

Training Package	Film, Television, Radio and Multimedia (CUF01)	HSC Requirements and Advice
Title	Follow health, safety and security procedures	
Unit code CUFSAF01B	Unit Descriptor This unit describes the skills and knowledge which everyone in the workplace must have in order to work safely. It covers a range of industry contexts involving a variety of different conditions and hazards.	HSC Indicative Hours 10

Evidence Guide			
Underpinning skills and knowledge	Linkages to other units	Resource requirements	HSC Requirements and Advice
<p>Assessment must include evidence of the following knowledge and skills:</p> <ul style="list-style-type: none"> • general knowledge of relevant industry safety guidelines as they apply to particular areas of work, eg Screen Producers' Association of Australia, Safety Guidelines for the Entertainment Industry, Film Industry Recommended Safety Code and Safety Guidance Notes • relevant State/Territory occupational health and safety legislation and codes of practice • major safety requirements for entertainment venues as outlined in State/Territory occupational health and safety legislation • major causes of workplace accidents relevant to the work environment • workplace hazards relevant to a given context • emergency evacuation procedures relevant to a given context • fire hazards and workplace fire hazard minimisation procedures • organisational health, safety and security procedures • literacy skills sufficient to interpret symbols used for occupational health and safety signs • designated personnel responsible for occupational health and safety • safety report and any safety implementation reports, for candidates working within the film and television industry sectors. 	<p>This unit underpins effective performance in all other units, and combined assessment and/or training is recommended.</p>	<p>Assessment of this unit requires access to:</p> <ul style="list-style-type: none"> • relevant occupational health and safety acts, regulations and codes of practice • relevant industry safety guidelines • organisation's occupational health and safety policies and procedures • relevant protective equipment • safety report and any safety implementation reports, for candidates working within the film and television industry sectors. 	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • breaches • emergency situations • employer and employee responsibilities • feedback • hazards • health • health, safety and security procedures • individual responsibility • industry safety guidelines • insurance • manual handling • occupational health and safety (OHS) • <i>Occupational Health and Safety Act 2000</i> (NSW) • <i>Occupational Health and Safety Regulations 2001</i> (NSW) • OHS committee • OHS regulation • enterprise/organisation procedures • participation

Method and context of assessment	Critical aspects of evidence	HSC Requirements and Advice
<p>The assessment context must provide for:</p> <ul style="list-style-type: none"> project or work activities that allow the candidate to demonstrate safe working practices for particular job roles and contexts. <p>Assessment may incorporate a range of methods to assess performance and the application of essential underpinning knowledge, and might include:</p> <ul style="list-style-type: none"> direct observation of the candidate explaining workplace safety or emergency procedures to others direct observation of the candidate demonstrating safe working practices for particular job roles case studies and problem solving exercises for emergency situations, particular safety issues oral or written questioning to assess knowledge of industry safety guidelines, legislation review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate. <p>Assessment methods should closely reflect workplace demands and the needs of particular groups (eg people with disabilities, and people who may have literacy or numeracy difficulties such as speakers of languages other than English, remote communities and those with interrupted schooling).</p>	<p>The following evidence is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"> following established procedures and understanding of the implications of disregarding those procedures understanding of the legal requirement to work in accordance with health, safety and security procedures. 	<ul style="list-style-type: none"> personal protective equipment (PPE) reporting and recording safe work practices safety safety plan security seek assistance WorkCover <i>Workers Compensation Act 1987</i> (NSW) workplace injuries.

Key competencies in this unit

Key competencies are built into all workplace competencies. The following table describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment.

Level 1 = Perform Level 2 = Administer and Manage Level 3 = Design and Evaluate

Key competencies	Level	Examples
Collecting, organising and analysing information	1	Reading and following safety procedures
Communicating ideas and information	1	Passing on key safety information to colleagues
Planning and organising activities	1	Organising work tasks to ensure safety
Working with others and in teams	1	Checking safety procedures with other team members
Using mathematical ideas and techniques	1	Checking number of patrons does not exceed safety requirements
Solving problems	1	Identifying safety issues and reporting them
Using technology	-	-

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
<p>1 Follow workplace procedures on health, safety and security</p>	<p>1.1 Comply with health, safety and security procedures in accordance with organisational policy, relevant legislation, insurance requirements and safety plan where appropriate</p>	<p>The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances.</p> <p>Health, safety and security procedures may include:</p> <ul style="list-style-type: none"> • emergency, fire and accident • hazard identification and control • use of personal protective clothing and equipment • safe sitting, lifting and handling • security of documents, cash, equipment, people • key control systems • safe use of electrical equipment • use of material safety data sheets • safe use of chemicals and toxic substances • safe construction of rigs and supports 	<p>Learning experiences for the HSC must address:</p> <p>An understanding of the difference between health, safety and security.</p> <p>An awareness of the cost of workplace injury:</p> <ul style="list-style-type: none"> • human • social • economic • organisational. <p>A basic understanding of occupational health and safety (OHS) legislation including:</p> <ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2000</i> (NSW) • <i>Occupational Health and Safety Regulations 2001</i> (NSW) • <i>Workers Compensation Act 1987</i> (NSW) (as amended) • <i>Workplace Injury Management and Workers Compensation Act 1998</i> (NSW). <p>An awareness of employer responsibilities under the OHS Act including the following:</p> <ul style="list-style-type: none"> • maintain places of work under their control in a safe condition, and ensure safe entrances and exits • make arrangements to ensure the safe handling, storage and transport of plant and substances • provide and maintain systems of work and work environments that are safe and without risks to health • provide information, instruction, training and supervision necessary to ensure the health and safety of employees • provide adequate facilities for the welfare of employees • must not require employees to pay for anything done or provided to meet specific requirements made under the Act or Regulation • must consult with employees about OHS matters to enable them to contribute to decisions affecting their health, safety and welfare • ensure the health and safety of visitors or people working who are not employees.

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
			<p>An awareness of employee responsibilities under the OHS Act including the following:</p> <ul style="list-style-type: none"> • employees must take reasonable care of the health and safety of themselves and others • employees must cooperate with employers in their efforts to comply with occupational health and safety requirements • employees must not interfere with or misuse things provided for the health, safety or welfare of persons at work • employees must not obstruct attempts to give aid or attempts to prevent serious risk to the health and safety of a person at work • employees must not refuse a reasonable request to assist in giving aid or preventing a risk to health and safety • employees must not disrupt workplace by creating false health or safety fears. <p>A basic awareness of industry safety guidelines including:</p> <ul style="list-style-type: none"> • <i>Safety Guidelines for the Entertainment Industry 2001</i> • <i>Film Industry Recommended Safety Code 1983</i> • <i>Film and Television Industry Safety Guidance Notes 1995.</i> <p>A general awareness of safety requirements for entertainment venues including:</p> <ul style="list-style-type: none"> • building codes • maximum patron numbers • hours of operation • noise and lighting levels • fire hazard minimisation. <p>An understanding of the role of and function of WorkCover NSW.</p> <p>An understanding of the following forms of insurance:</p> <ul style="list-style-type: none"> • worker's compensation • public liability.

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	1.2 Identify and promptly report breaches of health, safety and security procedures		<p>Learning experiences for the HSC must address:</p> <p>An awareness of breaches that require attention including:</p> <ul style="list-style-type: none"> • disruption to performance • strange or suspicious persons • broken or malfunctioning equipment • damaged property or fittings • lack of suitable signage • lack of training on OHS issues • unsafe work practices • loss of keys • loss of property, goods or materials. <p>How and when to report.</p> <p>A basic awareness of monitoring and reporting for OHS including:</p> <ul style="list-style-type: none"> • formal/informal • verbal • written <ul style="list-style-type: none"> - safety inspection reports - checklists - accident reports - WorkCover NSW notification - registers/logs/files.
	1.3 Work safely and ensure that all work activities are undertaken in a safe manner and do not present a hazard to fellow workers or the public	<p>Health, safety and security procedures may include:</p> <ul style="list-style-type: none"> • emergency, fire and accident • hazard identification and control • use of personal protective clothing and equipment • safe sitting, lifting and handling • security of documents, cash, equipment, people • key control systems • safe use of electrical equipment • use of material safety data sheets • safe use of chemicals and toxic substances • safe construction of rigs and supports <p>Work hazards may include:</p> <ul style="list-style-type: none"> • occupational overuse injury 	<p>Learning experiences for the HSC must address:</p> <p>Identification of potential hazards to:</p> <ul style="list-style-type: none"> • self • colleagues • patrons • individuals with special needs. <p>An awareness of appropriate OHS strategies including:</p> <ul style="list-style-type: none"> • selection, use and maintenance of personal protective equipment (PPE) • sufficient rest and hydration • basic first aid training and access to first aid kits • safe work practices and procedures • access to appropriate communication devices • safety signs

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		<ul style="list-style-type: none"> • back injury • hearing impairment • stress • performance anxiety • electricity • noise/sound level • water and chemicals • falls • firearms/ammunition • animals • execution of special effects/stunts or action sequences • adverse weather/lighting conditions • diving and underwater work 	<ul style="list-style-type: none"> • awareness of environmental hazards • emergency plans.
2 Deal with emergency situations	2.1 Recognise emergency and potential emergency situations, and determine and take required action within scope of individual responsibility	<p>Emergency situations may include:</p> <ul style="list-style-type: none"> • bomb threats • accidents • robbery • fire • armed hold-up • floods • earthquakes • equipment collapse 	<p>Learning experiences for the HSC must address:</p> <p>Emergency situations including:</p> <ul style="list-style-type: none"> • bomb threats • accidents/serious injury • robbery • fire • armed hold-up • natural disasters • equipment collapse • overcrowding. <p>The importance of acting within level of authority in terms of:</p> <ul style="list-style-type: none"> • taking initiative • problem-solving • decision-making.
	2.2 Follow emergency procedures in accordance with organisational procedures	<p>Health, safety and security procedures may include:</p> <ul style="list-style-type: none"> • emergency, fire and accident • hazard identification and control • use of personal protective clothing and equipment • safe sitting, lifting and handling • security of documents, cash, equipment, people 	<p>Learning experiences for the HSC must address:</p> <p>Procedures to follow in the event of an emergency including:</p> <ul style="list-style-type: none"> • notification <ul style="list-style-type: none"> - appropriate authorities (emergency services and WorkCover NSW) - colleagues - supervisor • enterprise/organisation policies and procedures

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		<ul style="list-style-type: none"> • key control systems • safe use of electrical equipment • use of material safety data sheets • safe use of chemicals and toxic substances • safe construction of rigs and supports 	<ul style="list-style-type: none"> - evacuate - secure building. • reporting.
	2.3 Seek assistance from colleagues and/or other authorities where appropriate		<p>Learning experiences for the HSC must address:</p> <p>The role of:</p> <ul style="list-style-type: none"> • first aid officers • safety officers • security officers • emergency services • WorkCover NSW. <p>How and when to seek assistance.</p> <p>Appropriate personnel to seek assistance from including:</p> <ul style="list-style-type: none"> • experienced colleagues • supervisor • manager <ul style="list-style-type: none"> - stage - floor - technical operations.
	2.4 Report details of emergency situations accurately as required in accordance with organisational policy		<p>Learning experiences for the HSC must address:</p> <p>Methods of alerting others and formally reporting emergency situations through written and verbal processes.</p> <p>An awareness of information required by emergency services attending the site including:</p> <ul style="list-style-type: none"> • location • nearest cross street • nature of the incident • number of casualties • nature of injuries • contact name and number.
3 Maintain personal safety standards	3.1 Use appropriate safety clothing, footwear and personal protection equipment	<p>Measures to prevent injury or impairment may include:</p> <ul style="list-style-type: none"> • following all safety procedures accurately • adopting correct posture 	<p>Learning experiences for the HSC must address:</p> <p>Awareness of a range of PPE and its purpose including:</p> <ul style="list-style-type: none"> • footwear

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		<ul style="list-style-type: none"> • taking adequate rest breaks • controlling noise/sound levels and length of exposure to high levels of noise • using personal protective equipment, eg earmuffs • avoiding eye strain • correct use of chemical and dangerous substances/equipment • stress management techniques 	<ul style="list-style-type: none"> • head protection • gloves • overalls • apron • respirator • face mask • hearing protection • eye protection • sunscreen. <p>Importance of correct fitting PPE.</p> <p>Maintenance of PPE according to manufacturer's instructions and enterprise/organisation standard operating procedures (SOP):</p> <ul style="list-style-type: none"> • cleaning and decontamination • correct storage • regular checks for damage • repair/replacement of worn, malfunctioning or damaged equipment/parts • disposal of single-use equipment.
	<p>3.2 Undertake measures to prevent injury or impairment related to workplace activities and control workplace hazards</p>	<p>Measures to prevent injury or impairment may include:</p> <ul style="list-style-type: none"> • following all safety procedures accurately • adopting correct posture • taking adequate rest breaks • controlling noise/sound levels and length of exposure to high levels of noise • using personal protective equipment, eg earmuffs • avoiding eye strain • correct use of chemical and dangerous substances/equipment • stress management techniques <p>Health, safety and security procedures may include:</p> <ul style="list-style-type: none"> • emergency, fire and accident • hazard identification and control • use of personal protective clothing and equipment • safe sitting, lifting and handling 	<p>Learning experiences for the HSC must address:</p> <p>Workplace injuries:</p> <ul style="list-style-type: none"> • burns and scalds • cuts and abrasions • falls • electric shock • chemical injuries • machine injuries • strains and sprains • occupational overuse syndrome (OOS). <p>Causes of common workplace injuries, including:</p> <ul style="list-style-type: none"> • lack of protection and safety equipment • poor housekeeping • poor maintenance • inadequate lighting • spills and obstructions • faulty or incorrect equipment • poor ergonomics • inadequate instruction, training and supervision

Element	Performance Criteria	Range Statement	HSC Requirements and Advice
		<ul style="list-style-type: none"> • security of documents, cash, equipment, people • key control systems • safe use of electrical equipment • use of material safety data sheets • safe use of chemicals and toxic substances • safe construction of rigs and supports <p>Work hazards may include:</p> <ul style="list-style-type: none"> • occupational overuse injury • back injury • hearing impairment • stress • performance anxiety • electricity • noise/sound level • water and chemicals • falls • firearms/ammunition • animals • execution of special effects/stunts or action sequences • adverse weather/lighting conditions • diving and underwater work 	<ul style="list-style-type: none"> • personal factors including stress, tiredness and inappropriate behaviour • unrealistic timeframes • negligence • fatigue. <p>Measures to prevent common workplace accidents, injury or impairment including:</p> <ul style="list-style-type: none"> • following safety procedures accurately • adopting correct posture and manual handling techniques • taking adequate rest breaks • controlling noise/sound levels and length of exposure to high levels of noise • using PPE • avoiding eye strain • correct use of chemical and dangerous substances/equipment • stress management techniques • safe use of tools, machinery and equipment • procedures to deal with emergency, fire and accidents • risk management <ul style="list-style-type: none"> - identify hazard - assess associated risks - use appropriate control measures to eliminate/minimise risks - monitor and review the control measure.
	<p>3.3 Carry out all manual handling in accordance with legal requirements, enterprise policies and national health and safety guidelines</p>		<p>Learning experiences for the HSC must address:</p> <p>Awareness of correct manual handling techniques when:</p> <ul style="list-style-type: none"> • moving • lifting/carrying items • using hand tools • loading/unloading • working at heights • bending and twisting • using mechanical aids • undertaking repetitious tasks.

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	3.4 Assist in maintaining workplace in a safe condition		<p>Learning experiences for the HSC must address:</p> <p>Knowledge of designated personnel in relation to hazard identification and control within an enterprise/organisation.</p> <p>The concept of ‘participation’ and ‘consultation’ as it relates to workplace safety and employee rights and responsibilities.</p>
4 Provide feedback on health, safety and security	4.1 Identify occupational health and safety issues requiring attention		
	4.2 Raise occupational health and safety issues with the designated person in accordance with organisation and legislative requirements		<p>Learning experiences for the HSC must address:</p> <p>An understanding of the election/formation, role and responsibilities of the OHS representative or committee in the workplace.</p> <p>An awareness of key bodies involved in OHS including:</p> <ul style="list-style-type: none"> • WorkCover NSW • Australian Entertainment Industry Association.