

Every GREAT PRODUCTION Needs a **Safety Star**



Whether you're shooting an action-packed adventure or a product commercial, safety is necessary on every set. It's important, because workers are killed and injured every year in Ontario – including on film and TV productions. All injuries and illnesses can be prevented. *It's also the law.* Non-compliance can result in penalties – including fines to all production personnel – against officers, supervisors and workers of the production.

Are you aware of the following basic safety requirements?

Protect yourself, cast and crew

Ensure all reasonable precautions to protect yourself, cast and crew by:

- providing information and instruction to ensure set safety.
- wearing required personal protective equipment (PPE).

Emergency Planning

Make sure first aid providers are identified. Provide sufficient first aid equipment. Your emergency plan should include:

- a plan for emergency vehicles
- a contingency plan; transportation
- valid credentials and authority to act

Hazardous materials

There are many dangerous materials used in your industry. WHMIS (Workplace Hazardous Materials Information System) requires properly trained personnel working with or around these substances. This includes:

- handling
- labelling
- storage
- use and disposal

Get people involved with Health & Safety

This includes:

- production office
- location hazard assessment
- participating in Health and Safety meetings
- posting Health and Safety information
- conducting site inspection prior to property rentals, location surveys, location set-ups and production set-ups

Review Health & Safety information

Obtain copies of the Guidelines from the Ministry of Labour:

- Health and Safety Guidelines for the Ontario Film and Television Industry
- Health and Safety Guidelines for the Live Performance Industry in Ontario
- Studio/Corporate and/or production policies

Vertigo isn't just a classic Hitchcock film...

Focus on Slips, Trips and Falls



- On average, 1 in every 30 cast/crew members will be injured during a production.
- Many workers in Ontario were killed or permanently injured because of slips or dangers involving heights.
- For productions involving multi-levels or heights, check the requirements for guard rails, ladders, scaffolds and fall protection prior to use. Ladders should be approved, in proper working order and used properly.
- A common sense approach is often beneficial during a busy shooting schedule.

Film/TV production is important to all of us in Ontario. We look forward to a safe and happy ending for everyone.

Please see over

Applying for WSIB insurance

- film production is a “by-application” industry in Ontario. This means the Workplace Safety & Insurance Act does not require production companies to register with us to insure their workforce, however many collective agreements in the industry require WSIB coverage
- to register, the WSIB requires a *Registration Form* and *Employer by Application Form - Entertainment Industry* (Form 95C) with a signed declaration regarding actors and extras
- **insurance coverage only begins the day the WSIB receives the completed Form 95C** and includes all individuals, regardless of their status with the Canada Customs & Revenue Agency
- if you’re using a payroll service company or any other representative, a signed authorization form is required before the WSIB can work with them

Account info

- accounts must be closed within 10 days of an employer ceasing to employ workers
- if an account is to be re-activated a new Form 95C is required before insurance coverage begins again

Workers can claim WSIB benefits if

- the production is **registered** with the WSIB
- the work related injury causes them to **lose time** from work after the day of injury or,
- the work related injury causes them to seek **medical treatment** beyond first aid or,
- the work related injury causes them to **earn less** than their regular pay

On day of injury the employer must

- pay for/provide transportation for medical treatment
- pay full wages to worker for the remainder of the day
- investigate and document the cause of accident, establish controls for preventing recurrences and be prepared to discuss findings with WSIB

Reporting injury

- **Form 7** (Employer’s Report of Accident) must be completed by the employer or their representative, *not the worker*, and sent to WSIB within **3 calendar days** of worker reporting incident to supervisory person (be sure to inform WSIB of any lost time after date of accident)
- the worker signs Form 7 after employer or representative completes it, if the worker is available. The Form 7 can be sent in without the worker’s signature in order to meet the 3 day requirement

WSIB specific information

- employer (production or payroll company) is responsible for providing pre-accident earnings information
- employer and worker are required to inform WSIB of any changes to worker’s situation following the submission of the Form 7 as soon as they occur (i.e., return to work, lost time from work relating to injury)
- all material changes must be reported to WSIB within 10 days
- workers and employers have a *shared responsibility* to get and stay in contact to discuss, plan, and actively work towards an early and safe return to work (union participation is encouraged)

In partnership with:

Ontario Service Safety Alliance (OSSA)

(416)250-9111 or 1-(888)478-OSSA
or visit www.ossa.com

Ontario Film & Television

Section 21 Health and Safety Advisory Committee
www.filmsafety.ca

Linda Sheppard, WSIB Account Manager

416-344-6904 or 1-800-387-0080 ext. 6904



Ontario Film & Television
Section 21 Health & Safety Advisory Committee
ACTRA CFTPA CPAT DGODC
IATSE 667, 873,411
NABET700 CEP MOL OMDC TFTO TVO

