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	Safety Statement

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#### **Disclaimer.**

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## 1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company Ltd comply with relevant H&S standards and to ensure that clients and employees are fully aware of ABC Company Ltd's commitment to high standards in H&S.

As we are involved in the area of Audio Visual production, it is not possible to foresee every single hazard that could arise in the course of our business. Therefore we have addressed known and predictable hazards in this Safety Statement and also set out a pre-location safety inspection that will be used to assess and control each job before any activities commence.

## 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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## 2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ (where commissioned by us) Sets, scenery, props etc are designed and tested for safety before their intended use, and during construction, setting and striking.
- ❑ The production crew are informed of any maintenance, inspection or certification required for the continued safety of sets, scenery, props or special effects.
- ❑ Staff, contractors and freelances employed are adequately supervised and are competent to carry out the required work.
- ❑ Adequate communication and co-operation is maintained between the production company and other contractors who may be affected.
- ❑ Subcontractors are competent and adequately briefed.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.

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## 2.7 CONTRACTORS

The following responsibilities are allocated to contractors to whom ABC Company assigns work:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must be notified of any material or substance brought onto the premises which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.

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### 3.6 FIRST AID

#### CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ❑ **Main Office Area**
  - ❑ **Each location**
- ❑ The First Aid Boxes is inspected on a weekly basis by Manager 1. This check and replenishment is recorded and kept on file.
- ❑ When employees are visiting at a Client or 3<sup>rd</sup> party premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

#### Names of First Aiders


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### 3.12 Bullying at Work Policy

ABC Company Ltd recognises and accepts its responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company Ltd wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self. Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company Ltd will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to either Manager 1, Manager 2 or the Safety Representative.

Manager 2 gives the undertaking to investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Company will not be deterred in invoking the formal disciplinary / grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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### 3.13 Young persons and inexperienced workers policy

ABC Company Ltd does not employ inexperienced workers on a permanent. ABC Company Ltd do not offer permanent work to any persons under the age of 18.

Young persons or children could be present on the working location but they will not necessarily be employed by us and will normally have a guardian with them.

New employees who are experienced in their profession receive in-house induction training and spend an agreed period of time working with experienced staff.

Where ABC Company choose to offer work experience placements to school children (typically from transition year programmes) the Health and Safety requirements of the relevant school shall be followed. While on the premises these schoolchildren will be supervised at all times and shall not be asked to undertake any tasks for which they do not have suitable knowledge, skills and experience.

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## 4.2 FIRE

### FIRE HAZARDS

The fire safety arrangements for ABC Company Ltd are set out below. However these generally refer to our office and editing premises as the Fire Controls on location are normally under the control of a client or location supervisor.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

### The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in client fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.

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## 4.5 MANUAL HANDLING

### HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

Where loads have to be manually handled, safe access shall be assured.

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## 4.6 ELECTRICITY (in house)

Set out below are the general controls for the company.

### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all electrical equipment used by the company is in safe condition.

### CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

### WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- All portable electrical equipment shall be tested annually by a competent person to ensure safety.
- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.

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## 4.7 OFFICES

### HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

**Dangerous waste e.g. broken glass, bulbs, shall be properly disposed of.**

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## 4.8 VISUAL DISPLAY UNITS (includes editing suite)

### HAZARDS

The main problems that may be associated with VDU's are as follows:

#### (a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

#### (b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

#### (c) Radiation

Radiation levels across virtually the whole of the electro-magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

#### (d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

#### Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

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## 4.9 HAZARDOUS SUBSTANCES

### HAZARDS

It would not be normal for us to use hazardous substances within the office/editing area. However the general controls below will be followed and used as a guide when assessing any on location hazards.

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- The Workplace Supervisor will ensure that:
- All cleaning materials, specialist inks/toners and other substances are listed in a safety file.
- All cleaning materials, specialist inks/toners and other substances have an up to date Material Safety Data Sheet (MSDS) on file.
- The control measures listed in the MSDS are followed.
- A written assessment, control measures and other information are on site.
- All cleaning materials, specialist inks/toners and substances are stored in an appropriate unit that is fire retardant and can contain spillages where needed.
- Procedures planned to handle or use any hazardous substance or process are carried out fully.
- Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

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#### 4.14 Safety in client and other premises.

##### Hazards

Slips and falls  
Access and egress  
Fire  
Housekeeping

##### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Each individual customer site may have additional hazards, over and above the hazards identified in this Safety Statement.

It is the responsibility of the person(s) in charge of the premises (or someone that they appoint) to provide information about all specific hazards on the premises, and the steps that must be taken to deal with these hazards.

For this reason it is essential to find out who is responsible for health and safety on the premises and contact them so that they can provide the required information.

Typical safety-related information could include:

- Any specific safety arrangements for those working on the premises;
- Location of toilets, washing facilities, eating (canteen) facilities;
- Fire and other emergency arrangements;
- Client contacts (e.g. safety personnel, first aid personnel, etc.)
- Personal Protective Equipment (PPE) requirements
- On receipt of this information, and/or based on an inspection of the site, Manager 1 will:
  - Identify any additional safety measures that are required;
  - Communicate these measures to all appropriate staff;
  - Ensure that any required additional information, training, personal protective equipment, etc. are provided.

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#### 4.15 Safety on location and general production controls.

##### Hazards

Slips and falls  
Access and egress  
Fire  
Housekeeping

##### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Each individual location may have additional hazards, over and above the hazards identified in this Safety Statement.

The Pre-Location inspection in the Appendix will be used to assess the hazards on each specific job. However set out below are general control sand guidelines form possible known hazards.

##### Controls and Guidelines:

- Work should only be undertaken for which there is adequate funding.
- Hard hats, hard boots and hi vis jackets are used while filming on construction sites.
- A 5 to 10 metre distance is kept from any hazardous materials or equipment that we or our crew are unskilled in using.
- A first aid kit is on set at all times.
- The nearest emergency services are known
- Identify who has control of the premises, location and facilities.
- Selection should include enquiries regarding health and safety competence).
- Ensure that contractors and freelances are formally appointed and that company standards are clearly communicated to them (e.g. terms of trade, contractor rules, health and safety procedures).
- Identify any additional training needs of staff and freelances and ensure these are met before production commences.
- Ensure that contractors are provided with adequate information about the planned production activity so that they in turn can establish safe systems of work based on risk assessment (they may need to be invited along to any recces and production meetings as required).

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#### 4.16 Generators and Electricity (on location)

Where possible Generators are hired in and operated by the company providing the hire Vehicle/Generator. The hazards and controls below are only applicable if the generator is to be operated directly by ABC Company.

##### Hazards Identified:

- Electrocution
- Fire
- Fuel spill

##### Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Generators are generally rated under 20 KVA
- Individually supply items of portable equipment
- Should have industrial-type sockets (IEC 309) located on the generator frame for connection.
- Sockets to have appropriate IP rating.
- Ear protection may be necessary depending on output and environment.
- Spill kits for fuel to be on hand.
- Fire extinguisher suitable to the generator risk and any nearby combustibles to be on hand.
- Generator to be subject to planned maintenance
- Electrical work:
  - Only qualified staff will be allowed to work with electricity.
  - Locations will have a Ground Fault Circuit Interrupter system, or an Assured Equipment Grounding Conductor Program. This is required for all 120 volt, single phase 15 and 20 ampere receptacle outlets which are not a part of the permanent wiring of the building or structure in use by employees.
  - ABC Company shall not permit an employee to work in such proximity to any part of an electric power circuit that he/she may come in contact with it in the course of his/her work unless the employee is protected against

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#### 4.17 Cameras, locations, associated equipment and using vehicles for shooting.

Set out in this assessment are the control measures for various types of hazard that we are likely to come across. Each location and job will however be individually assessed and the controls added to or reduced as necessary.

##### Hazards

Multi hazard

##### Risk Assessment

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### Control Measures:

- Animals - The Production agrees to follow the ISPCA guidance on working with animals including dangerous animals.
- Cabling - The Production shall agree in advance with the Client Contact regarding the appropriate use of cables, the safe laying of agreed cabling and the suitability of attaching cables to street furniture, trees, historic properties and any other relevant items. This process includes all matting, ramping and flying of cable so to avoid hazards.
- Camera Track - All matters relating to tracking shall be discussed and agreed with the Client Contact in advance of filming. Any obstructions or alternative footways planned must be cleared by the Client Contact. Tracking boards may be required in certain circumstances.
- Catering - shall be agreed with client contact in advance.
- Child performers - Any filming involving the employment of and performance by children (whether paid or unpaid) must be cleared in advance by the booking agent and ABC Company must be made aware of the clearance and given copies of releases, etc.
- Camera Cranes - In advance of the shoot, the Production shall discuss and agree with the Client Contact and any other relevant authorities, the specific weight and positioning of cranes/camera cranes and the need to maintain access. Rigging and de-rigging shall be undertaken with respect for local residents and in accordance with the statutory obligations governing noise levels.
- Firearms - No firearms of any kind shall be used without agreement in advance between the Production and the Gardai

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experience and, where applicable, qualifications. The vehicle should be suitable for the activity.

- Unless the camera operator and bike rider are experienced in the activity, manned cameras on motorcycles should not be used.
- The equipment and any operator must not obstruct the driver's view, distract their attention while driving or put other road users at risk. The position of the camera operator/reporter must be safe in all circumstances, including all foreseeable emergencies.
- When filming from the passenger seats of vehicles, people should be properly seated with seat belts on. People should not crouch in a footwell. The camera can be held in the required position, and the picture viewed via a battery monitor.
- When shooting through a side window, operators should not lean out or let the camera lens protrude beyond the plane of the vehicle. Similarly, a side-mounted camera may be a hazard to vehicles overtaking and/or pedestrians if it protrudes.
- When filming 'up and bys' on a public road, the camera and equipment should be at least a metre from the edge of the road and on the inside of any bends ('up and bys' describes the way the camera is used to track the vehicle).
- Filming by a pillion passenger facing backwards on a bike is only acceptable if the bike is properly adapted, the rider and camera operator are specialists and the activity does not take place on public roads unless they are closed, for example during the Dublin Marathon.
- Wherever possible, lightweight cameras should be used.
- In any moving vehicle, including buses or coaches, people should remain seated and should be adequately restrained by the use of seat belts or other appropriate harnesses.
- Camera operators must not stand up and shoot through the sunroof while the vehicle is moving.
- There must be effective measures to prevent loaded equipment striking any occupant in the event of an emergency stop or collision. Steps should be taken to prevent small items of equipment from causing a hazard to the normal operation of the vehicle or striking somebody in the event of a collision.
- Tracking on public roads can only be done with the permission of the Gardai. Tracking shots (car-to-car) can only be done from a specially modified tracking vehicle or from an estate or hatchback with the tailgate locked and secured in the 'up' position.

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## LOCATION CHECKLIST & SAFETY REPORT

This checklist is required to be completed for **each** location by doing a site recce before production starts. If you tick NO to any question or have identified any hazards, you need to describe how/when this issue will be resolved in the Hazard Description Table. When asking yourself the following questions bear in mind the hazards and risks to people and equipment.

Production Title	
Production Synopsis	
Location Details	
Production Dates	

### General

1. Have you obtained a signed Agreement for use of site? (Attach a copy) ☐ ☐ ☐
2. Did you inform the managers/owners of the location as to what activity your group will perform? ☐ ☐ ☐
3. Have the managers/owners advised the site is free of hazards? ☐ ☐ ☐
4. Does the basic building structure appear sound? ☐ ☐ ☐
5. If the location is an operational facility, has there been liaison assigned to the production?  
If yes, include contact details ☐ ☐ ☐
6. If the location is an operational facility are there procedures available on site? ☐ ☐ ☐
7. Have arrangements been made for the supervision of any children who will be on the site? ☐ ☐ ☐

### Hazardous Materials

8. Will the crew be free of exposure to any hazardous substances on site? ☐ ☐ ☐
9. If not, do the crew have access to material safety data sheets ☐ ☐ ☐
10. Is the location free of obvious amounts of dust or ☐ ☐ ☐
11. Is the site free of potentially dangerous levels of microbial contaminants? ☐ ☐ ☐
12. Is the site free of risks of exposure to biological contaminants(blood, urine, faeces, animal remains)? ☐ ☐ ☐
13. Have hazardous materials been removed if required? ☐ ☐ ☐

**Transport**

52. Has the volume and weight of the equipment to be transported been evaluated? ☐ ☐ ☐
53. Will you have enough people/equipment to transport the equipment to the location? ☐ ☐ ☐
54. Have you a plan for packing the vehicles? ☐ ☐ ☐
55. Is the vehicle suitable for the transport? ☐ ☐ ☐
56. Are the vehicles registered and insured? ☐ ☐ ☐

**Cast/Crew communication on safety**

57. Do safety notices or safe work practices need to be attached to the call sheet? ☐ ☐ ☐
58. Do you have sufficient light for cast and crew to work in? ☐ ☐ ☐

**Health and PPE**

59. Has PPE (eg dust masks, ear muffs) been made available for any of the hazards identified? ☐ ☐ ☐
60. Is there someone on the crew whose responsibility it is to plan and monitor the hours of work? ☐ ☐ ☐

**Exterior Locations**

61. Will the site be free of extremes of temperatures? ☐ ☐ ☐
62. Have special precautions for the terrain been taken as required? ☐ ☐ ☐
63. Have special precautions been taken for any water hazards ☐ ☐ ☐
64. Has protection against predicted rain or strong winds provided? ☐ ☐ ☐

**Animals**

65. Are Animals to be used and if so is there a plan in place? ☐ ☐ ☐

**Environment**

66. Have you provision for disposal/recycling of waste generated while on location? ☐ ☐ ☐
67. Will there be any detrimental impact on the environment by the cast, crew and the use of vehicles and equipment? ☐ ☐ ☐

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Hazard Description	Risk	Action taken to eliminate or control the risk
Additional comments		