

# OCCUPATIONAL HEALTH & SAFETY (OHS) PROGRAM MANUAL

For: xxxx

.

Prepared by:



4259 Canada Way, Burnaby, B.C. V5G 1H1  
(T) 604.733.4682 Toll Free 1.888.229.1455

[www.actsafe.ca](http://www.actsafe.ca)

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## Section 1: Employer's Policy

The occupational health and safety of all our workers is of primary importance. Our commitment to the fundamental value of human life must never be taken lightly. Therefore, we have an obligation to each worker to provide safe and healthy working conditions, including environment and tools, to promoting positive attitudes toward safety and health within the organization.

All levels of management have the responsibility to ensure:

- That all health and safety hazards are identified, and appropriate action taken as soon as possible;
- All workers have been adequately trained to recognize health and safety hazards, to work safely, and to protect themselves and other workers from occupational illness and injury;
- Provide PPE as the last resource to protect the workers;
- Do an investigation and appropriate action taken as soon as possible after an incident, incident or near miss has been reported;
- Guarantee that government and regulatory regulations and guidelines are complied with; and
- Make sure the company and industry safe work practices are followed.

All workers have a personal responsibility to:

- Become familiar with and follow safe work procedures and practices;
- Protect themselves and fellow workers from occupational illness and injury;
- Detect and report hazardous conditions to their supervisors, Joint Health & Safety Committee (JHSC) member, department heads, or Production Manager;
- Give suggestions and recommendations that can improve the health and safety of the workers to their supervisor, JHSC member, department heads or Production Manager; and
- Maintain a neat, clean, safe work environment to be free from slip, trips, and falls;

Cast and crew members must be able to express their concerns regarding health and safety matters without fear and reprisal. If at any time any cast or crew member voices a concern to you about their health and well-being or any safety or related issue, it should be taken seriously and corrective action taken immediately, if the situation warrants, or handled as quickly as possible if it is not an emergency. Feedback will be given in case of the action will be not taking immediately.

Production Company: \_\_\_\_\_

Production: \_\_\_\_\_

Producer: \_\_\_\_\_

Producer: \_\_\_\_\_

Production Manager: \_\_\_\_\_

Date (MMM DD, YYYY): \_\_\_\_\_

## Section 2: Responsibilities

This Occupational Health and Safety Program has certain requirements, which are assigned to the various positions within the company and on each film production. Basic responsibilities are as follows:

1. **The Producer** is responsible for ensuring that all aspects of the Occupational Health and Safety Program are implemented. Also:
  - a) Be thoroughly familiar with the OHS Program.
    - Receive, read, and understand the OHS Program manual.
    - Form a Joint Health and Safety Committee for the film production (see Joint Health and Safety Committee herein)
    - Call and attend a safety program meeting at the start of pre-production and production.
    - Arrange for minutes to be taken at all safety meetings.
    - Ensure that all applicable workers receive a copy of this Program and study it.
  - b) Ensure the OHS Program is working.
    - When available, attend on-set safety meetings.
    - Ensure that the 1<sup>st</sup> Assistant Director, Construction Coordinator, Production Manager and department heads are performing their OHS Program duties.
    - Review the OHS Program documentation regularly to ensure completion and compliance.
  - c) Communication and Troubleshoot.
    - Ensure that any safety concerns that arise are resolved and that safety meetings are held on a regular basis.
    - Communicate regularly with the Production Manager regarding status of the OHS Program.
    - Ensure that the OHS Program remains in effect for all additional shooting units, including but not limited to 2<sup>nd</sup> Units, splinter units, re-shoots, and optical.
  - d) Deal with Serious Incidents and Emergencies.
    - When notified of all emergencies and incidents that result in serious injury, death, major property damage, hospitalization, or events that create imminent danger.
    - Ensure that the Workers' Compensation Board (WorkSafeBC) is contacted should "serious incidents" occur, as required by OH&S Regulation, Section 3.7 and that any evidence from the incident is secured.
    - Ensure that the Incident/Incident Investigation Reports are completed, copied, and submitted to appropriate parties as required (e.g., JHSC, WorkSafeBC, and Union) in

compliance with the WorkSafeBC deadlines. DO NOT include speculation as to the cause(s) of an incident.

- Ensure that the actions from Incident/Incident Investigation and Near Misses Reports will be completed.
- Ensure that Production Executives are advised as required.

e) Show Wrap

- Prior to closing the production office, make sure all safety documents have been forwarded to the Production Safety Advisor for archiving

2. **The Production Manager** needs to ensure the Occupational Health and Safety Program is effective and when necessary, acts as a co-liaison for the Production Safety Advisor (Committee appointed). Also:

a) Be thoroughly familiar with the OHS Program.

- Receive, read, and understand the OHS Program manual during the first week of employment. It is strongly suggested that you become completely familiar with the Program manual.
- At the start of pre-production, make arrangements for and in conjunction with the Producer and attend a safety program meeting involving crew with significant health and safety responsibilities and department heads.
- Keep the OHS Program manual and the applicable WorkSafeBC manuals in the production office and on set at all times.

b) Ensure the OHS program is working.

- The safety meetings are being held by key department heads:
  - Pre-Production: Special Effects, Props, Make-up, Wardrobe, Rigging Crews, Transportation, Construction, etc.
  - During Production: Second Units, Visual and Mechanical Effects Units, Advanced Rigging Crew, Production Office Staff, Transportation, etc.
- Ensure that required safety literature is being distributed and all department heads are furnished with a copy of this OHS Program.
  - General Production Safety Guidelines must be given to all cast and crew upon hire and will be distributed with the worker or corporate deal memo. The Worker Acknowledgement of Receipt of Production Safety Policy and Guidelines will also be included with the deal memo.
  - Actsafe Safety Association, and/or general safety bulletins relating to specific hazards must be available for attachment to the advance call sheet
  - SDS's (Safety Data Sheet) and exposure investigation reports must be available for review by any cast and crew member at their request.

c) Ensure the documentation of all OHS Program activities.

Confirm that all required documents are being forwarded to the Production Coordinator on a regular basis.

d) Production Safety Policy and Guidelines acknowledgment

- All other OHS Program Forms (see Forms)
- Location documents (e.g., safety inspections, special permits, environmental surveys)

e) Troubleshoot.

- Ensure that all sets have been inspected to confirm they are free from uncontrolled hazards.
- Ensure that required safety equipment, including PPE, is available and in use by cast and crew.
- Request laboratory testing and/or additional information from the Construction Coordinator on potentially unsafe substances or processes.
- Consult with Production Executives and appropriate resources to resolve script safety concerns.
- Ensure that crew and/or cast safety concerns have been addressed.

f) Deal with Incidents and Emergencies

- Ensure that all emergencies and incident investigations are being properly addressed as required by the OHS Program for production.
- Notify WorkSafeBC at 1-888-621-7233 (1-888-621-SAFE) if an immediately reportable incident occurs.
- Ensure that copies of Incident/Incident Investigation and Near Misses Reports are forwarded to the JHSC members.
- Ensure that the actions from Incident Investigation and Near Misses Reports will be completed.

3. During filming the **1<sup>st</sup> Assistant Director - 1<sup>st</sup> AD** is responsible for conducting a safety meeting on each day of production for cast and crew. The 1<sup>st</sup> Assistant Director is responsible for conveying current safety requirements to all on-set production crew members and providing guidance for meeting OHS Program goals. Also:

a) Be thoroughly familiar with the OHS Program.

- You must receive, read, and understand the OHS Program manual.
- Attend an OHS Program meeting at the start of production.
- Become familiar with the OHS Program for Production and keep a copy available at all times.

b) Verify that the OHS Program is working.

- Discuss all potential safety concerns with the Location Manager, Production Manager, and key department heads during technical scouts and throughout production to eliminate or control hazards that may exist.
- Daily Safety Meetings:
  - ❖ Discuss the safety aspects of that day's activities (stunts and special effects, new or unfamiliar locations, animals, etc.) and particular hazards presented by the location (e.g., environmental).
  - ❖ On stage or interior sets, identify the location of emergency equipment, exits, and telephones. Explain emergency procedures such as evacuation plans in case of fire.
  - ❖ Discuss safety precautions to be followed around any specialized equipment which may pose a potential hazard (e.g., insert car, process trailer, cranes, booms, helicopters, etc.)
  - ❖ Discuss who the worker needs to look for in case of emergency (i.e. First Aid Attendant, Production) and where.

Note: Anyone not present for this meeting must be briefed separately.

- Additional meetings are required anytime, or on any day, for any of the following:
  - When stunt or special/mechanical effect is to occur. (e.g.: pyrotechnics, high fall, car stunt, etc.)
  - Anytime cast or crew is exposed to a potential hazard. (e.g.: helicopter, exotic animals, water, extreme heat or cold, etc.)
  - Anytime new cast, crew, or atmosphere join the production (May delegate to the Second Assistant Director)
  - Anytime there is a change in location.
  - Anytime a new process is introduced (e.g., firearms, gimbal mount, crane, etc.)
- Verify that pertinent safety bulletins or announcements have been identified for distribution and/or posting on the Health & Safety board with the next day's call sheet, where necessary.
- Verify that all safety meetings held throughout the day and their content are noted on the Production Report, including key department head, new crew or cast, stunt, and special effects meetings.
- Verify that the OHS Program elements are being carried out on production

c) Troubleshoot.

- Ensure that potential hazards that have been identified on the soundstage/set/location or in shops and lockups are corrected and/or controlled. (e.g., blocked exits/fire lanes, slip, trip and fall hazards, etc.)

- Ensure that required safety equipment is available to and utilized by the crew as needed. (e.g., earplugs for explosions, harnesses, gloves, etc.)
- Consult with Production Executives to resolve script safety concerns. (e.g., special effects, stunts or other special hazards)
- Make sure that cast and/or crew safety concerns have been addressed and/or resolved.

d) Deal with Serious Incidents and Emergencies.

- Handle all on-set emergencies and incidents that result in serious injury, death, major property damage, or events that pose an imminent threat to the crew.
  - Immediately summon emergency medical assistance. (e.g.: first aid, fire department, police, etc.)
  - Clear the area and protect the cast and/or crew from further injury.
  - Preserve evidence for further investigation.
  - Immediately notify the production's Producer and follow their direction.

4. The **Construction Coordinator** is responsible for acting as the safety liaison between the construction crew and the Producer. The Construction Coordinator is responsible for conveying current safety requirements to all construction crew members and provide guidance for meeting OHS Program goals.

a) Be thoroughly familiar with the OHS Program.

- You must receive, read, and understand the Health and Safety Program manual.
- Attend a Health and Safety Program meeting at the start of production.
- Become familiar with the Health and Safety Program and keep a copy in the construction office at all times.

b) Verify that the OHS Program is working.

- Conduct safety meetings on each day of construction (for your crew) or at each new construction location:
  - Briefly explain the OHS Program for workers new to production.
  - Discuss the safety aspects of the day's construction activities and particular hazards.
  - On stage or interior sets, identify the location of emergency equipment, exits, and telephones.
  - Explain emergency procedures such as evacuation plans in case of fire.
  - Discuss who the worker needs to look for in case of emergency (i.e. First Aid Attendant, Production) and where.



- Discuss safety precautions to be followed around any specialized equipment which may pose a potential hazard. (e.g., paint spray respirator, aerial lifts, paints, and chemicals, etc.)
- Encourage the reporting of hazards by your crew- resolve their concerns.

Note: Anyone not present for this meeting must be briefed by the Foreman.

c) Additional meetings are required anytime, or on any day, for any of the following:

- Anytime the crew is exposed to a new hazard. (e.g.: chemicals, foams, paints, new equipment, confined space, high tension wires, or any other site concern, etc.
- Anytime a new crew member or independent contractor arrives. (you can delegate this to the Foreman).
- Anytime there is a change in worksite or multiple worksites, the Foreman at each site should conduct a safety orientation meeting.
- At a minimum, conduct "safety talks" once every ten working days and document such a meeting on the Safety Talks Form (STF) herein.
- If respiratory protection is required or utilized, training and fit testing are required.
- If chemicals (paint, adhesives, etc.) are used, hazard communication training is required and Safety Data Sheets (SDS) must be available.
- Distribute required safety literature
  - General Production Safety Guidelines must be given (written, orally, or posted) to all those who report directly to the site for hire, such as casual hires, independent contractors, etc. Confirm that all paperwork (ie: deal memos) is completed and executed prior to worker starting work. Return all documents to the production office as soon as possible.
  - Industry and/or General Safety Bulletins relating to specific hazards as they occur must be distributed and/or attached to the call sheet. (e.g.: Actsafe's Elevated Platforms industry bulletin #22, etc.)
  - Safety Data Sheets (SDS) must be immediately available to any crew member upon request.
  - Code of Safe Practices for Construction must be given (written or posted) at each site in the Health and Safety board.
- Document all safety program activities.
- Make sure that all construction safety meetings held throughout the day are documented. Any bulletins or special correspondence should also be on file with the Production Office Coordinator. See the "Forms" section for a complete list of all OHS Program documents.

d) Troubleshoot.

- Before work begins, have all sets/locations inspected to ensure they are free of potential hazards and resolve any that are found. (This can be done by your general Foreman or Site Supervisor on the Warehouse/Construction Mill/Temporary Stage Space Inspection Checklist)
- Verify that required safety equipment is available to and utilized by the crew as needed.
- Verify that all tools and equipment are inspected and have the proper safety features.
- No frayed or patched cords, ungrounded plugs, etc.
- All safety guards should be in working order.
- Verify that your crew has the proper training or certification for specialized equipment. (e.g. elevated platforms, forklifts, powder-actuated tools, confined space, etc.)
- Consult with Production Manager to resolve safety concerns such as confined space issues, converting a warehouse into temporary stage space, or other special hazards.
- Ensure that ALL safety concerns are handled promptly and that unsafe conditions are corrected in a timely manner.
- Correct any hazards that have been discovered at the site (e.g., blocked exits, storage of materials, removal of faulty equipment, etc.)
- Document all safety activities and forward it to the Production Manager for archiving.

e) Deal with Incidents and Emergencies.

- Ensure that all emergencies and incidents are being handled properly and that the proper personnel are being notified immediately.
  - Immediately summon emergency medical assistance. (e.g., first aid, fire department, police, etc.)
  - Clear the area and protect the cast and/or crew from further injury.
  - reserve evidence for further investigation
  - Immediately notify the show's Producer and follow their direction

5. The **Department Heads/Supervisors** are responsible for ensuring their crews' compliance with all applicable safety rules and regulations. The Heads/Supervisors include but are not limited to:

Designer/Art Director	Key Grip	Sound Camera
Make Up/Hair	Lighting Transportation	First Aid/Craft Service
Costumes Paint	Set Decorator	

a) Be thoroughly familiar with the OHS Program.

- You must receive, read, and understand the OHS Program manual from the Production Safety Advisor.
- If possible, attend the OHS Program meeting at the start of production.

- Keep OHS Program information available for your crew.
- b) Ensure that your crew is following the OHS Program.
  - Conduct safety meetings:
    - On the first day of work conduct a safety meeting with your department.
      - ❖ Briefly explain the OHS Program to your department.
      - ❖ Discuss your department's general scope of work and applicable safety precautions.
      - ❖ Anytime crew is exposed to a new hazard additional safety meetings are required.
      - ❖ Discuss safety precautions to be followed around any specialized equipment which may pose a potential hazard. (e.g., insert car, process trailer, cranes, booms, specialized rigs, etc.)
      - ❖ Discuss who the worker needs to look for in case of emergency (i.e. First Aid Attendant, Production) and where
      - ❖ Encourage the reporting of hazards by your crew - resolve their concerns.
    - Note: Anyone not present for this meeting must be briefed separately.
  - Additional meetings are required anytime, or on any day, for any of the following:
    - Prior to rigging or testing of any specialized equipment.
    - Anytime the crew is exposed to a new potential hazard (e.g., special products, prosthetics, pyrotechnics, etc.)
    - Anytime a new crew member joins the department.
    - Anytime there is a change in location or work site.
    - Anytime cast or crew is in the vicinity of any specialized equipment to be used such as helicopters, insert cars, effects rigged gags, cranes, booms, electrical equipment, etc.)
    - Anytime a new process is introduced (e.g., special foams, chemicals, tools, etc.)
  - Distribute the required safety literature.
    - General Production Safety Guidelines must be given (written, orally, or posted) to all those who report directly to the site for hire, such as casual hires, independent contractors, etc. Confirm that all paperwork (ie: deal memos) is completed and executed prior to worker starting work. Return all documents to the production office as soon as possible.
    - Industry and/or General Safety Bulletins relating to specific hazards as they occur must be distributed and/or attached to the call sheet. (e.g., Actsafe's Elevated Platforms #22, Electrical #23, Firearms #1, etc.)

- Safety Data Sheets (SDS) must be immediately available to any crew member upon request.
- Conduct tailgate/safety talk meetings with your crew.
- Document all safety program activities and forward it to the Production Manager for archiving.
- Make sure that all safety meetings held with your crew throughout the day are documented, including new arrival meetings, rigging, testing, and changing worksite meetings. Any bulletins or special correspondence should also be on file with the Production Office Coordinator. See the "Forms" section for a complete list of all HSP documents.

c) Troubleshoot.

- Have your worksites inspected to be sure they are free from hazards and resolve any that are found. Report concerns to the 1<sup>st</sup> AD. Use the appropriate Inspection Checklist to document inspections. Send completed forms to the Production Office Coordinator.
- Verify that required safety equipment is provided, inspected, and is used. (e.g.: Earplugs, equipment safety guards, safety belts/lanyards, eye protection, etc.)
- Verify that your crew has the proper training or certification for specialized equipment. (e.g.: elevated platforms, forklifts, etc.)
- Consult with the Production Manager to resolve safety concerns such as special effects or other special hazards.
- Ensure that ALL safety concerns are handled promptly and that unsafe conditions are corrected in a timely manner.
- Assist the 1<sup>st</sup> AD and Construction Coordinator with all aspects of the OHS Program by keeping your crew members aware of safety issues.
- Encourage the reporting of safety concerns by your crew.
- Handle all safety concerns as they develop.

d) Deal with Serious Incidents and Emergencies.

- Handle all on-set emergencies and incidents that result in serious injury, death, major property damage, or events that pose an imminent threat to your crew.
  - Immediately summon emergency medical assistance. (e.g., first aid, fire department, police, etc.)
  - Clear the area and protect the cast and/or crew from further injury.
  - Preserve evidence for further investigation.
  - Immediately notify the show's Producer and follow their direction.

6. The **Location Manager** is responsible for assessing the status of a chosen location and completing the Location Hazard Identification Form and communicating this information to the Production Manager and 1<sup>st</sup> Assistant Director.

a) Be thoroughly familiar with the OHS Program.

- You must receive, read, and understand the OHS Program manual from the Production Safety Advisor.
- Attend an OHS Program meeting at the start of production.

b) Ensure that your crew is following the OHS Program

- Conduct safety meeting:
  - On the first day of work conduct a safety meeting with your department.
    - ❖ Briefly explain the safety program to your department.
    - ❖ Discuss your department's general scope of work and applicable safety precautions, including the production's working alone policies.
    - ❖ Anytime crew is exposed to a new hazard additional safety meetings are required.
    - ❖ Discuss safety precautions to be followed around any specialized equipment, which may pose a potential hazard.
    - ❖ Discuss who the worker needs to look for in case of emergency (i.e. First Aid Attendant, Production) and where
    - ❖ Encourage the reporting of hazards by your crew - resolve their concerns.

Note: Anyone not present for this meeting must be briefed separately.

- Additional meetings are required anytime, or on any day, for any of the following:
  - Anytime the crew is exposed to a new potential hazard.
  - Anytime a new crew member joins your department.
  - Anytime there is a change in location or work site.

c) Handle Locations for Safety Concerns.

- Check all locations for potential safety concerns and hazards.
- Fill out the Location Hazard Identification Form for every location, forwarding copies to the Production Manager to begin the Risk Assessment Process.
- Address all safety issues and hazards prior to construction and filming.
- Mark unsafe areas with yellow warning tape or barricades.
- Be sure exits are identified.
- Be sure extinguishers and fire safety equipment are marked and easily accessible.
- Are guardrails and handrails needed in raised or unstable areas?

- Be sure there is sufficient emergency access to the filming/construction crew.

**d) Notify Safety Coordinators (1<sup>st</sup> AD and Construction Coordinator) of Safety Concerns and Special Hazards (e.g. excessive traffic, special hazards at the location such as airport, marinas, and other water sites.)**

- Assist the Safety Coordinators in conducting safety meetings:
  - Anytime cast & crew are exposed to a location hazard; and,
  - Anytime there is a change in location.

**e) Monitor All Locations.**

- On an on-going basis for changes that could produce additional hazards. (e.g., changing weather conditions, construction changes, etc.)
- Consult with Production Manager and delegated appropriate parties (consultants) to resolve location safety concerns. (e.g., confined space, warehouse adaptation for stage use, etc.)

**f) Develop Contracts for Emergency Services**

- Assist on-set first-aid staff with emergency information and contracts.
- For all locations, identify the nearest hospital with an emergency room which accepts walk-ins and provide maps and directions for the Transportation Coordinator/Captain, First-Aid staff, 1<sup>st</sup> AD, and Construction Coordinator.

**g) Document all OHS Program Activities.**

- Forward to the Production Manager for archiving.

**7. The 2<sup>nd</sup> Assistant Director supports the 1<sup>st</sup> A.D. in fulfilling the requirements as set forth in the OHS Program. Also:**

**a) Be thoroughly familiar with the OHS Program.**

- Receive and read the OHS Program for Production from the First Assistant Director.
- Attend an OHS meeting at the start of production.

**b) Ensure the OHS Program is working.**

- Attend all required safety meetings.
- Conduct safety meetings for all cast and crew as needed in addition to those given by the 1<sup>st</sup> A.D. (e.g.: actors/extras with late calls, crew not on set for general safety meetings, day-players, etc.)
- These reviews should include:
  - Review of the OHS Program as outlined in the General Production Safety Guidelines (Section 18)

- Discuss the safety aspects of the day's activities and the particular hazards of the location.
- On stage or interior sets, identify the location of emergency equipment, exits, and telephones.
- Explain emergency procedures such as evacuation plans in case of fire.
- Discuss safety precautions to be followed around any specialized equipment, which may pose a potential hazard. (e.g.: insert car, process trailer, cranes, helicopters, etc.)
- Encourage the reporting of hazards by your crew- resolve their concerns.

Note: Anyone not present for this safety meeting must be briefed separately.

- Distribute the required safety literature.
  - General Production Safety Guidelines must be given (written, orally, or posted) to all those who report directly to the site for hire, such as casual hires, independent contractors, etc. Confirm that all paperwork (ie: deal memos) is completed and executed prior to worker starting work. Return all documents to the production office as soon as possible.
  - Industry and/or General Safety Bulletins relating to specific hazards as they occur must be distributed and/or attached to the call sheet. (e.g., Actsafe's Elevated Platforms industry bulletin #22, etc.)
- Document all safety activities and forward it to the Production Manager for archiving.
- Make sure that all safety meetings held throughout the day are noted on the Production Report, including late arrivals, extras, etc. See the "Forms" section for a list of all OHS Program documents.
- Make sure periodic safety inspections are conducted.

c) Troubleshoot.

- Ensure that ALL safety concerns are handled promptly and that unsafe conditions are corrected or controlled in a timely manner.
- Refer to all safety concerns to the 1<sup>st</sup> Assistant Director or Production Manager.
- Assist the 1<sup>st</sup> A.D. with all aspects of the OHS Program.

d) Deal with Serious Incidents and Emergencies - Whenever the 1<sup>st</sup> A.D. is **not** present, report all on-set work-site emergencies and incidents.

- Handle all on-set emergencies and incidents that result in serious injury, death, major property damage, or events that pose an imminent threat to your crew.
  - Immediately summon emergency medical assistance. (e.g.: first aid, fire department, police, etc.)
  - Clear the area and protect the cast and/or crew from further injury.

- Preserve evidence for further investigation.
  - Immediately notify the show's Producer and follow their direction.
8. The **Coordinators of Special Effects, Stunts, and Property Master** are responsible for ensuring their crews' compliance with all applicable safety rules and regulations. Also:
- a. Be thoroughly familiar with the OHS Program.
    - Receive and read the OHS Program Manual for production from the Production Manager, 1<sup>st</sup> AD, or Production Office and understand the Department Head responsibilities as outlined in this section.
    - Attend a Health and Safety Program meeting at the start of production.
    - Keep OHS Program information available for your crew.
  - b. Ensure that your crew is following the OHS Program.
    - Conduct safety meeting:
      - On the first day of work conduct a safety meeting with your department.
        - ❖ Briefly explain the OHS Program to your department.
        - ❖ Discuss your department's general scope of work and applicable safety precautions.
        - ❖ Anytime crew is exposed to a new hazard additional safety meetings are required.
        - ❖ Discuss safety precautions to be followed around any specialized equipment which may pose a potential hazard.
        - ❖ Encourage the reporting of hazards by your crew - resolve their concerns.
    - Note: Anyone not present for this meeting must be briefed separately.
    - Additional meetings are required anytime, or on any day, for any of the following:
      - Prior to rigging or testing of any specialized equipment.
      - Anytime the crew is exposed to a new potential hazard (e.g., air rams, firearms, pyrotechnics, etc.)
      - Anytime a new crew member joins your department.
      - Anytime there is a change in location or work site.
      - Anytime cast or crew is in the vicinity of any specialized equipment to be used such as helicopters, insert cars, f/x or stunt rigged gags, cranes, booms, etc.
      - Anytime a new process is introduced (e.g., mechanical f/x, chemicals, tools, etc.)
    - Distribute required safety literature
      - General Production Safety Guidelines must be given (written, orally, or posted) to all those who report directly to the site for hire, such as casual hires, independent



contractors, etc. Confirm that all paperwork (ie deal memos) is completed and executed prior to worker starting work. Return all documents to the production office as soon as possible.

- Industry and/or General Safety Bulletins relating to specific hazards as they occur must be distributed and/or attached to the call sheet. (e.g., Actsafe's Elevated Platforms #22, stunts #4, firearms #1, etc.)
- Safety Data Sheets (SDS) must be immediately available to any crew member upon request.
- Document all safety program activities
- Make sure that all safety meetings held with your crew throughout the day are documented including new arrival meetings, rigging, testing, and changing worksite meetings. Any bulletins or special correspondence should also be on file with the Production Office Coordinator. See the "Forms" section for a complete list of all HSP documents.

c. Troubleshoot.

- Have your worksites inspected to be sure they are free from hazards and resolve any that are found. Report concerns to the 1<sup>st</sup> AD. Use the appropriate Inspection Checklist to document inspections. Send the completed form to Production Office Coordinator.
- Verify that required safety equipment is provided, inspected, and is used. (e.g.: Earplugs, equipment safety guards, safety belts/lanyards, eye protection, etc.)
- Verify that your crew has the proper certification for specialized equipment. (e.g.: elevated platform, forklifts, etc.)
- Consult with Production Executive or Risk Management to resolve safety concerns such as special effects or other special hazards.
- Ensure that your crews' safety concerns are handled promptly and that unsafe conditions are corrected in a timely manner.
- Assist the 1<sup>st</sup> AD and Construction Coordinator with all aspects of the OHS Program by keeping your crew members aware of safety issues.
- Discuss all potential safety concerns with the Producer, Director, 1<sup>st</sup> AD, Location Manager, Production Manager, etc., to ensure the safety of your effect, stunt, etc. Communicate safety information to all cast and crew involved in your effect, stunt, etc.
- Determine safe areas for cast and crew where appropriate and any appropriate communication procedures.
- Complete all appropriate paperwork (i.e. Stunt Plan & SPFX Safety Inspection Checklist and forward to the Production Office for archiving)

d. Deal with Serious Incidents and Emergencies.

- Handle all on-set emergencies and incidents that result in serious injury, death, major property damage, hospitalization, or events that create imminent danger.

- Summon emergency medical assistance immediately. (e.g., paramedics, fire department, police, etc.)
  - Clear the area and protect the cast and crew from further injury.
  - Preserve evidence for further investigation.
  - Immediately notify the show's Producer and follow their direction.
9. The **Head Greensman** is responsible for ensuring their crews' compliance with all applicable safety rules and regulations. Also:
- a. Be thoroughly familiar with the OHS Program.
    - Receive and read the OHS Program for Production from the Production Manager, 1<sup>st</sup> AD, or Production Office and understand the Department Head responsibilities as outlined in this section.
    - Attend an OHS Program meeting at the start of production.
    - Keep Health and Safety Program information available for your crew.
  - b. Ensure that your crew is following the OHS Program.
    - Conduct safety meeting:
      - On the first day of work conduct a safety meeting with your department.
        - ❖ Briefly explain the safety program to your department.
        - ❖ Discuss your department's general scope of work and applicable safety precautions, including the production's working alone policies.
        - ❖ Anytime crew is exposed to a new hazard additional safety meetings are required.
        - ❖ Discuss safety precautions to be followed around any specialized equipment, which may pose a potential hazard.
        - ❖ Discuss who the worker needs to look for in case of emergency (i.e. First Aid Attendant, Production) and where
        - ❖ Encourage the reporting of hazards by your crew - resolve their concerns.
    - Note: Anyone not present for this meeting must be briefed separately.
    - Additional meetings are required anytime, or on any day, for any of the following:
      - Anytime the crew is exposed to a new potential hazard.
      - Anytime a new crew member joins your department.
      - Anytime there is a change in location or work site.
    - Distribute required safety literature
      - General Production Safety Guidelines must be given (written, orally, or posted) to all those who report directly to the site for hire, such as casual hires, independent

contractors, etc. Confirm that all paperwork (ie: deal memos) is completed and executed prior to worker starting work. Return all documents to the production office as soon as possible.

- Industry and/or General Safety Bulletins relating to specific hazards as they occur must be distributed and/or attached to the call sheet. (e.g.: elevated platforms #22, etc.)
- Safety Data Sheets (SDS) must be immediately available to any crewmember upon request.

c. Troubleshoot.

- Have your worksites inspected to be sure they are free from hazards and resolve any that are found. Report concerns to the 1<sup>st</sup> AD. Use the appropriate Inspection Checklist to document inspections. Send the completed form to Production Office Coordinator.
- Verify that required safety equipment is provided, inspected, and is used. (e.g.: earplugs, equipment safety guards, safety belts/lanyards, eye protection, etc.)
- Verify that your crew has the proper certification for specialized equipment. (e.g.: elevated platform, forklifts, etc.)
- Consult with Production Executive or Risk Management to resolve safety concerns or special hazards.
- Ensure that your crews' safety concerns are handled promptly and that unsafe conditions are corrected in a timely manner.
- Assist the 1<sup>st</sup> AD and Construction Coordinator with all aspects of the OHS Program by keeping your crew member aware of safety issues.
- Discuss all potential safety concerns with the Producer, Director, 1<sup>st</sup> AD, Location Manager, and Production Manager.

d. Deal with Serious Incidents and Emergencies

- Handle all on-set emergencies and incidents that result in serious injury, death, major property damage, hospitalization, or events that create imminent danger.
  - Summon emergency medical assistance immediately. (e.g.: first aid, paramedics, fire department, police, etc.)
  - Clear the area and protect the cast and crew from further injury.
  - Preserve evidence for further investigation.
  - Immediately notify the show's Producer and follow their direction.

10. The **Production Coordinator/Program Administrator** maintains a library of safety information including copies of all safety program documentation as described in the OHS Program.

- a. Be thoroughly familiar with the OHS Program.

- You must receive, read, and understand the OHS Program manual during the first week of employment.
- Attend the OHS Program meeting at the start of pre-production and production.
- Keep the OHS Program manual in the production office at all times.

b. Ensure the Documentation of all OHS Program activities.

Maintain copies of the following items and circulate as required.

- Notice of Production
  - Occupational Health and Safety Contacts
  - Location Hazard Identification Forms
  - Risk Assessments
  - First Aid Assessments (Please use <http://firstaid.actsafe.ca/>)
  - Confined Space Assessments, Training and Education Record Form
  - Incident / Incident Investigation / Near Miss Report, including statistics
  - Fall Protection Work Plan, Training and Education Record Form
  - Production Safety Compliance Report
  - Acknowledgment of Receipt Form
  - Young/New Workers Orientation
  - Warehouse/Construction Mill/Temporary Space Inspection Checklist
  - Stunt Safety Plan
  - Special Effects Safety Inspection Checklist
  - Safety Meeting Form & Attendee Sign-In Sheet
  - Working Alone or in Isolation Checklist
  - Worker Warning Report
  - Hazardous Materials Inventory Forms
  - WHMIS 2015 Training and Education Record Form
  - PPI Training and Education Record Form
  - Respirator Maintenance Form
  - Daily Call Sheets Tracker / logbook for inspections, investigations, and near misses
  - Electrical Program
  - Emergency Plan
  - Noise Control and Hearing Conservation Program
  - Daily Production Reports
  - Joint Health and Safety Committee Membership Form
  - Joint Health and Safety Committee Meeting Minutes
  - Joint Health and Safety Committee Meeting Attendance Form
  - Joint Health and Safety Committee Training
  - Any other safety documentation
- On a weekly basis, make sure that the following have been turned in:
    - All safety guideline acknowledgments
    - All other OHS Program Forms (See Section 8 for OHS Program documents and description)

- Location documents (e.g., safety inspection certificates, special permits, environmental surveys, etc.)
  - All safety meetings held throughout the day are noted on the Production Report, including key department head and new arrival meetings, stunt, and special effects meetings, etc.
  - Any safety bulletins or special correspondence distributed should also be on file.
  - In the event of an incident, make sure that incident reports and all other pertinent forms have been completed and copies submitted to appropriate Company representatives.
  - See responsibilities under “Working Alone”
11. **Cast and Crew Members** are responsible for understanding and following industry guidelines and safety regulations and understanding their responsibilities within the safety program as outlined in the OHS Program.
12. The **Executive Assistant** (if applicable) shall furnish the Producer on film production with a copy of this OHS Program manual and the Producer is responsible for making sure each department head and other applicable workers receive, read and understand this OHS Program and their responsibilities to it.

### Section 3: Discipline and Enforcement

Workers' disregard for safe work practices will not be tolerated. Workers engaged in unsafe work practices will be subject not only to disciplinary measures including, but not limited to, suspension or dismissal.

The law requires a system for ensuring that safe work practices are observed. The purpose of a disciplinary program is to help promote and ensure safety on the job, not to punish workers.

Any worker found in violation of a safety rule, guideline, or any violations of internal policies may be subject to disciplinary action, up to and including termination of employment. The following is the general disciplinary guideline:

- Verbal (oral) Warning
- Written Warning plus one-day suspension
- Written Warning plus three-day suspension (Use WORKER WARNING REPORT Form)
- Dismissal

It should be noted that the steps listed above are recommended guidelines and may vary depending on the severity of the infraction and the applicable union agreement.

At least one collective agreement does not require suspension after the first written warning. In most cases, the verbal warning must be given in the presence of a “duly appointed representative of the union”.

Management reserves the right to amend this policy as necessary to ensure crew safety.

If an agreement from the union exists, it should be included here if it contains more directives about this procedure.

## **Section 4: Joint Health and Safety Committee**

### **GENERAL**

Joint Health & Safety Committees comprised of employers and workers, in addition to being a legislative requirement for the size and nature of this production, is an excellent means of internal consultation and communication.

A joint employers and worker committee works together to identify and resolve safety and health problems at the production. These committees have been proven to be of assistance in the development of the company and individual responsibilities, establishing positive attitudes and improving techniques for worker injury and illness prevention.

To be successful the committee must operate in an atmosphere of cooperation and must keep in mind that the committee is not a policy-making body, but rather an advisory group. Normal divisions of authority and responsibility must be recognized and accepted.

A good committee will be effective in promoting and monitoring a sound OHS Program. The difference between good and poor committees lies in the commitment and sincerity of its members, their understanding of the committee's role and function, training to perform their duties, and their acceptance of their individual responsibilities as committee members.

### **ROLE**

The committee roles include but are not limited to:

- Determining that regular inspection of the workplace have been carried out;
- Ensuring that incident investigations have been carried out;
- Participate in inspections and investigations when is required
- Recommending measures required to attain compliance with the Occupational Health & Safety Regulations and controlling hazards;
- Determine that production operations and work practices meet regulatory requirements;
- Consider recommendation from the workforce and recommend implementation where warranted;
- Ensure the current SDS file is being maintained and that research and education are being provided on all unknown materials.
- Review OHS Program components (Working alone procedures, Hearing protection programs, etc.) as necessary

### **COMMITTEE ORGANIZATION**

The Joint Health and Safety Committee set up at the beginning of pre-production. At startup, the Committee may be considered "informal" until production progresses and selections can be made.

- The committee must be made up of at least 4 regular members, employed at the Production Company.
- The membership is chosen by and representing the workers and employers (employers representatives must not outnumber worker representatives).
- There must be 2 Co-Chairs who will represent both employers and the workforce.
- Worker representatives must be appointed by the union (if applicable) and from different operational areas (on-set, construction, office, prep).
- The use of alternates to the regular members is recommended when regular members are not available. These alternates should be selected in advance.
- Membership in the Committee should be documented on the "Safety Committee Membership Form".
- The committee membership is to be identified to the workforce through posting of the Safety Committee Membership Form on notice boards and through the shop steward.

## **COMMITTEE ACTIVITIES**

Committee members should be involved in:

- Workplace health and safety inspections;
- Assisting and reviewing incident and incident investigations;
- Assisting in the investigation of complaints or refusal to work when required;
- Promoting a safe and healthy workplace;
- Monitoring the effectiveness of health and safety programs (WHMIS 2015, Confined Space, Noise Control, and etc.)
- Monitoring workplace hazards on a regular basis; and,
- Reviewing the script and location safety concerns when providing a safety orientation for department heads, ensuring 1<sup>st</sup> Aid is present where required.

## **COMMITTEE MEETINGS**

Meetings must be held at least every 30 days in order to review:

- Reports of current incidents or illness, their causes and prevention; and,
- Remedial action is taken or required by the incident investigation reports and inspection notes.
- Discuss further education and training
- New projects, constructions, or scenes

An agenda for the meeting must be sent out to members prior to the meeting.

## **RECORDING MINUTES**

Agendas for upcoming meetings should be circulated to all members prior to the meeting.

Joint Health and Safety Committee Meeting Minutes and Joint Health and Safety Committee Attendance Form must be recorded, and copies forwarded to members, posted on Notice Boards, and retained by the Production Coordinator in the OHS Program files.

A note-taking form, "JHSC Meeting Minutes" is included in the "FORMS" section of this Program manual. A copy of the notes taken must be forwarded with the Monthly Inspection Record Form to the Production Manager.

A copy of the Minutes must be forwarded to the Union representing the workforce if requested.

### **OTHER COMMITTEES OR GROUP H&S MEETINGS**

In addition to the regular meetings of the JHSC, department heads should meet periodically with their staff to review health and safety issues, especially the Construction Coordinator.

These meetings or "get-togethers" must be documented and this record forwarded to the Production Manager. The Safety Talks Form presented in the "FORMS" section of the Program manual has been developed for this purpose.

## **Section 5: Personal Protective Equipment**

The PPE are used as the last defense to protect the workers and will not eliminate the hazard. Also, using PPE is only one element in a complete hazard control program that would use a variety of strategies to maintain a safe and healthy environment.

Examples of PPE include respirators, gloves, aprons, fall protection, and full body suits, as well as head, eye, hearing and foot protection.

The regulation at British Columbia define the following responsibilities to be placing in our production:

### **RESPONSABILITIES**

Employers must:

- Do a risk assessment and provide the right type of PPE for the task
- Provide a fit test and make sure that is comfortable to be use
- Provide training to the workers in how to use
- Provide a regularly cleaned inspection and maintenance for the PPE
- Provide stored for the PPE

The following PPE must be provided by employers

- Eye and face protection
- Hearing protection
- High visibility vest
- Respirators
- Fall protection
- Lifejackets
- Specialized gloves (chemical resistant or cut resistant)



Workers must:

- Follow the PPE program and procedures
- Be responsible for maintaining the PPE in good condition
- Reporting to the Production Manager, Supervisor and/or Department Head regarding any issues with PPE including the substitution, defects, discomfort and etc.

Workers are responsible for providing the following PPE:

- Gloves for general purposes
- CSA approved footwear (Steel toe boots)
- CSA approved headgear (Hard Hat)
- Clothing to protect against the weather

## **Section 6: New and Young Workers Orientation**

Every cast and crew member hired will be provided details about the OHS Program. The topics that must be discussed:

- The name and contact of their Supervisor/who they need to report.
- Their rights and responsibilities, including the right to refuse unsafe work/condition.
- The overview of the OHS programs, procedures, and rules
- The hazards that they may be exposed
- Working alone or in isolation
- Bullying and Harassment procedure
- Violence in the workplace procedure
- How and who to report in case of injury and illnesses (First Aid, producer, supervisor)
- Personal Protective Equipment (PPE)
- Emergency Plan Procedure
- JHSC function, members, and meeting.

General safety guidelines for production will be made available to every cast and crew member as they are hired.

As new crew members are hired, they should forward copies of their past training to the Production Coordinator for retention in Program filing. This should include, but not limited to:

- WHMIS 2015 training records;
- Hearing test documentation;
- Fall protection;
- Confined Space (if applicable); and,
- Respiratory protection fit test records (if any).

As statistics show that Young Workers have a high probability to be injured at work due to the lack of experience, every worker under 25 years old must have a review about the OHS Program, Procedures, Rules.

Documentation and certification required for a specific position should also be copied and retained in filing.

Department Heads/Supervisors should hold meetings with their new members to review general safety issues and discuss any concerns, as necessary. These meetings should also be noted on the daily Production Reports

Potentially hazardous situations must be clearly identified on the call sheet for the next day's shooting. If appropriate, a Safety Bulletin or other special notification addressing the particular hazard should also be attached to the call sheet. In all cases, every attempt should be made to eliminate and/or control any hazardous situation before it becomes a danger to the cast and crew.

## Section 7: Inspection and Monitoring

### PLANNED OR SCHEDULE INSPECTIONS

Regular inspections of the workplace are not only a regulatory requirement but are an effective means to proactively identify hazards, so that controls may be developed and implemented.

Planned Inspection or schedule safety inspections shall be done at regular intervals that will prevent the development of unsafe working conditions

Inspections of the studio and production facilities shall be conducted by a member(s) of the JHSC, supervisors and/or employers and workers representatives.

Set inspections shall be conducted by the 1<sup>st</sup> Assistant Director or designated worker on a daily basis. These shall be documented on the relevant form(s) provided in the "FORMS" section of this manual.

Construction inspections shall be conducted by the Construction Coordinator or designated worker on a daily basis. These shall be documented on the relevant form(s) provided in the "FORMS" section of this manual.

### SPECIAL INSPECTION

In addition to regular inspections of the studio, there are times when special inspections will be conducted, such as an incident/incident that happened, after adding a new process or equipment, change a procedure, and etc.

### DOCUMENTATION

These inspections shall be documented on the "FORMS" section of this manual. The JHSC at their regular meeting shall review these forms. These forms must be attached to the JHSC Meeting Minutes (a copy of which is forwarded to the Production Manager).

Each item identified needs to be rated and recorded. A hazard rating establishes priorities for corrective action and also highlights the level of severity or seriousness of the hazards.

It is recommended that an "A, B, C" rating system be used.

- A. Any condition or practice that has the potential for causing loss of life, body parts, and/or extensive loss of structure, equipment, or material.
- B. Any condition or practice with the potential for causing a serious injury, illness, or property damage.
- C. Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage.

Action shall be taken as identified by the priority rating.

Copies of the forms must be forwarded to the Production Manager, with copies to the JHSC member at the JHSC meeting

### **OTHER INSPECTIONS**

If a department head conducts inspections of their area or location, these shall be documented on the relevant form(s) provided in the "FORMS" section of this manual.

Locations Department will conduct inspections of the location to be used (further discussed in the "LOCATIONS" section of this manual).

### **MONITORING RECURRENCE AND FOLLOW-UP**

Monitoring correction action that should be taken as soon as possible and follow up on any corrective action that will require time for completion, such as buying tools or equipment, building new facilities, etc.

The members of the JHSC or the worker H&S representative must review the recurrence reports and make a plan to improve or develop the safe work practices.

### **EXPOSURE MONITORING**

Where exposures to hazards such as chemicals, noise, or heat are identified, monitoring of this exposure may be required to ensure workers are not over-exposed and to determine compliance with the Occupational Health & Safety Regulation.

Where this type of hazard exposure is identified the Production Manager must be contacted to identify what is required to assess the exposure and who to involve in determining the level of exposure.

### **HEALTH MONITORING**

There may be circumstances and situations when medical and health monitoring may be required.

An example is the monitoring of workers' hearing under a Hearing Protection Program.

The Production Manager must be contacted for direction on any medical monitoring (not including regular hearing tests).

## Section 8: Risk Assessment

The production must do a risk assessment before starting any tasks / activities. The main purpose is to think about the risks that the workers may be exposed to and provide alternatives to protect the workers.

The steps below must be followed to have an effective risk assessment:

### 1. Identify the hazard

The employer must do a walk at the workplace, involve people with expertise if needed and check manufacturer's instructions to identify anything that may cause harm to the workers in their activities, such as chemicals, electricity, working on ladders, noise, and etc.

### 2. Assess the hazard

The production should identify who might be harmed and how. The best way is by dividing groups or activities with the same hazard.

The "Go and See" technique is crucial for covering hazards related to the environment or to identify any challenges that they may have during the implementation of controls, such as elimination, substitution, or engineering controls.

### 3. Identify the level of risk

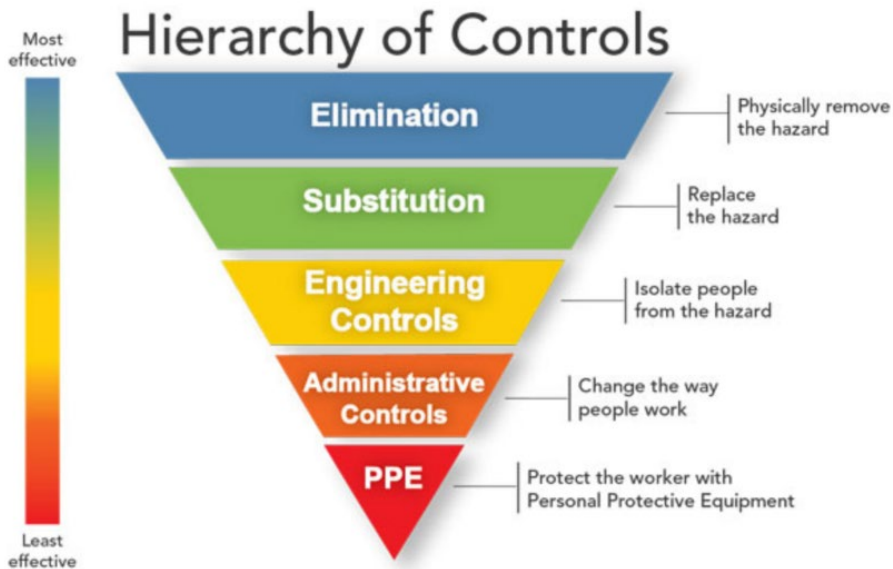
After identifying which hazard, how and who will be exposed, the production should decide what to do with the hazard dividing in levels of risk and giving priority to the most harmful.

The risk matrix pictured to the right must be applied to determine the level of risk:

		Impact			
		Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Medium	Medium
	Unlikely	Low	Medium	Medium	Medium
	Moderate	Medium	Medium	Medium	High
	Likely	Medium	Medium	High	High
	Very likely	Medium	High	High	High

### 4. Implementation, control, and recc

The implementation depends on the action, in case of long-term hazards to health (i.e. high levels of noise or exposure to harmful substances) should be in control through complementary programs or procedure, otherwise the implementation of action should be following the Hierarchy of controls.



The production must keep records of the risk assessments available to:

- Providing a training with the workers
- Follow-up the action; and
- Any organizations requiring a review for their purposes

## 5. Review and update

The production must review the risk assessment when:

- There is any change in the workplace
- After Engineering controls are implemented
- The law/ government regulations have changed; and/or
- At least annually

## Section 9: Bullying and Harassment

The Production will not tolerate bullying and harassment in the workplace. All workers must be respectful with each and treat each other with equity and respect. Bullying and Harassment is considered when there is any the following behaviour or attitude:

- Spreading malicious rumours, gossip, or innuendo.
- Excluding or isolating someone socially.
- Intimidating a person.
- Undermining or deliberately impeding a person's work.
- Physically abusing or threatening abuse.
- Removing areas of responsibilities without cause.
- Constantly changing work guidelines.
- Establishing impossible deadlines that will set up the individual to fail.
- Withholding necessary information or purposefully giving the wrong information.
- Making jokes that are 'obviously offensive' by spoken word or e-mail.
- Intruding on a person's privacy by pestering, spying or stalking.
- Assigning unreasonable duties or workload which are unfavourable to one person (in a way that creates unnecessary pressure).
- Underwork - creating a feeling of uselessness.
- Yelling or using profanity.
- Criticizing a person persistently or constantly.
- Belittling a person's opinions.
- Unwarranted (or undeserved) punishment.
- Blocking applications for training, leave or promotion.
- Tampering with a person's personal belongings or work equipment.

### RESPONSIBILITIES

The Production Manager, supervisors and/or Department Heads must:

- Train the team on the Policy about bullying and harassment
- Investigate and/or report any bullying and harassment that is observed or experienced
- Apply and comply with the policies and procedures on bullying and harassment

The workers must:

- Not engage in the bullying and harassment of other workers
- Report to the Productions Manager, Supervisor and/or Department Head if bullying and harassment is observed or experienced.
- Apply and comply with the employer's policies and procedures on bullying and harassment

### INVESTIGATION REPORT

All reports must be investigated immediately or as soon as possible. The production can involve the departments/workers below:

- Production Manager
- The Supervisors or Department Head
- JHSC member
- HR – Human Resources and/or Union Rep
- Any witness that is appropriate

The investigation must:

- Ensure and complete an investigation as expeditiously, impartial, and thoroughly as possible
- Maintain confidentiality to the greatest extent possible
- Find a resolution to the complaint

## **ACTIONS**

The production will take an action to make sure that the situation will not happen again. That can be accomplished by doing one or more of the following:

- Education and training;
- Monitoring behavior (from the workers involved);
- Corrective and/or disciplinary action ranging from warnings up to and including dismissal; and
- Ask feedback to the workers involved and evaluated if the production needs to do any other action.

All cases will be taken seriously and must be evaluated individually.

## **Section 10: Violence in the Workplace**

The Production will not tolerate any type of violence in the workplace. Violence in the workplace is considered when there is any abuse, threat, intimidation, or assault. It may also include the following behaviour or attitudes:

- Rumours, swearing, verbal abuse, pranks, arguments;
- Property damage, vandalism;
- Sabotage, theft;
- Physical assaults, psychological trauma;
- Anger-related incidents, arson; and
- Rape and murder.

## **INVESTIGATION REPORT**

All reports must be investigated immediately or as soon as possible. The production can involve the departments/workers below:

- Production Manager
- The Supervisors or Department Head
- JHSC member
- HR – Human Resources and/or Union Rep
- Any witness that is appropriate

The investigation must:

- Ensure and complete an investigation as expeditiously, impartial, and thoroughly as possible
- Maintain confidentiality to the greatest extent possible
- Find a resolution to the complaint

## **ACTIONS**

The production will take action to make sure that the situation will not happen again. That can include one or more of the following:

- Disciplinary action ranging from warnings up to and including dismissal; and
- Asking for feedback from the workers involved and evaluate if the production needs to do implement additional actions.

All cases will be taken seriously and must be evaluated individually.



## Section 11: Working Alone or in Isolation

### **ANY WORKER WORKING ALONE (excluding security):**

1. The following must be done before a worker is assigned to work alone or in isolation:
  - Identify hazards and assess the risks associated with them
  - Control risks by eliminating hazards entirely or, if that is not possible, minimizing the risks.
  - Educate workers about hazards and how to control the risks associated with them.
  - Develop and implement a written person-check procedure for checking on lone workers.
  - Review and/or create procedures (i.e. who and how contact designated person in case of emergency)
2. Departments consisting of one worker:
  - Any worker required to work alone or in isolation shall first notify and ensure that the Production Manager or Supervisor is aware of the work to be undertaken and of the site where the work is to be done.
  - Worker must notify the Production Coordinator or Supervisor and arrange to have to telephone or radio contact at intervals, with a person appointed by the Production Coordinator or Supervisor. The appointed person shall log all contacts on the Contact Report Form.
3. In the event contact cannot be established:
  - The department head or appointed person shall contact the Production Coordinator or Supervisor immediately.
  - The Coordinator will establish who the closest worker (teamster driven) is to the site and dispatch that worker directly to the site.
  - The Coordinator will establish the closest worker by contacting the Transport Captain over the trunk radio.
  - In the event that the department head or an worker under their control is closer, the department head or appointee shall attend the site.
4. If the worker is found at the site and injured, the worker dispatched shall immediately dial 911.
  - In the event telephone service is not available at the site, the trunk radio, if available, should be used to contact the Production Coordinator who would then call 911.
  - If neither telephone service nor radio service is available, the worker should immediately drive to the closest phone.
  - If the injury is not severe and the worker is conscious and speaking, the dispatched worker should drive the injured worker to the nearest hospital. The Production Coordinator should be apprised of any action taken.

## Section 12: Incident Investigation

### SERIOUS INCIDENT OR FATALITY REPORT

All serious incidents must be reported immediately to the Workers' Compensation Board (WorkSafeBC) at 1-888-621-7233 or Vancouver area at 604-276-3100. Serious incidents are those described in Section 68 of the Workers Compensation Act, including any accident that:

- resulted in serious injury to or the death of a worker,
- Involved a major structural failure of a building, bridge, tower, crane, hoist, temporary support or an excavation;
- Involved the major release of a hazard substance;
- A fire or explosion with the potential to cause serious injury
- was an incident required by regulation to be reported.

Every incident must be reported to the worker's direct supervisor and the first aid attendant on duty immediately.

### REPORT

An Incident Investigation Report must be completed for any situation that had/have the potential for significant loss or injury, such:

- Serious, major (those requiring medical treatment by a medical practitioner);
- Minor incidents; and
- Near-miss.

The report must be completed promptly (generally within 24 hours from occurrence) and submitted to the Producer.

The workers who have the knowledge to do incident investigation should complete it, one worker, who is knowledgeable in the type of work involved or any witnesses. Please discuss this with the Production Manager or Supervisor any material evidence related to an incident or serious injury should be secured and held pending further investigation until released by the Production Manager and the production attorney (if required).

Any incident that results in a worker being hospitalized must be reported immediately to the Production Manager. An investigation will be conducted by the Production Manager (and/or 1<sup>st</sup> AD, or Construction Coordinator) with assistance as required (JHSC member or worker representative). The Production Manager and Producer will carry out any regulatory agency notification.

The objective of an incident investigation is to document the facts surrounding an incident and take action to make sure that will not happen again.

Incident investigations by the production should involve the facts and evidence with impartiality during the process.

## **PROCEDURE**

Incident investigation procedures are as follows:

1. The Production Manager and the Producer must be informed before any investigation.
2. The incident investigation may be made by the First Aid attendant(s) in conjunction with the Supervisor responsible for the injured party(s) and the Production Manager. JHSC Member, 1<sup>st</sup> Assistant Director, and/or Construction Coordinator maybe will be involved.
3. The investigation should be made immediately after the incident and after any needed medical attention is initiated. The workers conducting the investigation should document all findings, including photographs, diagrams and retain any equipment involved in the incident (the "Incident Investigation Report").
4. The Preliminary Incident Investigation Report will be completed and forwarded to the Production Manager within 48 hours of the incident and to the JHSC as soon as possible.
5. Once the Preliminary Incident Investigation Report is completed, the Full Investigation Report must be completed and directed to the JHSC, Unions (if applicable), and to WorkSafeBC within 30 days.
6. The Full Investigation report should recommend corrective actions to prevent similar occurrences. Corrective actions should be taken without undue delay to prevent the recurrence of similar incidents. Correction actions that will require time for completion must be followed-up to ensure that they will be completed.

## **Section 13: First Aid**

### **FIRST AID REQUIREMENTS**

The Production Manager shall ensure that the necessary first aid is available for workers at all stages of the production. The first aid requirements are outlined in the Occupational Health and Safety Regulations, Section 3.14 to 3.21 - Occupational First Aid.

This part outlines requirements for:

- First aid attendants
- First aid supplies and rooms, and
- Emergency transportation.

As Motion Picture Production is considered a "Class B" industry, Schedule 1, Tables 3 and 4 apply. These tables outline first aid requirements for specific numbers of workers depending on the proximity to a hospital (more or less than 20 minutes).

First aid must be available for workers in small groups who may be out on location (e.g., during prep and construction), as well as at the studio. Any time there are more than five workers, a first

aid attendant must be available (two workers if greater than 20 minutes to a hospital). An example where a first aid attendant is required would be for workers on a location lockdown survey.

## **FIRST AID ASSESSMENT**

An assessment of each worksite must be completed to determine the appropriate levels of first aid attendant(s), and kits, care facility (room, trailer or dressing station) and additional response personnel or equipment required to be on-site during the production's activity. Actsafe's Online First Aid Assessment Tool can be used to perform this assessment.

<https://firstaid.actsafe.ca/>

## **BASIC REQUIREMENTS**

In addition to first aid supplies and attendants, signs must be present that clearly identify how to call for first aid. Every worker must be aware of the location of first aid and how to contact the attendant.

## **FIRST AID ATTENDANT**

All workers must be aware of the first aid attendant available during the shift and shall promptly report all injuries to the First Aid Attendant.

Copies of first aid attendants' certificates must be provided to the Production Coordinator upon hiring or at the start of production.

## **FIRST AID RECORDS**

Records of all first aid treatment must be maintained for a period of not less than 10 years. First-aid records kept by First Aid/Craft Services must be maintained onsite, copied, and forwarded to the Production Coordinator on a regular basis (e.g., bi-weekly).

## **TRANSPORTATION**

Specific written procedures must be available addressing how and who to contact for transportation to the nearest hospital for each worksite. These procedures must be posted in accessible areas (ie: the first aid room and A.D. office on set, on the H&S board). Section 3.17 to 3.21, dealing with transportation must be reviewed prior to any location work.

If any at any time sixteen (16) or more crew are at a location that is greater than 20 minutes to a hospital, and Emergency Transportation Vehicle (ETV) must be available to transport injured workers. If over 100 (and greater than 20 minutes to a hospital) an industrial ambulance must be available.

## FIRST AID SCHEDULES

Section 3 Schedule 3-A Minimum Levels of First Aid, Occupational Health & Safety Regulation

### SCHEDULE 3A

TABLE 3 MORE THAN 20 MINUTES SURFACE TRAVEL TIME TO HOSPITAL

Number of workers per shift	Supplies, Equipment, and Facility	First Aid Certificate Required for Attendant	Transportation required
2-5	Level 1 Kit	Level 1	
6-15	Level 1 Kit ETV Equipment	Level 1 with Transportation Endorsement	
16-50	Level 3 Kit Dressing Station ETV Equipment	Level 3	ETV
51-100	Level 3 Kit First Aid Room ETV Equipment	Level 3	ETV
101-300	Level 3 Kit First Aid Room Industrial Ambulance ETV Equipment	Level 3	Industrial Ambulance
301 or more	Level 3 Kit First Aid Room Industrial Ambulance	2 Level 3	Industrial Ambulance

### SCHEDULE 3A

TABLE 4: 20 MINUTES OR LESS SURFACE TRAVEL TIME TO HOSPITAL

Number of Workers per Shift	Supplies, Equipment, and Facility	First Aid Certificate Required for Attendant	Transportation Required
2-5	Basic Kit		
6-25	Level 1 Kit	Level 1	
26-75	Level 2 Kit Dressing Station	Level 2	
76 or more	Level 2 Kit First Aid Room	Level 2	

## Section 14: Emergency Response

Location staff shall work with the First Aid/Craft services to ensure that all necessary Emergency Response procedures and facilities are in place.

Where travel to a hospital is greater than 20 minutes Location and First Aid/Craft Service shall review the requirements of Section 3.17 to 3.21 – Occupational First Aid as it pertains to emergency transportation.

Location staff must also consider Emergency Response for the days before and after shooting days where set up and dismantling operations are going on. This shall be included when completing the Location Hazard Identification Form

The Production Manager shall be responsible for ensuring that adequate first aid and other emergency response is available for the crew whenever working at a location, not just on the shooting days.

## Section 15: Hazardous Materials

### INTRODUCTION

Protecting the safety and health of all workers shall be the first consideration whenever work is performed. Workplace Hazardous Materials Information System 2015 (WHMIS 2015) legislation has been enacted and updated in 2015 to ensure that all workers receive adequate information regarding various hazardous substances (e.g., chemicals, paints, glues) used in the Production's operations. The following Program outlines how we will accomplish the objective.

### HAZARD DETERMINATION

The Production does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but has chosen to rely upon the evaluation performed by the manufacturers of the substances to satisfy the requirements for hazard determination.

### CONTAINER LABELING

1. No container of hazardous substances will be released for use unless the container is correctly labelled in accordance with WHMIS 2015 requirements (or Consumer Chemicals and Container Regulations) and the label is legible.
2. All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, etc., will be checked by the appropriate Department Head to ensure the manufacturer's label is intact, legible and has not been damaged during shipment. Any containers found to have damaged labels will not be used until a new label has been affixed. A supply of new labels will be obtained from the manufacturer for this purpose.
3. The label must contain information in conformation with WHMIS 2015 Supplier requirements or Workplace labelling requirements:
  - (a) the name of the contents – Product Identifier;

- (b) the appropriate hazard warnings – Safe Handling Instructions, and
  - (c) reference to an SDS.
4. All secondary containers will be labeled with the identity of the substance, using the same name that appears on the manufacturer's label and the SDS for that substance. This information must be legible and will be available to all workers in their work area throughout the work shift. Information must be included on all chemicals which are in the referenced container.
  5. Workers with questions concerning the appropriate label to use when transferring the hazardous material from one container to another should contact their Supervisor immediately.

## **RESPONSIBILITY**

Items 1, 2, 3, and 4 above will be the responsibility of the appropriate Department Head.

Note: Before you move, handle or open a chemical container, READ THE LABEL, and follow the instructions. If you're uncertain of the hazards of the chemical, ask your Supervisor or Department Head.

## **HAZARDOUS MATERIALS INVENTORY**

1. Every hazardous substance known to be present in the workplace will be listed on the Hazardous Materials Inventory. The appropriate Department Head is responsible for compliance with this requirement.
2. The identity of the substance appearing on the Hazardous Materials Inventory will be the same name that appears on the manufacturer's label, in-house label and the SDS for that substance.
3. The Hazardous Materials Inventory will be kept with the SDS binders (kept in the Production office with the Production Coordinator) to serve as an index.
4. The Hazardous Materials Inventory will be updated whenever necessary to accurately reflect all the hazardous chemicals that are present in the work area.

## **SAFETY DATA SHEETS (SDS)**

1. Copies of SDS's for all hazardous substances to which our workers may be exposed are kept in a location accessible to workers proximate to the hazard. A complete set of SDS will be filed behind the Hazardous Materials Inventory and will be available to all workers at all times upon request. The appropriate Department Head will be responsible for maintaining up to date SDS's at the location of use, and for forwarding a copy of the SDS to the Production Coordinator.
2. The appropriate Department Head will be responsible for reviewing all incoming SDS's for new and significant health & safety information. He or she will ensure that any new information is passed on to the workers involved.

3. The appropriate Department Head will review all incoming SDS's for completeness and ensure that the SDS is not more than 3 years old and meets Canadian standards. If any SDS is missing or obviously incomplete, a new SDS will be requested from the manufacturer or distributor. WorkSafeBC is to be notified if the manufacturer will not supply the SDS or if it is not received within 30 days after the request. Any new information will be passed on to the workers involved.
4. No hazardous material will be used in the workplace unless an SDS has been obtained and is on file in the work area.
5. Assistant Department Heads/Best Boys will make it an ongoing function of their job to obtain SDS's on all new materials when they are first ordered
6. Should any supplier/manufacturer refuse to issue an SDS for any product requested, discontinue product use and contact the Production Manager.
7. When "Controlled Products" are used on location, a copy of the applicable SDS must be immediately available at the location. It is not acceptable to rely on an SDS that is back at the studio or production office.

#### **LIST OF HAZARDOUS SUBSTANCES (INVENTORY)**

A listing of hazardous materials used in the Production is kept with the Production Coordinator.

#### **WORKER INFORMATION AND TRAINING**

All workers will attend an orientation meeting for information and training on the following items prior to starting work with hazardous substances. Crew working with "Controlled Products" must have attended a WHMIS 2015 education seminar prior to working with any WHMIS 2015 "Controlled Products."

In addition to these seminars, Supervisors, and Department Heads must review with new workers the following issues:

1. An overview of the requirements of the WHMIS 2015 legislation, including their rights under this regulation.
2. Information on where hazardous substances are present in their work areas.
3. Information regarding the use of hazardous substances in their specific work areas.
4. The location and availability of the written WHMIS 2015 requirements. A copy of the requirements may be given to all workers during the orientation meeting. Subsequent to this, WHMIS 2015 requirements will be available from supervisors and also from the production office or the Production Manager.
5. The physical and health aspects of the hazardous substances in use.
6. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
7. The controls, work practices, and personal protective equipment which are available for protection against possible exposure.



8. Emergency and first aid procedures to follow if workers are exposed to hazardous substances.
9. How to read labels and Safety Data Sheets to obtain the appropriate hazard information.

It is most important that all of our workers understand the information given in these orientation meetings. If you have any questions, please contact the Production Manager.

When new substances are introduced into the workplace, your Department Head will review the above items with you as they relate to the new materials.

The Assistant Department Head will relay all the above information to new workers who will be working with hazardous substances prior to their starting work.

Records of this training must be forwarded to the Production Coordinator. These will be kept on file.

### **NON-ROUTINE TASKS**

Infrequently, workers may be required to perform non-routine tasks which involve the use of hazardous substances. Prior to starting work on such projects, each involved worker will be given information by his/her supervisor about hazards to which they may be exposed during such an activity.

This information will include:

- A. The specific hazards.
- B. Protective/safety measures which must be utilized.
- C. The measures this production has taken to lessen the hazards including special ventilation, respirators, air sample readings, and emergency procedures.
- D. List of tasks that would fall under this category.

A record will be maintained of the WHMIS 2015 briefing session (see attached WHMIS 2015 Briefing Confirmation form).

### **PROGRAM MONITORING AND ADMINISTRATION**

The WHMIS 2015 Program will be monitored by the Production Manager (or delegate), who will check to ensure that Department Heads are carrying out their duties and that the SDS collection is maintained.

If you have any questions regarding this Program, please contact the Production Manager.

## **Section 16: Noise and Hearing Protection**

The section 7 of the Occupational Health and Safety Regulations make requirements for hearing protection when noise levels exceed 85 dBA Lex (1 Pa<sup>2</sup>n) daily exposure, or 135 dBA peak sound level. Construction-related tasks would generally fall under this requirement.

The construction shop of the production is designated as a noise hazard area and hearing protection is required to be worn. Other areas of the production may also exceed the regulatory requirement. These will be identified on a case by case basis.

As there is a potential for exposures exceeding the regulatory requirement in the construction shop, hearing protection, audiometric testing, and signage is required.

### **SIGNAGE**

All noise hazard areas must be appropriately signed to indicate that hearing protection is required.

### **HEARING PROTECTION**

Hearing protection (e.g., inserts, muffs) must be worn in the noise hazard area.

### **NOISE REDUCTION**

Where applicable, noise hazards shall be reduced or shielded to lower sound levels.

### **AUDIOMETRIC TESTING**

All workers regularly exposed to noise levels in excess of the regulatory exposure levels must be involved in annual audiometric (hearing) testing. As a minimum, all construction staff must undergo hearing testing.

Records of this testing must be forwarded to the Production Coordinator for retention in the Program Files.

### **REVIEW**

Production activities, outside of construction, will be reviewed to determine if worker hearing testing is required.

The determination of regulatory compliance is completed by conducting noise measurements.

Contact the Production Manager to arrange any noise measurement testing.

## **Section 17: Respiratory Protection**

### **PURPOSE**

The purpose of this operating practice is to ensure protection from respiratory hazards through the proper use of respiratory protective equipment. Respirators are to be used where engineering control of respiratory hazards is not feasible while being installed, or in emergencies.

### **RESPONSIBILITIES**

The Production Manager can arrange for the necessary assistance in the implementation of this program and has the authority to make necessary decisions to ensure the success of this Program. This authority includes equipment purchases necessary to implement and operate this Program.

The Production has expressly authorized the Production Manager to halt any task or procedure where there is a danger of serious personal injury.

This policy includes respiratory hazards:

1. Respirators will be selected on the basis of hazards to which the worker is exposed. All selections will be made according to the respiratory hazard involved and with the assistance of the Production Manager. Only NIOSH/MSHA respirators will be selected and utilized.
2. The user will be instructed and trained in the proper use and limitations of respiratory protection. Training should provide the worker an opportunity to handle the respirator, have it fitted properly, test the face piece-to-face seal, wear it in normal air for a long familiarity period and wear it in a test atmosphere. Every respirator wearer will receive fitting instructions, including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to determine that it fits properly.
3. Respirators shall not be worn when conditions prevent a good face seal. Such conditions may be a growth of beard, sideburns, a skullcap that projects under the facepiece, or temples on glasses. No workers who are required to wear respirators shall wear beards. Also, the absence of one or both dentures can seriously affect the fit of a facepiece. The workers' diligence in observing these factors will be evaluated by periodic checks. To assure proper protection, the facepiece fit will be checked by the wearer each time the wearer puts on the respirator. This will ensure manufacturers face piece-fitting instructions (e.g.: positive and negative fit checks).
4. Where practicable, the respirators will be assigned to individual workers for their exclusive use.
5. Respirators will be regularly cleaned and disinfected. Those issued for the exclusive use of one worker will be cleaned after each day's use. Those used by more than one worker will be thoroughly cleaned and disinfected and turned into the production office.
6. Respirators, used routinely will be inspected during cleaning. Worn or deteriorated parts should be replaced. Respirators for emergency use such as Self Contained Breathing Apparatus (SCBA) should be thoroughly inspected at least once a month and after each use. Inspection for the SCBA's gas pressure should be performed weekly. Where SCBA's are to be used, users are to be provided with additional training.
7. Appropriate surveillance of work area conditions and degree of worker exposure or stress will be maintained.
8. There will be regular inspection and evaluation to determine the continued effectiveness of the Program.
9. Persons will not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the work and use the equipment.

## **RESPIRATOR TRAINING AND FIT TESTING PROTOCOL**

Health and Safety regulations require that employers train and fit test workers who use respiratory protection during the course of their workday. In summary, the Company must:

1. Provide instruction on the uses and limitations of all respirators worn in the work area.
2. Instruct and demonstrate to workers how to properly don and adjust any respirators worn according to manufacturers' instructions.
3. Allow the workers an opportunity to practice these procedures.
4. Provide fit check instructions.
5. Fit test each worker to be assigned respirators.
6. Document the successful completion of fit testing and fit testing by all workers wearing respirators.

The Production Manager should be consulted in the implementation of this protocol.

### **STEP 1. INSTRUCTION ON USES AND LIMITATIONS**

All respirators have limitations. There is not an all-purpose respirator. The easiest way to review the uses and limitations of the respirator is to read the NIOSH approval label and other information contained on/in each respirator package.

### **STEP 2. DONNING INSTRUCTIONS AND DEMONSTRATIONS**

A respirator must be put on and worn properly if it is to fit and offer effective protection. Always inspect your respirator prior to donning. Donning instructions are found on each respirator package and should be fully explained and demonstrated to the wearer.

### **STEP 3. PRACTICE DONNING RESPIRATORS**

Once you have demonstrated proper donning and adjustment procedures, have each worker complete the same procedure as you talk them through the directions.

### **STEP 4. FIT CHECK**

At this point, all workers should be wearing a respirator. Instruct the worker on how to conduct a fit check. A fit check is a method of determining if the respirator has been put on properly and has achieved an adequate fit. A fit check must be conducted each time the respirator is worn (refer to the fit check procedures on each respirator package). These are sometimes referred to as positive pressure and negative pressure fit checks.

Having completed the fit check procedure, ask if anyone feels any leakage around the seal of the respirator. If so, make necessary adjustments to the fit (review donning instructions) and perform the fit check again. If a proper fit cannot be accomplished, the wearer must select another and repeat the fit check procedure.

## **STEP 5. FIT TESTING**

Fit testing must be conducted according to the instructions included in the manufacturer's instructions. Persons unable to pass the fit test must select an alternate respirator.

## **STEP 6. TRAINING DOCUMENTATION**

The Workers' Compensation Board requires that employers keep written documentation of all workers who attend respirator training and are able to pass the fittest. Use the Safety Training Report and Attendee Sign-in Form to facilitate record keeping. A Respirator Training Certificate must be issued to each worker.

## **STEP 7. MAINTENANCE DOCUMENTATION**

Workers must ensure that records are kept of all maintenance performed on a respirator.

## **Section 18: Fall Protection**

The section 11 of the Occupational Health & Safety Regulations requires fall protection where falls in excess of 10 feet or more can occur. The regulation requires the elimination of hazards and where these cannot be eliminated, fall protection systems must be used.

### **FALL PROTECTION EQUIPMENT**

Sections 11.4 through 11.7 of the OHS Regulation detail individual requirements for fall protection equipment. Department Heads must ensure that where fall protection equipment is used, that it conforms to these requirements.

### **ANCHORAGES**

Care must be taken to ensure that proper anchorages are used on fall protection systems. An assessment of the adequacy of anchorages must be carried out. Anchorages used for fall protection must be able to withstand 5,000 lbs force in any direction. Where required, engineering assistance may be required to ensure that this strength is available.

### **FALL ROOF AND LEADING EDGES**

An assessment of fall hazards must be carried out and appropriate controls implemented where the above fall hazards exist (>10 feet). The production will perform a fall hazard analysis to:

- Identify the location of each fall hazard
- Select the appropriate fall protection methods
- Identify the method(s) of the rescue of a worker or performer who has fallen and is suspended by a personal fall protection system or safety net and is unable to effect self-rescue.

## ELEVATING WORK PLATFORMS

Only full-body harnesses are to be used when working from elevating work platforms (e.g., scissor and boom type lifts). Although the Occupational Health & Safety Regulations does not require fall protection on scissor-type elevating platforms, this Production does require it to be a safe work practice and should be worn.

## WRITTEN FALL PROTECTION PLANS

If falls in excess of 25 feet can occur, a written fall protection plan must be prepared and implemented. The requirements for a fall protection plan are included in the OHS Regulation 11.3. This should be consulted prior to any work involving this height (>25 feet) of fall beginning.

## TRAINING

Each worker working on scaffolding, ladders, and elevated platforms and areas, must be familiar with the WorkSafeBC publication "Personal Fall Protection Equipment – Safety Belts, Harnesses, Lanyards, and Lifelines".

## Section 19: Rigging

Section 15 of the Occupational Health and Safety Regulation details requirements for rigging equipment and practices.

Key in this is ensuring that:

- Slings are not used beyond the manufacturer's rated loading;
- rated loadings, manufacturers' identification, and product identifier are marked on the equipment;
- Sling and rigging equipment is regularly inspected and equipment found to be damaged is destroyed;
- "Pick points" to be used for suspending equipment and set materials have been reviewed by a qualified person (e.g., structural engineer) to ensure that the structure is not compromised;
- Hand signals used are in keeping with industry standards as outlined in the OH&S Regulations;
- The weight of the load to be lifted or restrained must be known; and,
- Workers assembling the rigging must be qualified or working in conjunction with a qualified worker familiar with rigging equipment.

## Section 20: Confined Space

Section 9 of the Occupational Health & Safety Regulations details requirements for working within a confined space.

A confined space is considered an underground place that is not designed to have people occupancy, and could be classified by the following:

- Enclosed or partially enclosed
- Limited or non-existent entry or exit
- Limited or non-existent air flow

Examples of confined spaces:

- Silos
- Storage Tanks
- Sewers or areas accessible only through a manhole
- Pump stations
- Utility vaults

The regulation requires that all confined spaces be identified and locked with restricted access. Only workers that have the proper training can access the confined spaces with the Entry Permit.

### **ENTRY PERMIT**

The entry permit is a procedure to assess the hazard before worker entry in the confined space.

The entry permit should determine what measures are needed to control the risk. It can involve the following:

- Gases and/or oxygen monitoring,
- Electrical hazards or lockout,
- Lack of ventilation,
- Safeguarding devices,
- Respiratory protection, or
- Any other control that requires by the risk assessment to be verified by a permit.

As part of entry permit document, the following information is required and must be posted at the confined space until the workers finish their shift/day:

- The length of time the permit is valid for.
- The name(s) of the worker(s) that are authorized to enter the confined space.
- The name(s) of the attendant(s) (safety watch) and/or supervisor.
- The location and description of the confined space.

- The scope of the work that is to be done in the confined space.
- Possible hazards that may be encountered inside and outside the space.
- Possible hazards that may develop during the work activity.
- The date and time of entry into the confined space and the anticipated time of exit.
- The details of any atmospheric testing done of the confined space - when, where, results, date monitoring equipment was last calibrated. Ideally, calibration would be done just before each use. If this is not possible, follow the equipment manufacturers guidelines for frequency of calibration.
- Hazard control measures, including the use of mechanical ventilation and other protective equipment needed and any other precautions that will be followed by every worker who is going to enter the confined space.
- Means of communication between the workers working in the confined space and the attendant.
- Emergency plan, and the protective equipment and emergency equipment to be used by any worker who takes part in a rescue or responds to other emergency situations in the confined space
- A signature of a worker who did the confined space air testing. The signature on the permit would indicate that adequate precautions are being taken to control the anticipated hazards.
- Authorization signature by the supervisor certifying that the space has been properly evaluated, prepared, and it is safe for entry and work.

A new document must be completed every day/time that the worker needs to access the confined space. The production should keep a copy of the completed permit on file.

## Section 21: Traffic Control

The crew involved in any kind of traffic control and vehicle directing must be familiar with the requirements of Section 18 of the Occupational Health and Safety Regulation.

This section makes several requirements for traffic control including:

- Communications
- Worker identification
- Signage

### WORKER IDENTIFICATION

Workers involved in traffic direction must wear:

- High visibility apparel (e.g., high visibility vest, wrist and ankle bands)
- Safety headgear of a high visibility color with a strip of reflective tape about the crown



If traffic control is to be carried out in hours of darkness, the worker must be equipped with a flashlight fitted with a red signaling baton (and with extra batteries).

## **Section 22: Productions Hazards**

In order to identify and evaluate production hazards, a safety meeting is to be held during pre-production with all appropriate production personnel. Documentation of this meeting will be archived by the Production Manager.

The purpose of this meeting is to identify and discuss all foreseeable production hazards and safety issues and to develop strategies to control or eliminate them. Additional safety meetings should be scheduled as necessitated by any changes in the shooting schedule and/or script.

Schedule inspections to ensure a safe work environment and to identify any unsafe conditions are also required. The Production Manager will work with the 1<sup>st</sup> Assistant Director, Construction Coordinator, Stunt Coordinator, Special Effects Coordinator, and any other staff to plan each shot where safety is a concern.

## **Section 23: Location Hazard**

For location work, the Location Manager or his/her designee will inspect each location site, prior to the company's arrival, to identify any environmental concerns or other unsafe conditions. The Location Manager will work with the appropriate departments and/or safety personnel to correct them. The LOCATION HAZARD IDENTIFICATION FORM is to be used during these inspections.

### **CONFINED SPACES**

Where locations have confined spaces (defined as an area that is enclosed or partially enclosed, is not designed or intended for continuous occupancy, has limited or restricted means for entry and exit that may complicate the provision of first aid, evacuation, rescue, or other emergency response service, and is large enough and configured that a worker could enter to perform an assigned task) the Production Manager must be contacted so that confined space entry procedures can be developed and implemented prior to production.

### **HAZARDOUS MATERIALS**

The Location Manager shall ensure that the location supplier has identified all hazardous materials present in the space (e.g., asbestos, lead, chemicals). Where hazardous materials are present at the Location, this shall be identified to pre-production and construction crews prior to the first day of work at the location, and on the call sheet for the days at the location.

### **ENVIRONMENTAL HAZARDS AT UNOCCUPIED LOCATIONS**

The Location Manager shall ensure that an assessment of environmental hazards is conducted at abandoned, unoccupied, or vacant sites. This assessment shall take into greater consideration,

chemical hazards, asbestos, lead, and other airborne hazards (e.g., mold). This assessment may require the assistance of outside specialists to carry out the review.

## **LOCATION STAFF TRAINING**

Location staff shall receive additional training in the identification of environmental and safety issues that may be present and that may present a risk to the crew and cast. This training shall cover issues such as asbestos in buildings, chemical exposures and handling, and hazard identification. This training will be reviewed by the Production Manager.

## **Section 24: Program Documentation**

The operation of the Health and Safety Program uses several forms in order to ensure that the activities of the Program are recorded. In addition to typical production announcements (e.g., Call Sheet) are the forms presented in the "FORMS" section of this manual. The following are brief descriptions of the various types of documentation used for this Program.

### **CALL SHEET**

Should be utilized for safety announcements and the distribution of safety bulletins or other safety information.

### **PRODUCTION SAFETY COMPLIANCE REPORT**

Contained in the "FORMS" section of this manual, it is to be completed on a daily basis by the 1<sup>st</sup> Assistant Director in collaboration with the 2<sup>nd</sup> AD or 3<sup>rd</sup> AD, and forwarded to the Production Coordinator. A copy should be forwarded for review by the Production Manager.

### **WAREHOUSE/CONSTRUCTION MILL/TEMPORARY STAGE SPACE INSPECTION CHECKLIST**

This replaces the Production Safety Compliance Report for units other than production, such as Construction, Paint, Grips, Greens, etc.

### **LOCATION HAZARD IDENTIFICATION FORM**

To be completed daily and forwarded to the Production Coordinator. A copy will be forwarded to the Production Manager for review.

### **HAZARD REPORT FORM**

To be used when a safety issue is raised by an individual or department. A copy will be filed with the Production Manager immediately, with copies to the Producer and the JHSC. If there is no resolution in the opinion of the party who raised the issue, work should be halted until the situation

is resolved. Refer to Section 3.10 of the Occupational Health & Safety Regulation for additional information on unresolved issues.

### **SAFETY TRAINING REPORT AND ATTENDEE SIGN-IN**

To be utilized for specialized training sessions such as Elevated Platforms, Fall Protection, Respiratory Protection, etc. Not necessary for Stunt/Effect meetings which include the entire crew.

### **INCIDENT INVESTIGATION REPORT**

To be used to document investigations into serious and non-serious incidents, and near misses. To be completed by the investigators and submitted to the Production Manager (copy forwarded to the Producer) and to the JHSC, Union, and WorkSafeBC.

### **WORKER WARNING REPORT**

To be completed at the discretion of an uncooperative worker's supervisor or department head to serve as a warning for unsafe behaviour or practices. Copies to go to the 1<sup>st</sup> Assistant Director or the Construction Coordinator and ultimately to the Production Manager. May also be filed with the applicable union/labour relations.

### **HAZARDOUS MATERIALS INVENTORY**

Format to be used to record hazardous materials present in all Company operations. Completed copies to be forwarded to the Production Coordinator.

### **OTHER DOCUMENTATION**

In addition to the forms listed above, the Production Coordinator will maintain copies of various Program documents including, but not limited to:

- Workers' Compensation Board inspection reports and correspondence
- JHSC minutes
- Regular workplace inspection reports
- Audiometric (hearing) testing documentation
- WHMIS 2015 training and education records
- Respiratory fit test records
- First aid record books and copies from First Aid/Craft Service
- First Aid Assessments
- Incident and claims summary
- First-aid attendant certificates
- Incident/Incident Investigation Reports
- Hazardous Materials Inventory Forms
- Safety Data Sheets
- Risk Assessments
- Other training reports

It is recommended that the Production Coordinator not maintain original copies of WorkSafeBC Claims submissions (Form 7's). The original of the Form 7's should be maintained in the Accounting Department (to be reviewed by the Production Manager prior to sending to Accounting), although a photocopy can be maintained by the Production Coordinator

## Section 25: General Production Safety Guidelines

Safety is a top priority at this production, and we intend that your environment is the safest it possibly can.

The following general safety guidelines pertain to you. While most of these guidelines are driven by common sense, others have evolved from federal, provincial, or local laws and regulations. Failure to follow these guidelines could result in serious injury, but could also cost valuable time and expense due to delays and/or shutdowns enforced by either regulatory or management personnel.

As you well know, your working conditions may change from day to day, particularly on location. To prevent incidents, you need to be aware of your work environment and the equipment being used. Pay special attention to call sheets as they may contain important safety information for the next day's shoot. The 1<sup>st</sup> Assistant Director will be conducting daily safety meetings as necessary to brief you on potentially hazardous set conditions.

*If you have any questions or concerns or notice anything you believe could be hazardous to the cast and/or crew, please do not hesitate to talk to your supervisor or call the Producer/Production Manager, knowing you need not be concerned about reprisal. Doing your job well and doing your job safely go hand in hand.*

### GENERAL RULES

1. Obey all "No Smoking" signs. Observe designated smoking areas and always extinguish cigarettes in butt cans. Dispose of all other garbage properly, wear appropriate clothing, and any necessary protective equipment. A shirt and shoes should be worn at all times and any non-essential jewelry should be left at home. Safety glasses or eye shields must be worn when operating equipment or performing work where eye damage could potentially occur. (See Actsafe Safety Bulletin #21)
2. Do not work while under the influence of illegal drugs or alcoholic beverages. Medication that might interfere with your alertness or ability to perform your work should be used only under a doctor's direction. If you feel that any medication is impairing your work, please discuss this with your supervisor. Don't put yourself, or your fellow workers, at risk.
3. Pranks and other horseplay should be kept in check. Distracting crew members operating tools or working with specialized equipment could result in incidents.
4. Maintain clear walkways and exit passages. Keep at least a four-foot perimeter around the interior of the stage clear and make sure all exit doors are unlocked when working. All overhead equipment, fixtures, and props should be properly secured with safety wire. If

needed, all cables on the ground should be matted when necessary. Fire equipment (hydrants, extinguishers, hoses, etc.) must be accessible at all times.

5. Production days can be long and grueling; make sure you are getting adequate sleep.

Individual sleep requirements vary so be sure you are getting the proper amount that you need to prevent incidents or illness from exhaustion.

## **LIFTING AND MOVING OBJECTS**

6. Make sure you get the right help when lifting or moving heavy or awkward objects. Avoid lifting them whenever possible – use carts, dollies, etc. Lifting heavy loads improperly can cause back injuries which are costly and unnecessary. This is one area where you can easily prevent an incident.

## **COMMON FALL RISKS**

(Catwalks and Runways, Floor/Wall Openings, Guard Rails, Scaffolding and Stairwells)

7. Temporary stair railings and guard rails are required by law for any elevated surfaces or around any pits or holes. Ensure proper lighting for visibility and post signs as necessary. Use fall protection equipment (e.g., safety harnesses) where needed, especially when operating above ground level and outside of areas with guardrails.

## **CHEMICALS AND FLAMMABLE MATERIALS**

8. Paint, chemicals, and other materials should not be accumulated on stage floors, under platforms, or in other work areas where they do not belong.
9. You should know and follow proper handling and storage procedures for all combustible or flammable materials. A Safety Data Sheet (SDS) should be obtained and kept on file for all chemicals being used and/or stored. All decorative set materials should be flame retardant or non-combustible materials.

## **HAND TOOLS AND RELATED EQUIPMENT**

10. Use the right tool for the job. Ensure that all equipment is in proper working order and that all protective guards are in place and are used. Tag ('Do Not Use') and report any damaged or malfunctioning equipment. If you are not using the tool, stay away from the area, and watch for flying debris.
11. Do not use tools or equipment for which you have not been properly trained and qualified. See your supervisor if you have any questions or feel that you need additional training. Do not use the top two steps of any ladder. Make sure the ladder is adequately supported.  
  
Ladders left leaning against walls should be secured when work is complete and not left freestanding.

**FILMING EQUIPMENT** (Booms, Camera & Insert Cars, Cranes, Dollies, Elevated Platforms, etc.)

12. Use the proper equipment for the job. Be aware of load and rider capacities. Never allow more than nine (9) people including the driver on an insert car. (See Actsafe Safety Bulletins #13 and #22). All equipment must have the proper certification and/or inspection documentation with it at all times.

## **FILMING VEHICLES**

(Fixed Wing Aircraft, Boats, Cars, Helicopters, Motorcycles, Trains)

13. Be particularly cautious when driving, walking, or traveling in any manner in congested areas: proceed slowly and watch for sudden movements.
14. Be especially careful when working around helicopters and on runways. Do not smoke within 50 feet of helicopters and keep this distance unless you are needed closer.
15. The use of aircraft, boats, trains, or cars may require special permits and/or operator certifications. All vehicles, including their peripheral safety equipment (e.g., harnesses, belts, roll-cage, fuel cells, etc.), must undergo thorough safety inspection and testing on a daily basis by qualified, experienced personnel.

(See Actsafe Safety Bulletins #2, #3, #8, #11 and #20.)

## **ELECTRICAL SAFETY**

16. Ground and properly maintain all electrical equipment and wiring (there should be no exposed live parts). Use equipment only for the purpose it is intended. Be particularly careful around water, especially when filming in rain scenes.
17. Keep electrical panels accessible at all times. There should not be any obstruction closer than 30 inches from a panel.
18. Always keep in mind the danger of fire when lights are placed near props, sets, and other materials used for filming and make sure there is an adequate distance to prevent an incident from happening.

## **WATER HAZARDS**

19. All cast and crew members working on boats, pontoons, rafts, etc. should wear life vests or other water safety gear. Safety lines, nets, observers, and/or divers should be used when filming in rivers or other bodies of water where potentially hazardous conditions could exist (e.g.: swift currents, thick underwater plant life, rocks, etc.)
20. Be aware of load and rider capacity limits. Only persons absolutely needed should be on a watercraft; all others should remain on land
21. Be sure you feel comfortable working around water, whether it is a pond, swamp, lake, river or the ocean. Know as much as you can about the water and its natural hazards, including animal life. Your Producer or 1<sup>st</sup> Assistant Director should have all relevant information.

(See Actsafe Safety Bulletins #7 and #17)

## **STUNTS & SPECIAL EFFECTS**

22. Stunts and special effects require an on-site dry run or walk-through with all involved parties before filming. The meeting and rehearsals should be documented on the Daily Production Report. It is our policy that all stunts and special effects be reviewed by all participants prior to execution to help ensure that they are performed in the safest manner possible.
23. Special effects involving pyrotechnics, explosives, and/or fire must be noted in advance on the call sheet. All such effects must be performed by properly licensed individuals. The proper permits must be obtained and the appropriate regulatory agencies notified. Explosives must be stored in their proper magazines.
24. Appropriate safety equipment (eye and/or ear protection, glass shields, etc.) must be provided to the cast and crew as needed. There must be a planned escape route provided and each person involved should personally check the escape route to ensure its accessibility. Only persons necessary for the stunt and/or effect should be in the area.  
(See Actsafe Safety Bulletins #1, #4, #14, #15, #16 and #18)

### **ATMOSPHERIC SMOKE AND FOG**

25. Be aware that the use of atmosphere smoke has become highly regulated and limited by a variety of regulatory agencies because of the risk emissions and toxicity. Efforts should be made to eliminate the use of fog and smoke altogether. If this is not possible, contact the Production Manager for guidelines and regulations.  
(See Actsafe Safety Bulletin #10)

### **FIREARMS AND LIVE AMMUNITION**

26. Treat all firearms as though they are loaded. Do not play around with firearms or any weapons and **never point one at anyone**, including yourself. Follow the directions of the Property Master regarding all firearms and weapons.
27. The use of firearms and other weapons may require special permits and/or operator certifications. You should feel comfortable working with firearms and other weapons and know all the operating-features and safety devices. All firearms must undergo a thorough safety inspection, testing, and cleaning on a daily basis by qualified, experienced personnel.
28. Live ammunition will not be used unless absolutely necessary. If used, it will be noted on the call sheet and announced prior to use on the set. The loading of firearms should take place just prior to the scene being filmed and unloaded immediately after the scene has been completed. Follow the direction of the property master and any experts/consultants regarding live ammunition.  
(See Actsafe Safety Bulletins #1, #15 and #16)

### **ANIMALS**

29. Animals are unpredictable creatures. The animal trainer(s) should address the cast and crew regarding all safety precautions in effect and answer any question you may have. Do not feed, pet, or play with any animal without the permission and direct supervision of its trainer. Defer to the animal trainers at all times.

30. When working with animals, the set should be closed and notices posted to that effect, including a note on the call sheet – please make every effort to cooperate with this policy. (See Actsafe Safety Bulletins #6 and #12)

## **ENVIRONMENTAL CONCERNS**

31. Your location should be environmentally sound (e.g., free of hazardous materials or other chemical hazards). All hazardous waste generated by the Company, including paint, must be disposed of properly. Proper documentation for the transportation and disposal of such waste must be obtained. All questions should be referred to your Producer/Production Manager.  
(See Actsafe Safety Bulletin #17)

All cast and crew members are required to follow the foregoing General Production Safety Guidelines and all Workers' Compensation Board safety requirements (Occupational Health & Safety Regulation) during their course of employment.

## **Section 26: Covid-19 Plan**

### **Transfer from your Covid-19 Safety Plan to here**

#### **RESPONSABILITIES:**

The Production must:

- Create and post a COVID-19 Safety Plan. Please see our COVID-19 on (...)
- Train and educate the workers at the workplace on the contents of that plan.
- Have a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

The Workers must:

- Be responsible for their own personal self-care, which includes frequent hand washing, wearing PPE and staying home when sick.
- Reporting unsafe conditions to their Production Manager, Supervisor, or Joint Health and Safety Committee member.
- Following the procedures put in place by the employer to control the risks associated with COVID-19.

## **Section 27: Program Review**

The OHS Program is to be reviewed by the Production Manager (in consultation with the JHS Committee) when the law/ government procedure change or at least annually.



This review shall consider all aspects of the Program including, but not limited to, Committee effectiveness, incident and incident occurrences, Workers' Compensation Board inspections, planned and special inspection reports, worker hazard reporting, and risk assessment.

At the end of each production, the Production Manager shall review the above information and make recommendations or changes necessary to increase the effectiveness of the Program.

If a series, prior to commencing the following season, the Production Manager shall arrange a meeting with key representatives of the production to review the OHS Program. The Program is to be discussed and any changes that have been incorporated for the upcoming season are to be introduced. A review of the prior year's incident and regulatory compliance history should be discussed.

If required, changes to the Program may be made and incorporated part way through the production. The Production Manager shall meet with the appropriate members of the production company to introduce the changes.

The production should apply the PDCA method to evaluate this OHS Program, following the steps below.



- PLAN** Identify the issue, develop a plan/action
- DO** Put the plan/action into practice
- CHECK** Review your OHS Program on a regular basis, check the results
- ACT** Adjust your plan, implement changes

## Section 28: Forms

### INCLUDED FORMS

Acknowledgement of Policies Form.....	58
Production Safety Compliance Report .....	59

### ACTSAFE FORMS

Equipment Safety Checklist	<a href="https://www.actsafe.ca/wp-content/uploads/2017/10/Equipment-Safety-Inspection-Checklist-PDF.pdf">https://www.actsafe.ca/wp-content/uploads/2017/10/Equipment-Safety-Inspection-Checklist-PDF.pdf</a>
Emergency Contact List	<a href="https://www.actsafe.ca/wp-content/uploads/2017/10/Amendable-Emergency-Contact-Sheet.pdf">https://www.actsafe.ca/wp-content/uploads/2017/10/Amendable-Emergency-Contact-Sheet.pdf</a>
Fall Protection Work Plan	<a href="https://www.actsafe.ca/wp-content/uploads/2017/10/Fall-Protection-Work-Plan-Form-PDF.pdf">https://www.actsafe.ca/wp-content/uploads/2017/10/Fall-Protection-Work-Plan-Form-PDF.pdf</a>
First Aid Assessments	<a href="https://firstaid.actsafe.ca">https://firstaid.actsafe.ca</a>
JHSC Terms of Reference Template	<a href="https://www.actsafe.ca/wp-content/uploads/2020/09/JHSC-TOR-20200218.docx">https://www.actsafe.ca/wp-content/uploads/2020/09/JHSC-TOR-20200218.docx</a>
JHSC Meeting Attendance Form	<a href="https://www.actsafe.ca/wp-content/uploads/2018/09/JHSC-Attendance-Form.pdf">https://www.actsafe.ca/wp-content/uploads/2018/09/JHSC-Attendance-Form.pdf</a>
JHSC Training Form	<a href="https://www.actsafe.ca/wp-content/uploads/2018/08/JHSC-Fundamentals-Group-Registration-Fillable-Form.pdf">https://www.actsafe.ca/wp-content/uploads/2018/08/JHSC-Fundamentals-Group-Registration-Fillable-Form.pdf</a>
Locations Hazard Identification Form	<a href="https://www.actsafe.ca/wp-content/uploads/2017/10/location-and-production-office-hazard-checklist-PDF.pdf">https://www.actsafe.ca/wp-content/uploads/2017/10/location-and-production-office-hazard-checklist-PDF.pdf</a>
General Risk Assessment Form	<a href="https://www.actsafe.ca/wp-content/uploads/2017/10/General-Risk-Assessment-Checklist-PDF.pdf">https://www.actsafe.ca/wp-content/uploads/2017/10/General-Risk-Assessment-Checklist-PDF.pdf</a>
Stunt Safety Plan	<a href="https://www.actsafe.ca/wp-content/uploads/2019/09/Stunt-Safety-Plan.pdf">https://www.actsafe.ca/wp-content/uploads/2019/09/Stunt-Safety-Plan.pdf</a>
Special Effect Safety Checklist	<a href="https://www.actsafe.ca/wp-content/uploads/2017/10/Special-Effects-Checklist-PDF.pdf">https://www.actsafe.ca/wp-content/uploads/2017/10/Special-Effects-Checklist-PDF.pdf</a>
Warehouse/Construction Mill/Temporary Stage Space Inspection Checklist	<a href="https://www.actsafe.ca/wp-content/uploads/2017/10/WarehouseConstruction-MillTemporary-Stage-Space-Inspection-Checklist-PDF.pdf">https://www.actsafe.ca/wp-content/uploads/2017/10/WarehouseConstruction-MillTemporary-Stage-Space-Inspection-Checklist-PDF.pdf</a>
Working Alone or In Isolation Checklist	<a href="https://www.actsafe.ca/wp-content/uploads/2017/10/Working-Alone-or-in-Isolation-Checklist-PDF.pdf">https://www.actsafe.ca/wp-content/uploads/2017/10/Working-Alone-or-in-Isolation-Checklist-PDF.pdf</a>
New and Young Workers Orientation Form	<a href="https://www.actsafe.ca/wp-content/uploads/2017/10/New-and-Young-Worker-Form-INTERACTIVE-PDF-20200708.pdf">https://www.actsafe.ca/wp-content/uploads/2017/10/New-and-Young-Worker-Form-INTERACTIVE-PDF-20200708.pdf</a>

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## Production Safety Compliance Report

<b>PRODUCTION TITLE</b>		<b>EPISODE NAME/NUMBER</b>	
<b>LOCATION</b>		<b>DATE</b>	Click to enter date
<b>COMPLETED BY</b>			

	YES	NO					
<b>Was today's worksite inspected?</b>	<input type="checkbox"/>	<input type="checkbox"/>					
If <b>yes</b> , by whom?							
List safety concerns or hazards discovered.							
If there was anything found, note corrections or changes made.							
<b>Was there an orientation provided to cast &amp; crew?</b>	<input type="checkbox"/>	<input type="checkbox"/>					
If <b>YES</b> , who performed the orientation?							
List details of the orientation. (Use separate page if necessary)							
Was an orientation attendance sheet completed? If <b>YES</b> , attach to submit to production	<input type="checkbox"/>	<input type="checkbox"/>					
Were evacuation or emergency procedures (muster points) identified?	<input type="checkbox"/>	<input type="checkbox"/>					
Was the First Aid Attendant identified?	<input type="checkbox"/>	<input type="checkbox"/>					
Were procedures for summoning First Aid relayed to the crew?	<input type="checkbox"/>	<input type="checkbox"/>					
Was the Production Safety Board setup at this location?	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Was there any special safety equipment used?</b>	<input type="checkbox"/>	<input type="checkbox"/>					
If <b>YES</b> , note what and by whom							
<b>Was any special safety training required of the cast and/or crew?</b>	<input type="checkbox"/>	<input type="checkbox"/>					
If <b>YES</b> , who received what training?							
<b>If needed, were the proper Safety Bulletins attached to the call sheet</b>	<input type="checkbox"/>	<input type="checkbox"/>					
Note bulletin name or number							
<b>Were there any incidents?</b>	<input type="checkbox"/>	<input type="checkbox"/>					
If <b>YES</b> , indicate type. Check all that apply	<b>Equipment Failure</b> <input type="checkbox"/>	<b>Serious Injury</b> <input type="checkbox"/>	<b>Work Refusal</b> <input type="checkbox"/>	<b>Structural Failure</b> <input type="checkbox"/>	<b>Diving Incident</b> <input type="checkbox"/>	<b>Close Call</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>
If <b>OTHER</b> – Describe incident							
If <b>INJURY</b> , Name and position of injured worker							
Medical Attention administered	<b>FACS</b> <input type="checkbox"/>	<b>Sent to Hospital/Clinic</b> <input type="checkbox"/>	<b>Ambulance attended</b> <input type="checkbox"/>				
<b>If worker sent to hospital or if an ambulance attended, a WorkSafeBC Form 7 must be completed by production.</b>							
Of the incidents above, the ones that appear in <b>red text</b> will require an Employer Incident Investigation. <b>Has this investigation begun?</b>	<input type="checkbox"/>	<input type="checkbox"/>					