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| **SAFE WORK INSTRUCTION** | |
| **Video Production Activities with The Edge** | |
| Activity Authorisation / Supervision | This activity can be conducted with general supervision and does not require specific authorisation. |
| Description of the Activity | The Edge delivers a range of video production activities to participants. These include practical, hands-on instruction in:   * Preproduction work * Production and video photography * Postproduction, editing and media authoring. |
| Tools, Equipment, Materials and Consumables | 1. Digital Media Lab or Fabrication Lab computers (iMac, MacPro or MacBook/ PC laptops provided by The Edge) 2. Android tablets/ iOS iPad and mobile devices provided by The Edge 3. Private laptop, tablet or mobile device. The use of private laptops and mobile devises is subject to the *Bring Your Own Device guidelines*. 4. Projectors / display devices provided by The Edge. 5. Cameras and or recording devices provided by The Edge. 6. Drawing stylus and tablets provided by The Edge.. 7. Lab standard audio playback system provided by The Edge. 8. Arri Portable Video Light Kit *(See SWI for Portable Lighting Kit)* 9. Gaffer tape 10. Sand bags |
| Interim Safety Assessment (ISA) | An Interim Safety Assessment (ISA) must be completed and approved by a Program Coordinator before commencement of an activity when:   1. The activity will not be facilitated by an SLQ staff member or inducted contractor. 2. The activity will not be conducted in and around The Edge or on SLQ premises *(see SWI for activities to be conducted off-site or in a public space).* 3. The activity requires the use of tools, equipment, materials or processes not detailed in Section 2 or 3. |
| Hazards associated with equipment /machinery/technique /process | Most activities in this skill area occupy a low risk profile with the majority of activities taking place in controlled environment of The Edge’s Mac Labs as computer/ discussion centred activities.  Risks associate with this type technology lab/ classroom activities include:   1. Trip, slip falls 2. Electric shock 3. Ergonomic & screen based work 4. Personal safety and 5. Communicable disease   Workers and members of the public are exposed to greater risks as Video production activities move outside the controlled environment of the Edge’s technology labs/ classroom environments and commence employing more complicated equipment and processes. The relatively higher risk include instances where:   1. The activity or some part of work occurs off-site and or public space 2. The activity includes the use of portable lighting or other production equipment. 3. The activity requires working with performers or other talent. 4. Manual handling |
| Before Starting | 1. Check workspace for general tidiness. 2. Ensure all required equipment and materials are in the workspace and ready for use in the session. 3. Re-route or secure cables trailing across walkways. 4. Consumption of food is to be avoided where possible. Clear any spills immediately. 5. Consumption of drink in activity spaces is prohibited outside of designated areas. 6. Encourage ergonomic work practices and encourage regular breaks. 7. Encourage good manual handling practices and provide appropriate equipment (trolleys, truck & straps for securing loads) to assist with larger loads. 8. Address interpersonal difficulties according the Patron Responsible behavior policy and seek assistance from VSOs or SLQ staff member on duty. |
| Personal protective equipment (PPE) to be used | 1. Appropriate clothing and foot-ware should be worn at all times during this activity. 2. Appropriate safety equipment (gloves etc) should be worn at all times when handling hot lights. |
| Emergency procedures | 1. There are no specific emergency procedures specific for this activity. In the event of an emergency notify VSO or SLQ staff member on duty and await instruction. 2. First aid kits are located at Reception, the Back of Lab 4, The Edge staff office, SLQ Reception and the Cultural Centre Security Office. 3. The Cultural Centre Security office phone number is 07 3840 7216. 4. All incidents, **including near misses**, are to be reported to VSO or staff member on duty. |
| Step by step procedures for task | NA |
| Clean-up procedures | NA |
| Waste disposal procedures | NA |
| Record keeping | NA |
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| Approved by, Date: | Daniel Flood, Creative Manger, The Edge  July 2014 |
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