



Location Safety Report

FDS Creative Production

Location Safety Reports must be completed and reviewed by an academic supervisor before project production can be approved, and before unsupervised location work can be undertaken, as part of a FDS undergraduate, postgraduate or higher degree research course in the Creative Production disciplines (Media Arts, Animation, Music and Sound Design)

A Location Safety Report, and the checklists contained within, must be completed for each project location by doing a site reconnaissance before production work begins. Any **high-risk hazards or activities identified during the location reconnaissance require the completion and approval of an additional Risk Assessment Register**. Completed Location Safety Reports form part of the production Safety Plan and are a required component of assessable production projects

For policies, procedures and practices that relate to screen production workplace health and safety issues addressed by this report, please refer to the '[National Guidelines For Screen Safety](#)' developed by Screen Producers Australia (SPA) and the Media Entertainment and Arts Alliance (MEAA)

Student name: _____ Student number: _____

Student email: _____ Student phone: _____

Student crew role: _____ Production title: _____

Subject: _____ Academic supervisor: _____

Location Safety Report:	
Site location:	
Reconnaissance date:	
Proposed shoot date:	



Emergency contacts:	
Emergency (Police, Fire or Ambulance) UTS Security	000 There are two secondary emergency contacts 112 and 106 112 is available from most mobile phones. 106 connects to the text-based relay service for people who have a hearing or speech impairment Dial 6 on campus phones or 1800 249 559 from mobiles
Poisons Information Centre	13 11 26
Nearest hospital emergency centre Royal Prince Alfred Hospital 9515 6111 Missenden Rd Camperdown NSW 2050 Concord Hospital 9767 5000 Hospital Rd Concord NSW 2139 Prince of Wales Hospital 9382 2222 Barker St Randwick NSW 2031 St Vincent's Hospital 8382 1111 Victoria St Darlinghurst NSW 2010	Name: _____ Phone: _____ Address: _____
Remote locations contacts (if filming in a remote location, notify emergency services in advance) Police Rural fire service Ambulance	Phone: _____ Phone: _____ Phone: _____
Utilities (Sydney metropolitan area) Sydney Water Gas Leak Emergencies Electricity Faults & Services	13 20 90 1800 GAS LEAK (1800 427 532) or 000 13 13 88
Environment Protection Authority	13 15 55
UTS contacts FASS Media Production and Technology Manager Equipment Store Coordinator UTS Security	9514 2282 9514 1044 9514 1192
Environment Protection Authority	13 15 55



Location Safety Checklist

Explain all items of concern and outline possible risk control measures in the Hazard Description Table at the end of the form. If you need to provide more details to your responses use the Additional Comments section

INSPECTION ITEM

	Please tick		
	YES	NO	N/A
General			
1. Have you obtained a signed Location Agreement Form?	☐	☐	☐
2. Did you inform the managers/owners of the location as to what activities your production will perform?	☐	☐	☐
3. Have the managers/owners advised the site is free of any hazards?	☐	☐	☐
4. Does the basic building structure appear sound?	☐	☐	☐
5. If the location is an operational facility, has there been a facility liaison assigned to the production? (if YES, include contact details in the Additional Comments section on page 8)	☐	☐	☐
6. If the location is an operational facility are there emergency procedures available on site?	☐	☐	☐
7. Have arrangements been made for the supervision of any children who will be on the site for your production?	☐	☐	☐
Hazardous materials			
8. Will the crew be free of exposure to any hazardous substances on site?	☐	☐	☐
9. If not, do the crew have access to Material Safety Data Sheets (MSDS) and risk assessments for the hazardous substances?	☐	☐	☐
10. Is the location free of obvious amounts of dust or particulate?	☐	☐	☐
11. Is the site free of potentially dangerous levels of microbial contaminants? (eg, if filming in a laboratory)	☐	☐	☐
12. Is the site free of risks of exposure to biological contaminants? (eg, blood, urine, faeces, animal remains)	☐	☐	☐
13. Have hazardous materials been removed if required?	☐	☐	☐
Access and egress			
14. Is the site free of hazards which may lead to slips, trips and falls?	☐	☐	☐
15. Have any danger areas been clearly marked and/or taped 'KEEP OUT'?	☐	☐	☐
16. Are exits, corridors, and stairways well lit? (if not, take torches etc)	☐	☐	☐
17. Are fire and emergency exits clearly marked and unobstructed?	☐	☐	☐
18. Are there appropriate means of emergency egress and communications such as lights, fire exits, operational telephone lines and signs?	☐	☐	☐
19. Are the access and egress points suitable for carrying/transporting the film equipment/gear?	☐	☐	☐



INSPECTION ITEM (continued)

		Please tick		
		YES	NO	N/A
Fall protection/confined spaces				
20.	Are guard rails or hand railings in place on raised platforms or potentially unstable areas? (eg, cliff edges, stair cases etc)	☐	☐	☐
21.	Is the site free of confined spaces? (ie, inadequate air supply such as manholes/tunnels)	☐	☐	☐
22.	Is the surface stable enough for mounting the camera support?	☐	☐	☐
23.	Have flats/props been checked to be sure they are stable and safe for crew and cast to work with?	☐	☐	☐
Ventilation				
24.	Are special ventilation controls/spray booths available as required for safe use of chemicals, paints, or smoke and fog on site?	☐	☐	☐
25.	Does the building have a general ventilation system that is operating? (this can include natural ventilation from windows)	☐	☐	☐
26.	Has supplementary ventilation been arranged if required for any enclosed areas? (eg, tunnels)	☐	☐	☐
27.	Is there an adequate heating system for the building?	☐	☐	☐
28.	Are there areas that can be ventilated for activities that generate potential airborne hazards? (eg, welding, hot wire cutting)	☐	☐	☐
Electrical				
29.	Do you know who on your crew has Lighting Safety Proficiency? (provide a list)	☐	☐	☐
30.	Are you working in a location that has domestic electricity supply of 240 volts? (if NO you will need to consult an electrician)	☐	☐	☐
31.	Is there enough electrical output for the demand needed?	☐	☐	☐
32.	Have you booked the appropriate equipment from the Equipment Store?	☐	☐	☐
33.	Have all potential live electrical hazards (exposed wiring, electrical boxes etc) at the location been made safe?	☐	☐	☐
Fire systems (non-domestic dwellings)				
34.	Are fire extinguishers and/or other fire safety equipment available and in working condition?	☐	☐	☐
35.	Are there specialised electrical safety extinguishers in close proximity to the main electrical panel?	☐	☐	☐
36.	Is firefighting equipment accessible and noted on the call sheet?	☐	☐	☐
37.	Has the issue of smoking of cigarettes by cast and crew been addressed? (where can they smoke? Is there provision for extinguishing and cleaning up butts?)	☐	☐	☐
38.	Have the daily call sheets identified the emergency procedures for each location?	☐	☐	☐
Water and toilets				
39.	Are there hygienic and functional toilets and hand washing facilities nearby?	☐	☐	☐
40.	Is there clean, drinkable water on site and enough running water for requirements?	☐	☐	☐
41.	Can heaters and fans be brought in if required without compromising air quality, fire safety and electricity demand?	☐	☐	☐



INSPECTION ITEM (continued)

	Please tick		
	YES	NO	N/A
Security			
42. Is the outdoor lighting adequate?	☐	☐	☐
43. Is the risk of potential injuries to cast and crew low? (either from other people or wildlife)	☐	☐	☐
44. Has a system for security of equipment/belongings from theft been identified?	☐	☐	☐
First aid and emergencies			
45. Is there a hospital within 20 minutes travel time?	☐	☐	☐
46. Is there a way to contact emergency services from the location?	☐	☐	☐
47. Is there a first aid officer on the crew?	☐	☐	☐
Moving vehicles			
48. If moving vehicles are being used to film from have risks been identified? (in the hazard list detail use of any jib attachments, shots involving cars etc)	☐	☐	☐
Traffic control			
49. Does traffic control need to be arranged? If YES give details as to 'how'	☐	☐	☐
50. Do cars need to be safely routed around the shooting area?	☐	☐	☐
51. Can pedestrians safely move around the area?	☐	☐	☐
Transport			
52. Has the volume and weight of the equipment to be transported been evaluated?	☐	☐	☐
53. Will you have enough people/equipment to transport the equipment to the location?	☐	☐	☐
54. Have you a plan for packing the vehicles?	☐	☐	☐
55. Is the vehicle suitable for the transport?	☐	☐	☐
56. Are the vehicles registered and insured?	☐	☐	☐
Cast/crew safety communication			
57. Do safety notices or safe work practices need to be posted or attached to the call sheet? (eg, wear comfortable, warm clothes and rubber-soled shoes)	☐	☐	☐
58. Do you have sufficient light for cast and crew to work in?	☐	☐	☐
Health and personal protective equipment (PPE)			
59. Has PPE (eg, dust masks, ear muffs) been made available for any of the hazards identified?	☐	☐	☐
60. Is there someone on the crew whose responsibility it is to plan and monitor the hours of work?	☐	☐	☐



INSPECTION ITEM (continued)

	Please tick		
	YES	NO	N/A
Exterior locations			
61. Will the site be free of extremes of temperatures?	☐	☐	☐
62. Have special precautions for the terrain been taken as required?	☐	☐	☐
63. Have special precautions been taken for any water hazards? (eg, tidal extremes, current, temperature)	☐	☐	☐
64. Has protection against predicted rain or strong winds been provided?	☐	☐	☐
65. Are there controls in place for any hazards posed by animals? (eg, mosquitoes, spiders, sea lice)	☐	☐	☐
66. Are there controls in place for any hazards posed by plant life? (eg, palms with sharp fronds)	☐	☐	☐
67. Is the area free of bushfire danger warnings (escape routes should be clearly marked on maps)?	☐	☐	☐
68. Is the area at low risk of flash flooding (even after light rain)? For advice contact local council/police/NPWS	☐	☐	☐
69. Are you working under lights?	☐	☐	☐
Environment			
70. Have you provision for disposal/recycling of waste generated while on location?	☐	☐	☐
71. Will there be any detrimental impact on the environment by the cast, crew and the use of vehicles and equipment?	☐	☐	☐



Hazard Description Table

Hazards/high-risk activities identified during the location reconnaissance should be noted, together with proposed risk control measures, using the table below. Possible controls for hazards/high-risk activities identified can be found in the policies, procedures and practices outlined in the '[National Guidelines For Screen Safety](#)'. Any hazards/high-risk activities identified during the location reconnaissance require the completion and approval of an additional Risk Assessment Register.

Area of concern/ Description of hazard/high-risk activity	Risk identified at location? YES/NO	Relevant National Guidelines Chapter	Possible risk control measures
Manual handling Equipment transport		F9	
Noise		C7	
Working at heights		F5	
Electrical equipment		F8	
Hazardous substances		F12	
Locations Boats/maritime Confined spaces Working in high temperatures		E8 F10 F11	
Fatigue		F14	
Slips, trips and falls		F15	



Additional comments:

Student declaration

I have conducted a reconnaissance of the project location and agree to undertake a pre-shoot safety induction for all participants at each site each production shoot day

Student signature

Date