital, any treatments greater than general first aid, or any serious property/asset damage.

In the event of a serious incident, injury, or mishap, and after all necessary emergency personnel have been contacted, the **Production Manager** shall notify the **Production Executive, Production Safety Representative** and Risk Management immediately. At the direction of the **Production Executive**, the Labour Relations Representative should be notified.

- In the event of a serious incident ensure that the scene is preserved for investigation. See the **Serious Incident Reporting Procedures** in this manual for further information.

Any accident should be noted in the **Daily Production Report** on the date the accident occurred by identifying only the name of injured employee and classification.

Written and/or verbal statements should not be taken unless authorized by the Studio Legal Department. Speculation regarding the cause(s) of accident(s) are not to be included as part of any Accident/Incident Investigation. Speak with your **Production Safety Representative** for direction.

WorkSafeBC/Government Inspector/Investigation activities

- If you are ever visited or contacted by any government agency immediately notify the **1st AD** and the **Production Safety Representative**.
- Request the official's credentials and determine their validity.
- Determine the nature of the visit.
- 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 possible, make corrections immediately.
- 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 Executive** and to your **Production Safety Representative**.

Document Occupational Health and Safety Program activities

Forward copies of all OHSP documentation on a regular basis to the **Production Office Coordinator**, including:

- All completed safety forms
- Acknowledgments of receipt of General Safety Guidelines for Production
- Records of any training given to cast or crew
- First Aid Records, Employer's Report of Injury or Occupational Disease (F7s), and Incident Investigation Reports
- Correspondence with WorkSafeBC or other governmental agencies
- Environmental and Engineering reports

Show Wrap

See to it that all Occupational Health and Safety Program documents have been collected and forwarded to the **Production Executive** prior to closing the production office.

Hazardous Waste Disposal

All chemicals shall be disposed of in accordance with the laws of the region and Province in which they are used. If you need to arrange for the disposal of paint or other chemicals, contact your **Production Safety Representative**.

Firearms Policy

The Production expressly prohibits weapons, including but not limited to firearms, in the workplace. The workplace includes all property owned, leased, or controlled by the Production. Exceptions will be made for weapons approved for use for filming or with prior written approval by the Production Executive. Failure to strictly adhere to the foregoing shall result in disciplinary action, up to and including termination.