



Australian Government

Department of Education, Employment and Workplace Relations

CUFPPM502A Write pre-production safety reports

Revision Number: 1

CUFPPM502A Write pre-production safety reports

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to prepare and distribute safety reports prior to screen productions. Authors of pre-production safety reports are responsible for identifying all sources of information that may affect the safety and security of personnel engaged in a proposed screen production activity. During the preparation of reports, they consult with production and location unit managers, safety supervisors, stunt actors and coordinators, special effects personnel, and other specialist production staff. The information is collated into a concise report that identifies all areas of potential risk and proposes solutions that comply with relevant legislative and regulatory requirements and codes of practice. Pre-production safety reports for film and television productions must be written by a person who has been 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.
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Application of the Unit

Application of the unit	Consultants approved by MEAA and pre-production personnel involved in planning for safety management on small-scale productions, apply the skills and knowledge described in this unit. Skills associated with the development and implementation of safety plans are covered in: • CUFPPM503A Manage safety aspects of screen productions.
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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

Elements describe the essential outcomes of a unit of competency.	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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Collect information for pre-production safety reports	1. Liaise with relevant personnel to interpret and confirm overall production requirements 2. Gather relevant screen production information, including stunt and action sequences 3. Undertake site inspections with relevant personnel or commission and receive site-specific report 4. Determine camera positions to be used during filming 5. Determine positioning and movement of all cast and crew for shots to be filmed 6. Inspect props and sets involved in the production, if available before production
Evaluate information	7. Establish and maintain an accessible information management system 8. Analyse and document research findings for use during the development of safety reports 9. Evaluate initial information collected and liaise with relevant personnel to obtain additional information requirements 10. Identify any specialist personnel or skill sets required to execute filming sequences 11. Determine any specialist equipment, harnessing and personal protective equipment (PPE) requirements 12. Determine first aid requirements for cast and crew involved in the production 13. Identify any licensing, legislative and regulatory requirements and engage in dialogue with designated regulatory bodies to ensure compliance
Draft pre-production safety reports	14. Draft reports that identify and document known or potential safety and security hazards 15. Generate specific findings in reports that are relevant to production requirements 16. Identify potential additional or altered production requirements to be considered and incorporated during the development of draft reports
Finalise pre-production safety reports	17. Present draft safety reports to relevant personnel for review 18. Undertake negotiations based on initial evaluation of draft reports, as required 19. Analyse and amend safety reports based on production

ELEMENT	PERFORMANCE CRITERIA
	and location management feedback 20. Present final safety reports to relevant personnel for executive sign-off and distribution 21. Ensure that relevant technical and regulatory support <i>documentation</i> is included in final reports

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication and teamwork skills sufficient to:
 - engage with a wide range of screen production personnel
 - work collaboratively in a team environment
 - understand the creative visualisation process inherent in producing content for screen productions
 - undertake high-level negotiations based on industry-specific requirements
- problem solving skills sufficient to make valid determinations based on a range of high-level quantitative and qualitative data drawn from relevant industry codes and legislative requirements
- organisational, planning and literacy skills sufficient to:
 - interpret scripts, production schedules, technical reports, and licensing and regulatory documents
 - use information management systems to research and write complex, factually accurate and comprehensive reports that address safety and security issues identified through workforce consultation
- well-developed self-management skills sufficient to:
 - work under pressure
 - provide appropriate and timely records and documentation
 - meet deadlines
- technical skills sufficient to use routine word processing and database applications sufficient to prepare safety reports

Required knowledge

- industry knowledge, including:
 - familiarity with screen production techniques, camera positions and equipment
 - organisational culture, structure and roles and responsibilities of film crew and specialist production and location management personnel involved in screen productions
 - sources of specialist information on safety issues
 - issues and challenges that arise in writing pre-production safety reports
- access procedures and protocols for engaging with emergency and medical services
- detailed knowledge of the Australian Recommended Safety Code for Film and Television, including stunts and special effects, first aid and armoury
- familiarity with:
 - procedures for the safe execution of special effects, stunt and action sequences
 - common industry hazards and their potential for causing harm

REQUIRED SKILLS AND KNOWLEDGE

- 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 rules and regulations
- environmental and land use legislation and regulations as they relate to safe transport and use of sets and props
- state and territory legislation covering the use of outdoor pyrotechnics and indoor theatrical effects
- legislative requirements for working with minors and animals

Evidence Guide

EVIDENCE GUIDE

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.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- preparation of pre-production safety reports for screen productions that show evidence of:
 - adequate research into, and consultation about, safety issues associated with productions
 - accurate and clear documentation of findings and recommendations covering relevant safety issues
- 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

Assessment must ensure:

- practical demonstration of skills through the preparation and writing of at least two pre-production safety reports
- access to screen productions for which pre-production safety reports can be written
- 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

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance
- evaluation of pre-production safety reports written by the candidate in terms of their effectiveness in addressing relevant safety issues
- written or oral questioning to test knowledge as listed in the required skills and knowledge section of this unit
- case studies to assess ability to write pre-production

EVIDENCE GUIDE	
	safety reports for a range of screen productions.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • BSBCOM501B Identify and interpret compliance requirements • BSBPMG508A Manage project risk • 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.

Productions may include:

- animated productions
- commercials
- documentaries
- educational resources
- feature films
- filmed events or performances
- music videos
- short films
- television productions of any type.

Screen production information may include:

- camera and equipment track and rigging requirements
- cast and crew lists
- costume and theatrical make-up requirements
- lighting and sound equipment and rigging requirements
- location lists and access requirements
- production schedules
- script, including:
 - computer generated
 - manually written
 - in the form of a production schedule
 - in the form of a call sheet, running sheet or rundown
- set and props construction and transportation specifications
- special effects specifications
- stunt and action sequence details.

Stunt and action sequences may involve:

- animatronics and creatures
- armoury and ammunition
- automated and animatronic devices and controls
- cables
- computer controlled devices

RANGE STATEMENT	
	• electrical and mechanical winches • electro mechanical devices • electronic devices • electronic flashing and timing devices • electronic hardware • floor effects, including: • weather effects • fire and smoke • collapsing and destruction • falls • water • vehicle movements and crashes • animals • motion control systems • motion control electronics and systems • pneumatics • power packs • pyrotechnics, including: • explosives • detonators • squibs • smoke • deflating materials • confetti canons • aerial and ground effect display shells and mortars.
Sites and environments for filming may include:	• all weather conditions • day and night • on location - exterior • on location - interior • outside broadcast • studio.
Relevant personnel may include:	• art director • designer • director • director of photography • extra and stand-in performer • fire and safety officer • floor manager

RANGE STATEMENT	
	• general public and local residents • head of department • lighting, sound and camera personnel • local government authority personnel • location or unit manager • locations scout • make-up personnel • medic • other specialist technical staff • performer • personnel with specialist expertise in stunt and action sequence execution • producer • production designer • production staff • pyrotechnic effects operator • relevant film and television authorities that support location selection • special effects department personnel • special effects production personnel • special effects supervisor or manager • specialist licensed operator, including rigging, scaffolding and crane and lift operator • stunt actor • stunt coordinator • stunt performer • technical director • transportation provider and crew • wardrobe personnel.
Items for <i>information management systems</i> may include:	• all data, contacts and documents collected • certification agencies and arrangements • draft and final safety reports • licensing and regulatory requirements • performance details and specifications.
<i>Specialist personnel</i> may include:	• animal trainer • armourer • electrical, plumbing and rigging contractor • emergency services personnel • graded stunt personnel • medical personnel

RANGE STATEMENT	
	• providers of safety equipment and PPE • pyrotechnics contractor or coordinator • safety supervisor • special effects coordinator • structural engineer • stunt coordinator • veterinarian.
Legislative and regulatory requirements may include:	• commonwealth, state and territory OHS regulations • licensing bodies for high-risk occupations involving such things as: • rigging • scaffolding • pressure vessels • forklifts • crane and lift tower operations • relevant local government environmental planning and construction rules and regulations • relevant national and international standards, guidelines and codes of practice, e.g. the Building Code of Australia.
Safety and security hazards may relate to:	• emergency facilities and procedures available for each location covered by safety reports • specialist equipment required for productions • specialist personnel and skill sets required for productions.
Specific findings may include information on:	• actions and recommendations for department heads, identifying potential risks and management strategies for their areas of responsibility • areas where digital visual effects may be better used to minimise risk to cast and crew • areas where licensing conditions or regulations require either a specialist in attendance or specialist advice or services, including: • electricians • mechanics • emergency services • pyrotechnicians • location surveys, including terrain and building structures

RANGE STATEMENT	
	• normal locations of first aid equipment on set • plans to evacuate injured personnel to nearest medical services, especially where remote locations are used • procedures to be followed to eliminate, isolate or minimise safety risks to cast and crew • safety requirements of known equipment, vehicles, props, costumes, make-up and crew vehicles • sequences where a safety supervisor or stunt coordinator will be required on set.
Documentation may include:	• budgets • call and running sheets • cast and crew lists • computer generated • confirmation of receipt and dispatch notes • copy of the current Australian Recommended Safety Code for Film and Television • descriptive checklists of sets and props • fault reports • hire agreements • location lists • manually written • manufacturer specifications and instructions • material safety and data sheets (MSDS) and other product safety documents • measurement charts • memos of instruction • OHS codes relevant to filming locations • operational and project planning and organisation • preliminary and final shooting schedules • production schedules • scripts • set and props design • sketches • specialist documents required for the transportation of dangerous goods • state and territory codes of practice relating to outdoor and theatrical pyrotechnics • stock orders

RANGE STATEMENT

	• stock reports • stunt and action sequence schedules • technical drawings.
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Unit Sector(s)

Unit sector	
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Competency field

Competency field	Media and entertainment production - production planning and management
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Co-requisite units

Co-requisite units		