

Production Safety Guidebook for Motion Picture & Television

Prepared as a Resource for Production
The Walt Disney Company Enterprise Risk Management/Safety Department
818-560-1726 | <https://wdproductionsafety.com>

– Part A –

Ontario Occupational Health & Safety Program



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Table of Contents

Topic	Section
Safety Policy	1
Roles & Responsibilities	2
Communication	3
Notice of Project	4
Joint Health & Safety Committee	5
Education & Training	6
New & Young Worker Orientation	7
Toolbox Talks	8
Safe Work Practices	9
Codes of Safe Practice	10
Disciplinary Action Policy	11
General Safe Practices	12
Accident / Incident Investigation and Reporting	13
First Aid and Emergency Procedures	14
Location Hazard Assessments	15
Workplace Inspections	16
Personal Protective Equipment	17
WHMIS 2015 - Workplace Hazardous Material Information System	18
Records & Documentation	19
Forms & Checklists	20
Production Safety Website	21

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

We remind everyone in our workforce that they too have a duty to take action to protect themselves and others. They must follow the Company's safety, policies, procedures and guidelines. To support this, we will provide necessary information, supervision, equipment and training.

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

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, consult on safety with our cast and crew, and learn from our experiences along the way. The written Occupational, Health & Safety Program will, at minimum, be reviewed annually, and revised as necessary. All cast and crew 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).

Production Title: _____

Production Company: _____

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

1st Assistant Director: _____

Cell: _____

Unit Production Manager: _____

Cell: _____

Construction Coordinator: _____

Cell: _____

Production Office Coordinator: _____

Cell: _____

Studio Production Safety Manager: _____

Cell: _____

Production Safety Consultant/Coordinator: _____

Cell: _____

Any productions with special effects, stunts, aerial photography, major set construction, unique/hazardous locations, children or animals planned should be discussed in advance with your assigned Production Safety Representative or Consultant.

Introduction

Responsibilities for health and safety rest with all employees, including production management, 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 Department

Each production company is fully accountable and responsible for a safe and healthy workplace. Production management must understand and implement this program. The role of the Studio Production Safety Department, Local Production Safety Coordinator and/or Consultant is to provide guidance and recommendations, NOT to assume or replace the production company's role in providing a safe workplace.

A Studio Production Safety Representative, local Production Safety Coordinator and/or Consultant, working at the direction of the company, will periodically conduct reviews of the production and audit for compliance within this program. Findings will be reviewed with the Unit Production Manager and other applicable responsible personnel on an ongoing basis.

Local Production Safety Coordinator & Consultant

Main Roles & Responsibilities

- Assist in identifying safety hazards and make recommendations based on safety regulations and the company– including PPE recommendations
- Maintain all Occupational Health and Safety (OHS) related files for the production
 - Safety Coordinator will refer to Production Department for wrap requirements
- Sends out all Disney OHS department forms and training materials
- Track and record Disney OHS Production Safety Program Orientation (PSO) for all workers
- Conduct department orientations with head of department and key/lead workers
- Assist departments in New & Younger Worker orientations as needed
- Oversee Production compliance to Provincial OHS Regulations and Policies
- Maintain and track all reports filed with Provincial OHS Regulatory Boards
- Post all OHS Safety Bulletins and maintain all OHS safety bulletin boards at worksites (i.e. construction mill, warehouses, offices, prep, set, & wrap sites)
- Post all notices and orders from Provincial OHS Regulatory Boards
- Attend all site visits by Provincial OHS Regulatory Boards
- Note all/any orders from the OHS Board and send out any required notice to departments as required and directed by Provincial OHS Regulatory Boards and/or Disney Production Safety
- Work with Disney Production Safety to address written orders issued by Provincial OHS Regulatory Boards
- Attend monthly Joint Occupational Health & Safety Committee meetings
 - Post all JOHSC minutes on all facility OHS Safety Bulletin Boards i.e. WorkSafe, MOL, CNESST etc
- Conduct site visits & investigations with a Production Safety Manager and member of the JOHSC (if available) at all facilities, prep and wrap sites and sets
- Manage First Aid Reports
 - Maintain and track all first aid reports
 - Notify all applicable parties of reportable incidents (i.e. near miss, serious injury, regulatory required incident etc.)
- Conduct/Participate in investigations (i.e. near miss, serious injury, regulatory required incident etc.) and provide assistance in the correction of safety hazards and corrective actions

Executive Producer/Producer(s)

As an employer, constructor, supervisor or worker under the OHSA, the Producer should:

1. Provide and maintain at all workplaces any first aid supplies and services, as required under [R.R.O. 1990 Regulation 1101, First Aid Requirements](#), as required under the Workplace Safety and Insurance Act, 1997.
2. Ensure all accidents are reported as required (i.e. [Workplace Safety and Insurance Board \(WSIB\)](#), relevant insurer and applicable union or guild etc.).
3. It is recommended that a Producer ensure all Workers and Producers, including out-of-town Producers and Workers, have access to and are aware of the contents of the current "[Safety Guidelines for the Film and Television Industry in Ontario](#)".
4. It is recommended that a Producer ensure that stunts and special effects are scheduled in consideration of hours already worked, days already worked, turnaround, etc.
5. Comply with the Occupational Health and Safety Act legislation and regulations, which may include:
 - a. Ensure the implementation of reasonable safeguards to ensure the safety of all workers associated with the Production;
 - b. Promote safety and provide safe working conditions;
 - c. Only engage Workers and Contractors who are appropriately trained to perform their jobs;
 - d. Ensure all Workers and Contractors who may be affected by a potential hazard are made aware of the existence of the hazard to which they may be exposed in the course of production, as well as other health and safety concerns;
 - e. Ensure all sets and locations have been properly assessed for any potential health and safety issues and proper remedies and safeguards are implemented to deal with any of these issues. Ensure all environmental or structural hazards identified are addressed and corrected, and reported to the unions and all affected cast and crew that the safeguards have been implemented; and
 - f. Ensure that crew stewards and Health and Safety Representatives are appointed by the crew or, if represented by a Union, are appointed by their Union.

Production Manager / Unit Production Manager

Under the designation and direction of the Producer, the Production Manager or Other Person designated by the Producer should:

1. Ensure a direct line of communication to the Producer(s).
2. Comply with the Occupational Health and Safety Act legislation and regulations.
3. Schedule stunts and special effects in consideration of hours already worked, days already worked, turnaround, etc.
4. Report all accidents to the Producer(s) and follow up to ensure the reporting process to the WSIB, relevant insurer and applicable union or guild, etc. is completed.
5. Use a call sheet and include safety information which should include, but may not be limited to:
 - a. notification of pyrotechnics, stunts, etc.
 - b. identification of crew Health and Safety Representative(s)
 - c. emergency numbers (nearest hospital)
 - d. emergency personnel on set (i.e. physician, set nurse or paramedic)
 - e. reference to relevant health and safety guidelines

- f. location of safety, fire and first aid equipment

Director

Under the designation and direction of the Producer, the Production Manager or Other Person designated by the Producer should:

1. Require a safe working conditions on set and compliance with the Occupational Health and Safety Act legislation and regulations.
2. In conjunction with the Producer, Director of Photography, Production Manager, 1st Assistant Director, Location Manager and crew Health and Safety Representative, require that appropriate safeguards are in place.
3. Ensure a direct line of communication to the Producer(s) and Director of Photography.

Director of Photography

Under the designation and direction of the Producer, the Director of Photography or Other Person designated by the Producer should:

1. Require safe working conditions on set and compliance with the Occupational Health and Safety Act legislation and regulations.
2. In conjunction with the Producer, Director, Production Manager, 1st Assistant Director, Location Manager and crew Health and Safety Representative, require that appropriate safeguards are in place.
3. Ensure a direct line of communication to the Producer(s) and Director.

1st Assistant Director

Under the designation and direction of the Producer, the First Assistant Director or Other Person designated by the Producer should:

1. Require safe working conditions on set.
2. In conjunction with Location Manager, will require that appropriate safeguards are in place and that an emergency plan has been devised and communicated to the crew Health and Safety Representative and all affected parties.
3. Schedule where possible stunts and special effects at the beginning of the shooting day.
4. Confer and consult with the crew Health and Safety Representative and/or the Stunt Coordinator, Special Effects Coordinator, Weapons Handler, Animal Handler and Department Heads so that all reasonable safeguards are in place.
5. Schedule time to allow the Stunt Coordinator, Special Effects Coordinator, Weapons Handler, Animal Handler and Department Heads to inform the performers and crew of safety considerations.
6. Communicate on-set developments or potential hazards to the Producer, Production Manager and crew Health and Safety Representatives.
7. Ensure a copy of the Occupational Health and Safety Act and the current "Safety Guidelines for the Film and Television Industry in Ontario" are available on each worksite.
8. It is recommended that a 2-5 minute meeting with all on-set personnel be held on every day of shooting, at call time, to define health and safety issues (i.e. , everything from fire exits to smoking areas to physical stunts and mechanical, pyrotechnical effects, animals, etc.).

Location Manager

Under the designation and direction of the Producer, the Location Manager or Other Person designated by the Producer should:

1. Require that [Guideline No. 33](#) Location Requirements as per the "[Safety Guidelines for the Film and Television Industry in Ontario](#)" are fulfilled as applicable.
2. Inform the Producer of known environmental or structural hazards.

Department Heads

Under the designation and direction of the Producer, the Department Heads or Other Person designated by the Producer should:

1. Require that all department functions are performed in accordance with standard health and safety practices, and that all necessary precautions are observed, including the use of proper safeguards and means of personal protection, including a careful check of all new and relocated equipment before it is placed in operation.
2. Require that any necessary safety equipment and protective devices are being used or worn.
3. Encourage and inform their department personnel to identify possible hazards and how to avoid them.
4. Inform their department as to the properties of any chemicals or hazardous materials stored or handled by them, and emergency procedures to be followed.
5. Require that new personnel be made aware of department safety procedures.
6. Insist that any injured personnel secure first aid and/or medical attention and report all injuries to the Production Manager, and the crew Health and Safety Representative.
7. Require compliance with all the Occupational Health and Safety Act legislation and regulations.
8. Ensure the requirements of the [Workplace Hazardous Materials Information System](#), [Regulation 860](#), (WHMIS 2015) as made under the [Occupational Health and Safety Act](#), be observed. Any worker performing activities or using materials covered by these regulations must be fully informed of all hazards.

Department Heads should, as necessary, hold informal safety meetings (toolbox talks) with work crews prior to job assignments where Workers may be exposed to hazards as well as other health and safety concerns.

These five (5) minute safety talks should demonstrate proper safety procedures required to complete the job; use safety bulletins or other handout training materials, introduce new workers to safety procedures, rules and practices, and make Workers aware of safety equipment and personal protective devices available for the job (i.e. respirators, gloves, hearing protection, etc).

Work / Contractor / Freelancer

Under the designation and direction of the Producer, the Worker/Contractor/Freelancer should:

1. Work safely, follow safety procedures and take an active role in protecting themselves and all other workers affected by their undertaking.
2. Comply with the safe work directions issued.
3. Participate in the selection of crew stewards and Health and Safety Representatives.
4. Comply with the Occupational Health and Safety Act legislation and regulations.
5. Any worker who has reason to believe the physical condition of the workplace is likely to endanger his/her health may refuse to work. The worker must immediately tell the supervisor or employer that work is being refused and explain why. The supervisor or employer must investigate the situation immediately.
6. If the refusing worker is not satisfied with the results of the investigation, the worker can continue to refuse to work. At this point the "second stage" of a work refusal begins ([see Procedure for Work Refusal, page iv](#)).

Crew Health & Safety Representative

Where a Joint Health and Safety Committee is not required, for example, at workplaces regularly employing less than twenty (20) workers but regularly more than five (5) workers, at least one health and safety representative is required. The representative should be selected by workers who do not exercise managerial functions or, where there is a trade union or trade unions representing the workers, by the trade union or trade unions.

It is recommended that the Worker Health and Safety Representative be identified on the call sheet and:

1. Be a representative for the production crew and performers in all matters concerning safety.
2. Have access to and be knowledgeable of the Occupational Health and Safety Act.
3. Be knowledgeable of the current "Safety Guidelines for the Film and Television Industry in Ontario".
4. Ensure that all Workers have access to a copy of the current "Safety Guidelines for the Film and Television Industry in Ontario".
5. Ensure all sites comply with the [R.R.O. 1990, Regulation 1101, First Aid Requirements](#), as made under the [Workplace Safety and Insurance Act, 1997](#). This includes, but is not limited to, the provision of the correct size and type of first aid kit and trained first aid providers.
6. Observe fire regulations and inform the appropriate fire department of fire effects.

Generally speaking, a health and safety representative has the same responsibilities and power as a joint committee member. These may include:

- Identifying workplace hazards;
- Inspecting the workplace at least once a month;
- Being consulted about workplace testing;
- Making recommendations to the employer; and
- Investigating work refusals and serious accidents.

Introduction

Occupational safety and health information 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 Manager, Stunt Coordinator, Special Effects Coordinator, Location Manager, Department Heads, Supervisors, and other staff as needed. Documentation of these meetings must be maintained by production.

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. Attendance is mandatory, and must, at minimum, 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, special effects, or other potentially hazardous sequences and whenever new equipment and/or procedures are implemented. All on-set safety awareness meetings must be noted on the call sheet and documented on the Daily Production Report. Department Heads and supervisors must hold meetings with their crew members to review general safety issues and discuss 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 hazardous activities and/or conditions may be present. The call sheet must include the following information:

- Specific wording on the FRONT PAGE: "Safety Meeting to be conducted by the 1st AD on the first day of a new location, or whenever stunts, special effects or other potentially hazardous activities are scheduled."
- Safety Bulletins and/or other documents that provide further clarification and/or safety instruction.
- Safety Reporting Procedure Statement on the FRONT PAGE: "QUESTIONS OR CONCERNS REGARDING SAFETY? CONTACT THE UPM, 1ST AD, OR CALL THE SAFETY HOTLINE (818) 560-7391, WHICH CAN BE MADE ANONYMOUSLY."

Production Company Address		A Movie		Monday, August 11, 2014							
Phone Fax Email		Call Sheet GENERAL CREW CALL		DAY 15 of 85							
Exec. Producer: Producer:		6:00 AM		Catering/Mealstart: 5:30A Shooting Call: 7:00A Lunch: 12:00P Script Color Schedule Color: White White							
Director:		NEAREST HOSPITAL		CREW PARKING							
		BASECAMP		WEATHER							
		Medical Center Address Address		Sunny and Hot High 75° Low 65° SW Wind 10-15mph							
		Parking Address Address		High 5:43A Sunset 7:59P							
		Parking Address Address									
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.											
SCENE	TAKE	DESCRIPTION	DURATION	LOCATION	REMARKS						
M1	1/B	Aerial work: Establishing shot of beach in rough seas.	0	100, 101, 102, X, 104	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	0	100							
1	1 5/B	General work	0	101, 102	Safety Bulletins for today's activity are posted in the production trailer and will be made available to each crew member.						
25	1 1/B	Car weaves down highway Establish drives out of control	0	1,3,4,5,6							
TOTAL PAGES: 3											
ID	CHARACTER	CAST	STATUS	PICKUP	CALL	BUK/VER	SET	LOST @	SPECIAL INSTRUCTIONS		
100	Person	Stunt Double	W	O/T	6:00A	7:00A	7:30A		RPT to 2nd AD		
101	Person	Stunt Double	W	O/T	7:00A	7:00A	7:30A		RPT to 2nd AD		
GTY 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									
GTY BACKGROUND		CALL		MU/HAIR							
1B Pedestrian		6:00A		COSTUME							
				PIC VER Sc 1: Pickup Truck. Sc 25: Pickup Truck.							
				ADDL Notifier Sc 25: Process Trailer.							
1B TOTAL STAND-INS / BACKGROUND											
ADVANCE SCHEDULE		SET & DESCRIPTION		D/M		CAST		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		1,33					
67B p1/2	1/B	INT. ELECTRONICS STORE		H		33		Part of Sc 47 Showcase Identings			
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 AD Director		First AD 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:

- Contract Services Administration Trust Fund (818) 565-1656
- Web site - <http://www.csatf.org/bulletintro.shtml>
- Section 21 Film and Television Health & Safety Advisory Committee of the Ontario Ministry of Labour <http://filmsafety.ca/guidelines.html>

SAFETY GUIDELINES FOR THE FILM & TELEVISION INDUSTRY IN ONTARIO have been drafted by the Section 21 Film and Television Health and Safety Advisory Committee and endorsed by the Ontario Ministry of Labour. These guidelines have been developed to assist people working in the film and television industry and are intended to be referenced in conjunction with the relevant Legislation. These Guidelines are also posted on the Ontario Ministry of Labour website and, along with "Safety Guidelines for the Live Performance Industry", they are also available in French.

CSATF SAFETY BULLETINS are guidelines recommended by the Safety Committee. They are not binding laws or regulations. State, federal, and/or local regulations, where applicable, override these guidelines. Modifications in these guidelines should be made, as circumstances warrant, to ensure the safety of the cast and crew.

The Committee and these SAFETY BULLETINS are representative of the commitment of both Labor and Management to safe practices in the motion picture and television industry. The members of the Committee and all those who contributed to its work have devoted a great deal of time and effort to these guidelines because of the importance of safety to our industry.

All industry personnel have legal and moral responsibility for safety on the set or wherever they may be working. These SAFETY BULLETINS may be reproduced and attached to Call Sheets or otherwise distributed to affected employees.

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, a JHSC member, 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.

Occupational Health and Safety Regulations require that productions notify the Ontario Ministry of Labour (MOL) in writing prior to undertaking certain projects. The Notice of Project form allows you to notify Ontario Ministry of Labour (MOL) that your project is to take place during a specified period.

Notice of Project Requirements

A Notice of Project is required if:

- The project has a total cost of labour and materials expected to exceed \$50,000 or \$250,000 if the project is confined to a factory that manufactures or assembles automobiles;
- The work is the erection or structural alteration of a building more than two story's or more than 7.5 metres high
- The work is the demolition of a building at least 4 metres high with a floor area of at least 30 square metres;
- The work is the erection, structural alteration or structural repair of a bridge, an earth-retaining structure or a water-retaining structure more than 3 metres high or of a silo, chimney or a similar structure more than 7.5 metres high;
- Work in compressed air is to be done at the project;
- A tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project;
- A trench into which a person may enter is to be excavated at the project and the trench is more than 300 metres long or more than 1.2 metres deep and over 30 metres long;
- The work is the construction, over frozen water, slush or wetlands, of an ice road for vehicles, machinery or equipment; or
- A part of the permanent or temporary work is required by this Regulation to be designed by a professional engineer.

You must have a signed copy of the Notice of Project posted at the project or available at the project for review.

Additional Information

The application for the NOP must be completed on the Ontario Ministry of Labour (MOL) 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.

The NOP form can be found at: <https://www.enop.labour.gov.on.ca/ENOPWeb/ImportantNotice.jsp>

Please contact Production Safety for any assistance at (818) 560-1726 or contact your Production Safety Manager directly.

Safety Committee

The Ontario Ministry of Labour 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).

In workplaces in which fewer than 50 workers are regularly employed, the Act requires the committee to have a minimum of two (2) members [clause 9(6)(a)]. Where there are 50 or more workers regularly employed, the committee must have at least four (4) members or any other number prescribed in regulation [clause 9(6)(b)]. At least half the members must be workers employed at the workplace who do not exercise managerial functions [subsection 9(7)]. The employer or constructor is required to select the remaining members from persons who exercise managerial functions for the employer/constructor [subsection 9(9)].

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 Ontario Ministry of Labour (MOL) MOL regulations and guidelines. 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.
- At least half the committee members must be worker members, (specifically workers who do not exercise managerial functions) at the workplace, who are selected by the workers. In a unionized workplace, the worker members must be chosen by the trade union or unions [subsections 9(7) and 9(8)]. Co-Chairpersons elected from and by the members of the committee.
- The employer or constructor chooses the remaining members from persons in the workplace who exercise managerial functions [subsection 9(9)].
- Unless otherwise prescribed in regulation, the Act requires that at least two members of the committee (one representing workers and one representing persons who exercise managerial functions) be certified. Until April 1, 2012 the Workplace Safety and Insurance Board was authorized to certify committee members under the [Workplace Safety and Insurance Act, 1997 \(WSIA\)](#). As of April 1, 2012, the Ministry of Labour, Training and Skills Development's Chief Prevention Officer has been authorized to certify members under the [Occupational Health and Safety Act \(OHSA\)](#) [clause 7.6(1)(b)]. Any person who was certified under the WSIA before April 1, 2012 is deemed to be certified under the OHSA.
- In order to be certified, a person must complete the Parts 1 and 2 of mandatory training: Basic Certification and Workplace-Specific Hazard Training. Refresher training is required every three (3) years to maintain certification. A certified member may request a one-time exemption from Refresher Training if he or she is an active member (i.e., engaged as a member of the workplace JHSC within the past twelve months).
- Because certified members receive special training in workplace health and safety, they are given additional powers under the Act. For example, certified employer and worker representatives can, under specified circumstances, collectively order the employer or constructor to stop work that is dangerous to a worker [subsection 45(4)].
- To maintain one's certification, a certified member must complete refresher training within three years of being certified, and every three years thereafter (with limited exceptions).

Safety Committee Responsibilities

Co-Chairperson

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

Secretary

- 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

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
Joint Health & Safety Committee Training	One representing workers and one representing persons who exercise managerial functions	Provided by Ministry of Labour, Training and Skills Development's
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 & 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 must be provided to all workers, and workers are required to comply with these instructions. Our program of worker education and training will consist of:

- All provincially-regulated employers in Ontario are required to ensure that workers and supervisors have completed a basic occupational health and safety awareness training program that meets the requirements (such as content and recordkeeping) set out in [O. Reg. 297/13 \(Occupational Health and Safety Awareness and Training\)](#) under the OHSA. [Online training programs](#) are available from the Ministry of Labour. Employers/engagers can use their own training programs as long as it satisfies the requirements of the regulation.
- Conducting Toolbox Talks on a regular basis during construction projects.
- 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 or in person 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.

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. A sample checklist has been provided in this manual to assist with documentation requirements (Form – 01-AB):

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 Ontario Ministry of Labour (MOL) website):

- 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. To Be Reviewed at Each New Location:
- 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.
- Potential workplace hazards. To Be Reviewed if Applicable:
- 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.)
- PPE

Introduction

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,

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 & Presentation

Deciding on a topic:

- think of your own experiences, observations,
- 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://sites.disney.com/wdproductionsafety/toolbox-talks/>

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 by attaching them to call sheets, discussing them at safety meetings, posting them at workstations, and/or by training crew members.

A *Codes of Safe Practice* 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 developed by the Industry Wide Labor- Management Safety committee as well as the Ontario Ministry of Labor (Section 21).

AMPTP

www.csatf.org

Contract Services Administration Trust Fund

<http://www.csatf.org/bulletintro.shtml>

818-565-1656

Section 21 Film and Television Health & Safety Advisory Committee of the Ontario Ministry of Labour

<http://filmsafety.ca/guidelines.html>

Compliance with these *Codes of Safe Practice* is mandatory. These *Codes of Safe Practice* shall be posted in conspicuous locations throughout the production office and off-lot production locations. Supervisors will ensure that crew members have these *Codes of Safe Practice* 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.
- Crew members required to work at unguarded or unprotected heights in excess of 10 feet (3 Meters) 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.

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, UPM without delay.

Alcohol & 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 use of Electronic Devices 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 & 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 & 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 Investigation

The purpose of accident/incident reporting and investigations is to prevent a recurrence of the hazardous condition causing the event.

All accidents/incidents with potential of injury or property loss shall be reported to the Supervisor immediately. Report all serious injuries IMMEDIATELY via Telephone to the site supervisor, department head, production safety, the 1st assistant director (when on set), unit production manager and the Production Executive.

All accidents involving damage to equipment or property must be reported to the supervisor, the UPM and Enterprise Risk Management. Near misses that could have resulted in a serious injury or property damage must be reported to your immediate supervisor.

you may need to notify the Ministry of Labour, Training and Skills Development, your workplace joint health and safety committee or health and safety representative, and the union (if there is one) when:

- someone is killed or [critically injured](#)
- one of your workers has an occupational illness
- there is an accident, explosion or fire, or there is an incident of workplace violence and someone is injured and can't do their usual work or needs medical attention
- there is an accident or unexpected event on a construction site or in a mine or mining plant, **even if no one is hurt**
- you do not own the workplace and the joint health and safety committee or health and safety representative makes you aware of a potential structural inadequacy of the building that could be a hazard to workers
- These requirements are in sections 51, 52, 53 and clause 25(2)(n) of the OHSA.
- 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.

Notice for an Injury that is non critical.

If a worker needs medical attention, or is unable to do their work, **due to an accident, explosion, fire or incidence of workplace violence, you must report it to the:**

1. joint health and safety committee or the health and safety representative
2. union (if there is one)

The notification must be submitted in writing within 4 days of the incident.

Generally, the written notice should include:

- the name, address and type of business of the employer or, for a dive site, the name and address of the person writing the notice
- a description of what happened, and of the injury or illness
- a description of the machinery, equipment or procedure involved
- the time and place of the incident
- the name and address of the person who was injured or became ill
- names and addresses of all witnesses to the occurrence
- name and address of the physician, surgeon or other medical practitioner, if any, who attended to the injured person
- if the incident happened on a construction project, the name and address of each medical facility where the worker was treated
- the steps taken to prevent a recurrence

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 may be removed from or changed on the scene of the accident prior to clearance given by a MOL representative or the Production Safety Manager, except where necessary to facilitate rescue operations or to prevent imminent injury.

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 in Part B.

Injury Investigation Requirements

The employer must report the accident to the WSIB when a worker is injured and the treatment received could only have been administered by a health care practitioner.

Employers must complete accident report within seven business days of the employer learning of the reporting obligation. (Business days are Monday to Friday, and do not include statutory holidays.)

Accordingly, the WSIB allows the employer to report the accident through the use of an

- Employer's Report of Injury/Disease Form 6 (Form 6), (see www.wsib.on.ca)
- WSIB-approved accident reporting form created by the employer
- WSIB-approved electronic reporting form.

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 Ontario Ministry of Labour (MOL) within 7 days of the incident. A report of corrective actions will also be provided to the JHSC.

When an Accident Occurs

1. Call an ambulance/emergency medical services, if required.
2. 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.
3. If you are trained in first aid, administer treatment to the injured person and call the first aid attendant if applicable.
4. Contact Ontario Ministry of labour (MOL), if required.
5. Contact your Supervisor or Manager with details of the accident.
6. Obtain the following information from others involved:
 - a. Names of injured and witnesses and addresses and phone numbers
 - b. Driver's name and address and insurance company, if applicable
 - c. License plate numbers, if applicable
 - d. Complete an incident report, including a sketch, within 24 hours (see attached Supervisor Investigation Report form).
 - e. Make no statement to any outside party without receiving instructions from the Production Executive.

Fatalities or Serious Bodily Injuries

Always call 911 in an emergency and get first aid if needed.

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 the Production Executive, Production Safety and the Ontario Ministry of Labour (MOL) Prevention Emergency Line immediately.

1. **Call 1-877-202-0008 to report the incident** to the Ministry of Labour, Training and Skills Development's Health and Safety Contact Centre. **You can make a report to this number at any time of day.**
2. Disney Production Safety:
 - a. 818-237-8531 (Sion Dettra) or,
 - b. 604-838-6943 (Scott Parsons – Sr Production Safety Manager) or,
 - c. 778-858-5850 (Rick Wong – Production Safety Manager) or,
 - d. 818-560-7391 (Studio Safety Hotline)
3. Call or tell the joint health and safety committee or health and safety representative and the union (if there is one) about the incident.
4. Notify the Ministry of Labour, Training and Skills Development, in writing, within 48 hours of the incident. Make sure to:
 - a. address the notice to "Attention: Director"
 - b. mail or fax it, to the Ministry of Labour, Training and Skills Development regional office closest to the workplace where the incident happened

Written Notice

Generally, the written notice should include:

- the name and address of the employer or, for a dive site, the name and address of the person writing the notice
- the name and address of the constructor if there is one (for example, on construction projects)
- a description of what happened and the injuries to the person
- a description of the machinery, equipment or procedure involved
- the time and place of the incident
- the name and address of the person who was injured or killed
- names and addresses of all witnesses to the incident and, for mining workplaces, the names and addresses of all workers and supervisors involved
- name and address of the physician or surgeon or other medical practitioner, if any, who attended to the person who was injured or killed

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. and can be refer ended at <http://www.wsib.on.ca>.

For remote locations

More than 20 minutes from central first aid location),

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.

First Aid

1. This guideline should be read in conjunction with the ([Regulation for First Aid Requirements R.R.O. 1990, Reg. 1101](#)) under the [Workplace Safety and Insurance Act, 1997](#).
2. The location of first aid kit(s) should be recorded on the call sheet. Also to be noted on the call sheet are the identities of the First Aider, set Nurse(s), Paramedic(s) and/or Doctor(s), as well as the designated Health and Safety Representative(s), for each union.
3. Every person should take precautions that are reasonable in their specific circumstances to protect their own health and safety and that of all cast and crew at or near the workplace, including the general public.
4. At least one (1) person on each set or location (including prep work) should be identified as a First Aider. The identification of the First Aider(s) should be determined by the Producer taking into consideration shooting and location requirements. The First Aider(s) will be:
 - o in charge of a first aid kit; (provided by the Producer with the items required by Reg. 1101)
 - o available to treat an injured person(s);
 - o easily accessible for prompt treatment; and
 - o qualified in first aid to the standards required by Reg. 1101 .
5. Anyone who sustains an injury at a workplace should, without undue delay, use the first aid services and supplies provided by the Production Company.
6. Where first aid is administered to an injured person in the workplace, the applicable incident reporting forms shall be filed in a timely manner. The following information should be included:
 - o the name of the injured person;
 - o the date and time of the injury;
 - o the exact location and nature of the injury to the worker;
 - o the time when first aid was administered;
 - o the nature of first aid treatment provided;
 - o the name of the person who provided the first aid (e.g. First Aider, Nurse, Doctor or Paramedic);

Note: Extra care needs to be taken when collecting, using and disclosing this information, from a privacy perspective. Confidential medical information should be collected and maintained in a manner consistent with the Personal Health Information Protection Act, 2004.

7. The production company at its expense shall ensure that first aid supplies and services required by the regulations are provided, supplied, maintained, and easily accessible to the cast and crew during working hours. Confidential medical information should be collected and maintained in a manner consistent with the [Personal Health Information Protection Act, 2004](#).
8. Prior to the commencement of any work during the course of the production, the Production Manager, in consultation with the appropriate key personnel, should submit to the Producer for approval a listing of first aid services to be provided which should include:
 - o the number of cast and crew as determined by the production, shooting and location requirements;
 - o description of first aid available;
 - o the planned methods of emergency transportation; and
 - o the methods of two-way communication available.

Note: Sections 8, 9 and 10 of Reg. 1101 prescribe specific first aid items that must be provided depending on the size of the workforce. When 200 or more cast and crew members are working on any one shift, a first aid room should be provided by the Producer, and contain the items required by Reg. 1101.

9. Where cast and crew are engaged in work at a location, the Production Manager, with the assistance of the Location Manager, should provide the Heads of Departments with:
 - o a list of emergency contacts;
 - o a planned method of emergency transportation; and
 - o a suitable first aid kit at each location and trained first aid personnel
10. When stunt, SPFX, fire, underwater, or work at water's edge, etc. is scheduled, a properly trained medical provider for the circumstance (i.e. paramedics, lifeguards, etc.) should be standing by on set to administer medical treatment and emergency transportation as may be required. This guideline should be read and used in conjunction with Guideline #30, Water Hazards.

Emergency Response & Preparedness Requirements

An Emergency Response Plan/Procedure is required for each production location. As every location is different, additional emergency preparedness procedures may be required (e.g. under certain lease agreements).

See provincial guidelines or contact Production Safety for *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
- 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 ERP, or as a separate document attached to call sheets.

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 *Location Hazard Assessment* in Part B.

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. Your Production Safety Manager, Consultant is available to assist in mitigating any potential hazards where needed.

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.

Location Requirements

Adequate flush or chemical toilets with hand-washing facilities should be made available for the use of employees (crew/cast and extras) within easy access of their place of work. This is especially necessary for lunchroom set-ups or where food is served. Requirements for washrooms on construction projects are found in sections 29 and 30 of O. Reg. 213/91 and when Industrial Regulations apply in section 120 of Reg. 851.

An adequate supply of safe drinking water shall be kept readily accessible for cast and crew. Drinking water requirements are found in section 28 of O. Reg. 213/91 and in section 132 of Reg. 851.

Holding areas (where extras wait for their set call) should be properly heated and ventilated with suitable emergency escapes and seating capacity.

Cast and crew exposed to long hours in adverse exterior conditions (heat or cold stress) should be provided with appropriate items to combat such adverse conditions (i.e., temporary shelter, heated washroom facilities, temporary heating devices, hot shots, hot drinks, blankets, adequate fluids, etc.). [See Appendix C.](#)

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. Refer to the First Aid & Emergency Procedures section 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.

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 *Workplace Inspection Checklist* found in Part B.

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 Ontario Ministry of Labour (MOL) The Ontario Ministry of Labour inspectors/officers. The inspection reports must also be copied to the JHSC.

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).

Purpose

Canada has aligned the Workplace Hazardous Materials Information System (WHMIS 2015) with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

The purpose of this program is to ensure that criteria set out under the Workplace Hazardous Materials Information System (WHMIS 2015) – Occupational Health and Safety Act and WHMIS 2015 regulation and the guide to WHMIS 2015 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 2015. The [Workplace Hazardous Materials Information System Regulation](#) (R.R.O. 1990, Regulation 860) sets out in detail the employer's duties respecting labels and safety data sheets
- 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 2015 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

The employer should review their overall WHMIS 2015 education and training program, at least annually or more often if there is a change in work conditions, hazard information or similar. This review should be done in consultation with the health and safety committee or representative. Confirm these details with your local jurisdiction.

Refresher education and training is generally required:

- As needed to protect the worker's health and safety.
- If conditions of the workplace have changed.
- If new products are introduced.
- If the products have changed and now have different hazards.
- When new hazard information becomes available.
- If there is new information about safe use, handling, storage or disposal.

All employees must receive WHMIS 2015 training prior to working with controlled products. At a minimum, WHMIS 2015 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.

The Ministry of Labour has made this certification online through E-Learning Modules:

Worker Health and Safety Awareness

<http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>

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.

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

Location Hazard Assessment Checklists

Workplace Inspection Reports

Sound Stage Safety Inspection Checklist

First Aid Records

Ontario Ministry of Labour (MOL) Inspection Reports

Records of Training

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).

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 Part - B.

New & Young Worker Orientation

Joint Health & Safety Committee Minutes

Joint Health & Safety Committee Posting

Location Hazard Assessment

Workplace Inspection

Office Inspection

Sound Stage Safety Inspection

Stunt Safety Inspection

Special Effects Safety Inspection

Production Activity Notification

Production Safety Website

The *Occupation Health & Safety Program*, as well as all safety resources are available on the Production Safety Website:

<https://wdproductionsafety.com>



The website contains:

- Safety Programs
- Fall Protection
- Respiratory Protection
- Hazard Communication
- Lockout / Tagout
- Confined Space
- Industrial Truck (Forklift)
- Aerial Platform (scissor lifts, condors, Grade all Forklifts, etc.)
- Heat Illness Prevention

Links to ACTSAFE Safety Bulletins, Safety Hotline Reporting Information, Program Forms, Safety Personnel Contact Information, Accident Reporting Links, Construction Department Toolbox Safety Talks, Safety Training Courses, etc.

Safety Program Access

Any cast or crew member may request a hard or electronic copy of the written *Occupation Health & Safety Program* at any time by contacting the Production Office Coordinator or by visiting the Production Safety website.

Production Safety Guidebook for Motion Picture & Television

Prepared as a Resource for Production
The Walt Disney Company Enterprise Risk Management/Safety Department
818-560-1726 | <https://wdproductionsafety.com>

Forms & Checklists – Part B –

Table of Contents

- New & Young Worker Orientation
- Joint Health & Safety Committee Minutes
- Joint Health & Safety Committee Posting
- Location Hazard Assessment
- Workplace Inspection
- Office Inspection
- Sound Stage Safety Inspection
- Stunt Safety Inspection
- Special Effects Safety Inspection
- Production Activity Notification Checklist

NEW & YOUNG WORKER ORIENTATION CHECKLIST

This checklist is required to be completed for every employee at each location. Once complete, it must be submitted to the Production Office and the Production Safety Department.

Worker's Name	Date of Orientation
Department	Supervisor's Name
Location	Orientation Given By

- ✓ I have received Employer's/Worker's rights and responsibilities and Refusal of Unsafe Work summaries.
- ✓ I have received Workplace Health and Safety Rules and the Code of Safe Practices and I know how to obtain a copy of the Safety Program.
- ✓ I have been informed of emergency procedures for my workplace.
- ✓ I am aware of the location of fire exits and fire extinguishers at this location.
- ✓ I will report unsafe work conditions to my supervisor, a safety committee member, AD or the Production Manager.
- ✓ I am aware that there is a safety hotline that may be used anonymously.
- ✓ I have been made aware of obvious or potential workplace hazards.
- ✓ I am aware of the location of first aid facilities and/or set medical personnel.
- ✓ I am aware of how to report injury or illness.
- ✓ I have the name of and contact information for my immediate supervisor.
- ✓ I am aware of WHMIS/SDS guidelines.
- ✓ I am aware of the required PPE necessary to perform my job safely.
- ✓ I am aware of working alone procedures (if applicable).
- ✓ I am aware of "risk of violence" procedures.

Signature	Date
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JOINT HEALTH & SAFETY COMMITTEE MINUTES

Date	Start Time	Date of Report
Worker Co-Chair	Employer Co-Chair	

Attendance

--

Review of Previous Meeting Rules

--

New Business

--

Other Business

--

Date of Next Meeting

--

Co-Chair Signatures

--

JOINT HEALTH & SAFETY COMMITTEE

A Joint Health & Safety Committee (JHSC) is a committee made up of employee and employer representatives working together to identify and resolve health and safety issues in the workplace.

The Committee is responsible for identifying and recommending solutions to health and safety concerns and problems. The Committee will meet monthly to discuss health and safety issues related to Production.

Individual employees should bring up any safety concerns to their immediate Supervisor or employer. However, if the problem is not corrected, a JHSC member should be contacted.

The following individuals are the members of your health and safety committee for this production:

EMPLOYEE REPRESENTATIVES

EMPLOYER REPRESENTATIVES

PLEASE POST THIS LIST OF MEMBERS IN YOUR WORK AREA.
JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE MEMBERS

LOCATION HAZARD ASSESSMENT

Page 1 of 2

Production	Location
Episode Name and #	Shooting Date(s)
Person Completing Assessment	Assessment Date

Additional comments relating to the location:

Please answer all questions. "N/A" means "Non Applicable." If action required, give brief description.

Yes	No	N/A	GENERAL
			Have the managers/owners of the location been informed as to what work processes the production company will perform.
			Ask the managers/owners of any known hazards associated with the site.
			Have previous hazard assessments and hazardous materials inventories been reviewed for this location?
			Are there engineering reports and floor plans which outline pick points, weight loads and structural issues available?
			Has a facility liaison been assigned to the production?
			Are there emergency procedures available on site?
			Are there any concerns regarding extreme weather and/or temperature conditions?
			Are there any water or natural hazards at this location?
			Has there been an appropriate assessment and remediation of stinging insects, snakes, poisonous plants and other related risks? Reference AMPTP Bulletins #12 - Venomous Reptiles, #27 - Poisonous Plants, and #31 - Indigenous Critters.
Yes	No	N/A	HAZARDOUS MATERIAL
			Are there copies of safety data sheets (SDS) on file at the location for any/all hazardous material being used/stored on site?
			Are hazardous materials observed on location properly stored and/or secured?
			Will hazardous materials need to be removed or relocated?
			Are there existing asbestos containing materials at this location?
			Is there a potential for disturbance of asbestos containing materials?
			Is there existing lead-based paint or lead containing materials at this location?
			Is there potential for the disturbance of lead-based materials i.e., sanding, grinding?
			Is there any obvious interior mold growth at this location?
			Does the location contain an excessive amount of dust or particulate?
			Is there a risk for exposure to biological contaminants (blood, urine, feces, animal remains?)

LOCATION HAZARD ASSESSMENT

Page 2 of 2

Yes	No	N/A	ACCESS & EGRESS
			Are there potential walking surface hazards at the location, e.g., grease, holes in floor, uneven surfaces etc.?
			Are there areas that need to be clearly marked and/or taped "KEEP OUT"?
			Does the building allow for a four foot fire lane perimeter with the stage set?
			Are exits, corridors, and stairways illuminated, clearly marked and unobstructed?
Yes	No	N/A	FALL PROTECTION / CONFINED SPACE
			Are guardrails and hand railings in place on raised platforms or potentially unstable areas (e.g. cliff edges, stair cases, etc.)?
			Are there any confined spaces or enclosed areas associated with the location, e.g. tunnels, pits and vaults?
			Are there areas that may require supplementary ventilation?
Yes	No	N/A	ELECTRICAL
			Are there any potential live electrical hazards (exposed wiring, electrical boxes etc.) at the location?
Yes	No	N/A	FIRE SYSTEMS
			Are fire extinguishers and/or other fire safety equipment available and in working condition?
			Are sprinkler heads clear of obstruction?
			Are exterior fire lanes clear?
			Are fire hydrants accessible?
			Are all fire department connections clear?
			Can heaters and fans be brought in without compromising air quality and fire safety?
Yes	No	N/A	WATER / WASHROOM FACILITIES
			Are there hygienic and functional washrooms (separate men's/women's) for the intended amount of workers?
			Is there sanitary potable water on site and enough running water for departments such as paint, construction etc.?
Yes	No	N/A	SECURITY
			Is there security at the site, especially for those working alone at night?
			Is there an obvious need for security escorts (day or night)?
			Is the outdoor lighting adequate?
			Is there a concern for personal safety?
			Is additional staffing needed for lock up, guarding equipment, etc.?
Yes	No	N/A	FIRST AID
			Is there an adequate first aid room at the site or close to the site?
			Is this a remote location where additional first aid requirements may be necessary?
Yes	No	N/A	TRAFFIC CONTROL
			Does traffic control need to be arranged?
Yes	No	N/A	SAFETY NOTICES
			Do safety notices or safe work practices need to be posted or attached to the call sheet?

WORKPLACE INSPECTION

Page 1 of 2

Production	Location Address
Person Completing Assessment	Assessment Date

Please answer all questions. "N/A" means "Non Applicable." If action required, give brief description.

Yes	No	N/A	GENERAL
			Exits and exterior fire lanes are not blocked
			Emergency exits clear (inside and out)
			Emergency exit signs and lighting are adequate and functioning
			Proper housekeeping is maintained in work areas and they are free from trip and fall hazards (e.g., extension cords, materials stored in aisles, etc.)
			4 ft. interior perimeter fire lane is clear and unobstructed (i.e. cords/cables ramped or bridged)
			Fire extinguishers present
			3 ft. clearance around all electrical panels
			Electrical boxes or exposed live electrical parts are closed/covered
			Proper use of required Personal Protective Equipment where required (e.g., hearing protection, gloves, safety glasses/goggles).
			Tools have been inspected and are in good condition (i.e., no frayed or patched cords, ungrounded plugs)
			Electrical boxes or exposed live parts are kept closed and/or covered
			Safe guards on machinery and equipment are in place where required and in good working order (i.e. splitters and kickback pawls on table saws)
			Eye wash stations, where present, are in good condition (i.e., bottles are full with clean saline solution, flushed / inspected monthly)
			Chemical containers are properly labeled
			Required regulatory postings, emergency contact numbers and exit routes are posted
			A hard copy of the Production Safety Program (AKA as IIPP) is on-site
			Guardrails and handrails are present where required
			Approved storage cabinets are available and being used for storing chemicals and flammables
			Proper ventilation is maintained to prevent accumulation of vapors and dust
			Hazardous waste is being properly handled, stored and disposed of
			Dust collection has been installed as necessary
			NO SMOKING" signs are visible
			Elevated sets have fire protection as required by local authority
			Gold room ceilings are free of storage
			Hot work permits obtained as necessary
			Personal fall protection available where required (in aerial lifts, perms etc.)
			All personnel operating aerial lifts and forklifts are properly trained and certified

WORKPLACE INSPECTION

Page 2 of 2

Yes	No	N/A	
			Required safety meetings being conducted every 10 working days and documented (i.e. Toolbox Talks, Health and Safety Committee etc.)
			Any scaffolding has been designed by a "qualified person" and inspected by a "competent person"
			Personnel using personal fall protection have been trained in its proper wear and use
			Ladders are in good condition and are being used properly (i.e. A-frame ladders not being used as straight ladders, proper footing distance etc.)
			Weight limits of work area have been determined if heavy loading is expected (i.e. cranes, heavy sets etc.)

Additional comments:

OFFICE INSPECTION

Page 1 of 1

Production	Location Address
Person Completing Assessment	Assessment Date

Please answer all questions. "N/A" means "Non Applicable." If action required, give brief description.

Yes	No	N/A	ITEM
			Hard copies of the Injury & Illness Prevention program is readily available on-site.
			Required regulatory postings are placed in a common area.
			Emergency numbers are posted including the studio safety hotline.
			Fire extinguishers are fully charged and clear of obstructions.
			Aisles, doorways and exits are free from obstructions to allow prompt egress.
			All exits are clearly marked with adequate lighting.
			A safe refuge area has been designated (meeting place after evacuation), reviewed by all employees and posted (with a map).
			Electrical appliances and equipment are in good condition and properly grounded.
			A sufficient number of outlets are available to prevent overloading of circuits.
			File cabinets are arranged so that drawers, when open, will not block aisles.
			Furniture free from sharp edges, points, and splinters.
			Office is equipped with a step stool or ladder to safely reach overhead objects.
			Copy machines placed in well-ventilated rooms.
			Cleaning supplies are labeled and properly stored.
			Hard floor surfaces are clean, dry, level and in good condition.
			Carpets are well secured to the floor and free of worn or frayed seams.
			Break/kitchen areas are clean and all snack food is in manufacturer-sealed packaging.

Additional comments:

SOUND STAGE SAFETY INSPECTION

To ensure housekeeping and safe work practices are maintained, this stage inspection checklist must be completed on a regular and frequent basis. If there are any discrepancies found, immediate corrective action must be taken to correct the unsafe condition. Once this inspection checklist is completed, it must remain on file in the production office.

Production	Location / Stage #
Name of Assessor	Date of Assessment

Check each item indicating that you've considered the item and have taken appropriate steps to comply, if applicable. "N/A" means "Non Applicable." If action required, give brief description.

Yes	N/A	INSPECTION ITEM	ACTION REQUIRED
		Are fire hydrants, extinguishers, hose cabinets, sprinklers and valves accessible?	
		Are emergency exits clear and unobstructed?	
		Are emergency exit signs and emergency lights adequate, visible and well-marked?	
		Are flammable liquids in UL approved containers?	
		Is spray painting and lacquer applications approved and performed safely?	
		Is proper ventilation maintained to prevent flammable vapors from accumulating?	
		Is the 4-ft. perimeter aisle clear and unobstructed?	
		Does the 4-ft. perimeter aisle have an unobstructed height of 7 feet?	
		Do all electrical panels have a 3-foot clearance?	
		Are interior house and perimeter lights working properly?	
		Are trip and fall hazards abated?	
		Are "No Smoking" signs visible?	
		Is proper housekeeping maintained?	
		Are hazardous materials and waste properly handled and disposed?	
		Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?	
		Are cords, cables and hoses crossing the fire lanes ramped or bridged?	
		Are emergency numbers and Cal-OSHA posters posted?	
		Is chicken wire placed around the bottom open perimeter of all elevated sets?	
		Are approved and listed heat detectors installed beneath interior solid-ceiling sets and platforms over 600 square feet in area?	
		Are gold room ceilings free of storage?	
		Are workers operating or working on elevated platforms secured by safety harnesses?	
		Has a hot work permit been obtained for welding, grinding and cutting?	

STUNTS SAFETY INSPECTION

Please answer all questions. "N/A" means "Non Applicable." If action required, give brief description.

Yes	No	N/A	Inspection Item
			Do all stunt personnel have any required licenses or certification cards in their possession (e.g. SCUBA, motorcycle, etc.) and have they been verified?
			Is there a helicopter involved? If yes, have safety rules/policies been reviewed and personnel notified, warned and rehearsed?
			Is any fixed-wing aircraft involved? If yes, have safety rules/policies been reviewed and personnel notified, warned and rehearsed, and aerial coordinator's FAA motion picture flight safety manual been reviewed?
			Are personnel cables or other special rigging involved? If yes, have safety rules/policies been reviewed and personnel notified, warned and rehearsed?
			Have Safety Data Sheets (SDS) been obtained for any hazardous substance to be used?
			Has every piece of stunt equipment been carefully inspected, especially after each use?
			Do any safety modifications need to be made?
			Have you planned procedures for: <ul style="list-style-type: none"> • Human error • Outside Interference • Anything unexpected • Mechanical error • Natural acts (i.e. weather changes)
			Have stunt personnel been allowed adequate time to inspect the area and rehearse?
			Have the following personnel been briefed on the specifics of the stunts: <ul style="list-style-type: none"> • Stunts Coordinator • Production Safety • UPM • Medical / First Aid • Assistant Directors • Fire Safety Officer
			After each run-through, has the stunt been set up to run again exactly as originally planned?
			If changes have been made, are all involved parties aware of and comfortable with the changes?
			If minors (under 18) are involved, have you obtained the teacher / welfare workers' approval?
			Have proper arrangements been made for emergency medical services?
			Have proper arrangements been made for emergency medical services? <ul style="list-style-type: none"> • Is a standby ambulance or helicopter needed? • Has the nearest emergency medical facility been located? • Is a doctor needed on set?

Pre-Planned Stunt Diagram

(add additional pages as necessary)

STUNTS SAFETY INSPECTION

Page 3 of 3

Pre-Planned Stunt Diagram

(add additional pages as necessary)

SPECIAL EFFECTS SAFETY INSPECTION

Page 1 of 3

Production	Location
Episode Name and #	Shooting Date(s)
Permit # / Issuing AHJ	Date Issued
Person Completing Checklist	Date Checklist Completed

Key Personnel

Special Effects Coordinator	Special Effects Assistant(s)
Assistant Director	First Aid
Production Safety Rep	Fire Dept Rep / FSO
Transportation Coordinator	Stunt Coordinator

Basic Procedures

1. Notify all essential personnel of your intention to use special effects.
2. Conduct a detailed briefing of the action: What will happen, the hazards involved, equipment involved, emergency procedures and the location of emergency medical facilities / personnel.
3. Answer any questions or respond to concerns completely.
4. Ensure adequate rehearsal time has been provided.
5. Conduct as many dry runs as necessary.
6. Have one last briefing and dry run to ensure everyone understands the sequence of events.
7. Hold final safety meeting.
8. If there are any changes, start over and review from the beginning.
9. Clear the set of non-essential personnel.
10. Make sure that communications are absolutely clear between everyone involved.
11. Following any pyrotechnic effect, keep all personnel clear until area has been deemed safe by the Special Effects Coordinator.

Describe IN DETAIL the special effects to be used:

SPECIAL EFFECTS SAFETY INSPECTION

Please answer all questions. "N/A" means "Non Applicable." If action required, give brief description.

Yes	No	N/A	Inspection Item
			Do all Special Effects Personnel have Pyrotechnic Operator / Special Effects Cards as required?
			Have all required permits been pulled with local Authority Having Jurisdiction (AHJ)?
			If smoke is being used, will proper ventilation be provided and is additional safety equipment required (e.g., respiratory protection, goggles, etc.)?
			Have Safety Data Sheets (SDS) been obtained for any hazardous substance to be used?
			Have you planned procedures for: <ul style="list-style-type: none"> • Human error • Outside Interference • Anything unexpected • Mechanical error • Natural acts (i.e. weather changes)
			Has all special effects equipment been carefully inspected prior to use?
			Have the following personnel been briefed on the specifics of the effects: <ul style="list-style-type: none"> • Special Effects Coordinator / Assistant(s) • Production Safety • UPM • Medical / First Aid • Director • Cast • Local Authority Having Jurisdiction (AHJ) • Assistant Directors • Fire Safety Officer
			If minors (under 18) are involved, have you obtained the teacher / welfare workers' approval?
			Have proper arrangements been made for emergency medical services?
			Have proper arrangements been made for emergency medical services? <ul style="list-style-type: none"> • Is a standby ambulance or helicopter needed? • Has the nearest emergency medical facility been located? • Is a doctor needed on set?

Pre-Planned Special Effects Diagram

(add additional pages as necessary)

Pre-Planned Special Effects Diagram

(add additional pages as necessary)

PRODUCTION ACTIVITY NOTIFICATION CHECKLIST

Production Name: _____ Date _____

Production Phone _____

Name / Title *(completing checklist)*: _____

This form is designed to encourage ongoing communication between the Production Safety Department and your production. Once we are aware of potentially hazardous activities, we will provide assistance with regulatory requirements and recommend precautions for the cast and crew.

The 1st AD should ensure this form is completed during production meetings (for television, complete one per episode). Please provide information as far in advance as possible, but at minimum of 48 hours prior to the activity to allow sufficient time to contact your production for more information.

If drones are used, In addition to notifying Production Safety, please contact your Risk Management Manager.

Additional Resources: www.wdproductionsafety.com

LIST DATES FOR ALL ACTIVITIES ON THE BACK OF THIS FORM

LOCATIONS

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Airport | <input type="checkbox"/> Grading / Excavation | <input type="checkbox"/> Oil Refinery / Factory Oil Refinery / Factory | <input type="checkbox"/> Subway / Underground |
| <input type="checkbox"/> Amusement Park Ride | <input type="checkbox"/> High Rise Building | <input type="checkbox"/> Power Plant | <input type="checkbox"/> Train Tracks (specify proximity to and/or if filming on) |
| <input type="checkbox"/> Border | <input type="checkbox"/> Historical Site | <input type="checkbox"/> Prison (Active) | <input type="checkbox"/> Trenching |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Hospital | <input type="checkbox"/> Prison (Non-Active) | <input type="checkbox"/> Unusual Weather (Freezing / Hot / Wet) |
| <input type="checkbox"/> Cave | <input type="checkbox"/> Junkyard | <input type="checkbox"/> Quarry | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Dam / Lake / River / Ocean | <input type="checkbox"/> Marina / Docks | <input type="checkbox"/> Rooftop | <input type="checkbox"/> Wilderness Area / State or Federal Park |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Military Base | <input type="checkbox"/> Shipyard | |
| <input type="checkbox"/> Desert | <input type="checkbox"/> Mine | <input type="checkbox"/> Storm Chasing | |
| <input type="checkbox"/> Farm | <input type="checkbox"/> Mountain | | |
| <input type="checkbox"/> Other (list): | | | |

AERIAL SEQUENCE

- | | |
|---|---|
| <input type="checkbox"/> Fixed-Wing Aircraft | <input type="checkbox"/> Helicopter External Load |
| <input type="checkbox"/> Fixed-Wing Ops below 500 ft. AGL | <input type="checkbox"/> Hot Air Balloon |
| <input type="checkbox"/> Hang Gliding | <input type="checkbox"/> Parasail |
| <input type="checkbox"/> Helicopter | <input type="checkbox"/> sUAS / Drones |
| <input type="checkbox"/> Helicopter Ops below 500 ft. AGL | <input type="checkbox"/> Skydiving / Wing Suit |
| <input type="checkbox"/> Other (list): | |

EDGED / PIERCED PROPS

- | |
|--|
| <input type="checkbox"/> Metal Swords / Knives (Sharp) |
| <input type="checkbox"/> Metal Swords / Knives (Non-Sharp) |
| <input type="checkbox"/> Rubber Swords / Knives |
| <input type="checkbox"/> Syringe Needles (Retractable) |
| <input type="checkbox"/> Syringe Needles (Non-Retractable) |
| <input type="checkbox"/> Other (list): |

FIREARMS

- | | |
|---|--|
| <input type="checkbox"/> Airsoft Guns | <input type="checkbox"/> Canons |
| <input type="checkbox"/> Automatic Weapons / Machine Guns | <input type="checkbox"/> Handguns |
| <input type="checkbox"/> Bows / Crossbows | <input type="checkbox"/> Shotguns / Rifles |
| <input type="checkbox"/> Other (list): | |

FIRE / PYROTECHNICS / EFFECTS

- | | |
|--|--|
| <input type="checkbox"/> Explosions | <input type="checkbox"/> Bullet Hits / Squibs (Lead) |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Bullet Hits / Squibs (Non-Lead) |
| <input type="checkbox"/> Flame Effects | <input type="checkbox"/> Smoke / Fog Effects |
| <input type="checkbox"/> Other (list): | <input type="checkbox"/> Weather Effects |

STUNTS

- | | |
|---|--|
| <input type="checkbox"/> Air Rams | <input type="checkbox"/> High Fall |
| <input type="checkbox"/> Body Burn (partial) | <input type="checkbox"/> Slide for Life |
| <input type="checkbox"/> Body Burn (full) | <input type="checkbox"/> Vehicle Jumps / Crashes / Chase |
| <input type="checkbox"/> Descender / Cable Work | |
| <input type="checkbox"/> Other (list): | |

WILDLIFE / ANIMALS

- | | |
|---|--|
| <input type="checkbox"/> Large Predators (Lions, Bears, Crocodiles, etc.) | Note: Production should always contact Disney's Florida Animal Park when dealing with animals. Fill out the Animal Use Request Form |
| <input type="checkbox"/> Venomous Animals (Snakes, Insects, etc.) | |
| <input type="checkbox"/> Other (list): | |

SPECIALIZED VEHICLES / EQUIPMENT

- | | |
|---|---|
| <input type="checkbox"/> All-Terrain Vehicles (ATVs) | <input type="checkbox"/> Military Vehicles: Tanks, Personnel Carriers, etc. |
| <input type="checkbox"/> Gimbals | <input type="checkbox"/> Motorcycles |
| <input type="checkbox"/> Heavy Construction Machinery: Crane, Bulldozer, Earthmover, etc. | <input type="checkbox"/> Ships |
| <input type="checkbox"/> Hydraulics / Animations Trains | |
| <input type="checkbox"/> Other (list): | |

WATER SEQUENCE

- | | |
|---|--|
| <input type="checkbox"/> Kayaking | <input type="checkbox"/> Swimming / Falling into Water |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Watercraft (Ships, Boats, Jet Skis, etc.) |
| <input type="checkbox"/> Scuba Diving | <input type="checkbox"/> Water Skiing |
| <input type="checkbox"/> Submarine | <input type="checkbox"/> Wave Maker |
| <input type="checkbox"/> Underwater Equipment | |
| <input type="checkbox"/> Surfing | |
| <input type="checkbox"/> Other (list): | |

PRODUCTION ACTIVITY NOTIFICATION CHECKLIST

Production Name: _____ Phone _____

PROPOSED ACTIVITY	DATE(S)	COMMENTS / FURTHER DESCRIPTION
<i>Ex: Handguns</i>	<i>5/8/19 - 5/12/19</i>	<i>9mm blanks (¼ loads)</i>

PRINT ADDITIONAL PAGES AS NEEDED