



Australian Government

Department of Education, Employment and Workplace Relations

CUFHAZ501A Coordinate hazardous action sequences

Revision Number: 1

CUFHAZ501A Coordinate hazardous action sequences

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to supervise the safe performance of hazardous action sequences during screen productions.</p> <p>Media, Entertainment and Arts Alliance (MEAA) requires coordinators of hazardous action sequences to possess relevant licences for the transport and use of firearms, ammunition and pyrotechnic effects; first aid; vehicles; and open water scuba diving.</p>
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Application of the Unit

Application of the unit	<p>Production personnel directly involved with the planning and execution of hazardous sequences apply the skills and knowledge described in this unit.</p> <p>Hazardous action sequences are planned and delivered by armourers, stunt coordinators and fight directors in conjunction with directors, producers, location managers, stunt and fight performers, cast members and other specialist production staff.</p> <p>The role of the person coordinating hazardous action sequences is to ensure that the planning, set up, rehearsal, performance and review of sequences comply with screen safety reports and industry codes of practice.</p> <p>The position has a high level of responsibility, since the coordinator must ensure that all aspects of action sequences minimise risk to cast and crew.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Plan execution of the hazardous action sequence	<ol style="list-style-type: none"> 1. In consultation with <i>relevant personnel</i> and with reference to <i>production documentation</i>, confirm requirements for <i>hazardous action sequences</i> so that technical and script needs can be safely met when filming commences 2. Conduct <i>location</i> inspection with relevant personnel to assess suitable camera locations for coverage of hazardous action sequences 3. Identify specific skills needed to perform sequences and confirm that all personnel possess required skills and licences 4. Assess technical suitability of all props, set and equipment to be used by the hazardous action sequence cast and crew to ensure they meet safety and production requirements 5. Determine positioning and movement of all personnel involved in the hazardous action sequences to support ease of visual continuity and editing 6. Plan and prepare alternative execution methods for hazardous action sequences 7. Review and discuss where necessary emergency plans to be implemented in the event of an accident 8. Confirm that planned hazardous action sequences comply with all legal and statutory approval requirements
Conduct dedicated personnel briefing	<ol style="list-style-type: none"> 9. Prepare <i>information</i> about hazardous action sequences and distribute it to relevant personnel with daily call and running sheets 10. Provide operational safety briefings to relevant personnel and confirm communication methods, chain of command, <i>cues</i>, and <i>abort</i> and emergency action procedures 11. Ensure that relevant cast and crew members are instructed in and familiar with specific technical requirements of hazardous action sequences, props and equipment
Set up production equipment for hazardous action sequences	<ol style="list-style-type: none"> 12. Unload, position and assemble all equipment to be used in hazardous action sequences 13. Confirm that equipment and handling procedures comply with required safety standards and <i>regulatory requirements</i> and notify relevant personnel of any

ELEMENT	PERFORMANCE CRITERIA
	<p>problems</p> <p>14. Reconfirm camera positions and evaluate latent safety issues</p> <p>15. Clear the area of non-essential objects and personnel</p> <p>16. Within budgetary constraints, test or rehearse hazardous action sequences</p> <p>17. Negotiate revisions to hazardous action sequences if safety concerns arise as a result of tests or rehearsals</p> <p>18. Abort hazardous action sequences where unacceptable risk is evident and advise relevant personnel</p>
Safely execute hazardous action sequences	<p>19. Ensure that all personnel involved in production sequences are wearing relevant personal protective equipment</p> <p>20. Execute sequences according to agreed production schedule and cues</p> <p>21. Ensure that relevant production personnel adhere strictly to safety controls and regulatory requirements during the execution of sequences</p> <p>22. Implement alternative safeguards for all production personnel where variations occur to the agreed production plan</p> <p>23. Abort hazardous action sequences where unacceptable risk arises during execution and advise relevant personnel</p> <p>24. Ensure that continuity is maintained throughout the execution of hazardous action sequences</p>
React to emergency situations	<p>25. Abort activity and implement emergency plans in the event of accidents</p> <p>26. Clear the site of all personnel and if possible, remove items that may cause further injury</p> <p>27. Advise relevant production personnel of the situation</p>
Secure location on completion of hazardous action sequences	<p>28. Collect, transport and store all materials, props and equipment used in the performance of hazardous action sequences in line with regulatory requirements</p> <p>29. Leave location in a safe and secure state, and check that all regulatory requirements have been met</p> <p>30. Conduct post-sequence evaluation with relevant personnel and evaluate results and feedback in order to guide future operations</p> <p>31. Prepare final written reports for relevant production personnel as required</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication, teamwork and literacy skills sufficient to:
 - engage with a wide range of screen production personnel
 - engage with a range of licensing and government regulatory agencies, and external emergency and medical service providers
 - work collaboratively in a team environment, including demonstrating leadership
 - convey the implications of specific skills requirements of hazardous screen production activities to cast and crew in order to minimise risk
- initiative and flexibility in the context of:
 - creative visualisation process inherent in the production of screen content
 - resolving unexpected problems on location
 - managing a range of tasks concurrently
- problem-solving skills sufficient to make valid determinations as to the relative safety and viability of hazardous action sequences based on experience, observation and awareness of relevant industry codes and legislative requirements
- self-management and planning skills sufficient to:
 - work under pressure and in adverse situations
 - meet production deadlines
 - manage work calmly and effectively to achieve goals and results
- technical skills sufficient to use routine word processing and database applications in the context of completing workplace documentation
- organisational, planning and literacy skills sufficient to:
 - interpret scripts, production schedules, technical reports, and licensing and regulatory documents
 - oversee the planning, set up, rehearsal, execution, evaluation and bump out of hazardous action sequences
 - complete workplace documentation
- numeracy skills sufficient to interpret budgets in relation to the coordination of hazardous action sequences

Required knowledge

- industry knowledge, including:
 - familiarity with screen production techniques, camera positions and equipment
 - organisational culture, etiquette and structure, and roles and responsibilities of film crew and specialist production and location management personnel involved in screen productions

REQUIRED SKILLS AND KNOWLEDGE

- issues and challenges that arise in coordinating hazardous action sequences
- access procedures and protocols for engaging with emergency and medical services
- well-developed understanding of:
 - procedures for the safe execution of special effects, stunts and action sequences
 - common industry hazards and their potential for causing harm
 - safety practices required to remove, isolate or minimise hazards
 - safety implications associated with using camera, sound and lighting equipment
 - OHS legislation and regulations as they relate to screen productions, e.g. licensing requirements for identified high-risk occupations
 - relevant national and international standards, guidelines and codes of practice, e.g. the Building Code of Australia and local government construction legislation and regulations
 - environmental and land use legislation and regulations as they relate to safe transport and use of sets and props
 - state and territory based legislation covering the use of outdoor pyrotechnics and indoor theatrical effects
 - legislative requirements for working with minors and animals
 - Australian Recommended Safety Code for Film and Television, including stunts and special effects, first aid and armour
 - action sequence design involving the use of firearms and weapons
 - legislation and local regulations involving the use and storage of firearms and weapons
 - licensing requirements for stunt coordinators and fight directors as identified in MEAA and film industry codes of practice

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • effective and safe coordination of hazardous action sequences during filming of screen productions • demonstrated flexibility and problem-solving skills • detailed knowledge of the Australian Recommended Safety Code for Film and Television • effective verbal and written communication skills.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • practical demonstration of skills through the coordination of hazardous action sequence on at least two occasions • access to screen productions to assess the practical supervisory and management aspects of the unit • access to appropriate learning and assessment support when required • use of culturally appropriate processes and techniques appropriate to the language and literacy capacity of learners and the work being performed.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance • evaluation of the candidate's documentation of stunt or fight sequences coordinated by the candidate to assess understanding of issues associated with coordinating hazardous action sequences • direct observation and questioning of the candidate on location as he/she coordinates hazardous action sequences • written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit.

EVIDENCE GUIDE	
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none">• BSBOHS505B Manage hazards in the work environment• CUFPPM503A Manage safety aspects of screen productions.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Relevant personnel may include:

- armourers
- art directors
- designers
- directors
- directors of photography
- extras and stand-in performers
- film and television authorities that support location selection
- fire and safety officers
- floor managers
- general public, local residents
- heads of department
- lighting, sound and camera personnel
- local government authority personnel
- location or unit managers
- make-up and wardrobe personnel
- medics
- performers
- personnel with specialist expertise in stunt and action sequence execution
- producers
- production designers
- production staff
- pyrotechnic effects operators/contractors
- special effects department personnel
- special effects production personnel
- special effects supervisors/managers
- specialist and licensed rigging, scaffolding and crane and lift operators
- stunt actors
- stunt coordinators
- stunt performers
- supervisors

RANGE STATEMENT	
	<ul style="list-style-type: none"> • technical directors • transportation provider and crew • other technical/specialist staff.
<i>Production documentation</i> may include:	<ul style="list-style-type: none"> • budgets • call and running sheets • camera and equipment track and rigging requirements • cast and crew lists • costume and theatrical make-up requirements • documentation of relevant licences and regulatory compliance requirements needed by stunt supervisors, performers, armourers and fight directors • fault reports • hire agreements • lighting and sound equipment and rigging requirements • location lists and access requirements • manufacturer specifications • operation and project plans • pre-production safety report • production schedule • scripts • sketches • special effects specifications • specifications for set and props construction and transportation in relation to hazardous action sequences • stock orders • stock reports • stunt and action sequence details • technical drawings • weapons and ammunition management, e.g.: <ul style="list-style-type: none"> • inventories of live and blank ammunition • weapons capability statements and records • instructional manuals on weapons handling • licences and regulatory requirements • weapons quarantining procedures • protocols for storing and transporting armour on site and off site.

RANGE STATEMENT

Hazardous action sequences may include:

- ammunition, e.g.:
 - live rounds
 - blanks
 - projectiles
- animatronics and creatures
- automated and animatronic devices and controls
- cables
- computer controlled devices
- electrical and mechanical winches
- electro mechanical devices
- electronic devices
- electronic flashing and timing devices
- electronic hardware
- floor effects, e.g.:
 - weather
 - fire and smoke
 - collapsing and destruction
 - falls
 - water
 - vehicle movements and crashes
 - animals
 - armed
- motion control electronics and systems
- pneumatics
- power packs
- pyrotechnics such as:
 - explosives
 - detonators
 - squibs
 - smoke
 - deflating materials
 - confetti canons
 - aerial and ground effect display shells and mortars
- use of firearms and weapons, e.g.:
 - handguns
 - rifles
 - machine guns

RANGE STATEMENT	
	<ul style="list-style-type: none"> • grenades • real or replica weapons • cross or longbows • blow guns • slingshots • spear guns • fight props, such as fake chairs and bottles • swords lances and knives • maces • staffs • flame throwers • dart guns.
Locations may include:	<ul style="list-style-type: none"> • day and night • on location - interior and exterior • outside broadcast • studio.
Information may include:	<ul style="list-style-type: none"> • abort details and signals • assembly requirements and schedule • chain of communication for execution of sequences involving the use of firearms and weapons, including cues and signals • contact details of relevant personnel, e.g.: <ul style="list-style-type: none"> • action sequence coordinator • safety consultant • safety supervisor • armourer • date and approximate time of day for the execution of sequences • detailed description of stunt and action sequences • equipment assembly requirements and schedules • estimation of camera position, route and timing of cameras, and details of rigging • involvement of performers and stunt performers in stunt and action sequences • location of emergency services and procedures for contacting emergency services in the event of an accident • location of first aid and medical facilities

RANGE STATEMENT	
	<ul style="list-style-type: none"> • procedures to be followed in the event of an accident • reports, and assessments of these reports • required statutory approvals • route and timing of sequences involving the use of firearms and weapons • safety procedures to be followed during set up and execution of sequences involving the use of firearms and weapons • type and number of personnel required to execute sequences involving the use of firearms and weapons.
<i>Cues</i> may be:	<ul style="list-style-type: none"> • computer generated • given live or via communications equipment • spoken • visual.
Reasons to <i>abort</i> sequences may include:	<ul style="list-style-type: none"> • accident • equipment failure • risk to the general public • unfavourable weather conditions, such as: <ul style="list-style-type: none"> • fog, mist or rain • wind velocity • bad light • rain • mist • water temperature.
<i>Regulatory requirements</i> may stem from:	<ul style="list-style-type: none"> • animal welfare legislation and regulations • commonwealth, state and territory departments and agencies overseeing OHS regulations, e.g. WorkCover • licensing bodies for high-risk occupations, involving such things as: <ul style="list-style-type: none"> • explosives • rigging • scaffolding • pressure vessels • forklifts • crane and lift operations • local and state government environmental planning and construction legislation and

RANGE STATEMENT

	regulations <ul style="list-style-type: none"> • national and international standards bodies responsible for guidelines and codes of practice, e.g. EPA guidelines and the Building Code of Australia • police, emergency and medical service providers • unions, e.g. MEAA.
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Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - hazardous action
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Co-requisite units

Co-requisite units		