

3 PURPOSE

1. The primary purpose of these Guidelines is to inform industry stakeholders of the measures available for reducing the inherent risks associated with Screen Production, thereby enabling everyone associated with the industry to undertake their activities in relative safety.
2. The Screen Production industry is a unique industry and therefore presents unique workplace hazards.
3. With is in mind this Safety Management Manual has been developed to assist producers, managers, supervisors, and employees understand their Workplace Health and Safety obligations under the OH&S act 2004 and the principles of workplace safety

3.1 About This Document

This Management manual was developed with the information found in the following documents

- FILM INDUSTRY RECOMMENDED SAFETY CODE 17TH AUGUST 1983
 - Authors unknown
 - Developed by SPAA and MEAA
- FILM & TELEVISION SAFETY GUIDANCE NOTES 1995
 - Compiled and written by Lynn Gailey and Tim Read
 - Endorsed by SPAA and MEAA
- DRAFT NATIONAL SAFETY GUIDELINES dated 10 November 2004
 - By the Screen Production Safety Review Committee in consultation with employers, industry practitioners, unions and relevant organisations.
 - The Screen Production Safety Review Committee comprises representatives from the Media Entertainment and Arts Alliance, the Screen Producers' Association of Australia, Fox Studios Australia (representing film studios), the Australian Broadcasting Corporation (representing public broadcasting) and the New South Wales Film and Television Office (representing state funding agencies).

Acknowledgement goes to those whose tireless work contributed to these documents and other resources

3.2 Guidelines

- This WHS management Manual sets out workplace health and safety practices applicable to film, television, and video production in Australia and by Australian producers undertaking work overseas.
- It provides practical guidance to employers and others who have duties under workplace health and safety legislation.
- For these Guidelines, film, television, and video production includes
 - all aspects of the pre-production, production and postproduction phases of all film, television and video productions including drama, documentary, commercials, infotainment, and lifestyle programs, corporate, training and education programs and the like, excluding only news and current affairs programs.
- Producers, as the principal employers, have the primary responsibility for workplace health and safety in the workplace.
- Employees, contractors, and sub-contractors have a responsibility to comply with the safety measures developed in the workplace to minimise risk to themselves, others, and/or the environment.
- These Guidelines can be regarded as the national best practice within the industry.
- Failure to follow these Guidelines could be used to support an argument that adequate steps have not been taken by the employer to fulfil their obligations set out in workplace health and safety (OH&S) legislation.
- These Guidelines have been developed to promote consistency across the industry in hazard management and have been designed to complement provisions of both federal and state OH&S legislation.

- These Guidelines should be read in conjunction with other relevant legislative provisions, regulations, Australian Standards, and codes of practice.
- Where there is any inconsistency between these Guidelines and legislation or regulations in any state or territory authority, the legislation or regulations shall prevail.

3.3 WHS Legal Framework

1. At common law, every employer owes employees a duty of care.
2. The employer's duty of care is not transferable and will depend upon the circumstances facing the employer at the time.
3. All employers are subject to the provisions of both federal and state OH&S legislation, regulations, approved codes of practice, Australian Standards, National Occupational Health, and Safety Council (NOHSC) advisory documents and other recognised guidance information.
4. OH&S Acts establish a legislative framework for the regulations governing workplaces and mandate that regulatory bodies such as state and federal occupational health and safety agencies (eg. Victorian Work Cover Authority, Work Cover NSW, and Comcare Australia) undertake core enforcement activities.
5. This framework and regulatory activities are specifically aimed at encouraging employers to focus on developing a broad range of risk management strategies (eg. OH&S plans, procedures, and guidelines) to reduce the incidence of workplace related injury.
6. These Guidelines have been developed to provide information about how to ensure that risks associated with Screen Production are eliminated or reduced to the lowest possible levels.

3.4 Safety Referral Committee

1. Any dispute/disagreement regarding any aspect of safety may be referred to the "Safety Referral Committee".
2. Such committee will consist of one nominated representative from SPAA and MEAA.
3. Each organization may nominate any person to be their representative on such a committee, and is required to organize an alternative representative, if the regular representative is unavailable.
4. Such representative shall not have any pecuniary or other interest in the production from which the dispute arose.

3.5 Preamble

1. Whilst the primary responsibility for safety falls with the production company
2. It is essential that all personnel, crew, and cast familiarize themselves with the code and take an active interest in promoting safety during filming.
3. In the implementation of the code, common sense by all parties should prevail.

4 SCOPE

This scope of this document covers all production either for television or theatrical release

5 WORKPLACE SAFETY POLICY

The Production recognises its legal and moral obligation to provide and uphold as far as is practicable a work place that is safe and without risk to the physical and psychological health of its workers.

It is therefore our policy to:

- Promote a health and safety culture within the workplace
- Safeguard all employees from injury or illness
- Provide resources and funding sufficient to maintain an effective health and safety program
- Comply with statutory and common law health and safety requirements
- Consult with employees on health and safety matters

PCBU- (Persons Conducting Business or Undertaking) – Producers, Directors, Managers, Head of Department, or any person in a “Position of Management” or “Position of Control” of a “workplace” or “a worker” or a “visitor to a workplace”, etc.

Will be responsible for:

- Maintaining a safe work place
- Ensuring safe working procedures are followed
- Providing adequate supervision
- Ensuring plant and equipment are safe
- Communicating safety information

Workers & Visitors are responsible for:

- Complying with safe workplace procedures
- Protecting their own health and safety and that of fellow workers
- Co-operating with PCBU to achieve a safe and healthy workplace
- Advising the PCBU of any workplace hazard and practise

This production company is also committed to being a responsible member of the community in all aspects of SCREEN PRODUCTION and its operations, ensuring compliance to all applicable laws and regulations.

This production will also endeavor to-

- Recognise the environmental aspects of its activities, products, and services
- Minimise environmental impact through waste reduction, re-use, and re-cycle activities

6 WH&S LEGISLATION, REGULATIONS, & CODES OF PRACTICE

1. The organisation needs be aware of all Workplace Health & Safety Legislation, Regulations related to its operations as it has an obligation to ensure compliance with legal requirements
2. The aim is to provide all workers in Australia with the same standard of health and safety protection regardless of the work they do or where they work.
3. A stronger national approach means greater certainty for businesses (particularly those operating across state borders) and over time reduced compliance costs for business.
4. More consultation between businesses, workers, and their representatives, along with clearer responsibilities will make workplaces safer for everyone.

6.1 National Harmonisation of Work Health and Safety Laws

1. The following states and territories now use harmonised WHS legislation instead of previous OH&S laws:
 - a) Australian Capital Territory
 - b) The Commonwealth of Australia
 - c) New South Wales
 - d) Northern Territory
 - e) Queensland
 - f) South Australia
 - g) Tasmania
 - h) Victorian Government has stated that it will not be adopting the model work health and safety laws in their current form.

Work Safe continues to enforce Victoria's existing workplace health and safety (OHS) laws.
Victoria's Occupational Health and Safety Regulations 2007 will expire in 2017,
 - i) Western Australia - The Minister for Commerce has tabled the Bill in parliament and announced the opening of a public comment period for this draft legislation.

Public comment is open until 30 January 2015?

6.2 Purpose of the WHS Act

1. The WHS Act provides a framework to protect the health, safety, and welfare of all workers at work and of other people who might be affected by the work.
2. The WHS Act aims to:
 - Protect the health and safety of workers and other people by eliminating or minimising risks arising from work or workplaces
 - Ensure fair and effective representation, consultation, and cooperation to address and resolve health and safety issues in the workplace
 - Encourage unions and employer organisations to take a constructive role in improving work health and safety practices
 - Assisting businesses and workers to achieve a healthier and safer working environment
 - Promote information, education and training on work health and safety
 - Provide effective compliance and enforcement measures, and
 - Deliver continuous improvement and progressively higher standards of work health and safety.

6.3 Prescribed Documents

- WH&S Legislation, Regulations are available from Safe Work Australia and Worksafe (Victoria)
- Guidance notes can be sourced through the web pages of Safe Work Australia, Worksafe Victoria
- Codes of practice are available from the Victorian Work Safe Authority – Health and safety divisions or Safe Work Australia
- Safe Work Australia works with government and non-government organisations to achieve the best possible approach to work health and safety for all Australian workers and workplaces

6.4 Department WHS Obligations Matrix

1. Provided is a list of some WH&S Legislation, Regulations and Codes of Practice's that are relevant to Screen Productions
2. This list is not conclusive it is with the reader / recipient to ensure any specific regulations to their activities are followed
3. Depending on activities other legislations and regulations may need to be referred

WHS ACT, REG, CODES OF PRACTISE, PRESCRIBED DOCUMENTS DUTY OF CARE	PCBU –MNGMT / HOD/POSITION OF CONTROL	CAMERA	GRIPS	LIGHT/ELEC	SOUND	ART DEPT PROSTHETICS STAND-BY	UNIT	M/UP	WARDROBE	UNIT NURSE	LOCATIONS	RIGGING / RIGGERS	STUNTS	VFX	SPFX	MARINE	CONSTRUCTION/ SET BUILDERS	ARMOURER	VEHICLE WRANGER	ANIMAL WRANGLER
CERTIFICATION OF PLANT USERS	X		X	X			X					X	X		X		X		X	
HAZ SUBSTANCES	X					X		X					X		X		X			
INCIDENT NOTIFICATION	X												X							
ISSUE RESOLUTION	X																			
MANUAL HANDLING	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
NOISE	X	X	X	X		X	X				X	X				X	X	X		
PLANT &EQUIP	X		X	X		X	X					X	X			X				
PREVENTION OF FALLS	X		X	X		X						X	X		X		X			
DANDGEROUS GOODS	X					X	X								X	X	X	X	X	
DG STORAGE / HANDLING	X					X	X								X	X	X	X	X	
DG TRANSPORT	X					X	X								X	X	X	X	X	
WORKING WITH CHILDREN	X				X	X		X	X	X		X	X							X
MARINE SAFETY	X												X			X				
NURSES (HEALTH SERVICES)	X									X										
CIVIL AVIATION	X	X																		
ROAD SAFETY	X		X	X		X					X	X							X	
COUNCIL PERMITS	X	X									X									
TMP	X										X								X	
GUIDELINES FOR SCAFFOLDING	X		X	X		X						X	X							
ELECTRICAL EQUIP / INSTAL	X			X																
BUILDING AND CONSTRUCTION	X																X			
FIRST-AID IN THE WORKPLACE	X									X			X							
ANIMAL WELFARE	X																			X

[Safe Work Australia](#)

[WHS Act](#)

[WHS Regulations](#)

[WHS codes of practice](#)

7 PCBU

(person conducting a business or activity)

- Under the work health and safety (WHS) laws,
- Effective from 1 January 2012, the term –
- 'EMPLOYER' was replaced by (PCBU) '**PERSONS CONDUCTING A BUSINESS OR UNDERTAKING**' and
- 'EMPLOYEE' was replaced by '**WORKERS**'.

7.1 PCBU Definitions

7.2 Individuals, Businesses or Organisations

PCBU – PERSON CONDUCTING A BUSINESS OR UNDERTAKING

A 'person conducting a business or undertaking' (PCBU) is a legal term under WHS laws for individuals, businesses or organisations that are conducting business.

A person who performs work for a PCBU is considered a worker, see [Worker](#) and [Employee WH&S Responsibilities](#)

As a PCBU you must meet your obligations, so far as is reasonably practicable, to ensure the health and safety of workers and other people like visitors and volunteers

These obligations include:

- safe systems of work and a safe work environment
- safe use of plant, structures, and substances
- adequate facilities for the welfare of workers
- notification and recording of workplace incidents
- adequate information, training, instruction, and supervision
- compliance with requirements under the Work Health and Safety Regulation
- effective systems for monitoring the health of workers and workplace conditions
- maintain the premises used for accommodation for workers, if required

A PCBU has further obligations if involved in specific kinds of activities like:

- the management and control of workplaces, or fixtures, fittings, or plant at workplaces
- the design, manufacture, import or supply of plant, substances, or structures
- Installation, construction or commissioning of plant or structures.

PCBUs must also have meaningful and open consultation about work health and safety with workers, health and safety representatives, and health and safety committees.

As a PCBU you must also consult, cooperate, and coordinate with other PCBUs if you share duties

You must also ensure that the health and safety of others is not put at risk from work done as part of the business.

7.3 PCBU - Primary Duty of Care

As a PCBU you have a primary duty of care to ensure workers and others are not exposed to a risk to their health and safety.

You owe this duty of care when as a PCBU you:

- direct or influence work carried out by a worker
- engage or cause to engage a worker to carry out work (including through sub-contracting)
- have management or control of a workplace

7.4 Worker

1. A person who performs work for a PCBU is considered a worker
2. Anyone who performs paid work in any capacity for an employer, business or organisation is considered a worker.
3. However, the term can also include unpaid workers such as volunteers or work experience students.
4. You're considered a worker if you're an:
 - employee
 - trainee, apprentice, or work experience student
 - outworker, contractor, or sub-contractor
 - employee of a contractor or sub-contractor
 - employee of a Labour hire company
5. Our PCBUs, workers and officer's fact sheet has more information
6. Ultimately, we are all responsible for our own safety and the safety of those around us (workmates, colleagues, and the public)
7. It is the responsibility of all cast and crew to report hazards and dangerous work practices to the relevant persons;
8. All near misses and accidents must be reported and investigated.
9. All personnel are responsible for workplace health and safety.

7.5 Responsibility for WH&S

- Employers have the primary responsibility for ensuring adequate measures are taken to ensure the health, safety and welfare of their employees, contractors, sub-contractors, relevant third parties, the public and the environment.
- All employees have a duty of care to themselves and others.
- All employees have a responsibility to participate in and comply with the safety measures implemented by their employer to minimise the risk of injury to themselves and others.
- Whilst tasks may be delegated, health safety and welfare responsibilities cannot.

7.6 Employer's Responsibilities

- Employers are specifically responsible for ensuring that the following occurs:
 1. The provisions of relevant acts, regulations, standards, codes of practice are implemented and complied with by employees and/or contractors and sub-contractors.
 2. Adequate risk assessment/s are undertaken on all productions for all phases of production and for all work sites.
 3. Any person who has the discretionary authority to delegate work to other employees is fully conversant with their responsibilities and ensures that all work is carried out in a safe manner.
 4. The following critical point summary (not exhaustive) is provided to assist those responsible for assigning, scheduling, and/or directing work to effectively discharge their OH&S responsibilities:
 - a. be familiar with relevant OH&S legislation, regulations, Australian standards, hazard management principles, these Guidelines and local safety policies, procedures and/or agreements;
 - b. develop and implement mechanisms for joint consultation with employees;
 - c. provide OH&S induction for all persons entering all work sites;
 - d. ensure all available information regarding potential hazards is provided to employees;
 - e. ensure risk assessments are carried out for every phase and stage at every workplace and as required under relevant legislation;
 - f. ensure all employees can access appropriate personal protective equipment (PPE) as and when required;

- g. ensure that systems are in place to ensure that all furniture, vehicles, and/or other plant/equipment to be used in the workplace is appropriate for the purpose and is maintained in a serviceable condition;
 - h. allow for and allocate adequate time for rest breaks in the production schedule;
 - i. Report all OH&S related incidents as specified in relevant legislation (see Section - [Reporting of Workplace Accidents](#)).
5. Any accidents are fully investigated to determine the cause/s and to ensure appropriate remedial actions (to prevent a recurrence) are implemented.
6. All employees, contractors and sub-contractors are aware of their specific OH&S responsibilities.

7.7 Department Head Responsibilities

Are responsible for their crew/team and the tasks they are directed to perform;

Department heads: - Must

- 1 Make sure that employees have the necessary experience, instruction, training, and resources to carry out their duties safely
- 2 Must ensure safety equipment is used in accordance with all relevant codes of practice and regulations;

7.8 Employee Responsibilities

The following critical point summary (not exhaustive) is provided to assist employees in complying with their specific OH&S responsibilities:

- 1. Be familiar with your specific OH&S obligations and these Guidelines;
- 2. Monitor the workplace for potential hazards;
- 3. Report or deal with any potential hazards appropriately;
- 4. Actively assist with the preparation of risk assessments;
- 5. Ensure you adhere to safe working practice always and wear appropriate PPE as required;
- 6. Ensure you hold the appropriate licenses and/or relevant certificates of competency;
- 7. Report all injuries, accidents, and incidents.

8 MANAGEMENT OF WHS

8.1 Due Diligence

- In the workplace means that employers, supervisors, and others understand and carry out their legal duties, assess the risks and hazards in the workplace on an ongoing basis and take all reasonable precautions with respect to those risks and hazards.
- Due diligence is a proactive tool that will assist in a careful and systematic identification and assessment of specific workplace hazards and the establishment of control measure to prevent injuries and illness at work.
- It is important to remember that what may constitute due diligence in one case may not constitute the same level of due diligence in another case.
- Whether a person has acted diligently depends on the actions taken in the circumstances for that particular case.
- The following elements of a Safety Management Plan will contribute in establishing that an employer has acted with due diligence:
- Carrying out all activities under the Act and ensuring that the organisation complies with the Act and associated legislation;
- Setting up a well-documented system for identifying, reporting, and responding to all hazards in the workplace;
- Establishing safe practices, procedures and controls that are specific to the hazards in the workplace, that either meet or exceed the requirements of the legislation;
- Providing instruction and training on an on-going basis to all employees;
- Communicating regularly with employees about foreseeable health and safety hazards;
- Allocating adequate time and resources for the health and safety program to be established and followed by all in the workplace;
- Monitoring, auditing, evaluation, and review of the Safety Management plan on a regular basis.

8.2 Duty of Care

- Under the Occupational Health and Safety Act, all employers owe a duty of care to all people at the workplace including those people who are not employees.
- Duty of care requires everything reasonably practicable to be done to protect the health and safety of people at a workplace.
- The NOHSC explains: “Reasonably practicable” means that the requirements of the law vary with the degree of risk in a activity or environment which must be balanced against the time, trouble and cost of taking measures to control the risk. It allows the duty holder to choose the most efficient means for controlling a risk from the range of feasible possibilities preferably in accordance with the ‘hierarchy of control’.
- This qualification allows those responsible to meet their duty of care at the lowest cost. It also requires changes in technology and knowledge to be incorporated but only as and when it is efficient to do so. The duty holder must show
- that it was not reasonably practicable to do more than what was done or that they have taken ‘reasonable precautions and exercised ‘due diligence’. (refer to Section 2.1)
- This duty of care extends to:
- ensuring that any plant (Refer to Section 9.1) or substance (Refer to Section 9.7.1) provided for use by the employees at work is safe and without risks to health when properly used,
- ensuring that systems of work and the working environment of the employees are safe and without risks to health,
- providing such information, instruction, training, and supervision as may be necessary to ensure the employees' health and safety at work,
- providing adequate facilities for the welfare of the employees at work and

- In relation to persons who are not employees, ensuring that any premises controlled by the employer where the employees work (and the means of access to or exit from the premises) are safe and without risks to health.

8.3 Rights and Obligations

1. All employees have a right to be advised about the nature of the risks associated with their work.
2. OH&S legislation provides for employees to enter a process of joint consultation with employers to develop and implement effective hazard management strategies.
3. All employees have the right to speak directly with their employer regarding any OH&S issue which they believe could have an adverse impact on their health and/or wellbeing while at work.
4. Employers must provide impartial accurate advice regarding any hazard/s to which employees may be exposed and/or about which they are concerned.
5. When hazard management strategies have been developed to manage a risk, the employer will fully implement such strategies.
6. All employees are required to adopt safe systems of work.
7. Any employee has, at common law, the right to refuse to follow an instruction that involves some risk of injury normally inherent in the job that is an unreasonable or unnecessary risk.
8. Where hazard controls identified in the Safety Report are breached or where new or additional risk/s are identified:
 - a) The First Assistant Director, as the producer's delegate on the set, may at his/her own discretion stop the shoot until a risk assessment is undertaken and appropriate hazard controls are implemented; and
9. The cast/crew delegate/elected safety representative shall have the discretion to stop the shoot after a majority vote has been taken;
10. The stoppage shall remain in force until a risk assessment is undertaken and appropriate hazard controls are implemented.

9 MANAGEMENT SYSTEM

9.1 SECTION ONE – Safety Management Guidelines

GENERAL WH&S INFORMATION

- The scope of section one is to assist (you) in fulfilling your Workplace Health & Safety obligations under the ACTS and legislation of the day.
- The information and guidance necessary to comply with WHS ACTS and legislations can be found in this Film Industry Recommended Safety Management Manual

Refer – [CONTENTS](#) [PRODUCTION GUIDELINES](#) [PRODUCTION ACTIVITIES](#) [PRODUCTION DEPARTMENTS](#)

9.2 SECTION TWO – Reports

9.2.1 Script Breakdown Safety Report

The primary scope / focus of this section is to identify any hazardous action or activity, special effects, pyrotechnics, and stunts directly relating to the script, story board, etc.

A qualified safety Supervisor/consultant must review the final release script for and prepare a script breakdown safety report and submit to the production prior to the commencement of shooting who should review and implement controls as recommended

Refer- [SAFETY REPORTS](#)

9.2.2 Location Safety Reports

The primary scope / focus of this section to identify physical hazards associated with a location both in what filming activities are planned and what if any impact these activities will have on the surrounding environment.

Recci's reports will be prepared and submitted to production prior to the commencement of shooting if it is deemed necessary due to the inherent hazards associated with a location or the activity being undertaken at a location

Refer- [LOCATION RECCI'S REPORTS](#)

9.2.3 RA (Risk assessments) / SWMS (safe work method statement)

All High-Risk Production Activities that is proposed for a production at any time even after the preparation of the Safety Report will be subject to detailed risk assessment or (SWMS) safe work method statement

9.3 SECTION THREE - Supporting Documents

It may be necessary to conduct an additional more detailed risk analysis on certain scenes or production activity that has been identified in the Script Breakdown Safety Report or other risk assessment as "high risk: or has been deemed necessary by the safety supervisor or other interested party such as (local Council or Authority, Vic roads, Child Employment, Police, CASA), etc.

These documents could be in the form of

- SWMS (safe work method statements)
- Traffic Management Plans,
- Working with children permits
- Council approvals
- Vic roads permits
- Local, state, or national governing authority permits or approvals
- other appropriate permit or approvals.
- And / or any Established Procedures

10 DOCUMENTATION SYSTEM

Please familiarise yourself with it as it notes the aspects of safety you need to be aware of.

The following three sections should be read in conjunction with the other although each section can be used individually depending on the specific requirements needed.

This report is provided to assist the production to implement its safety management practices

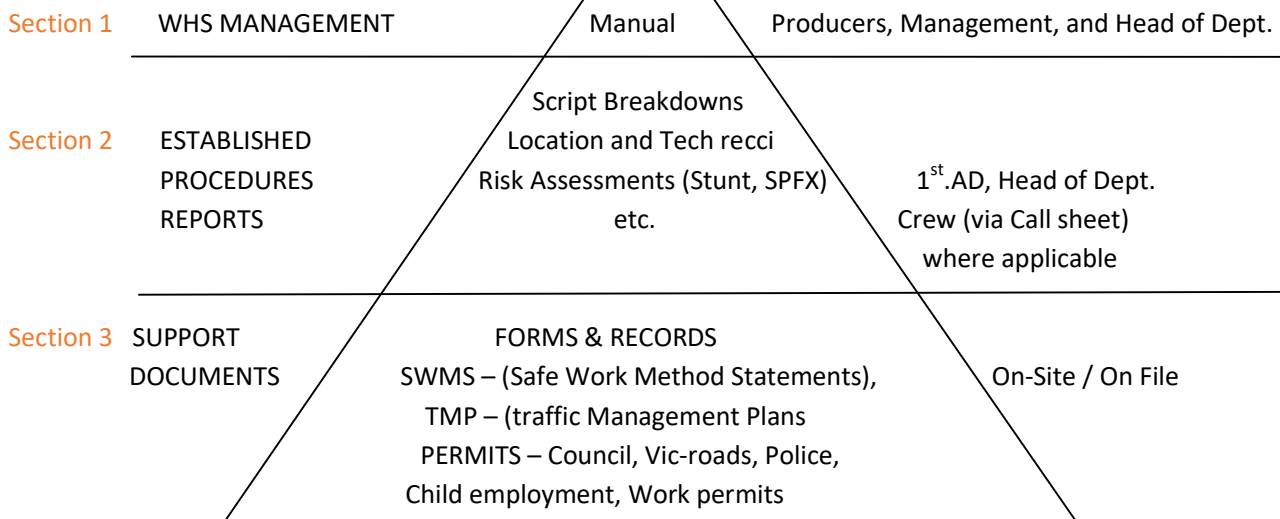
All sections need to be considered “were appropriate” to the activities being undertaken

This Safety management system is defined by the assembly of all its components

LEGAL OBLIGATIONS	MORAL OBLIGATIONS
Compliance to Acts, Regulations	Duty of Care
Codes of practice & Compliance codes	Information Sharing
WHS tickets and Licenses	Consultation
Permits	Training and Inductions

DOCUMENTATION

DISTRIBUTION



10.1 DOCUMENTS

This Safety Management document reaffirms the production company’s absolute commitment to ensuring a safe and healthy place of work for all its employees and minimizing any adverse effects to the environment

10.2 SUPPORT DOCUMENTS

1. Other documentation that maybe needed
 - a) Safe Work Method Statement
 - b) Working with children permit
 - c) Traffic management plans,
 - d) Council permits,
 - e) Vic roads permits,
 - f) Hot work permit,
 - g) Confined Space Entry permit
 - h) MSDS – Material Safety Data Sheets etc.
2. Other form of hazard identification, assessment & control may need to be prepared and issued to production

10.2.1 Safe Work Method Statements

1. A Safe Work Method Statement (SWMS) is a document that:
 - a) lists the types of high risk work being done
 - b) states the health and safety hazards and risks arising from that work
 - c) describes how the risks will be controlled, and
 - d) describes how the risk control measures will be put in place

10.2.2 High Risk Production Work

DUTIES:

1. A SWMS must be prepared if proposed works involve any of the HRPW - (HIGH RISK PRODUCTION WORKS) as per the activities listed and/or work although not listed may poses a risk to the health and safety of any person.
2. Affected employees / crew and their HOD (Head of department) must be consulted in the preparation of the SWMS.
3. Once a SWMS has been developed and implemented, the HRPW to which it relates must be performed in accordance with the SWMS.
4. Duty holders (HOD, Crew-member) must stop the HRPW immediately or as soon as it is safe to do so, if the SWMS is not being complied with the HRPW must not resume until the SWMS is complied with or reviewed and revised as necessary.
5. The SWMS must be reviewed and if necessary, revised whenever the HRPW changes, or after any incident that occurs during HRPW, or if there is any indication that risk control measures are not adequately controlling the risks.
6. The production must retain a copy of the SWMS for the duration of the HRPW.

10.2.3 Material Safety Data Sheets (MSDS)

1. All crew working with hazardous goods, chemicals and substances must familiarise themselves with the Material safety data sheets (msds) for that item and follow all instructions given on the msds stringently.

11 DOCUMENT CONTROL

This WHS Management Manual details the Safety & Health Management System for the Screen Production industry that has been implemented in line with the Screen Production industry's WHS Policies.

This WHS Manual is the first section of the workplace Health and Safety management system documentation for all workplace health and safety related activities performed by the Screen Production industry

11.1 Distribution

- The WHS Management Manual is reviewed and approved by the industry governing bodies (SPAA, MEAA) prior to its release.
- The appointed governing body is responsible for the control and the issuing of copies of the Manual and maintaining a register of holders?

11.2 Change Control

- All revisions to the WHS Management Manual are reviewed and approved by the governing bodies (SPAA, MEAA) prior to release.
- The appointed governing body is responsible for distributing all revisions of the Manual after changes are approved and ensuring that the Documentation Control Database is updated accordingly.
- All revisions are issued under cover of a Control Sheet containing a brief description of the revision.
- Issues are identified by (Issue 1, 2, 3, etc.), and each new issue cancels and replaces all previous issues.

Refer – [ISSUE / RELEASE DATE](#)

The revision status of individual Manuals is subject to audit as part of the industry governing bodies internal audit program

12 RECORDS

Records are evidence of the ongoing operation which may include but are not limited to;

- Legislative and Regulatory Requirement
- Reports – (incl: SWMS, TMP, working with children permits, council approvals, etc.)
- Permits and Licenses
- Any Training Activity
- Inspection Calibration and Maintenance Activity
- Emission Monitoring Data
- Details of Non-Conformance, Incidents, and Complaints and Follow-Up Action
- Supplier and Contractor Information
- Safety, Health & Environmental inspections or audits
- Management Reviews
- Injury and/or incident reports
- Material Safety Data Sheets

A system is required to maintain accurate and complete records of all safety and health-related activities and incidents.

Records must be kept in compliance with industry standards and government regulations.

This requirement can be met by creating a list/matrix indicating responsibilities for and location of safety and health records.

NOTE:

All records must be legible, identifiable, and traceable to the activity, product or service involved.

Original records such as permits must be retained for at least 7 years, unless an alternative is specified, before being discarded to satisfy any potential later legal enquires.

The minimum retention period may also be influenced by, EPA, Worksafe and other factors.

13 SCREEN PRODUCTION GUIDELINES

13.1.1 Health and Safety Planning

1. Workplace Hazards must be identified, assessed, and controlled before any work/activity is undertaken.
2. Due to the unique Screen Production industry, there are numerous unforeseen situations requiring on the spot decisions, which may differ from any report.
3. Such decisions should always be made in the interest of the safety and health of all involved

13.1.2 Systems of Work

1. The totality of the methods adopted for carrying out the operations required in a workplace.
2. It covers all facets of the employment situation, including the organisation of work processes, the methods of using plant and equipment, job training and instruction about aspects of safety in the workplace.

13.1.3 Risk Management

Risk management refers to the practice of identifying

1. Potential hazards in advance,
2. Analysing the risks and
3. Taking precautionary steps to reduce/curb the risk.

13.1.4 Hazard Identification

1. All heads of departments are to be aware of the hazards associated with each of their activities, perform a risk assessment and implement controls
2. An analysis tool and formula has been attached in this report, it is not exclusive, other assessment tools or formulas may be used
3. Regardless of the assessment tool used, consistency is important when performing any analysis.

13.1.5 Risk Analysis

1. Assessment - likelihood of the hazard and risk, degree of harm, frequency and duration of exposure, severity of the hazard or risk.
2. All heads of departments need to be aware of their responsibilities for individual Risk Assessments and/or Safe Work Method Statements that are required to be raised by laws, regulation or codes or practice.
3. These assessments are to be carried out on any action, rig or activity that may be considered and or assessed as high Risk.

13.1.6 High Risk Production Work or Activity

1. It may be necessary to conduct an additional more detailed risk analysis on certain scenes or production activity that is
 - Mentioned in a regulation, compliance reference document such as “Safe work method statements” for high risk production work
 - Identified in the Script Breakdown Safety Report as an activity that is “high risk”
2. These documents either “prescribed” or resulting from an assessment “will need to be prepared and issued to production prior to performing work,

HIGH RISK PRODUCTION WORK- Means work that includes:

- Heights of more than two metres
- Diving
- Trenches or shafts deeper than 1.5 metres
- Temporary supports for structural alterations
- Powered mobile plant
- Explosives
- Confined spaces
- Involves weapons

Work that is in, on or near:

- Electrical installations or services
- Roads or railways in use by traffic
- Water/liquids that pose a drowning risk

SWMS / risk assessments are mandatory for high risk production work, which includes:

- Involves a risk of a person falling more than two metres
- Is carried out in or near water or other liquid that involves a risk of drowning
- Involves diving
- Involves weapons
- Involves Explosives

13.1.7 Hierarchy of Controls

1. Control of hazards and risks - good knowledge about hazard, risk, and cost associated and available options determine which would be desirable.
2. The process beginning with the most preferable to the least preferable includes:
 - a) Elimination through design
 - b) Substitution by replacing materials, equipment, or processes
 - c) Engineering by controls, mechanical aids, barriers, ventilation, or insulation
 - d) Administrative control through job rotation, changing work tasks, procedures, and training
 - e) Personal protective equipment (PPE) to reduce potential exposure.
 - f) Monitoring and controls - hazards may change and that risk control measures need to be reviewed continuously to determine their effectiveness.
3. Having identified the hazards and assessed the risks, the organisation needs to establish effective control measures.
4. Where practical, this risk should be **eliminated** through changes to the work, activity, process, or equipment.
5. Where this is not practical, the risk should be controlled by **substitution** or through an **engineering** control.

13.1.8 Reporting of Workplace Accidents

1. Regulations made under federal and state laws require certain employment related incidents to be notified to the relevant statutory authority.

The regulations also set out the prescribed time, manner and form of the notification and specify penalties for non-compliance.

2. Most regulations require the employer to formally notify certain incidents within the time frame prescribed once becoming aware of the incident.

In general terms, the following incidents (having occurred at or near a workplace) need to be reported to the relevant authority:

- a. the death of any person – usually within two hours by phone or by fax;
 - b. a serious personal injury to any person, i.e. an injury to any person which needs emergency treatment by a doctor or treatment in a hospital whether the person is admitted to hospital – usually within 24 hours;
 - c. incapacity to any employee – usually within 24 hours of becoming aware of the duration of the incapacity (the incapacity varies but is usually defined as continuous working days or shifts);
 - d. a dangerous occurrence/incident (includes “near misses” that could have resulted in death, serious personal injury or significant damage and covers incidents such as the collapse of scaffolding, failure of a structural support, collapse of a trench or camera crane, etc.) – usually within 24 hours.
3. The above definitions and/or time frames may vary between states and territories.
 4. Commonwealth Regulations effective from 29 July 1993 require all Commonwealth agencies to notify and report certain accidents and dangerous occurrences to Comcare Australia. Comcare Australia is required to collect and analyse this information, provide statistical data and other management information to employers and to actively investigate serious incidents in the workplace.
 5. Any place at which filming and/or associated work is being carried out can be defined as a work place. If a notifiable accident or occurrence occurs, depending on contractual arrangements and/or the circumstances, the duty to notify may fall upon several parties.
 6. Copies of all accident and incident reports shall be provided to MEAA and SPAA.

Refer - INCIDENT NOTIFICATION

13.1.9 Incident Site Preservation

1. The site of an incident where a death has occurred must not be disturbed until-
 - An inspector arrives or until directed by an inspector
 - Except to protect the health and safety of a person; or
 - Provide aid to an injured person involved in the incident; or
 - To take essential action to make the site safe or prevent a further incident.

13.1.10 Workers Compensation

1. ARRANGEMENTS IN AUSTRALIAN JURISDICTIONS

2. Federal and state based authorities are responsible for administering OH&S and worker's compensation legislation and regulations.
3. OH&S and worker's compensation arrangements, whilst fundamentally similar, vary in their detail from state to state.
4. The legislation and regulations can be found on the web sites of the relevant state authorities.

See Appendix L.

5. Care needs to be taken when production activities are undertaken in more than one authority.
6. Other government authorities, such as health, police, ambulance, and fire, are vested with specific powers in certain emergency situations and can also provide specific advice regarding health and safety.
7. Standards Australia and NOHSC oversee the development of OH&S related advisory documents that provide guidance on how to manage hazards and meet duty of care and workplace health and safety obligations.
8. During discharging their statutory and advisory functions, these authorities will draw the attention of employers, unions, government, and the public to a variety of documents when providing assistance and advice regarding statutory compliance, best practice, and hazard and risk management.
9. It is important to note that mere compliance with the guidance provided in such documents may not necessarily mean that an employer has met their duty of care and/or workplace health and safety obligations if:
 - Reasonably foreseeable risks were not identified, or
 - The measures implemented for controlling the risks were inadequate given the circumstances.
10. Reference is made throughout these Guidelines to several regulatory and advisory documents for providing specific information from a recognised external body.
11. The documents can include legislation (eg. relevant Acts), Australian Standards (eg. AS/NZS 4249) and WorkSafe Codes of Practice (eg. National Code of Practice for Manual Handling).

13.1.11 Call Sheets

Each individual cast and crew member is responsible to know what is his or her call time / pickup time is for the following day

13.1.12 Weather Conditions

1. The producer should ensure cast and crew are aware of the type of weather conditions they are likely to encounter so appropriate clothing and footwear can be worn/taken.
2. Warm coats or similar should be on standby for actors when shooting in cold / wet weather or conditions, at night or early mornings.
3. Care should be given to the effects of the Sun and/or climatic conditions and where suitable, clothing and/or a recommended block out, hat should be used.

13.1.13 Verbal Communication

1. For the filming of stunts, hazardous action, SFX, larger numbers of cast or at hazardous locations, the First AD, Stunt Coordinator and Safety Supervisor should give adequate verbal briefings to all cast and crew in relation to their areas of responsibility.
2. This can be delivered individually or the First AD, Stunt Coordinator and Safety Supervisor can nominate a single spokesperson
3. If any cast or crewmember is still unsure of the action after briefing, it is their responsibility to seek clarification or more information
4. No one should participate in any hazardous action without a full understanding of the sequences.
5. Designated "safe" areas for cast, crew and the public shall be nominated and filming should not commence until all personnel are in their appropriate designated area.
6. The appropriate authorities (such as Police, nearby hospitals, councils. pollution control board, landholders etc.) should be informed on the time and place of sequences requiring loud explosions or gunshots