

Health and Safety Guidelines
for
West of 22 Productions Inc



Production Facility
2nd Edition, Sept 2024



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INTRODUCTION

The screen-based industry finances, manufactures and markets promotional entertainment, documentary and educational film, television and digital media. Screen based production is a highly complex business requiring the orchestration of diverse technical and creative skills. It also presents unique and unusual occupational health and safety hazards.

Everyone in this industry has legal and moral responsibilities for safety. These West of 22 Productions Inc. Guidelines are intended to assist those who use our facility and not replace the laws that are in place. To determine their legal workplace duties and rights, employers/producers, supervisors and working professionals are urged to refer to the actual legislation.

These safety Guidelines are intended to provide a user-friendly guide to those utilizing West of 22 Productions Inc. facilities. These Guidelines should be referred to as the minimum standards for Health and Safety. These Guidelines do not replace the Occupational Health and Safety Act and the relevant Regulations.

NOTE: Updated Workplace First Aid Assessment

Under the new BC protocol our location is deemed to be: Not remote

Hospital(with Emergency Room and STARS access within 2km), Fire Department(.5 KM) and RCMP (2km)

Map is included in APPENDIX



INTERPRETATION OF GUIDELINES

To provide consistency in the application of these Guidelines, the following words are defined as follows:

1. "Competent person" means a person who is:
 - i. qualified because of that person's knowledge, training and experience to do the assigned work in a manner that will ensure the health and safety of every person in the workplace; and
 - ii. knowledgeable about the provisions of the Act and Regulations that apply to the assigned work, and about potential or actual danger to health or safety associated with the assigned work.
2. "Designated" or "Designated competent" means designated, in writing, by the employer unless otherwise specifically provided. The designation must be in writing and must be clear on a person-by-person basis who is covered and who is not; however, there is no requirement for individuals' names to appear on a list. It would be adequate to refer to job titles, or similar categories, as long as there is only one job title/category per individual.
3. "Employee" means a person who is employed to do work and includes a dependent contractor.
4. "Employer" means a person who employs one or more employees or contracts for the services of one or more employees, and includes a constructor, contractor or subcontractor.
5. "Shall" refers to existing Laws and Regulations that must be adhered to.
6. "Should" refers to recognized safety methods and procedures and are recommended to be followed to ensure the health and safety of all persons.
7. "Officer" means an occupational health and safety officer appointed pursuant to this Act and includes the Director.
8. "Workplace" means any place where an employee is or is likely to be engaged in any occupation and includes any vehicle or mobile equipment used or likely to be used by an employee in an occupation.
9. "The Act" means the Alberta Occupational Health and Safety Act.



GENERAL HEALTH AND SAFETY GUIDELINES

Guideline No. 1: Safety Responsibilities and Duties

Responsibilities

Safety takes precedence over expediency or short cuts. It is recognized that there can be unforeseen or unique situations that will require onsite judgment calls. The safety of all personnel involved must be the foremost priority.

Safety is the responsibility of every individual. The following lists the duties and responsibilities of various departments, as understood by West of 22 Productions Inc.

Executive Producer/Producer/Line Producer:

1. Ensure the safety of all persons associated with the production and general public.
2. Promote safety and provide safe working conditions.
3. Provide and maintain at all workplaces any first aid supplies, and required services, and designate a person who shall be trained in first aid, as required under the Occupational Health and Safety Act; and
4. Comply with all safety Statutes and Regulations.

Production Manager:

1. Facilitate the implementation of all reasonable safeguards and ensure safe working conditions for all persons associated with the production and the general public.
2. Ensure that all employees have access to and are aware of the contents of the Health and Safety Guidelines for the Alberta Screen Based Production Industry; and
3. Comply with all safety Statutes and Regulations.

1st Assistant Director:

1. Ensure safe working conditions on set.
2. Ensure that appropriate safeguards are in place and that an emergency plan has been devised.
3. Confer and consult with the Stunt Coordinator, Special Effects Coordinator, Weapons Handler, Animal Handler, and Department Heads to assure that all reasonable safeguards are in place.
4. Schedule sufficient time to allow the Stunt Coordinator, Special Effects Coordinator, Weapons Handler, Animal Handler, and Department Heads to inform the performers and crew of all pertinent safety considerations.
5. Communicate on-set developments or potential hazards to the Producer and/or Production Manager; and
6. Comply with all safety Statutes and Regulations.



Department Heads:

1. Should ensure that all department functions are performed in accordance with standard practices and that all necessary precautions are observed, including the use of proper safeguards and means of personal protection, and a careful check of all new and relocated equipment before it is placed in operation.
2. Should ensure that any necessary safety equipment and/or protective devices are being used or worn.
3. Should inform their department personnel of possible hazards and how to avoid them.
4. Should inform and educate their department as to the properties of any chemicals and/or hazardous materials stored or handled by them and emergency procedures to be followed.
5. Should instruct new/inexperienced personnel on departmental safety procedures.
6. Should insist that any injured personnel secure first aid and report all injuries to the Safety Supervisor and/or 1st Assistant Director; and
7. Should comply with all safety Statutes and Regulations.

It is highly recommended that Department Heads hold informal safety meetings daily with work crews prior to job assignments. These five-minute safety talks should demonstrate proper safety procedures to complete the job; use safety bulletins or other hand-out training materials; introduce new employees to safety procedures, rules and practices; and make employees aware of safety equipment available for the job (respirators, gloves, etc.)

Employee/Contractor/Freelancer:

1. Follow safe procedures and take an active role in protecting themselves and all others possibly affected by their undertakings.
2. In the case of injury, report promptly to Department Head and seek first aid or medical help without delay.
3. Immediately report any hazardous situation to Department Head.
4. Comply with all safety Statutes and Regulations; and
5. Wear or use protective devices, equipment or clothing as required. It is in the interests of the highest possible standards of safety on the set that any report of unsafe elements be welcomed as a sign of conscientiousness and professional competence.

The Safety Representative:

1. Be elected by the crew and identified on the Call Sheet.
2. Be a representative for the crew (both production and technical, cast, and extras) in all matters concerning safety.
3. Be knowledgeable of the Occupational Health and Safety Act.
4. Be knowledgeable of the Guidelines and Regulations contained in the Health and Safety Guidelines for the Alberta Screen Based Production Industry.
5. Ensure that all employees have access to a copy of the Health and Safety guidelines, both Provincial and West of 22 Productions Inc.



6. Comply with all safety Statutes and Regulations; and
7. Any employee who believes he/she is in a potentially hazardous situation, which they have been unable to resolve in consultation with their Department Head, may request the Safety Representative to mediate on their behalf and approach Management if deemed necessary.

Regulations

1. The Internal Responsibility System (IRS)

The IRS is a principle on which Occupational Health and Safety is based. In Alberta the IRS is embedded in the Occupational Health and Safety Act.

The IRS clearly and concisely acknowledges that all workplace parties - employers, employees, suppliers, contractors, owners of property, self-employed persons - have shared responsibilities regarding workplace safety. The IRS further states that the primary responsibility for creating and maintaining a healthy and safe workplace is based on each party's authority and ability to do so (the degree of control they have at a workplace). It also includes a framework for participation in the workplace (an opportunity to determine how work is carried out) communications (transfer of information) and the refusal of unsafe work to ensure the parties can carry out their responsibilities. Finally, it acknowledges the role of the Alberta OHS Division as not one of creating and maintaining safe and healthy workplaces (supplanting the workplace parties) but to establish and clarify the responsibilities of the parties under the law, to support them in carrying out their responsibilities and to intervene appropriately when those responsibilities are not carried out.

Components of the IRS are readily seen throughout the Act. The requirement for Joint Occupational Health and Safety Committees or Representatives is one of the vehicles for participation in the workplace. Posting requirements and requirements for providing information ensures a workplace party's right to know.

2. Requirements for a safe workplace

Generally, all employers are expected to apply the Act and the appropriate Regulations to their workplace and to make their employees familiar with the requirements of the Act.

The Act requirements are:

- i. Post a copy of the Act ([Occupational health and safety \(OHS\) | Alberta.ca](#)) Occupational Health and Safety (OHS) Contact Centre ([1-866-415-8690](#))
- ii. Contact OHS and WCB within 24 hrs. if:
 - a. a worker has died at work or from an illness connected to the work site
 - b. a worker has been or will be admitted to a hospital as a result of a workplace injury, illness or incident



- c. note that hospital admission does not include treatment at an emergency room or urgent care centre
- d. there is:
- e. an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or illness or has the potential to cause a serious injury or illness
- f. the collapse or upset of a crane, derrick or hoist
- g. the collapse or failure of any component of a building or structure
- iii. Post any orders/decisions of an OHS officer, as well as post any appeals of orders/decisions and the results of the appeal.
- iv. Post the required compliance notice once the order has been satisfied.
- v. Post a written and signed OHS Policy
- vi. Make available any Regulations that apply to the type of work being done at the workplace.
- vii. Let employees know they have the right to refuse unsafe work, the right to know of any hazards or issues that affect the workplace, the right to identify and participate in the resolution of any health and safety issues arising in the workplace.
- viii. Maintain equipment and premises.
- ix. Provide training, instruction and supervision.
- x. Ensure proper equipment and safety gear and ensure it is used and used appropriately.
- xi. Provide written safe work procedures where needed.
- xii. Provide a listing of all chemicals in the workplace; and
- xiii. If there are at least 5 employees at any one workplace, ensure that a Health and Safety Representative is chosen by the employees. This representative acts as a link between the employees and the employer in matters of identifying hazards; participating in inspections and investigations; and advises on personal protective equipment, (refer to Appendix I).

While there are additional regulatory requirements based on the type of work that takes place in the workplace the following regulatory requirements apply:

- i. Provide WHMIS (Workplace Hazardous Materials Information System) if employees handle or work near any controlled products (cleaning agents, gasoline, solvents etc.); and
- ii. Ensure at least one person on duty is trained in emergency first aid and either a type 1 or type 2 first aid kit is available as appropriate.

Note: Productions in the screen-based industry are unlike typical worksites, they tend to be for short duration and the number of employees on site can vary from day to day. Short duration projects (less than 4 weeks) do not normally require a JOHSC regardless of the number of employees. Since it is likely that a JOHSC may never be established it is highly recommended that a **safety representative** be appointed regardless of the number of employees. Having a safety representative at all times will ensure that hazards, complaints, recommendations, inspections will be dealt with and the lines of communication between the employer and employees regarding the overall improvement of health and safety will continue.



C. Recommendations

1. Where a Call Sheet is used, a Safety Section should be incorporated. Information provided should include, but not be limited to:

- I. Notice of pyrotechnics, hazardous stunts, etc.
- II. Identification of Safety Representative or Safety Supervisor.
- III. Emergency numbers.
- IV. Reference to relevant Health and Safety Guidelines; and
- V. Location of safety and first aid equipment.

Where a Call Sheet is not used, safety notices should be posted or distributed as appropriate.

2. A copy of the Alberta Occupational Health and Safety Guidelines for the Alberta and West of 22 Productions Inc. should be available on each work site

3. It is recommended that for shoot days involving complex and potentially hazardous stunts or FX, a Safety Supervisor should be employed.

D. Definition of a Safety Supervisor

1. Hired by the producer on shoot days involving complex and potentially hazardous stunts and SFX, to implement any reasonable safeguards necessary to ensure safe working conditions for the cast and crew.
2. Has been entrusted with the responsibility and the ultimate authority to halt shooting or abort any activity in perceived unsafe conditions until deemed safe.
3. Is knowledgeable of the Occupational Health and Safety Act and Regulations.
4. Is knowledgeable of the Guidelines and Regulations set forth in the Health and Safety Guidelines for the Alberta Screen Based Production Industry.
5. Ensures compliance with all safety laws and ordinances.
6. Is a holder of a valid St. John Ambulance Advanced First Aid Certificate, or equivalent.
7. Is responsible for the design, co-ordination and implementation of all safety measures, emergency plans, etc.
8. Is advisor to the Health and Safety Committee and/or Safety Representative.
9. Files reports of work-related injuries to the producers and appropriate government authorities; and
10. Is trained to deal with the specialized nature of each shoot and/or enlist the aid of qualified personnel (i.e. water, fire-burns, stunts, animals, chemical exposure, etc.).

Guideline No. 2: First Aid

1. Every person shall take every precaution that is reasonable in the circumstances to protect their own health and safety and that of all other persons at or near the workplace and others who may be affected by their undertaking.



2. At least one person on each set or location (including prep work) shall be identified as a First Aid Attendant. The First Aid Attendant shall be assigned to work in the immediate vicinity and have charge of the first aid kit. The First Aid Attendant must always be available to treat an injured person without undue delay.

3. The First Aid Certificate of a First Aid Attendant shall be posted at the workplace.

4. Anyone who sustains an injury at a workplace should, without undue delay, use the first aid services and supplies provided by the Producer.

5. Where first aid is administered to an injured person in the workplace, a written record shall be maintained of:

- a. The name of the injured person.
- b. The date and time of the injury.
- c. The location and nature of the injuries.
- d. The time when first aid was administered.
- e. The first aid treatment provided.
- f. The name of the person who provided the first aid; and
- g. The name of the person to whom the injury was reported.

6. The production company, at its expense, shall ensure that the first aid supplies and services required by the Regulations are provided, supplied, maintained and readily accessible to the employees during all work hours. (refer to Appendix A)

7. The Regulations outline several requirements regarding first aid kits. The size of the kit, i.e. the number of supplies, is again based on the number of employees per shift. Kit contents listed in Appendix.

Kits are numbered: 1 (1 employee)
 2 (1 to 20) and
 3 (20 to 50).

For workplaces of more than 50 employees increase the supply of dressings, bandages and antiseptics proportionate to the number employees over of 50; for example, for 75 employees, multiply numbers in # 3 kit by 1 ½ (75/50) times.

For non-office workplaces with 100 or more employees per shift a first aid room (a room exclusively used for first aid) will be required. ***Note: Production crews are responsible for providing this and any other external facilities/rooms.***

8. Prior to the commencement of any work, the Production Manager, in consultation with the Location Manager, should submit to the Producer for approval a resume of the first aid facilities to be provided which should include:

- a. The number of employees and description of the operations to be undertaken.



- b. A description of the first aid facilities.
 - ii. The planned methods of emergency transportation.
 - iii. The methods of two-way communication available; and
 - iv. The qualifications of the First Aid Attendant or nurse or both.
- 9. Where an employee is engaged in pre-production work at a location, the Production Manager, with the assistance of the Location Manager, should provide the Heads of Departments with a list of emergency contacts and the planned method of emergency transportation, and shall provide a suitable first aid kit at each location. (refer to Appendix A)
- 10. When Stunts, FX, and Fire work etc. are scheduled, a medical provider (e.g. Paramedics) should be standing by on set to administer medical treatment.
- 11. The Call Sheet should identify the location of the first aid kit and the designated Safety Representative, Safety Supervisor and/or First Aid Attendant.

First Aid Training

At least one person (per shift) trained in emergency first aid for a non-office workplace of more than 1 and less than 20 employees (per shift),

At least one person (per shift) trained in standard first aid for a non-office workplace of 20 or more but less than 100 employees (per shift),

At least one person (per shift) trained in advanced first aid for a non-office workplace of 100 or more employees.

Note: first aid training must be given by an organization (individual) approved to deliver first aid courses and issue certificates.



DEPARTMENTAL SAFETY

Guideline No. 3: Carpentry/Woodworking

Accident Prevention

- i. Be aware of and follow all municipal, provincial and federal codes, ordinances and Regulations.
- ii. Inspect all equipment before using.
- iii. Keep all equipment in good repair.
- iv. DO NOT REMOVE safety shields or other safety devices.
- v. Wear and use approved protective equipment at all times.
- vi. Remove rings, avoid watches and loose clothing, and suitably confine long hair.
- vii. Inspect work area for unsafe conditions, and remedy before beginning work.
- viii. Keep work areas in a clean and sanitary condition.

2. Hand Tools

- i. Keep all hand tools clean, sharp and in good repair.
- ii. Use all hand tools for the purpose for which they were intended (e.g. a screwdriver is not a chisel and vice-versa).
- iii. Do not carry sharp or pointed objects in pockets.

3. Power Tools

- i. Make all adjustments and tighten all locking devices before attaching tool to power supply.
- ii. Make sure tool is switched off before connecting to power supply.
- iii. Use grounded extension cords, grounded outlets and/or a Ground Fault Circuit Interrupter.
- iv. Operate all tools with all safety guards in place.
- v. Use the fence or guide, push-stick, etc.
- vi. Maintain an appropriate safety margin between cutting edge and hands.
- vii. Keep blades, bits and related tools sharp.
- viii. Keep the tool and surrounding area free of debris.
- ix. Follow manufacturer's maintenance instructions.
- x. Handle all air-actuated devices with extreme caution.

4. Explosive-actuated Fastening Tools

- i. The most important factor in achieving safe, satisfactory use of explosive actuated fastening systems is operator training. Only trained and competent operators shall use explosive-actuated tools.
- ii. All operators shall wear eye and ear protection.
- iii. The latest edition of the ANSI A 10.3195 and any addition or amendment thereto shall be used as a guide for the safe operation and maintenance of explosive actuated tools.



5. Rope

- i. Keep the load within the safe limits of the working strength of the rope. A safety factor of five-to-one is generally used for new rope, eight-to-one for old rope, ten-to-one for rigging.
- ii. Thread rope in sheaves or pulleys correctly. Never use a smaller pulley or sheave than is recommended for the size of rope being used.
- iii. Avoid excessive knots (which can reduce strength of rope up to 50%).
- iv. Reverse rope ends in any tackle periodically so that all sections of it will receive equal wear.
- v. Never replace a shackle pin with a bolt.
- vi. Hooks on bridles should point out (away from center of pull).
- vii. The angle between two bridle legs must not exceed 120 degrees.
- viii. All rigging materials must be used in accordance with manufacturers specifications and limits.
- ix. Do not lift with tip of hook.
- x. Do not force hook.
- xi. Balance loads to be hoisted. Use tag lines wherever possible.
- xii. Wear approved protective equipment, such as hard hats, gloves, safety boots, and eye protection.



Guideline No. 4: Rigging

Rigging Hardware

A device used to attach a load to a hoist is referred to as rigging hardware. Examples of rigging hardware include a chain, cable, webbing, bucket, grapple, hook, ring, sling or other means. The lifting capacity of any rigging hardware must be permanently identified on it. Before a load can be lifted, a person trained in the capacity of the rigging hardware must ensure the load is secure.

Employers shall ensure that rigging hardware is constructed, installed, operated, inspected and maintained in accordance with the applicable ASME standard:

- ASME B30.9-2006, “Slings”.
- ASME B30.10-1993, “Hooks”; or
- ASME B30.20-1999, “Below-the- Hook Lifting Devices”.

Where none of the standards noted apply an employer shall ensure that the rigging hardware complies with an adequate design certified by an engineer.

Rigging hardware must be inspected, by a competent person, before it is put into initial service or after a month or more of disuse and once during every year it is in operation. Records of inspection and repairs must be kept. The record must include the date, time, nature and results of the inspection or repair and the name of the person who performed the inspection or repair.

Note: The Alberta Occupational Safety General Regulations do not require employees who work with rigging to have a particular certification, however it is highly recommended that anyone working within the industry obtain ETCP certification, see appendix.



Guideline No. 5: Ladders and Scaffolding

Erection, dismantling and/or working on any elevated platform are activities subject to certain hazards that cannot always be protected against by mechanical means - - but only by the exercise of intelligence, care and common sense. It is therefore essential to be competent, careful, and trained, as well as physically and mentally fit, in order to operate safely on these types of equipment.

A. Ladders

- A portable ladder must be able to withstand 4 times the likely load to be imposed, is clean and free of grease, oil or other substance that may cause slipping, is maintained and is inspected before each use to ensure the ladder is in adequate condition. Note: The Fall Protection and Scaffolding Regulations also deal with working with ladders and may be considered where they apply. Class 3 ladders are intended for home use only and cannot be used at the workplace.
- A manufactured portable ladder must meet CSA Standard CAN 3-Z11 M81. Any ladder meeting the CSA standard will have a marking indicating the manufacturer's name or trademark, when it was manufactured, its length and maximum extended length (where applicable), and the grade. It would also have a series of safety cautions, such as "Do Not Overreach" on it.
- A portable ladder must maintain an adequate overlap between the sections of the ladder and the locks must be engaged before a person climbs the ladder, if the ladder is extendable. The ladder should also be placed on firm footing and secured against movement. Also, a ladder must be non-conductive, if there is a risk of contact with live electrical conductors. If a ladder is to be used as a step ladder, has legs securely held in position by means of a metal bracer or equivalent support.
- When using a ladder the person must face the ladder when climbing up or down, use 3 points of contact when more than 1m above a safe surface, stand in the center of the ladder, not stand on the material shelf, or the top step of the ladder, if the ladder is a step ladder and not work from the top 3 rungs of the ladder, if the ladder is not a step ladder. A ladder must be removed from service if it has any loose, broken or missing rung, split side rails or any other defects. When using a straight or extension ladder, follow the 4 to 1 rule: For every 4 m the ladder raises, place the bottom of the ladder 1 m away from the wall.

B. Scaffolding

1. Where work cannot be safely done on or from the ground, a scaffold or other safe means of support shall be provided. The installation, use or removal of a scaffold shall be supervised by a competent person designated by the producer, employing approved techniques and procedures including, but not limited to, the following:

- i. The erection and dismantling of scaffold shall be supervised by a competent person. Also, every scaffold is to be inspected by a competent person each day prior to use. The inspection is for defects (damage, deterioration or loosening) that may affect its strength. If any of these are found the scaffold is not to be used until it is repaired or replaced



- ii. Erect on firm foundation or utilize mudsills to prevent unsafe settlement – use screw jacks, not blocking (apple box, 2 x 4's, wedges, etc.) to adjust to uneven grades. Do not extend screw jacks more than the supplier's recommendation.
- iii. Scaffolding must be braced diagonally in the vertical and horizontal planes to prevent lateral movement and the vertical supports can be no greater than 3 m apart. Fasten all braces securely and do not climb on braces.
- iv. Working platform height shall not exceed three times the smallest base dimension without securing. If the scaffold cannot be secured to a building, then outriggers may be used. A scaffold shall be secured every 15 feet vertically and every 21 feet horizontally.
- v. No scaffold shall be loaded in excess of its rated capacity or used to support a ladder or other structure or device for the purpose of increasing the scaffold's working height or area.
- vi. Working platforms shall be a minimum of 458 mm/18 inches in width, securely fastened in place, designed to withstand at least four times the maximum load, constructed of wooden planks or commercially manufactured.
- vii. Every scaffold must be capable of supporting at least four times the maximum total load that is likely to carry including: persons, equipment, material etc. Scaffolding must have a safe means of entering and leaving (access and egress) and must have fittings and gear that comply with the manufacturer's specifications or a professional engineer's design.
- viii. No person or unsecured equipment shall remain on a rolling scaffold while the scaffold is being moved. A rolling scaffold shall be equipped with suitable braking and locking devices and a mechanism that, when applied, secures the wheels of the scaffold. In addition, rolling scaffolds must be assembled with horizontal cross-bracing starting at the base and at 4.6 m vertical intervals and from component that are designed by the manufacturer or a professional engineer, during assembly.
- ix. A guardrail is recommended for any scaffold of any height. A guardrail (including top rail, mid-rail and toe board) shall be provided on the open sides and ends of a scaffold that is ten (10) or more feet (two or more sections) above the ground or other safe walking surface. When guardrails cannot be installed on the scaffold, use appropriate fall protection equipment, (refer to Guideline No.6). Appropriate fall protection must be used during the erection and dismantling of the scaffold.
- x. Electrical cords, ropes, hoses, etc. should be checked for adequate clearances and length prior to hoisting or moving.
- xi. When hanging large areas of material (drapes, tarpaulins, silks, etc.) from a scaffold or other elevating device, additional adequate securing shall be provided and the design must be certified by an engineer, as outlined in CSA Z797, "Code of Practice for Assess Scaffolding".
- xii. In windy or gusty conditions, the designated supervisor should remove personnel, equipment, or both, from the scaffold and/or area, to reduce any risk from capsizing; and
- xiii. Where work is being performed on a scaffold above a work area to which access is not restricted, persons below shall be protected from the hazard of objects falling from the scaffold by overhead protection or tying of tools and other unsecured objects.



2. In some cases, the design of the scaffold used at the site must be certified by a professional engineer, such as when the scaffold is wooden, pumpjack or suspended. See the applicable Regulations for additional information.

C. Fall Protection Equipment

Fall protection must be used when working at heights of 3 m (10 ft.) or more, or when a fall from a height of less than 3 m (10 ft.) carries an unusual risk of injury.

Fall protection equipment maybe used:

1. During set construction.
2. When erecting or dismantling scaffolds.
3. When working on elevated platforms (including scaffolds that lack guardrails).
4. When working at elevated locations such as on roofs or cliffs,
5. During stunts and other filming activities.

The different types of fall protection include wearing a fall arrest system, a guardrail, a personnel safety net, temporary flooring or some other means that provides a level of safety equal to or greater than a fall arrest system.

Train employees

Before allowing cast or crew into an area where a potential falling hazard exists, the supervisor must ensure that employees have been trained in the fall protection system being used for that area and that employees understand the procedures they need to follow. Keep training records.



Fall restraint systems

Whenever possible, use a fall restraint system to prevent employees from getting into a situation in which they can fall. Guardrails are the preferred type of fall restraint. If guardrails are not practicable, each worker can use a safety belt or harness attached to a securely anchored lanyard. The lanyard limits the distance that the worker can move and prevents the worker from getting too close to an edge

Fall arrest systems

If a fall restraint system is not practicable, use a fall arrest system instead. A fall arrest system will not prevent a fall from occurring in the first place, but it will stop a worker's fall after a short distance, preventing the worker from hitting the surface below. When using a fall arrest system, the worker must wear a safety harness attached to a securely anchored lanyard that will limit the fall to a safe distance. Safety harnesses are specially designed to help protect the worker against internal injuries if a fall occurs — do not use safety belts in fall arrest systems. If a fall arrest system is not practicable, suspend a safety net below the work activity. You may also need to set up a control zone and a safety monitoring system. All components of the Fall Arrest System must comply with the applicable CSA standard. When fall arrest systems are used it is strongly recommended that a rescue plan be put in place.

Inspect fall protection equipment Each component of a fall arrest system, including each lifeline, shall be inspected by a competent person prior to each use to determine whether there are any defective, or otherwise unsafe components and if a defect is observed, no person shall use or permit the use of the system until the defective components are replaced or repaired.

Maintain and store fall protection equipment safely

To keep all fall protection equipment in good working order, take the following steps:

1. Remove defective parts from service immediately.
2. After a fall protection system has arrested a worker's fall, remove it from service and have it inspected and re-certified by the manufacturer or a professional engineer.
3. Keep safety belts, harnesses, lanyards, lifelines, connecting hardware, anchors, and other fall protection devices free from dirt, grease, chemicals, ultraviolet (UV) rays, and other conditions that could contribute to their deterioration; and
4. Store fall protection equipment in a box or locker away from sharp tools, equipment, and other objects that may damage the fall protection equipment.



Guideline No. 6: Camera Cranes and Mobile Elevating Work Platforms

A. Camera Cranes

1. The Key or Dolly Grip should be consulted as to the adequacy of any specific equipment for a particular sequence or shot. The Key or Dolly Grip should ensure that any equipment has been inspected by a competent person within twelve months prior to its use. Only trained crew members should operate cranes. Cranes must be operated as per manufacturer's specifications and keep the operator's manual on site.
2. Preparation of both the equipment and its support surface should be made by the designated operator. The crane base and pedestal should always be leveled and plumbed before it is used.
3. Under no circumstances should any person or equipment be added to or removed from a crane without the permission of the designated operator. No one shall pass under either arm of a crane without advance permission from the designated operator.
4. A crane should not be left unattended while being prepared for use or while in use.
5. The following precautions should always be taken when using a crane:
 - i. incomplete or damaged equipment shall never be used.
 - ii. no crane shall be used closer than the following distances from power lines:
750 – 69,000 volts - 3 meters/10 feet; Greater than 69,000 volts and up to 138,000 volts - 5 meters 15 feet; or Greater than 138,000 volts - 6 meters 20 feet.
6. When using a crane close to any overhead obstructions, or mounted on moving vehicles, adequate clearances should be maintained at all times, taking special care with all personnel involved in its use.
7. When using a crane on unstable surfaces, such as sand, a crane should be blocked in a way to prevent collapse if the surface shifts. This also applies to laying any supports or track over a change in surface (such as sand to rock) or a change in grade.
8. Any riser used to raise a crane should be able to support the weight of the crane and the personnel using it. It should also be adequately braced against collapse, taking the surface conditions into account.
9. Tracking surfaces should be properly laid and constructed in accordance with Suppliers' and/or Manufacturers' recommendations.
10. The crane arm should never be left unbalanced. If uncoated lead ingots are being used as weights, work gloves should be worn by any employees handling them.
11. The designated operator should ensure that persons riding the crane use seats and safety belts.



B Mobile Elevating Work Platforms

This guideline encompasses devices such as scissor-lifts, aerial extendable boom platforms, bucket-trucks, cherry pickers, etc. These Guidelines do not replace other additional safety and precautionary measures recommended by the manufacturer or Department of Labour and Advanced Education Regulations to cover usual or unusual conditions.

All power operated elevating work platforms shall be designed, constructed, erected, maintained, inspected, monitored and used in accordance with the applicable CSA standard.

1. Mobile elevating devices shall be operated and supervised by a competent person designated by the Producer.
2. Equipment should be inspected prior to its operation for satisfactory condition, damage, and defects, including all operational controls. A legible operator's manual should be provided with the equipment.
3. Operators shall, in considering the job to be performed, evaluate the job site location for potential hazards, stability, etc. Wheel locks shall be used on inclined surfaces. Outriggers or stabilizers must be used in accordance with Manufacturer's specifications.
4. The basket, tub or platform shall not be loaded or operated beyond its rated maximum height or reach.
5. Equipment shall not be operated within 3 meters (10 feet) of a power line. The operation of aerial devices OVER energized high voltage sources OF ANY KIND is prohibited AT ALL TIMES.
6. Approved harnesses with lanyard, shall be worn when working on these platforms:
 - i. The lanyard shall be securely attached to the boom, basket tub or platform.
 - ii. The lanyard shall be attached in a manner that prevents a free fall of more than 1.2 meters (3 feet) unless equipped with shock absorbing system.
 - iii. Tying off to an adjacent pole, structure or equipment while working from the basket, tub or platform is not permitted; and
 - iv. Objects or production equipment with the potential of falling from an aerial platform shall be secured with an adequate safety lanyard.
7. Ladders, planks or other objects shall not be placed in or on top of the platform or guardrail to gain greater height. Personnel shall not sit or climb on the edge of the basket/platform.
8. Personnel shall not work from aerial platforms when exposed to extreme weather conditions (thunderstorms, heavy rain, extreme heat or cold, Winds exceed 40km per hour) unless provisions have been made to ensure their protection and/or safety.
9. "Towering" (traveling with a worker in the extended basket) is not permitted.
10. Any mobile elevating device left unattended by its designated operator must be lowered and locked or rendered inoperative to prevent the device from being started or set in motion by an unauthorized person; or
11. There should be suitable means of communication between persons on these platforms and those operating the platforms on the ground.



Guideline No. 7: Electrical Safety

A. Installation and General Information

1. An experienced and competent person shall tie-in to all electrical distribution systems.
2. Only experienced and competent persons shall be authorized to do any work on any energized electrical lines or equipment.
3. Electrical installations must be installed, assembled, operated, inspected, serviced, tested, maintained, repaired and dismantled in accordance with the most recent edition of the applicable CSA standard.
4. Appropriate proper non-conducting protective equipment, such as rubber-soled shoes, rubber gloves, and mats shall be worn/used when tying in and during conditions of high humidity. When work is required on an energized system, the employer must provide all the required protective equipment and devices and ensure that they comply with the applicable standard. Refer to Section 123 of the Alberta Occupational Safety General Regulations.
5. The power supply shall be disconnected, locked out of service and tagged before any work is done on electrical installations or equipment and also when people are working near exposed live parts of electrical installations or equipment.
6. No work should be carried out that will bring a person or object closer than the distances set out in the following table to an overhead power line or power line equipment: 750 volts and up to 69 000 volts - 3.0 m; greater than 69 000 volts and up to 138 000 volts 5.0 m; or greater than 138 000 volts - 6.0 m
7. Connectors and cable shall be provided with standard colour coding: Red, Blue, Black – Line; White – Neutral; and Green – Ground.
8. When there is a hazard from electrical contact in wet locations, a Ground Fault Circuit Interrupter shall be installed at the receptacle, or in the circuit at the panel.
9. Temporary leads exiting a distribution panel shall be secured so that the weight of any cables does not put a strain on any electrical connector.
10. All power feeds shall be protected from mechanical damage. In high traffic areas, cables shall be laid in rubber troughs or shall be covered.



B. Electrical Department Personnel

1. Complete control of any electrical activity during production – including the authority to abort – should be given to a competent Gaffer/Lighting Director. The Gaffer/Lighting Director and/or Best Boy are responsible for, and are in charge of, all temporary power distribution systems for screen-based productions. They must be consulted prior to the use of any electrical system, including all on-set practicals.
2. The electrical department should have an emergency lighting system available to adequately light an escape route in the event of a blackout.
3. All electrical personnel shall be aware of the load bearing capacity of each type of cable, adaptor, or distribution box in use on the set.
4. All personnel shall be made aware of high voltages used by gas discharge lamps such as neon, HMI's, CSI's and fluorescent. Anyone using these sources shall be familiar with the ballasts used and ensure that any related safety devices are in proper working order.
5. All personnel shall be advised that various “arc” type lamps including HMI's emit much larger amounts of ultraviolet (UV) light than tungsten lamps. Care shall be taken to protect against skin and eye damage when these instruments are set up close to people and animals.
6. In addition to protective footwear, protective equipment (including gloves, protective glasses, etc.) shall be worn when carrying, handling or moving hot luminaries. Bulbs shall be allowed to cool sufficiently before the luminaries are moved.
7. In damp or rainy conditions, make sure that all persons are clear of the lamp head as humid conditions increase the conductivity of the air, and thus the likelihood of “arcing”.
8. Prior to “striking” an HMI or similar source, the operator(s) shall ensure that no one is in contact with the unit, its support, or its ballast.
9. Correct procedures should be exercised when performing lifting, lowering, carrying, pushing and pulling. (refer to Appendix C: Bio-Mechanics of Lifting)
10. Before a lighting fixture is re-lamped, repaired or otherwise worked on, the fixture shall be switched off and disconnected from the power source.



C. Electrical Equipment

1. The Gaffer/Lighting Director shall maintain a logbook of major equipment repairs performed on-set.
2. Any equipment, cable or box that has been repaired on-set, shall be carefully tested for continuity and polarity before being re-used. Rental equipment that has been repaired on-set shall have the details of repair noted on the equipment so that the rental company can verify that the repair has been properly completed.
3. All electrical equipment connected to a power source shall be approved by an acceptable Certification Agency or be field inspected and approved by such Agency.
4. Scaffolds or other metal grids used to support lighting or power distribution devices shall be grounded.
5. All lighting fixtures and/or stands shall be adequately supported and weighted etc. to prevent tipping.
6. Safety wire or chain shall be used with all suspended fixtures. 1st Edition – April 2012 31 | Page
7. Both the ballast and head of HMI's (or similar sources) must be grounded.
8. In the event of rain or high humidity, all HMI's or similar units shall be covered to prevent rain from entering the unit and ballast.

D. Generator Sources

1. All generators shall be operated and maintained by a competent person.
2. Generators shall be grounded and shall have an emergency stop system.
3. Only a competent person shall supervise the generator at all times while it is running and shall be available to activate the emergency stop system.
4. A competent person shall analyze the existing loads on a distribution panel and determine the excess capacity that may be used for the temporary load before connecting a temporary power distribution system to the panel.
5. A competent person shall notify other users of power from the same panel that their loads may be disconnected if the main breaker feeding the panel is "tripped" under overload conditions.
6. A competent person shall determine which loads will potentially create a safety hazard if shut down and shall take suitable precautionary actions.
7. Generators shall only be started under no load conditions and, unless under an emergency condition, stopped under no load conditions.



E. Lasers

1. Lasers shall be operated by a competent person.
2. Eye damage will result from looking directly into a laser source.
3. Laser beams can reflect off certain objects.
4. Consult laser technician for additional, possible hazards. For information regarding erecting, dismantling, ascending and working on the following devices, refer to Guideline 6: LADDERS AND SCAFFOLDING; and Guideline 7: CAMERA CRANES AND MOBILE ELEVATING WORK PLATFORMS.



Guideline No. 8: Hair and Make-up

A. Responsibilities

1. A “Hairstylist” is a person who meets the qualifications of the Alberta Hairdressers Association or equivalent.
2. The Hairstylist and Make-up Artist shall make every effort to inform the Performer of toxicity and possible health hazards that may be associated with their materials.
3. The Make-up/Hairstylist should check with the Performer regarding all known sensitivities, allergies, skin reactions, etc.
4. It is the duty and responsibility of the Performer to inform the Hairstylist/Makeup Artist of all known sensitivities, allergies, skin reactions, communicable diseases, etc.

B. The Facility

1. The hair and make-up room should:
 - i. Be clean.
 - ii. Be maintained at a reasonable temperature.
 - iii. Be well ventilated.
 - iv. Have adequate lighting.
 - v. Provide a first aid kit with eye-washing bottles. The eye-wash bottles should be kept free of dirt and bacteria and completely refilled after each use; and
 - vi. Provide a hydraulic chair where possible (the importance of this requirement increases in direct relation to the duration of the production).

C. Hygiene

1. Hygienic safety requires the following practices:
 - i. Hot and cold running water is essential.
 - ii. Hands or gloves must be washed before and after attending each performer.
 - iii. Each performer must have individual sponges, powder puffs, combs and brushes. When transported, these should be in a labeled zip-lock plastic bag or equivalent
 - iv. Containers, razors, scissors, tweezers and spatulas must be disinfected before and after each use.
 - v. Disinfect hairstyling combs and brushes with Barbercide™ (or equivalent); clean with soap; rinse with water.
 - vi. Keep all equipment clean and ready for use; vii. Use one mascara per person to prevent the spread of infection.
 - vii. Use spatula to remove make-up from compact. Mix on artist’s tray, then apply; and
 - viii. Update and replace old and stale make-up and hair productions regularly.



D. Chemical Guidelines

1. The following recommendations apply when hair/make-up chemicals are used during production:

- i. Maintain an inventory of products used.
- ii. Research the ingredients of these products to identify any potential health hazards.
- iii. Clearly label all chemicals.
- iv. Have Material Safety Data Sheets (MSDS) for each toxic chemical to be used.
- v. When involved in potentially hazardous activities –such as the application of colours or hair sprays, or the mixing of powder bleaches and oxidizing chemicals – appropriate protective equipment such as face masks, goggles, gloves, etc. should be worn.
- vi. Wherever possible, use non-aerosol hair sprays.
- vii. Wherever possible, use pre-mixed powders.
- viii. Wherever possible, use non-solvent materials such as Isopropyl Myristate for removing special effects make-up; and
- ix. No eating, drinking, or smoking while chemicals are being handled.

E. Fire-retardant wigs and gel

When working with stunt performers who will be in close proximity to fire and using a wig the hairstylist shall make sure that the wig is attached in a way that the performer can take the wig off quickly. Also, a fire-retardant gel should be used on the wig or on the performer's own hair. The stylist should contact the performer before each stunt to determine who is supplying the gel.



Guideline No. 9: Hazardous Products

1. Hazardous Products include, but are not limited to, paints, glues, solvents, stains, etc. When handling hazardous products on any film set or location, consideration shall be given to:

- i. The hazards and risks posed by the chemicals.
- ii. The regulatory requirements set out in the Federal Hazardous Products Act and both the Federal Controlled Products Regulations and Alberta Workplace Hazardous Materials Information System (WHMIS) Regulations.
- iii. The concentration limits published in the booklet Threshold Limit Values for Chemical Substances and Physical Agents and Biological Exposure Indices.

2. Wherever possible, hazardous chemicals shall be replaced by less hazardous ones (e.g. Latex-based contact cement shall replace Toluene-based contact cement, Latex-based paint shall replace Oil-based paint, Fibreglass or Silica shall replace Asbestos).

3. Before any controlled product is brought on site, the Head of the Department shall ensure that:

- i. A current Material Safety Data Sheet (MSDS) is available to all employees who may use or be affected by the product (when such a sheet is available).
- ii. All containers of the product have appropriate labels when they are brought on site.
- iii. Any employees who will be handling the product receive adequate training in its proper use and handling, and that any required personal protective equipment is provided; and
- iv. Any employees who work in proximity to the product receive adequate training to allow them to react properly in case of an accidental release or chemical spillage.

4. The Head of the Department and the user of the product shall ensure that proper workplace labels are applied where appropriate, particularly when “decanting” (transferring chemicals from large containers to small containers).

5. When not in use, all hazardous products shall be stored in a secure location. This location shall be designated with due regard to the separation of incompatible products.

6. When taking measures to minimize risk, the following preference scale shall be used:

- Substituting a less hazardous product.
- Ventilation.
- Administrative control (i.e.: rotating personnel); and
- Personal protective equipment.

7. Where the use of a product requires any worker to use any type of protective equipment:

- i. The Head of the Department should verify that any equipment used is appropriate to the hazard; and
- ii. The individual using such equipment shall be trained in its operation, including its normal use, its limitations, and any emergency procedures.



8. When exposure to children is possible, the Threshold Limit Values shall be reduced by 90%. Extra caution should be taken in storage and labeling.
9. Eating and drinking shall be banned in any area where hazardous chemicals are used or stored.



Guideline No. 10: Locations and Temporary Location Facilities

A. Winnies/Honeywagons/Temporary Wardrobe Units

1. The Driver/Operator is responsible for maintaining a high degree of safety while these units are in use and is expected to meet high standards of competency. A qualified person should be present while such units are in operation.
2. Generator exhaust shall be elevated a minimum of three feet above the floor level and always vented to the outside.
3. Skirting encircling the unit shall not be closer than one foot from the ground.
4. All portable electric heaters shall be equipped with safety tip-over switches. Such heaters may be installed only on a temporary basis during extremely cold weather, or if the permanently installed heater malfunctions.
5. The vehicle and/or generator shall be shut down before fueling. Particular caution should be exercised when priming a carburetor. Fueling shall be done in a safe manner consistent with all Federal and Provincial Fire Codes.
6. No anti-freeze shall be added to the portable water tanks.
7. All steps shall be stable, slip proof and constructed securely. All steps shall be cleared of ice, snow and mud as required. Substitutes (e.g. concrete blocks, boxes) shall not be used as steps.
8. A single handrail or grab bar shall be installed on stairs where the floor is over three feet high.

B. Location Requirements

1. Adequate flush or chemical toilets shall be provided or made available for the use of employees (crew, cast and extras) within easy access of their place of work.
2. An adequate supply of safe drinking water shall be kept readily accessible for employees (crew, cast, extras, etc.).
3. Holding areas should be properly heated or ventilated with suitable emergency escapes and seating capacity.
4. Cast and crew exposed to long hours in adverse exterior conditions (heat or cold stress) should be provided with appropriate items to combat such conditions (i.e.: temporary shelter, temporary heating devices, hot shots, hot drinks, blankets, adequate fluids, etc.) (refer to Appendix D).
5. On location and on remote location, two-way communication should be maintained at all times. An emergency plan should be in place.



C. Use of Roads and Highways

1. All activities on roadways within Didsbury, Alberta shall comply with the Temporary Workplace Traffic Control Regulations. Principles and procedures within the Regulations enhance the safety of motorists and employees.
2. A traffic control plan shall be developed by the Production Manager and/or Location Manager prior to work start. Plans should be communicated to affected personnel before implementation.
3. Highway and street traffic movement shall be inhibited as little as possible.
4. Traffic shall be guided by accredited Signal Persons.
5. Routine monitoring of the traffic control plan shall be performed to ensure that the applicable Regulations are being complied with under varying conditions (e.g.: traffic patterns, weather conditions, traffic volume, available light, topography, oncoming drivers' field of vision, etc.).
6. Whenever possible, the applicable jurisdiction shall be consulted concerning street closures.
7. Trained persons should be assigned to direct Unit moves between locations.
8. As Units enter or leave a street or highway, signage appropriate to the conditions (e.g. traffic patterns, weather conditions, traffic volume, available light, landscape, on-coming drivers' fields of vision, etc.) shall be used.

REFERENCES:

- Alberta Department of Labour and Advanced Education, Temporary Workplace Traffic Control Regulations, and Occupational Health and Safety Regulations
- Alberta Department of Transportation and Public Works



SPECIAL SAFETY CONSIDERATIONS

Guideline No. 11: General Stunt and FX Provisions

1. Stunts are to be performed only by competent stunt persons.
2. The designated Stunt Coordinator should:
 - i. Have experience equal to or greater than that of the stunt person(s) involved in the scene.
 - ii. Be responsible for the safety of the stunt.
 - iii. Inspect and approve any gear, harnesses, etc. involved in the stunt; and
 - iv. Ensure that the stunt persons are competent to perform the stunt.
3. All stunt persons should be notified reasonably in advance of their involvement in a stunt sequence.
4. Stunt persons shall wear protective equipment.
5. Wardrobe for persons involved in a stunt should be approved in advance by the Stunt Coordinator.
6. Prior to the performance of all stunts, dangerous work situations, or pyrotechnic effects, the Production Manager through the 1st Assistant Director should give notification to all Key personnel. The Call Sheet should also state that explosive or pyrotechnical special effects are to be utilized.
7. Before any stunt is to be performed, a meeting should be called for all personnel involved and they should be thoroughly briefed at a meeting on the site where the sequence is to take place. This meeting should include:
 - i. An “on-site walk-through” or “dry run” with the Stunt Coordinator and all personnel involved in the event.
 - ii. The Stunt Coordinator should plan and explain acceptable avenues of escape to personnel involved in the event; and
 - iii. An understanding of the intended action, possible deviations and authority to abort should be made clear.
8. If any “on the day” deviations of a planned stunt or FX effect become necessary, another meeting should again be called for all personnel involved in the hazardous procedure to confirm everyone’s understanding of and agreement to the change(s).
9. Medical providers with Advanced First Aid Certification should be present at all rehearsals and all performances involving stunts or any other potentially hazardous activities and prepared to administer medical assistance on an emergency basis.



Guideline No. 12: High Falls – Use of Air Bags

1. The Supplier of any air bags should be given, by the Stunt Coordinator, information in complete detail respecting the type of stunt for which the air bag is to be used, the height of the jump, the weight going into the bag and a description of the area where the bag is to be used, in order that the proper bag is selected.
2. Fans shall be in safe and good mechanical condition.
3. The appropriate generator size should be used to supply power to the fan.
4. If at all possible, the generator should be no more than fifty feet away from the fan. All electrical connections should be taped or sealed so that the connections cannot come loose or disconnect when the air bag is in use.
5. The vents and seams of the air bag should be inspected before each use.
6. All air bags should be of quality material and stitching.
7. Each air bag should be pre-tested prior to actual use with weights equal to or more than the weight of the person(s) performing the high fall. The test should be conducted at the actual site and from the height of the high fall.
8. Each air bag should be set up by a Stunt/Safety Person qualified in the set-up and safe use of air bags.
9. The Jumper and the Safety Person (mentioned in #8) should not be one and the same person.
10. There should be designated spotters around each air bag to safeguard the Jumper and to ensure that the fans continue to be operational



Guideline No. 13: Smoke Inhalation

1. When creating smoke on any set, the lowest concentration needed to achieve the desired effect should be used, subject to the condition that under no circumstances shall any person be exposed to a smoke concentration in excess of regulatory limits.
2. When smoke is created on an interior set, the air shall be periodically ventilated or exhausted, vertically and laterally, and appropriate means to do so shall be provided. All personnel and animals shall be given a break away from the stage at appropriate intervals based on the smoke concentration. Air quality should be periodically tested for contaminant levels to determine ventilation requirements.
3. The only materials which are generally acceptable for use to produce special effects smokes and fogs are: i. Propylene Glycol; and ii. Glycerol.
4. The following materials may also be used for lighting effects, but only small amounts for brief durations. These chemicals may cause irritation and exposure levels shall be monitored:
 - i. Cryogenic gases (dry ice, liquid nitrogen).
 - ii. Triethylene Glycol, Butylene Glycol, Polyethylene Glycol; and
 - iii. Propane rigs (oxygen depleting)
5. The following materials should not be used to produce lighting effect smokes and/or fogs on any production. In other countries, these substances are legally banned from use:
 - i. Petroleum Distillates or oil products, including food grade and medical grade mineral oil-based products.
 - ii. Carcinogenic or suspect carcinogenic chemicals (e.g.: contact cement).
 - iii. Smokes from combustion.
 - iv. Fumed and Hydrolyzed Chlorides (Ammonium Chloride, Titanium Tetrachloride, Zinc Chloride).
 - v. Ethylene Glycol, Diethylene Glycol; and
 - ii. Charcoal (produces carbon monoxide).
6. When creating smoke on interior sets, respirators approved by the National Institute for Occupational Safety and Health (NIOSH) or an equivalent approval agency, shall be provided. These respirators shall provide protection from all possible contaminants produced (e.g. dusts, mists, gases, and vapours).
7. When smoke is used on any interior set, all non-essential personnel should be removed from the set. Whenever possible, personnel should be removed from any dressing rooms located in the immediate vicinity.
8. When creating a fire at an exterior location, all reasonable precautions to prevent fire and smoke inhalation should be undertaken. Respirators appropriate for exterior smoke shall be available upon request.



9. When smoke is scheduled to be created on any set, prior notification as to use and type should be given to all personnel. Whenever possible, the Call Sheet should state that smoke is to be used and the person responsible for providing respirators should be designated.



Guideline No. 14: Open Flames

Definitions:

Open Flame: burning gases or vapours of a fire that is visible as light in various colours and that may come in contact with a solid, liquid, or gas and possibly cause the material to ignite.

Pyrotechnics: explosives classified as high hazard fireworks having a practical use in the List of Authorized Explosives published by Explosives Branch of Natural Resources Canada.

1. The Special Effects Coordinator and Stunt Coordinator should be consulted regarding all necessary fire prevention, medical and safety precautions which shall be undertaken on any set prior to the use of any open flame.
2. Appropriate Fire and Government Authorities shall be contacted for their approval, comments and/or requirements prior to use of open flames on a set.
3. When torches, candles, fireplaces or other open flames are used, such uses must be under controlled situations with due regard for the safety of all involved.
4. All open flames shall be controlled by persons designated by the Producer. Designated persons must be equipped with and trained in the use of approved fire extinguishing equipment.
5. Flammable and combustible liquids and pyrotechnics shall be kept a safe distance from open flames. Continual ventilation shall be established before ignition and continued until clean-up and storage is completed. Flammable and/or combustible liquids and pyrotechnics shall always be stored in approved containers.
6. Plans for all gas systems supplying open flames (including small propane rigs) shall be submitted to and approved by the Office of the Fire Marshall in accordance with applicable Statutes and Regulations, prior to any use on the set. This is to ensure the use of CSA approved materials (e.g. hose, clamps, in-line regulators, etc.) and that the operator is qualified. Plans shall indicate intended use (e.g. interior, exterior, FX, etc.).
7. Each propane tank shut-off shall be clearly labeled on/off and shall be operated by a designated person who always has a clear view of the propane flame.
8. All open flames shall be stationary and firmly secured.
9. All performers, including Stunt Performers, should be notified reasonably in advance of their involvement with open flame.
10. Any Stunt personnel directly involved with fire should wear protective fire equipment (i.e. NomexTM or equivalent suits). All wardrobe to be used in any type of burn should be approved by the Stunt Coordinator and/or Special Effects Coordinator.



11. Water gel should be used at all times on all exposed areas of skin, including performer's hair if it is uncovered, in consultation with the Stunt Coordinator and Special Effects Coordinator. A performer should have the option of wearing a natural hair wig. 1st Edition – April 2012 53 | Page

12. If the stunt is a “partial burn”, there should be no fewer than two designated safety persons each equipped with and trained in the use of approved fire extinguishers. A “partial burn” is defined as follows: When a Stunt performer carries an amount of fire limited to a restricted area of the body (i.e. an arm, leg, portion of the torso) and does not inhibit the sight or breathing of the Stunt Performer.

13. If the stunt is a “full burn”, there should be no fewer than three designated safety persons each equipped with and trained in the use of approved fire extinguishers. A “full burn” is defined as follows: When a substantial part of the body is on fire or when the flames could reach or interact with the head area and could limit the sight or breathing of the Stunt Performer, or where breathing apparatus or eye protection is required.

14. Medical providers with Advanced First Aid Certification should be present at all rehearsals and all performances involving open flames and pyrotechnics.

15. A special note should be made in the safety section of the Call Sheet when fire stunts are performed.

16. Open flames and/or pyrotechnics shall not be permitted on sets that have an audience.

CONTACTS:

Didsbury Fire Department

The Didsbury Fire Department is located at 2700 - 19 Street.

Members are **on-call** 24 hours a day, 365 days a year. (403) 335-3222

RCMP DIDSBURY DETACHMENT - 2425 19th Street

Administrative and Information: 403-335-3382

24-Hour Complaint line & Emergencies: 403-335-3381

Town of Didsbury tel: +1(403) 335-9794

Mountain View County - **Fireworks: Under** provisions in the MVC Fire Bylaw (Bylaw 10/22), use of fireworks **requires a permit year-round**. Call 403-335-3311 ext 204 to obtain permit or request more information

REFERENCES:

- Ref. N.F.P.A. 1126; • Alberta Fire Safety Act
- Explosives Act of Canada; • Display Fireworks Manual; Pyrotechnics Special Effects Manual, 1997;



Guideline No. 15: Explosives and Pyrotechnics

Definitions: Pyrotechnics: explosives classified as high hazard fireworks having a practical use in the List of Authorized Explosives published by Explosives Safety and Security Branch (federal jurisdiction). Blasting: using a substance, including a detonator or primed explosive, that is manufactured or used to produce an explosion by detonation or deflagration and that is regulated by the Explosives Act, but does not include ammunition for weapons or fireworks (federal jurisdiction).

A. Use of Explosives and Pyrotechnics

1. Prior to the performance of all dangerous work situations or pyrotechnic effects (e.g. working with explosives, explosive devices, flammable or combustible liquids, gas or chemicals on any set), the Production Manager, through the 1st Assistant Director, shall give notification to all personnel. The Call Sheet should also state that explosive or pyrotechnical special effects are to be utilized.
2. Before any stunt is to be performed, a meeting should be called for all personnel involved and they should be thoroughly briefed at a meeting on the site where the sequence is to take place. This meeting should include:
 - i. An “on-site walk-through” or “dry run” with the Stunt Coordinator and all personnel involved in the event.
 - ii. The Stunt Coordinator should plan and explain acceptable avenues of escape to personnel involved in the event; and
 - iii. An understanding of the intended action, possible deviations and authority to abort should be made clear.
3. If any “on the day” deviations of a planned stunt or FX effect become necessary, another meeting should again be called for all personnel involved in the hazardous procedure to confirm everyone’s understanding of an agreement to the change(s).
4. It is recognized that there can be unforeseen or unique situations which might require on-site judgment; such judgment must be made in the interest of safety of cast and crew.
5. Prior to and after any pyrotechnical effect, the Special Effects Coordinator shall always remain on set and be the final authority on all matters pertaining to safety.
6. The 1st Assistant Director or the Special Effects Coordinator, or both where necessary, shall clearly announce to all personnel the location of exits and escape routes. The escape route shall provide unobstructed passage to the exterior of the building, structure or workplace.
7. Immediately prior to each take, the 1st Assistant Director should check the escape route in order to assure that it is, and will remain, accessible. Any person who is unsure of the designated escape route should check with the 1st Assistant Director and learn the escape route before entering the work area.



8. The 1st Assistant Director or FX Coordinator, or both where necessary, shall ensure that there is always a clear fire route for emergency and firefighting vehicles.
9. Only persons and crew necessary for the purpose of filming should be in the explosives area. The 1st Assistant Director or Special Effects Coordinator should ensure that before a special effect is performed that all other personnel are safely cleared away from the explosive area.
10. No smoking is permitted in the explosive area. “No smoking” signs shall be posted in all areas of the premises or locations where explosives and/or pyrotechnic devices are stored and handled.
11. After each shoot, no one shall go into the explosives area other than the Special Effects Coordinator until the Special Effects Coordinator deems it safe to do so.
12. No child under the age of 16 should be close to explosives nor should they be body squibbed, except for children who are designated as qualified Stunt Performers and for whom the signed authority of the Parent or Guardian has been previously obtained.

B. Transport and Storage

1. Transportation and storage of explosives and/or pyrotechnic devices shall be governed by the provisions of all applicable Federal, Provincial and Municipal laws and the proper Authorities shall be notified when using explosives on the set.
2. Only qualified drivers shall transport explosives or hazardous products. Transport vehicles shall display appropriate Hazardous Material symbols as required by Transport Canada (refer to Alberta Dangerous Goods Transportation Act).

C. Regulations Pertaining to Explosives

1. All explosives and explosive devices must be shunted.
2. Detonation of explosives shall be from a separate DC power supply.
3. When preparing pyrotechnics, radio transmissions of any kind including mobile phones in the area shall be turned off.
4. Any special effects which involve personnel connecting, loading or firing a blast shall obtain the necessary approval for ‘specialized blasting’ as per section 23-25 of the NS Blasting Safety Regulations.
5. Employees/employers carrying out pyrotechnics must have the proper certification through Natural Resources Canada, Explosives Regulatory Division (Federal).

REFERENCES: • N.F.P.A. 1126 “Pyrotechnics Before a Proximate Audience” • Transport Canada, Dangerous Goods Transportation Act, Transportation of Dangerous Goods Regulations, Phone: 1-800-387-4999 or 613-992-4624



Guideline No. 16: Use of Firearms

A. The Firearms Handler

1. All Firearms should be in the care and charge of the designated Firearms Handler who:
 - i. Shall be in possession of a valid Firearms License, Possession-Acquisition Certificate, Permit to Carry a Restricted Weapon, and Permit to Temporarily Store a Restricted Weapon.
 - ii. Should be familiar with:
 - a. Any firearms being used and their respective safety requirements
 - b. Loading, unloading, dismantling, cleaning and reassembly procedures; and
 - c. All requirements regarding the handling, transportation and storage of firearms, ammunition and black powder.
2. The Firearms Handler is responsible for:
 - i. Checking firearms before and after each use.
 - ii. Cleaning all firearms daily (after use).
 - iii. Keeping a daily inventory of all firearms in their care; and
 - iv. iv. Compliance with all Regulations regarding the storage and use of firearms, ammunition and black powder.
3. All firearms should be registered with and placed in the care of the Firearms Handler.
4. Any firearm not immediately required on set shall be:
 - i. Unloaded; and
 - ii. Stored in a container, receptacle or room that is kept securely locked and that is constructed so that it cannot readily be broken open.
5. Firearms should be removed from Actors or Stunt Performers between takes whenever possible and placed in the care of the Firearms Handler.
6. The Firearms Handler should be allowed time:
 - i. To ensure compliance with any applicable safety requirement or procedure.
 - ii. To ensure that any Actor or Stunt Performer using a firearm is fully aware of the safety rules and procedures for the handling and firing of the firearm.
 - iii. To discuss with the Director and Assistant Directors the use of any firearms required.
7. It should be the sole responsibility of the Firearms Handler to load and unload firearms. If this is not practical (e.g. in the case of large numbers) the Firearms Handler may supervise the handling, loading, and unloading of firearms by designated assistants. Any such assistants should be designated by the Firearms Handler, who should have adequate time to familiarize them with the safe handling of the firearms and ammunition in use, and all procedures expected of them.



B. Handling Firearms on Set

1. FIREARMS ARE DANGEROUS AND SHOULD BE TREATED AS LOADED AT ALL TIMES.
 - i. Live ammunition should NEVER be used.
 - ii. Blanks can be as deadly as live ammunition and should be treated accordingly.
2. UNDER NO CIRCUMSTANCES should a firearm be pointed at anyone, including yourself.
3. NEVER indulge in “horseplay” while in charge of or responsible for any firearm.
4. A “No Smoking” rule shall apply to any area where firearms, ammunition or black powder is stored, and approved signs to this effect posted.
5. A firearm should never be put down anywhere but in its designated storage place. Never put a firearm down in such a way as to allow dirt or sand to enter it. Never discharge a firearm with dirt, sand or unapproved blockage (e.g. a “choke”) in the barrel.
6. In the event of a misfire or jam, the firearm should be taken out of use until such time as the cause can be determined, a repair effected, and test discharges performed. The decision to resume use of the firearm should be solely that of the Firearms Handler.
7. No crew, cast or other personnel should be in the vicinity of a firearm being discharged without the minimum of approved eye and ear protection.
8. 1/2-inch (minimum) Plexiglas or Lexan should be placed between any personnel and any firearm discharged in their vicinity.
9. All personnel should be given a verbal warning prior to the discharge of any firearm.
10. No firearm should be loaded (made “hot”) until immediately prior to a take. If a delay of any kind ensues, the firearm should be unloaded. A “hot” firearm should not be in the possession of any Actor or Stunt Performer except during a take.

C. Ammunition/Firearms Specifications

1. All applicable Statutes and Regulations shall be adhered to in the transportation, handling and storage of all firearms, ammunition and black powder.
2. Replica firearms should be used unless a practical firearm is required.
3. In all situations which require a practical firearm
 - i. Only a firearm which has been manufactured for this purpose by qualified personnel shall be used to fire a charge; and
 - ii. No firearm which is to be discharged shall be modified in any way, unless the modification is performed by a qualified Gunsmith and with the approval of the Manufacturer.
4. Only the appropriate type of blank ammunition shall be used. Ammunition made specifically for theatrical use should be obtained in the correct load for the effect required.



5. Factory-loaded ammunition should not be tampered with.
6. Any safety Guidelines or specifications laid out in handbooks supplied by the Manufacturer of a firearm should be made known and adhered to by all concerned.

REFERENCE: [Royal Canadian Mounted Police](#)

 www.rcmp-grc.gc.ca/en/firearms/specific-types-firearms



Guideline No. 17: Animal Handling

Definition: “Animal” means all sentient creatures including mammals, birds, fish, reptiles, and insects. Any production company intending to use any animal in a film should consult with the Alberta SPCA well in advance for detailed advice regarding the care of the specific animal involved.

A. Overview ⁱ

1. No animal should be killed or injured for the sake of a film production.
2. No animal shall be allowed to become overheated or suffer discomfort. The production company shall supply adequate food, water and reasonable shelter, both on- and off camera.
3. Adequate exercise and rest should always be provided.
4. Stunts or potentially dangerous animal action should be discussed with the Alberta SPCA personnel prior to filming.
5. A veterinarian knowledgeable in the care of the animal to be used should be located prior to filming to ensure availability in case of emergency.
6. A veterinarian knowledgeable in the animal to be used should be present on any set when there are activities planned that could potentially be harmful to the animal.
7. Tranquilization or sedation of any animal should be avoided. If necessary, any tranquilizer or sedative should be administered by a veterinarian who is: i. Knowledgeable in the care of the animal to be used; and ii. Prepared to remain with the animal until any adverse effects of the tranquilizer or sedative have worn off.

B. The Animal Handler

Complete control of any animal, including authority to abort any animal-related activity at any time, should be given to a competent Animal Handler.

1. The designated Handler should ensure that any animal required to work on a film set/location is well prepared for such situation and should be satisfied that the animal will perform in a manner conducive to the safety of the animal, cast, crew and general public.
2. The Handler(s) supplying the animal should be responsible for obtaining all applicable permits, licenses, medical safeguards, inoculations, etc.
3. The Handler should train on site wherever possible to acclimatize the animal to film set conditions.
4. Where animals and Performers are working together, ample time should be allowed to permit the Handler, Stunt Coordinator, Performers and animals to become familiar with the routine, and with each other.



5. Both the Handler and the Assistant Directors should instruct the cast and crew prior to the call of Wrap or Break that the set will be cleared of all animals FIRST, PRIOR to being cleared of cast or crew.

C. General Precautions

1. Only competent Special Skills Performers, Stunt people, professional Trainers, and/or Wranglers should be authorized to work with animals on- or off-camera.
2. An opportunity should be given to the Handler and Stunt Coordinator to address the cast and crew (including parents/guardians of child Performers) about safety precautions while the animals are on set, including (but not limited to) information such as: safe distances to be maintained, provisions for escape routes, authority to abort, no running, no feeding, no personal pets on site, etc.
3. Equipment operated in conjunction with animals should be checked for safe operating condition by both the Handler and the person(s) responsible for the equipment involved. The close proximity use of smoke, loud machinery, etc. should be used only after consultation with the Handler.
4. A “closed set” should be maintained where animals are working.



INDEX OF APPENDICES

Appendix A: First Aid Kits

Kit #1 Where there is only one worker employed at a workplace, the Producer shall provide not less than one #1 first aid kit, which shall contain the following:

1. Equipment
 - i. 1 Safety Oriented Emergency First Aid Manual
 - ii. 12 safety pins
 - iii. 1 blunt nose splinter tweezers
 - iv. 1 pair of 10 cm (4") scissors
2. Dressings (each item individually wrapped to maintain sterility)
 - i. 2 sterile bandage compresses, 10 cm x 10 cm (4" x 4")
 - ii. 12 sterile adhesive dressings, 2.5cm x 7.5cm (1" x 3")
 - iii. 12 sterile pads, 7.5cm x 7.5cm (3" x 3")
 - iv. 4 triangle bandages, 95 cm x 95 cm (40" x 40")
3. Adhesive Tape i. 1 roll – 1.25 cm x 2.3 m (1 1/2" x 2.5 yds)
4. Antiseptic i. One 100 ml (4 oz) bottle peroxide, or in below freezing temperature, one 100 ml (4 oz) bottle of alcohol-based antiseptic cleansing agent for wounds (i.e.: Isopropyl Alcohol 70%)

Kit #2 Where there are more than one and up to twenty employees employed on any one shift at a workplace, the Producer shall provide not less than one #2 first aid kit, which shall contain the following:

1. Equipment
 - i. 1 Safety Oriented Emergency First Aid Manual
 - ii. 1 first aid record book
 - iii. 12 safety pins
 - iv. 1 blunt nose splinter tweezers v. 1 pair of 10 cm (4") scissors
2. Dressings (each item individually wrapped to maintain sterility) i. 2 sterile bandage compresses, 10 cm x 10 cm (4" x 4") ii. 16 sterile adhesive dressings, 2.5cm x 7.5cm (1" x 3") iii. 16 sterile pads, 7.5cm x 7.5cm (3" x 3") iv. 6 triangle bandages, 95 cm x 95 cm (40" x 40")
3. Adhesive Tape i. 1 roll – 1.25 cm x 2.3 m (1 1/2" x 2.5 yds)
4. Antiseptic i. One 100 ml (4 oz) bottle peroxide, or in below freezing temperature, one 100 ml (4 oz) bottle of alcohol-based antiseptic cleansing agent for wounds (i.e.: Isopropyl Alcohol 70%)



Kit #3

Where there are more than 20 but less than 50 employees employed on any one shift at a workplace, the Producer shall provide not less than one #3 first aid kit, which shall contain the following:

1. Equipment
 - a. 1 Safety Oriented Emergency First Aid Manual
 - b. 1 first aid record book
 - c. 12 safety pins
 - d. 1 blunt nose splinter tweezers
 - e. 1 pair of 10 cm (4") scissors
2. Dressings (each item individually wrapped to maintain sterility)
 - a. 6 sterile bandage compresses, 10 cm x 10 cm (4" x 4")
 - b. 32 sterile adhesive dressings, 2.5cm x 7.5cm (1" x 3")
 - c. 32 sterile pads, 7.5cm x 7.5cm (3" x 3")
3. Bandages
 - a. 6 triangle bandages, 95 cm x 95 cm (40" x 40")
 - b. 2 rolls of adhesive tape, 1.25 cm x 5 m (1 1/2" x 5 yds)
 - c. Tubular finger bandage with applicator, .01 size x 5 m (.01 size x 5.5 yds)
 - d. 10 fingertip dressings
 - e. 10 knuckle pad dressings
4. Antiseptic
 - a. One 100 ml (4 oz) bottle peroxide, or in below freezing temperature,
 - b. one 100 ml (4 oz) bottle of alcohol-based antiseptic cleansing agent for wounds (i.e.: Isopropyl Alcohol 70%)

Where there are more than forty-nine employees employed on any shift at a workplace, the Producer shall provide one #3 first aid kit with an increase in the supply of dressings, bandages, and antiseptics proportionate to the additional number of employees in excess of forty-nine.



Appendix B: Health and Safety Representatives

The duties of a Health and Safety Representative are similar to those of a Joint Occupational Health and Safety Committee, except that records, minutes and other issues that pertain to meetings are not required.

Note: Productions in the screen-based industry are unlike typical worksites, they tend to be for short duration and the number of employees on site can vary from day to day. Short duration projects (less than 4 weeks) do not normally require a JOHSC regardless of the number of employees.

Since it is likely that a JOHSC may never be established it is highly recommended that a safety representative be appointed regardless of the number of employees. Having a safety representative at all times will ensure that hazards, complaints, recommendations, inspections will be dealt with and the lines of communication between the employer and employees regarding the overall improvement of health and safety will continue.



Appendix C: Communication of Information

Communication of information is part of the employer's and employees' responsibility and right to know. It is extremely important to workplace health and safety that everyone in the workplace communicates information. Both the employer and the employee must take steps to make sure that everyone has access to the health and safety information that they require. Some of the items noted in the Act which improve good communications are:

1. An employer who receives a written request to respond to a recommendation from a Joint Occupational Health and Safety Committee or a Health and Safety Representative must respond within 21 days. If the employer cannot provide the information, they must give a written explanation. Although the Act requires the JOHSC to respond within 21 days it would expect that JOHSC's in this industry respond much sooner, considering the nature of the business and the short length of productions.
2. As employer is required to let the Joint Occupational Health and Safety Committee or a Health and Safety Representative know about reports on health and safety inspections, monitoring or tests, and, upon request provide the reports.
3. An employer must display where employees can see them the names of everyone on the Joint Occupational Health and Safety Committee or the Health and Safety Representative and how to get in touch with them. Whenever a Joint Occupational Health and Safety Committee meeting has been held, the minutes of that meeting have to be displayed.
4. A copy of all Occupational Health and Safety Regulations that relate to that workplace must be available so that an employee may read them.
5. A copy of the Act, a telephone number for the Department of Labour and Advanced Education, and the workplace health and safety policy (where one is required) must be displayed in a place where employees can easily read them; and
6. If an employer receives an order from the Department of Labour and Advanced Education, the employer must display the order, along with the notice of compliance, and any notice of appeal or appeal decision.

Copies of all Health & Safety reports must be sent to:

West of 22 Productions Inc.

Safety Officer: Safety.westof22@gmail.com



Appendix D: Workplace Monitoring

Workplace Monitoring Employee representatives have a right to watch workplace health and safety monitoring and/or tests. If the employee asks, the monitoring and testing procedures must be explained so that the employee is able to understand what is going on.



Appendix E: Accidents

WCB

When one of your workers is injured on the job, you are required by law to report the injury to WCB within 72 hours. Prompt reporting helps us start the claim process and arrange for the help your worker requires.

OHS

You must call the Occupational Health and Safety (OHS) Contact Centre ([1-866-415-8690](tel:1-866-415-8690)) as soon as possible if:

- a worker has died at work or from an illness connected to the work site
- a worker has been or will be admitted to a hospital as a result of a workplace injury, illness or incident
 - note that hospital admission does not include treatment at an emergency room or urgent care centre
- there is:
 - an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or illness or has the potential to cause a serious injury or illness
 - the collapse or upset of a crane, derrick or hoist
 - the collapse or failure of any component of a building or structure



Appendix F: Drinking Water, Sanitation and Accommodation

Drinking Water

An employer, where reasonably practicable, has to make sure employees have access to enough water suitable for drinking and hand cleaning. Employee access to water can be no further than 200 meters (about 650 feet) and the water must meet the standards in “Guidelines for Canadian Drinking Water Quality” 6th edition, 1996.

If there are outlets for drinking and non-drinking water the employer must clearly and appropriately label the outlets. Unless the water is available from a fountain (or any upward jet) the employer will provide individual sanitary cups (paper cups for example) where reasonably practicable.

Toilets

A minimum number of toilets for men and women will be made available depending on the maximum number of each normally at the workplace.

Note the regulation outlines toilet requirements for numbers of employees; for example: less than 9 people would require 1 toilet. If the total was mixed gender 1 toilet in a room that can be locked would be acceptable under the Regulations, more than 9 but not more than 24, 2 toilets and so on.

The regulation has a number of requirements the facility has to meet including easy access, ventilation and lights, heated where reasonable, kept clean, sufficient paper supplies, a waste container, and maintained in working condition. If the facility is a portable unit, it must be emptied and serviced so it does not overflow. The employer is also responsible to make sure the employee has a reasonable chance to use the facilities.

Hand Cleaning Facilities

Where the workplace has running water (plumbing) the Regulations state the employer must provide a sink (or something similar) in a room with 1 toilet. Extra sinks would be needed where there are more urinals or toilets. Where there is no running water but there are toilet facilities the employer will provide hand cleaning facilities or supplies where reasonably practicable. Where there is a wash basin an employer also must provide hot and cold running water, soap or another appropriate cleanser, and an adequate amount of sanitary hand drying supplies (paper towels for example).

Accommodation

Depending on the workplace and the type of work being done an eating area may have to be provided by the employer. If the work being done creates the chance food will be contaminated the employer will provide an enclosed eating area away from the work area. If the workplace is outdoors the employees should be protected from bad weather conditions. If an eating area is provided then the eating area needs to be kept clean, have adequate light, heat and ventilation (where appropriate), have enough seats and tables for the number of people that would normally use the area, and have garbage containers.



Work Clothes and Change Areas

Where the nature of work makes it necessary for a person to change out of street clothes and into work clothes to protect the person's health or safety, an employer shall provide a changing room and storage for the street and work clothes that will prevent them from becoming wet or dirty. If the work clothes may get contaminated/dirty so that the health or safety of a person is affected by the exposure, then an employer shall provide:

- i. Work clothes for the person's use.
- ii. Storage for the person's street and work clothes that will prevent the street clothes from becoming wet, dirty or contaminated:
- iii. A changing room; and
- iv. Work clothes to be cleaned as necessary.



Appendix G: WHMIS

Section 4 of the Workplace Hazardous Materials Information System (WHMIS) Regulations generally states an employer is to take every reasonable precaution to ensure an employee who works with a controlled product or in proximity to a controlled product is instructed in WHMIS. So, if an employee does NOT work with, or near, a controlled product they would not need to be instructed.

However, caution needs to be exercised because controlled products (including most dangerous chemicals, including generic and household chemicals) are extremely common and it would be a rare for a workplace to have absolutely no controlled products on site.

Some examples of commonly used controlled products are:

- oil based paints.
- bleach drains cleaner.
- some types of liquid paper.
- some pesticides.
- and some window or computer screen cleaners.



Appendix H: ASME Codes

[ASME B30.9 - Slings - ASME](#)

<https://www.asme.org/codes-standards/find-codes-standards/b30-9-slings>

Volume B30.9 includes provisions that apply to the fabrication, attachment, use, inspection, testing, and maintenance of slings used for load handling purposes, used in conjunction with equipment described in other volumes of the B30 Standard, except as restricted in ASME B30.12 and ASME B30.23. Slings fabricated from alloy steel chain, wire rope, metal mesh, synthetic fiber rope, synthetic webbing, and polyester fiber yarns in a protective cover(s) are addressed.

[ASME B30.10 - Hooks - ASME](#)

<https://www.asme.org/codes-standards/find-codes-standards/b30-10-hooks>

Careful application of B30 safety standards will help users to comply with applicable regulations within their jurisdictions, while achieving the operational and safety benefits to be gained from the many industry best-practices detailed in these volumes.

Intended for manufacturers, owners, employers, users and others concerned with the specification, buying, maintenance, training and safe use of slings and hooks with B30 equipment, plus all potential governing entities.

[B30.20 Below-the-Hook Lifting Devices - ASME](#)

<https://www.asme.org/codes-standards/find-codes-standards/b30-20-hook-lifting-devices>

Volume B30.20 includes provisions that apply to the marking, construction, installation, inspection, testing, maintenance, and operation of below-the-hook lifting devices, other than components addressed by other ASME B30 volumes or other standards, used for attaching loads to a hoist. The requirements in this Volume also apply to clamps used for positioning and anchoring



APPENDIX I: ETCP Certification

The Entertainment Technician Certification Program (ETCP) is an industry-wide program that has brought together an unprecedented group of industry organizations, businesses and individuals to create a program of rigorous assessments for professional technicians. ETCP focuses on disciplines that directly affect the health and safety of crews, performers, and audiences. You may become certified through ETCP in the following areas: Rigger – Arena, Rigger – Theatre, and Entertainment Electrician.

Personnel certification is the voluntary process by which a nongovernmental organization grants recognition to an individual who has demonstrated certain abilities, skills and knowledge. ETCP encompasses the creation of exams based upon identified bodies of knowledge, the conducting of those examinations, the awarding of certifications, and re-certifying individuals.

PLASA runs ETCP, which was originally developed by ESTA. The following organizations maintain seats on the ETCP Council: ACTSAFE, Alliance of Motion Picture and Television Producers (AMPTP), Canadian Institute for Theatre Technology (CITT), InfoComm International, International Alliance of Theatrical Stage Employees (IATSE), International Association of Venue Managers (IAVM), The League of American Theatres and Producers, Themed Entertainment Association (TEA), and United States Institute for Theatre Technology (USITT).



APPENDIX J: Emergency response plan

| | | |
|------------------------------|---|-------------|
| Production Co.: | | Date |
| Address | | |
| Completed by | | |
| Potential emergencies | Medical Event Robbery- Threat of Violence Fire Electrical Extreme weather Vehicle drives into Building | |
| | | |

Work site resources and procedures

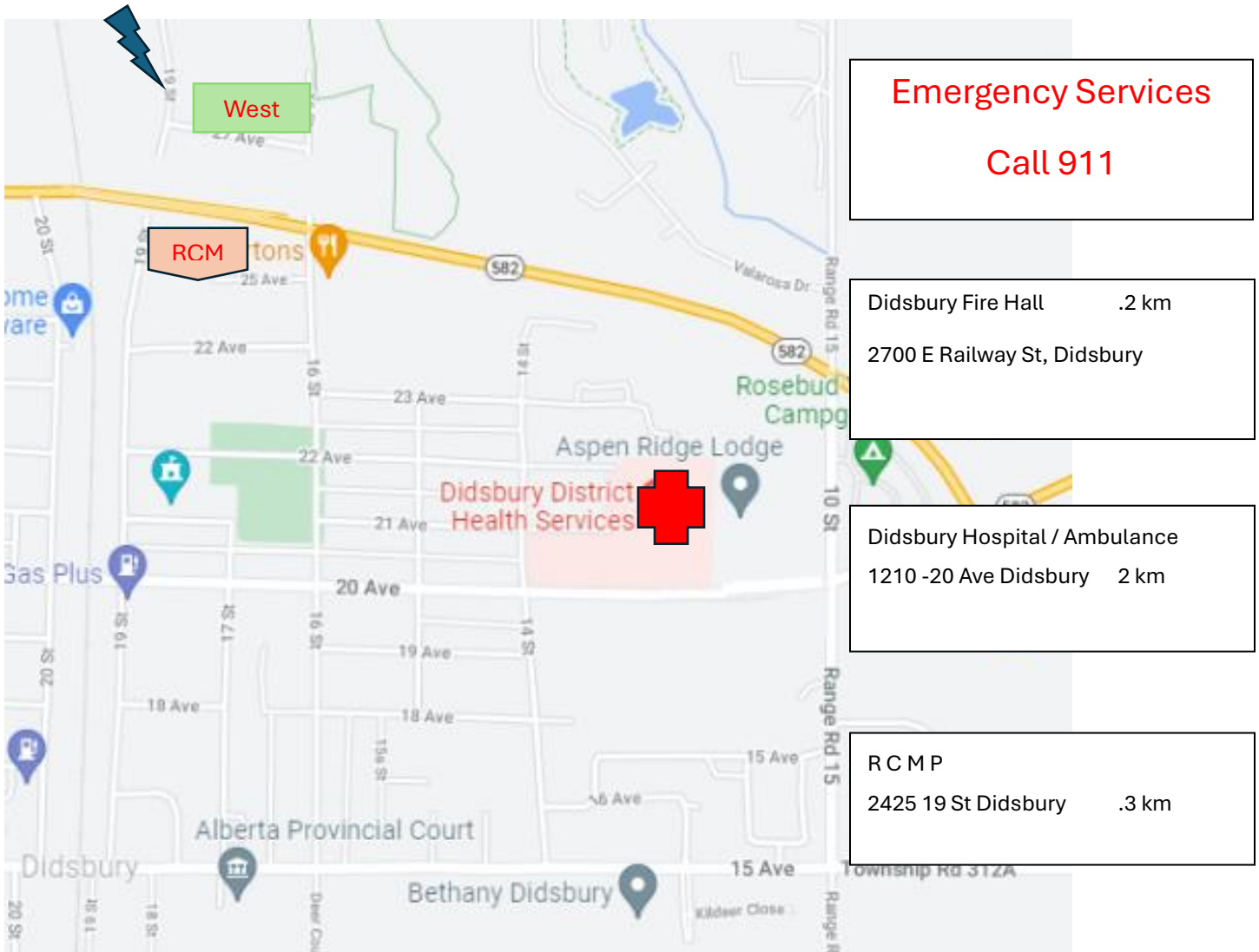
| | | | |
|--|--|-----------------|-----------------------------|
| Emergency and personal protective equipment, including fire protection requirements | Equipment | Location | Operating procedures |
| | Fire Extinguishers | | |
| | | | |
| | Fire doors | | |
| | | | |
| First aid | First aid kit | Location | |
| | First aid supplies | Location | |
| | First aiders | | |
| | Provided by Contractor | | |
| | Transportation plan Call 911 | | |



| | | |
|---|--|--|
| | | |
| List and location of emergency facilities <i>(For example: fire station, hospital, police, walk-in clinic.)</i> | Facility name | Address/distance |
| | Didsbury Regional Hospital / Ambulance <div>Call 911</div> | 1210 -20 Ave Didsbury 2 km |
| | Didsbury Fire Station <div>Call 911</div> | 2700 E Railway St, Didsbury .2 km |
| | Police (RCMP) <div>Call 911</div> | 2425 19 St Didsbury .3 km |
| Alarm and emergency communication requirements | Production Company / User of the West of 22 Productions Ltd facility are responsible for their own trained staff. Procedures listed are site specific only and in no way override OHS/WCB or Production Company requirements | |
| Rescue and evacuation procedures | Production Company / User of the West of 22 Productions Ltd Facility are responsible for their own trained staff. Procedures listed are for site only. | |
| Emergency response procedures <i>(Detailed procedures to be followed for each identified emergency, including who is responsible for what.)</i> | Emergency situation | Procedures |
| | Fire | <ul style="list-style-type: none"> - Alarm to sound - Call 911 - Evacuate to muster point - Designate one person to check bathrooms etc. - Attendee list, SDS folder to be taken to muster point for roll call - Call West of 22 Productions (403- |
| | Medical – Injury | <ul style="list-style-type: none"> - Call 911 - On-site First Aider to attend - Incident report must be started - Facilitator for the group to follow to Hospital with incident report and any medical info on patient - Incident report completed and left/emailed to West of 22 Productions (westof22productions@gmail.com) - Contractor/Renter of the facility is responsible to report incidents to AB OHS (sec) and or AB WCB |



| | | |
|---|--|---|
| | Robbery- Threat of Violence | <ul style="list-style-type: none">- Call 911- Remain in the building- |
| | Extreme Weather Tornado | <ul style="list-style-type: none">- Bring everyone into the building- Stay in place until all clear has been received |
| | Wildfire | <ul style="list-style-type: none">- Call 911- Evacuate building to muster point or alternate agreed muster location- Designate one person to check bathrooms etc.- Attendee list, SDS folder to be taken to muster point for roll call- Call West of 22 Productions (403- |
| | Blizzard/Snow/Ice Storm | <ul style="list-style-type: none">- Stay in place until storm has passed, and it is safe to travel |
| | Medical Emergency | <ul style="list-style-type: none">- Call 911- On-site First Aider to attend- Incident report must be started- Facilitator for the group to follow to Hospital with incident report and any medical info on patient- Incident report completed and left/emailed to West of 22 Productions (westof22productions@gmail.com & safety.westof22@gmail.com)- Contractor/Renter of the facility is responsible to report incidents to AB OHS (sec) and or AB WCB- Call West of 22 Productions (403 - |
| Emergency response training and requirements | Production Company / User of the West of 22 Productions Ltd facility are responsible for their own trained staff. Procedures listed are site specific only and in no way override OHS/WCB or Production Company requirements | |





Contractor Safety Plan

Scope

This form is to be completed by the contractor that has been identified as a major contract.

This Plan, for the assigned worker, expires at the completion of the contract work or 12 months after the Agreement is signed – whichever is the lesser amount of time. If the contract work is to continue after 12 months, a new plan with updated information must be completed.

Duty of care

The contractor shall agree to abide by the Work Health and Safety Act 2018 AB OHS

Suspension of contract works

WEST OF 22 PRODUCTIONS Ltd. reserves the right to direct the contractor to suspend work where it is believed that workplace health and safety legislation is being breached by the contractor, or where the Contractor Liaison Person or authorized delegate believes the broader community may be exposed to an unacceptable level of risk, until any such breach or condition is considered to be satisfactorily rectified by the person who issued the suspension of works. The Contractor Liaison Person or authorized delegate reserves the right to view the contractor's work method statement/s as required under the Work Health and Safety Regulation 2011.

To be completed by contractors.

| PROJECT DETAILS | | |
|--|--|-----------|
| Project Name: | | |
| | | |
| Contractor | | |
| Address: | | |
| Business phone number | | |
| Email | | |
| License Number <i>(e.g. electrical, BSA, plumbing. Leave blank if not applicable)</i> | | |
| | | |
| Location of works | | |
| Timing of works (approximate): | | |
| Start date: | | |
| End date: | | |
| | | |
| EMERGENCY CONTACT DETAILS | | |
| Name | | |
| Position | | |
| Contact number | | |
| | | |
| Worker(s) on site: | Signature | Contact # |
| Name: | | |
| Name: | | |
| Name: | | |
| Name: | | |
| If more are needed, please add to back of sheet | | |
| | | |
| SCOPE AND ACTIVITY DETAILS | Outline the activities to be undertaken as part of the project work. | |
| | | |
| | | |
| Signature | Date | |



SAFE WORK METHOD STATEMENTS

Does the project work require the contractor to perform high risk construction work*?

Yes [] No []

**High risk construction work means construction work that: —*

- *involves a risk of a person falling more than 2m*
- *involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure*
- *involves, or is likely to involve, the disturbance of asbestos*
- *involves structural alterations or repairs that require temporary support to prevent collapse*
- *is carried out in or near a confined space*
- *is carried out on or near pressurized gas distribution mains or piping*
- *is carried out on or near chemical, fuel or refrigerant lines*
- *is carried out on or near energized electrical installations or services*
- *is carried out in an area that may have a contaminated or flammable atmosphere*
- *is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians*

EMERGENCY PROCEDURES

In the event of an emergency, such as a fire or lockdown situation, contractors are deemed to be visitors to the West of 22 Productions Ltd. site. Thus, the site has outlined its procedures that contractors are required to adhere to in its site-specific requirements.

Additional emergency procedures for this project include:

FIRST AID AND INJURY MANAGEMENT

Do you have a documented procedure for first aid and injury management? Yes No

If NO, outline below how first aid and injury management will be managed for the duration of this project.

INCIDENT REPORTING AND INVESTIGATION

Any incident which incurs medical treatment will be investigated to determine root causes and appropriate corrective actions.

West of 22 Productions Ltd. site shall be informed of the outcomes of such investigations.



Where a regulator issues the contractor with a compliance notice such as an improvement or prohibition notice, the West of 22 Productions Ltd site office/reception will be advised of the details of the compliance notice.

INSURANCE

All contractors undertaking work on West of 22 Productions Ltd. sites do so at their own risk. As such valid certificates of insurance must be in place before commencing work and throughout the duration of the contract.

Note: West of 22 Productions Ltd site office to determine whether such coverage is necessary taking into consideration the nature of the work.

SPECIALISED WORK OR LICENSING

List any special licenses required for the contract.



TRAINING AND INDUCTIONS

Do you have a documented induction and training procedure that covers the safety requirements of the project?

Yes [] No []

If NO, outline below how staff and sub-contractors will be inducted and trained with regards to the project (for example specific training programs, weekly toolbox meetings).

SAFETY MONITORING

List any ongoing inspections or other measures that will be used to monitor the health and safety performance of contractor staff and subcontractors during the project works, if relevant.

CHEMICAL MANAGEMENT

Will any chemicals be brought on site for the project works? Yes [] No []

If YES, complete the attached Chemical Register and list all hazardous chemicals likely to be used.

SUBCONTRACTOR MANAGEMENT

Will subcontractors be used for the project works? Yes [] No []

If YES, complete the attached Subcontractor Register and list all subcontractors likely to be used.



CONTRACTOR ACKNOWLEDGEMENT

I acknowledge that the details outlined in this Health and Safety Management Plan are accurate and that this plan will be implemented in the delivery of the contract works.

| |
|------------------|
| Name |
| Position |
| Signature |
| Date / / |



| Subcontractor Register | | | | |
|-----------------------------------|---|--|--|--|
| Activity/Work to be subcontracted | Name and contact number of subcontracting company | Method and frequency of monitoring the subcontractor | Contractor representative responsible for monitoring the subcontractor | |
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| Contractor Chemical Register | | | | |
|------------------------------|--------|---------|-----------------|----------|
| Product name | Hazard | Control | Location Stored | Quantity |
| | | | | |
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Material safety data sheets (MSDSs) must be readily available for inspection by the contractor for all chemicals listed.
If chemical(s) are to be stored on site, the contractor must provide a chemical register and copies of the MSDSs for retention on site.

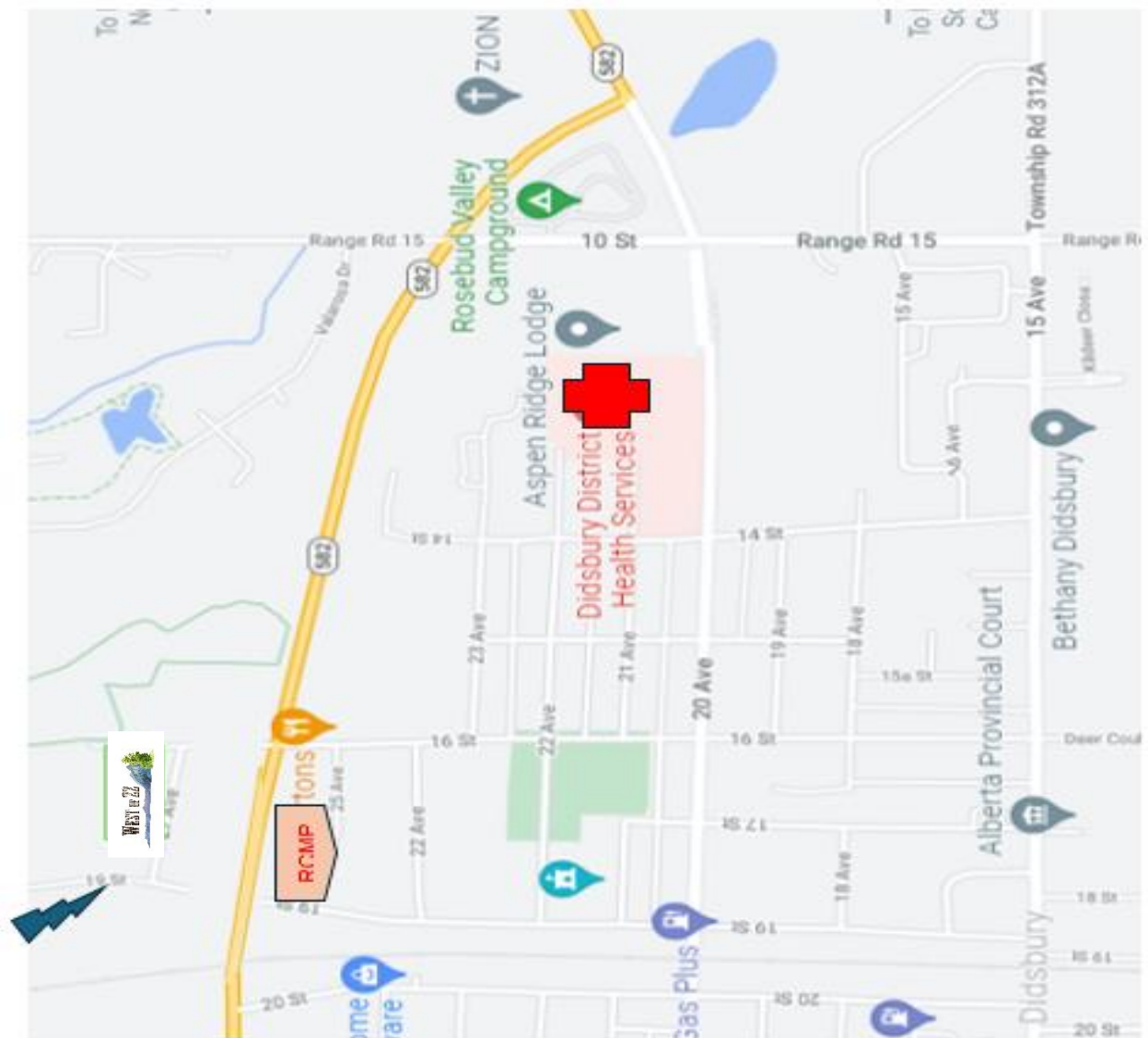


Emergency Services
Call 911


Didsbury Fire Hall
2700 E Railway St, Didsbury
2 km


Didsbury Hospital / Ambulance
1210 -20 Ave Didsbury
2 km


R C M P
2425 18 St Didsbury
3 km





Links:

[Occupational health and safety \(OHS\) | Alberta.ca](https://search-ohs-laws.alberta.ca/legislation/occupational-health-and-safety-code/)

<https://search-ohs-laws.alberta.ca/legislation/occupational-health-and-safety-code/>

[Claims - WCB Alberta](https://www.wcb.ab.ca/claims/)

<https://www.wcb.ab.ca/claims/>
