

Safety Responsibilities CONSTRUCTION COORDINATOR

Safety Program Information for Construction Coordinator

The following information is for your specific position and is provided to help you understand your part in your Production's **Occupational Health and Safety Program**.

Responsibilities of the Construction Coordinator

The Construction Coordinator is responsible for conveying current safety requirements to all construction crewmembers, provides guidance for meeting the goals of the Occupational Health and Safety Program and supervises, trains and sees to it that the construction department heads/supervisors meet their OHSP responsibilities. The **Construction Coordinator** is the person responsible for implementing the Safety Program on the Construction side.

Production Start-Up

1. Obtain and read the Production **Safety Manual** from the Production Manager (PM) or www.canadianproduction.com the first week of employment and prior to any construction. The manual is meant to provide guidance and clarification to possible questions.
2. Hire only employees who have the proper safety training for, and who understand how to safely perform, any task they are asked to do. If you need help determining training requirements or arranging training, call the **Production Safety Representative**.
3. Make sure everyone you hire receives a copy of **Form 1 – General Safety Guidelines for Production** and signs an **Employee Acknowledgment**.
4. Conduct safety meetings on the first day of construction for your crew:
 - a. Explain the safety program.
 - b. Check that all equipment operators carry a Certification for each piece of equipment they will be asked to drive or use (e.g. Forklift Safety Card, Aerial Platform Training, powder-actuated tool operator's "Hilti Card," etc.) Make a copy of these certifications and keep them on file with the **Production Office Coordinator**.
 - c. Discuss the safety aspects of the day's activities and the particular hazards of the location (e.g. overhead power lines, etc.)
 - d. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on stages or interior sets and off-lot locations, and explain emergency procedures, location of fire extinguishers, and evacuation plans in case of fire. Instructions for this meeting are on the **Emergency Plan Meeting Form**.
 - e. Discuss safety precautions to be followed around any specialized equipment that may pose a potential hazard (e.g. aerial lifts, paints, chemicals, etc.).
5. Conduct or arrange safety training for all crew members:
 - a. **Young and New Worker Training** – complete checklist and attendance sheet.
 - b. Hazard Communication Training for chemical containing products.
 - c. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - d. Fall Protection for workers exposed to heights.
 - e. Special tools, equipment, or vehicles used.
 - f. Use the **Codes of Safe Practices (CSP's)** found at www.canadianproduction.com and equipment manuals to ensure the employee understands safe operation. Have employees demonstrate safe working procedures.
 - g. Document all training and forward to the Production Office Coordinator.
6. Conduct additional meetings in the following situations:
 - a. Anytime the crew is exposed to a new hazard (e.g. asbestos containing material, new equipment, confined space, high tension wires or any other site concern, etc.)
 - b. Whenever a new crewmember or independent contractor arrives (This may be delegated to the foreperson).
 - c. Anytime there is a change in work site or multiple work sites the foreperson at each site must give a safety orientation, including emergency action, and conduct Tool Box Talks (available at safetyontheset.com.)

d. Anytime there is an injury, review with all crew applicable safety rules.

On Production

Implement the Occupational Health and Safety Program:

1. Conduct a **Safety Meeting** every 10 working days at minimum, and have all attending employees sign the **Tool Box Talk Attendance Form**.
2. Conduct an inspection of the construction area of all stages and locations every 30 working days, and document any problems found and corrections made by using **Form 6 - Construction Hazard Assessment Checklist**.
3. See to it that safety literature is properly distributed.
 - a. Distribute **AMPTP or Actsafe Safety Bulletins** (available at candianproduction.com) relating to specific hazards as they occur and/or attach to the call sheet (e.g. elevating platforms, etc.).
 - b. With help from the Production Safety Representative see to it special literature, such as **Safety Data Sheets** (SDS) or industrial hygiene test results are available if requested by any crewmember (e.g. analysis for lead / asbestos, paints, dust, etc.)
4. Document all safety training and forward copies to the **Production Office Coordinator**.
 - a. Any bulletins or correspondence regarding safety should be forwarded to the Production Office Coordinator.
 - b. Document all safety training and forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. See to it that safety equipment is provided and being used (e.g. earplugs, harnesses, eye protection, hard-hats, etc.). Document infractions.
2. Confirm that all tools and equipment are inspected and have the proper safety features.
3. All safety guards should be in working order and in place.
4. Verify that the crew has the proper certification for any specialized equipment used, such as, elevated platforms, forklifts, powder-actuated tools, etc. Check their documentation.
5. Enforce General Safety Guidelines for Production. Use the Safety Warning Notice (Form 12) to document verbal warnings, and disciplinary actions.
6. Consult with the PM and/or **the Production Safety Representative** to resolve safety concerns; such as, confined space issues, ventilation problems, rigging fall protection for elevated work, or other safety matters.
7. Address crew safety issues until they are resolved.
8. Correct any hazards that have been discovered at the site (e.g. blocked exits, improper material storage, hazardous materials on site, faulty equipment, etc.).

Instruct your First Aid/Craft Service to notify the Production Safety Representative of any serious injury or illness.

Coordinate response to serious accidents and emergencies:

Respond to all work site emergencies and accidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger:

1. Summon emergency medical assistance immediately (911).
2. Clear the area and protect the crew from further injury. (Take equipment out of service or post sign.)
3. Preserve evidence for further investigation.
4. Immediately notify the PM. If not available, notify the 1st AD and the Production Safety Representative.

Coordinate WorkSafeBC/Government Inspector/Investigator activities:

If visited by WorkSafeBC or other governmental agency, take the following actions:

1. Immediately notify the PM. If not available contact the 1st AD and the Production Safety Representative.
2. Request the official's credentials and determine their validity.
3. Tell the inspector it is company policy to have a representative of the Department of Safety & Environmental Affairs present for any inspection. Ask them politely to wait, and contact the Production Safety Representative immediately. A WorkSafeBC officer is under no obligation to comply with this request.

4. Determine the nature of the visit. Be courteous, be quiet and be cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question.
6. Do not sign anything or provide written documentation. Ask that their request for documentation be placed in writing so it may be responded to in writing.
7. Ask for explanations of the problem and welcome any suggestions for corrective action.
8. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the **Production Attorney** and to the Production Safety Representative.
11. Refer to “WorkSafeBC Inspection Guidelines” and “Regulatory Agency Inspection Guidelines” (Section 4) for more information.

Show Wrap

Forward all documentation of safety program to the Production Office:

1. **Safety Meetings**
2. Inspection Forms
3. Safety training records

EMERGENCY PLAN MEETING

At the beginning of production, on your first stage or location, an Emergency Plan meeting should be held for the entire cast and crew. This meeting can be a part of the general safety meeting. The information below should be included in this meeting. On every subsequent new stage and location, an Emergency Plan Meeting should be held. Please note "Emergency Plan Meeting" in your daily Production Report.

EMERGENCY PLAN MEETING:

1. Point out all, emergency exits, escape routes, and fire alarm pull stations.
2. Point out location of fire extinguishers, for use on small fires.
3. Inform your crew of the local emergency response telephone number.
4. Tell cast and crew members to be aware of who is working with them, in case they need to notify emergency personnel of missing persons.
5. Designate a post-evacuation assembly area, where your crew should gather by department, and Department Heads should count their employees and note anyone missing.
6. Tell your crew never to re-enter an evacuated building until emergency personnel say it is safe to do so.
7. Report any safety concerns to the Anonymous Safety Hotline at (818) 954-2800"qt : 99/788/: 2230'
8. **ON LOCATION:**
 - a) See to it that pertinent Emergency Plan information is attached to the call sheet.
 - b) Address any egress or evacuation issues in the daily safety meeting and note them in the daily Production Report
 - c) See to it that employees are informed of emergency escape routes and any location-specific hazards, such as lead paint, asbestos, traffic, etc.

Orientation for Young and New Workers

Please use this checklist when training young and new workers on health and safety in your workplace.

Date of Orientation: _____

Supervisor's Name: _____

Topics To Be Discussed

General orientation:

*Each worker need only receive this once. Actsafe's infosheet contains a summary of this information that can be photocopied for distribution, **however** it is the employer's responsibility to make sure it is read and understood.*

- 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
- How to get first aid and/or report injuries and illness
- Location of fire exits and fire extinguishers
- Name and contact information for worker's supervisor
- Specific Instruction and demonstration of worker's work task/process

If applicable:

- Potential workplace hazards
- WHMIS and location of MSDSs
- Working alone procedures
- Violence in the workplace (ie. risks from robbery, assault, confrontation, etc...)
- Personal protective equipment (PPE)

With young workers, if applicable:

- Employers Health & Safety Program
- WHMIS and location of MSDSs
- Contact information for the Joint Health & Safety Committee or the worker health and safety representative

Other topics covered: _____

Circulate a sign-in sheet and attach to the checklist if the workers are not listed on the DPR.

Young and New Worker Orientation Attendance	
Production:	Date:
Location:	Instructor:
Attendees Print and Sign Names Below Use additional sheets if necessary	
Print Name	Sign Name
1.	
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CONSTRUCTION HAZARD ASSESSMENT CHECKLIST

For any items found to be deficient, follow up with appropriate Key or Department Head, or Production Safety Representative

Production Name:		To Be Completed By:	<i>Construction Coordinator/Designee</i>
Copies Sent To:	<i>Production Safety Representative</i>	To Be Stored By:	<i>Production Office Coordinator</i>
Production Location:		Today's Date:	
Special Instructions:	<i>Complete a Hazard Assessment Checklist every other week for every Construction Mill or location.. **Mark "N/A" for any items not applicable to your stage.**</i>		

GENERAL

<input type="checkbox"/>	<input type="checkbox"/> N/A	<i>Safety Poster</i> completed and displayed in a location where all employees are likely to see it.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Entrances to stage are clear of trip hazards.
<input type="checkbox"/>	<input type="checkbox"/> N/A	General housekeeping in good order.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Fire extinguishers accessible and "FIRE EXTINGUISHER" signs visible.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Appropriate safety equipment available.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Appropriate machine guards - including push sticks - available and in use.
<input type="checkbox"/>	<input type="checkbox"/> NA	Appropriate Person Protective Equipment (PPE) available and in use.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Four-foot perimeter, aisles and passageways free of hazards.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Flats appropriately secured and braced.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Pits and floor openings covered or otherwise guarded.
<input type="checkbox"/>	<input type="checkbox"/> N/A	All exits free of obstructions and "EXIT" signs visible.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Directions to exits, when not immediately apparent, marked with visible signs.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Standard stair rails or handrails on all stairways having four or more risers.
<input type="checkbox"/>	<input type="checkbox"/> N/A	No storage under occupied raised platforms.

PAINT AND CHEMICAL PRODUCTS

<input type="checkbox"/>	<input type="checkbox"/> N/A	Covered metal cans used for paint and paint-soaked waste.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Portable eye wash station present and "EYE WASH" sign is visible.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Paints, adhesives, solvents and chemicals kept in closed containers when not in use.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Each container (vat, bottle, storage tank, etc.) for a hazardous substance labeled with product identity and hazard warning.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Pressure vehicles/cylinders properly stored.
<input type="checkbox"/>	<input type="checkbox"/> N/A	All propane has been removed from the stage.
<input type="checkbox"/>	<input type="checkbox"/> N/A	All paint and chemical-containing products disposed of properly using certified hazardous waste company.
<input type="checkbox"/>	<input type="checkbox"/> N/A	<i>No paint or chemical products allowed in storm drains, sinks, or toilets.</i>

AERIAL PLATFORMS AND LADDERS

<input type="checkbox"/>	<input type="checkbox"/> N/A	Only trained and authorized personnel allowed to operate aerial platforms.
<input type="checkbox"/>	<input type="checkbox"/> N/A	Approved safety harnesses and lanyards worn when using aerial platforms.
<input type="checkbox"/>	<input type="checkbox"/> N/A	All ladders maintained in good condition and safety labels visible. (Take note of joints between steps and side rails, all hardware and fittings, and movable parts.)
<input type="checkbox"/>	<input type="checkbox"/> N/A	Ladders kept clear of doorways, exits, and passageways.
<input type="checkbox"/>	<input type="checkbox"/> N/A	When a ladder is used to gain access to an elevated work area, the ladder extends at least 3 feet above the elevated surface.

<input type="checkbox"/>	NOTES:	<i>Please contact the Production Safety Representative if any unsafe conditions exist.</i>

<input type="checkbox"/> Surveyed By:	<input type="checkbox"/> Title:
<input type="checkbox"/> Signature:	