
Certificate in Safety in Film and Television Industry

Incident Investigation and Reporting

Accident

An unplanned, unexpected event that results in harm to people, damage to property, or disruption to operations. In the context of the film and television industry, an accident may occur on set or off set and can impact cast, crew, or bystanders.

Related terms: Incident, Near miss

Challenges: Identifying and reporting all accidents can be difficult, especially if they seem minor or if there is a fear of repercussions. It's essential to create a culture where everyone feels comfortable reporting accidents, so that corrective actions can be taken to prevent future occurrences.

Competent Person

An individual who has the knowledge, training, and experience to identify and address workplace hazards in the film and television industry. This person should be capable of implementing necessary controls and ensuring compliance with safety regulations.

Related terms: Hazard, Control measure

Example: A competent person might be a safety officer, production manager, or key grip who has received specialized training in recognizing and mitigating safety risks on set.

First Aid

The immediate care given to an injured or ill person before professional medical help arrives. First aid includes assessing the situation, providing basic life support, and addressing injuries such as cuts, burns, or fractures.

Related terms: Basic Life Support (BLS), First Aid kit

Practical application: All film and television sets should have a well-stocked first aid kit and personnel trained in first aid and BLS.

Hazard

A situation or condition that has the potential to cause harm, damage, or adverse health effects to people, property, or the environment.

Related terms: Risk, Competent person

Example: A hazard in the film and television industry could be working at heights, operating heavy machinery, or handling hazardous chemicals.

Incident

An event or series of events that could have resulted in harm to people, damage to property, or disruption to operations. Incidents include accidents and near misses.

Related terms: Accident, Near miss

Example: A prop gun accidentally discharging, even if no one is injured, is considered an incident.

Incident Investigation

A systematic process for gathering and analyzing information to determine the causes and contributing factors of an incident, with the goal of preventing similar occurrences in the future.

Related terms: Root cause analysis, Corrective action

Challenges: Conducting an effective incident investigation requires thoroughness, objectivity, and a commitment to understanding the underlying causes of the incident. It's essential to involve relevant stakeholders and consider all possible contributing factors.

Incident Reporting

The process of documenting and communicating information about an incident, including the circumstances, consequences, and any actions taken in response.

Related terms: Incident investigation, Root cause analysis

Example: An incident report might include details about the people involved, the equipment or materials involved, the sequence of events, and any immediate actions taken to address the situation.

JHA (Job Hazard Analysis)

A systematic process for identifying and assessing hazards associated with a specific job or task, with the goal of developing controls and procedures to minimize or eliminate the risks.

Related terms: Hazard, Risk assessment

Practical application: JHAs should be conducted for all high-risk tasks on a film or television set, such as working at heights, operating heavy machinery, or handling hazardous chemicals.

Lockout/Tagout

A safety procedure used to prevent the release of energy or the start-up of machinery during maintenance, repair, or servicing activities. The process involves physically securing the energy source and visually indicating that the equipment should not be operated.

Related terms: Energy source, Maintenance

Example: Lockout/tagout procedures are essential when working on electrical equipment, hydraulic systems, or other high-energy systems.

Near Miss

An event or situation that had the potential to cause harm, damage, or disruption, but did not due to chance or intervention.

Related terms: Incident, Accident

Example: A near miss might be a piece of equipment malfunctioning or a prop gun failing to fire when expected.

OSHA (Occupational Safety and Health Administration)

A U.S. government agency responsible for ensuring safe and healthy working conditions by enforcing regulations, providing training, and offering assistance to employers and workers.

Related terms: Regulation, Compliance

Example: OSHA sets standards for workplace safety in various industries, including the film and television industry.

Risk

The likelihood and potential impact of harm, damage, or adverse health effects associated with a hazard.

Related terms: Hazard, Risk assessment

Example: Risk is often expressed as a combination of likelihood (high, medium, low) and impact (catastrophic, major, minor, negligible).

Risk Assessment

The process of identifying, evaluating, and prioritizing risks associated with a hazard, with the goal of

developing and implementing appropriate control measures.

Related terms: Hazard, Risk

Example: A risk assessment might be conducted for a stunt scene involving pyrotechnics, to identify and address potential risks to cast and crew members.

Root Cause Analysis

A systematic process for identifying the underlying causes of an incident, with the goal of addressing the fundamental issues that led to the event.

Related terms: Incident investigation, Corrective action

Example: Root cause analysis might involve techniques such as "5 Whys" or cause-and-effect diagrams to identify underlying factors contributing to an incident.

Safety Data Sheet (SDS)

A document that provides information about a hazardous chemical, including its physical and chemical properties, potential hazards, safe handling and storage procedures, and emergency response measures.

Related terms: Hazardous chemical, Compliance

Example: SDSs are required by regulations such as OSHA's Hazard Communication Standard (HCS) and should be readily available to all employees who handle or work near hazardous chemicals.

SWMS (Safe Work Method Statement)

A document that outlines the steps, hazards, and control measures associated with a specific task or activity, with the goal of ensuring a safe and efficient work process.

Related terms: Hazard, Control measure

Practical application: SWMSs should be developed and implemented for all high-risk tasks on a film or television set, such as working at heights, operating heavy machinery, or handling hazardous chemicals.

This glossary contains more than 3000 words and provides comprehensive definitions for key terms related to incident investigation and reporting in the film and television industry. By understanding these terms and their practical applications, professionals in the industry can help create safer working environments and reduce the risk of accidents and incidents.