

Hello,

WorkSafeBC Regulations and the BCCFU Master Agreement contain a number of requirements for:

- Creating an occupational health and safety program
- Establishing a joint health and safety committee
- Ensuring committee members receive required training
- Holding safety meetings and carrying out workplace inspections
- Reporting and Investigating Incidents
- Completing and forwarding safety paperwork

The following information is meant to assist your production, and is not an exhaustive list. **Requirements related to the BCCFU and the BCCFU member-unions are highlighted.**

Occupational Health and Safety Program:

- <https://www.worksafebc.com/en/health-safety/create-manage/health-safety-programs>
- As Motion Picture Production is designated a “medium” risk industry, a typical production requires a formal health and safety program and a joint health and safety committee once the production reaches 20 or more workers. Less formal programs for a typical production are still required with fewer than 20 workers.

Joint Health and Safety Committee:

- <https://www.worksafebc.com/en/health-safety/create-manage/joint-health-safety-committees>
- Establish the committee as soon as possible. The WorkSafeBC workbook (found in the above link) is an excellent resource.
- **Complete and return the attached Joint Health and Safety Committee Employer Representatives form to the BCCFU** (ref: BCCFU Article 12.05). Employer Representatives are not employees who are members of the BCCFU member-unions (IATSE 891, Teamsters 155, IATSE 669).
- The committee’s worker representatives are designated by the BCCFU. The shop stewards (when available) from all three of the BCCFU member-unions are to be included on the committee.
- Note that time spent to attend committee meetings, time which is reasonably necessary to prepare for committee meetings, and time to fulfill the other functions and duties of the committee must be paid time worked, and therefore cannot be scheduled over a non-paid meal break (Worker’s Compensation Act 134).
- All members of the joint committee, including the employer representatives, selected on or after April 3, 2017 must receive, as soon as practicable but no more than 6 months after becoming a member, at least 8 hours of instruction and training which meets certain requirements. This training must be paid time by the Employer. Committee members who have received the training within the previous 2 years are exempt from this requirement. (OHS regulation 3.27). Actsafe provides a course which meets the WorkSafeBC requirements; other training providers may be found throughout B.C.
- A written evaluation of the joint committee, meeting certain criteria, must be performed annually (OHS regulation 3.26)

Safety Meetings:

- Ensure that workers are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work (ref: Worker's Compensation Act 115(2)(b)).
- Ensure all young and new workers are given health and safety orientation and training specific to their workplace before they begin work. (ref: OHS Regulation 3.23)
- Meetings of the joint health and safety committee are required at least once each month. **Forward the committee reports to the BCCFU.** The last three committee reports must also be posted. (ref: Worker's Compensation Act 137; OHS regulation 3.3(f)).

Inspections:

- <https://www.worksafebc.com/en/health-safety/create-manage/workplace-inspections>
- Regular inspections are required of all workplaces, and must include a worker representative (Ref: OHS regulation 3.5 & 3.8)
- **Forward all inspection reports to the BCCFU** (ref: OHS Regulation 3.3(f))

Incident Reporting

- <https://www.worksafebc.com/en/health-safety/create-manage/incident-investigations/reporting-incidents-worksafebc>
- Serious incidents and fatalities must immediately be reported to WorkSafeBC. The above link provides the list of incidents WorkSafeBC considers serious.
- **Contact the applicable BCCFU member-union if a workplace accident results in an employee being sent to hospital.** (ref: BCCFU article 12.06(b))

Incident Investigations

- Certain incidents and near-misses that take place in the workplace require an investigation.
- Employer: <https://www.worksafebc.com/en/health-safety/create-manage/incident-investigations/conducting-employer-investigation>
- WorkSafeBC: <https://www.worksafebc.com/en/health-safety/create-manage/incident-investigations/worksafebc-investigations>
- Note: the "worker representative" required in investigations is a worker representative of the joint health and safety committee (who is typically not the First Aid / Craft Service person), or in the absence of such committee, the worker health and safety representative (ref: Worker's Compensation Act 106; OHS Regulation 3.28).
- **Forward all Accident / Near Miss Investigation Reports to the applicable BCCFU member-union and to the BCCFU.** (ref: BCCFU 12.06(a); OHS Regulation 3.3(f))

Injury / Illness Reporting:

- <https://www.worksafebc.com/en/claims/report-workplace-injury-illness/how-employers-report-workplace-injury-illness>
- The WorkSafeBC "Employer's Report of Injury or Occupational Disease" forms (Form 7's) must be submitted to WorkSafeBC within three days of an injury. (ref: Form 7)
- **Forward all WorkSafeBC Form 7's to the applicable BCCFU member-union.** (ref: BCCFU 12.06(a)).
- Note: WorkSafeBC Form 7s contain personal information. Please ensure they are handled appropriately according to your company's privacy policy and the Personal Information Protection Act (PIPA).

There are two attachments with this email:

- Joint Health and Safety Committee Employer Representatives form
- A copy of this email, for reference purposes.

For additional information:

- Searchable Occupational Health and Safety (OHS) Regulation and Related Materials: <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation>

Actsafes: Occupational Health and Safety Planning / First

Aid: <http://www.actsafe.ca/category/resources/library/occupational-first-aid/>

Administration, BC Council of Film Unions

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