



Location Safety Report

FASS Media Production

Location Safety Reports must be completed and reviewed by an academic supervisor before project production can be approved, and before unsupervised location work can be undertaken, as part of a FASS undergraduate, postgraduate or higher degree research course in the Media Arts and Production or Media Practice and Industry discipline

A Location Safety Report, and the checklists contained within, must be completed for each project location by doing a site reconnaissance before production work begins. Any checklist inspection items with a NO response, or any hazards/high-risk activities identified during the location reconnaissance, require the completion and approval of an additional Risk Assessment Register. Completed Location Safety Reports form part of the production Safety Plan and are a required component of assessable production projects

For policies, procedures and practices that relate to screen production workplace health and safety issues addressed by this report, please refer to the 'Screen Production Draft Workplace Health and Safety Management Manual' developed by the Australian Entertainment Industry Association and the Media Entertainment and Arts Alliance

Student name: _____ Student number: _____

Student email: _____ Student phone: _____

Student crew role: _____ Production title: _____

Subject: _____ Academic supervisor: _____

Location Safety Report:	
Site location:	
Reconnaissance date:	
Proposed shoot date:	



Emergency contacts:	
Emergency (Police, Fire or Ambulance) UTS Security	000 There are two secondary emergency contacts 112 and 106 112 is available from most mobile phones. 106 connects to the text-based relay service for people who have a hearing or speech impairment Dial 6 on campus phones or 1800 249 559 from mobiles
Poisons Information Centre	13 11 26
Nearest hospital emergency centre Royal Prince Alfred Hospital 9515 6111 Missenden Rd Camperdown NSW 2050 Concord Hospital 9767 5000 Hospital Rd Concord NSW 2139 Prince of Wales Hospital 9382 2222 Barker St Randwick NSW 2031 St Vincent's Hospital 8382 1111 Victoria St Darlinghurst NSW 2010	Name: _____ Phone: _____ Address: _____
Remote locations contacts (if filming in a remote location, notify emergency services in advance) Police Rural fire service Ambulance	Phone: _____ Phone: _____ Phone: _____
Utilities (Sydney metropolitan area) Sydney Water Gas Leak Emergencies Electricity Faults & Services	13 20 90 1800 GAS LEAK (1800 427 532) or 000 13 13 88
Environment Protection Authority	13 15 55
UTS contacts FASS Media Production and Technology Manager Equipment Store Coordinator UTS Security	9514 2282 9514 1044 9514 1192
Environment Protection Authority	13 15 55

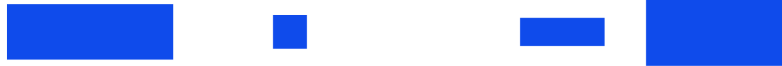


Location Safety Checklist

If you need to provide more details to your responses use the comments section at the end of the form

INSPECTION ITEM

	Please tick		
	YES	NO	N/A
General			
1. Have you obtained a signed Location Agreement Form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you inform the managers/owners of the location as to what activities your production will perform?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have the managers/owners advised the site is free of any hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Does the basic building structure appear sound?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If the location is an operational facility, has there been a facility liaison assigned to the production? (if YES, include contact details in the Additional Comments section on page 8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If the location is an operational facility are there emergency procedures available on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have arrangements been made for the supervision of any children who will be on the site for your production?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials			
8. Will the crew be free of exposure to any hazardous substances on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If not, do the crew have access to Material Safety Data Sheets (MSDS) and risk assessments for the hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the location free of obvious amounts of dust or particulate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the site free of potentially dangerous levels of microbial contaminants? (eg, if filming in a laboratory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the site free of risks of exposure to biological contaminants? (eg, blood, urine, faeces, animal remains)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Have hazardous materials been removed if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and egress			
14. Is the site free of hazards which may lead to slips, trips and falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Have any danger areas been clearly marked and/or taped 'KEEP OUT'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are exits, corridors, and stairways well lit? (if not, take torches etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are fire and emergency exits clearly marked and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are there appropriate means of emergency egress and communications such as lights, fire exits, operational telephone lines and signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Are the access and egress points suitable for carrying/transporting the film equipment/gear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



INSPECTION ITEM (continued)

	Please tick		
	YES	NO	N/A
Fall protection/confined spaces			
20. Are guard rails or hand railings in place on raised platforms or potentially unstable areas? (eg, cliff edges, stair cases etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is the site free of confined spaces? (ie, inadequate air supply such as manholes/tunnels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Is the surface stable enough for mounting the camera support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Have flats/props been checked to be sure they are stable and safe for crew and cast to work with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation			
24. Are special ventilation controls/spray booths available as required for safe use of chemicals, paints, or smoke and fog on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Does the building have a general ventilation system that is operating? (this can include natural ventilation from windows)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Has supplementary ventilation been arranged if required for any enclosed areas? (eg, tunnels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Is there an adequate heating system for the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Are there areas that can be ventilated for activities that generate potential airborne hazards? (eg, welding, hot wire cutting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical			
29. Do you know who on your crew has Lighting Safety Proficiency? (provide a list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Are you working in a location that has domestic electricity supply of 240 volts? (if NO you will need to consult an electrician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Is there enough electrical output for the demand needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Have you booked the appropriate equipment from the Equipment Store?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Have all potential live electrical hazards (exposed wiring, electrical boxes etc) at the location been made safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire systems (non-domestic dwellings)			
34. Are fire extinguishers and/or other fire safety equipment available and in working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Are there specialised electrical safety extinguishers in close proximity to the main electrical panel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Is firefighting equipment accessible and noted on the call sheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Has the issue of smoking of cigarettes by cast and crew been addressed? (where can they smoke? Is there provision for extinguishing and cleaning up butts?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Have the daily call sheets identified the emergency procedures for each location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water and toilets			
39. Are there hygienic and functional toilets and hand washing facilities nearby?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Is there clean, drinkable water on site and enough running water for requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Can heaters and fans be brought in if required without compromising air quality, fire safety and electricity demand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



INSPECTION ITEM (continued)

	Please tick		
	YES	NO	N/A
Security			
42. Is the outdoor lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Is the risk of potential injuries to cast and crew low? (either from other people or wildlife)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Has a system for security of equipment/belongings from theft been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid and emergencies			
45. Is there a hospital within 20 minutes travel time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Is there a way to contact emergency services from the location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Is there a first aid officer on the crew?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving vehicles			
48. If moving vehicles are being used to film from have risks been identified? (in the hazard list detail use of any jib attachments, shots involving cars etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic control			
49. Does traffic control need to be arranged? If YES give details as to 'how'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Do cars need to be safely routed around the shooting area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Can pedestrians safely move around the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport			
52. Has the volume and weight of the equipment to be transported been evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Will you have enough people/equipment to transport the equipment to the location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Have you a plan for packing the vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Is the vehicle suitable for the transport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Are the vehicles registered and insured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cast/crew safety communication			
57. Do safety notices or safe work practices need to be posted or attached to the call sheet? (eg, wear comfortable, warm clothes and rubber-soled shoes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Do you have sufficient light for cast and crew to work in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and personal protective equipment (PPE)			
59. Has PPE (eg, dust masks, ear muffs) been made available for any of the hazards identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Is there someone on the crew whose responsibility it is to plan and monitor the hours of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



INSPECTION ITEM (continued)

	Please tick		
	YES	NO	N/A
Exterior locations			
61. Will the site be free of extremes of temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. Have special precautions for the terrain been taken as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Have special precautions been taken for any water hazards? (eg, tidal extremes, current, temperature)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. Has protection against predicted rain or strong winds been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. Are there controls in place for any hazards posed by animals? (eg, mosquitoes, spiders, sea lice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66. Are there controls in place for any hazards posed by plant life? (eg, palms with sharp fronds)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67. Is the area free of bushfire danger warnings (escape routes should be clearly marked on maps)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68. Is the area at low risk of flash flooding (even after light rain)? For advice contact local council/police/NPWS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69. Are you working under lights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environment			
70. Have you provision for disposal/recycling of waste generated while on location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71. Will there be any detrimental impact on the environment by the cast, crew and the use of vehicles and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



WHS Risk Management

For policies, procedures and practices that relate to screen production workplace health and safety please refer to the 'Screen Production Draft Workplace Health and Safety Management Manual' developed by the Australian Entertainment Industry Association and the Media Entertainment and Arts Alliance

Location hazards/ high risk activities	Relevant WHS Management Manual section	Risk identified at location? YES/NO	Possible risk control measures
Manual handling Equipment transport	14.6		
Working at heights	14.8		
Electrical equipment	14.16		
Hazardous substances	14.7		
Environment	16.1		
Noise	16.4		
Locations General Derelict structures Confined spaces	17 17.3 17.16 17.17		



Additional comments:

A large, empty light blue rectangular area intended for additional comments.

Student declaration

I have conducted a reconnaissance of the project location and agree to undertake a pre-shoot safety induction for all participants at each site each production shoot day

Student signature

Date