



Safety For Cast/Crew & Guests On Set

FDS Creative Production

Who is this page for?

- This page contains safety information for all actors, guests, and crew on set for approved FDS media productions, including both non-UTS personnel and FDS students enrolled in creative production subjects
- The FDS student designated as Producer, or student/s claiming ownership of the work, are responsible for:
 - getting this information to all personnel who are on set
 - arranging authorised 'Visitor's Access' memos from the MediaLab Coordinator, Production for any visitors attending UTS campus

Workplace health safety is a priority for FDS, and safe methods of working are taught to all creative production students. Safety on set is everyone's responsibility. We thank you for taking a few minutes to read about potential hazards, and how you can contribute to a safe and successful production.

- Visitors to the UTS campus must comply with directions of UTS staff and observe [these](#) safety and wellbeing responsibilities
- Doorways, walkways and exits must be kept clear and free from obstruction
- Be aware of the location of emergency exits and fire extinguishers. If unsure ask a UTS crew member
- Film lights used can be extremely bright. Do not look directly at the lights
- Film lights can get hot very quickly, and may take a long time to cool down, presenting a burns risk. Do not get too close to lights or touch them
- The UTS crew have undergone lighting safety workshops and are the only people authorised to touch the film lights. Do not attempt to move or handle the lighting equipment
- In the unlikely event of an electrical shock incident, the priority is to take control of the situation
 - Do not touch any person or thing that appears to have power running through it. If a person is carrying the current then possibly the ground around the person is also carrying the current
 - **TURN OFF THE POWER** either at the power point or main switch in the fuse box
 - Instruct somebody to dial 000 for an ambulance
 - Only when the power is disconnected should anyone attempt to approach or touch a victim of electrical shock
- Please keep all liquids, drinks, drink containers etc away from electrical, video, and sound equipment
- Be aware of any audio, lighting, or power cables laid out in the work area. Cables need to be covered if they are laid where people need to walk
- All stands and light stands need to be anchored with shotbags. Please alert a UTS crew member if you see an un-secured stand
- Some equipment is heavy, and should be lifted by more than one person
- Ensure modes of transport are safe and suitable for getting required cast/crew and equipment to/from set, eg, are all vehicles registered/insured, all drivers licensed, and equipment safely packed?
- UTS is a smoke-free and vape-free environment, please comply with this
- Look out for each other. Actors and crew may be concentrating on their work, and may not be aware of sudden environmental hazards, eg, traffic, falling items etc
- If you notice any hazards, risks, or incidents please let the UTS crew know immediately. UTS personnel are required to report any hazards, near misses, or incidents using [HIRO](#) within 24 hours
- In the unlikely event of negligence, please contact the MediaLab Coordinator, Production. Your concerns will be kept confidential and your feedback is appreciated