



Australian Government

CUAPPM517 Manage safety aspects of screen productions

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with CUA Creative Arts and Culture Training Package version 5.0.

Application

This unit describes the skills and knowledge required to write pre-production safety reports and develop safety plans for screen productions based those reports. It involves documenting all known and potential hazards associated with the production and proposing actions to eliminate or minimise them that comply with relevant legislative and regulatory requirements and codes of practice.

The unit applies to those who write and implement safety plans, and thereby ensure the safety and security of cast, crew and equipment. They may work as location managers, production managers, or senior safety officers on a screen production.

Pre-production safety reports for film and television productions must be written by a person approved by the Media, Entertainment and Arts Alliance (MEAA) in accordance with Clause 3(a) (i) of the Australian Recommended Safety Code for Film and Television.

Unit Sector

Media and entertainment production – Production planning and management

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Write and distribute pre-production safety reports	1.1 Confirm production requirements and gather production information in collaboration with required personnel 1.2 Undertake site and equipment inspections with required personnel 1.3 Establish and maintain accessible information management system according to production requirements 1.4 Determine specialist requirements for productions 1.5 Identify licensing, legislative and regulatory requirements and industry codes of practice relevant to productions and confirm compliance in consultation with designated regulatory bodies

ELEMENT	PERFORMANCE CRITERIA
	1.6 Identify and document safety and security hazards and additional or altered production requirements 1.7 Generate reports specifying licencing, health and safety requirements, and strategies for managing potential risks 1.8 Present draft safety reports to required personal and undertake negotiations as required 1.9 Analyse and amend safety reports based on production and location management feedback 1.10 Finalise safety reports and obtain sign-off from required personnel 1.11 Distribute final version of pre-production safety reports to required personnel and according to production requirements
2. Develop safety plans	2.1 Identify actions, personnel and materials required for safety plan based on findings and recommendations from the pre-production safety reports 2.2 Sequence production activities according to safety reports and production requirements 2.3 Prepare action plan for hazardous sequences as required that comply with required codes, guidelines and procedures, seeking specialist advice as required 2.4 Document safety plan according to production requirements and ensure all recommendations from pre-production safety reports have been addressed
3. Oversee safety aspects of production set-up	3.1 Confirm approval of hazardous sequences with required authorities according to production requirements, as required 3.2 Distribute plans, procedures and approvals to required personnel via daily call sheets 3.3 Check equipment, props, vehicles, operators and maintenance personnel comply with licensing and regulatory requirements 3.4 Check required personnel apply procedures for dealing with faulty or inappropriate production equipment, and requirements for wearing personal protective equipment (PPE) clothing 3.5 Coordinate safety and operational briefings with required personnel 3.6 Complete production documentation as required and according to organisational procedures
4. Organise medical and emergency services	4.1 Determine medical services that may be required during production in event of accident or illness, based on safety reports 4.2 Arrange for in- and out-of-hours services by qualified medical practitioners to be accessible at production locations 4.3 Recruit and roster registered nurses and medical personnel

ELEMENT	PERFORMANCE CRITERIA
	required for filming hazardous sequences 4.4 Book and coordinate the supply of emergency services personnel required for any hazardous sequences or remote location activity 4.5 Provide adequate and accessible first aid equipment and advise required personnel of its location
5. Monitor safe execution of productions	5.1 Provide safety briefings to required personnel on communication methods, chain of command and emergency procedures according to production requirements 5.2 Clear production areas of non-essential personnel as required 5.3 Monitor implementation of plans for compliance with all safety and regulatory requirements, and manage communication 5.4 Supervise safe execution of hazardous sequences as required 5.5 Cancel execution of productions where unacceptable risks are identified, and document and communicate cancellation to required personnel
6. React to emergency situations	6.1 Recognise hazardous situations and abort production as required 6.2 Implement emergency plans as required 6.3 Ensure first aid is provided to injured personnel and emergency services are contacted as required 6.4 Clear sites of items that may cause further accident or injury according to safety plans as required 6.5 Complete reports documenting incidents according to organisational and legal requirements of relevant authorities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Oral communication	- Confirms, clarifies, and notes specific information relating to production safety using listening and questioning skills - Participates in an oral exchange that conveys safety requirements and directions, and involves some negotiation regarding safety procedures and practices
Reading	Reads and evaluates complex texts
Writing	- Writes accurate and comprehensive workplace documentation according to production requirements - Provides information about safety information and procedures suitable

SKILL	DESCRIPTION
	to production requirements and audience
Initiative and enterprise	• Makes decisions in emergencies according to specific procedures defined in plans
Planning and organising	• Develops plans and manages complex routine and non-routine tasks with an awareness of how they contribute to the safety of cast, crew and equipment in production situations
Problem-solving	• Applies problem-solving techniques to risk management
Self-management	• Meets expectations associated with a management role in the implementation of safety plans, in compliance with organisational procedures and requirements, codes of practice and the legal requirements of regulatory bodies and authorities • Ensures all staff associated with production follow WHS procedures
Teamwork	• Establishes and uses appropriate methods and practices when communicating with personnel

Unit Mapping Information

Supersedes and is not equivalent to CUAPPM507 Manage safety aspects of screen productions and CUAPPM506 Write pre-production safety reports.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1db201d9-4006-4430-839f-382ef6b803d5>

Assessment Requirements for CUAPPM517 Manage safety aspects of screen productions

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage safety aspects of at least two different screen productions.

In the course of the above, the candidate must:

- source and interpret production scripts, schedules, technical reports, safety reports, and licensing and regulatory documents to identify key safety issues and manage risk in production settings
- determine safety and security matters required for production
- use information management systems that facilitate information access and retrieval according to production requirements
- develop comprehensive and effective safety plans for screen productions in line with:
 - findings and recommendations of pre-production safety reports
 - familiarity with screen production techniques, camera positions and equipment
- monitor implementation of plans and ensure operational activities comply with work health and safety (WHS) regulations
- respond to different safety issues, emergency situations and problems encountered during production, in line with established protocols and procedures
- use effective verbal and written communication, negotiation and management skills and ensure creative and technical production team members are briefed on the safety plan and lead them in applying procedures that facilitate a safe production process.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational culture, etiquette, structure, roles and responsibilities of crew and specialist production and location management personnel involved in productions within the context of managing safety and security matters
- common production hazards and their potential for causing harm

- sources of specialist information on safety issues
- typical issues, problems and challenges of managing safety aspects of screen productions and common solutions
- ways procedures and protocols are represented in pre-production safety reports for the following requirements:
 - eliminating, isolating or minimising hazards
 - accessing and engaging with emergency and medical services
 - safely executing special effects, and stunt and action sequences
 - safely using camera, sound and lighting equipment
- licensing bodies for high risk occupations that service screen productions
- procedures and protocols for:
 - accessing and engaging with emergency and medical services
 - executing hazardous sequences safely
 - eliminating, isolating or minimising hazards
 - using camera, sound and lighting equipment safely
- industry codes and relevant requirements applicable to stunts, special effects, first aid and armoury
- organisational procedures for completing documentation
- common safety and emergency plans used for screen productions
- safety reports used for screen productions that document different incidents
- ways general and specific legislative, regulatory, licensing and work requirements relate to production safety and identification of safety priorities.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- productions for which pre-production safety reports and safety plans are required
- required legislation codes and regulations
- interaction with others required to demonstrate the performance evidence.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational educational and training legislation, frameworks and/or standards.

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