

## Safety Responsibilities LOCATION MANAGER

### **Safety Program Information for Location Manager**

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

### **Responsibilities of the Location Manager**

As the Location Manager, you are responsible for:

- Assessing all hazards at a location by completing the ***Location Pre-Production Hazard Assessment Checklist (Form 7)*** and the ***Location On-Production Hazard Assessment Checklist (Form 8)***;
- Communicating that information to the **Production Manager, First Assistant Director, Construction Coordinator and Transportation Coordinator**.

### **Production Start-Up**

1. Visit **www.canadianproduction.com** to familiarize yourself with the safety information available, (AMPTP and Ontario Guidelines, Tool Box Talks, etc.) and to read the **Production Safety Manual**.
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 safety requirements or arranging worker training, call the **Production Safety Representative**.
3. Attend the mandatory Occupational Health and Safety meeting to become familiar with the program in order to address potential environmental and safety hazards on location.

### **On Production**

#### **Examine locations for safety concerns:**

1. Check all locations for potential safety concerns and hazards:
  - a. Asbestos, chemicals, hazardous waste, paints with lead, blocked or unmarked exits, unprotected elevated areas, improper ventilation, etc.
  - b. This includes all location construction, holding, parking, catering, dressing areas, etc.
2. Fill out the ***Location Pre-Production Hazard Assessment Checklist (Form 7)*** for each new location.
  - a. Ask building owners or managers about potential environmental concerns, asbestos reports or prior testing of lead based paints.
  - b. Obtain proper permits.
  - c. Obtain safety postings from **the Production Safety Representative**.
  - d. Complete the ***Location Safety Poster*** by filling in nearest hospital and emergency numbers and post.
5. Call the **Production Safety Representative** with any questions about lead paint, asbestos, water testing, fall protection, weight restrictions, etc. (Testing can be lengthy and certified structural engineers are expensive, so a backup location is prudent.)
6. Fill out the ***Location On-Production Hazard Assessment Checklist (Form 8)*** to document inspection of each location on the day the crew is scheduled to arrive for work.
7. Turn in all forms to the Production Office Coordinator.

**Notify the UPM and Safety Coordinators (1<sup>st</sup> AD, Construction Coordinator and Transportation Captain/Coordinator) of safety concerns and special hazards:**

1. Provide **Emergency Plan** information – including evacuation routes and muster stations - for all Locations.
2. Determine if special hazards exist such as excessive traffic, location hazards associated with airports, marinas, and other water sites.
3. If working near an active roadway for which there is not complete traffic control, anyone who will be beside the road, on the road, or crossing the road should **wear a reflective safety vest**.
4. Assist other Department Heads to conduct safety meetings:
  - a. When cast and crews are exposed to a location hazard.
  - b. Anytime there is a change in location.

**Monitor all locations:**

1. Inspect, on an ongoing basis, for changes that could produce additional hazards (e.g. changing weather conditions, construction changes, etc.)
2. See to it all sets are inspected on a regular basis so they are free from hazards and correct, or have corrected, any that are found.
3. Consult with the PM and the Production Safety Representative to resolve location safety concerns (e.g. confined spaces, warehouse adaptation for stage use, etc.)

**Develop contacts for emergency services:**

1. Assist on-set first aid with emergency information and contacts.
2. Identify the nearest hospital and provide maps and directions for all locations to the PM, 1st AD, Construction Coordinator, Transportation Coordinator, and First Aid Staff. Ensure that FA/CS and the 1<sup>st</sup> AD are provided with current written First Aid Procedures to be posted at each location.

**Document all safety activities:**

Complete and turn in the ***Location Pre-Production Hazard Assessment Checklist (Form 7)***, ***Location On-Production Hazard Assessment Checklist (Form 8)*** and other related paperwork (e.g. safety inspection certificates, test results, environmental surveys, etc.) to the Production Office Coordinator.