

THE REGULATION: (WorkSafeBC OH&S Regulations Sect. 3.22)

“**New** worker” means any worker who is:

- (a) new to the workplace
- (b) returning to a workplace where the hazards in that workplace have changed during the worker’s absence

- (c) affected by a change in the hazards of a workplace, or
- (d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker’s previous workplace.

“**Young** worker” means any worker who is under 25 years of age.

INTERPRETATION: When is an orientation required?

Initial orientation is required every time a worker begins work at a new workplace; this includes studios, production offices, shops and locations. An orientation is not required when a worker who has had an initial orientation returns or is relocated to a workplace or location AND there are no new hazards or changes that may affect the worker.

Reorientation of workers is required whenever there is a change in the workplace location or change of hazards that may affect the health and safety of the worker. In this case the only additional orientation required would be the identification of new or site-specific hazards, or changes in emergency procedures (ie. first aid location and contact information).

THE REGULATION (WorkSafeBC OH&S Regulations Sect. 3.23)

Subsection 1: An employer must ensure that every young or new worker is given a health and safety orientation and training specific to that young or new worker’s workplace.

INTERPRETATION:

WHAT

It is critical for location and studio hazard assessments to be completed and shared to all concerned parties. Issues arise when hazards are identified during the assessment, but that the information is not communicated to the appropriate departments — especially to workers who may be the first arrivals at the worksite.

Important: There should be a documented discussion of the hazard assessments with department heads and supervisors.

HOW

Group orientation can be given to all workers covering topics relating to the call and site.
Individual orientation and documentation of workers arriving for late calls is important.

It is helpful for production offices to prepare a package for department heads during pre-production, providing an overview of an orientation and sufficient copies of orientation checklists for the duration of the production. The Supervisors can use a copy of the checklist each day, date it, sign it and file it. When orienting groups of workers who will not be listed on the DPR, circulate a sign-in sheet and keep it on file.

Workers can receive an orientation over the phone if they will be working alone or will be first on a site. If there are no unusual hazards then an orientation is not required for experienced workers, however they must be warned of site specific hazards and informed about emergency procedures.

Important: Supervisors should keep notes documenting telephone orientations; email orientations require a response or confirmation.

WHO

Identified in the Regulations as being the employer’s responsibility, it is also the employer’s responsibility to educate and train supervisors to understand and assist with these.

Examples of supervisors who may need to provide an orientation:

- Shooting Crew
- 2nd AD for Cast
- Department Head, Key or Assistant for workers in their department
- Background Wrangler for Background
- Subject Matter Experts on specific activities (ie. stunts, spfx, marine, extreme locations)

THE REGULATION (WorkSafeBC OH&S Regulations Sect. 3.24)

An employer must keep records of all orientations, training and assessments provided and ensure copies of worksite risk assessments are readily available for review by workers.

INTERPRETATION: Write it down.

A key element of compliance with this legislation is documentation. The documentation can include one or more of the following:

- Notification of meeting on the Call Sheet
- Notes in a supervisor's log or notebook
- Attendees listed on the Daily Production Report (DPR)
- Filed sign-in sheets
- Emailed responses
- Production meeting notes when hazards were discussed



GENERAL DUTIES OF EMPLOYERS (Workers Compensation Act, Part 3, Div. 3, Sec. 115)

- Provide a safe and healthy workplace
- **Provide orientation, information, instruction, training, supervision and required Personal Protective Equipment (PPE)**
- Occupational health and safety policies and programs
- Safe equipment and machinery
- Access to the Workers Compensation Act
- Consult and cooperate with health and safety committees or representatives and WorkSafeBC
- Report all serious accidents, injuries and incidents to WorkSafeBC



GENERAL DUTIES OF SUPERVISORS (Workers Compensation Act, Part 3, Div. 3, Sec. 117)

- To ensure the health and safety of all workers under their direction
- Know their legal responsibilities
- Comply with the legislation and orders from WorkSafeBC
- **Ensure workers under their supervision know of safety hazards and comply with legislation and orders**
- Consult with the joint health and safety committee
- Cooperate with WorkSafeBC Officers



GENERAL DUTIES OF WORKERS (Workers Compensation Act, Part 3, Div. 3, Sec. 116)

- Take reasonable care to protect your own health and safety as well as that of others
- **Work in accordance with established safe work procedures including use of PPE**
- Wear, regularly maintain and inspect PPE
- Report all violations of the Act including to PPE or the existence of any hazards
- Cooperate with health and safety committees or representatives and with WorkSafeBC
- Not to work while impaired by alcohol, drugs or other causes (i.e., fatigue)

REFUSAL OF UNSAFE WORK: Summary (WorkSafeBC OHS Regulation 3.12-3.13)

A person must not carry out or cause to be carried out any work process or operate any equipment if there is reasonable cause to believe that to do so would create an undue hazard to the safety of any person.

Any worker who refuses to carry out a work process must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.

A supervisor or employer must immediately investigate the matter and ensure that any unsafe condition is remedied without delay. If the matter cannot be resolved, the

supervisor or employer must investigate the matter in the presence of the worker who made the report and a worker member of the joint committee or a worker selected by a trade union representing the worker. If there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker should be involved.

If the matter is still not resolved, both the supervisor (or the employer) and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

REQUIRED INFORMATION for both General and Site Specific	
Worker Name Attach sign in sheet for group orientation	
Position	
Orientation Date	
Orienter	
Production Name	

This is a:

GENERAL ORIENTATION

SITE SPECIFIC ORIENTATION

General Orientations and Site Specific orientations must be completed whenever a worker begins work for the first time on your production (day calls). For returning workers (show calls) where a general orientation has already been completed, use page 2 and only conduct a site specific orientation.

GENERAL ORIENTATION

TOPIC		ORIENTER initials	WORKER initials	Comments/Notes
1 - Supervisory Information - To be completed on worker's first day of work.				
1a	Supervisor name			
1b	Contact Info			
2 - Rights & Responsibilities - To be completed on worker's first day of work.				
2a	General Duties of employers, supervisors and workers			
	Has the worker completed Actsafe's General Safety Awareness Course? (MPGSA 101 or PASA*) IF NO , review material HERE then acknowledge			
2b	Does the worker know about the Right to Refuse Unsafe Work procedure? IF NO , review material then acknowledge			
2c	Does the worker know about the production's hazard reporting procedure? IF NO , review employer material then acknowledge			
3 - General Orientation Topics - To be completed on worker's first day of work.				
3a	Does the worker know the basic contents of the production's health & safety program? IF NO , review material then acknowledge			
3b	Does the worker know about the production's working alone policy and procedures? IF NO , review material then acknowledge			
3c	Does the worker know about the production's violence in the workplace policy and procedures? IF NO , review material then acknowledge			
3d	Does the worker know about the production's bullying and harassment policy and procedures? IF NO , review material then acknowledge			
3e	Review contact information for the joint health and safety committee			
3f	Worker WHMIS 2015 Training Verified?			

*MPGSA 101 is Motion Picture Safety Awareness 101, PASA is Performing Arts Safety Awareness. Both courses cover the rights of workers including the procedures workers must follow when exercising their right to refuse unsafe work, as well as the responsibilities of employers, supervisors and workers.

SITE SPECIFIC ORIENTATION

TOPIC	ORIENTER initials	WORKER initials	Comments/Notes
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4 - Site Specific Health & Safety - To be completed at each worksite.

4a	First aid attendant name and how to contact.			
4b - Emergency Procedures				
(i)	Emergency exits and muster points			
(ii)	Fire extinguishers and alarms (if applicable)			
(iii)	Emergency reporting procedures			
4c	Known hazards on the worksite (include chemical hazards and WHMIS 2015 info)			
	Hazard	Control (include Safe Work Procedures, if any)		
4d	Personal Protective Equipment			
	PPE Needed	Where to find it		
4e	WHMIS 2015			
(i)	Location of Safety Data Sheets (SDS) <hr/> Where SDSs are kept			
(ii)	Procedures for an emergency involving hazardous materials, including clean-up of spills			