



Australian Government

Department of Education, Employment and Workplace Relations

CUFPPM503A Manage safety aspects of screen productions

Revision Number: 1

CUFPPM503A Manage safety aspects of screen productions

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to develop safety plans for screen productions based on pre-production safety reports. Depending on the size and type of production, location managers, production managers, or senior safety officers are responsible for developing safety plans based on pre-production safety reports. Safety plans document all known and potential risks and propose actions to address them that comply with relevant legislative and regulatory requirements and codes of practice. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
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Application of the Unit

Application of the unit	During productions, location managers, production managers or senior safety officers are responsible for implementing safety plans, thereby ensuring the safety and security of cast, crew and equipment at all times. Skills associated with the preparation of safety reports are covered in: • CUFPPM502A Write pre-production safety reports.
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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
Develop safety plans	1. Analyse and discuss findings and recommendations of draft pre-production safety reports with relevant personnel 2. From safety reports, identify priority actions and personnel and materials required for screen productions 3. Distribute final version of pre-production safety reports and communicate key findings to relevant personnel and organisations prior to commencement of filming 4. Identify specific safety personnel and skills sets required for screen production activity 5. Sequence production activities for effectiveness and efficiency, based on safety report and production schedule requirements 6. Recruit and roster specialist personnel and seek other specialist advice as required in line with pre-production safety reports 7. Ensure relevant personnel prepare action plans for hazardous sequences that comply with all codes, guidelines and procedures 8. Coordinate and participate in all location surveys to ensure production complies with recommended industry safety codes 9. Document safety plans in line with enterprise procedures, ensuring that all recommendations from pre-production safety reports have been addressed
Oversee safety aspects of production set-up	10. Confirm approval of hazardous sequences with relevant authorities prior to their execution 11. Distribute all plans, procedures and approvals to relevant personnel via daily call sheets 12. Ensure that all equipment, props, crew vehicles and their operators, and maintenance personnel meet licensing and regulatory requirements 13. Confirm that relevant personnel understand procedures for dealing with faulty or inappropriate production equipment, and requirements for wearing personal protective equipment (PPE) clothing 14. Coordinate safety and operational briefings by relevant personnel 15. Complete production documentation as required and according to enterprise procedures

ELEMENT	PERFORMANCE CRITERIA
Organise medical and emergency services	16. From safety reports, establish medical services that may be required during productions in the event of accident or illness 17. Arrange for the provision of in- and out-of-hours medical services by qualified medical practitioners accessible to production locations 18. Recruit and roster registered nurses or other medical personnel required for filming hazardous sequences 19. Book and coordinate the supply of emergency services personnel required for any hazardous sequences or remote location activity 20. Provide adequate and accessible first aid equipment and ensure all personnel are aware of its location
Monitor the safe execution of productions	21. Provide required safety briefings to relevant personnel involved in productions and ensure that communication methods, chain of command and emergency procedures are fully understood 22. Identify safety and security hazards and eliminate, isolate or minimise risk throughout productions 23. Clear production areas of non-essential personnel whenever possible 24. Monitor health and safety conditions throughout productions to assess risks to safety and to ensure that all OHS procedures are being observed 25. Supervise safe execution of all aspects of any hazardous sequences 26. Cancel the execution of productions where unacceptable risks are identified and clearly document and communicate this to relevant personnel
React to emergency situations	27. Recognise <i>hazardous situations</i> and abort productions as required 28. Implement emergency plans as required 29. Ensure that first aid is provided to injured personnel and that emergency services are contacted to provide professional assistance as required 30. Where possible, clear sites of items that may cause further accident or injury according to safety plans 31. Complete detailed reports documenting incidents according to enterprise and legal requirements of relevant authorities

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
 - engage with a range of external emergency and medical service providers
 - work collaboratively in a team environment, including demonstrating leadership
- organisational, planning and literacy skills sufficient to:
 - interpret scripts, production schedules, technical reports, and licensing and regulatory documents
 - organise resources and personnel in line with pre-production safety reports
 - complete workplace documentation
- initiative and flexibility sufficient to:
 - resolve unexpected problems and risks on location
 - manage a range of tasks concurrently
- 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 sufficient to complete workplace documentation

Required knowledge

- industry knowledge, including:
 - familiarity with screen production techniques, camera positions and equipment
 - organisational culture, etiquette, structure, roles and responsibilities of film crew and specialist production and location management personnel involved in screen productions
 - issues and challenges that arise when managing safety aspects of screen productions
- access procedures and protocols for engaging with emergency and medical services
- working knowledge of:
 - procedures for the safe execution of special effects, stunt and action sequences
 - common industry hazards and their potential for causing harm
 - safety practices required to eliminate, 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.

REQUIRED SKILLS AND KNOWLEDGE

- licensing requirements for identified high risk occupations
- relevant national and international standards, guidelines and codes of practice, e.g. the Building Code of Australia (BCA), 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
- detailed knowledge of the Australian Recommended Safety Code for Film and Television, including stunts and special effects, first aid and armoury

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:

- development of effective safety plans for screen productions based on the findings and recommendations of pre-production safety reports
- effective management of safety aspects 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

Assessment must ensure:

- practical demonstration of skills through the development and implementation of at least two safety plans
- access to pre-production safety reports
- 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

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 safety plans developed by the candidate in terms of their effectiveness in addressing relevant safety issues
- direct observation and questioning of the candidate on location as he/she implements aspects of a safety plan

EVIDENCE GUIDE	
	• 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 implement safety plans 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: • BSBOHS505B Manage hazards in the work environment • BSBPMG508A Manage project risk • CUFPPM502A Write pre-production safety reports • CUFPPM504A Manage locations for film and media 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.

Findings may include:

- 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, e.g.:
 - electricians
 - mechanics
 - emergency services
 - pyrotechnicians
- location surveys, including terrain and building structures
- 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 is required on set.

Relevant personnel may include:

- art director
- designer
- director
- director of photography
- extras and stand-in performers
- fire and safety officer
- floor manager
- general public and local residents

RANGE STATEMENT	
	• head of department • lighting, sound and camera personnel • local government authority personnel • location or unit manager • locations scout • make-up personnel • medics • 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 • safety consultant • 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 • other technical/specialist staff.
<i>Productions</i> may include:	• animated productions • commercials • documentaries • educational resources • feature films • filmed events or performances • music videos • short films • television productions of any type.
<i>Specialist personnel</i> may include:	• animal trainer • armourer

RANGE STATEMENT	
	• electrical, plumbing and rigging contractor • graded stunt personnel • medical personnel • police and emergency services personnel • providers of safety equipment and PPE • pyrotechnics contractor or coordinator • safety supervisor • special effects coordinator • structural engineer • stunt coordinator • veterinarian.
<i>Hazardous sequences</i> may include:	• animatronics and creatures • armoury and ammunition • 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, 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

RANGE STATEMENT	
	• deflating materials • confetti canons • aerial and ground effect display shells and mortars.
Authorities may include:	• commonwealth, state and territory departments and agencies overseeing OHS regulations, e.g. WorkCover • licensing bodies for high risk occupations involving such things as: • rigging • scaffolding • pressure vessels • forklifts • crane and lift tower operations • police, emergency and medical service providers • relevant local and state government agencies overseeing environmental planning and construction legislation and regulations • relevant national and international standards bodies responsible for guidelines and codes of practice, e.g. Environment Protection Authority guidelines, the BCA • unions, e.g. Media, Entertainment and Arts Alliance (MEAA).
Documentation may include:	• budgets • call and running sheets • cast and crew lists • computer generated • confirmation of receipt and dispatch notes • descriptive checklists of sets and props • fault reports • hire agreements • incident reports • location lists • manually written • material safety and data sheets (MSDS) and other product safety documents • memos of instruction • production schedules • shooting schedules

RANGE STATEMENT	
	- specialist documents required for the transportation of dangerous goods - stock orders - stock reports - stunt and action sequence schedules.
Hazardous situations may include:	- accidents - equipment failure - risks to the general public - unfavourable weather conditions, such as: - fog, mist or rain - high winds - bad light - water temperature.

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		