

actsafe[★]

THE TEAM APPROACH TO SAFETY



Introduction

We all have responsibilities - as family members, friends, citizens and workers. It's part of life. Responsibilities are important in the workplace, particularly when related to health and safety. Responsibilities are a leading issue in occupational health and safety legislation. *The Workers Compensation Act* (the Act) and *The Occupational Health and Safety (OHS) Regulation* lists the duties of the key workplace parties.

We shouldn't be meeting responsibilities for safety just because the law says so. We should meet them because it's the right thing to do, to protect ourselves and others, and to support safety in the production.

An effective production is built on the work of a range of crafts and areas of expertise. It relies on factors such as teamwork, respect among the cast and crew, and creativity. These same factors are keys to health and safety.

This booklet outlines workplace responsibilities for health and safety in the motion picture sector. It addresses employers, supervisors, workers, suppliers, owners, and others such as joint safety committees. It also provides information on related materials that can be accessed at www.actsafe.ca.

It takes a team to ensure safety, with everyone playing their part.

Employers

Employers can include: Producers, Production Managers, production companies and/or sub-contractors.

Safety starts at the top, with employers. The legal responsibilities of employers include:



- Complete and submit a Notice of Project form to WorkSafeBC.
- Ensure the health and safety of all the employer's workers and any other workers present at the employer's workplace. This includes conducting a risk assessment before any activity.
- Ensure all workers have required training and certifications, and keep records of training. The Actsafe Safety Passport System (see last page of booklet) can help with tracking.
- Ensure that workers are provided with information on their rights and duties under OHS legislation, on workplace hazards and their control, and are given training and supervision.
- Establish health and safety programs, policies, and safe work procedures that include emergency procedures.
- Conduct a first aid assessment and provide necessary first aid equipment, facilities and attendants.
- Establish joint health and safety committees or worker health and safety representatives as required, and consult with them.
- Ensure regular risk assessments and safety inspections are done, and hazards addressed.
- Provide workers with necessary personal protective equipment and clothing and ensure it is used. Refer to *Actsafes Safety Bulletin #21: Appropriate Clothing & Personal Protective Equipment* for further information.
- Investigate incidents including near misses and report major incidents to WorkSafeBC.

Such duties under OHS legislation apply at all times to all employers, whether large or small. But other workplace parties also have responsibilities for safety.

It takes a team approach to ensure safety, starting with the employer.

Supervisors

Supervisors can include: Directors, Assistant Directors, Managers, Crew Chiefs, Stunt Coordinators, Department Heads and anyone who has the authority to direct workers.

The supervisor plays a key role in workplace health and safety. It is the supervisor who can help ensure the employer's policies and procedures are implemented in the day to day work. And it is the supervisor who will be among the first to hear of concerns about safety on the set. The Act recognizes the importance of the supervisor, and lists duties that include:

- Ensure the health and safety of workers under the supervisor's direct supervision.
- Ensure all workers have required training and certifications, and keep records of training. The Actsafe Safety Passport System (see last page of booklet) can help with tracking.
- Keep documentation of all health & safety matters to ensure due diligence. Among other things, this includes meetings, discipline, incidents, work refusals, equipment maintenance, inspections and more.
- Be knowledgeable about OHS legislation applicable to the work.
- Ensure that workers under their direct supervision are made aware of hazards in the work area, and that the workers comply with OHS legislation.
- Cooperate with the joint health and safety committee or worker representative for the workplace.
- Conduct orientations for new and young workers.
- Conduct risk assessments, first aid assessments and exercise due diligence.



While the supervisor has an important role in safety, the supervisor's duties do not relieve any others from their responsibilities.

It takes a team approach to ensure safety, with supervisors providing a key link between employers and workers.

Workers

The basic purpose of the employer's health and safety program is to protect workers. But workers also have responsibilities to ensure safety is in place, both for themselves and others who may be affected by their actions. Teamwork is key to getting the job done safely.



The Act outlines responsibilities for workers that include:

- Protect the health and safety of themselves and other persons who may be affected by their actions. This includes refusing unsafe work.
- Work in accordance with safe procedures, including the use of personal protective equipment.
- Not engaging in conduct that could endanger another person.
- Cooperate with the joint health and safety committee or worker representative for the workplace.
- Alert the supervisor or employer of any potential hazards.
- Ensure that training and certifications are up-to-date (see available Actsafe courses on the following page).

When a worker reports an OHS issue to management, it is then management's responsibility to evaluate it and take any necessary corrective action. In some cases the OHS Regulation will specify the action needed. However, in others the Regulation may state a general obligation, or

provide a variety of possible control measures. In these cases a creative approach may be needed, based on an assessment of the situation. Creativity is part and parcel of motion picture work, and it is no different with safety.

Actsafes Courses

More detailed information, including cost and course dates is available at www.actsafe.ca

- Aerial Platform
- Aerial Platform over 80 ft.
- Counterbalanced Forklift
- Firearm Safety Level One
- Occupational First Aid Level One
- Rough Terrain Forklift
- Film and Television Safety Awareness
- Film and Television Supervisor Safety

Online Courses

- Transportation of Dangerous Goods (TDG)
- WHMIS

Suppliers

Production companies often use products obtained from suppliers. The product may be a tool, machine, piece of equipment or device, or be an agent such as a chemical. Examples include transport equipment, fall protection, and devices or materials to achieve particular effects, for example with stunts and atmospheric effects. In some cases a supplier may be a worker on the set.

The supplier has important responsibilities for safety. Under the Act, the supplier must:

- Ensure that the product supplied complies with OHS legislation.
- Provide directions for use of the product.
- Ensure the product is safe when used in accordance with the directions.

Suppliers who are shipping, receiving or transporting dangerous goods must have a Transportation of Dangerous Goods (TDG) certificate.

For some products the OHS Regulation may require additional measures, such as labels and material safety data sheets for chemicals covered by the Workplace Hazardous Materials Information System (WHMIS).

Suppliers play their part by providing safe products and related health and safety information.



Owners

Production work is often carried out at locations owned by someone other than the production company. Owners have responsibilities under the Act, which include:



- Provide and maintain the land and premises that are being used as a workplace in a manner that ensures the health and safety of persons at or near it.
- Provide the production company with information to identify and control health and safety hazards on the property.
- Comply with health and safety legislation.

At a multi-employer work location the Act requires the owner or other prime contractor to coordinate the work activities among the employers and their workforces.

In some cases an owner will also be an employer, and have on site policies to ensure health and safety. A production firm needs to comply with the policies applicable to them.

Owners play their part by providing safe lands and premises.

Joint committees and worker representatives

In some workplaces a joint health and safety committee or worker health and safety representative is required. These persons have a range of responsibilities including:

- Identify workplace hazards and advise on effective means of their control.
- Deal with concerns raised by workers about health and safety.
- Make recommendations to the employer on educational programs, policies and improvements to health and safety.
- Ensure that regular inspections and necessary accident investigations are carried out.

Other parties with responsibilities for safety

Depending on the production, these include joint health and safety committees, worker health and safety representatives, and safety coordinators or managers. Such parties typically know a lot about health and safety, but often act only in an advisory capacity. An effective safety system will ensure that the advice provided gets close attention.

It takes a team to ensure safety, with everyone playing their part.

Actsafes Resources

Health & Safety Consultation

Free consultation for health and safety related questions or concerns about issues in your motion picture or performing arts work environment. Our consultants will respond to questions and anonymous reports of health and safety concerns.

Free Hearing Testing

Actsafes provides free hearing testing of motion picture and performing arts workers in occupations deemed 'at risk' of a hearing injury.

Free Respirator Fit Testing

Actsafes provides free respirator fit testing of motion picture and performing arts workers in situations where air quality may be compromised.

Actsafes Safety Passport

The Actsafes Safety Passport is an online database that records and tracks worker training and certification. The database tracks courses offered by and through Actsafes as well as other legitimate safety and health related training. To access the Safety Passport system, go to www.actsafes.ca and click on Passport Log-In.

Online Library

Actsafes has a library available on our website (www.actsafes.ca) that contains useful and up-to-date health and safety information. Documents cover a variety of topics such as Occupational Health and Safety Planning; Working at Heights; Hearing Protection; Young & New Workers; Paint Guidelines; Ergonomics/MSI; WHMIS; Respiratory Concerns and much more.

Actsafes Safety Bulletins

Find these and additional Fact Sheets at www.actsafe.ca


1. Safety With Firearms
2. Special Use of Live Ammunition
3. Helicopters
4. Stunts
5. Safety Awareness
6. Animal Handling Rules
7. SCUBA Equipment Recommendations
8. Traditional Camera Cars
9. Multiple Dressing Room Units
10. Artificially Created Smokes, Fogs and Lighting Effects
11. Fixed-Wing Aircraft
12. Exotic Venomous Reptiles
13. Gasoline Operated Equipment
14. Parachuting and Skydiving
15. Boating Safety
16. Pyrotechnic Special Effects
17. Water Hazards
18. Air Bags
19. Open Flames
20. Motorcycles
21. Appropriate Clothing and Personal Protective Equipment
22. Elevating Work Platforms and Aerial Ext. Boom Platforms
23. Lighting Systems and Other Electrical Equipment
24. Blood Borne Pathogens and Potentially Infectious Materials
25. Camera Cranes
26. Preparing Urban Exterior Locations
27. Poisonous Plants
28. Railways and Railway Equipment
29. Hot Air Balloons
30. Edged and Piercing Props
31. Indigenous Pests
32. Food Handling
33. Infant/Child Actors (15 days to six months)
34. Working in Extreme Cold Temperature Conditions
35. Working in Extreme Hot Temperature Conditions
36. Miniature Remote Controlled Camera Helicopters
37. Vehicle Restraint Systems
38. Inclement or Severe Weather
39. Foam(ed) Plastics in Set and Prop Construction
40. Non-Camera Utility Vehicles

Actsafe is dedicated to the promotion of health and safety in British Columbia's motion picture and performing arts industries. Our role is to provide arts workers and employers with the necessary support to ensure everyone goes home safely at the end of the day.

Actsaf

e is governed by the industries it represents. We operate through two standing committees that represent the motion picture and performing arts communities. Membership on these committees includes both employer and worker representatives.

Our mandate includes providing subsidized training and free industry-related communication, education, services and advice.



Visit us online at:
www.actsafe.ca

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