

## TRANSPORTATION CAPTAIN/COORDINATOR

### Safety Program Information for Transportation Captain/Coordinator

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 Transportation Captain/Coordinator

The **Transportation Captain/Coordinator** is responsible for conveying current safety requirements to all transportation crew members, provides guidance for meeting OHSP goals, and sees to it that the Transportation Department Heads/supervisors meet their OHSP responsibilities. The **Transportation Captain/Coordinator** is responsible for arranging compliance with Transport Canada regulations, including drivers' logs, etc.

### Supply of Equipment

If the **Transportation Captain/Coordinator** supplies equipment to the production, either directly or indirectly on behalf of any entity (including an entity in which the **Transportation Captain/Coordinator** has a financial interest), the **Transportation Captain/Coordinator** shall, in respect of any such equipment supplied to the production, ensure that the equipment (a) is in good condition, (b) complies with Occupational Health and Safety Regulations, and (c) is maintained in good condition.

### Production Start-Up

- Visit [www.safetyontheset.com](http://www.safetyontheset.com) to familiarize yourself with the safety information available, (Actsafes bulletins, safety meeting documents, Codes of Safe Practices etc.) and read the **Production Safety Manual**. Visit [www.safetyontheset.com](http://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**
- 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 the **Production Safety Representative**.

- Make sure everyone on your transportation crew is given and reads a copy of the ***General Safety Guidelines for Production*** and signs the accompanying ***Employee Acknowledgment***.

## **On Production**

### **Implement the Occupational Health and Safety Program**

- Ensure all drivers carry a certification for each piece of equipment they will be asked to drive. Make a copy of these certifications and keep them on file with the **Production Office Coordinator**.
- 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.
- Assess the need for personal protective equipment by members of your department and determine the appropriate personal protective equipment for their duties.
- Conduct safety meetings on the first day of work for your crew:
  - Explain the safety program and direct them to the ***Production Safety Manual*** at [www.safetyontheset.com](http://www.safetyontheset.com).
  - Ensure ***New and Young Worker Orientations*** are given to all crew new to the Production and whenever appropriate.
  - Discuss the safety aspects of the day's activities and the hazards of the location.
  - Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g., insert car, process trailer, cranes, booms, helicopters, etc.).
  - Discuss elements of the ***Emergency Response Plan***, such as the location of emergency equipment, exits on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of a fire.
- Ensure all drivers are familiar with, and inspect, their vehicle's emergency equipment.
- Conduct or arrange safety training for all transportation crew members:
  - Any heavy construction equipment they will be expected to operate.
  - Tools, equipment, or vehicles.
- Consult with **Production Manager** or the **Production Safety Representative** to determine the specific training needs of the production.
- Document all training and forward to the **Production Office Coordinator**.
- Conduct additional safety meetings in the following situations:
  - Any time the crew is exposed to a new hazard (e.g., driving hazards, new equipment, high tension wires or any other site concern, etc.).
  - Whenever a new crew member or independent contractor arrives.

- Any time there is a significant change in work site or multiple work sites, the supervisor at each site should orient workers to all hazards.
- See to it that safety literature is properly distributed:
  - Give **General Safety Guidelines for Production** to all those who report directly to the site for hire, such as casual hires, and see that they sign the **Employee Acknowledgment**.
  - Return the signed *Employee Acknowledgments* to the Production Office Coordinator.
  - Distribute Actsafe bulletins (available at [www.safetyontheset.com](http://www.safetyontheset.com)) relating to specific hazards as they are identified and/or attach to the call sheet (e.g., road conditions, extreme weather, etc.).
  - With help from the **Production Safety Representative**, see to it that special literature, such as Safety Data Sheets (SDS) or industrial hygiene test results are available.
- Document all safety activities:
- Document all safety training using the **Safety Meeting Attendance** form.
- Forward copies to the Production Office Coordinator.

#### **Communicate and Troubleshoot:**

- 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.
- See to it that all vehicles are inspected daily to be sure they are free from recognized hazards and correct any that are found. This can be done by the operator.
- See to it that safety equipment is provided and being used (e.g., wheel chocks, back up warning signal, dead-man switches on elevated truck lifts, etc.).
- Verify that your crew has the proper license(s) to operate assigned equipment and vehicles.
- Consult with the **Production Manager** and/or the **Production Safety Representative** to resolve safety concerns.
- Correct any hazards discovered on equipment and vehicles.
- Enforce the **General Safety Guidelines for Production**. Document verbal warnings and disciplinary actions.
- Resolve crew safety issues.

#### **Coordinate Response to Serious Incidents and Emergencies**

- Respond to all work site emergencies and incidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger

- Summon emergency medical assistance immediately.
- Clear the area and protect the crew from further injury.
- Preserve the scene and evidence for further investigation.
- Immediately notify the **Production Manager**. If not available, notify the **1<sup>st</sup> AD** and the **Production Safety Representative**.

#### **Coordinate WorkSafeBC/Government Inspector/Investigator Activities**

If visited by WorkSafeBC, or other governmental agency, take the following actions:

- Immediately notify the **Production Manager**. If not available contact the **1<sup>st</sup> AD** and the **Production Safety Representative**.
- Request the official's credentials and determine their validity.
- Determine the nature of the visit.
- See to it that all work activity is stopped in the area to be inspected/investigated.
- The **Production Manager** or **1<sup>st</sup> AD** should accompany the inspector/investigator on the site survey.