**RISK MITIGATION**

This document has been prepared as an example document - to assist film, television, television commercial and various theatrical production companies in their “Return to Work” deliverables and protocols.

It has been prepared as an example template - to assist that the Production Companies and its employees and key affiliated stakeholders meet current COVID-19 compliance and regulation within the state/region of Australia they are conducting their production work-tasks.

As at the date of preparation it has been developed with a “Whole of Australia” approach toward best practise “Return to Work” (RTW) – Standard Operating Procedures (SOP) for the industry sectors mentioned above.

*NB:* As a compliance document, it is important to remember that small amendments may need to be applied to accommodate the type of production, its internal and external work-sites, changes in COVID-19 compliance regulations and the type of creativity involved to complete its pre-production, production and post-production phases.

Also, areas highlighted in red within the document should be amended to identify the relevant wording/s for the particular production.

**Date of Preparation –** Monday 11th May 2020

Commence document - Example ………….

**COVID-19**

**SAFETY/RISK MANAGEMENT PLAN**

|  |  |
| --- | --- |
| Production Name | ??????????? |
| Production Company | ??????????? |
| Production Company Address | ??????????? |
| ABN | ??? ??? ??? ??? |

|  |
| --- |
| Reference Information has been obtained from –   * Australian Health Organisation (AHO) * Safe Work Australia * Various State Health Organisations * Various State WH&S, OH&S and OS&H Authorities * Australian Film, Television and Radio School (AFTRS) |

**INTRODUCTION:**

## *What is the Coronavirus and COVID-19?*

Coronaviruses are a large family of viruses that cause respiratory infections.

The coronavirus that originated in Wuhan, China is a new strain of coronavirus that has not been detected in people before.

The virus was initially known as the ‘Novel Coronavirus (nCoV-2019)’, but it’s now officially named Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).

The infectious disease caused by this virus is called COVID-19.

## *What are the symptoms of COVID-19?*

Symptoms of COVID-19 include -

* Fever
* Cough
* Sore throat
* Tiredness
* Difficulty breathing
* Headache
* Muscle pain (myalgia)
* Joint pain
* Loss of sense of smell (anosmia)
* Distortion of sense of taste (dysgeusia)
* Vomiting
* Diarrhoea

Most people who are infected with COVID-19 experience a mild to moderate respiratory illness.

## *How does COVID-19 spread from human to human?*

The virus is [most likely to spread](https://www.healthdirect.gov.au/coronavirus-covid-19-symptoms-and-how-the-virus-spreads-faqs) from person to person -

* through direct contact with a person while they are infectious;
* through contact with droplets when an infected person coughs or sneezes;
* through touching objects or surfaces, such as door handles or tables, where an infected person has coughed or sneezed and contaminated the surface with droplets and then touching your face or mouth.

**COVID-19 and WORK, HEALTH & Safety Policy:**

## Scope -

This COVID-19 and Work, Health & Safety Policy applies to all production company workers (crew, cast, contractors & background extras) who physically work within and at any of our work-sites.

Within the current COVID-19 environmental climate, this company policy is susceptible to changes with the introduction of daily/weekly amended additional governmental guidelines. If so, it will be updated and distributed accordingly.

***Policy Elements-***

(Production Company Name trading as Production Name) are committed to conducting business safely, along with continually reviewing and improving its overall approach to “best practise” health, safety and environmental procedures and quality attention to COVID-19 work-site protocols.

(Production Company Name trading as Production Name) will strive to create and maintain a quality workplace culture, integrating current COVID-19 regulations along with Health and Safety compliance requirements into all of its activities daily.

Always endeavouring to maintain the goal of an incident/accident-free workplace, in its pursuit of excellence in health and safety through the following practices -

* Conduct its activities in a manner that protects the health & safety of its workers (cast, crew, contractors, background extras), visitors and the general public;
* Require its workers (cast, crew, contractors, background extras), visitors and the general public to participate in its COVID-19 safety programme and both individually and collectively take responsibility to work safely;
* Assist in providing relevant COVID-19 and work task related training if/when necessary;
* Comply with all applicable legal and other requirements;
* Investigate incidents and accidents to establish the cause and rectify, so as not to occur again;
* Implement measures to minimize or eliminate all identified hazards;
* Regularly review the overall health, safety & environmental protocols to ensure continuous effectiveness and compliance;
* Encourage all employees and contractors to report immediately (and where appropriate), remediate any unsafe work conditions or activities;
* Ensure all workers are aware of their right to notify production immediately if they identify what they believe to be an unsafe work environment;
* Inform all workers of potential safety hazards on a continual basis;
* Conduct safety briefings and/or toolbox talks on a regular basis.

(Production Company Name trading as Production Name) encourages any and all recommendations to improve their health, safety and environmental program by all involved within this production at all of its worksites.

**PRODUCTION COMPANY COMPLIANCE:**

(Production Company Name trading as Production Name) – will be encompassing a wide range of production activities - of varying different scale, scope and nature - throughout the (Location of the Production Companies Area of Work Tasks) region of (note relevant State/s of Australia).

(Production Company Name trading as Production Name) recognises that, as a significant workplace hazard, COVID-19 necessitates that they are to introduce and maintain, stringent safety procedures and protocols around all production work tasks and operations and develop a COVID-19 Risk Management Plan (this document) that identifies and addresses all risks (and potential for risks) related to (Production Name).

This is to minimise the risk of transmission of infection in the workplace and ensure, as far as is reasonable and practicable, the safety of its workers.

**COVID-19 SAFETY EDUCATION FOR THIS PRODUCTION:**

It is production company policy for this document to be distributed to all production crew, cast (and/or cast representatives) and contractors for their reading. They are required to read the document and then attend a “face to face” COVID-19 safety induction at a pre-determined day/time designated by the production company. This COVID-19 safety induction session will be notified to all relevant cast & crew via the crew schedule and/or direct email.

At this face to face induction all attendees will be given a full brief on the workplace protocols that will be in place and are to be stringently followed by all.

Initially, daily COVID-19 safety briefings will be conducted to ensure all crew, cast, contractors & background extras are fully aware of current procedures and processes that need to be followed.

The production company identifies and accepts that strategic personnel, logistical and operational changes will need to be implemented to ensure elimination of chances of infection to its crew, cast, contractors, background extras and its minimised numbers of visitors to production.

**COVID-19 SAFETY TEAM / DEPARTMENT:**

With COVID-19 elimination and control now a key strategy of any work environment, the implementation of a production Safety Team (or Department) is an important part of the process to achieve this outcome.

This composure of the Safety Team should be established as early as possible within the pre-production phase via discussions with the initial safety personnel engaged and the Unit Production Manager or Line Producer and start dates set to accommodate the number of crew, contractors, etc commencing.

Potential Safety Team members could consist of –

* Off-Set WH&S Operations Supervisor
* On-Set Safety Supervisor
* COVID-19 Officer
* On-Set Nurse/Medic/First Aid Officer
* Off-Set Nurse/Medic/First Aid Officer
* Safety Team Coordinator

**COVID-19 SAFETY OPERATIONAL COMMITTEE:**

The Production Company will introduce a production COVID-19 Team - Safety Operational Committee, (not to be confused with the production “Safety Team”), who will meet daily to brief/de-brief on the current state of affairs with COVID-19.

As a minimum the COVID-19 Team should consist of the following personnel –

* the production 1st AD;
* the production COVID-19 Officer;
* the production Safety Officer;
* the production nurse/medic;
* Unit Production Manager or Line Producer (or their representative).

As a minimum the COVID-19 Team, at these meetings will discuss –

* what protocols are currently in place;
* are the protocols working;
* are the protocols being followed;
* does anything need to be upgraded;
* the current status around COVID-19 regulations and restrictions in the local region, Nationally and Internationally.

Outcomes from these meetings will be discussed with production crew, cast, contractors (and when deemed necessary background extras and production visitors) at the daily COVID-19 safety briefings.

**RESPONSIBILITIES:**

Across Australia the various (state WH&S / OH&S / OS&H) legislated Act & Regulations state quite clearly that all workers (production crew, cast, contractors & background extras) have a self-responsibility for their own health and safety, fellow workers and others.

This production company expects that all of its workers will follow all Production Policies and Standard Operating Procedures to ensure compliance and “Best Practise” toward a quality safety approach and elimination of any transmission of COVID-19 within any of its work-sites.

***Reference: COVID-19 SafeWork Australia Website -***

As mentioned earlier the model Work Health and Safety (WH&S) laws require the production company to take care of the Health, Safety and Welfare of all of its workers (which includes all crew, cast, contractors, background extras and others (clients, customers, visitors) at all of its work-sites.

This includes -

* providing and maintaining a work environment that is without risk to health and safety;
* providing adequate and accessible facilities for the welfare of workers to carry out their work;
* monitoring the health of workers and the conditions of the workplace for the purpose of preventing illness or injury.

***Production Company’s Duty to Workers -***

* Production must do what it can to ensure the health and safety of its workers.
* The production company must eliminate the risk of exposure to COVID-19 if reasonably practicable.

If the production company is not able to eliminate the risk of exposure to COVID-19, measures must be put in place to minimise that risk, as far as is reasonably practicable.

*Protect workers from the risk of exposure to COVID-19 by, for example -*

* implementing working from home arrangements
* requiring workers to practice physical distancing
* requiring workers to practice good hygiene (e.g., through workplace policies and ensuring access to adequate and well stocked hygiene facilities)
* requiring workers to stay home when sick, and
* cleaning the workplace regularly and thoroughly.

***Production Company’s Duty to other people (3rd Parties) in the Workplace -***

The production company must ensure the work of its business (or undertaking) does not put the health and safety of other persons (such as customers, clients, vendors, suppliers and visitors) at risk of contracting COVID-19.

*Protect others from the risk of exposure to COVID-19 by, for example -*

* requiring them to practice physical distancing, including through contactless deliveries and payments;
* requiring them to practice good hygiene;
* requiring others to stay away from the workplace, unless essential, e.g., such as family, friends and visitors.

***Production Company’s duty to maintain the workplace and facilities -***

The production company must provide a safe workplace to ensure the work environment does not put workers and others at risk of contracting COVID-19.

*Maintain a safe work environment by, for example -*

* provide cleaning of the workplace regularly and thoroughly;
* restructuring the layout of the workplace to allow for physical/social distancing;
* limiting the number of people in the workplace at any given time;
* providing adequate facilities within its workplace/s to protect its workers from contracting COVID-19.

*Facilities that are required include -*

* washroom facilities including adequate supply of soap, water and paper towel;
* hand sanitiser, where it is not possible for workers to wash their hands;
* staff rooms that are regularly cleaned and allow for physical distancing;
* providing workers with regular breaks to use these facilities, particularly to allow workers to wash their hands.

***Production Company’s duty to provide Information, Training, Instruction and Supervision -***

The production company must provide its workers with any information or training that is necessary to protect them from the risk of exposure to COVID-19 arising from their work.

*Information and training may include -*

* providing guidance on how to properly wash hands
* training workers in how to fit and use any necessary personal protective equipment (PPE)
* training workers to exercise adequate cleaning practices throughout the day
* providing workers with instructions on how to set up a safe home workplace, and
* providing workers with instructions on staying home from work if sick.

*Production Company’s duty to consult -*

The production company must consult with its workers on health and safety matters relating to COVID-19. When consulting, they must give their workers the opportunity to express their views and raise any WH&S concerns. The production company must take the views of its workers into account and advise its workers of the outcome of consultation.

*The production company must consult with its workers -*

* when they conduct a risk assessment;
* when they make decisions on safety control measures used to manage the risk of exposure to COVID-19 (e.g. when introducing working from home arrangements or restricting the workplace to allow for physical/social distancing) i.e. at a full crew/cast safety briefing;
* when you make decisions about the adequacy of the workplace facilities to allow for control measures such as physical distancing and hygiene
* when you propose other changes that may affect the health and safety of workers, and
* when you change any procedures that have an impact on the WHS of workers.

If the production company and its workers have agreed to procedures for consultation, consultation must be in accordance with those procedures -

* The production company must allow its workers to express their views and raise WH&S issues that may arise directly or indirectly because of COVID-19.
* The production company must take the views of its workers into account when making decisions and advise workers of its decision.
* Workers are most likely to know about the risks of their work. Involving them will help build commitment to the processes and any changes implemented.
* Consultation does not require consensus or agreement but the production company must allow its workers to be part of the decision-making process.
* If workers are represented by health and safety representatives the production company must include the Health & Safety representative in the consultation process.

NB: The [model Code of Practice: Work health and safety consultation, cooperation and coordination](https://www.safeworkaustralia.gov.au/doc/model-code-practice-work-health-and-safety-consultation-cooperation-and-coordination) can provide more information about your duties to consult.

## *Duty of Workers -*

All workers are required to follow production procedures and do what they can to ensure the health and safety of their fellow workers. Where possible eliminate the risk of exposure to COVID-19 if reasonably practicable.

If the worker is not able to eliminate the risk of exposure to COVID-19, they must minimise that risk, as far as is reasonably practicable.

*Protecting fellow workers from the risk of exposure to COVID-19 by, for example -*

* implementing working from home arrangements, where practicable;
* practice physical/social distancing;
* practice good hygiene (e.g., through workplace policies and ensuring access to adequate and well stocked hygiene facilities);
* staying home when sick;
* cleaning their work-stations and work-equipment regularly and thoroughly.

## *Safety Responsibilities of a Worker –*

## A worker must take reasonable care of themselves and not do anything that would affect the health and safety of others at work (e.g. coming to work when you are unwell).

A worker must follow any reasonable health and safety instructions from the production company (their employer).

*To prevent the spread of COVID-19 it is important that the worker -*

* works safely and observes any new requirements for physical/social distancing (even if it means performing tasks in a different way to what they are used to);
* follows instructions (e.g. about how to wash hands thoroughly);
* asks if they’re not sure how to safely perform the work;
* uses Personal Protective Equipment (PPE) such as gloves in the way they were trained and instructed to use it;
* reports any unsafe or unhealthy situations (e.g. a lack of soap in the bathroom) to their supervisor or to their Health and Safety representative (HSR).

**DEPARTMENTAL RESPONSIBILITIES:**

As per usual state based WH&S / OH&S / OS&H legislation all production departments are responsible for their own Risk Assessment documentation to meet current and local safety compliance.

If any queries arise around preparation of these RA documents the production WH&S Operations Supervisor can be contacted for assistance.

It is the expectation of the production company that all departments RA’s will reflect current COVID-19 safety protocols as per the production company’s standard operating procedures for COVID-19 at its worksites.

These RA’s are to be reviewed by all members of the department and signed off accordingly as per the current and local Act & Regulations.

**HEADS of DEPARTMENT:**

Head’s of Department (HOD’s) have a responsibility to ensure that all members of their department follow current COVID-19 and safety protocols as per the production company’s current requirements.

If at any time they need assistance with meeting these responsibilities they are to contact the production WH&S Operations Supervisor asap to discuss the matter to establish a workable outcome.

**COVID-19 “DONT’s” at the WORKSITE:**

All production workers should not –

* Touch their mouth, eyes and face without washing their hands;
* Leave their home if they are not feeling well;
* Be in a crowded place;
* Shake hands with other people;
* Cough or sneeze without covering their face;
* Eat raw fruits without washing them thoroughly first;
* Eat uncooked meat;
* Come into direct contact with anyone after being back from a COVID-19 affected area;
* Use public transportation, taxis or ride-sharing services after returning from abroad.

**COVID-19 “DO’s” at the WORKSITE:**

All production workers should –

* Frequently wash their hands for a minimum period of 20 second with soap and water;
* Clean their hands properly with an alcohol-based sanitizer if they don’t have soap nearby;
* Cover their face with their elbow, hands or a tissue while sneezing;
* Dispose of their used tissues and immediately wash their hands with soap and water for a minimum of 20 seconds;
* Wear a face mask, if they are feeling unwell and need to venture outside;
* Clean and disinfect frequently touched surfaces;
* Maintain 1.5m social distancing from others in all worksites internally and externally;
* Consult a doctor if you have fever, cough and breathing difficulties;
* If returning from overseas, stay home for 14 days from the time you returned home from any international travel.

**COVID-19 SAFETY AND IMPLEMENTATION OF THE HIERARCHY OF CONTROLS:**

A screenshot of a cell phone

Description automatically generatedThe production company will manage risk intensively using the hierarchy of controls.

***Elimination –***

The most effective means to prevent exposures to COVID-19 is through ‘elimination’– physically removing the hazard (COVID-19).

This could be through appropriate treatment or vaccination. At this time in Australia, this is being achieved through distancing measures and aggressive case detection and early isolation. For businesses and industry this means ensuring people do not attend when unwell or if they have been exposed to others who are unwell. It may mean a change to the business model to reduce interactions such as a change to virtual businesses or an enhancement of online activities.

***Engineering controls -***

Involve distancing the worker from the hazard, examples may be barriers in workplaces (such as those seen in supermarkets) or changes to ventilation or filtration. Well-designed engineering controls can be highly effective in protecting workers and consumers and are not dependent on employee behaviour.

***Administrative Controls -***

Involves a change in the way work is performed. This will be aimed at preventing transmission and each business or industry will need to consider measures appropriate for their environment.

Measures may include –

* work from home policies;
* work flexibility;
* staggered shifts;
* cohorting workers;
* changed work space structure;
* function and process to accommodate distancing;
* education and support for hygiene and enhanced cleaning.

***Personal Protective Equipment (PPE) -***

This is protecting workers with masks, gloves and other equipment. PPE relies heavily at this time on adequate supplies along with proper and continuous use, this can be difficult to achieve so higher-level measures are used in preference.

As our community and economy restarts, work activities within the film, television, television commercial and various theatrical production companies will need to be flexible and responsive. Each department is different and each will need to instigate a systematic risk assessment and apply controls that are relevant to their circumstances. Risk management should apply the hierarchy of controls to provide a ‘defence in depth’ approach. This is important to promote economic recovery, ensure public health and control of community transmission of COVID-19.

**RISK ASSESSMENT:**

The production safety supervisor/s are available to discuss and assist with development of specific Risk assessments associated with this production.

As previously mentioned, all Heads of Department are responsible for completing Risk Assessments for all hazardous action/s or work tasks, plant and situations that may be deemed hazardous, relevant to their department work tasks. At this time that will include the hazardous contagious virus COVID-19.

All Risk Assessments must be submitted to the Production Office, the Production WH&S Operations Supervisor and to any relevant HOD’s directly affected by the pending identified hazardous action and/or activity for review.

A Risk Assessment is a document prepared for the performance of a high-risk activity and/or hazardous work activity/action, at a workplace and shall state and read that the document represents the production company, with the developer of the RA (as a representative of the company) stating the following -

* (Production Company Name trading as Production Name) – ABN: ?? ??? ??? ???
* The specific safety control measures that the production company have in place for the identified risk being COVID-19;
* Name of the Department under which the hazardous action, safe work activities around COVID-19 protocols, work tasks or plant usage, will be carried out.
* Work, Health & Safety obligations for work activity during the COVId-19 pandemic
* The way the production company/department, proposes to perform the work activity, including how the COVID-19 safety control measures are to be implemented;
* How the effectiveness of the control measures will be monitored and reviewed;
* If the hazardous action/activity is to be performed in a prescribed occupation and what that prescribed occupation is (if applicable) i.e. stunt rigging for rehearsal of high fall by stunt actor or roof top works above 1.8metres in height by construction crew.
* Listing the names of all production workers involved in the hazardous action or work task, allowing for their signature of confirmation that they have read, understand and approve of the content of the Risk Assessment and its control measures.

If amendments are to be made to a Risk Assessment they can only be done prior to the activity-taking place and must be read and approved by all involved.

**NB:** This production does have a generic Risk Assessment example and also a template for use, which can be found toward the back of this document.

Assistance and information on how to create and establish a Risk Assessment for Identified Risks, Hazardous Activities or Actions can be obtained from the production Safety Supervisor.

**RISK ASSESSMENT (RA) - RISK MATRIX:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Consequence** | **Likelihood** | **1** | **2** | **3** | **4** | **5** |
| Expected outcome for most occurrences | **ALMOST CERTAIN A**  (Occurs many times per annum) | **M** | **H** | **C** | **C** | **C** |
| Will probably occur | **LIKELY B**  (Occurs once or twice per annum) | **M** | **H** | **H** | **C** | **C** |
| Has occurred before | **POSSIBLE C**  (Occurs once every two years) | **L** | **M** | **H** | **C** | **C** |
| Not known to have occurred but could | **UNLIKELY D**  (Occurs once every five years) | **L** | **L** | **M** | **H** | **C** |
| Has never occurred and should not | **RARE E**  (Practically impossible) | **L** | **L** | **M** | **H** | **H** |

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITICAL**  Kill or cause permanent illness or ill health | **Stop** or do not start the activity.  **Take** corrective/preventative action immediately to reduce the risk as low as reasonably achievable.  **Only** recommence the activity when safeguards are in place. | **MODERATE**  Medical attention and several days off work | **Implement** safeguards within a reasonable timeframe to reduce the risk to as low as reasonably achievable.  **Review** permanent control measures where appropriate. |
| **HIGH**  Long Term illness or serious injury | **Implement** safeguards immediately to reduce the risk to as low as reasonably achievable.  **Review** or establish permanent control measures. | **LOW**  First Aid required | **Implement** safeguards as considered necessary to further reduce the risk to as low as reasonably achievable. |

**“Production Company Name” - RISK ASSESSMENT (RA) (Generic Template):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Site/Location/Venue** | **RA #** | **Prepared by** | **Production Co.** | **Date** |
| All Locations and Studios | 001 | Safe T international Pty Ltd | Production Company Name | ?? ?? |

|  |  |
| --- | --- |
| **Work tasks and equipment to be used and/or performed.** | Pre-Production, Production and Post-Production phase/s for Production Company Name |
| **Minimum PPE required** | As per the current COVID-19 regulations and recommendations and in consultation with the Production COVID-19 Safety Committee. |
| **Additional requirements** | As per the current COVID-19 regulations and recommendations and in consultation with the Production COVID-19 Safety Committee. |
| **Reference to State Legislation** | Respective State (and the Federal) Health Authorities  Respective State WH&S/OH&S/OS&H Safety Authorities.  Safe Work Australia  Federal Government Regulations  Current Codes of Practise. |
| **Closest Medical Centre/Hospital** | Hospital - TBA  Local Medical Centre/s - TBA |
| **Emergency Services required** | Call 000  COVID-19 Hotline |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential Hazards**  **Hazards identified for each job step** | **Pre-Control**  **Risk** | **Control Measures**  **Measures in place to control/reduce/minimise risk** | **Post-Control**  **Risk** | **Person/s responsible for checking controls are in place** |
| Property/Unit Base - entry and exit |  | **Quite** obvious COVID-19 precautionary signage to be displayed throughout Unit Base  **Follow** directional signs exactly, when at all locations (some areas are restricted).  Heavy pedestrian traffic areas to be clearly marked with social distancing marks of 1.5 metres.  **Appropriate** PPE to be worn where deemed necessary to prevent COVID-19 infection. |  | **COVID Team**  **Safety Team**  **Unit Manager**  **Location Manager** |
| Parking Areas |  | **Adequate** COVID-19 signage to be displayed in or around relevant parking areas reminding all workers of the required COVID-19 safety protocols.  **All** crew and contractor’s vehicles to be parked at designated areas only.  **All** essential vehicles to be parked at designated areas only.  **Any** equipment/plant/machinery to be parked overnight at designated areas only, if permissible. |  | **Location Manager**  **Safety Supervisor/Officer** |
| Keeping COVID-19 from workers attending work-sites. |  | **Production** workers have been briefed on symptoms of COVID-19 and have been told to stay home if they aren’t feeling well.  **Maintain** “best practise” cleaning & sanitisation processes.  **Cleaning** and disinfecting are done in accordance with guidance from Safe Work Australia and Health authorities.  **Frequently** touched surfaces including desk tops, handrails, doors, equipment, phones, computer keyboards and bathroom facilities have all been identified for regular cleaning.  **If** a production worker becomes unwell at work, a process is in place to isolate them and arrange for them to be sent home to receive medical attention.  **Staff** don’t have contact with delivery drivers, all paperwork is completed electronically.  **Soap** and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms, break rooms, catering area/s and on set with instructional signs on hand washing.  **Alcohol** based hand sanitiser is also to be available at all work-sites including bathrooms, break rooms, office areas, production vehicles and signs to be displayed on appropriate use.  **Where** sizeable staff meetings or briefings are required, they are to be held over the phone and information sent by email where possible.  **As** a matter of quality process break times are to be staggered to minimise the number of workers using the catering or kitchenette at the same time.  **All** on set props to be regularly wiped or sprayed with sanitizer, after use, to minimise the chance of infection. |  | **COVID Team**  **Safety Team** |
| Confined work areas – Construction Sites  General Works - Construction Sites |  | **Regular** Tool Box Talks to assess work environments.  **Adapt** normal Standard Operating Procedures to current COVID-19 compliances.  **General** PPE and specific COVID-19 PPE to be made available.  **Maintain** Risk Assessment levels for works being done and plant/equipment being used.  **WH&S Officer/Advisor** to be on-site or on standby for assistance.  Construction Nurse to be familiar with “best practise” COVID-19 compliance. |  | **COVID Team**  **Safety Team**  **Construction Manager** |
| Fatigue from working longer hours to meet high demand |  | **Ensure** maximum shift lengths and maximum starts per week are observed to prevent fatigue.  **Qualit**y monitoring on 10 hour turn arounds.  **Ensure** breaks are provided.  **Staff** are rostered to ensure that they regularly get two complete days off work if they are working long hours.  **Crew** numbers reflect work required to deal with unexpected changes to days/weeks scheduled work/filming loads.  **Crew** reporting feeling tired are sent home and driven or offered a taxi if necessary.  **Quality** communication between HOD’s, 1st AD & COVID-19 Team. |  | **COVID Team**  **Safety Team**  **Production Manager**  **Heads of Dept.** |
| Workers Aggression & Frustration/s |  | **A contact** number/person to speak to, is communicated out to all workers for their use if required.  **Establish** a “time out area” for workers to rest and re-focus on their day.  **HOD’s** regularly check on the departmental crew to ensure they all know that they can be assisted if required.  **All workers** are made fully aware of their allowance to report through to higher management, of any negative/non-compliant workers impacting on their person and the production.  **Processes** are in place to ban abusive and violent personnel.  **All workers** to have access to psychological support through an EAP. |  | **Safety Team**  **Production Manager**  **Heads of Dept.** |
| Delivery service/s |  | **Delivery** drivers to be temperature checked prior to entering any production worksite. If temperature to high they are not to be given entry, leave delivery at main gate and turned around to return to their depot for medical clearance from an independent GP. |  | **Safety Team**  **Transport Manager**  **Relevant Dept. Head.** |
| Persistent use of hand sanitiser |  | **Staff are** encouraged to wash hands with soap and water for 20 secs where possible as an alternative to hand sanitiser in non-medical situations. |  | **All crew & cast** |
| Persistent use of latex gloves |  | **All production workers** are provided with non-latex gloves or remove gloves when not necessary. |  | **All cast & crew where appropriate or deemed necessary** |
| Hairdressing & Makeup Depts. |  | **If working** with another production worker within the social distance length of 1.5metres for longer than 15 minutes then it is highly recommended to wear protective masks & gloves suitable to the work you do. |  | **COVID Team**  **Safety Team**  **Relevant Heads of Dept.** |

*Example (Template) Checklist –*

**FOR KEEPING PRODUCTION WORKERS SAFE FROM COVID-19:**

**Working from Home -**

* Assess who can complete their work tasks at home and give those workers the **O**

option to do so.

* Provide guidance to workers on how to set up a safe home work environment. **O**
* Workers to complete a self‑assessment checklist to ensure they comply with **O**

good ergonomic practices.

* Appoint a contact person within the relevant production department that workers **O**

can talk to about any concerns.

* Set up ways to communicate with workers online (e.g. through Skype or Zoom) **O**

or via phone and communicate with them via these methods as often as required.

* Provide information to workers about the supports available to them e.g. via an **O**

employee assistance program.

**Physical Distancing -**

Put up posters around the workplace reminding workers on keeping at least **O**

1.5 metres distance between everyone at the workplace.

* Erect signs at the entrances to studios, offices, workshops and locations to ensure **O**

the maximum safe capacity is not exceeded.

* Move work stations, desks and tables in studios, offices & workshops further apart **O**

to comply with social distancing.

* If possible, bring in split shift arrangements so less staff are in the workplace at **O**

once.

* Instruct workers to have meetings by phone or online instead of in person. If not **O**

possible, require they meet in a large space and keep meetings short.

* Review regular deliveries and request contactless delivery. Check systems for **O**

e-invoicing being are in place.

* Provide social distancing markers on the floor in areas where there maybe potential **O**

for high pedestrian traffic or line up (i.e. catering areas) or where workers perform

tasks.

* Nominate a person on the work floor to be responsible for keeping everyone the **O**

required 1.5 metre distance apart in accordance with the latest government

requirements.

**Handwashing and Hygiene -**

* Have hand sanitiser stations at entry and exit points and around the workplace. **O**
* Ensure bathrooms are well stocked with hand wash and paper towel. **O**
* Put up posters with instructions on how to hand wash/hand rub. **O**
* Instruct workers on other ways to limit the spread of germs, including by not **O**

touching their face, sneezing into their elbow, and staying home if feeling sick.

* Have automatic alerts set up on computer systems to remind workers about **O**

washing hands and not touching eyes, nose and face.

* Instruct your workers to limit contact with others– no shaking hands or touching **O**

objects unless necessary.

* If possible, accept only cashless transactions. **O**
* Increase access to closed bins in your workplace. **O**
* Put up signs to request customers only touch objects they are going to buy. **O**

**Cleaning -**

* Ensure any areas frequented by workers or others (e.g. visitors to your premises) **O**

are cleaned at least daily with detergent or disinfectant.

* Instruct workers to wear gloves when cleaning and wash their hands thoroughly **O**

with soap or use an alcohol-based hand sanitiser before and after wearing gloves.

* Clean frequently touched areas and surfaces several times a day with a **O**

detergent or disinfectant solution or wipe. This includes hand held equipment,

handrails, tables, desk-tops, door knobs, sinks and computer key-boards.

* Instruct workers to clean personal property that comes to work, such as sunglasses, **O**

mobile phones and iPads with disinfectant, such as disinfectant wipes.

**Monitor Symptoms -**

* Put up signs about the symptoms of COVID-19 in the workplace. **O**
* Direct workers to stay home if they are sick, and if they are displaying symptoms of **O**

COVID-19 ask them to call the National Coronavirus hotline (1800 020 080).

* Instruct workers to tell you if they are displaying symptoms of COVID-19, have been **O**

in close contact with a person who has COVID-19 or have been tested for COVID-19.

* Remind staff of their leave entitlements if they are sick or required to self‑quarantine. **O**
* Treat personal information about individual workers’ health carefully, in line with **O**

privacy laws.

* Facilitate working from home, if possible, for staff who are required to self-quarantine **O**

but are not displaying symptoms of COVID-19.

**Plan ahead –**

* Nominate a worker or a team of workers to champion safe practices in the workplace **O**

and teach their colleagues the proper procedures listed above.

* Develop a plan to ensure business continuity if there is a suspected or confirmed **O**

outbreak of COVID-19 in your workplace.

* Consider what you will do if one of your workers is suspected or confirmed to have **O**

COVID-19, including how you will support that worker and what you need to do to

ensure the workplace remains safe for other workers.

* Consider if you have appropriate cleaning products and personal protective **O**

equipment available to disinfect your workplace following an outbreak. If you do not,

consider options for hiring a cleaning company to do this work.

* Put a protocol in place for reopening your workplace after an outbreak or quarantine **O**

period.