

Safety Responsibilities
CONSTRUCTION COORDINATOR

Safety Program Information for Construction Coordinator

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

Responsibilities of the Construction Coordinator

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

Production Start-Up

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

- b. Whenever a new crewmember or independent contractor arrives (This may be delegated to the foreperson).
- c. Anytime there is a change in work site or multiple work sites the foreperson at each site must give a safety orientation, including emergency action, and conduct Tool Box Talks (available at safetyontheset.com.)
- d. Anytime there is an injury, review with all crew applicable safety rules.

On Production

Implement the Occupational Health and Safety Program:

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

Communicate and Troubleshoot:

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

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

Coordinate response to serious accidents and emergencies:

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

1. Summon emergency medical assistance immediately (911).
2. Clear the area and protect the crew from further injury. (Take equipment out of service or post sign.)
3. Preserve evidence for further investigation.

4. Immediately notify the PM. If not available, notify the 1st AD and the Production Safety Representative.

Coordinate MOL/Government Inspector/Investigator activities:

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

1. Immediately notify the PM. If not available contact the 1st AD and the Production Safety Representative.
2. Request the official's credentials and determine their validity.
3. Tell the inspector it is company policy to have a representative of the Department of Safety & Environmental Affairs present for any inspection. Ask them politely to wait, and contact the Production Safety Representative immediately.
4. Determine the nature of the visit. Be courteous, be quiet and be cautious.
5. If the inspector refuses to wait, accompany the official directly to the site in question.
6. Do not sign anything or provide written documentation. Ask that their request for documentation be placed in writing so it may be responded to in writing.
7. Ask for explanations of the problem and welcome any suggestions for corrective action.
8. If the inspector/investigator wants to take photographs, they may. You should however take your own pictures of any area that they photograph.
9. Answer questions directly; however, do not volunteer information.
10. Make detailed notes immediately after the official has departed. Copies are to be sent to the Production Attorney and to the Production Safety Representative.

Show Wrap

Forward all documentation of safety program to the Production Office:

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