

PRODUCTION OFFICE COORDINATOR

Safety Program Information for Production Office Coordinator (POC)

The following information is for 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 Office Coordinator

The **Production Office Coordinator** shall maintain a library of safety information including copies of all safety program documentation as described in this *Production Safety Manual*. It is the **POC's** responsibility, along with the **Production Manager**, to see to it that all necessary OHSP documentation (forms, certifications, etc.) are completed in a timely manner and forwarded to the **Production Executive** and **Production Safety Representative** as necessary. The **Production Safety Representative** will help orient you to the Studio's Box Folder safety document filing system.

Training Documents

- Ensure that departments operating mobile equipment are turning in copies of certifications for each piece of equipment they will be asked to drive (e.g., forklifts, elevating work platforms, etc.) Keep them on file.
- Some Department heads will be sending copies of Safety Meetings they have conducted; others will send signed copies of *Codes of Safe Practices (CSP's)* or *Safe Work Procedures (SWPs)*. Keep them on file.
- Ensure that a signed *Acknowledgment Form* of receipt of *General Safety Guidelines for Production* is on file for all employees from all departments.
- If you need help determining training requirements, or arranging training, call the **Production Safety Representative**.

Production Start-Up

Implement the Occupational Health and Safety Program

- As soon as possible, call the **Production Safety Representative** to arrange for **Studio Safety Orientation** for all Department heads and key personnel.
- 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. Send a Department Heads a link to the Box folder on their first week of employment

- Review the **General Safety Guidelines for Production** and sign the **Acknowledgment Form**
- Attend the **Studio Safety Orientation**

Coordinate the Documentation of all OHSP Activities

Ensure the following have been turned into the Production Office:

- **Employee Acknowledgment of General Safety Guidelines for Production**
- **Employee Acknowledgment of Additional Safety Guidelines for Special Effects**

On Production

Ensure the following are turned into the Production office:

- **Stage Hazard Assessments**
- **Construction Hazard Assessment Checklists**
- **Location Hazard Assessments**
- **New and Young Worker Orientations**
- **Incident Investigation Reports**
- **Safety Hazard Reports**
- **Safety Meeting Attendance**
- **First Aid Records**
- **Joint Occupational Health and Safety Committee Reports**
- **Employer Reports of Injury or Occupational Disease (F7s)**
- **Right of Refusal of Medical Aid**
- Any special permits, environmental surveys, location safety reports, etc.
- **Daily Production Reports** listing safety meetings, including key department head and new arrival meetings, stunt, and special effects meetings, etc.
- If your duties include distributing **Calls Sheets**, always attach any Actsafe bulletins or other notices deemed appropriate by your **Production Manager** or **1st AD** or **2nd AD** and ensure they are referenced on the call sheet.

Injuries and Illnesses

Maintain a log of all injuries and illnesses to anyone on your production:

- You should receive a **First Aid Record** from your **First Aid Attendant** for every injured employee. If the worker requires additional medical attention beyond basic first aid or misses any work beyond the date of injury, then an **Employer's Report of Injury or Occupational Disease (F7)** shall be submitted to WorkSafeBC within 3 working days.

- Once it has been determined that an F7 is required then an ***Incident and Investigation Report*** shall be required from the **Joint Occupational Health and Safety Committee** and shall be submitted to WorkSafeBC within 30 days. Send these forms to the **Production Safety Representative** for review prior to submission. See the ***Incident Reporting Procedures*** section of the ***Production Safety Manual*** for further guidance.
- If the patient has refused medical attention, you should also receive a completed Refusal of Medical Aid form from the First Aid Attendant.
- Some injuries and illnesses (e.g., concussions or heart conditions) may require a Physician's letter before the worker can return to work. Contact your **Production Safety Representative** for guidance.

Injury Notification to Warner Bros. Studio

All injuries are to be reported by the Production Office to Warner Bros. Studio using the online Injury/Accident/Incident form which can be found on the website www.safetyontheset.com or <https://forms.wb.com/incidentlog>

Serious Accidents, Injuries and Mishaps

See: ***Section 8: Incident Reporting Procedures*** in this manual.

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

In the event of a serious incident, injury or mishap, the **Production Manager**, or in his/her absence, the **1st Assistant Director**. Follow the ***Incident Reporting Procedures*** found in this manual. It is the **Production Office Coordinator's** responsibility to see that correct reporting instructions are available to the **Production Manager** and **1st AD**.

Show Wrap

See to it that all OHSP 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 the **Production Safety Representative**.