

WORK HEALTH & SAFETY

Standard appendix — applies to every Screencraft production

EMERGENCY

In any immediate emergency dial 000. Police (non-emergency) 131 444 · Fire 000 · Ambulance 000.

Nearest hospital and site-specific emergency details are listed on the call sheet. Know your nearest exit and first aid kit before work begins.

ON-SET SAFETY — PLEASE TAKE NOTE

- Know the location of fire exits — all exits and access points are to remain clear at all times.
- Know the location of the first aid kit and fire extinguishers.
- Wear hi-visibility clothing when loading and unloading vehicles on or near vehicle or pedestrian thoroughfares.
- Pay close attention when crossing roads and remain aware of traffic conditions at all times.
- Do not leave equipment or materials on footways or carriageways.
- Be respectful of the location, and advise the Producer of any hazards, damage or unauthorised individuals.
- Dress appropriately for the weather, including sun protection (hat, sunscreen, sunglasses, covering clothing) and/or warm or wet-weather gear.
- If you are aware of a hazardous situation, report it to the Producer immediately. You may call a stop to any work that endangers safety until it has been reviewed or the task abandoned.
- See your Producer immediately if you are injured.
- All injuries, accidents, incidents and near-misses are to be reported to the Producer to be recorded and investigated.
- Be aware of cabling and equipment on the ground and overhead. Ensure cabling is tucked away, ramped across walkways, or clearly flagged as a hazard.
- Do not lift awkward loads or loads exceeding 15 kg by yourself — get assistance.
- Sensible, non-slip, enclosed-toe shoes are to be worn by all personnel.
- No person is to be under the influence of alcohol or drugs, except when medically prescribed and with the Producer's prior knowledge.
- Do not operate equipment you are not qualified or licensed for. Supply the Producer with licence details before use.
- There may be wildlife in the area, such as snakes. Leave them alone and report to the Producer.
- For any further safety concerns, contact the Producer.

WH&S POLICY STATEMENT — GENERAL

Screencraft Media Pty Ltd recognises its moral and legal responsibility, in particular to the Work Health and Safety Act 2011, and is committed to providing and maintaining the health and safety of all employees, contractors and visitors within its work environment. Management provides and maintains, so far as is reasonably practicable, a working environment that is safe and without risks to health, with the goal of preventing occupational injury and disease.

PURPOSE

To establish a structured risk-management procedure that identifies hazards early, assesses risks, and implements corresponding control measures, reviewed regularly to meet the requirements of the Work Health and Safety Act 2011.

RISK MANAGEMENT PROCEDURE

Screencraft's risk-management process has four stages: (1) identify the hazards; (2) assess the risks; (3) eliminate or control the risks; (4) monitor and review. Risk assessments are performed on premises, work practices, systems and equipment, are rated on likelihood and consequence, and are documented and maintained in the relevant work area.

MANAGEMENT OBJECTIVES

- Provide and maintain safe plant, systems of work, and safe access and egress from the workplace.
- Make and monitor arrangements for the safe use, handling, storage and transport of plant and substances.
- Maintain the workplace in a safe and healthy condition and provide adequate welfare facilities.
- Provide information, training and supervision enabling all to work safely.
- Consult and cooperate with employees in developing and promoting safety measures, and maintain health and safety records.

EMPLOYEE, CONTRACTOR & VISITOR OBJECTIVES

- Take all necessary steps for the health and safety of yourself and others affected by your actions.
- Comply with safety procedures and directions provided by management.
- Follow and apply company and industry procedures as detailed by management.
- Apply accident, incident and hazard reporting procedures as detailed by management.

All crew members operating as their own businesses (Pty Ltd) must hold Public Liability and Workers' Compensation insurance. Any incidents, hazards or concerns should be reported to management at Ground Floor, Building 7, 2 Dairy Road, Fyshwick ACT 2609.

REMEMBER If in doubt, stop and ask the Producer. No shot is worth an injury.