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## ACTRA: Set for Set

### Safety, Education and Training for Set

You have health and safety rights and responsibilities under the *Independent Production and National Commercial Agreements (IPA/NCA)*, the *Occupational Health and Safety Act*, and the Section 21 Health and Safety Guidelines for the Film and Television Industry. **Being safe on set is your number one priority.**

- Keep your eyes open and stay alert.
- Notify crew if you see something that looks unsafe.
- Be helpful, respectful and patient. Most problems can be resolved quickly.
- Ask questions if you are unsure of your situation or responsibilities.
- Identify the crew Health and Safety Representative and the Stunt Coordinator listed on the call sheet.

### Specific Areas of Concern

#### Slip and Fall Accidents

These make up the majority of all workplace injuries. Exercise caution around Honey Wagons, bathrooms, loose cables, and stairs.

#### Physical Injuries

- Be alert around heavy equipment (e.g., cranes, set structures, overhead lights and flags).
- Be aware of when/where firearms, explosives, pyrotechnics, open flames, helicopters, wind machines, etc. will be used on set.
- If you're in the shot, ask to attend the on-set safety meeting when a stunt is to be performed, whether you're doing the stunt or not.
- Watch for laser measuring devices and avoid looking directly at them.

#### Vehicle Safety

**WEAR SEAT BELTS!** Don't over-estimate your driving skills. If you're not a "professional" stunt driver, let someone else drive. If you've never ridden a motorcycle or driven a boat, the set is not the place to learn.

## Environmental Illnesses

- Wear proper (seasonal) clothing/footwear. Bring layers to cover up between takes.
- Insist on proper water apparel for conditions.
- Drink plenty of water. Water should be clean and of a reasonable temperature.
- Wash your hands frequently and demand clean, accessible toilet facilities.
- Ask questions when working with “smoke” or artificial snow on a set.
- Be cautious around propane heaters.

## Allergies and Medical Conditions

Make appropriate production and crew members aware of any allergies (e.g., food, make-up, animals), chemical sensitivities, phobias, or medical conditions (e.g., epilepsy, chronic back pain, heart condition) that may be triggered by the set environment.

## Children

**Special Performance Regulations** exist in the *IPA*, *NCA* and Section 21 Guidelines to protect child performers. **DO NOT BEND THE RULES TO PLEASE PRODUCTION.** These rules were hard-fought and are in place for the benefit of vulnerable performers.

## Animals

Animal actors are specially trained. Do not approach them without the trainer’s permission and supervision. If you’re in a scene with an animal, talk to the trainer.

## Stunts

A stunt is a performance that would be considered dangerous if not performed by someone with special training or is beyond a performer’s general experience or abilities.

Proceed with caution and never misrepresent your ability to perform special skills (e.g., roller-blading, horseback riding, etc.).

A Stunt Coordinator is the best person on the set to decide whether any particular performance is a stunt and should be subject to a stunt fee.

If there is no Stunt Coordinator on set and you feel it would be unsafe for you to attempt the performance that is being requested of you, you should **let production know about your concerns.**

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## If You Are Injured or Become Ill On Set\*:

- **REPORT THE INJURY** to the closest AD and the crew Health and Safety Representative.
- Make detailed notes about the incident, including names and observations.
- See the **set nurse or medic** when available.
- Ask if the production is insured by the **Workplace Safety and Insurance Board (WSIB)**.
- Go to the hospital. Even small injuries can have dire consequences.
- Complete documents to protect yourself for any future insurance claim. These may include an Accident Report, a WSIB Report and a Police Report (for auto accidents).
- Call the ACTRA Steward responsible for the production at **416.928.2278** and provide them with copies of all documentation.
- See your family doctor as soon as possible and get a letter describing your condition.

If you find yourself sick or injured a few days after an incident on set, **see your family doctor IMMEDIATELY** and **notify the ACTRA Steward** responsible for the production.

*\*Set: includes all areas of the actor’s workplace*