

# On-set Inclusion Risk Assessment Guide

When people think of risk assessments, they often think about traditional safety hazards, like falling from heights or working with electricity. Those are vital safety concerns, outlined in Alberta's *Occupational Health and Safety Act*.

But did you know that the act also protects workers from violence, including psychological injury and harm?

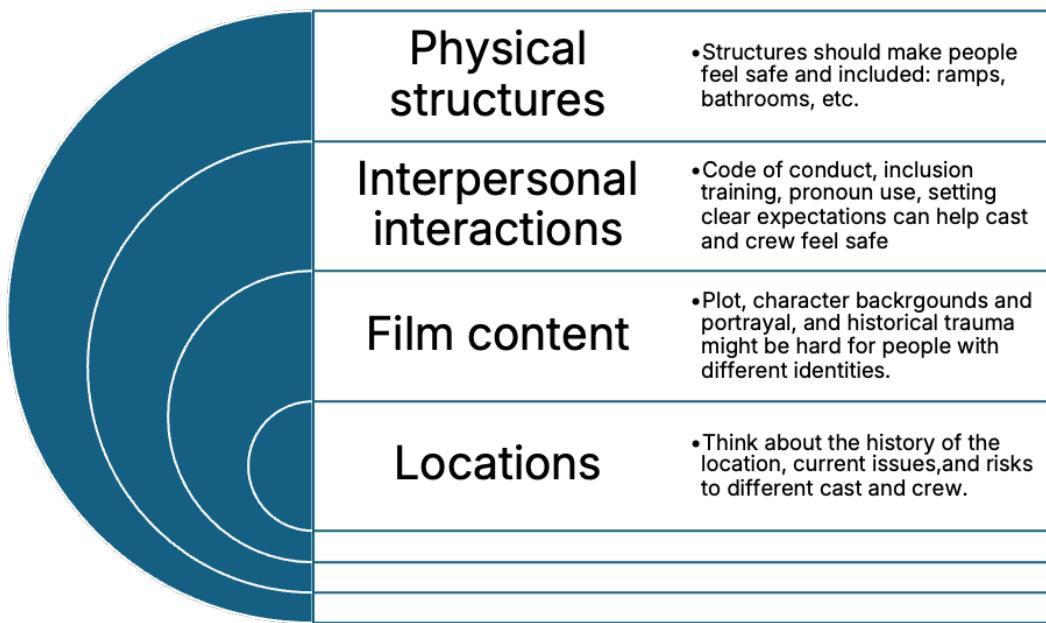
Alberta's Occupational Health and Safety Act defines violence like this:

"violence", whether at a work site or work-related, means the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence<sup>[1]</sup>

That means that the **employer, all supervisors, and every worker** (including those who don't get paid) on a production are responsible for contributing to a workplace where everyone is free from experiencing or participating in causing threatened, attempted, or actual psychological injury or harm.<sup>[2]</sup> It also means employers are responsible for ensuring workers are appropriately trained to perform their work safely, including contributing to psychological safety.<sup>[3]</sup> Making training about psychological safety the norm helps to make sure everyone knows how to contribute to a positive workplace culture and what to do if safety becomes compromised for themselves or others.

These responsibilities might reframe how you think about safety hazards on your set. A hazard is *a situation, condition, or thing that may be dangerous to health and safety*.<sup>[4]</sup>

Reduce hazards and create a safe and inclusive set for all members of the cast and crew by considering some of the below as you prepare for your production:



Once you have assessed the hazards to psychological safety, inclusion, and well-being, consider what you can do to address them before they become an issue.

## Prevent Harm - Promote Safety - Protect Workers

**Preventing harm** is all about removing or reducing risks. What options are available to you to limit the likelihood of different risks happening? How can you take measures ahead of time? For example, can you make sure every filming location has accessible, single-user washrooms? Can you provide safe group transportation to and from set every day? Can you revisit your script to check that characters who represent different identities have rich content and realistic representation in the film?

**Promoting safety** is about setting expectations for cast and crew, and making sure they have what they need to meet those expectations. When it comes to psychological safety, this includes options such as offering inclusion training, equal access to growth opportunities like mentorship, open communication about on-set expectations, a code of conduct or guiding principles agreement, zero tolerance of gossip, and upfront information about days when scenes with difficult content will be shot.

**Protecting workers** is about the mechanisms you have in place to address concerns when they arise. Here are some examples:

- Clarify for cast and crew how to report psychological safety risks or instances of harm without fear of recourse.
- Set a process for addressing problematic behaviour on set.
- Name an on-set culture safety officer.
- Set a process for continuous improvement, like a blameless retrospective.

- Share support resources with your cast and crew, because they need to talk with someone after a difficult interaction.

Creating a psychologically safe workplace culture about more than addressing hazards: it is also about encouraging positive contributions, or protective factors, that help people feel included. Look at the various On-Set Protocols on ScreenAccessAlberta.ca to find ways to promote and encourage welcoming and inclusive behaviours on set.

Because every production is different, there is no one size fits all way to address psychological safety. But psychological safety hazards should always be treated with the same importance as hazards to physical safety. That means that every hazard should be assessed using these questions:

- How likely is this to happen?
- How many people might it affect?
- How frequently might it happen?
- What are the anticipated consequences if it does happen?
  - How long will those consequences last?
- And, most importantly, how can we prevent this from happening or address it appropriately if it does?

Promoting psychological well-being at work is an ongoing effort. Expectations will shift over time and in different contexts. Consider the risks to psychological safety and put measures in place to both reduce those risks and respond to issues when they occur. That way, you will support a healthier, more creative, and more inclusive production. You will also position yourself as a filmmaker folks want to work with again and again.

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## Resources

- The Canadian Centre for Occupational Health and Safety
- The Government of Canada, Employment and Social Development
- The Government of Alberta, Jobs, Economy, Trade and Immigration
- Chartered Professionals in Human Resources of Alberta
- WorkSafe BC
- World Health Organization

[1] *Occupational Health and Safety Act, SA 2020, c O-2.2 s1(rr)*

[2] *Occupational Health and Safety Act, SA 2020, c O-2.2 s3(1)(c), 4(a)(iii), and 5(1)(d)*

[3] *Occupational Health and Safety Act, SA 2020, c O-2.2 S3(2)*

[4] *Occupational Health and Safety Act, SA 2020, c O-2.2 s1(p)*