

FILM/TV FIRST AID ASSESSMENT WORKSHEET

1. Name of Production: _____

Location: _____
(Conduct a separate assessment for each identified workplace/location)

2. Rating on Assigned Hazard Rating List: L M H

3. Job functions, work processes and tools

Typical of industry? Yes No

4. Types of injuries that can potentially occur

Typical of industry? Yes No

5. Rating adjustment: if hazard rating is adjusted, provide documentation
Overall workplace hazard rating: L M H

6. Surface travel time to hospital:
greater than 20 minutes less than 20 minutes

7. Total number of workers per shift _____

8. Barriers to First Aid:

Assessment Results

9. Supplies/equipment/facilities required

10. Number and Level of first aid attendants: OFA 1 _____ OFA2 _____ OFA3 _____

11. Transportation needs _____

Consulted (Who contributed to the Assessment) _____

_____ Date: _____

Name: _____ Signature: _____

NOTE- Schedule 3A: Minimum Levels of First Aid are a **requirement**.

GUIDELINE FOR FILM/TV FIRST AID ASSESSMENT WORKSHEET

Who does the assessment?

Construction Coordinator for shop areas and set construction (carpenter shops 'M' hazard).

Location Manager provides information such as travel time and location to nearest hospital and any possible hazards at each location.

Stunt Coordinator must assess possible hazards and injuries in regards to stunts. Limit the number of workers to just those required being present or participating in the stunt.

SPFX Coordinator must assess possible hazards and injuries in regards to spfx. Limit the number of workers to just those required to be present or affected by the spfx.

Production Coordinator completes production office needs assessment; gathers the information from all the others, and establishes the requirements for 1st Aid, presents it to PM. NOTE: if production office is a separate location and involves only office work, hazard classification is 'L'.

1st A.D. gives an orientation safety talk (emergency procedures) at each new location, and posts written First Aid Procedures at each location.

Production Manager reviews the assessments for approval.

A copy of the assessment for each location should be kept at the production office to be made available if required.

To Fill the First Aid Worksheet Follow This Guideline

1. Insert name of Production Company and the specific location the assessment pertains to. One assessment for each location.
2. The Motion Picture Hazard rating is M (medium) for typical operation of industry. However if stunts, spfx, set construction involve more hazardous tasks, e.g. car stunts, explosions, working at heights you may be required to elevate your hazard rating and provide extra first aid attendants, supplies or transportation. The Production office may be assigned an L (low) rating if general office work is being performed at that location.
3. List of typical job functions, technicians, drivers, performers with a note to see attached call sheet. Add any that may not be listed on call sheet.
4. Types of injuries that could potentially occur: cuts, bruises, strains, sprains, they would be typical of industry.
5. If you change your hazard rating from M (medium) to L (low) or H (high) attach an explanation for your decision e.g., daily schedule calls for high risk stunt or explosion.
6. Surface time to hospital < or > twenty minutes by road or water during working hours. Check that the hospital or treatment facility
 - has an emergency department or resuscitation
 - has a physician on duty or immediately available on call
 - is open during your working hours

7. Number of workers: the lunch count on the call sheet.

GUIDELINE FOR FILM/TV FIRST AID ASSESSMENT WORKSHEET

8. Barriers to First Aid may be, but are not limited to; communication (lack of cell phone coverage or radio communication to summon help), remote location, flooding road (alternate route availability), train tracks (road may be blocked by train), road construction may impede travel. List any possible barriers and note plan to address.
9. Supplies/equipment/facilities required: see WorkSafeBC Schedule 3A: Minimum Levels of First Aid.

<http://www2.worksafebc.com/Publications/OHSRegulation/Part3.asp#Schedule3A>

10. Number and level of first aid attendant: based on the above results and WorkSafeBC guideline, determine the attendant staffing necessary.

NOTE: check to ensure certification is current.

11. Transportation needs: determine from above results and WorkSafeBC guidelines.

For assistance in completing the First Aid Assessment, call Actsafe at 604-733-4682 or

Marty Clausen
Health & Safety Consultant, Actsafe
Phone: 604-765-0791
Fax: 604-733-4692
E-Mail: martyc@actsafe.ca

Schedule 3-A Minimum Levels of First Aid

1 In this Schedule:

"**ambulance service**" means an ambulance service acceptable to the Board;

"**hospital**" means a hospital within the meaning of the *Hospital Act* or a diagnostic and treatment centre where the hospital or centre has

- (a) an emergency department or resuscitation area, and
- (b) a physician on duty or immediately available on call.

2 (1) Tables 1 to 6 have different levels of first aid service that are based on how long it takes to transport an injured person to a hospital and the number of workers per shift.

(2) Exceptions to note: In circumstances in which Tables 1 to 6 would otherwise require a Level 2 first aid certificate under column 3 [*noted with an asterisk (*)*], a Level 3 first aid certificate is required and an Emergency Transportation Vehicle ("ETV") must be provided, if

- (a) there is on the access route to the workplace an obstruction, barrier, rough terrain or other similar circumstances likely to delay the arrival of an ambulance service for more than 20 minutes after it was dispatched, or
- (b) there are areas in the workplace which an ambulance service cannot safely access, and for which workers at the workplace are required by this Regulation to be trained, equipped and capable of effecting rescue.

See Tables 1 to 6

Note: These are minimum requirements, you can exceed them.

Table 1: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a low risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none"> Personal first aid kit 		
2	2-5	<ul style="list-style-type: none"> Basic first aid kit 		
3	6-30	<ul style="list-style-type: none"> Level 1 first aid kit 	Level 1 certificate	
4	31-50	<ul style="list-style-type: none"> Level 1 first aid kit ETV equipment 	Level 1 certificate with Transportation Endorsement	
5	51-75	<ul style="list-style-type: none"> Level 3 first aid kit Dressing station ETV equipment 	Level 3 certificate	
6	76 or more	<ul style="list-style-type: none"> Level 3 first aid kit First aid room ETV equipment 	Level 3 certificate	ETV

Table 2: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a low risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	•		
2	2-10	• Basic first aid kit		
3	11-50	• Level 1 first aid kit	Level 1 certificate	
4	51-100	• Level 2 first aid kit • Dressing station	*Level 2 certificate	
5	101 or more	• Level 2 first aid kit • First aid room	*Level 2 certificate	

Table 3: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a moderate risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	• Personal first aid kit		
2	2-5	• Level 1 first aid kit	Level 1 certificate	
3	6-15	• Level 1 first aid kit • ETV equipment	Level 1 certificate with Transportation Endorsement	
4	16-50	• Level 3 first aid kit	Level 3	ETV

		<ul style="list-style-type: none"> • Dressing station • ETV equipment 	certificate	
5	51-100	<ul style="list-style-type: none"> • Level 3 first aid kit • First aid room • ETV equipment 	Level 3 certificate	ETV
6	101-300	<ul style="list-style-type: none"> • Level 3 first aid kit • First aid room • Industrial ambulance equipment 	Level 3 certificate	Industrial ambulance
7	301 or more	<ul style="list-style-type: none"> • Level 3 first aid kit • First aid room • Industrial ambulance equipment 	2 attendants, each with Level 3 certificates	Industrial ambulance

Table 4: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a moderate risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none"> • Personal first aid kit 		
2	2-5	<ul style="list-style-type: none"> • Basic first aid kit 		
3	6-25	<ul style="list-style-type: none"> • Level 1 first aid kit 	Level 1 certificate	
4	26-75	<ul style="list-style-type: none"> • Level 2 first aid kit • Dressing station 	* Level 2 certificate	
5	76 or more	<ul style="list-style-type: none"> • Level 2 first aid kit • First aid room 	* Level 2 certificate	

Table 5: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a high risk of injury and that is more than 20 minutes surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none"> Personal first aid kit 		
2	2-5	<ul style="list-style-type: none"> Level 1 first aid kit 	Level 1 certificate	
3	6-10	<ul style="list-style-type: none"> Level 1 first aid kit ETV equipment 	Level 1 certificate with Transportation Endorsement	ETV
4	11-30	<ul style="list-style-type: none"> Level 3 first aid kit Dressing station ETV equipment 	Level 3 certificate	ETV
5	31-50	<ul style="list-style-type: none"> Level 3 first aid kit First aid room ETV equipment 	Level 3 certificate	ETV
6	51-200	<ul style="list-style-type: none"> Level 3 first aid kit First aid room Industrial ambulance equipment 	Level 3 certificate	Industrial ambulance
7	201 or more	<ul style="list-style-type: none"> Level 3 first aid kit First aid room Industrial ambulance equipment 	2 attendants, each with Level 3 certificates	Industrial ambulance

Table 6: This table applies to a workplace that an employer determines under section 3.16 (2) (b) of the Regulation creates a high risk of injury and that is 20 minutes or less surface travel time away from a hospital.

Item	Column 1 Number of workers per shift	Column 2 Supplies, equipment, and facility	Column 3 Level of first aid certificate for attendant	Column 4 Transportation
1	1	<ul style="list-style-type: none"> • Personal first aid kit 		
2	2-15	<ul style="list-style-type: none"> • Level 1 first aid kit 	Level 1 certificate	
3	16-30	<ul style="list-style-type: none"> • Level 2 first aid kit • Dressing station 	* Level 2 certificate	
4	31-300	<ul style="list-style-type: none"> • Level 2 first aid kit • First aid room 	* Level 2 certificate	
5	301 or more	<ul style="list-style-type: none"> • Level 2 first aid kit • First aid room 	* 2 attendants, each with Level 2 certificates	

[Enacted by B.C. Reg. 320/2007, effective February 1, 2008.]