

Safety Responsibilities SECOND ASSISTANT DIRECTOR

Safety Program Information for Second Assistant Director (2nd AD)

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 2nd AD

The 2nd Assistant Director supports the 1st AD in fulfilling the requirements set forth in the OHSP for Production and maintaining documentation of safety meetings, crew notices, accident reports, and accurate *Daily Production Reports*.

Production Start-Up

1. Obtain and read the **Occupational Health and Safety Manual** from the Production Manager (PM) or Production Office Coordinator the first week of employment. The manual is meant to provide guidance and clarification of possible questions.
2. Attend the mandatory OHSP training meeting.

On Production

Implement the OHSP:

1. Conduct safety meetings for all cast and crew who have not been briefed already by the 1st AD, Key, or Department Heads (e.g. actors/extras with late calls, crew not on the set for general safety meetings, etc.)
 - a. Explain the safety program.
 - b. Discuss the safety aspects of the week's/day's activities and the particular hazards of the location.
 - c. Discuss safety precautions to be followed around any specialized equipment that may present a potential hazard (e.g. insert car, process trailer, cranes, booms, helicopters, etc.).
 - d. Document this meeting using the ***Young and New Worker Training Form***.
2. See that employees have the proper safety training for and understand how to safely perform any task they are asked to do. If you need help determining training requirements or arranging worker training, **call the Production Safety Representative**.
3. Consult with the PM or 1st AD to determine any specific training needs of the production, such as:
 - a. Hazard Communication Training for chemical-containing products.
 - b. Personal Protective Equipment for eye, ear, respiratory, etc. hazards.
 - c. Special tools, equipment, or vehicles used. Consult with the PM or 1st AD to determine the specific training needs of the production.
 - d. Document all training and forward to the Production Office Coordinator.
4. See to it that safety literature is properly distributed:
 - a. Distribute **AMPTP or Actsafe Safety Bulletins** (available at www.canadianproduction.com) relating to specific hazards as they occur and/or attach to the call sheet (e.g. helicopters, atmospheric smoke, extreme weather, etc.).
 - b. With help from the Production Safety Representative, see to it that special literature, such as **Safety Data Sheets (SDS)** or industrial hygiene test results are available if requested by any crew member.
 - c. See that important safety information, such as Emergency Contact telephone numbers, are included on the call sheet.

5. Document all safety activities:
 - a. Document all safety training using the Daily Production Report.
 - b. Forward copies to the Production Office Coordinator.

Communicate and Troubleshoot:

1. Encourage crewmembers to report potential safety hazards.
2. Refer or relay crew safety concerns to the 1st AD or UPM.
3. Help the 1st AD to ensure that required safety equipment is used by cast and crew (e.g.: earplugs, harnesses, safety belts, etc.)
4. Help make certain the cast and crew safety concerns have been addressed and resolved.

Coordinate response to serious accidents and emergencies:

Respond to all work site emergencies and accidents (whenever the 1st AD is not present):

1. Summon emergency medical assistance immediately (911).
2. Clear the area and protect the crew from further injury.
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** and the **1st AD**. If not available, contact the **Production Executive** and the **Production Safety Representative**.
2. For more information, refer to “Regulatory Agency Inspection Guidelines” in the Safety Manual.

The 2nd Assistant Director is responsible for seeing that the following Occupational Health and Safety Program information is included on every call sheet:

Production Safety Manager: Shane Rogers 1 250 883 9919

Anonymous Safety Hotline: 818.954.2800/ 877.566.8001

Safety Program Website: www.canadianproduction.com

Safety Data Sheets (SDS) for chemical products: 3E Company 800.451.8346

And any **AMPTP** or **Actsafes Safety Bulletins** that apply to the day’s activities.

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.	
2.	
3.	
4.	
5.	
6.	
7.	
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