

Production Safety Guidebook for Motion Picture and Television

Part A – Programs

Vancouver, BC

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OCCUPATIONAL HEALTH AND SAFETY PROGRAM

Prepared as a Resource for Production
The Walt Disney Company Enterprise Risk Management/Safety Department
818-560-1726

<https://wdproductionsafety.com>

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SAFETY POLICY	Section
	1

The safety and well-being of everyone on our production is of the highest importance. As a responsible employer, we have a duty to protect our crew, cast and everyone else who may be affected by what we do. We promise to take that duty seriously.

We remind everyone in our workforce that they too have duties. They must take action to protect themselves and others. They must follow the company’s systems, rules and guidance on safety. To support this, we will provide information, supervision and training where required.

Our goal is to achieve the highest standards of safety in film production. This is not some noble aspiration - we genuinely believe that we can achieve this goal if everyone involved makes an active commitment to take safety seriously as an integral part of the film-making process every day.

This production will support and enable everyone in its workforce in their efforts to manage all significant risks to our cast, crew, visitors and neighbours. We will respect our legal obligations, we will consult on safety with our workers - and we will learn from our experiences along the way.’’ The written Occupational, Health & Safety Program will be reviewed annually, or sooner when required, and revised as necessary. All employees will be notified of any revisions and provided access to a copy of the policy and written program.

(Note: See the full “production safety policy” for comprehensive policy information)

Name: _____

Date: _____

KEY HEALTH AND SAFETY PERSONNEL

The following individuals are the key points of contact with significant responsibility for health and safety:

1st Assistant Director: _____

Construction Coordinator: _____

Unit Production Manager: _____

Production Office Coordinator: _____

Studio Production Safety Specialist: _____

Production Safety Consultant: _____

ROLES AND RESPONSIBILITIES	Section
	2

Responsibilities for health and safety rest with all employees, including production management and cast and crew members. All production employees have the personal responsibility to protect their own health & safety and that of their fellow staff and crew members. Working safely is a condition of employment.

Studio Production Safety Specialist or local Production Safety Consultant

Studio Management considers a motion picture or television production as a company with accountability and responsibility for a safe and healthy production. Production management must understand and implement this program. The role of the Studio Production Safety Department is to provide assistance and guidance, NOT to assume or replace the production company’s role in providing a safe workplace.

A Studio Production Safety Specialist or local Production Safety Consultant, working at the direction of the Studio, will periodically conduct reviews of the production and audit for compliance with this program. Findings will be reviewed with the Unit Production Manager on an ongoing basis.

Management and Supervisory Personnel Responsibilities

Management and Supervisory Personnel are responsible for ensuring that:

- Periodic meetings of management personnel are held for the purpose of reviewing health and safety activities and accident trends and determining necessary courses of corrective actions.
- Support and direction necessary for the effective implementation of the health and safety program are provided and health and safety policies, procedures and regulations are enforced.
- Cast and crew members are informed of any potential or actual dangers to their health and safety, are instructed in Personal Protective Equipment, safe work practices, rules and WCB requirements and policies.
- Cast and crew are not permitted to work when their actions indicate that the work would jeopardize themselves or others.
- Appropriate records and statistics are maintained and made available, where required, to inspectors, investigators or other regulatory personnel.
- Where required by WorkSafeBC, a Notice of Project is completed and submitted at least 24 hours prior to workers commencing work and a copy is posted on-site.
- Where required by WorkSafeBC, a coordinator is designated as responsible for administration of production safety activities.
- Where practicable, new work areas are inspected prior to commencement of work.
- Daily informal inspections are undertaken, for jobs anticipated to last more than two weeks, bi-weekly planned inspections of work areas, equipment, tools, work methods and practices are undertaken.
- Completed inspection reports are submitted to management at the earliest opportunity.
- Immediate action, as authorized by management, is undertaken to correct substandard safety practices and conditions identified through inspections or reported to management / supervisory personnel.
- All accidents required to be investigated by the WCB regulation, are investigated for the purpose of identifying causes and necessary corrective actions.

- Accident investigation reports are reviewed and necessary courses of corrective action are implemented through directives to appropriate personnel.
- A production representative accompanies WorkSafeBC officers performing inspections.

Producer

The Producer is responsible for ensuring the health and safety of workers, informing them of hazards, and correcting hazardous workplace conditions and practices. The primary means of accomplishing this is by ensuring that the individual production's Occupational Health & Safety (OH&S) Program is implemented and personnel are performing their assigned duties under the OH&S Program. Producers should be familiar with WorksafeBC safety regulations.

Production Manager

The Unit Production Manager is responsible for verifying that production carries out the policies and procedures as outlined in the OH&S Program. Specific tasks include:

- Ensure cast and crew follow safe work procedures
- Ensure safety talks and meetings are held including new and young worker orientations
- Ensure sets and locations are inspected for potential hazards and that potential hazards are eliminated or controlled
- Ensure Personal Protective Equipment (PPE) is provided and used by workers where required
- Ensure first aid and medical services are provided as required.

Director

The Director needs to make the health and safety of the cast and crew a priority when planning and filming scenes, and assist the assistant directors in their health and safety responsibilities.

Director of Photography

The Director of Photography must ensure the safety of the camera and lighting crew, and make safety a priority when placing cameras and lighting.

Stunt Coordinator

The Stunt Coordinator must ensure the safety of cast and crew before, during, and after stunt sequences. Refer to the *Stunt Safety Inspection Checklist* (Form-09BC) which provides basic safety guidelines.

Special Effects Coordinator

The Special Effects Coordinator must ensure the safety of cast and crew before, during, and after special effects sequences. Refer to the *Special Effects Safety Inspection Checklist* (Form-10BC) which provides basic safety guidelines.

1st Assistant Director

The 1st Assistant Director (1st AD) is responsible for holding safety talks at crew call with the cast and crew whenever filming has moved to a new location and in any circumstance that presents potential hazards. They must be aware of potential hazards on the set, safe evacuation routes, and the location of medical assistance, and ensure that this information is conveyed to the crew. Finally, the 1st AD must ensure that the *Production Activity Notification Checklist* (Form-11BC) is completed whenever stunts, special effects, or unusual activities or locations are scheduled. The 1st AD is also responsible for ensuring the appropriate safety bulletins are attached to the call sheet.

Construction Coordinator

The Construction Coordinator must:

- Ensure that safe work practices are followed in all areas construction is taking place
- Ensure that appropriate first aid facilities are available
- Ensure that tools and equipment are in good condition, with safety guards in place.

In addition, the Construction Coordinator will implement additional OH&S programs including, but not limited to: Accident & Incident Reporting, Safe Work Procedures, Education & Training, New and Young Worker Orientations and Personal Protective Equipment.

Department Heads/Supervisors

The Department Heads / Supervisors are responsible for ensuring that their crew conducts work in compliance with health and safety policies and procedures. This includes ensuring that their crew is:

- Using all appropriate PPE
- Operating equipment and tools in a safe manner
- Receiving adequate training
- Reporting all accidents and injuries.

Department heads and Supervisors must also notify workers of any potential hazards. Refer to the following sections of this manual: Accident & Incident Reporting, Safe Work Procedures, New and Young Worker Orientations, Education & Training, and Personal Protective Equipment.

Location Manager

The Location Manager is responsible for assessing all locations for potential hazards. They must advise the production company of any identified potential hazards, and take steps to eliminate or control them. All findings should be communicated to the Production Manager. The *Location Hazard Checklist* (Form-05BC) is included in this program to help identify hazards.

Production Office Coordinator

The Production Office Coordinator is responsible for:

- Maintaining the health and safety information related to the OH&S Program
- Coordinating the distribution of health and safety information to cast and crew, including required postings
- Communicating with ActSafe (when necessary)
- Sending (by fax or email) the *Production Activity Notification Form* to Production Safety
- Assisting Production Safety with meetings, site visits, and crew member training rosters.

Worker / Employee Responsibilities

All production employees must take an active part in the Occupational Health and Safety Program. This can be accomplished by, but is not limited to the following:

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- Be familiar with and comply with all applicable requirements within the production Health and Safety Program and the WorkSafeBC Regulation.
- Report all unsafe conditions and practices to their immediate supervisor and take corrective action, when practicable, to eliminate such hazards.
- Refrain from operating equipment unless they are authorized and trained to do so, all safeguards are in place and functional, and no person will be endangered.
- Immediately report to a supervisor and the first aid attendant all work-related injuries and health problems and cooperate in the investigation of such incidents.
- Inform production management of any physical or mental impairment which may affect their ability to work safely (e.g.: back problems, epilepsy), and do not work where the impairment may create an undue risk to themselves or anyone else.
- Refrain from working if under the influence of alcohol, cannabis, prescription or illegal drugs which may impair their ability to do their job safely.
- Refrain from engaging in any improper activity or behaviour (horseplay, scuffling, fighting, practical jokes or similar conduct) that may endanger themselves or others.
- Maintain good housekeeping and enter/leave their work area using safe routes.
- Use appropriate personal protective equipment and maintain it in good working order.
- Refrain from carrying out or causing to be carried out, any work process, or operate or cause to be operated any tool, appliance or equipment if there is reasonable cause to believe that to do so would create an undue hazard to the health or safety of any person.
- Use WHMIS-controlled materials in accordance with WHMIS standards.
- Actively participate in “tool-box talk” safety meetings to help maintain safe conditions on site.
- Set a safe example for all other workers.

Disciplinary Procedures

Any employee, regardless of position or title, who knowingly or negligently violates safety rules or practices, or engages in behavior that could result in property damage, personal injury, or injury to others, may be disciplined, up to and including termination

Contractor/Subcontractor Responsibilities

All contractors/subcontractors shall be made aware of our Occupational Health and Safety Program rules and regulations. The Contractor Supervisors and/or Foreman shall be responsible for the direct supervision and safety of their crew. They are accountable for the performance of personnel through the safe work practices and procedures as well as any other applicable Acts and Regulations. It is the contractor/subcontractor’s responsibility to perform the job in compliance with this production’s safety standards and applicable legislation.

Any infractions not immediately corrected as directed by production will result in the contractors/subcontractors being advised of the breach of contract and the action that will be taken as a result of that breach. It must be firmly established that our safety program protects all workers on the job, including all contractor’s and subcontractor’s employees.

All contractor/subcontractors must:

- Be registered and in good standing with WorkSafeBC.
- Read and understand our company Health & Safety Program. Must be knowledgeable of and comply with all regulations, laws and codes.
- Ensure all employees complete a company orientation when/where required prior to his/her employees working on site.
- Enforce established safety requirements and work methods. Take disciplinary action necessary to ensure compliance with the rules.
- Conduct a Job Hazard Analysis (JHA) for tasks where moderate to high risk activities are prevalent within the scope of work. Includes his/her work crew in the completion of these JHA's.
- Ensure that a contractor representative will attend regular Site/Location Safety Meetings.
- Hold regular "Tool Box Talk" meetings with his/her crew.
- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action to eliminate causes of accidents and "near misses".
- Complete an accident/incident report ensuring all accidents/incidents are investigated and corrective action is taken to prevent re-occurrence.
- Inform each employee of the hazards associated with his/her job and provides the training in the safe work practices required to perform his/her job safely.
- Impart to each employee an understanding that violation of established safety rules will not be tolerated.
- Ensure that required safety equipment and PPE are provided and used for each job.
- Observe new hire employees closely until confident of workers ability to perform assigned duties safely.

Visitor Responsibilities

Each visitor is responsible for safe guarding his/her own health and safety. **All visitors must:**

- Report to the production office and obtain permission for entry onto any work area.
- Wear approved personal protective equipment when required.
- Comply with Local Government Safety Legislation and Safety Program Requirements.
- Report any unsafe acts or conditions to production management.
- Report any injuries sustained on the site to production management.

First Aid Attendant Responsibilities

The first aid attendant/set medic shall assist in the ongoing safety efforts in the workplace through efforts in promoting safety amongst all employees and subcontractors. This basic responsibility includes, but is not limited to the following:

The First Aid Attendant must:

- Administer First Aid as required.
- Ensure that adequate first aid equipment is available, first aid room is organized, clean, properly stocked and meets all WCB requirements.
- Report hazards to the site supervisor, department head, assistant director (when on set) or unit production manager.
- Ensure the First Aid Log book is completed accurately and kept confidential.
- Coordinate the transportation of injured workers to a hospital emergency department, walk-in clinic or physician.
- Hold and maintain a valid first aid certificate of the appropriate level as required.
- Assist Production Safety when necessary.
- Acquire and post the site safety plan.

COMMUNICATION	Section
	3

Matters concerning occupational safety and health can be communicated to employees in a variety of ways including written documentation, meetings, formal and informal training, and posting.

Safety Meetings

In order to identify and evaluate production hazards, safety meetings are to be held during pre-production with all appropriate production personnel as often as necessary, including the Production Executive, Producer, Unit Production Manager, Studio Production Safety Specialist, Stunt Coordinator, Special Effects Coordinator, Location Manager, and other staff as needed. Documentation of these meetings must be maintained by the Production and forwarded to the Studio Production Safety Specialist when requested.

The purpose of these meetings 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.

An on-set safety meeting must be held with the cast and crew before shooting call. These meetings are mandatory, and must include information on potential hazards found during the hazard assessment and planned activities that will take place, such as: scenes involving stunts, special effects, aircraft, wild animals or other potentially hazardous conditions. In addition, a safety awareness meeting must be conducted for all new cast and crew members (including extras) as locations change, new potential hazards are introduced, changes are made to stunt and special effects sequences and whenever new equipment and/or procedures are implemented. All on-set safety awareness meetings must be documented on the Daily Production Report. Supervisors (Construction Coordinator, Key Grip, Transportation Coordinator, etc.) must hold meetings with their crew members to review general safety issues and discuss any specific safety concerns as necessary.

Call Sheets

The call sheet should be used as a safety communication tool to advise cast and crew when potentially unsafe conditions may be present. Information provided should be clearly communicated. The call sheet must include the following information:

- The Call Sheet should note: Safety Meeting to be conducted by the 1st AD on the first day of a new location, or whenever stunts, SPFX or whenever unusual activity is scheduled.
- Safety Bulletins or other documents that provide further clarification and or safety instruction.
- Safety Reporting Procedure Statement: **QUESTIONS OR CONCERNS REGARDING SAFETY? CONTACT YOUR PRODUCTION MANAGEMENT, UPM, OR 1ST AD, OR CALL THE SAFETY HOTLINE (818) 560-7391. THIS CALL CAN BE MADE ANONYMOUSLY.**

Production Company Address Phone Fax Email		A Movie		Monday, August 11, 2014					
Exec. Producer:		Call Sheet		DAY 15 of 85					
Producer:		GENERAL CREW CALL		Country Breakfast 5:30A					
Director:		6:00 AM		Shooting Call 7:00A					
NEAREST HOSPITAL		CREW PARKING		Lunch 12:00P					
Medical Center Address Address		Parking Address Address		Scout Color White Schedule Color White					
BASECAMP		WEATHER		Sunny and Hot					
Parking Address Address		High 88° Sunrise 7:20P Sunset 7:20P		Low 25° Rain 0% Wind 14 km/h					
Safety Meetings to be held by the 1st AD on the first day of a new location, or whenever stunts, SPFX or unusual activity is scheduled.									
SCENES									
M1	1/B	Aerial work- establishing shot of boat in rough seas.	D	100, 101, 102, 1, 101	A Helicopter will be flown in close proximity to the crew. Anyone having questions, concerns or objections, please notify the 1st AD or UPM.				
M2	1/B	Animals roaming free	D	100	Safety bulletins for today's activity are posted in the production trailer and will be made available to each crew member.				
1	1 5/B	Gimbal work	D	101, 102					
25	1 1/B	Car weaves down highway Establish driver out of control	D	1, 3, 4, 5, 6					
TOTAL PAGES: 3									
ID	CHARACTER	CAST	STATUS	PICKUP	CALL	MR/WH	SET	LOSER	SPECIAL INSTRUCTIONS
100	Person	Stunt Double	W	O/T	8:00A	7:00A	7:30A		RPT to 1st AD
101	Person	Stunt Double	W	O/T	7:00A	7:00A	7:30A		RPT to 1st AD
QTY STAND-INS		CALL	SPECIAL INSTRUCTIONS BY DEPARTMENT						
1	Person Stand-in	7:00A	STUNTS						
1	Person Stand-in	7:00A							
1	Person Stand-in	7:00A							
QTY BACKGROUND		CALL	MU/HAIR						
15	Pedestrian	8:00A	COSTUME PIC VEH Sc 1: Pickup Truck. Sc 25: Pickup Truck. ADDL Notifier Sc 25: Process Trailer.						
18 TOTAL STAND-INS / BACKGROUND									
ADVANCE SCHEDULE SET & DESCRIPTION			D/N	CAS	NOTES	LOCATIONS			
Tuesday, August 12, 2014			DAY 2						
16A	1 6/B	INT. ELECTRONICS STORE	D	1, 22, 23					
35	1/B	INT. ELECTRONICS STORE	D	1, 30					
67B pt 1/2	1/B	INT. ELECTRONICS STORE	R	30	Part of Sc 47 Showercase Montage				
Wednesday, August 13, 2014			DAY 3						
QUESTIONS OR CONCERNS REGARDING SAFETY? CONTACT YOUR PRODUCTION MANAGEMENT, UPM, OR 1ST AD, OR CALL THE SAFETY HOTLINE (818) 560-7391. THIS CALL CAN BE MADE ANONYMOUSLY.									
Second Asst Director		First Asst Director		Line Producer / UPM					

Safety Meetings to be held by the 1st AD on the first day of a new location, or whenever stunts, SPFX or unusual activity is scheduled.

QUESTIONS OR CONCERNS REGARDING SAFETY? CONTACT YOUR PRODUCTION MANAGEMENT, UPM, OR 1ST AD, OR CALL THE SAFETY HOTLINE (818) 560-7391. THIS CALL CAN BE MADE ANONYMOUSLY.

Safety Bulletins

Safety Bulletins cover a wide variety of topics and provide guidelines for working safely on the set.

Safety Bulletins may be obtained from:

- Your Studio Production Safety Specialist (818-560-7391)
- ActSafe Safety Association, Vancouver (604) 733-4682
Web site - <https://www.actSAFE.ca/?s=bulletins>
- Contract Services Administration Trust Fund (818) 565-1656
Web site - <http://www.csaff.org/bulletintro.shtml>

Production Safety Guidelines

The Production Safety and Health Program Orientation Guidelines should be distributed to every cast and crew member at time of hire.

Employee Reporting

Cast and crew members are strongly encouraged to report any suspected unsafe or unhealthy conditions to their supervisor, production management or production safety verbally or in writing. Anonymous reporting of hazards by all cast and crew may be accomplished by telephone to the Studio Safety Hotline at 818-560-7391.

No Retaliation

Cast and crew members must be able to express their concerns regarding health and safety matters without fear of reprisal. If at any time any cast or crew member voices a concern about a health, safety or related issue, corrective action must be taken immediately if there is an immediate threat to life safety or health or handled as soon as practical when there is not an eminent threat. There will be no retaliation against any employee for reporting hazards or potential hazards or for making suggestions related to safety.

NOTICE OF PROJECT	Section
	4

Occupational Health and Safety Regulations require that productions notify WorkSafeBC in writing about the undertaking of certain projects. The Notice of Project form allows you to notify WorkSafeBC that your project is to take place during a specified period.

Notice of Project Requirements

The Notice of Project (NOP) must be completed at least 24 hours before starting a construction project if ONE of the below apply:

- The total cost of labour and materials for the work exceeds \$100,000.
- All or part of the permanent or temporary works, except pre-engineered or pre-manufactured building and structural components, are required to be designed by a professional engineer.
- Any activity that involves the removal, encapsulation or enclosure of friable asbestos building materials or the demolition, dismantling or repair of any building or structure or parts thereof, in which insulating materials containing asbestos have been used, or in which asbestos products have been manufactured.
- Any abatement project or other activity involving significant disturbance of lead-containing coatings on buildings or structures, or similar activities which may expose workers to a significant risk of occupational disease.
- Any new construction project that is a new erection, major alteration, structural repair or demolition of a building of more than 2 stories high or more than 6m (20 ft) in height.
- Any construction work on a bridge, an earth or water retaining structure more than 3m in height, or a silo, chimney or similar structure more than 6m in height.
- When any workers are working in a compressed air atmosphere or in a caisson, tunnel, underground working, or cofferdam.
- The project includes a trench more than 1.2m in depth and over 30m in length or includes another type of excavation more than 1.2m in depth which a worker may be required to enter.

Additional Information

The application for the NOP must be completed on the WorkSafeBC website as soon as possible. Multiple NOP's may be necessary when multiple locations are being used. It is possible to list multiple locations on the Notice of Project form, but a new form must be submitted for locations that are not noted on the original form.

A copy of the NOP must be posted at the worksite before work commences. If it is necessary to do immediate work in order to prevent injury to workers or damage to property, work on the project may commence immediately, and the nearest WorkSafeBC office must be provided with an NOP at the earliest possible time. The NOP form can be found here:

http://www.worksafebc.com/insurance/managing_your_account/notice_of_project/default.asp

Please contact Production Safety for any assistance at (818) 560-1726.

JOINT HEALTH AND SAFETY COMMITTEE	Section
	5

The *Workers Compensation Act* requires employers to establish a Joint Health and Safety Committee in any workplace that regularly employs 20 or more workers (full and/or part time).

The Safety Committee shall assist in creating a safe place of work, recommend actions which will improve the effectiveness of the safety program, and promote compliance with WorkSafeBC OHS Regulation. Production will form a committee in the following manner:

Guidelines

- The meeting must occur a minimum of once a month and more often as needed;
- The meeting must be separate from weekly production meetings, or location safety meetings and toolbox talks;
- The meeting must be documented and filed.
- Terms of reference for the committee must be established.

Committee Membership

- Not fewer than four regular members employed at the jobsite and experienced in the types of work being performed at the jobsite.
- Membership chosen by and representing the workers and the employer. Employer representatives may never outnumber the worker representatives.
- Co-Chairpersons elected from and by the members of the committee.
- All members must have successfully completed the mandatory JHSC training.

Safety Committee Responsibilities

Co-Chairperson

The Co-Chairpersons are responsible for:

- Arranging the meeting time, date and place;
- Preparing the agenda;
- Reviewing previous minutes and new materials;
- Chairing/Oversight of the meeting.

Secretary

The secretary is responsible for:

- Recording, preparing and distributing minutes;
- Notifying members of meeting;
- Reporting the status of recommendations.

All Members

A joint committee has the following duties and functions in relation to its workplace:

- To identify situations that may be unhealthy or unsafe to workers and advise on effective systems for responding to those situations;
- To consider and expeditiously deal with complaints to the health & safety of workers;
- To consult with workers and the employer on issues related to occupational health & safety and occupational environment;
- To make recommendations to the employer and the workers for the improvement of the occupational health & safety and occupational environment of workers;
- To make recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the regulations and to monitor their effectiveness;
- To advise the employer on programs and policies required under the regulations for the workplace and to monitor their effectiveness;
- To advise the employer on proposed changes to the workplace or the work processes that may affect the health and safety of workers;
- To ensure that accident investigation and regular inspections are carried out as required by the regulation;
- To participate in inspections, investigations and inquires as provided in the regulations;
- To carry out any other duties and functions prescribed by regulation.

Safety Committee Recordkeeping

Minutes from the meeting must be documented using a form that captures the following information:

- Call to order;
- Roll call – Chairman introduces any guests or visitors present;
- Review business arising out of previous minutes;
- Reading of relevant correspondence and reports;
- Incident/Accident, near miss review;
- Recommendations and suggestions;
- Discuss the work schedule and its impact on safety;
- New business;
- Set date, time and location for next meeting;
- Adjournment.

EDUCATION AND TRAINING	Section
	6

Start-Up Pack

A Start-Up Pack is filled out by all crew members and documents any qualifications and training the person has to date and should be retained by the Office Coordinator. The minimum training requirements are presented in the following table:

Training Program	Applicable Personnel	Trainer
Production Safety Orientation	All personnel	Online
Joint Health and Safety Committee Training	JHSC Committee Members	Provided by ActSafe BC
First Aid	Designated personnel, according to work site conditions (see section on First Aid requirements)	St. John’s Ambulance First Aid Course
Workplace Hazardous Materials Information System (WHMIS)	All personnel working with and around controlled products	IATSE or external training provider
Emergency Response	All personnel	Department Head and/or Supervisors
Code of Safe Practices	All personnel	Department Head
Safety Guidelines	Construction / Labour / Grips / Lighting / Electric / Special Effects	Department Head
Safe Work Procedures (Specific to location hazards, equipment, material, stunts, special effects, etc.)	All necessary personnel	Department Head and/or Supervisor or external training provider.

If crew members have any safety concerns about performing their duties in a safe manner or they are unsure of the proper work procedures, they must inform their supervisors immediately.

Education and Training Policy

The producer recognizes that training and education of workers is a vital part of our health and safety program. Our employees must have the knowledge and skills to do their work in a safe manner. Safety instruction will be provided to all workers, and workers are required to comply with these instructions. Our program of worker education and training will consist of:

- Providing the electronic Production Safety Orientation (PSO) new worker orientations and site/location-specific orientations.
- Conducting Toolbox Talks on a regular basis during construction projects.

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- Developing safe job procedures and instructing workers in these procedures.
- Monitoring ongoing requirements for health and safety instruction.
- Delivering specialized training for employees as required.

Job/Site specific training of employees is conducted when, but is not limited to the following situations:

- When a new employee is hired.
- When an employee is assigned new or different work.
- When an employee is moved to a new site or location

This training will be conducted online and through the employee's department head or supervisor and will contain the following items:

- Review of safe work practices and procedures that apply to the specific job.
- Bring all known safety hazards that may affect the employee to his/her attention.
- Determine just what the employee can do and how he/she does it. This includes both discussion with the employee and observation of how he/she does the work.
- Provide the employee with all the information and Personal Protective Equipment (PPE) that is necessary for the employee to do the job safely and correctly.

Depending on the complexity of the job and the employees skill/experience level, job specific training may take anywhere from a few minutes to several months. Ensure training documentation is kept on site and made available to production upon request. The on-going monitoring and coaching of the worker is a major duty and responsibility of that worker's immediate Supervisor/Foreman.

NEW AND YOUNG WORKER ORIENTATION	Section
	7

All productions must ensure that a young or new worker is given a health and safety orientation and training specific to his/her workplace before beginning work.

Definitions

New Worker: A worker who is either new to the workplace, returning to a workplace where the hazards in that workplace have changed during the worker’s absence, affected by a change in the hazards of a workplace or relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker’s previous workplace.

Young Worker: Any worker who is under 25 years of age.

Orientation Requirements

The Production Manager is ultimately responsible for ensuring that young and new worker orientations are provided to every employee at every facility and location. Every employee is considered to be a “new worker” at every new location.

Orientations may be provided to employees on location by the 1st AD during a safety meeting or by individual department heads. Employee orientations must be documented by name.

Orientation Content

Specific information must be included in the young and new worker orientations. Four documents have been provided in this manual to assist with presentation of the information and documentation of delivery:

- **Form 01BC – New and Young Worker Orientation Checklist**
This checklist can be used to document individual delivery of the orientation materials to crew.
- **Form 12BC – New and Young Worker Orientation Attendance Sheet**
This attendance record can be used to acknowledge attendance at larger orientation sessions where it is impractical to use Form 01BC.
- **Form 13BC – New and Young Worker Safety Information (New Crew Member and Day Calls)**
This two page handout is to be given to workers. The document contains a summary of this program as well as a code of safe practices. Information presented in the worker orientation will supplement this document.
- **Form 14BC – Leader Presentation Checklist – Preparing a New and Young Worker Orientation**
This document can be used as a tool to prepare for a new and young worker presentation.

General Orientation (This information only needs to be provided to every employee one time during production. Copies of the required information may be requested from the Production Safety Department or can be located on the WorkSafeBC and ActSafe websites):

- Employer’s rights and responsibilities under the Workers’ Compensation Act.
- Worker’s rights and responsibilities under the Workers’ Compensation Act.

- Right to refuse unsafe work.
- Workplace health and safety rules.
- How to report unsafe work conditions.
- Emergency procedures.
- Location of first aid facilities and how to get first aid.
- How to report injuries and illness.
- Location of fire exits and fire extinguishers.
- Name and contact information for worker's supervisor, a safety committee member, and the Production Manager.
- Potential workplace hazards.
- Specific instruction and demonstration of worker's work task/process.
- Workplace Hazardous Materials Information System (WHMIS) and location of Safety Data Sheets (SDS).
- Working alone procedure.
- Violence in the workplace (i.e., risks of robbery, assault, confrontation etc.).
- Required PPE necessary to perform the job safely.

TOOLBOX TALKS	Section
	8

Toolbox Talks are a key element of worker education and training. Toolbox Talks must be conducted with a specific topic for discussion such as a safety rule, safe job procedure, a recent incident, health and safety committee meeting minutes, inspection results, etc. They will be used to discuss hazards and provide information on how we will minimize or remove the risk of injury. All workers on site must attend the Toolbox Talks, which will generally be 15 minutes or less in duration.

Toolbox Talk Basic Guidelines

The following basic guidelines for Toolbox Talks are to be followed:

- Toolbox Talks are to be held before the commencement of a different scope of work.
- All workers must attend.
- Meetings should be limited to 10 to 15 minutes.

Toolbox Safety Meeting Preparation and Presentation

Deciding on a topic:

- think of your own experiences, observations, and beliefs,
- think of your area of control, repeated problems, recent accomplishments, needs for improvement, think of your workers, their wants and needs, opinions, and attitudes,
- keep notes of day-to-day occurrences that could form a basis for interesting safety talks,
- read safety-related material, and clip articles for later discussion,
- confine the topic to one main idea; don't try to talk about everything!

Summarizing your talk in point form for reference:

- know what you are going to say,
- write down the key points, facts and examples,
- practice your talk - run through your material before presenting it to your workers, perhaps using a family member, a fellow supervisor or even a mirror as your audience.

When you deliver your talk:

- relate to the crew's attitudes, abilities and interests,
- let your crew hear and see your talk - use brief demonstrations, simple graphs, displays, WCB posters, news articles, accident location, etc.,
- involve your crew by encouraging questions and discussions,
- keep your message clear and understandable,
- answer spoken and unspoken questions - your crew will always have the following questions in mind: What does it mean to me? What do you want me to do? What's in it for me? What will happen if I opt out?

Toolbox Safety Meeting Resource

<https://wdproductionsafety.com/disney-supplemental-safety-information/construction-toolbox-talks/>

SAFE WORK PROCEDURES	Section
	9

Specific safe work procedures are instructions on how work is to be carried out safely. The procedures outline potential hazards associated with carrying out the work and how to eliminate or minimize these hazards.

Supervisors and Department Heads are responsible for ensuring that their crew is aware of any special safety procedures associated with their tasks. These procedures are to be communicated to workers by attaching them to call sheets, discussing them at safety meetings, posting them at workstations, and/or by training crew members.

A *Code of Safe Practices* has been developed which crew members are expected to know and obey. These are included in this section.

For specific production hazards, such as helicopters, pyrotechnics, diving, fall protection and insert camera cars, personnel should consult the appropriate safety bulletins from the AMPTP (Alliance of Motion Picture & Television Producers) or guidelines from ActSafe (Safety & Health in Arts, Production and Entertainment). This information can be downloaded from each organization's website.

The AMPTP web address is www.csatf.org The ActSafe web address is www.actsafe.ca

CODE OF SAFE PRACTICES	Section
	10

Compliance with this *Code of Safe Practices* is mandatory. This *Code of Safe Practices* shall be posted in conspicuous locations throughout the production office and off-lot production locations. Supervisors will ensure that crew members have this *Code of Safe Practices* readily available. Crew members in violation of any of these codes are subject to disciplinary action.

- All crew members shall follow these practices, contribute to the performance of safe work operations, and report all unsafe conditions or practices to their respective Supervisor, Department Head or the Production Manager.
- Supervisors shall insist on crew members observing and obeying every rule, regulation, and order as is necessary to ensure the safe performance of work, and shall take such action as is necessary to obtain compliance.
- Crew members shall attend routine safety training, which will be relevant to the work-related safety hazards to which they are exposed. Safety training shall be provided by Supervisors or Department Heads at least every 10 working days.
- Anyone known to be under the influence of drugs or intoxicating substances that impair the crew member's ability to safely perform their assigned duties shall be subject to disciplinary action.
- Crew members are required to wear personal protective equipment applicable or relevant to the hazards to which they are exposed.
- Horseplay, scuffling, and other acts adverse to the safety performance of work shall be prohibited.
- Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
- No one shall knowingly be permitted or required to work while the crew member's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the crew member or others to injury.
- All injuries and accidents shall be reported immediately to the involved crew member's Supervisor or Department Manager so that arrangements can be made for medical/first aid treatment and/or accident investigation.
- Crew members will be provided appropriate training for the activities and applicable hazards to which they may be exposed.
- No crew member will be required to perform work activities that they feel places them in personal danger or exposes them to uncontrolled hazards that may result in personal injury or illness.
- Crew members will not operate or use any mechanical equipment or vehicle in a manner that is inconsistent with established policies, procedures, or manufacturers recommended guidelines.
- Crew members will be made aware of the location of, and methods to obtain, hazard communication and hazardous substance information applicable to their respective work activities.
- The use of hazardous materials will be kept to a minimum and properly stored, used, and controlled at all times.
- Crew members will familiarize themselves with established emergency procedures and exits for each location where they are assigned to work.

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- Crew members required to work at unguarded or unprotected heights in excess of 6 feet (3 Meters in BC) above the next working level are required to wear fall protection equipment at all times.
- Crew members will be aware of general location safety concerns, including extreme weather conditions, dangerous plants and/or animals, and geographic layouts that may present additional safety concerns.
- Only personnel with knowledge and training are authorized to perform electrical work, install scaffolding or rigging, and operate aerial lifts/condors/forklifts.

DISCIPLINARY ACTION POLICY	Section
	11

All safety rules and procedures contained in the Health & Safety Program shall be practiced and enforced by all site personnel. Compliance with this Health and Safety Program rules and instructions, WCB Regulation and any other applicable federal, provincial or local regulations is mandatory. Disregard or negligence in complying with good health and safety practices by any employee may result in unnecessary injury and will be cause for disciplinary action. When disciplinary action is required against non-compliance of a regulation or company instruction as set out in this safety program, the immediate supervisor shall utilize and follow the following guideline for disciplinary action and:

- Conduct an assessment of the incident.
- Render a decision for remediation and/or corrective action.
- Report the incident and remedial action to Head Office without delay.

GENERAL SAFE PRACTICES	Section
	12

Alcohol and Drugs

The bringing of, or the consumption of alcohol, cannabis or other non-prescription drugs on the job site or working while under the influence will not be permitted. Workers will be removed from the site and banned on all projects. Any worker taking prescribed medications must report this to their supervisor, department head, First Aid and the UPM.

Code of Conduct

Engaging in horseplay, fighting, practical joking, unnecessary running or jumping and other similar conduct is forbidden and may result in disciplinary action. You are expected to act and work professionally at all times and show courteous behaviour to all workers and the general public. Knowing or intentionally engaging in hazardous behaviour is forbidden and may result in disciplinary action.

Discriminatory Actions

The Workers Compensation Act (WCA) includes requirements for the prohibition of discriminatory actions against workers in regards to health & safety issues. Siren production supports this initiative and will require compliance from all employees. You will not be disciplined in any way for acting on your health and safety responsibilities. Discriminatory actions (as defined in the Workers Compensation Act) against persons acting on their health and safety responsibilities will not be tolerated. Persons practicing discriminatory actions will be subject to company disciplinary procedures.

Radios

The uses of I-Pods, MP3 Players (including phones) etc. are not permitted to be used on the job site. Portable radios may be permitted unless they interfere with a worker’s ability to recognize a site evacuation alarm; or disrupt other workers. The UPM or department head may choose to ban all radios if volume levels are not respected.

Smoking

It is the policy of production to prevent illness or other hazards from smoking in the workplace. Production will endeavour to prevent exposure to workers from second hand smoke.

Smoking is not permitted in the following locations on any project site.

- Within any structure, tent or canopy (unless approved for creative purposes)
- During refueling or around fuel storage areas;
- Within a structure under construction, regardless of stage of completion;
- Areas where construction debris is being disposed of;

Smoking will only be permitted outdoors, in areas designated by the Unit Production Manager or 1st AD as smoking locations.

Workers found in non-compliance of this policy will be subject to disciplinary action ranging from suspension to termination dependent upon specific circumstances and repeat offenses, if any.

Violence

This production is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behaviour will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities. This policy requires the combined efforts of all employees to enforce. Employees will report any act of violence or any threat of violence to their supervisor. All such reports will be fully investigated. Every effort will be made to keep employees safe at work.

Supervisors, Managers and/or Department Heads shall take the workplace violence concerns of employees seriously. They will trust the instincts of employees who are worried or fearful of another employee or customer. They will bring bizarre, erratic, or aggressive employee/citizen behaviour to the attention of the Personnel Director. Swift corrective and/or disciplinary action will be taken as necessary to stop aggressive behaviour. Law Enforcement support will be obtained as necessary to ensure workplace safety.

Bullying and Harassment

A worker is bullied and harassed when someone takes an action that he or she knew or reasonably ought to have known would cause that worker to be humiliated or intimidated. When an employer or supervisor takes reasonable action to manage and direct workers, it is not bullying and harassment.

Examples of behaviour or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

Responding to bullying and harassment

Production employees who have witnessed or experienced bullying and harassment in the workplace must report it to production management. If the matter is not addressed in a timely manner, production employees can call the safety hotline to report the incident.

Production has implemented procedures for responding to reports or incidents of bullying and harassment to ensure a reasonable response to fully address the incident and ensure that bullying and harassment is prevented in the future.

Crew members are expected to cooperate with investigators and provide any details of acts of bullying or harassment they have experienced or witnessed.

ACCIDENT / INCIDENT INVESTIGATING AND REPORTING	Section
	13

Accident / Incident Investigation

The purpose of accident/incident reporting and investigations is to prevent a recurrence of the hazardous condition causing the event. WorkSafeBC requires all employers to report and investigate any accident which:

- resulted in injury requiring treatment by a medical practitioner
- resulted in death or critical condition with a serious risk of death
- involved a major structural failure or collapse
- involved the major release of a toxic or hazardous substance
- was a blasting or diving accident
- did not result in an injury but had the potential for causing serious injury (near miss).

All **work-related** accidents, injuries and diseases must be reported to your supervisor, the first aid attendant and production safety at the earliest opportunity. The first aid attendant will enter a written record of your treatment in the first aid record book and, where necessary, will complete a WCB Form 7 (*Employer's Report of Injury or Occupational Disease*) and forward it to the project supervisor. You may be requested to complete a WCB Form 6A (*Application for Compensation and Report of Injury or Occupational Disease*) to give to your supervisor.

All accidents/incidents with potential of injury or property loss shall be reported to the Supervisor immediately. He/she will immediately initiate an investigation (using the EIIR Form 52E-40), interview witnesses and implement corrective action. The contractor Supervisor is also responsible to conduct an accident/incident investigation and submit it to the Project Supervisor and/or Site Safety Officer.

An injury report must be made to the first aid attendant as well as your supervisor. Sign the treatment forms as written notification of accident and injury. If an injury occurs when no supervisors are present, phone the company office to report the accident. All reports must be made before the end of the shift if possible. If necessary, an injured employee may report direct to his doctor but must subsequently provide the company with information regarding:

- reasons for going directly to the doctor;
- date and time of visit; and
- doctor's directions.

All accidents involving damage to equipment or property must be reported to your supervisor. If the supervisor is not available, the damage must be reported to the production office. Near misses that could have resulted in a serious injury or property damage must be reported to your immediate supervisor.

Accident Scene (Location) Preservation

In the event of a serious accident, **nothing must be removed from or changed on the accident location** before a WCB representative has given clearance to do so **except where necessary to facilitate rescue operations or to prevent imminent injury.**

Injury, Illness & Incident Reporting

Work-Related Injuries

All work-related injuries that may require medical attention and/or time off must be reported immediately to the appropriate supervisor, the designated First Aid Attendant and Production Management.

The WorkSafeBC Form 7 “Employer’s Report of Injury or Occupational Disease” must be completed within 3 calendar days of a work-related injury or onset of occupational disease. This report must be received at a WorkSafeBC office within 7 working days after you were informed of an injury/disease.

For accidents that involve fatalities or serious bodily injury, the Department Head or Supervisor must report the injury to the Production Manager immediately, who must notify Production Safety and the WorkSafeBC immediately.

Examples of serious injuries are listed below, but are not limited to:

- Places a life in jeopardy
- Produces unconsciousness
- Results in a substantial loss of blood
- Involves the fracture of a leg or arm
- Involves the amputation of a leg, arm, hand or foot
- Consists of burns to a major portion of the body
- Causes the loss of sight in an eye.

The Workers’ Compensation Act also requires immediate notification to the WorkSafeBC of any accident that:

- Resulted in a serious injury or death of a worker
- Involved a major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system or excavation
- Involved the major release of a hazardous substance
- Involved blasting, an explosion, or a diving operation, as well as others mentioned in the WorkSafeBC Regulation.

In the event of a fatality or serious injury, no person shall disturb, destroy, alter or carry away any wreckage, article or thing from the accident scene until a WorkSafeBC officer grants permission. Personnel on site should immediately cordon off the accident site and inform the appropriate authorities.

WorkSafeBC Form 7 Online Set-up Instructions

To start, you will need a WorkSafeBC Account # and Payroll ID Report. Contact your Production's Payroll Department to obtain these then continue below.

If you're the first person to create an account for your firm, or you're the access administrator for the account and you don't have your Payroll Report ID or IRCN, call 604.244.6181 (toll-free at 1.888.922.2768).

1. Go to www.worksafebc.com
2. Click Login |
3. Create an account. Click Sign up for online services.

Once you've created your account, you'll be able to select the online services you'd like to use.

How do I add employer services to my account?

1. Log into your online account.
2. Click **Add more services** at the top of the screen and choose **Employer services**. You'll need the Account number and a Payroll Report ID or IRCN (Internet Registration Number) to complete the process.

If someone else in your firm is the access administrator for this account, please contact them and ask them to grant you access.

How do I grant access to new users (i.e. - Production Manager, Safety Coordinator)?

1. Log into your online account.
2. Click on **Administration** at the top of the screen.
3. Click **Grant online services access to a new user**

Help or Troubleshoot:

Go to FAQ section (top right corner) – Instructions from this section should address most of your set-up requirements and/or questions. For any technical issues or questions, call Technical Support at 604.276.3135 or 1.888.855.2477.

Incidents

Incidents should also be reported to the Production Manager, even if the incident occurs to a third party on site, but did not involve a cast or crew member. An incident is defined as an undesired or unwanted loss including:

- Personal injury
- Property damage
- Environmental spills
- Vehicle accidents

- Thefts/break-ins
- Incidents of Workplace Violence.
- Near miss (an event that could have caused an accident due to unsafe conditions)

Following an incident or near miss involving a crew member or subcontractor, the crew member at the scene of the incident must notify their Supervisor as soon as possible, then complete and submit an incident report within 24 hours to the Production Manager. Witnesses to the incident will need to be interviewed to provide additional information.

A *Supervisor Investigation Report* is located at the end of this program.

Injury Investigation Requirements

The Production Manager, employee supervisor and/or a JHSC representative must immediately begin a preliminary investigation of any and all injuries that require medical treatment. During the investigation, any unsafe conditions, acts or procedures that contributed to the injury must be identified. Management must then determine corrective action to be taken. Any actions necessary to prevent a recurrence will be identified and implemented without delay. A report of the preliminary investigation will be completed within 48 hours of the occurrence of the injury.

A full investigation must be conducted in order to identify probable cause(s) and any unsafe conditions related to the incident and to identify any further corrective actions required. The production will take the necessary corrective actions and send a full report of findings to WorkSafeBC within 30 days of the incident. A report of corrective actions will also be provided to the JHSC.

When an Accident Occurs

- Call an ambulance, if required.
- Make the incident scene safe if able to do so without risking your own safety. Do not disturb scene if it is a fatality or critical injury.
- If you are trained in first aid, administer treatment to the injured person or call the first aid attendant if he or she is close by.
- Contact WorkSafeBC, if required.
- Contact your Supervisor or Manager with details of the accident.
- Obtain the following information from others involved:
 - ✓ Names of injured and witnesses and addresses and phone numbers
 - ✓ Driver's name and address and insurance company, if applicable
 - ✓ License plate numbers, if applicable
- Complete an incident report, including a sketch, within 24 hours (see attached *Supervisor Investigation Report* form).
- Make no statement to any outside party without receiving instructions from the Production Executive.

Fatalities or Serious Bodily Injuries

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For incidents that involve fatalities or serious bodily injury, the Department Head or Supervisor must report the injury to Production Management immediately, who must notify Production Safety and the WorkSafeBC Prevention Emergency Line immediately.

WorkSafeBC Emergency Line: 604-276-3301 or 888-621-7233

Production Safety: 818-919-4285 (Mark Elliott) or,
818-237-8531 (Sion Dettra) or,
818-560-7391 (Studio Safety Hotline)

In addition to fatalities or serious injuries, the WorkSafeBC and Production Safety must also be notified of the occurrence of:

- Any blasting accident that results in injury or an unusual event involving explosives.
- A diving accident that causes injury or decompression sickness requiring treatment.
- A leak or release of a dangerous substance.
- A major structural failure or collapse of a structure, piece of equipment, construction support system, or excavation.

FIRST AID AND EMERGENCY PROCEDURES	Section
	14

The Department Head or Supervisor for an individual production ensures first aid requirements are met for their location and area. If crew members are sent to remote sites to perform work duties, the Supervisor or Department Head will ensure appropriate first aid supplies and first aid services are available.

First Aid Requirements

Depending on the number of cast and crew at a location and the nature of the work to be conducted at the site, the first aid requirements will be different for each location.

For remote locations (more than 20 minutes from central first aid location), the location will be treated as a separate work location. First Aid Requirements will be necessary depending on the number of crew at the remote location, and proximity to hospital.

For nearby locations (less than 20 minutes from central first aid location and less than 20 minutes from hospital), an effective means of communication is required in case of emergency.

Emergency Response & Preparedness Requirements

Each production location is required to prepare an Emergency Response Procedure. As every location is different, additional emergency preparedness procedures may be required (e.g. under certain lease agreements).

See the attached **Guidelines for Minimum Requirements for Emergency Response & Preparedness** and an **Emergency Contact Numbers** sheet for your specific location.

Guidelines for Minimum Requirements for Emergency Response & Preparedness

The following section is to be used as a guide and outlines minimum requirements for Emergency Procedures and Preparedness. The Production Manager and Location Manager should ensure that each location is prepared for emergencies. Each location can supplement these requirements with additional specific procedures as required. The following checklist items should be prepared in advance of working in any studio or other film location:

- Emergency Evacuation Route Maps
- Designation of Marshalling Areas (or Safe Refuge Areas)
- Designation of an Emergency Response Coordinator, First Aid Attendants, and Marshalling Captains
- Locations and Inventories of Fire Response Equipment (e.g. pull stations, extinguishers)
- Locations and Inventories of First Aid and other Emergency Response Equipment/Supplies
- Provision of Fire and Emergency Drills
- Emergency Contact Lists and Numbers, including fire, police, ambulance, hospital (please fill out *Emergency Contact Numbers* form on page 18-5)
- Names and phone numbers of individuals who should be contacted in case of personal injury

The above items can be easily assembled and attached to the site OH&S Manual, or as a separate document attached to call sheets.

LOCATION HAZARD ASSESSMENTS	Section
	15

In addition to required risk assessments, a Location Hazard Assessment should be conducted by Locations Department personnel who are familiar with the particular work to be conducted at a prospective location. The purpose of the location hazard assessment is to identify potential site safety hazards prior to production activities being undertaken. This way, the hazards can be eliminated or effectively controlled before production personnel arrive on site.

See the attached *Location Hazard Assessment*.

A visual assessment of the location will be completed by Locations Department personnel, utilizing the location hazard assessment checklist and their knowledge and experience. External consultants can also be used to complete walkthrough surveys for hazardous materials such as asbestos and lead. Locations Department personnel should also interview the location owners/managers and other persons who may be knowledgeable with the details or history of the location.

All completed hazard assessments should be posted at the workplace to inform crew of the potential site hazards. Copies must also be retained by the Production Office Coordinator and provided to Production Safety Representatives.

Guidelines for Completion of a Location Hazard Checklist

Locations Department personnel will complete the checklist using the best of their knowledge and experience. The purpose of the checklist is to identify potential hazards prior to production so that the risk of injury and/or illness can be minimized and specific safety precautions can be taken.

General Items

Owners and Managers of prospective locations should be informed about what type of work activities will be conducted. Ask the owners/managers of the location about any previous hazard assessments associated with the location. Obtain a copy for your file. Obtain other pertinent information such as engineering reports, floor plans, weight loads and structural issues. If you are renting space from an operational facility, ask for the emergency procedures in place for that location. Note any other potential hazards about the location, i.e., water hazards, extreme temperatures, heights, etc.

Hazardous Materials

On your site visit, note any obvious hazardous materials being used or stored on location. Note any potentially hazardous materials such as asbestos and lead containing material, PCBs (old transformers, lights ballasts), visible mold growth, hypodermic needles, animal waste, etc. If these hazards are identified, explain how these materials will be dealt with (i.e., clean up, isolate area, etc.).

Generally, buildings constructed prior to 1981 often have building materials that contain asbestos and/or lead. Asbestos and lead are hazardous when they are disturbed, i.e., sanded, grinded, or by demolition activities.

Access & Egress

On the site visit, note whether the location has clearly marked exits and lighting. Check to see if the doorways and corridors are unobstructed.

Fall Protection & Confined Space

Check to see if the location has adequate fall protection systems. Note whether the elevated work areas and staircases have guardrails and hand rails. If the location has confined spaces that will be used during production, any necessary requirements such as additional ventilation should be documented.

Electrical

Most often, abandoned buildings will not have electrical services. However, the entire electrical infrastructure may still be in place. There may be the potential for live electrical hazards (exposed wiring, electrical boxes, etc.) at the location. Note the location of power lines in the area.

Fire Systems

Make sure that there are enough fire extinguishers and other fire safety equipment available and they are in good condition. On site visits, note the locations and numbers of fire extinguishers and the general fire system (if one is present). All fire hydrants and fire department connections should be clear of obstructions. To assist the crew in maintaining the 4-ft fire lane around the stage set, it is suggested that a perimeter line be painted.

Water & Washroom Facilities / Food & Catering Services

Make sure that there will be clean water and washroom facilities provided for cleaning purposes for various Departments that require them, such as Paint and Construction. In addition, a clean area free of potential contamination from work activities should be available for food and catering services.

Security

During the site visit, look for any obvious security issues, such as the need for security escorts, lighting, working alone procedures, etc.

First Aid Requirements

Depending on the number of workers per shift and the type of activities that will be taking place on location, the first aid requirements may change. (See Section 7.0 on First Aid & Emergency Procedures for the requirements for specific locations.)

Traffic Control

Note any traffic issues that will need to be addressed for that location. Keep in mind that the public must also be safe from production activities that may be a hazard to them. Some examples of the traffic considerations are: need for traffic control personnel or equipment, any permits required from the City, police assistance, etc.

Safety Notices

Depending on the proposed work and activities that will be taking place on location, safety notices and safe work practices for specific activities (such as stunts or special effects) may be attached to the call sheet.

WORKPLACE INSPECTIONS	Section
	16

Department Heads/Coordinators or a designate are responsible for conducting periodic workplace inspections to ensure any potential hazardous work environment is eliminated or minimized for their crew. The inspections should be conducted in consultation with a member of the Joint Health and Safety Committee.

The *Workplace Inspection Checklist* is used as a guide to inspect the work area for potential hazards that can cause injury or illness. After the checklist is completed, the Workplace Inspection Report can be used to summarize the inspection. Write down the date, location of inspection, and the names of inspectors. Any potential hazard(s) identified can be prioritized as HIGH, MODERATE or LOW hazard and corrective action dates should reflect their classification.

Hazards should be classified using the framework outlined below:

HIGH hazards are issues that are immediately dangerous to life and health or that have a potential for lost time injury or illness (more than one day), or significant property loss (greater than \$50,000).

MODERATE hazards are issues that have a potential of injury or illness (first aid/no lost time), and/or property loss (\$1,000 to \$50,000).

LOW hazards are issues that have a low potential for injury or illness (injury not likely), and/or property loss (less than \$1,000).

See the attached *Workplace Inspection Checklist* and *Workplace Inspection Report*.

A copy of the *Location Hazard Assessment Checklist* should also be reviewed for potential hazards already identified by the Locations Department.

All inspection checklists and reports will be submitted to and retained by the Production Office Coordinator. These documents may be requested for possible review by WorkSafeBC inspectors/officers. The inspection reports must also be copied to the JHSC.

PERSONAL PROTECTIVE EQUIPMENT	Section
	17

Personal Protective Equipment (PPE) must be worn when hazards cannot be controlled practically by elimination, substitution and/or engineering controls. Depending on the work to be performed, crew members may be required to wear various types of PPE, such as hard hats, safety glasses, face protection, steel toe and shank boots, high visibility vests, life jackets, hearing protection, respiratory protection, and others.

General Requirements

- The Production will ensure that the necessary PPE is provided to crew members, and that it meets the requirements of an acceptable standard before use (e.g. CSA Approved or other acceptable standard).
- Before use of any PPE, the crew member must be trained on the fit, selection, use, storage, inspection, cleaning, maintenance and limitations of their specific PPE. All PPE will be kept clean and free of contaminants by following proper cleaning and storage procedures.
- PPE will not be used that is defective or does not fit properly, since it will not provide the crew member with effective protection.
- If the use of PPE creates a hazard(s) equal to or greater than those it is intended to prevent, alternative PPE must be provided and used, or other appropriate precautionary measures must be taken.
- Crew members will ensure that their personal clothing (street clothes) does not create a safety hazard. For example, if there is a danger of contact with moving parts or machinery, personal clothing should fit closely to the body. Dangling neckwear, bracelets, wristwatches, and rings must not be worn and long hair should be tied back to prevent it from being caught in machinery.

Safety Headgear

Hard hats must be worn by all crew members in any work area where there is a danger of head injury from falling, flying or thrown objects. Safety headgear must meet the requirements for industrial applications and class “B” requirements for construction applications.

Safety Footwear

Safety footwear must be worn that is appropriate to the protection required, (e.g., puncture resistant soles, toe protection, metatarsal protection, dielectric protection, etc.) Footwear must meet the requirements of CSA Standard CAN/CSA-Z195-M92, Protective Footwear.

Respiratory Protection

Appropriate respiratory protection will be provided and worn by crew members if they are or may be exposed to air contaminants in excess of regulatory exposure limits. If there is a doubt that the crew member has the ability to effectively wear respiratory protection for medical reasons, then a medical evaluation will be conducted, and the employee shall not be allowed to perform the job task until that evaluation is completed.

The respirator selected must be appropriate for the hazard and the protection required. Each crew member wearing a respirator is required to be fit-tested to ensure that the respirator provides an effective seal. Every employee who is required to wear a respirator must also be clean-shaven for the respirator to provide an effective seal. Respiratory protection must meet the requirements of CSA Standard CAN/CSA- Z94.4-02, Selection, Use and Care of Respirators.

Hearing Protection

Where it is not practicable to reduce noise levels below 90 dBA (8 hour exposure), crew members must wear appropriate hearing protection, in accordance with the CSA Standard Z94.2-94, Hearing Protectors. Also, crew members must not be exposed to peak sound levels above 115 dBA.

Audiometric tests are required for those crew members that are exposed to noise levels that may exceed the 90 dBA exposure limit. Testing is available through IATSE or a similar service provider will be requested to come to the studio or location site to offer the hearing tests. The hearing tests are to be coordinated through the Production Office.

Eye & Face Protection

When crew members are performing activities that have the potential to injure or irritate the eyes, appropriate safety eye wear must be worn. Prescription safety eye wear must meet the requirements of the CSA Standard CAN/CSA-Z94.3-92, Industrial Eye and Face Protectors.

High Visibility Vest

Crew members exposed to the hazards of vehicles travelling at speeds in excess of 30 km/h (20 mph) must wear high visibility apparel meeting the Type 1 or Type 2 criteria of [WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment](#).

A worker whose duties on the work site result in exposure to the hazards of mobile equipment must wear high visibility apparel meeting at least the Type 3 criteria of [WCB Standard Personal Protective Equipment Standard 2-1997, High Visibility Garment](#).

Fall Protection

Employees working at heights above three meters (ten feet) require protection from falls. Acceptable protection would include guardrails, a harness and lanyard, and restricted access zones. All fall protection equipment must meet the requirements of the appropriate CSA Standard.

Other Special Protective Clothing

There may be other special protective equipment and/or clothing required, depending on the work to be conducted (e.g., life jackets if performing work on water).

WORKPLACE HAZARDOUS MATERIAL INFORMATION SYSTEM (WHMIS)	Section
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The purpose of this program is to ensure that criteria set out under the Workplace Hazardous Materials Information System (WHMIS) – Part 5.3-5.24 under the Occupational Health & Safety Act, are implemented and maintained and that all employees are able to exercise their “right to know” relating to controlled products. The information to be provided to employees will be communicated in the following manner:

- Inventories providing a listing of all WHMIS controlled products.
- Safety Data Sheets on chemicals legislated under WHMIS.
- Labeling of containers holding chemicals legislated under WHMIS.
- Training of employees on the use and provisions of WHMIS.

Chemical Inventories

Department Heads must keep an up-to-date inventory of chemical substances that are used and stored. This is to be maintained in the Safety Data Sheet (SDS) binders, in addition to copies of all SDSs for substances used in the area. This list must be updated periodically (e.g. once every 6 months, depending on the length of the production).

Department Heads are responsible for ensuring that the SDSs are kept up to date, as required, and are accessible to all crew members.

SDSs must accompany ALL shipments WHMIS Controlled Products and be turned over directly to the Department Head for filing.

Labeling

Primary containers are those containers which a manufacturer/distributor supplies to the production studio or location. In such cases, the manufacturer/distributor is required to ensure that WHMIS labeling requirements are met. No future in-house labeling is required, provided that the material is not transferred to another container, or that the primary container label does not become defaced / illegible.

Secondary containers hold substances which have been prepared in-house or transferred from a primary container. The crew member transferring any product from a primary to a secondary container shall ensure that the container is labeled with at least the following information:

- Name of substance
- A description of safety measures to take
- Reference to the availability of an SDS.

All areas using chemical substances covered by WHMIS must post, in conspicuous locations, posters displaying WHMIS symbols, and special safety precautions associated with each symbol.

All chemical wastes must be labeled following the same procedure, and disposed of in a safe and environmentally friendly manner.

Training

All employees must receive WHMIS training prior to working with controlled products. At a minimum, WHMIS training must cover the following:

- Information contained on SDSs
- Legislation and symbols
- Protective equipment for each particular task
- The safe handling and disposal of chemicals and biological agents.

Certified WHMIS Training is available through the ActSafe office or for IATSE 891 members through the Union's Training Program. Contact numbers are provided below:

ActSafe: (604) 733-4682 / (800) 229-1455

IATSE: (604) 664-8910

Safety Data Sheets (SDS)

A Safety Data Sheet (SDS) is an information sheet from the supplier of the product that is kept in the workplace for crew members' reference. Crew members should familiarize themselves with all products they work with by referring to the SDS. If a crew member has any questions or concerns, they should bring them (for clarification) to the attention of the Supervisor or the Department Coordinator. SDSs contain the following information:

- Name of the product, its use, and the supplier address and phone number
- Name and concentration of all hazardous ingredients
- Physical characteristics of the product
- Fire or explosion hazards
- Reactivity hazards
- Toxic hazards
- Actions required to prevent injury or accident
- Actions required for first aid
- Name of the organization that prepared the SDS, their phone number and the date it was prepared.

SDSs expire every three (3) years. Check the date of SDSs and obtain updated versions from the supplier as required.

RECORDS & DOCUMENTATION	Section
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Well-maintained health and safety records provide an essential set of information to assess the status of the Occupational Health and Safety program. The following records will be maintained and will be reviewed by the Production as necessary:

- *Joint Health & Safety Committee Minutes*
- *Employee OH&S Orientation Sign-Off Form*
- *Accident / Incident Investigation Report*
- *Risk Assessment Worksheet*
- *Location Hazard Assessment Checklists*
- *Workplace Inspection Reports*
- *Sound Stage Safety Inspection Checklist*
- First Aid Records
- WorkSafeBC Inspection Reports
- Records of Training
- ActSafe Claim Statistics
- Exposure Assessments and Investigations (if conducted)

These records are kept within the Production Office by a designated Office Coordinator.

Medical records are filed in a manner that respects confidentiality (e.g. in a separate employee file).

FORMS AND CHECKLISTS	Section
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Keep in mind that no checklist covers all possible situations, so unique circumstances might require different or additional documentation. *Risk Assessment Worksheets* should be completed in addition to the following checklists that help identify/verify necessary preparations for, potentially hazardous activities.

A complete packet of FORMS and CHECKLISTS can be found in the **Production Safe Guidebook for Motion Picture and Television Part - B.**

New and Young Worker Orientation Checklist	Form – 01BC
Joint Health and Safety Committee Minutes	Form – 02BC
Joint Health and Safety Committee Posting	Form – 03BC
Risk Assessment Worksheet	Form – 04BC
Location Hazard Assessment Checklist	Form – 05BC
Workplace Inspection Checklist	Form – 06BC
Office Inspection Checklist	Form – 07BC
Sound Stage Safety Inspection Checklist	Form – 08BC
Stunt Safety Inspection Checklist	Form – 09BC
Special Effects Safety Inspection Checklist	Form – 10BC
Production Activity Notification Checklist	Form – 11BC
New and Young Worker Orientation Attendance Sheet	Form – 12BC
New & Young Worker Safety Information	Form – 13BC
New Crew Member and Daily Calls	
Leader Presentation Checklist – Preparing a New and Young Worker Orientation	Form – 14BC