**Basic Safety Guidelines Vista Foundation 48Hours**

Legally everyone must comply with the 2015 Health & Safety Work Act which outlines individual obligations. Please familiarise yourself with the Code of Practice for Safety and Health in the New Zealand Film and Video Production Industry.

Remember legally you cannot contractually avoid your duties or insure against penalties should an accident/incident occur, and you are legally found to be at fault.

More information, including definition and explanation of a PCBU (person conducting a business or undertaking) and responsibilities can be found in the following link [Screensafe](https://screensafe.co.nz/wp-content/uploads/2017/06/ScreenSafe_HS_Guidelines_April2016.pdf)

* Do not block any emergency exits, this may mean front and back doors and escape routes should you need to get out of the shooting space quickly.
* Remain mindful of vehicle movements – do not step onto the road, be mindful of working around cars and vehicles within your area. No person shall drive a vehicle if she/he has been working for 14 hours or more.
* Secure all equipment to prevent tipping over, falling, dropping or collapsing.
* Do not place any food or drinks on or around any electrical equipment.
* If using any open flames, including kitchen stoves, do not leave them unattended.
* Have a 1st aid kit and fire extinguisher available, know how to use them.

**THINK ABOUT**

* FOOTWEAR & CLOTHING
* SMOKE DETECTORS: if you isolate these remember to reinstate them!
* LADDERS and FILMING AT HEIGHT: work at any height where there is a significant risk of a fall
* ELECTRICAL EQUIPMENT
* HOUSEKEEPING- keep it tidy
* WEATHER
* FILM EQUIPMENT/MACHINERY
* PPE: personal protective equipment
* MANUAL HANDLING: use two person or team lifting where required. Do some warmup exercises before lifting and use proper lifting techniques.
* ALCOHOL, DRUGS & MEDICATION: do not allowed to work if affected by these.
* FATIGUE: take a break, take turns, get fresh air
* ACCIDENTS: know where your nearest medical centre or hospital is.
* ROADS: No cameras or actors on the road or blocking pavement, the public must have priority and be kept safe. Wear a high-vis vest when working near the roads.
* Speak to your local film office, they will help small filming teams understand where they are able to film legally, especially you plan to film in parks, on beaches or maunga
* HYGIENE: keep to the COVID-19 lockdown and hygiene rules.

The focus of the Health and Safety at Work Act 2015 is to protect workers and other people against harm to their health, safety and wellbeing by eliminating or minimising risks at work.

The Health and Safety at Work Act 2015 gives all parties from directors to workers Health and Safety responsibilities. All crew shall take all practical steps to ensure not only their own safety but also the safety of fellow cast and crew. Safety is everyone’s responsibility.

**Vista Foundation 48Hours - RISK ASSESSMENT AND SAFETY MATRIX**

**How to use this table**. (*A basic example is provided and some useful starting points*) This list should be added to with as many points as your shoot requires.

1. First fill in what you are planning to do.
2. Then identify the hazards (things likely to cause/ contribute to an accident) associated with that activity, during your shoot.
3. What is the likelihood of that hazard causing an accident?
4. Next workout how you can eliminate, minimise or isolate the risk.

**THINK- Pre-production and Post production as well as your Production shoot hazards.**

| **ACTION OR ACTIVITY****What are you planning to do?** | **IDENTIFY HAZARDS****What are the likely dangers associated with your activity?** | **RISK****What are the chances of an accident/injury happening due to your activity?** | **MANAGE THE RISK****What you will do to eliminate, minimise or isolate the hazard.****\*Remember elimination is the best option if practicable.** |
| --- | --- | --- | --- |
| **LOW*****Unlikely*** | **MED*****Might happen*** | **HIGH*****A good chance of happening*** |
| *Example.**Use a chair as a ladder to shoot from* | * *Chair tips or collapses*
* *Cam op falls from chair while operating.*
 |  | **M** |  | * *Use a step ladder instead of the chair.*
* *Have someone hold the ladder while the camera op is on it.*
* *Don’t stand on the top rungs, 3 points of contact at all times.*
* *Have a spotter next to the camera op to prevent them falling off the ladder while shooting*
 |
| Slips, trips andfalls |  |  |  |  |  |
| Electrical Equipment |  |  |  |  |  |
| Fatigue |  |  |  |  |  |