

SAFETY MANAGEMENT PLAN

WassonMoy Creative Compliance



TABLE OF CONTENTS

| | |
|---|----------|
| FOREWORD | 3 |
| LEGAL NOTICE..... | 3 |
| 1. INTRODUCTION TO THE PRODUCTION SAFETY MANAGEMENT PLAN | 4 |
| 1.1 SETTING OBJECTIVES AND TARGETS FOR PRODUCTION WORK HEALTH & SAFETY | 4 |
| 1.2 PRODUCTION SAFETY MANAGEMENT PLAN RESPONSIBILITIES | 4 |
| 1.3 WHS MANAGEMENT REPRESENTATIVE RESPONSIBILITIES | 5 |
| 1.4 WHS POLICY | 5 |
| 1.5 PRODUCTION COMPANY DETAILS | 6 |
| 2. PRODUCTION SAFETY MANAGEMENT PLAN ACTIONS..... | 7 |
| 2.1 DEPARTMENTS AND WORK ACTIVITIES | 7 |
| 2.1.1 Worker Competency and WHS Responsibilities | 8 |
| 2.1.1.1 Crew | 8 |
| 2.1.1.2 Contractor..... | 8 |
| 2.1.1.3 Cast | 8 |
| 2.2 WORKPLACES..... | 9 |
| 2.3 PLANT, MACHINERY, EQUIPMENT, TOOLS, HAZARDOUS MATERIALS, AND ELECTRICS..... | 9 |
| 2.4 CONSULTATION | 10 |
| 2.4.1 Worker Consultation..... | 12 |
| 2.4.2 PCBU Shared Duty Consultation | 12 |
| 2.5 WHS INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION | 13 |
| 2.5.1 Production workplace safety induction and consultation..... | 13 |
| 2.5.2 Production supervision | 13 |
| 2.6 LOCATION TECH RECCE AND SHOOT RISK MANAGEMENT | 13 |
| 2.7 EMERGENCY PLANNING | 15 |
| 2.8 FIRST AID..... | 16 |
| 2.9 INCIDENT NOTIFICATION AND INVESTIGATION | 17 |
| 2.10 EVALUATION..... | 17 |

FOREWORD

This *Production Safety Management Plan* addresses the requirements of the current Western Australian Occupational Safety & Health legislation (*OSH Act 1984* and *OSH Regulations 1996*) and the nationally harmonised Work Health & Safety legislation expected to be enacted in a version specific for Western Australia in 2015, following the introduction of the *Resources Safety Bill*. The requirements of these separate frameworks will together be referred to as 'WHS requirements'.

Under WHS harmonisation, the concept of the 'employer' as the bearer of obligations is broadened to refer to the obligations of the 'person(s) conducting a business or undertaking' ('PCBU') and of 'workers' (encompassing both employees and contractors) and 'others' (e.g. the public). 'Company officers' of a PCBU have an affirmative duty to ensure through due diligence that the PCBU meets its compliance obligations.

As a PCBU, a Production Company has a duty to ensure that workers in production workplaces are not exposed to a risk to their health and safety, by identifying and eliminating or minimising safety risks so far as reasonably practicable. Additionally, PCBUs with a shared duty of care on a production (e.g. location owners, contractors, funding providers or commissioners, etc.) have a duty to 'consult, cooperate and coordinate' to identify and address safety risks.

In addition, PCBUs are required to manage their workplace safety obligations through a safe system of work ('safety system'). This *Production Safety Management Plan* represents the Production Company's safety system.

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This Production Safety Management Plan does not constitute legal advice and should not be relied upon to satisfy obligations under any law except as expressly agreed with WassonMoy Creative Compliance.

1. INTRODUCTION TO THE PRODUCTION SAFETY MANAGEMENT PLAN

The *Production Company Production Safety Management Plan* provides a systematic approach to assist the Production Company in managing safety for its specific screen production(s). The *Production Safety Management Plan*:

- Assists the Producer to tie the production operations and the Work Health & Safety (WHS) requirements together; and
- Provides the Production Manager (PM), Heads of Department (HoDs)/Crew Managers and First Assistant Director (1st AD) with a framework and a checklist for managing production safety.

The *Production Company Production Safety Management Plan* is an interactive pdf document that:

- Incorporates a *Policy and Procedure Statement*;
- Allows you to indicate and customise your production activities and safety actions;
- Outlines the necessary safety actions to be taken; and that
- Provides safety application documents to demonstrate and record safety actions.

The *Production Company Production Safety Management Plan* takes into account:

- WHS legislative requirements, i.e. Acts, Regulations, Codes and Australian Standards;
- Production worksites, i.e. studios, production office, warehouses, workshops, post-production, studios, aerial, water, public places, public roads, etc.;
- Production work activities, i.e. art, construction, grips, gaffers, camera, make-up, wardrobe, production, unit, camera, direction, production, sound, stunts, special effects, etc.;
- Production plant, machinery and equipment, electrical and hazardous materials such as lighting, camera cranes, jibs, generators, powered tools, smoke machine, haze, make-up, etc.;
- Production work environments i.e. hot, cold, confined spaces, heights, lighting, noise, etc.;
- Common production safety risks and safety risk controls such as those relating to slips, trips, falls and bumps, incidents arising from equipment and cabling, etc.;
- Production high-risk work activities such as rigging, electrical, special effects, stunts; and
- Shared duty holder activities e.g. location owners, technical contractors, studios, etc.

1.1 SETTING OBJECTIVES AND TARGETS FOR PRODUCTION WORK HEALTH & SAFETY

The objective of the *Production Company Production Safety Management Plan* is to achieve and maintain an accident- and incident-free workplace, by:

- Achieving and maintaining compliance with relevant Acts, Regulations, Codes of Practice and Australian Standards;
- Establishing and maintaining consultation processes that provide workers with the opportunity to participate in the decision-making processes, to share their concerns, and to have those concerns considered in a timely manner;
- Establishing and maintaining consultation, coordination and cooperation with PCBU shared duty holders;
- Establishing and maintaining a risk management program covering all phases of the production and shoot;
- Providing WHS information, instruction, training to and supervision of workers (employees, contractors etc) and others (clients, visitors, general public);
- Establishing and maintaining incident notification requirements; and by
- Monitoring production workplace safety policies, procedures and outcomes.

The *Production Company Production Safety Management Plan* provides a set of WHS actions, allocated responsibilities and timeframes covering all aspects and duration of the production to meet the WHS objective and targets.

1.2 PRODUCTION SAFETY MANAGEMENT PLAN RESPONSIBILITIES

The Producer is responsible for considering, deciding, and then acting upon the responsibilities set out below in order to implement the *Production Safety Management Plan*. The Producer shall appoint a

manager to act as the WHS Management Representative to oversee the implementation of the *Production Safety Management Plan*. During pre-production, the WHS Management Representative will generally be the Production Manager. During shooting, the WHS Management Representative will generally be the 1st AD, assisted by the Production Manager.

1.3 WHS MANAGEMENT REPRESENTATIVE RESPONSIBILITIES

The WHS Management Representative shall:

- Have awareness of the WHS legislation, codes, standards and other relevant information applicable to the production;
- Ensure competent crew are engaged and licensed, where required;
- Ensure risk assessments and safe work method statements for high-risk are undertaken (where required) and communicated (where appropriate) to relevant parties;
- Ensure all personnel are inducted into the *Production Safety Management Plan* requirements, including job roles and WHS responsibilities;
- Ensure all personnel are provided with a site- or location-specific safety induction prior to shooting;
- Ensure procedures are in place to ensure that all plant, machinery, equipment, and tools (including hired equipment) are properly maintained and safe to use, with maintenance records available on request;
- Ensure all hazardous materials have been assessed for risk and are safe to use, including the availability of SDS (*Safety Data Sheets*) and a hazardous materials register on site;
- Notify WorkCover and/or the insurance company of any notifiable incidents and injuries as required; and
- Monitor production workplace safety.

1.4 WHS POLICY

Statement of Intent

The Production Company is committed to protecting the health and safety of workers and others under Production Company control or influence from workplace injury and illness, by complying with the WHS legislation for the production and shoot.

WHS Objectives

The Production Company's WHS objectives under the *Production Safety Management Plan* are (so far as reasonably practicable) to:

- Implement proactive health and safety management strategies;
- Integrate safety planning through all production, shoot and post production stages;
- Identify, eliminate or control production and shoot safety risks;
- Involve workers in the decision making process through structured communication and consultation;
- Consult, cooperate and coordinate with shared duty PCBUs to identify and address safety risks;
- Provide workers with relevant WHS information, instruction, training and supervision to enable them to work safely;
- Ensure workers and others comply with their safety responsibilities; and to
- Provide effective injury management and rehabilitation strategies where required.

WHS Responsibilities

Company Directors, CEO, Producer

Implement and oversee this Policy to assist in satisfying their responsibility for the health and safety of all persons under their control, and ensuring that managers and supervisors are provided with the necessary training and resources to implement the Policy and hold them accountable to do so.

Managers and Supervisors (HoDs, Production Manager, 1st AD)

Bear responsibility for all people in their charge and to actively take steps to identify and address production and shoot safety risks.

Workers (including crew and cast, whether they are employees, contractors, or volunteers)

Take care of their own health and safety and that of others by following all safety rules, procedures and instructions, and to report all hazards, near misses, incidents, and injuries to their manager or supervisor.

Others (including clients, visitors, and the public)

Take care of their own health and safety, to adhere to the health and safety policies of the Production Company, and to comply with lawful directions made by the Production Company.

Implementing WHS Policy

This policy is carried out through a WHS program embedded in the *Production Company Production Safety Management Plan*, covering:

- Active involvement and commitment of all workers;
- Identification and control of hazards;
- Investigation and reporting of all accidents and incidents;
- Consultation on safety matters of significance with workers and other PCBUs with a shared responsibility;
- Provision of first aid and emergency procedures;
- Provision of information, training and supervision as necessary for safety; and
- Monitoring production workers' health and the conditions of production workplaces to prevent workplace incidents and injuries.

Review

This Policy is reviewed when required by changes in legislation, or when company operations require it. If altered, workers will be consulted and notified of changes.

1.5 PRODUCTION COMPANY DETAILS

| | | | |
|---|--|--------|--|
| Production Company: | | | |
| Address: | | | |
| Producer: | | | |
| Phone: | | Email: | |
| Select the type of production: | | | |
| <input type="radio"/> Feature Film | | | |
| <input type="radio"/> Television: Scripted | | | |
| <input type="radio"/> Television: Reality | | | |
| <input type="radio"/> Documentary | | | |
| <input type="radio"/> TVC | | | |
| <input type="radio"/> Other (specify) | | | |

2. PRODUCTION SAFETY MANAGEMENT PLAN ACTIONS

2.1 DEPARTMENTS AND WORK ACTIVITIES

Policy and Procedure:

The Production Company (so far as reasonably practicable):

- Identifies the required departments and workers (both employees and contractors, and including cast and crew) involved in the production;
- Assesses and determines the required worker skill competencies including licences (e.g. for high-risk work), certificates of competency, experience and medical fitness for engagement; and
- Allocates and communicates worker WHS responsibilities.

Select the departments that you will be using for your production:

- Production
- Art
- Armoury
- Construction
- Props
- Costume / Wardrobe
- Hair and Make-up
- Grips
- Gaffer
- Unit
- Stunts
- Special Effects
- Lighting
- Sound
- Visual effects
- Post production
- Other (specify)

Click the button for the department job roles that involve high-risk work and licences (including white card for construction work) that you will be using or engaging for the production:

- Armoury
- Construction
- Grips
- Gaffer
- Stunts
- Special Effects
- Other (specify)

Who:

- Producer
- Production Manager

When:

- Planning
- Pre-production

Records:

- Scripts
- Concepts
- Storyboards
- Budgets

| 2.1.1 Worker Competency and WHS Responsibilities | |
|---|--|
| <p>2.1.1.1 Crew</p> <p>The Production Company provides crew with the Crew WHS Form (Form C1) to read, sign, and return with copies of relevant licences, tickets etc.</p> <p>Alternatively, this may be included in employment contracts.</p> <p>The <i>Crew WHS Form</i> addresses:</p> <ul style="list-style-type: none"> • Production Company duty of care; • Crew WHS responsibilities; • Crew competencies and medical fitness; • Production Company safe system of work requirements; • General Production Safety Guidance; and • Recorded crew signature. <p>NOTE: This activity may be undertaken once annually and not for each specific production where the same workers are engaged throughout the year</p> | <p>Who:</p> <ul style="list-style-type: none"> • Producer • Production Manager • Crew <p>When:</p> <ul style="list-style-type: none"> • On engagement • Once annually <p>Records:</p> <ul style="list-style-type: none"> • Crew WHS Form (Form C1) |
| <p>2.1.1.2 Contractor</p> <p>Production Company provides contractors with the Contractor WHS Pack (Form D) to complete, sign, and return with copies of insurances and relevant licences, tickets etc.</p> <p>The <i>Contractor WHS Pack</i> addresses:</p> <ul style="list-style-type: none"> • Production Company duty of care; • Production Company WHS contractor requirements; and • Contractor insurance and licensing records. <p>NOTE: This activity is undertaken once annually and not for each specific production where the same contractors are engaged throughout the year. Contractors are 'workers' for WHS purposes and also receive a copy of the <i>Crew WHS Form</i> to complete.</p> | <p>Who:</p> <ul style="list-style-type: none"> • Producer • Production Manager • Contractors <p>When:</p> <ul style="list-style-type: none"> • On engagement • Once annually <p>Records:</p> <ul style="list-style-type: none"> • Contractor WHS Pack (Form D) |
| <p>2.1.1.3 Cast</p> <p>The Production Company provides cast with the Cast WHS Form (Form C2) to read, sign and return.</p> <p><i>Cast WHS Form</i> addresses:</p> <ul style="list-style-type: none"> • Production Company duty of care; • Cast WHS responsibilities; • Cast competencies and medical fitness for role; • Production Company safe system of work requirements; • General Performance Safety Guidance; and • Recorded cast signature. | <p>Who:</p> <ul style="list-style-type: none"> • Producer • Production Manager • Casting Agency • Cast <p>When:</p> <ul style="list-style-type: none"> • On engagement • Once annually <p>Records:</p> <ul style="list-style-type: none"> • Cast WHS Form (Form C2) |

2.2 WORKPLACES

Policy and Procedure

The Production Company (so far as reasonably practicable):

- Determines the workplaces and building requirements; and
- Assesses the safety risks and establishes safety controls addressing: access and egress, space size and people issues, equipment and electrical requirements, power, lighting, air quality and temperature, security and inductions (visitors and others), vehicle movement, emergency, First Aid, hazardous manual tasks, hazardous materials, slips and falls.

Click on the button(s) for the workplaces you will be using for you production:

- Production office**
- Studio**
- Workshops / warehouses**
- Post production facilities**
- Locations**
 - Roads**
 - Public places**
 - Waterways**
 - Domestic houses**
 - Other (specify)**

The Production Company assesses the safety risks and implements safety controls for production workplaces using:

- Non-locations - **Workplace Safety Checklist (Form B)**
- Locations - **Tech Recce Safety Checklist (Form G)**

Who:

- Producer
- Production Manager
- Location Manager
- HoDs / Crew Managers

When:

- Prior to moving into premises
- Prior to setting up at locations
- Prior to bumping into studios

Records:

- Workplace Safety Checklist (**Form B**)
- Location Tech Recce Safety Checklist (**Form G**)

2.3 PLANT, MACHINERY, EQUIPMENT, TOOLS, HAZARDOUS MATERIALS, AND ELECTRICS

Policy and Procedure

The Production Company – potentially in consultation with the Contractor or Service Provider in the case of dangerous equipment or hazardous materials – (so far as reasonably practicable):

- Determines the plant, machinery, equipment, tools, substances and electrics / power required for the production; and
- Assesses the safety risks and establishes safety controls.

Select the equipment you will be using for the production/shoot:

- Grips**
 - Camera cranes**
 - Rig scaffold towers**
 - Dolly and tracking**
 - Ladders**
 - Other (specify)**
- Camera**
 - Steadicam**

Who:

- Producer
- Production Manager
- HoDs / Crew Managers
- Contractors and Service Providers providing equipment and

| | |
|---|---|
| <ul style="list-style-type: none"> <input type="radio"/> Jib arms <input type="radio"/> Hand held <input type="radio"/> Tripod <input type="radio"/> GoPro (or other portable camera) <input type="radio"/> Other (specify) <input type="radio"/> Art <ul style="list-style-type: none"> <input type="radio"/> Ladders <input type="radio"/> Power tools <input type="radio"/> Other (specify) <input type="radio"/> Construction <ul style="list-style-type: none"> <input type="radio"/> Machinery <input type="radio"/> Power tools <input type="radio"/> Hot works <input type="radio"/> Other (specify) <input type="radio"/> Other <ul style="list-style-type: none"> <input type="radio"/> Other (specify) <p>Select the hazardous materials you will be using for your production/shoot:</p> <ul style="list-style-type: none"> <input type="radio"/> Art department hazardous materials <input type="radio"/> Special effects hazardous materials <input type="radio"/> Smoke effect <input type="radio"/> Camera haze effect <input type="radio"/> Make-up / Special effects make-up <input type="radio"/> Other (specify) <p>Select the power source(s) you will be using for the shoot:</p> <ul style="list-style-type: none"> <input type="radio"/> Local domestic power outlet (20amps) <input type="radio"/> Local three-phase power outlet <input type="radio"/> Generator <input type="radio"/> No power required: scrims and polys only <input type="radio"/> Batteries (other than AA, AAA, C, D, 9V) <p>The Production Company assesses the safety risks and implements safety controls for production plant, machinery, equipment, hazardous materials, and electrics/power by Heads of Department or outside service providers, verifying that the relevant plant, machinery, equipment, hazardous materials, and/or electrics are safe to use, and that workers are competent and have in place safe operating procedures for the use on the production and or shoot.</p> <p>This is verified through the completion and return of the Contractor WHS Pack (Form D) and the Crew WHS Form (Form C1).</p> | <p>substances</p> <p>When:</p> <ul style="list-style-type: none"> • Prior to and on setting up equipment at workplace <p>Records:</p> <ul style="list-style-type: none"> • Contractor WHS Pack (Form D) • Safety Data Sheets • Safe Work Management System • Safety Signage |
|---|---|

2.4 CONSULTATION

Policy and Procedure

The Production Company (as the PCBU) is committed to facilitating a meaningful consultation process between management and workers and shared duty PCBUs regarding work health and safety matters, including the identification, elimination, or control of safety risks. The Production Company consultation process is an 'agreed arrangement' due to the unique nature of the production, where the production:

- Is short in duration; and/or

- Engages workers at different stages of the production; and/or
- Is operating over several sites or locations.

At the time of engagement, workers have the opportunity to discuss and make further suggestions for enhancing the consultation process in order to improve production workplace safety. *Production Company WHS Agreed Arrangement - **Safety Consultation*** will:

- Be conducted as an integral part of Production Company existing meeting structures;
- Be included as a mandatory agenda item at meetings of senior management and at meetings of departments/teams;
- Part of departmental day-to-day work activities;
- Take the form of 'tool-box discussions' for high-risk activities such as rigging, working at heights, construction, special effects, stunts, etc; and
- Be formally recorded on the *Induction, Training & Consultation Form* and/or the *Hazard Report* where appropriate and/or required.

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| <p>2.4.1 Worker Consultation</p> <p>Where relevant and appropriate, <i>Safety Consultation</i> may be required:</p> <ul style="list-style-type: none"> • During pre-production and technical recces (pre-shoot location and studio reconnaissance by production department and HoDs); • When setting up an office, warehouse, workshop, studio and/or location; • When shooting at a new location; • When shooting at potentially hazardous locations; • Immediately before performing a stunt or special effect or using aircraft; • When special rigging or other equipment is being used; and where • There is spontaneous or un-planned production and/or shooting circumstances that may introduce new hazards or risks. <p>Daily call-sheets and safety induction are to alert cast, crew and others to potential hazards for that day's shooting schedule and to inform all involved in the production what safety precautions they need to take. The consultation meeting on the day of the shoot is held concurrently with the induction.</p> | <p>Who:</p> <ul style="list-style-type: none"> • Producer • Production Manager • HoDs / Crew Managers • Cast and Crew <p>When:</p> <ul style="list-style-type: none"> • Prior to the commencement of work and on-going as required during the shoot <p>Records:</p> <ul style="list-style-type: none"> • Safety Consultation, Training and Hazard Report Form (Form A) • Correspondence |
| <p>2.4.2 PCBU Shared Duty Consultation</p> <p>Select the shared-duty PCBUs you need to identify and consult, cooperate and coordinate with to identify and address safety risks:</p> <ul style="list-style-type: none"> <input type="radio"/> Contractor / HoDs / Crew Manager PCBU <input type="radio"/> Service Provider PCBUs <input type="radio"/> Commissioning editors and funders <input type="radio"/> Location controller PCBUs <input type="radio"/> Production partner companies <input type="radio"/> Other (specify) <p>Production Company with shared-duty PCBUs:</p> <ul style="list-style-type: none"> • Define shared-duty PCBU production roles and activities; • Allocate shared-duty PCBU WHS responsibilities; and • Determine how the parties shall consult, cooperate and coordinate to identify and address safety risks. <p>Production Company uses the Shared-Duty PCBU Consultation Form (Form H).</p> | <p>Who:</p> <ul style="list-style-type: none"> • Producer • Production Manager • Shared Duty PCBUs <p>When:</p> <ul style="list-style-type: none"> • When identified <p>Records:</p> <ul style="list-style-type: none"> • Shared-Duty PCBU Consultation Form (Form H) |

2.5 WHS INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

Policy and Procedure

Where required, the Production Company provides WHS information, instruction, and supervision.

2.5.1 Production workplace safety induction and consultation

Where identified and required, the Production Company provides the following WHS information, instruction, and safety induction and consultation:

- Inductions based on safety risks identified in the *Risk Management Safety Report* and other *Department Risk Assessments* and *Safe Work Method Statements*;
- Crew, cast and contractors (where identified and required) are to be provided with opportunity to discuss safety issues during safety briefing;
- Safety induction and ad-hoc 'tool-box talks' are to be conducted on location by 1st AD or their representative, e.g. on-set Safety Supervisor (where engaged);
- Communication of safety information through call-sheets;
- Where 'workers' or 'others' arrive at a workplace after the day's induction, the Production Manager and/or Locations Coordinator or their nominee shall provide a safety briefing that shall be recorded in the *Production Report*; and
- For high-risk work entailing safe work method statements e.g. rigging done by the grip department, a safety 'toolbox talk' shall be conducted and recorded on the *Safe Work Method Statement*.

2.5.2 Production supervision

Per the WHS legislation, the Production Company ensures that supervision is in place for the overall production and for all department work areas, including:

- Producer responsibility for overall production location supervision.
- 1st AD (supported by Production Manager) during the shoot itself.
- HoDs / Crew Managers responsible for their individual crew teams.

In some circumstances involving specialists (e.g. animal wranglers), the film specialist shall also be responsible for supervision for that specific activity, in consultation with the 1st AD.

Who:

- Producer
- Director
- Production Manager
- 1st AD
- All crew
- Cast
- Service Providers
- Others e.g. Film Specialists

When:

- Prior to commencement of work / shooting

Records:

- WHS Crew and Cast WHS Forms (**Forms C1 and C2**)
- Risk Management Safety Report
- Risk Assessments
- Safe Work Method Statements
- Call-sheets
- Production Report

2.6 LOCATION TECH RECCE AND SHOOT RISK MANAGEMENT

Policy and Procedure

The Production Company shall (so far as reasonably practicable) identify, eliminate or control safety risks associated with the film shoot, including locations (**where**), performance (**what**), filming techniques and set-ups, equipment, and materials (**how**), and cast and crew competencies (**who**), by:

- Undertaking a technical location survey;
- Writing-up a risk management safety report; and
- Identifying the need for, and conducting, Departmental Risk Assessments and/or Safe Work Method Statements for high-risk work.

The Production Company implements (so far as reasonably practicable) the risk management safety reporting outcomes and addresses any safety risks that may arise through the shoot due to any

changes or variances from those factors discussed during preproduction, including at the Tech Recce.

2.6.1 Location Tech Recce

On behalf of the Production Company, the Producer, Production Manager, Director, 1st AD, Safety Officer and/or Risk Assessor (where engaged) and HoDs / Crew Managers shall undertake a risk assessment of the locations and filming activities (performance, equipment, set-ups) for the specific production (i.e. conduct a 'tech recce'), and complete the **Location Tech Recce Safety Checklist (G)**.

Following the tech recce, the Risk Assessor and/or Safety Officer writes the *Production Risk Management Safety Report*.

HoDs / Crew Managers and specialist service providers may need to undertake further specific risk assessments for their department's activities and prepare or commission mandatory Safe Work Method Statements for high-risk work involving licensing.

The WHS Management Representative (Production Manager and/or 1st AD) coordinates the risk assessment outcomes that are:

- Discussed and reviewed at Production Meeting; and
- Communicated to crew, cast and others during site induction, consultation meetings, call-sheets, etc.

N.B.: For some productions, a Safety Officer and/or Risk Assessor may perhaps not attend the physical tech recce, but shall prepare the Risk Management Safety Report based on scripts, storyboards, production briefings, comprehensive location photographs, and the *Location Tech Recce Safety Checklist*.

Select the risk management actions that need to be undertaken for your production:

- **Location Tech Recce Safety Checklist**
- **Risk Management Safety Report**
- **Departmental Risk Assessments**
- **Safe Work Method Statements**

Who:

- Producer
- Production Manager
- 1st AD
- Director
- Locations Manager
- HoDs / Crew Managers
- Risk Assessor / MEAA Safety Officer

When:

- Location Tech Recce
- Production Meeting
- Prior to shoot

Records:

- Location Tech Recce Safety Checklist (**Form G**)
- Risk Management Safety Report
- Risk Assessments
- Safe Work Method Statements
- Consultation correspondence

2.6.2 Shoot Risk Management

The Production Company undertakes the following risk management actions for the shoot:

- Based on the *Risk Management Safety Report*, a determination shall be made about the engagement of an on-set Safety Supervisor for shoot day(s);
- A site review shall be undertaken prior to setting up to assess any new hazards or risk exposures not identified at the tech recce;
- Any variance or introduction of new hazards shall require a further assessment with corrective action agreed upon and implemented by the relevant parties. This shall be undertaken by the Safety Officer (where engaged) and the 1st AD, Production Manager and/or Location Manager (or their nominee), in consultation with the Director and Producer;
- During the shoot day, any hazards that cannot be addressed by

Who:

- Producer
- Director
- Production Manager
- 1st Assistant Director
- All crew
- Cast
- Service Providers
- Others

When:

- Tech recce and Shoot

| | |
|---|--|
| <p>crew shall be verbally reported to the 1st AD with corrective action undertaken and documented in the <i>Production Report</i>; and</p> <ul style="list-style-type: none"> Any incidents or near misses will also be reported and recorded in the <i>Production Report</i>. <p>Select the film specialists required for this shoot:</p> <ul style="list-style-type: none"> <input type="radio"/> On-set Safety Supervisor <input type="radio"/> Stunt Coordinator <input type="radio"/> Special Effects Coordinator <input type="radio"/> Armourer <input type="radio"/> Animal Handler <input type="radio"/> Other (specify) | <p>Records:</p> <ul style="list-style-type: none"> Risk Management Safety Report Risk Assessments SWMS Call-sheets Maintenance Records Testing and Tagging Register |
|---|--|

2.7 EMERGENCY PLANNING

Policy and Procedure

Per the *WHS Regulation*, the Production Company shall ensure the preparation and maintenance of an *Emergency Management Plan* (EMP) specific to the Production Company's workplaces including production offices, post-production facilities, studios, workshops etc. as well as locations (where relevant). The Production Company Emergency Management Plan addresses:

- Emergency procedures:
 - Emergency response,
 - Evacuation procedures,
 - Early notification to emergency services,
 - Medical treatment and assistance,
 - Effective communication between Production Company emergency co-ordinator and all persons, and
 - Fire fighting equipment;
- Testing of procedures;
- Information, training and instruction for workers in emergency procedures; and
- Factors including:
 - Nature of the production and filming work,
 - Nature of workplace safety risks ,
 - Size and location, and
 - Number and composition of workers and others.

The Production Company shall ensure, per the *WHS* legislation, that there is an *Emergency Response Plan* in place for the production workplaces including location(s) based on the *Risk Management Safety Report*.

In general, production worksites will be locations owned and controlled by others. As such, the Production Company in preparing formal *Location Agreements* must obtain the emergency plan requirements from the controller of any site that is included in the Production Company's emergency plan for the shoot. The emergency procedures are communicated to all through inductions and call-sheets.

For the specific production, the Production Company:

- Appoints an Emergency Control Officer (generally the 1st AD);
- Establishes assembly area(s);
- Provides appropriate fire fighting equipment, including relevant fire extinguishers, fire blankets etc. based on the *Risk Management Safety Report*;

Who:

- Producer
- Production Manager
- 1st AD
- Director
- All crew
- Cast
- Service Providers
- Others

When:

- Prior to and during shoot

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| <ul style="list-style-type: none"> Communicates standard emergency response and emergency contact details through the call-sheet and the Emergency Contact Guide (Form F) | <p>Records:</p> <ul style="list-style-type: none"> Risk Management Safety Report Risk Assessments Safe Work Method Statements Call-sheets Emergency Contact Guide (Form F) |
| <p>2.8 FIRST AID</p> | |
| <p>Policy and Procedure</p> <p>The Production Company, per the WHS legislation and the <i>First Aid in the Workplace</i> Code of Practice, shall:</p> <ul style="list-style-type: none"> Provide first aid equipment; Provide facilities for the administration of first aid; and Ensure adequate number of workers are trained in first aid. | |
| <p>In determining the first aid requirements for the production and shoot, the Production Company shall take account of:</p> <ul style="list-style-type: none"> Size and location of production workplaces including locations, studios, production offices, workshops, warehouses etc The number and composition of 'workers' and 'others' (e.g. the public); The type of first aid kit(s) required; and The number of trained First Aiders required. <p>The Production Company shall classify its production workplaces as either:</p> <p>Low-risk production workplaces: where workers are not exposed to hazards that could result in serious injury or illness that would require immediate medical treatment, and where the location is located with timely access to medical or ambulance services; or</p> <p>High-risk production workplaces: where workers may be exposed to hazards that could result in serious injury or illness and would require immediate medical treatment, such as those associated with plant, hazardous chemicals, working at heights, confined spaces, or hazardous manual tasks. High-risk workplaces and activities include construction workshops, special effects facilities, geographically isolated locations, aquatic locations, etc.</p> <p>For high-risk productions involving hazardous sequences, isolated locations, or high-risk locations, a screen registered nurse shall be engaged.</p> <p>For productions involving child employment, consideration should be given to the engagement of a screen registered nurse.</p> <p>All First Aid information (location of kits, identity of First Aiders, location of the nearest medical facilities, etc.) is communicated to all parties via call-sheets and safety inductions. All injuries and First Aid treatment are recorded on the Register of Injuries (Form E).</p> | <p>Who:</p> <ul style="list-style-type: none"> Producer Director Production Manager 1st AD All crew Cast Service Providers Others <p>When:</p> <ul style="list-style-type: none"> Shoot <p>Records:</p> <ul style="list-style-type: none"> Risk Management Safety Report Risk Assessments SWMS Call-sheets Register of Injuries (Form E) |

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| <p>Select the First Aid required for the shoot location(s):</p> <ul style="list-style-type: none"> <input type="radio"/> Low-risk workplace location <ul style="list-style-type: none"> <input type="radio"/> 1 certified First Aid person for 10-50 workers <input type="radio"/> 2 certified First Aid people for 51-100 workers, and <input type="radio"/> an additional first aider for every additional 100 workers <input type="radio"/> High-risk work location <ul style="list-style-type: none"> <input type="radio"/> 1 certified First Aid person for up to 25 workers <input type="radio"/> 2 certified First Aid people for 26-50 workers, and <input type="radio"/> an additional first aider for every additional 50 workers <input type="radio"/> On-set screen registered nurse <input type="radio"/> Basic first aid kit <input type="radio"/> Remote area first aid kit | |
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2.9 INCIDENT NOTIFICATION AND INVESTIGATION

Policy and Procedure

The Production Company shall ensure, per the WHS legislation, that all incidents and injuries occurring at the Production Company's production and non-production workplaces are acted upon.

Where an incident occurs, the Production Company must ensure that:

- The injured person receives immediate treatment;
- The incident, injury and action taken are reported to the Producer as soon as possible;
- WorkCover and/or Workers Compensation insurer are notified where required; and
- **Register of Injuries (Form E)** is completed by relevant parties e.g. Producer, 1st AD, First Aider, witnesses, injured person, etc.; and
- The incident and its causes are investigated by the Producer or their nominee.

Who:

- Producer
- Production Manager
- 1st AD
- Injured worker
- Witnesses

When:

- Following first aid treatment

Records:

- Register of Injuries (**Form E**)

2.10 EVALUATION

Policy and Procedure

The Production Company will evaluate the *Production Safety Management Plan* actions at the completion of the production as part of the Production Company's commitment to the continuous improvement of workplace safety.

The *Production Safety Management Plan* actions are evaluated by the Producer at the end of each production against the Production Safety Management Plan objectives, targets and performance indicators.

Where improvement actions are identified, they are incorporated into the next production, where relevant and applicable.

Who:

- Producer

When:

- On completion

Records:

- Production Report