

## Safety Responsibilities TRANSPORTATION CAPTAIN/COORDINATOR

### Safety Program Information for Transportation Captain/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 Transportation Captain/Coordinator

The Transportation Captain/Coordinator is responsible for conveying current safety requirements to all transportation crewmembers, provides guidance for meeting OHSP goals and supervises, trains and sees to it that the transportation department heads/supervisors meet their OHSP responsibilities. The Transportation Captain/Coordinator is responsible for arranging compliance with Transport Canada regulations, including drivers' logs, etc. Call the **Production Safety Representative** for information on compliance.

### Production Start-Up

1. Obtain and read the **Occupational Health and Safety Manual** from the Production Manager (PM) or **www.canadianproduction.com** the first week of employment. The manual is meant to provide guidance and clarification of possible questions. It is available for further review from the PM or Production Office Coordinator.
2. Attend the mandatory OHSP training meeting.
3. 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**.
4. Make sure everyone on your transportation crew is given a copy of **Form 1 – General Safety Guidelines for Production**, and signs the accompanying **Employee Acknowledgment**.

### On Production

#### **Implement the Occupational Health and Safety Program:**

1. Conduct safety meetings on the first day of work for your crew:
  - a. Explain the safety program.
  - b. Conduct **Young and New Worker Training** when appropriate.
  - c. \*Check all drivers to see that they carry a Certification for each piece of equipment they will be asked to drive (e.g. forklift drivers have a Forklift Safety card; aerial platform operators have a "Condor Card", etc.) Make a copy of these certifications and keep them on file with the Production Office Coordinator.
  - d. Discuss the safety aspects of the week's/day's activities and the particular hazards of the location.
  - e. 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.).
  - f. Discuss elements of the **Emergency Plan**, such as the location of emergency equipment, exits, and telephones on all stage or interior sets and off-lot locations, and explain emergency procedures, such as evacuation plans in case of a fire. The information for this meeting can be found on the **Emergency Plan Meeting Form**.
  - g. Drivers should inspect any emergency equipment on vehicles.
2. Conduct or arrange safety training for all transportation crew members
  - a. Any heavy construction equipment they will be expected to operate.
  - b. Tools, equipment, or vehicles.
  - c. Consult with PM or the Production Safety Representative to determine the specific training needs of the production.
  - d. Document all training and forward to the Production Office Coordinator.
3. Conduct additional safety meetings in the following situations:
  - a. Anytime the crew is exposed to a new hazard (e.g. driving hazards, new equipment, high tension wires or any other site concern, etc.)
  - b. Whenever a new crew member or independent contractor arrives (This may be delegated to the foreperson).

- c. Anytime there is a significant change in work site or multiple work sites the foreperson at each site should conduct a Safety Orientation.
- 3. See to it that safety literature is properly distributed:
  - a. Give **General Safety Guidelines for Production** to all those who report directly to the site for hire, such as casual hires, and see that they sign an **Employee Acknowledgment**.
  - b. Return signed **Employee Acknowledgments** to the Production Office Coordinator on a daily basis.
  - c. Distribute AMPTP and Actsafe Safety Bulletins (available at canadianproduction.com) relating to specific hazards as they occur and/or attach to the call sheet (e.g. road conditions, extreme weather, etc.).
  - d. 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.
- 4. 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. See to it that all vehicles are inspected daily to be sure they are free from recognized hazards and correct any that are found. This can be done by the operator.
- 2. See to it that safety equipment is provided and being used (e.g. wheel chocks, back up warning signal, deadman switches on elevated truck lifts, etc.).
- 3. Verify, again, that your crew has the proper license(s) to operate assigned equipment and vehicles.
- 4. Consult with the PM and/or the Production Safety Representative to resolve safety concerns.
- 5. Correct any hazards discovered on equipment and vehicles.
- 6. Enforce the **General Safety Guidelines for Production**. Document verbal warnings and disciplinary actions.
- 7. Resolve crew safety issues.

**Coordinate response to serious accidents and emergencies:**

- 1. Respond to all work site emergencies and accidents that result in death, serious injury, hospitalization, major property damage or events that create imminent danger:
- 2. Summon emergency medical assistance immediately (911).
- 3. Clear the area and protect the crew from further injury.
- 4. Preserve evidence for further investigation.
- 5. Immediately notify the PM. If not available, notify the 1<sup>st</sup> 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 First AD and the Production Safety Representative.
- 2. Request the official's credentials and determine their validity.
- 3. Determine the nature of the visit. Be courteous, but cautious.
- 4. See to it that all work activity is stopped in the area to be inspected/investigated.
- 5. The PM, 1<sup>st</sup> AD or Construction Coordinator will accompany the inspector/investigator on the site survey.
- 6. Refer to "WorkSafeBC Inspection Guidelines" and "Regulatory Agency Inspection Guidelines" (Section 4) for more information.

## 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.

<b>Young and New Worker Orientation Attendance</b>	
<b>Production:</b>	<b>Date:</b>
<b>Location:</b>	<b>Instructor:</b>
<b>Attendees Print and Sign Names Below</b> Use additional sheets if necessary	
<b>Print Name</b>	<b>Sign Name</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	