PRODUCTION SAFETY POLICY

Insert Production Title

Insert Date

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# Statement of Intent

This is the production health and safety policy (**Policy**) for *Insert Production entity* (the **Production**). It has been endorsed by the Producer and sets out how safety shall be managed for the Production. All crew, cast, vendors and contractors (hereafter known as Crew) have a responsibility to support the Producer in discharging their duties under this Policy.

Everyone working on the Production has health and safety duties under Health and Safety at Work etc Act 1974 (**HASAWA 1974**). Crew must act to protect themselves and others, while following the Production’s systems, rules and standards on safety. The Production shall provide information, training, instruction and supervision where needed.

The safety and well-being of everyone on our Production is of the highest importance. We have a duty to protect our Crew and any third parties who may be affected by our activities.

Our goal is to achieve the highest standards of safety in film and TV production. We can achieve this goal only if everyone makes an active commitment to work safely. The Production expects everyone involved in the production to prioritise safety.

The Production will support and enable the Crew in their efforts to manage all significant risks arising from our undertakings. We will respect our legal obligations, consult on safety with our Crew and learn from our experiences along the way.

Supporting this Policy there are several standards, procedures and risk assessments, of which all Crew must be aware and with which all Crew must comply.

The Production safety supervisor will support the Producer, Line Producer (**LP**), Unit Production Manager (**UPM**) and 1st Assistant Director (**1st AD**) with the implementation of this Policy, provide regular reporting and feedback regarding its effectiveness, and advise as and when this Policy needs reviewing or updating.

 Producer (print):

 Signature:

 Date

 UPM / LP (print)

 Signature:

 Date:

 1st AD (print)

 Signature:

 Date:

# Structure



# Individual Roles & Responsibilities

## Company Directors

The board of directors of *Insert Production entity* have a legal duty under HSWA 1974 to do all that is reasonably practicable in securing the health, safety and welfare of all its crew and 3rd parties involved in this Production. The board has prepared and issued this Policy to set out the individual roles and responsibilities involved; ensuring that such reasonably practicable safety measures are taken at all levels of the Production.

Any failure to fulfil this legal duty can leave the Production open to criminal prosecution and damages, its directors may face personal liability which may lead to fines and imprisonment in severe cases. The board of directors of the Production will always retain this legal responsibility and accountability throughout the Production, irrespective of delegation of overall operational responsibility for the implementation of this Policy to the Production management team on the basis set out below.

## Producer

The Producer has overall responsibility for health and safety on the Production even where day-to-day authority has been delegated to others, e.g., the LP, UPM, 1st AD, heads of department (**HOD**). The Producer has overall responsibility for ensuring there are arrangements for the implementation of this Policy on all elements of the show and Production controlled spaces. While the Producer may delegate specific tasks, they cannot delegate their overall responsibility.

The Producer has the authority to stop any work activity where they believe it is justified to protect safety standards and the delivery of this Policy, this authority is also delegated to the LP, UPM, 1st AD, HOD and Production Safety Department. They may, where there is immediate concern to safety, ask any individual to temporarily stop working or conducting the activity to establish if safety is being adequately managed. Where there is a concern, this may be raised to Production and designated Human Resources (**HR**) and Employee Relations (**ER**) representatives for further investigation.

The Producer:

* Provides sufficient resources (time, money, people, equipment etc) to ensure the Production works to and complies with relevant legislation, corporate standards, procedures and best practice.
* Ensures all significant risks are assessed, and adequate controls are implemented.
* Engages competent leaders who are adequately resourced and have the information required, including a copy of this Policy and relevant standards, to manage safety in their areas of control.
* Plans to ensure the competence of all those working on the Production.
* Discusses health and safety throughout the production process.
* Seeks advice from HODs, the Production safety department and other specialists as required.
* Checks effectiveness of safety management, for example reviewing health and safety assurance reports, data from accidents and other safety-related incidents.
* Ensures suitable and sufficient two-way communication between the Production Safety Department and all parts of the Production for the run of show.
* Escalate via the appropriate route all safety or competency concerns, significant issues, failings, incidents or omissions when identified.
* Will ensure no financial charges are made to Crew in respect of anything provided for or done on behalf of the Production to comply with this Policy, Production safety standards, risk assessments or the law.
* Takes a visible lead in creating a positive safety culture on the Production.

## LP/UPM

The LP/UPM must be familiar with and ensure compliance with this Policy and safety standards. They shall maintain a safe working culture by requiring relevant Crew members to be present at planning meetings, briefings and training. The LP/UPM may delegate safety-related tasks and authority to competent Crew.

The LP/UPM:

* Reports to the Producer on safety planning and progress.
* Ensures suitable and sufficient risk assessments are carried out and appropriate control measures are implemented before work activity commences.
* Ensures all Crew and visitors are given proper information, training, instruction and supervision.
* Escalate via the appropriate route all safety or competency concerns, significant issues, failings, incidents or omissions when identified.
* Supports the Production Safety Department and HODs in carrying out investigations into accidents and near misses.
* Ensures the maintenance of suitable safety records, including copies of risk assessments, training records, inspection documentation and accident and investigation reports.
* Anticipates and delegates responsibility for informing relevant external authorities (e.g. local authority, Health & Safety Executive (**HSE**), civil aviation authority, educational authorities, police and fire and rescue services) of relevant activities.
* Provides adequate critical incident planning, procedures and resources for the Production.
* Ensures sufficient levels of safety monitoring and supervision.
* Takes a visible lead in creating a positive safety culture on the Production.

## 1st AD

The task of managing safety on and around set is delegated by the Producer to the 1st AD. While they may delegate specific tasks to others, the 1st AD remains responsible for ensuring safety on set. The 1st AD may consult HODs, supervisors and the Production Safety Department but remains responsible for the effective supervision and management of safety.

The 1st AD ensures:

* Safety is prioritised on set at all times.
* Safety issues are considered during planning (e.g., production meetings, recces and scheduling).
* The Production Safety Department are briefed upon all planning, schedule changes and updates.
* All risks are assessed, adequate control measures are in place and any residual risks have been clearly communicated to those who may be affected.
* Crew are empowered to speak up if they have any concerns about safety.
* Compliance with risk assessments covering shoot activities.
* Final safety checks and lock offs prior to any hazardous activities.
* Adequate access and fire lanes maintained.
* Full awareness of all emergency procedures and facilitate effective implementation and communication in the event of a critical situation.
* When set structures, rigs and equipment are modified other than their intended use they have checked with relevant departments to ensure they remain safe for practical use on set.
* Escalation via the appropriate route all safety or competency concerns, significant issues, failings, incidents or omissions when identified.
* Appropriate personal protection equipment (**PPE**) has been sourced in advance and is available and used by those who need it on the day, for filming activities.
* Relevant risk assessments are understood and significant potential hazards and controls are shared with the Crew.
* A safety briefing takes place at the start of each day and prior to any high-risk activities. The contents should be shared with all Crew not in attendance.
* If circumstances change significantly, before proceeding, the relevant risk assessments must be updated and the Crew re-briefed.
* They take a visible lead in creating a positive safety culture on set.
* The 1st AD should ensure proper post-incident reviews following an emergency situation.

## Production Safety Supervisor - Production Safety Department

The Production Safety Department provide competent advice and support on safety at all levels of the Production, monitoring safety management and, at times, supporting others in the direct supervision of safety. In addition to advice and support, the Production Safety Department shall be actively engaged in ongoing audits and inspections of production offices, workshops, stages and filming locations to continuously promote a strong culture of safety on the production.

The Production Safety Department:

* Provides ongoing support in developing risk assessments and safe systems of work across all departments. This includes technical guidance on risk mitigation and monitoring and ensuring the implementation of controls.
* Reviews scripts, schedules, storyboards etc., to identify potential safety concerns ahead of filming.
* Attends production meetings, concept meetings, individual department meetings, safety meetings etc., to keep informed of upcoming activities and provide input and guidance as necessary.
* Competently reviews safety documentation supplied by departments, contractors and vendors.
* Conducts regular audits and inspections of offices, workshops, stages and filming locations providing timely feedback and assistance with any necessary corrective actions.
* Escalates via the appropriate route, all safety or competency concerns, significant issues, failings, incidents or omissions when identified.
* Identifies accident and injury trends based on metrics stored in the safety management system and ensures any necessary additional training is provided, safety meetings are conducted, materials are presented, or research is conducted and communicated.
* Carry out timely investigations of significant accidents and near misses.
* Prepares all necessary filings and reports to the HSE (e.g. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (**RIDDOR**)) and Construction, Design Management Regulations 2015 (**CDM**) notifications) on behalf of the Production.
* Engages with the Producer and UPM to establish a budget for the health and safety spend across the Production.

## Heads of Department

HODs must lead their department safely and in compliance with this Policy and all relevant safety standards, risk assessments and emergency procedures. They must provide sufficient resources (time, money, people, equipment etc) to ensure the department works to and complies with relevant legislation, corporate standards, procedures and best practice.

The HOD ensures:

* All new starters are competent to carry out their roles prior to engagement.
* Regular checks of the safety performance of their supervisors.
* All department Crew and vendors are given a safety induction and familiarisation with all emergency procedures before starting their work on their first day.
* Department Crew are given appropriate training to competently carry out their role.
* Where department Crew are carrying out specialist high risk work, such as working at height, they must be appropriately trained, qualified and competent to do so.
* The Production Safety Department are engaged with planning, schedule changes and updates.
* Escalation via the appropriate route all safety or competency concerns, significant issues, failings, incidents or omissions when identified.
* Suitable and sufficient written risk assessments are produced, recorded and reviewed appropriately for all significant hazards as detailed in the risk assessment standard.
* All department Crew are familiar with relevant risk assessments and controls.
* Vendors and contractors brought in by them are familiar with Production safety standards and this Policy.
* All vendors and contractors brought into the department by them are competent, have in place their own risk assessments and this is shared with relevant department Crew. Written risk assessments from vendors should be recorded in the same manner as department risk assessments.
* Supervision of department spaces, working practises and regular inspections to identify hazardous situations, taking action to rectify as soon as reasonably practicable.
* Appropriate tools, equipment, plant and PPE is available, in good working order, meets relevant standards, used competently and with written records of servicing, maintenance and inspection carried out by a competent person.
* Investigations into accidents and near misses are conducted in conjunction with guidance from the Production Safety Department.
* Maintain suitable safety records, including copies of risk assessments, training records and inspection documentation.
* Consultation with supervisors and senior Crew on safety, advising the UPM as and when concerns are raised.
* They take a visible lead in creating a positive safety culture in their department.

## Supervisors

Supervisors should support their HOD with the safe management of their department, confirming through ongoing supervision that their Crew are competent, working safely and are compliant with this Policy, safety standards and relevant risk assessments as per section 3.6.

The supervisor ensures:

* Departmental inductions are carried out for all new starters prior to commencing work activity.
* All department Crew and vendors are given a safety induction and familiarisation with all emergency procedures before starting their work on their first day.
* Escalate via the appropriate route all safety or competency concerns, significant issues, failings, incidents or omissions when identified.
* All Crew under their supervision are familiar with relevant risk assessments and controls.
* Risk assessment and controls are followed within their area of supervision.
* Maintain suitable safety records, including copies of risk assessments, training records and inspection documentation.
* All vendors brought into the department by them are competent, have in place their own risk assessments and this is shared with relevant department Crew. Written risk assessments from vendors should be recorded in the same manner as department risk assessments.
* Supervision of vendors working in their areas of supervision, including adherence to relevant risk assessments and safety standards.
* Supervision of department spaces, working practises and regular inspections to identify hazardous situations, taking action to rectify as soon as reasonably practicable.
* Appropriate tools, equipment, plant and PPE is available, in good working order, meets relevant standards, used competently and with written records of servicing, maintenance and inspection carried out by a competent person.
* Consultation with Crew on safety, advising the HOD where concerns are raised.
* They take a visible lead in creating a positive safety culture in their area of supervision.

## Contractors and Vendors

All contractors and vendors employing five or more employees must supply a written risk assessment and method statement (**RAMS**) of the work they are proposing to undertake whilst working on the Production. RAMS must be submitted and reviewed by a competent person, such as department HOD or supervisor, prior to the commencement of work. Failure to comply may result in temporary work stoppage or termination of contract.

Contractors and vendors are required to:

* Have received a safety induction by their employer and attended a Production departmental induction prior to starting work on their first day.
* Have received, read and understood a copy of this Policy.
* Be competent to undertake the work they are asked to carry out and have provided training certificates and skill cards prior to starting work.
* Provide appropriate information, training, instruction and supervision to their workers on the Production.
* Comply with this Policy, Production safety standards, risk assessments and relevant legislation.
* Escalate via the appropriate route all safety or competency concerns, significant issues, failings, incidents or omissions when identified.

## All Crew

It is the duty of every Crew member to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions (i.e. what they do or fail to do at work). Crew must cooperate with the Production so far as is necessary to enable the Producer to comply with their duties under the law.

All Crew must:

* Read, understand and follow this Policy, relevant safety standards and risk assessments.
* Implement all control measures as detailed in the risk assessments, including wearing PPE as instructed.
* Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
* Not carry out any activities unless trained and competent to do so, such as work at height and the use of plant, machinery or equipment.
* Have attended the relevant production safety and departmental inductions prior to commencing work activity.
* Be familiar with emergency procedures for the area in which they are working each day.
* Escalate via the appropriate route all safety or competency concerns, significant issues, failings, incidents or omissions when identified.
* Feel empowered to ask anyone to stop work temporarily where they feel it is justified to protect the health, safety or wellbeing of any Crew member. When working as part of the shoot Crew, attend any safety briefings at the start of each day and as requested by the 1st AD prior to special risk activities.

The Production prohibits the Crew from being under the influence of drugs and alcohol whilst working. Crew must not report to, or remain at work, or otherwise perform work for the Production while under the influence of drugs or alcohol. Violators will be subject to disciplinary action, which may result in termination of engagement.

# Management Arrangements

## Information, Training, Instruction and Supervision

Information, training, instruction and supervision shall be provided as necessary to ensure the competence of Crew and that hazards are understood and properly controlled. The Production Safety Department will work in conjunction with the Production office to ensure training records are kept and non-compliance with provided training and instruction escalated through Production leadership, HR and ER.

All Crew shall receive a general safety induction and departmental induction, prior to starting work. Records of training will be maintained by the Production office and Production Safety Department.

The Production will make any adjustments for the training to accommodate any accessibility needs where Crew make them aware of this need.

Appropriate supervision will be in place to ensure that work is carried out safely and in compliance with risk assessments and relevant safety standards. HODs and supervisors are responsible for overseeing that employees adhere to risk controls, use equipment correctly, and work within their competence levels.

## Communication and Safety Consultation with Crew

The Production shall communicate with Crew in multiple ways:

* Production safety induction.
* Department safety induction, which will include emergency procedures.
* Sharing this Policy, relevant safety standards and risk assessments.
* Providing information, training, instruction and supervision as necessary.
* Producing and sharing written risk assessments.
* Safety planning meetings.
* Daily safety briefings, which shall be clear and audible for all Crew present, covering hazards and controls determined by the relevant risk assessments. Where Crew are not present this briefing must be given separately to them, for example supporting artists who may be in crowd holding. A record should be made of all briefings, including the contents and who gave the briefing.
* Call sheets.
* Crew safety consultations.
* Posters (including the H&S law poster) and signage.
* Memos.
* Toolbox talks (i.e., short, topic-specific on-the-job safety briefings).

## Reporting Concerns

Crew who wish to raise a concern relating to health or safety can escalate through their supervisor, HOD, UPM, 1st AD, LP, Producer, Production Safety Department, HR, ER or via the guideline reporting system. Contact details can be found on unit lists and call sheets.

## First Aid, Injury & Illness Reporting, Recording and Investigation

All work-related accidents, injuries, illnesses and near misses must be reported as soon as it is safe to do so to the medical team, HOD, Production Safety Department and to the Health and Safety Executive as required under RIDDOR 2013. Incidents will be recorded and anonymised for trend analysis and investigation subject at all times to applicable legislation. Please see the Production’s Cast and Crew Privacy Notice included in your Crew Start Pack for further detail.

The Producer will ensure first aid risk assessment and adequate first aid provision is in place.

Incidents will be investigated as required to determine root causes and help prevent reoccurrence.

## Risk Assessment

Written departmental risk assessments must be carried out for all work activities and spaces to control and communicate hazards. Please refer to this Policy, safety standards (including the fire safety and risk assessment standards) or the Production Safety Department who can provide guidance on completing risk assessments.

All risk assessments must be sent to the Production Safety Department on completion, allowing adequate time for review before the activity assessed is planned to take place.

Each Production space shall be inspected and assessed before use, the space and risk assessment will be reviewed at an appropriate frequency (e.g., active workshops shall require more monitoring than offices).

## Correcting Unsafe Conditions

Unsafe or unhealthy situations, practices, or procedures must be addressed and corrected in a reasonable timeframe based upon the severity of the hazard. This may result in instances of work stoppage if the hazard identified are high risk.

If a significant, imminent risk exists which cannot be immediately controlled without endangering Crew. All exposed Crew shall be removed from the area except those necessary to correct the existing condition.

## Emergency Arrangements Including Fire Safety

Production risk assessments provide guidance on emergency planning and response for all Production controlled spaces.

Local contact numbers for fire, police, ambulance, and the nearest hospital must be readily available (e.g., on call sheets).

The Producer, LP and UPM, working with the studio, locations and Production Safety Departments must ensure adequate emergency planning and arrangements are in place for all Production controlled spaces and communicated to all Crew and visitors. All Crew and visitors must be informed and trained on the arrangements in place in the event of an emergency.

The Production shall comply with legal duties and requirements under the Regulatory Reform (Fire Safety) Order 2005 and any other relevant fire safety legislation, including how the Production shall ensure hazards and associated risks from fire are reduced as far as reasonably practicable. The Production will ensure a suitable and sufficient fire risk assessment conducted by a qualified, competent person for all Production-controlled spaces. All Crew will be trained in how to respond in the event of an emergency, such as fire, prior to starting work.

## Procedures for Dealing with Serious and Imminent Danger

In the case of serious and imminent danger, such as structural collapse or hazardous materials spills all Crew must immediately stop work and evacuate the area, following Production emergency plans as detailed within risk assessments. The Production Safety Department and appropriate HODs will assess the risk before authorizing a safe return to work.

## Working at Height

All work at height must be properly planned, risk assessed, supervised, and carried out in a manner that minimizes the risk of falls and injury, in compliance with the Work at Height Regulations 2005. Crew and vendors involved in working at height activities must be trained and competent to undertake these activities safely. All equipment used by Crew to work at height should be inspected in line with the Work at Height Regulations 2005 and the Lifting Equipment and Lifting Operations Regulations 1998.

## Safe Handling, Storage and Use of Substances Hazardous to Health

All hazardous substances in use on the Production must be managed in accordance with the Control of Substances Hazardous to Health Regulations (**COSHH**) 2002. A COSHH assessment will be conducted for each substance, identifying potential health risks and controls required to reduce exposure, following the hierarchy of control. Crew will be provided with information and training on the risks associated with hazardous substances and instructed on how to use them safely. All hazardous materials will be stored, labelled and disposed of in line with guidance on each substances safety data sheet.

## Providing Personal Protective Equipment

PPE provided to Crew must be worn where hazards have been identified and cannot be eliminated by other means. In accordance with the Health and Safety at Work Act 1974 Crew will not be charged with PPE identified as required through COSHH and general risk assessments. The correct use of PPE will be enforced by each HOD, and checks will be made to ensure that PPE is fit for purpose and properly maintained.

## Maintaining Plant and Equipment

All plant and equipment will be regularly inspected, maintained and serviced in line with the manufacturer’s instructions and the Provision and Use of Work Equipment Regulations 1998. Faulty or damaged equipment will be taken out of use immediately until repaired or replaced.

## Operation of Vehicles and Plant

The operation of vehicles and plant on site will be strictly controlled to ensure the safety of all Crew. Only trained, licensed and authorised Crew will be permitted to operate vehicles or plant. Vehicles will maintained and inspected to ensure they are in a safe working condition.

Speed limits, designated traffic routes and pedestrian walkways will be clearly marked, and operators must adhere to all safety procedures, including the use of seatbelts.

Driving is prohibited:

* Under the influence of drugs or alcohol.
* Whilst using a mobile or other handheld devices.
* Whilst smoking or eating.

It is sometimes necessary for Crew to drive their own vehicles for Production related purposes. In that event, it is the legal responsibility of the Crew member driving to hold a valid driving license and confirm an appropriate level of insurance.

## Manual Handling

Manual handling tasks will be risk assessed and managed in accordance with the Manual Handling Operations Regulations 1992. Crew will be trained in proper lifting techniques to minimize the risk of injury, and mechanical aids such as trolleys or lifting equipment will be provided where necessary. Where possible, manual handling will be avoided, but if unavoidable, the weight, posture, and frequency of tasks will be controlled to reduce strain. Regular assessments will ensure safe practices are maintained.

## Vendors and Contractors

All vendors and contractors (hereafter known as Vendors) working on site must comply with this Policy. Before commencing work, Vendors will be required to provide risk assessments, method statements and evidence of relevant qualifications or certifications. They must attend a site induction delivered by the organising department to ensure they are aware of specific hazards, emergency procedures and safety rules. Vendors will be supervised and monitored to ensure compliance with safety standards and any breaches of health and safety regulations will be addressed promptly. HODs shall ensure that vendors are working safely and do not pose a risk to themselves of others. Failure to comply may result in temporary work stoppage or termination of contract

## Display Screen Equipment (DSE)

Crew who use DSE will be provided with guidance on ergonomic setup, posture and the need for regular breaks. Workstation assessments will be conducted to reduce the risk of strain injuries or eye strain, and corrective measures will be implemented where necessary.

## Noise

Exposure to excessive noise will be controlled in accordance with the Control of Noise at Work Regulations 2005. Noise levels will be regularly assessed as required, and where they exceed safe limits, appropriate control measures will be implemented, such as reducing exposure time, providing hearing protection, and using quieter equipment or sound-dampening materials. Employees working in high-noise areas will be provided with suitable ear protection and trained on the risks of noise exposure and the correct use of hearing protection. Regular monitoring and maintenance of equipment will help minimise noise levels and ensure the protection of all personnel.

## Welfare Arrangements

Adequate welfare facilities will be provided for all Crew, in line with the Workplace (Health, Safety and Welfare) Regulations 1992. These will include clean, accessible toilets, handwashing facilities and drinking water. Suitable rest areas, including eating and changing facilities, will be available, with provisions for storing personal belongings and drying work clothes if necessary. The workplace will be well ventilated, adequately lit, and maintained to ensure comfort and hygiene. Regular inspections will ensure that welfare arrangements meet health and safety standards, and any issues will be addressed promptly to support the wellbeing of all Crew.

## Vulnerable Workers

Where the Production is made aware of vulnerable Crew the Producer must ensure an appropriate risk assessment is in place. Where appropriate a personal emergency evacuation plan (**PEEP**) shall be implemented. Ensuring all safety materials are translated or explained verbally when necessary.

The Production will ensure a risk assessment conducted by a competent person for lone workers to establish control measures and emergency procedures.

Vulnerable workers include:

* New and expectant mothers.
* Young workers.
* Those with disabilities.
* Migrant workers or crew who do not speak the local language.
* Contractors, vendors or dailies.
* New starters.
* Lone workers.
* Older workers.
* Home workers.

## Record Keeping

At the wrap of each unit and show wrap, all written risk assessments, safety training records, inspection reports and injury reports must be forwarded to the Production office for archiving. These records shall be maintained in line with the Production’s data retention policy (a copy can be requested for the data retention policy from the Production office).

## Monitoring

Monitoring is an essential aspect of maintaining and improving health and safety performance. Throughout the Production, safety is monitored by:

* Carrying out safety inspections and occupational health monitoring.
* Reviewing risk assessments as required.
* Examining accident/incident data.
* Examining ill health data.
* Auditing.

## Review

This policy shall be reviewed as appropriate, such as following a Production hiatus over 3 calendar weeks, following enforcement action, changes to legislation or the Producer, LP or UPM, major changes in crew size or the introduction of high risk activities that could warrant additional safety measures or policy revisions and where an accident investigation indicates a review is required.