

Safety Responsibilities PRODUCTION MANAGER

Safety Program Information for Production Manager

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 Production Manager

The Production Manager has the authority and is responsible for the overall management and administration of the Occupational Health and Safety Program. All staff are responsible for carrying out the OHSP.

As Production Manager, you are to see that your employees are provided with:

1. A safe work environment as per BC Occupational Health and Safety Regulations;
2. Equipment that meets the requirements of BC Occupational Health and Safety Regulations;
3. All required training and all personal protective equipment required for the work they are asked to perform as per BC Occupational Health and Safety Regulations

Production Start-Up

1. Instruct your department heads that they may only hire 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**.
2. Ensure that everyone you hire receives a copy of **Form 1 – General Safety Guidelines for Production** and signs an **Acknowledgment Form**. This is most easily accomplished by attaching it to the deal memo.
3. Instruct your department heads to give **Young and New Worker Training** whenever appropriate.
4. Organize and conduct a safety meeting with the **1st Assistant Director, Construction Coordinator, Transportation Coordinator, Special Effect Coordinator, and Stunt Coordinator**. The above Department Heads are responsible for coordinating the Safety Program within their departments.
 - a. Direct everyone to **Section 3: Position Safety Responsibilities**. See that they read them, understand them and follow them.
 - b. Empower the **1st AD** as the person responsible for implementing the Safety Program on the Production side.
 - c. Empower the **Construction Coordinator** as the person responsible for implementing the Safety Program on the Construction side.
5. Before you begin set construction, call the **Production Safety Representative** and establish a **Joint Occupational Health and Safety Committee**
6. Before you begin set construction, have your **Construction Coordinator** call the **Production Safety Representative** to discuss safety training, fall protection, and other safety issues.
7. As early as possible, you or your **Production Office Coordinator** should call the Production Safety Representative to schedule your production's **Safety Orientation**. (This usually takes place immediately before your first production meeting and lasts about 30 minutes.)
8. Visit **www.canadianproduction.com** to familiarize yourself with the safety information available, (AMPTP and Actsafe Safety Bulletins, Tool Box Talks, etc.) and to read the **Production Safety Manual**. Your Production Office Coordinator has been instructed to print out the Safety Manual. *Always keep a copy on set and in the production office.*

9. Instruct your **Location Manager** to contact the Production Safety Representative to discuss any questions regarding possible asbestos, lead paint and mold; or location fall protection, rooftop, or structural concerns.
10. Hire only **Stunt Coordinators** knowledgeable in the action they will be supervising. Hire stunt players who have the proper training and who understand or have previously demonstrated similar work as they will be asked to do. Stunt Coordinators performing their own stunts need a second stunt person to act as Stunt Coordinator during the sequence.
Instruct **your Stunt and Special Effects Coordinators** to contact the Production Safety Representative well in advance of any non-routine stunt or special effect.
11. Your **Production Office Coordinator** will keep a file of all completed Safety Forms.

On-Production

Implement the Occupational Health and Safety Program:

1. To help keep the safety program consistent, the 1st Assistant Director, Construction Coordinator, Transportation Captain/Coordinator, Special Effects Coordinator, and Stunt Coordinators are to consult with the Production Manager on all safety matters.
2. Advise **the Production Safety Representative** (in writing or verbally) of safety concerns and OHSP compliance activities on a regular basis.
3. Communicate with **the Production Safety Representative**, your **Director**, and your **Department Heads** regarding specific script and shooting concerns.
4. Request laboratory testing, engineering services, and/or additional information from **the Production Safety Representative** on potentially unsafe substances or processes. For example:
 - a. Possible asbestos at a location
 - b. Environmental concerns, such as shooting near water, which may pose potential hazards to crew or the environment.
 - c. Use of smokes, fogs and pyrotechnics, etc.
 - d. Unusual applications of equipment manufactured for another purpose.
5. See to it that Department Heads are conducting training and performing their OHSP duties. Additional training of these crewmembers may be necessary.
6. Review OHSP documentation regularly for completion and compliance.
7. See to it that the OHSP remains in effect for all second units, re-shoots, and opticals.

Coordinate response to accidents and emergencies:

1. See to it that emergency procedures are in place for all locations and that the nearest hospital has been identified. This information should be recorded on the **Location Safety Poster** or **Stage Safety Poster**, which are available from the Production Safety Representative. *(The Safety Poster should be posted at the worksite. Emergency numbers are to be posted by all set telephones.)*
2. Maps and directions to the nearest hospital are to be provided by the Location Manager to:
 - a. 1st AD/Stage Manager (including First Aid Procedures)
 - b. Construction Coordinator
 - c. Transportation Coordinator
 - d. Special Effects Coordinator
 - e. Stunt Coordinator
 - f. First Aid Staff (including First Aid Procedures)
3. If anyone is injured on the job, immediately send them to First Aid or the set medic for evaluation. (See "Serious Accidents, Injuries and Mishaps" below.)

Instruct your First Aid Attendants to fill out appropriate paperwork and make notification to the Production office in the event of any injury or illness.

Serious Accidents, Injuries and Mishaps

Serious accidents, injuries and mishaps are incidents that require transportation by ambulance, visitation to the hospital by one or more employees, any treatments greater than general first aid or any serious property/asset damage.

In the event of a serious accident, injury or mishap, AFTER ALL NECESSARY EMERGENCY PERSONNEL ARE CALLED, the Production Manager should notify THE PRODUCTION EXECUTIVE immediately WITHOUT EXCEPTION. After discussion with your Production Executive and with her/his instruction, the following people will be notified:

- **Production Safety Representative**
- **Risk Management Department**
- **Labor Relations Executive**
- **Worldwide Corporate Communication/ Publicity Executive**

In BC incidents that are immediately reportable to WorkSafeBC are as follows:

- **Any incident that kills or seriously injures a worker**
- **A major leak or release of a dangerous substance**
- **A major structural failure or collapse of a structure, equipment, construction support system, or excavation**
- **A fire or explosion that had a potential for causing serious injury to a worker**
- **A diving incident that causes death, injury, or decompression sickness requiring treatment (required by regulation)**

In the event of a serious incident as described above ensure that the scene is preserved for investigation.

The **Production Safety Representative** may make these notification calls.

1. See ***Form 4 – Serious Incident Reporting Procedures***, for specific contact information.
2. Any accident should be noted on the back of the Production Report on the date the accident occurred by identifying only the name of injured employee and classification.
3. Under the guidance of the Studio Legal Department, the Production Safety Representative will conduct any additional accident investigations necessary.

CAUTION: Written and/or verbal statements should not be taken unless authorized by the Studio Legal Department. Speculation regarding the cause(s) of accident(s) are not to be included as part of any Accident/Incident Investigation. Speak with your Production Safety Representative for direction.

WorkSafeBC/Government Inspector/Investigation activities:

If you are ever visited or contacted by **OSHA**, or any government agency, contact the **UPM** and the **Production Safety Representative** immediately. Also contact the **Production Executive and Production Attorney**.

1. Immediately notify 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 the Production Safety Representative present for any inspection. Ask them politely to wait, and call the Production Safety Representative immediately. A

WorkSafeBC officer is under no obligation to comply.

4. Determine the nature of the visit. Be courteous, quiet, and 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. If possible, make corrections immediately.
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 "Regulatory Agency Inspection Guidelines" in the Production Safety Manual for more information.

Document Occupational Health and Safety Program activities:

Forward copies of all OHSP documentation on a regular basis to the Production Office Coordinator and the Production Safety Representative:

1. All completed Safety Forms
2. Acknowledgments of Receipt of Safety Guidelines
3. Any training given to cast or crew
4. First Aid Reports, Employer's report of Injury or Occupational Disease (F7s) and Employer Incident Investigation Reports
5. Correspondence with WorkSafeBC or other governmental agencies.

Show Wrap

See to it that all Occupational Health and Safety Program documents have been collected and forwarded to the **Production Safety Representative** or the **Production Executive** prior to closing the production office.

See to it that all borrowed safety equipment (harnesses, lanyards, ropes, etc.) has been returned to the Production Safety Representative.

Hazardous Waste Disposal

It is Company policy that all chemicals will be disposed of in accordance with the laws of the Region, and Province in which they are used. If you need to arrange for the disposal of paint or other chemicals, contact the Production Safety Representative.

FIREARM POLICY

The Company expressly prohibits weapons, including but not limited to firearms, in the workplace. The workplace includes all property owned, leased or controlled by the Company. Exceptions will be made for weapons approved for use for filming or with prior written approval by the Company. Failure to strictly adhere to the foregoing will result in disciplinary action, up to and including termination.

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
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SERIOUS INCIDENT REPORTING PROCEDURES

Incidents that result in transportation by ambulance, visitation to the hospital by one or more employees, any treatments other than general first aid, death or serious injury or illness to an employee, or any serious property/asset damage, must be reported as follows:

Unit Production Manager Responsibilities:

In the event of a serious accident, injury or mishap, AFTER ALL NECESSARY EMERGENCY PERSONNEL ARE CALLED, the UPM should contact the PRODUCTION EXECUTIVE WITHOUT EXCEPTION.

Name: _____ Office: _____ Cell: _____

If you are unable to reach your Production Executive you should call Sue Palladino, Executive Vice President of Production:

Office: (818) 954-7171, Cell: (818) 257-1202.

After discussion with your Production Executive and with her/his instruction, the following people will be notified:

- Shane Rogers of WBSF Safety & Environmental Affairs Cell: (250) 883-9919; Safety Hotline: (877) 566-8001
- Amanda Cooper of WB Risk Management Office: (818) 977-3277; Cell: (818) 438-7295
- Sam Wolfson of Labor Relations* Office: (818) 954-7269; Cell: (818) 219-3218
- Tammy Golihef of WBTV Worldwide Publicity Office: (818) 954-4855; Cell: (310) 779-9724

**Under the union collective bargaining agreements, union notification is required of any injury, regardless of the severity.*

If the incident occurred within the Province of British Columbia and resulted in transportation by ambulance, visitation to the hospital by one or more employees, death or serious injury or illness to an employee, or any treatments other than general first aid, WorkSafeBC must be notified IMMEDIATELY on the EMERGENCY LINE at 604-276-3301. The accident/incident site must be secured and left undisturbed (except to rescue the injured or prevent further injuries) until a WorkSafeBC representative arrives to conduct an investigation, or informs you that securing the site is unnecessary. An "Employer's Incident Investigation Report (EIIR)" should be completed by the Production. Your Production Safety Representative will assist you. The form is available at www.canadianproduction.com.

Information which is required to be reported:

- Time and date of accident.
- Employer's name, address and telephone number.
- Name and job title of person reporting the accident.
- Address of site of accident or event.
- Name of person to contact at accident site.
- Name and address of injured employee(s).
- Nature of injury.
- Location where injured employee(s) was (were) moved to.
- List and identities of other law enforcement agencies present at the accident site.
- Description of accident and whether the accident scene has been altered.

NOTE: Failure to notify WorkSafeBC of a serious injury or fatality will be considered a breach of section 172 of the Workers Compensation Act, and may result in an administrative penalty.

The Production Safety Representative will direct you to complete an **Employer's Incident Investigation Report (EIIR)**. The completed report should be sent to the Production Safety Representative and Labor Relations for review and approval, and then sent to WorkSafeBC. The approved EIIR should also be shared with the production's Health & Safety Committee and the BC Union Council.

Any accident should be noted on the back of the Production Report on the date the accident occurred by identifying only the name of injured employee and classification.

CAUTION: Written and/or verbal statements should not be taken unless authorized by the Studio Legal Department. Speculation regarding the cause(s) of accident(s) are not to be included as part of any investigation report. Speak with your Production Safety Representative for direction.

Set Medic/First Aid Attendant Responsibilities:

1. Notify the UPM of the injury.
2. Provide the patient with **Workers Compensation Form** or local equivalent. (The patient must sign and date a receipt. If the patient refuses the form, be sure to document this in your notes.)
3. FAX completed forms to the appropriate **Workers Compensation Department**:
 - a) Warner Bros.: (818) 977-6787
 - b) Cast & Crew: (818) 848-4614
 - c) Entertainment Partners: (818) 559-3283
 - d) Production Safety Representative: (818) 954-2805
4. SEND a completed copy of the form to your **Production Executive** with that day's production report.
5. Fill out **Employer's Report of Injury or Occupational Disease (Form 7)** or local equivalent. Record the patient's recounting of events in quotes. DO NOT SPECULATE.
6. FAX completed Form 7 (or local equivalent) to the **Production Safety Representative** at (818) 954-2805.
7. Complete a **Refusal of First Aid** form if the employee refuses to be treated at the scene of the incident or transported to the hospital.

Under the guidance and direction of the Studio Legal Department, the Production Safety Representative will conduct any additional accident investigations necessary.