

Health & Safety Policy, OHSP Orientation and Safety Guidelines Acknowledgment

HEALTH & SAFETY POLICY

On Broadway Productions is committed to providing a safe and healthy workplace for cast, crew, contractors, performers, visitors, and members of the public affected by production activities. Safety takes precedence over schedule, budget, creative preference, or expediency. The production will identify hazards, assess risks, implement effective controls, provide competent supervision and training, and continuously improve its safety program.

This policy supports compliance with Ontario's Occupational Health and Safety Act and applicable regulations, including requirements that may apply to industrial establishments, construction projects, WHMIS, first aid, and child performers. It is to be read with current production safety procedures, Occupational Health and Safety Program (OHSP), permits, collective agreements, location rules, and the Ontario Safety Guidelines for the Film and Television Industry.

Name/Position/signature  - PRODUCER Date: AUGUST 10 2026

Workplace Violence and Harassment Policy

1. Policy Statement

On Broadway Productions is committed to providing a safe, healthy, respectful and inclusive workplace free from workplace violence, workplace harassment, workplace sexual harassment, discrimination, intimidation and reprisal. Workplace violence and harassment from any source will not be tolerated. The organization will take all reasonable precautions, respond promptly to concerns, conduct investigations appropriate in the circumstances, and take corrective action where warranted.

This policy is intended to support compliance with Ontario's Occupational Health and Safety Act and other applicable laws. It does not replace any rights or obligations under legislation, a collective agreement, an employment contract, or another organizational policy.

2. Purpose

This policy establishes expectations and procedures to prevent and address workplace violence and harassment, including how to report incidents or

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complaints, obtain immediate assistance, assess risks, conduct investigations, communicate results, protect confidentiality, and prevent retaliation.

3. Scope

This policy applies to all workers, employees, supervisors, managers, officers, directors, contractors, temporary and agency workers, students, volunteers, applicants, visitors, clients, customers and other persons interacting with the organization (Production company). It applies at all workplaces and work-related activities, including remote work, travel, training, conferences, social events, vehicles, client sites, and electronic or virtual communications connected to work.

4. Definitions

Workplace violence means the exercise or attempted exercise of physical force against a worker in a workplace that causes or could cause physical injury, or a statement or behaviour that a worker could reasonably interpret as a threat to exercise such force.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through information and communications technology, that is known or ought reasonably to be known to be unwelcome. A single serious incident may also require action. Reasonable action by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace sexual harassment includes unwelcome comment or conduct against a worker because of sex, sexual orientation, gender identity or gender expression, as well as an unwelcome sexual solicitation or advance made by a person able to confer, grant or deny a benefit or advancement where the person knows or ought reasonably to know it is unwelcome, and reprisal or a threat of reprisal for rejecting such conduct.

Domestic violence means violence or a threat of violence arising from an intimate, family or domestic relationship that may expose a worker to physical injury in the workplace.

Complainant means a person who reports an incident or makes a complaint.

Respondent means a person alleged to have engaged in prohibited conduct.

Workplace has the meaning assigned under applicable occupational health and safety legislation and includes work-related physical and virtual settings.

5. Prohibited Conduct

- Physical assault, attempted assault, pushing, hitting, unwanted physical contact, threats, stalking, intimidation, or deliberate property damage.
- Threatening words, gestures, messages, images or conduct that could reasonably be interpreted as a threat of physical force.
- Bullying, humiliating, demeaning, insulting, isolating or intimidating conduct, including cyber-harassment.
- Harassment or discrimination connected to a protected ground under the Ontario Human Rights Code.

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- Unwelcome sexual comments, advances, solicitations, gestures, images, contact or other conduct of a sexual nature.
- Retaliation, reprisal, interference, threats or adverse treatment because a person raised a concern, participated in an investigation, sought help, or exercised a legal right.
- Knowingly making a false or malicious complaint or providing deliberately false information. A complaint made in good faith is not a violation merely because it is unsubstantiated.

6. Roles and Responsibilities

6.1 Employer and Senior Management

- Develop, maintain, post or otherwise make available, and review this policy and related programs at least annually.
- Assess workplace violence risks and reassess as often as necessary to protect workers.
- Implement controls, emergency procedures, reporting channels, investigations, training and corrective action.
- Consult or advise the joint health and safety committee or health and safety representative as required.
- Provide workers with information and instruction appropriate to their work and known risks.
- Take every precaution reasonable in the circumstances for worker protection.

6.2 Supervisors and Managers

- Model respectful conduct and enforce this policy consistently.
- Respond promptly to observed or reported concerns, protect immediate safety, preserve evidence, and notify the designated contact.
- Do not conduct informal mediation where there is a safety risk, power imbalance, alleged sexual harassment, or other circumstance making mediation inappropriate.
- Maintain confidentiality and prevent reprisal.

6.3 Workers and Other Covered Persons

- Treat others respectfully and comply with this policy, training and safety procedures.
- Immediately report workplace violence, threats, hazards, injuries and concerns about domestic violence that may create a workplace risk.
- Report harassment promptly and cooperate honestly in investigations.
- Do not retaliate, interfere with an investigation, or disclose confidential information unnecessarily.
- Call emergency services when urgent police, fire or medical assistance is required.

7. Workplace Violence Prevention Program

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The organization will assess risks of workplace violence arising from the nature of the workplace, type of work and conditions of work, considering circumstances common to similar workplaces and circumstances specific to this workplace. Results will be shared with the joint health and safety committee, health and safety representative, or workers as required by law.

Controls may include secure access, visitor management, alarms, lighting, cameras where lawful, safe-cash procedures, staffing arrangements, check-in systems, working-alone protocols, de-escalation practices, emergency contacts, evacuation or shelter procedures, and individualized safety plans. Measures will be reviewed after incidents, material workplace changes, or when controls may no longer be adequate.

8. Immediate Assistance and Emergency Response

1. If there is an immediate danger or a criminal act, move to a safe location if possible and call 911.
2. Activate site emergency procedures or alarms and contact [security/emergency contact] at [number].
3. Obtain first aid or medical attention as needed.
4. Do not physically intervene unless trained, authorized and it is safe to do so.
5. Notify a supervisor or the designated reporting contact as soon as safely possible and preserve relevant evidence.

9. Reporting Incidents and Complaints

A worker may report verbally or in writing to the reporting contact listed above. If that person is involved, unavailable, or the worker is uncomfortable reporting to them, the worker may report to the alternate contact. If the complaint concerns the most senior leader, it must be reported to [Board Chair/Owner/External Investigator]. Anonymous reports will be reviewed to the extent reasonably possible, although anonymity may limit the response.

A report should include, where available: the names of the complainant and respondent; dates, times and locations, what occurred; witnesses; supporting messages, documents, images or records; any immediate safety concern; and the remedy or assistance requested. Delay in reporting does not automatically invalidate a complaint.

10. Response and Interim Measures

The organization will conduct an initial safety assessment, acknowledge the concern, determine the appropriate process, and take reasonable interim measures. These may include schedule or reporting-line changes, remote work, separation of persons, restricted access, paid or unpaid leave as permitted by law, no-contact directions, security measures, or other precautions. Interim measures are not disciplinary findings and will be designed to avoid unfairly burdening the complainant where reasonably possible.

11. Investigation Procedure

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1. An objective investigator with appropriate knowledge and no conflict of interest will be appointed. An external investigator may be used.
2. The complainant and respondent will be informed of the process and reminded about confidentiality and reprisal.
3. The investigator will define the allegations, interview the complainant, respondent and relevant witnesses, and collect and review relevant evidence.
4. The respondent will receive a fair opportunity to know and answer the material allegations. The complainant may be asked to respond to new material information.
5. The investigator will assess evidence on a balance of probabilities and prepare a written report or findings summary.
6. The investigation will be completed promptly and, where reasonably possible, within 90 days, subject to complexity, availability and other compelling circumstances.
7. The complainant and respondent will each be informed in writing of the results and any corrective action taken or to be taken that directly relates to them.

12. Confidentiality and Privacy

Information about an incident or complaint, including identifying information, will not be disclosed except where necessary to protect workers, investigate, take corrective action, provide procedural fairness, obtain advice, comply with law, or otherwise administer this policy. Participants must maintain confidentiality and must not record interviews without authorization. The organization cannot promise absolute confidentiality.

13. Corrective and Disciplinary Action

Where a violation is substantiated, the organization will take corrective action proportionate to the circumstances. Measures may include coaching, education, an apology where appropriate, workplace restoration, changes to duties or access, a warning, suspension, termination of employment or contract, removal from the workplace, or referral to police or regulators. The organization may also address safety or conduct concerns even if the evidence does not establish a policy violation.

14. Domestic Violence

A worker who believes domestic violence may expose them or another worker to physical injury in the workplace should notify the reporting contact, a supervisor, security or emergency services. When the organization becomes aware, or ought reasonably to be aware, of such a risk, it will take every precaution reasonable in the circumstances. A confidential individualized safety plan may include access controls, parking or escort arrangements, schedule or location changes, communication protocols, emergency contacts, and coordination with police or support services.

15. Information About Persons with a History of Violent Behaviour

The organization will provide a worker with information, including personal information, about a person with a history of violent behaviour where the worker can be expected to encounter that person in the course of work and the risk of workplace violence is likely to expose the worker to physical injury. Disclosure will be limited to what is reasonably necessary to protect the worker.

16. Work Refusal and Other Rights

A worker may have the right to refuse work where they have reason to believe workplace violence is likely to endanger them, subject to the Occupational Health and Safety Act and any applicable limits. The worker must promptly report the circumstances to a supervisor or employer and remain in a safe place as required while the statutory work-refusal process is followed. Workplace harassment alone does not create a statutory work-refusal right, although harassment concerns must still be reported and addressed. Nothing in this policy limits a person's right to contact police, a regulator, a union, the Ontario Human Rights Tribunal, or another lawful authority.

17. No Reprisal

No person will be penalized or threatened for raising a concern in good faith, seeking assistance, participating in an investigation, acting as a witness, or exercising a legal right. Suspected reprisal must be reported immediately and will be addressed as a separate serious violation.

18. Training and Communication

Workers will receive information and instruction on this policy and the associated violence and harassment programs, including reporting channels, emergency response, risk controls, recognition of prohibited conduct, confidentiality, investigations and reprisal. Supervisors and designated responders will receive role-specific training. Refresher training will be provided when the policy or risks materially change and as otherwise appropriate.

19. Records and Statutory Notifications

The organization will securely retain reports, evidence, investigation materials, findings, communications, training records, risk assessments and corrective-action records in accordance with legal requirements and its records-retention practices. Required notices concerning workplace fatalities, critical injuries or other reportable events will be provided to the appropriate authorities and workplace parties within applicable timelines.

20. Policy Review and Program Evaluation

This policy will be reviewed at least annually and sooner following a serious incident, material workplace change, identified gap, legislative change, or recommendation from an investigation or risk assessment. The workplace

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harassment program will also be reviewed as often as necessary, and at least annually where required. The review will consider incident trends, control effectiveness, worker feedback, investigation outcomes, training and legal developments.

21. Approval

Name and signature KEVIN LAFFERTY 
Date: AUGUST 10 2026

OCCUPATIONAL HEALTH AND SAFETY PROGRAM ORIENTATION:

The following is a summary of the elements of the Occupational Health and Safety program (OHSP):

OHSP Administration and Responsibilities

The Director, Producers, Assistant Directors, Production Manager and HODs / Supervisors all have direct responsibilities for achieving a safe production. They may delegate safety-related tasks to other competent persons, but they retain ultimate responsibility.

Safety Communications, Education and Training

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, Training and Skills Development. Employers/engagers can use their own training programs as long as it satisfies the requirements of the regulation.

Safety information will be given to the cast and crew on a frequent basis. The format may be group or individual meetings and/or printed materials. It is expected that this communication be two-way to ensure there is a clear understanding of what is expected to take place.

Safety training is required to ensure that all cast and crew members understand how to perform their job responsibilities in a safe manner. Training is required for all employees when:

- New job assignments not previously trained for are allocated.

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- New substances, processes, procedures or equipment are introduced which present a new hazard.
- The production is made aware of new or previously unrecognized hazards.

Posters required in the workplace

1. Overview
2. Distribute the Employment standards poster
3. Post the Health & safety at work: Prevention Starts Here poster
4. Post the In case of injury poster (Form 82)
5. Post the *Occupational Health and Safety Act*
6. Post names and locations of joint health and safety committee members
7. Post your health and safety policies

Where to post documents required by the OHSA

The documents mentioned above required by the OHSA must be posted in at least one of the following ways:

- in a conspicuous place in the workplace
- in a readily accessible electronic format

If posting electronically, both of the following requirements must be met:

- the employer must provide workers with direction on where and how to access the information
- the information in an electronic format can be readily accessed by workers in the workplace

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Workplace Inspections

Inspections are required to ensure that unsafe conditions and acts are identified and corrected. Inspections are to be performed both formally and informally.

Hazard Assessment and Control

Unsafe acts and working conditions are to be reported to a supervisor and corrected promptly.

Injury and Illness Investigation, Reporting and Record Keeping

In the event of a workplace injury or illness by a cast and/or crew member, it is a requirement to notify the department supervisor immediately. This will ensure proper measures and/or investigation are completed to help avoid the potential for future incidents.

To ensure that the various requirements of the OHSP are properly completed, formal records are required to be kept. These records are to be maintained for at least one (1) year.

Examples of records are:

- Inspections Documents
- Hazard Reports
- Workplace Injury Reports
- Documentation of Safety Meetings
- Hazard and Injury/Illness Investigations
- Training Records

Enforcement of Safe Work Practices

All cast and crew members are responsible for complying with safety procedures and regulations. The production company is responsible for ensuring compliance.

RESPONSIBLE PERSONS:

Safety is the responsibility of every individual engaged on a film or television production and takes precedence over expediency or short cuts. It is in the interest of high standards of safety on a set that any report of unsafe elements be welcomed as a sign of conscientiousness and professional competence. The OHSA requires workers to report any known workplace hazard to their employer or supervisor.

Note: An Ontario Ministry of Labour, Training and Skills Development Inspector may find those who direct work to be supervisors under the Occupational Health and Safety Act. This determination will be based on the specific facts of the situation, and may or may not be consistent with the reporting structure or the collective agreements which exist.

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Under the OHSA, a supervisor must carry out certain duties including:

- ensuring that a worker complies with the OHSA and regulations [section 27(1)(a)]
- ensuring that any equipment, protective device or clothing required by the employer is used or worn by the worker [section 27(1)(b)]
- advising a worker of any potential or actual health or safety dangers known by the supervisor [section 27(2)(a)]
- if prescribed, provide a worker with written instructions about the measures and procedures to be taken for the worker's protection [section 27(2)(b)] and
- take every precaution reasonable in the circumstances for the protection of a worker [section 27(2)(c)]

The regulations under the OHSA, if applicable, contain additional duties of supervisors. Supervisors who have been convicted an offence of failing to comply with their duties under the OHSA, or for a contravention of the OHSA and its regulations, may be subject to the penalties set out in section 66 of the OHSA, which may include fines of up to \$500,000 and/or terms of imprisonment of up to twelve months, or both.

The following is a non-exhaustive list of safety responsibilities and duties that may apply to Workers and/or Producers who may be employers, constructors or supervisors under the OHSA. In addition, other safety recommendations are included.

Safety responsibilities and duties

1. Executive producer / producer(s)
2. Production manager / unit production manager
3. Director
4. Director of photography
5. First assistant director
6. Location manager
7. Department heads
8. Work / contractor / freelancer
9. Health and safety committee representative
10. Crew health and safety representative
11. Safety sign-off form
12. Sign offs

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

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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.
 - 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 and
 - 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

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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.

First 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.

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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) 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 safety meetings with work crews prior to job assignments where Workers may be exposed to hazards as well as other health and safety concerns.

These brief 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.)

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Construction Coordinator – While on a Project under Regulation 213/91, the Construction Coordinator is the supervisor as named on the Notice of Project filed with the MOL. The Construction Coordinator is responsible for conveying current safety requirements to all construction crew members and provides guidance for meeting OHSP goals. The Construction Coordinator is also responsible for the enforcement of safe work practices and the administration of disciplinary measures for all employees engaging in unsafe work practices or regulatory safety violations on the project regardless of department.

Transportation Coordinator / Captain - Transportation Coordinators and Captains are responsible for the transportation crew during construction and filming. The Transportation Coordinator and Captains are responsible for conveying current safety requirements, providing guidance for meeting OHSP goals, and supervising, training, and ensuring transportation employees meet their OHSP responsibilities.

Special Effects Coordinator - The Special Effects Coordinator and / or Supervisor is responsible for all mechanical effects and special effects rigging. They are also responsible for safe transportation, storage and use of all pyrotechnics. Additionally, they are required to have the proper licenses and permits. The Special Effects Coordinator and / or Supervisor is responsible for the health & safety of all employees under his or her direct supervision. They are responsible for ensuring their crews are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work and that their crew conducts work in compliance with all applicable health & safety rules and regulations. The Special Effects Coordinator and / or Supervisor is responsible for the enforcement of safe work practices and the administration of disciplinary measures for employees engaging in unsafe work practices.

Stunt Coordinator - The Stunt Coordinator is responsible for the safe performance of stunts and the supervision of all persons involved. The Stunt Coordinator is responsible for the health & safety of all employees under his or her direct supervision. They are responsible for ensuring their crews are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work and that their crew conducts work in compliance with all applicable health & safety rules and regulations. The Stunt Coordinator is responsible for the enforcement of safe work practices and the administration of disciplinary measures for employees engaging in unsafe work practices.

Key Grip - The Key Grip is responsible for all activities related to the Grip department's work on the set. The Key Grip oversees the production's grip crew and the rigging crew. They need to be familiar with rules and regulations regarding aerial platforms, rigging, fall protection, and scaffolding. The Key Grip is responsible for the health & safety of all employees under his or her direct supervision. They are responsible for ensuring their crews are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work and that their crew conducts work in compliance with all applicable health & safety rules and regulations. The Key Grip is responsible for the

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enforcement of safe work practices and the administration of disciplinary measures for employees engaging in unsafe work practices.

Gaffer (Set Lighting / Electric) -The Gaffer is responsible for all activities related to the Set Lighting department's work on the set. They oversee the production's lighting crew and the lighting rigging crew.. They need to be familiar with the rules and regulations regarding aerial platforms, rigging, fall protection, scaffolding, and electrical codes. The Gaffer is responsible for the health & safety of all employees under his or her direct supervision. They are responsible for ensuring their crews are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work and that their crew conducts work in compliance with all applicable health & safety rules and regulations. The Gaffer is responsible for the enforcement of safe work practices and the administration of disciplinary measures for employees engaging in unsafe work practices.

In all cases, Risk Assessments should be completed and submitted to Production anytime a new method or process is introduced into the workplace or when requested by Production.

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HODs and Supervisors – HOD's may appoint competent persons to act as supervisors. All appointed supervisors are responsible for supervising, training, performing periodic inspections, and ensuring their crew's compliance with all applicable safety rules and regulations. HODs and Supervisors are each responsible for the health & safety of all employees under their direct supervision. They are responsible for ensuring their crews are made aware of all known or reasonably foreseeable health or safety hazards in the area where they work and that their crew conducts work in compliance with all applicable health & safety rules and regulations. HODs and Supervisors are responsible for the enforcement of safe work practices and the administration of disciplinary measures for employees engaging in unsafe work practices.

Production Office Coordinator - Maintains a library of safety information including copies of all safety program documentation as described in the OHSP.

Crew and Cast Members - The Crew and Cast Members are responsible for understanding and following the *General Safety Guidelines for Production* and the policies, procedures and responsibilities outlined within the OHSP. This includes reporting to an immediate supervisor of any workplace injuries, unsafe conditions or any other hazard that is likely to endanger others, participating in required occupational health & safety related training, and wearing necessary personal protective equipment (PPE).

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. Comply with the Occupational Health and Safety Act legislation and regulations.
4. 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.
5. 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.

It is in the interest of high standards of safety on the set that any report of unsafe elements be welcomed as a sign of conscientiousness and professional competence.

The OHSA requires workers to report any known workplace hazard to their employer or supervisor.

Health and Safety Committee representative -JHSC

This is a requirement of section 9 the *Occupational Health and Safety Act*. It is recommended each department have representation on the committee as part of their "*Right to Participate*".

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Responsibilities

- 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

The worker JHSC co-chair should 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.

Production Safety Consultant - The Production Safety Consultant is available to assist the Production, JHSC and supervisors to resolve occupational health & safety issues.

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INSPECTIONS:

To ensure a safe work environment and to identify unsafe acts and conditions, scheduled inspections are required. The Producer and UPM will work with the 1st AD, HODs / Supervisors and other designated Safety Coordinators to inspect and identify potential safety concerns.

For location work, the Location Manager or his/her designee will inspect each location site prior to the production company's arrival. Inspections are to focus on potential hazards, environmental concerns and other potential unsafe conditions that may be present at the location. The Location Manager will work with the appropriate safety personnel to handle the potential hazards accordingly. The Location Manager will notify the UPM regarding the feasibility of using a location for production activities. The Location Hazard Assessment Checklist is to be used during these inspections.

HAZARD ASSESSMENT AND CONTROL:

In order to identify and evaluate hazards associated with each production component, safety considerations are to be addressed during a production meeting with all appropriate personnel in attendance.

Documentation of this meeting must be recorded and submitted to the Production Office Coordinator.

During the meeting, all foreseeable production hazards and safety issues need to be discussed to develop strategies to control or eliminate them. Additional safety discussions need to be scheduled as necessitated by any changes in the shooting schedule and/or script. Risk assessments should be completed as necessary and forwarded to Production.

INJURY AND ILLNESS REPORTING, INVESTIGATION & RECORD-KEEPING:

All workplace injuries and illnesses must be reported immediately to the employee's direct supervisor and to the medical personnel on duty.

An injury report must be completed for all workplace injuries or illnesses. These reports must be completed within 24 hours. If necessary, JHSC will conduct further investigation. Any required regulatory agency notification will be carried out by the PM.

A record of all injuries and illnesses must be maintained for the Production.

WSIB reporting protocols:

You are required to notify Production immediately if any of the following mandatory WSIB reporting thresholds are met:

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- you receive treatment from a **regulated health professional** (beyond **first aid**), or
- you're unable to go to work, or
- you're being paid less or receiving fewer hours of work, or
- you require modified work at regular pay for more than seven calendar days

ENFORCEMENT OF SAFE WORK PRACTICES:

Employees' disregard of safe work practices will not be tolerated. An employee found in violation of a safety rule or guideline may be subject to disciplinary action, up to and including, termination of employment.

The following are the recommended guidelines for discipline:

- 1st offence -Verbal Warning
- 2nd offence -Written Warning
- 3rd offence - Written Warning, plus formal interview, possible termination

NOTE: The steps listed above are recommended guidelines only and may vary depending on the severity of the infraction.

Some violations may be serious enough to warrant immediate termination or suspension on the first offense. Since every type of violation cannot be anticipated, Production management reserves the right to treat each incident on a case by case basis.

In addition, the law requires a system for ensuring that safe work practices are observed. The purpose of a disciplinary program is to help promote and ensure safety on the job and to comply with the law. It is the responsibility of everyone to make every effort to ensure a safe work environment for all involved.

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GENERAL SAFETY GUIDELINES for PRODUCTION

Safety is the top priority at this Production and it is our intention to foster a culture of safety in the workplace so that your production environment is the safest it can possibly be.

The following general safety guidelines pertain to you. While most of these guidelines are driven by common sense, others have evolved from federal, provincial, territorial, or local laws and regulations. Failure to follow these guidelines could result not only in serious injury, but could also cost valuable time and expense due to delays and/or shut downs enforced by either regulatory or management personnel.

As you well know, your working conditions may change from day to day, particularly on location. To prevent incidents, you need to be aware of your work environment and the equipment being used. Pay special attention to call sheets as they may contain important safety information for the next day's shoot. Your HOD or supervisor will be conducting daily safety meetings, as necessary, to brief you of potentially hazardous set conditions.

If you have any questions or concerns, or notice anything you believe could be hazardous to the cast and crew, please do not hesitate to talk to your supervisor or call the producer, knowing you need not be concerned about reprisals. Doing your job well and doing your job safely go hand in hand.

1. GENERAL RULES

Familiarize yourself with emergency procedures for each location. You are responsible for knowing how to react in an emergency situation. Contact your supervisor if you do not know emergency procedures.

Fire lanes. At a minimum, a 1.25 meter perimeter should be kept clear around the interior of the stage walls. Make sure all exit doors are unobstructed, unlocked and capable of being opened from the inside.

Good housekeeping should be maintained at all times. Walkways and work areas are to be kept clear of materials, trash, equipment and debris.

All decorative set materials should be flame retardant or made of non-

combustible materials if such materials will be exposed to hot lamps, fire effects or other ignition sources.

Obey all "No Smoking" signs. Observe designated smoking areas and always extinguish cigarettes in the appropriate containers (butt cans).

Fire equipment (hydrants, extinguishers, sprinklers, hoses, etc.) must be accessible at all times.

Always be aware of personnel working above and below you. All overhead equipment, fixtures and props should be properly secured.

All cables should be neatly routed. Cables in walkways and traffic areas should be covered with mats and/or cable crossovers.

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Pranks and other types of horseplay are unacceptable. Distracting crewmembers could result in accidents and injuries.

Report accidents immediately to your leadman, foreman, supervisor, and/or medical personnel. Follow instructions given to you when referred for medical treatment for any injury and retain documentation. **All injuries must be reported on the date of occurrence.**

Wear appropriate clothing and any required personal protective equipment (PPE). A shirt and proper footwear should be worn at all times. Safety glasses or hearing protection must be worn when operating equipment or performing work where eye or ear damage could potentially occur.

Medication which might interfere with your alertness or ability to perform your work should be used only under a doctor's direction. If you feel that any medication is impairing your work, please discuss this with your supervisor. Do not work while under the influence of illegal drugs or alcoholic beverages. Don't put yourself or your fellow workers at risk.

Attend all on-production, off-production and/or individual department **Safety Meetings**.

If involved in any stunt, special effect, aviation sequence, water sequence or other potentially hazardous or unusual activities, attend any additional **Safety Meetings** held for that activity.

Be aware of general location safety concerns, including extreme temperature conditions, physical surroundings, indigenous creatures and hazardous plants.

2. LIFTING & MOVING OBJECTS

Lifting loads improperly can cause back injuries.

Make sure you get the appropriate assistance when lifting or moving heavy or awkward objects. Avoid lifting such objects whenever possible by using carts, dollies and other mechanical devices or **GET ADEQUATE HELP**.

Before lifting any load, check for splinters, jagged edges, burrs, rough or slippery surfaces and protruding nails.

Check your intended path for obstructions.

3.- COMMON FALL RISKS

Fall Protection:

Regulations In 2015, Ontario introduced a new Working at Heights (WAH) Training Standard and made changes to the health and safety legislation in order to reduce the number of fall-related injuries and fatalities. Minimum requirements for fall protection are set out in Section 26 of the Construction Projects regulation (213/91). New training requirements for WAH came into effect with the Occupational Health and Safety Awareness and Training regulation (287/13). Fall protection must be used where a worker may be exposed to any of the following hazards (O. Reg. 213/91, s. 26): 1. Falling more than 3 metres (10 feet) 2. Falling more than 1.2 m (4 ft) if the work area is used as a path for a wheelbarrow or similar equipment 3. Falling into operating machinery 4. Falling into water or another liquid 5. Falling into or onto a hazardous substance or object 6. Falling through an opening on a work surface. **PERSONAL FALL PROTECTION** Workers who may be exposed to a fall of 2.4 m (8 ft) or more and have access to

the perimeter or an open side of any of the work surfaces listed below must be protected by a guardrail system (O. Reg. 213/91, s. 26.3(1)): 1. Floor, including the floor of a mezzanine or balcony 2. The surface of a bridge 3. A roof while formwork is in place 4. A scaffold platform, work platform, runway or ramp. If it is not practical to install guardrails, workers who may be exposed to a fall hazard must be protected by the highest-ranked method of fall protection that is practical (O. Reg. 213/91, s. 26.1(2)). These methods are: 1. Travel restraint system 2. Fall restricting system 3. Fall arrest system 4. Safety net. See Figure 19-29 at the end of this chapter for a helpful illustration on the methods of fall protection and their ranking. **Mandatory WAH Training** Employers must ensure that workers on a construction project who may use one of the four methods of fall protection listed above have completed a working at heights training course. This course must have been approved by the Chief Prevention Officer (CPO) of Ontario (O. Reg. 287/13, s. 6-7). The CPO (under the Ministry of Labour) must approve not only the WAH training course but also the WAH training provider. The employer must keep a record of this training. They must also ensure workers complete a WAH refresher course every three years. In addition, employers must ensure that their workers receive the following:

- Site-specific training on the fall hazards they will encounter
- Site-specific training on the fall protection equipment and procedures they will use
- Adequate oral and written instructions by a competent person on site. To meet this requirement, employers should ensure that the site supervisor conducts a Job Safety Analysis/Hazard Assessment and develops a Fall Protection Work Plan. The supervisor should review the results of the JSA/JHA and the requirements of the FPWP with workers on the site. (See Appendix A for more information.)

During construction, use of appropriate fall protection equipment is required when working at a height of 6 feet or more

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above the floor, ground or other working area when standard guardrails or other equivalent protection is not available.

During general use (prep, shoot, strike), compliant guardrails or other appropriate fall protection measures are required when working at a height greater than 30 inches above the floor, ground, or other working area.

Unprotected work areas such as platforms, sets, walkways, cliffs, floor openings, shafts and rooftops (when approaching within 6 feet of the roof's edge) require the use of approved fall protection measures. These measures include but are not limited to guardrails, barriers, safety net systems, a written fall protection plan, and/or the use of personal fall arrest, fall restraint, or work positioning systems.

Fall arrest equipment is always required when working in the permanent grid and truss system (perms) outside the catwalks and handrails.

DO NOT use fall protection equipment without proper training and instruction. Only use appropriate anchorage points.

Temporary stair railings and guardrails are required around elevated surfaces, pits, holes or other unprotected openings.

Ensure proper lighting in such areas and post signs as necessary.

Scaffolds:

Hazards The main hazards when working with scaffolds are • Erecting and dismantling scaffolds • Climbing up and down scaffolds • Planks sliding off or breaking • Improper loading or overloading • Platforms not fully planked or "decked" •

Platforms without guardrails • Failure to install all required components such as base plates, connections, and braces • Moving rolling scaffolds near overhead electrical wires • Moving rolling scaffolds with workers on the platform. Erecting and Dismantling Between 15 and 20% of scaffold-related injuries involve erecting and dismantling. The most common problem is the failure to provide an adequate working platform for a worker to use when installing the next lift of scaffold. Working from one or two planks is not recommended. It's important to install all required components, such as tie-ins, as the assembly progresses. Failure to do so makes the scaffold less stable and, while it may not topple, it may sway or move enough to knock someone off the platform. This happens more often when platforms are only one or two planks wide and guardrails are missing, as is often the case during erection and dismantling. SCAFFOLDS Climbing Up and Down Approximately 15% of scaffold-related injuries occur when workers are climbing up and down. Climbing up and down scaffold frames and braces has resulted in numerous injuries and fatalities. To prevent this, provide adequate ladders or scaffold stairs for workers to use. In addition, workers must use proper climbing techniques (3-point contact). Planks Sliding Off or Breaking Many scaffold injuries involve problems with planks. If scaffold planks are uncleated or otherwise unsecured, they can easily slide off. Scaffold planks can also break if they are in poor condition or overloaded. It is therefore important to use proper grades of lumber and to inspect planks before erection to ensure that there are no weak areas, deterioration, or cracks. Another common problem is insufficient or excessive overhang of planks at their support. Excessive overhang can cause a plank to tip up when a worker stands on the overhanging portion. Insufficient overhang is a leading cause of planks slipping off. Improper Loading or Overloading Overloading causes excessive deflection in planks and can lead to deterioration and breaking. Overloading occurs

most often in the masonry trade where skids of material can exceed 1,500 kg (3,000 lb.). Where practical, place cubes of masonry units directly over the scaffold frame where there is more support (O. Reg. 213/91, s. 136(1)). If heavy material is left overhanging the scaffold platform, it can also cause an imbalance and lead to the scaffold overturning. Platforms Not Fully Decked If scaffolds are not fully planked, it can cause injuries not only during erection and dismantling but also during general scaffold use. Regulations require that all scaffold platforms must be at least 460 mm (18 in) wide and all platforms above 2.4 m (8 ft) must be fully decked. Platforms without Guardrails Platforms without guardrails are a serious safety problem in construction. Guardrails are an important fall prevention measure not only for high platforms but also for low ones. Over one-third of the falls from scaffolds are from platforms less than 3 m (10 ft) in height. Therefore, guardrails are recommended during normal use for all scaffold platforms over 1.5 m (5 ft) high. Guardrails for all working platforms should consist of a top rail, a mid-rail, and a toe board.

Only use scaffolds with the appropriate guardrails, midrails and toeboards. **DO NOT** remove guardrails; contact the scaffold **"competent person"** if they need to be removed to perform special work. **REPORT** any missing guardrails at once.

DO NOT climb across braces.

Ladders:

Falls from ladders are common to all trades and pose one of the most serious safety problems in construction. Each year, on average, more than 300 lost-time injuries (LTIs) are caused by falls from a ladder in the Ontario construction industry. Many of these falls result in critical injuries (e.g., 65 in 2015) or fatalities (e.g., 2 in 2015). The following are major causes of ladder injuries. • Ladders are not held, tied off, or otherwise secured. • Weather conditions cause rungs or steps to become slippery. • Workers fail to grip ladders properly when climbing up or down (e.g., maintain 3-point contact). • Workers do not position themselves properly on ladders (e.g., leaning out too far). • Ladders do not have secure footing at the base or are placed at improper angles. • Ladders are defective. • High winds cause ladders to topple. • When near electrical lines, ladders are carelessly handled or improperly positioned. • Ladder stabilizers are not used when needed. Always consider and plan for the safest way to do work that cannot be done from ground level or from the finished floor of a building or structure. In some cases, the safest way may be to use a ladder. However, when dealing with elevated work or when working at heights, it's important to first consider whether the use of scaffolding, work platforms, or powered elevating work platforms (PEWPs) would be a more appropriate and safer alternative to ladders. If it is determined that a ladder will be used, then a risk assessment of the ladder work should be done. This chapter provides guidelines for selecting, setting up, maintaining, and using ladders. Because ladders are frequently used in the construction industry, workers face increased exposure to ladder hazards. This exposure, coupled with the large number of LTIs and the costs and suffering LADDERS

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associated with ladder injuries, justifies having increased worker training and better supervision of ladder use in construction. Worker training alone will not yield sufficient improvement. Any significant reduction in ladder incidents will require regular supervisory reinforcement of training as well as improved site control of operations involving ladders. Standards Standard manufacturing specifications exist for most types of ladders. CSA Standard Z11 sets out requirements for manufacturing portable ladders. The Ontario Ministry of Labour has established standards for job-built wooden ladders, while the International Standards Organization has issued ISO-2860 relating to "Access Ladders on Earth Moving Machinery".

Materials The most common materials for ladders are aluminum, wood, steel, and fibreglass-reinforced plastic. Wooden ladders deteriorate more rapidly than those made of more durable materials. They must never be painted because paint hides signs of deterioration and may accelerate rotting by trapping moisture in the wood. However, they may be treated with a clear non-toxic wood preservative or coated with a clear varnish. Inspect wooden ladders frequently for:

- Splits, shakes, or cracks in side rails and rungs
- Warping or loosening of rungs
- Loosening of attached metal hardware
- Deformation of metal parts

Although aluminum ladders are popular and more widely used than wooden ladders in construction, they are also more susceptible to damage by rough usage. Because they conduct electricity well, aluminum ladders must not be used where electrical contact is possible. Check side rails and rungs

regularly for dents, bends, and loose rungs. If dented, the ladder should be taken out of service until repaired by a competent person. If repair is not possible, the ladder should be destroyed. Fibreglass-reinforced plastic side rails are becoming more common and are generally used with aluminum rungs. They do not conduct electricity well and are resistant to corrosion. They are lightweight and available in various colours. They are, however, costly and heat-sensitive. They must not be exposed to temperatures above 93.3°C (200°F). Fibreglass ladders should be inspected regularly for cracks and "blooming." This is when weathering and UV damage wears away the protective surface and causes the glass fibres to become exposed. The worn area should be coated with an epoxy material compatible with the fibreglass. Inspect all ladders before each use for broken or missing rungs, steps, split side rails or other defects.

NEVER place ladders in doorways unless protected by barricades or guards.

NEVER stand on the top two rungs of a ladder.

USE only approved ladders or steps. Check the labels for compliance.

ALWAYS USE both hands while climbing.

4. CHEMICALS & FLAMMABLE MATERIALS **WHMIS – Guideline # 2**

Store all flammable liquids in approved safety containers or cabinets. Paint, chemicals, and other materials should not accumulate on stage floors, under platforms or in other work areas.

You should know and follow proper handling and storage procedures for all combustible or flammable materials.

Ensure that there is proper ventilation and wear appropriate personal protective equipment (PPE).

A **Safety Data Sheet** (SDS) shall be obtained from the manufacturer or distributor and a copy of the SDS must be kept on file for all chemicals and substances being used and/or stored.

5. HAND TOOLS AND RELATED EQUIPMENT

Use the right tool for the job. **Do Not** use tools or equipment for which you have not been properly trained and qualified. See your supervisor if you are unfamiliar with the equipment, have any questions or feel that you need additional training.

Ensure that all equipment is in proper working order and that all protective guards are in place and used.

Do Not attempt to alter, modify, displace, or remove any existing safety equipment. Saw guards, safety switches and other safety mechanisms are installed for your protection. Remove from service, label and report any damaged or malfunctioning equipment.

Wear appropriate personal protective equipment (PPE) and be aware of flying debris.

Additional information can be found in Industry Safety Bulletin #21.

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6. VEHICLES & FILMING EQUIPMENT Guideline # 13

(All production-related vehicles including Booms, Camera & Insert Cars, Cranes, Process Trailers, Tow Dollies, Camera Dollies, Elevated Platforms, Fixed Wing Aircraft, Boats, Helicopters, Motorcycles, Trains, Cars, Trucks, etc.)

The use of a wireless telephone is prohibited when driving unless that telephone is specifically designed and configured to allow hands-free listening and talking, and is used in that manner.

The use of an electronic wireless communication device to write, send or read a text-based communication when driving is prohibited.

Ratchet straps and/or ropes are the preferred method of securing loads and/or equipment. If using "bungees," "rubber snubbers" or other elastic-type devices, ensure they are not frayed, worn, damaged, cracked or have damaged or bent hooking devices. Uncontrolled release can cause severe injuries to unprotected body parts, particularly to the face or eyes.

Use the proper equipment for the job; be aware of load and rider capacities. **Never allow more than 9 people (including the driver) on an insert car.**

Operators and passengers of all vehicles should always use personal protective equipment (PPE).

Obtain training from a qualified instructor prior to operating aerial lift platforms, scissor lifts, forklifts or rough terrain variable-reach forklifts. OSHA requires the operators of such equipment to wear approved personal protective equipment (PPE).

Be particularly cautious when driving, walking or traveling; proceed slowly and watch for sudden movements of objects or

individuals.

Be especially careful when working around helicopters or on runways. Remain at least 50 feet away from helicopters or other aircraft unless directed by the Aerial Coordinator and/or Pilot in Command or ground safety contact.

Under no circumstances should you approach the helicopter or aircraft without permission from the ground safety contact or the Pilot in Command.

Whether the rotors are turning or not, always approach and leave the helicopter from the front. **NEVER WALK NEAR OR AROUND THE TAIL ROTOR OF A HELICOPTER.**

The use of aircraft, boats, trains or cars may require special permits and/or operator certifications. All vehicles, including their peripheral safety equipment (i.e., harnesses, belts, roll-cage, fuel cells, etc.), must undergo thorough safety inspection and testing on a daily basis by qualified experienced personnel.

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7. ELECTRICAL SAFETY

POWER LINES: Federal, provincial and local regulations pertaining to Overhead Clearances, *must* be observed and maintained at all times. This applies to ladders, scaffolds, booms, forklifts, aerial lifts, scissor lifts, cranes, rigging, sets, truss work, backdrops and other equipment that could come in contact with power lines.

To prevent electrocutions and injury resulting from contact between overhead power lines and conductive tools, materials, or scaffolds, OSHA recommends that employees be informed that most overhead, high voltage power lines are not insulated and, when in doubt, employees should assume that power lines are not insulated.

Employers should notify the utility company when work must be performed under and/or near overhead power lines where clearances cannot be maintained. In such situations, utility companies should de-energize the power lines or temporarily move or cover them with insulating hoses or blankets before any work is initiated.

Properly maintain all electrical equipment and wiring; no live parts should be exposed. Use equipment only for its intended purpose. Be particularly careful around water, especially when filming in rain scenes.

All AC (alternating current) electrical systems shall be grounded.

Keep electric panels accessible at all times. There should be no obstructions or storage within three feet (3') of a panel.

Remember that lights placed too closely

to props, sets and other materials may pose a fire risk. Make sure that lights are placed far enough away to alleviate risk.

Only qualified persons with the appropriate technical knowledge should perform electrical work.

Personal Protective Equipment – PPE

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is something that all construction workers wear. It is designed to protect them from physical dangers and/or health hazards. Equipment such as hard hats, safety glasses, and safety boots are designed to prevent an injury or reduce the severity of an injury if one occurs. Other PPE, such as hearing and respiratory protection, is designed to prevent illnesses and damage to the worker's health. It is important to remember that PPE only provides protection. It reduces the risk but does not eliminate the hazard. The best way of protecting workers is to control the hazard at the source or along the path. However, if that is not possible, controls need to be put in place at the worker. This concept is referred to as the "hierarchy of controls" (Figure 10-1). The chapters in this manual on different kinds of PPE (Chapters 10 to 17) will enable users to • assess hazards and select a suitable control method • locate and interpret legislation related to PPE • effectively use and maintain PPE.

Legal Requirements While common to all trades, PPE varies according to individual, job, and site conditions. Legal requirements for personal protective equipment also vary, so consult appropriate sections of the Construction Projects regulation (O. Reg. 213/91) under the Occupational Health and Safety Act (OHSA). Employers have a duty under the OHSA to provide their workers with the PPE prescribed by law (OHSA, s.25(1)). Although many workers take their own PPE to a job, the employer is ultimately responsible for making sure that the proper PPE is used and is maintained in good condition. Workers have a duty

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under the OSHA to wear or use PPE required by the employer (28.(1)(b)). In some situations, the regulations may not require PPE but the employer has set additional health and safety standards for the jobsite, such as mandatory eye protection. The Construction Projects regulation (O. Reg. 213/91, s.21) requires that a worker wear such protective clothing and use such equipment or devices "as are necessary to protect the worker against the hazards to which the worker may be exposed." It also requires that the worker be trained in the use and care of this equipment.

PERSONAL PROTECTIVE

EQUIPMENT Engineering Controls

When considering ways to defend against a workplace hazard, personal protective equipment (PPE) should be the last option. PPE is a way to control hazards at the worker. Better options are engineering controls that eliminate or reduce as much of the risk as

possible at the source or along the path to the worker (Figure 10-1). Figure 10-1: Hierarchy of Controls Engineering controls fall into five categories: 1. Substitution 2. Alternative work methods 3. Isolation 4. Enclosure 5. Ventilation. Substitution Use a safer method or material that can do the same job (e.g., a less toxic chemical). A common example is the substitution of calcium silicate or fibreglass insulation for asbestos insulation. Alternative Work Methods Find another way to do the job in a way that is less hazardous. For example, brushing or rolling paint produces much lower vapour levels than spray painting. Similarly, wetting asbestos-containing material before removal releases up to 100 times less dust than dry removal. Make sure to check that the new work method is safer. Isolation Isolate the worker from the hazard. In a quarry, for example, the operator of a crusher can be isolated from dust by a filtered, air-conditioned cab.

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8. WATER HAZARDS – Guideline # 31

If working on or near water, an employee should make the Production Company aware if he or she has a fear of working around water or cannot swim.

All cast and crewmembers working on or near water should wear life vests or other water safety gear when appropriate.

When using watercraft, be aware of load and rider capacity limits. Only required personnel should be on watercraft; all others should remain on land.

Safety lines, nets, watch safety personnel and/or divers should be used when filming in rivers or other bodies of water where potentially hazardous conditions could exist (e.g., swift currents, thick underwater plant life, or rocks).

Know as much as you can about the body of water you're working on or in, including its natural hazards and animal life. The Production Company, Location Manager or the Safety Coordinator should have all relevant information.

If personnel are going to enter the water, it may be necessary to sample and analyze the water for any potential environmental concerns and/or health hazards.

9. STUNTS & SPECIAL EFFECTS – Guideline # 5

All stunts and special effects should be reviewed by all participants prior to execution to ensure that they are performed in the safest manner possible.

Before filming a stunt or special effect, the parties involved should all perform an on-site dry run or walk-through. A safety meeting

should be held and documented.

Special effects involving pyrotechnics, explosives and/or fire must be noted in advance on the call sheet. Properly licensed individuals must perform all such effects. The necessary permits must be obtained and the appropriate regulatory agencies notified. Explosives must be stored, transported and disposed of properly.

Appropriate personal protection equipment (PPE) and/or other safety equipment must be provided to the cast and crew as needed. There must be a planned escape route and each person involved should personally check all escape routes. Only persons authorized by the special effects and/or stunt coordinator shall be allowed in the area.

Radios, cell phones, pagers, personal data assistants (PDAs), transmitting equipment or remote control equipment should not be used around pyrotechnic or other explosive devices.

10. ARTIFICIALLY CREATED SMOKES, FOGS & DUST EFFECTS – Guideline # 9

Be aware that the use of atmosphere smoke has become highly regulated and limited by a variety of regulatory agencies. Contact the Safety Coordinator Production Safety Consultant for guidelines and regulations.

11. FIREARMS & OTHER WEAPONS Guideline # 39

Firearms are strictly prohibited in the workplace and all work premises, unless utilized in the production and in the possession and control of the Property Master, or in the possession and control of authorized security officers (pursuant to a separate written agreement with such trained, licensed and insured security officers, in which Production expressly authorizes such possession).

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Treat all weapons as though they are loaded and/or ready to use. Do not play with weapons and **never** point one at anyone, including yourself. Follow the directions of the Property Master and/or Weapons Handler regarding all weapons.

The use of firearms and other weapons may require special permits and/or operator certifications. Anyone that will be using a weapon shall know all the operating features and safety devices. All weapons must undergo thorough safety inspection, testing and cleaning on a daily basis by qualified personnel.

Anyone handling a weapon shall receive the proper training and know all operating features and safety devices.

If firearms and other weapons are used in filming, the Property Master and/or Weapons Handler must meet with cast and crew to inform them of the safety precautions in effect and answer any questions.

12. – **ANIMALS Guideline # 40**

Animals are unpredictable. If animals are used in filming, the Animal Handler should meet with cast and crew to inform them of the safety procedures in effect and answer any questions. Safety meetings should be held when appropriate.

Do not feed, pet or play with any animal without the permission and direct supervision of its trainer. **Defer to the animal trainers at all times.** When working with exotic animals, the set should be closed and notices posted to that effect, including a note on the call sheet.

13. - **ENVIRONMENTAL CONCERNS**

All hazardous waste generated by the company, including paint, must be disposed of properly. Proper documentation and permits for the transportation and disposal of such waste is required by law.

Be aware of hazards associated with lead paint and asbestos. If encountered, **do not disturb** and immediately report to your supervisor or safety representative.

Be aware of biological hazards such as human or animal waste, mold, fungus, bacteria, body fluids, Bloodborne pathogens, used needles (Sharps), vermin, insects and other potentially infectious materials.

Employees shall not enter confined spaces (manholes, underground vaults, chambers, silos, etc.) until the oxygen and gas levels have been checked and confirmed to be within acceptable levels.

Certain situations may require permits and/or licenses, for example, when the production will be using artificial smoke, large dust effects, creating excessive noise or when working around endangered plant or animal life.

Please be sure to comply with all applicable statutes and/or regulations.

14. **HAZARD and INCIDENT REPORTING**

All observable or potential Hazards, incidents (injuries, near misses, property damage etc.) are to be reported to your supervisor and/or Set Medic immediately.

15. **EMERGENCY PROCEDURES**

Your supervisor will inform you of the emergency procedures for the location you will be assigned to work. You should become familiar with the location of fire exits and applicable emergency response equipment nearest you.

16. **COPIES OF THE OHSP**

Complete copies of the OHSP are located in the Production Office, each location, on set, and in a readily available digital format. You have the right to inspect it and you, or your authorized representative has the right to submit a written request to receive a complete copy of the program within 5 business days at no charge. Reasonable access to the OSHA and provincial health & safety regulations will be made available in a timely manner upon request.

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Health & Safety Policy, OHSP Orientation and Safety Guidelines Acknowledgment

I have been made aware of the following production health & safety documents and policies:

- ***Health and Safety Policy***
- ***Workplace violence and harassment policy***
- ***General Safety Guidelines for Production***
- ***Injury & Illness Prevention Program***
 - ***OHSP Administration and Responsibilities / Responsible Persons***
 - ***Hazard Assessment and Control***
 - ***Safety Communications***
 - ***Education and Training***
 - ***Incident Reporting and Investigation***
 - ***Safe Work Practices***
 - ***Enforcement of Safe Work Practices***
 - ***First Aid and Emergency Planning***
 - ***Workplace Inspections***
 - ***New Employee Safety Orientation***
 - ***Inspection From a Regulatory Agency***
 - ***Records and Documentation***
 - ***OHSP Review***

Your supervisor or 1st AD will inform you of the emergency procedures for the location you will be assigned to work. You should become familiar with the location of fire exits and applicable emergency response equipment nearest you.

Complete copies of the OHSP are located in the Production Office, each location, on set, and in a readily available accessible electronic format. You have the right to inspect it and you, or your authorized representative has the right to submit a written request to receive a complete copy of the program within 5 business days at no charge. Reasonable access to the OSHA and provincial health & safety regulations will be made available in a timely manner upon request.

You will receive a copy of the *General Safety Guidelines for Production* to read, understand, and follow. Special work related procedures will be explained by your supervisor as needed. Failure to adhere to the OHSP, *General Safety Guidelines for Production* and safe work procedures may result in disciplinary action.

Employee Signature:

Date:

Employee Name (Print or Type)

Job Title / Position:

**IMPORTANT: By signing this form you do not waive any of your rights under the
OHSA.**

SECTION 21 FILM GUIDELINES

- Acknowledgements
- Safety responsibilities and duties
- The work refusal process
- Guideline No. 1: First aid
- Guideline No. 2: Hazards materials (WHMIS)
- Guideline No. 3: Communication regarding potentially hazards procedures
- Guideline No. 4: Production company stunt plan review
- Guideline No. 5: Stunt plan
- Guideline No. 6: Rescue plan
- Guideline No. 7: Explosives and/or pyrotechnics
- Guideline No. 8: Open flames
- Guideline No. 9: Smoke and fog
- Guideline No. 10: Propane use
- Guideline No. 11: Gasoline operated equipment
- Guideline No. 12: Electrical safety
- Guideline No. 13: Transportation
- Guideline No. 14: Seat belts, harnesses, roll cages and air bags in vehicles
- Guideline No. 15: Motocycles
- Guideline No. 16: Railways and railway crossings
- Guideline No. 17: Camera cars
- Guideline No. 18: Camera cars: process trailers and towed vehicles
- Guideline No. 19: Camera cars: camera boom vehicles
- Guideline No. 20: Camera cranes
- Guideline No. 21: Working at heights
- Guideline No. 22: Mobile elevating equipment
- Guideline No. 23: Scaffolding
- Guideline No. 24: Child performers
- Guideline No. 25: High fall
- Guideline No. 26: Skydiving
- Guideline No. 27: Helicopters
- Guideline No. 28: Fixed wing aircraft
- Guideline No. 29: Hot air balloons
- Guideline 30: Underwater stunts and underwater operations
- Guideline No. 31: Water hazards
- Guideline No. 32: Water locations, small craft/vessel and at dockside
- Guideline No. 33: Working In extreme temperature conditions
- Guideline No. 34: Location requirements
- Guideline No. 35: Hair and make-up
- Guideline No. 36: Multiple dressing rooms
- Guideline No. 37: Craft services and food catering

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- Guideline No. 38: Carpentry/Woodworking
- Guideline No. 39: Firearms
- Guideline No. 40: Animal handling
- Guideline No. 41: Indigenous pests
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- Guideline No. 43: Industrial and construction regulations
- Appendix A: Department heads (as per safety responsibilities and duties)
- Appendix B: Electrical safety
- Appendix C: Adverse weather conditions
- Appendix D: Flotation garments
- Appendix E: Definitions
- Appendix F: Ministry of Labour, Training and Skills Development Occupational Health and Safety Branch contact information

