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Graduate Certificate in Health and Safety Management for Film Productions (United Kingdom)

## Incident Investigation and Reporting in Media (United Kingdom)

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Incident investigation and reporting in the media sector is a specialised discipline that blends traditional occupational health and safety principles with the unique dynamics of film, television and digital production environments. The terminology used by health-and-safety professionals, production managers, line producers, location managers, stunt coordinators and union representatives can appear dense at first glance, but each term carries a precise meaning that supports clear communication, legal compliance and, ultimately, the prevention of future harm. The following glossary presents the most frequently encountered terms, explains their significance, and illustrates how they are applied in the day-to-day reality of a UK-based production. Practical examples and common challenges are included to aid learners in mastering the vocabulary and using it effectively in incident investigations and reports.

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**Incident** – Any unplanned event that results in injury, illness, property damage, environmental harm or a near-miss condition on a production site. In media, incidents may involve a stunt performer, a crew member operating a crane, a set piece collapsing, or a fire caused by pyrotechnics. The definition is deliberately broad so that even events that do not cause loss but have the potential to do so are captured for analysis.

**Near-miss** – An event that could have resulted in injury, illness or damage but did not, either by chance or timely intervention. Near-misses are critical learning opportunities; they are recorded with the same rigor as actual incidents because they reveal hidden hazards. For example, a crew member who slips on a wet floor but catches themselves before falling is a near-miss that should be reported.

**Hazard** – A source of potential damage, injury or ill health. In a film set, hazards can be physical (e.g., falling objects from a rig), chemical (e.g., fumes from paint or fog machines), biological (e.g., exposure to animal waste on a location) or psychosocial (e.g., excessive overtime leading to fatigue). Identifying hazards is the first step in the risk-management process.

**Risk** – The combination of likelihood that a hazard will cause harm and the severity of the outcome. Risk is expressed qualitatively (high, medium, low) or quantitatively (e.g., a 1 in 10,000 chance of a serious injury). In practice, a risk assessment matrix is often used to prioritise control measures.

**Risk Assessment** – A systematic evaluation of hazards, their associated risks and the control measures needed to reduce those risks to an acceptable level. Production safety officers conduct risk assessments before rehearsals, stunts, location shoots and any activity identified as hazardous. The assessment is documented, signed and reviewed regularly.

**Control Measure** – Any action taken to eliminate or reduce a risk. Controls follow the hierarchy of controls:

elimination, substitution, engineering controls, administrative controls and personal protective equipment (PPE). In a stunt sequence, for instance, a control measure may be to use a harness (engineering control) and to provide a safety briefing (administrative control).

**Hierarchy of Controls** – A ranking system that guides the selection of the most effective control measures. The hierarchy is: 1) Eliminate the hazard, 2) Substitute with a safer alternative, 3) Isolate the hazard, 4) Engineer out the risk, 5) Change work practices, 6) Provide PPE. The hierarchy is a core concept that appears repeatedly in incident reports to justify chosen controls.

**Personal Protective Equipment (PPE)** – Equipment worn by individuals to protect against hazards when other controls are insufficient. PPE includes helmets, safety glasses, hearing protectors, high-visibility clothing, gloves and respiratory protection. In a production, the PPE requirement is often dictated by the risk assessment and the specific tasks being performed.

**Safety Data Sheet (SDS)** – A document that provides information on the properties of chemical substances, including hazards, handling instructions, storage requirements and emergency measures. SDSs are mandatory for all chemicals used on set, such as solvents, paints, propellant gases and cleaning agents. Production teams must keep SDSs readily accessible on location.

**Control of Substances Hazardous to Health (COSHH)** – The UK legislation governing the safe use of hazardous chemicals. COSHH requires a risk assessment, exposure control, monitoring and health surveillance where appropriate. In media, COSHH applies to anything from fog-machine liquids to battery acid used in prop equipment.

**Stunt Coordination** – The planning, supervision and execution of stunt activities. The stunt coordinator is responsible for ensuring that all stunt-related hazards are identified, assessed and controlled, and that a thorough incident investigation plan is in place. Stunt coordination is a focal point for incident reporting because stunts carry a higher probability of serious injury.

**Location Risk Assessment (LRA)** – A specific risk assessment performed for each filming location. The LRA examines site-specific hazards such as uneven terrain, traffic, public access, utility lines and environmental constraints. The LRA is signed off by the location manager and the health-and-safety officer before work commences.

**Method Statement** – A document that outlines how a specific task will be carried out safely, detailing the sequence of operations, required equipment, personnel qualifications and emergency procedures. Method statements are often required for high-risk activities like rigging, pyrotechnics and crane operations.

**Permit to Work (PTW)** – A formal written permission that authorises hazardous work to be carried out. In media, PTWs are commonly used for hot-work (welding, cutting), electrical isolation, and working at height. The PTW system ensures that all relevant checks, controls and personnel are in place before work begins.

**Hot-Work Permit** – A type of PTW that authorises activities that generate heat or sparks, such as welding, soldering or the use of flame-throwing props. The permit requires verification that fire-extinguishing

equipment is present, flammable materials are removed or protected, and a fire watch is appointed.

**Electrical Isolation** – The process of disconnecting electrical circuits to prevent accidental energisation during maintenance or installation. In a production, electrical isolation may be required for set lighting rigs, power distribution units or special effects equipment.

**Fire Watch** – A designated person tasked with monitoring an area where hot-work or pyrotechnics are being performed, ready to intervene if a fire starts. The fire watch must be trained in the use of fire extinguishers and have clear communication with the crew.

**Incident Reporting Form** – The standardised document used to capture details of an incident. The form typically includes sections for date, time, location, persons involved, description of what happened, immediate actions taken, witnesses, photographs and initial assessment of cause. In the UK, many production companies adopt the Health and Safety Executive (HSE) “RIDDOR” style reporting format for statutory notifications.

**Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** – The legal framework that obliges employers to report certain work-related injuries, diseases, and dangerous occurrences to the HSE. RIDDOR thresholds include fatalities, major injuries, amputations, loss of consciousness, and dangerous occurrences that could have caused serious injury. Media productions must be aware of RIDDOR duties because a failure to report can result in enforcement action.

**Dangerous Occurrence** – An incident that, while not resulting in injury, meets a statutory definition of a serious risk, such as a collapse of a scaffold, an uncontrolled release of a hazardous substance, or a fire that could have caused severe injury. Dangerous occurrences must be reported under RIDDOR within eight hours of the employer becoming aware of them.

**Root Cause Analysis (RCA)** – A systematic approach to identifying the underlying causes of an incident, rather than just its immediate symptoms. RCA techniques include the “5 Whys”, fishbone diagrams (Ishikawa), and fault-tree analysis. In media, RCA often reveals organisational or procedural deficiencies, such as inadequate briefing, insufficient supervision, or a failure to follow a method statement.

**5 Whys** – A simple RCA technique that involves asking “why” repeatedly (typically five times) to drill down from the surface level of an incident to its deeper causes. For example, if a rigging accident occurs, the first “why” might be “Why did the rig fail?” The subsequent answers may uncover issues with equipment inspection, training, or supervision.

**Fishbone Diagram** – Also known as an Ishikawa diagram, this visual tool categorises potential causes of an incident into main branches such as “People”, “Equipment”, “Procedures”, “Environment” and “Management”. The diagram helps investigators consider all possible contributing factors before focusing on the most likely root causes.

**Corrective Action** – A measure taken to eliminate the root cause of an incident and prevent recurrence. Corrective actions are distinguished from “immediate actions”, which are taken to control the incident at the

time it occurs. A corrective action may involve revising a method statement, providing additional training, or purchasing new safety equipment.

**Preventive Action** – A proactive measure designed to stop a potential incident before it occurs. Preventive actions often arise from trend analysis of near-misses or from lessons learned in other productions. Examples include implementing a new safety culture programme or introducing a mandatory daily toolbox talk for high-risk activities.

**Lesson Learned** – Information derived from an incident, near-miss or audit that can be shared with the wider industry to improve safety practices. Lesson-learned reports are often disseminated through industry bodies such as the British Film Institute (BFI) Safety Forum or the Association of Motion Picture & TV Producers (AMPTP) safety committees.

**Safety Culture** – The shared values, attitudes, and behaviours that determine how safety is managed within an organisation. A strong safety culture in a film production is characterised by open reporting, visible leadership commitment, regular training and a belief that safety and creative excellence are mutually reinforcing.

**Safety Management System (SMS)** – A formal, documented framework that integrates policies, procedures, responsibilities and resources to achieve safety objectives. An SMS for media productions typically includes sections on hazard identification, risk assessment, incident reporting, training, audit, and continuous improvement.

**Audit** – A systematic, independent examination of a safety system or process to verify compliance with internal policies and external regulations. Audits may be internal (conducted by the production company's health-and-safety team) or external (performed by third-party consultants or the HSE). Audit findings often generate corrective actions.

**Inspection** – A routine check of equipment, work areas, or processes to ensure that controls are in place and functioning. Inspections are usually carried out daily on set, with a checklist covering items such as rigging gear, fire extinguishers, first-aid kits and personal protective equipment.

**First-Aid Kit** – A collection of medical supplies and equipment used to provide immediate treatment for injuries. In a media environment, the kit must be appropriate to the scale of the production and the types of hazards present. For example, a location shoot in a remote area may require a more extensive kit, including splints and burn dressings.

**Medical Surveillance** – Ongoing health monitoring of workers who are exposed to particular hazards, such as noise, chemicals or repetitive strain. In the UK, medical surveillance may be required under COSHH for substances that can cause long-term health effects. Production companies may contract occupational health services to provide regular health checks for crew members.

**Occupational Health and Safety (OHS)** – The field concerned with protecting the health, safety and welfare of people at work. OHS legislation in the UK is primarily embodied in the Health and Safety at Work etc. Act

1974, complemented by specific regulations such as the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015 (CDM).

Construction (Design and Management) Regulations (CDM) – A set of regulations that apply to construction activities, including the building of sets, scaffolding, and temporary structures. CDM requires a principal designer, principal contractor and a construction phase plan. Many large-scale productions fall under CDM because they involve substantial structural works.

Principal Designer – The individual or organisation responsible for planning, managing, monitoring and coordinating health and safety during the pre-construction phase. In a film set, the principal designer may be the production designer who oversees set construction, ensuring that design decisions incorporate safety considerations from the outset.

Principal Contractor – The party who controls the construction phase, managing the workforce, ensuring that health and safety measures are implemented, and liaising with subcontractors. For a production, the principal contractor is often the production company's facilities department or an external construction contractor hired to build complex sets.

Sub-contractor – A third-party company engaged to perform specific tasks, such as rigging, electrical work, or special effects. Sub-contractors must be vetted for competence, provided with the relevant risk assessments and method statements, and required to adhere to the host production's safety standards.

Competence – The combination of knowledge, skills, training and experience needed to perform a task safely. In the media sector, competence is often demonstrated through industry-recognised certifications (e.g., CSCS for construction, NEBOSH for health and safety, or a stunt-performer licence).

Training – The process of imparting knowledge and skills to workers. Training can be generic (e.g., HSE induction, manual handling) or task-specific (e.g., rigging, pyrotechnics, driving a crane). Records of training must be kept and reviewed to ensure currency.

Induction – An initial briefing for new personnel that introduces them to site-specific hazards, emergency procedures, reporting responsibilities and general safety expectations. Induction is a legal requirement for all workers on a production site.

Toolbox Talk – A brief, informal safety meeting held at the start of a shift or before a high-risk activity. Toolbox talks reinforce key messages, discuss any changes to the risk assessment, and encourage workers to raise concerns.

Safety Officer – The individual responsible for overseeing health and safety on a production. The safety officer monitors compliance, conducts inspections, advises on risk assessments, and coordinates incident investigations. In larger productions, there may be a team of safety officers covering different departments (e.g., stunts, locations, post-production).

Safety Advisor – A professional with specialist knowledge, often employed on a consultancy basis, who provides expert advice on complex safety matters such as high-risk stunts, pyrotechnics, or large-scale set

construction.

Health and Safety Executive (HSE) – The UK government body that enforces health and safety legislation, provides guidance and publishes codes of practice. While most productions are not directly inspected by HSE on a routine basis, the HSE’s publications (e.g., “Health and Safety in the Film Industry”) form the basis of many internal policies.

Enforcement Notice – A formal notice issued by HSE when an employer is found to be in breach of health-and-safety law. The notice may be a Improvement Notice (requiring corrective action) or a Prohibition Notice (ordering cessation of a hazardous activity).

Prosecution – Legal action taken against a person or organisation that has breached health-and-safety law, potentially resulting in fines, imprisonment or disqualification from holding a director’s licence. High-profile prosecutions in the media sector have underscored the importance of robust incident reporting.

Disqualification – A legal restriction that prevents an individual from holding certain positions (e.g., director, manager) for a specified period, often following a serious safety breach.

Health Surveillance – Monitoring the health of employees exposed to specific hazards, such as noise (audiometry), chemicals (lung function tests) or repetitive strain (musculoskeletal assessments).

Noise Exposure – A common hazard on film sets due to high-decibel sound sources (boom microphones, generators, explosions). Noise exposure must be measured, and hearing protection provided where levels exceed the Action Level (80 dB(A) for an 8-hour average).

Noise-Induced Hearing Loss (NIHL) – A permanent condition caused by prolonged exposure to high noise levels. Production companies mitigate NIHL through engineering controls (e.g., acoustic barriers), administrative controls (e.g., rotating crew) and PPE (earplugs or earmuffs).

Fatigue Management – Strategies to prevent excessive work hours and ensure adequate rest, thereby reducing the risk of accidents caused by impaired alertness. Media productions often face long shooting days; fatigue management plans may include maximum shift lengths, mandatory rest periods and monitoring of crew well-being.

Ergonomic Assessment – Evaluation of workstations, tools and tasks to minimise musculoskeletal strain. In a media context, ergonomic assessments might focus on camera operators who spend hours in static positions, or on set designers lifting heavy materials.

Manual Handling – The act of lifting, moving, or supporting objects by hand. Manual handling injuries are common on set, especially during set construction or load-in. The risk assessment must address load limits, team lifts, mechanical aids and training.

Mechanical Aid – Equipment such as trolleys, hoists, dollies or powered winches used to reduce manual handling effort. When a mechanical aid is introduced, a risk assessment must verify its suitability and safety.

Lock-out/Tag-out (LOTO) – A safety procedure that ensures hazardous energy sources are isolated and cannot be re-energised before work is completed. LOTO is vital for electrical, hydraulic and pneumatic systems used in set machinery.

Emergency Response Plan (ERP) – A documented set of procedures to be followed in the event of an emergency (fire, medical incident, evacuation). The ERP outlines roles (e.g., fire warden, first-aid officer), communication protocols, assembly points and contact details for emergency services.

Fire Warden – A designated individual responsible for coordinating fire safety measures, ensuring fire exits are clear, and leading evacuation if necessary. The fire warden must be trained in fire extinguisher use and have a clear understanding of the ERP.

Assembly Point – A pre-designated safe location where all personnel gather after an evacuation. The assembly point must be clearly marked on site maps and communicated during inductions.

Incident Investigation – The systematic process of collecting evidence, analysing causes and determining corrective actions after an incident. An investigation typically follows a structured sequence: immediate response, evidence preservation, witness interviewing, data analysis, root-cause identification and reporting.

Evidence Preservation – The act of protecting the scene and any physical or documentary evidence from alteration or loss. For example, after a crane collapse, the site must be cordoned off, photographs taken and equipment tags recorded before any removal.

Witness Interview – A structured conversation with individuals who observed the incident. Interview techniques include open-ended questioning, avoiding leading questions, and recording statements accurately. Witness accounts often provide critical insight into sequence of events and human factors.

Human Factors – The study of how people interact with equipment, processes and environments. Human factors analysis examines aspects such as perception, decision-making, communication, workload and team dynamics. In a media incident, human factors may explain why a safety protocol was not followed.

Communication Breakdown – A failure in the transmission of information that can lead to unsafe actions. Common examples include missed safety briefings, unclear hand signals during a stunt, or language barriers on an international location shoot.

Safety Culture Survey – A questionnaire used to gauge attitudes, perceptions and behaviours related to safety among crew members. Survey results help identify gaps in safety awareness and inform targeted interventions.

Trend Analysis – The process of reviewing incident and near-miss data over time to identify patterns, recurring hazards or emerging risks. Trend analysis may reveal, for example, that most falls occur during night-time shoots, prompting additional lighting or protective measures.

Statutory Reporting – The legal requirement to notify the HSE of certain incidents, dangerous occurrences or occupational diseases. Statutory reporting is distinct from internal reporting, which may capture a

broader range of events for organisational learning.

**Occupational Disease** – A disease caused by exposure to work-related hazards. In media, occupational diseases can include respiratory conditions from inhaling dust on location, or skin disorders from repeated contact with prosthetic makeup chemicals.

**Safety Performance Indicator (SPI)** – A metric used to measure safety outcomes, such as the number of lost-time injuries per 1,000 work hours, near-miss frequency, or compliance audit scores. SPIs are used by senior management to track progress and allocate resources.

**Lost-Time Injury (LTI)** – An injury that results in an employee being unable to perform their normal duties for at least one full shift. LTIs are a key SPI because they reflect the severity of incidents.

**Medical Treatment Injury (MTI)** – An injury that requires medical treatment but does not necessarily result in lost time. MTIs are also recorded for comprehensive safety data.

**Near-Miss Ratio** – The proportion of near-misses to actual incidents. A high near-miss ratio may indicate a proactive safety culture where hazards are reported before they cause harm.

**Contractor Management** – The process of selecting, monitoring and reviewing third-party contractors to ensure they meet health-and-safety standards. Effective contractor management includes pre-qualification questionnaires, verification of certifications, and on-site inspections.

**Pre-Qualification Questionnaire (PQQ)** – A document used by production companies to assess a contractor's health-and-safety capabilities before awarding work. The PQQ typically asks for evidence of competence, insurance, past performance and safety policies.

**Insurance Certificate** – Proof that a contractor holds appropriate public liability and employer's liability insurance. Insurance certificates are often required before contractors can access a set.

**Safety Management Plan (SMP)** – A detailed document that outlines how safety will be managed throughout the production lifecycle, including responsibilities, risk assessment procedures, emergency response, training, and monitoring. The SMP is approved by senior management and serves as a reference for all crew.

**Safety Briefing** – A concise presentation delivered to the crew before a shoot or specific activity, highlighting key hazards, control measures, emergency procedures and any changes to the risk assessment. Safety briefings are mandatory for high-risk work such as stunts, pyrotechnics, or working at height.

**Working at Height** – Any activity where a person could fall a distance that could cause injury, typically defined as work performed at a height of two metres or more. Working at height on set may involve scaffolding, ladders, aerial rigs or elevated platforms.

**Scaffolding** – Temporary structure used to support a work crew and materials. Scaffolding must be erected and inspected by competent persons, following BS EN 12811 standards.

**Fall Arrest System** – Equipment such as harnesses, lanyards and anchor points designed to stop a fall before injury occurs. Fall arrest systems must be inspected before each use and used in accordance with the manufacturer's instructions.

**Personal Fall Protection** – Measures that protect workers from falls, including guardrails, safety nets, and PPE.

**Safety Net** – A net suspended beneath a working platform to catch a person who falls. Safety nets must be installed by qualified personnel and inspected regularly.

**Guardrail** – A barrier that prevents a worker from reaching a fall-hazard edge. Guardrails must be installed at appropriate heights and have a load-bearing capacity as specified in relevant standards.

**Risk Register** – A living document that lists identified risks, their assessment scores, control measures, owners and status. The risk register is reviewed regularly and updated as new hazards emerge.

**Health and Safety Policy** – A formal statement of an organisation's commitment to health and safety, outlining objectives, responsibilities and arrangements. The policy must be communicated to all employees and reviewed at least annually.

**Policy Statement** – The portion of the health and safety policy that declares the organisation's intent, such as "We will provide a safe working environment for all crew members."

**Management Commitment** – The visible and active involvement of senior leaders in safety, demonstrated through resource allocation, participation in safety meetings, and enforcement of policies.

**Safety Representative** – An elected or appointed employee who acts as a liaison between the workforce and management on health-and-safety matters. Safety representatives may attend HSE inspections and hold regular meetings with the safety officer.

**Health and Safety Committee** – A cross-functional group that meets regularly to discuss safety performance, review incidents, and develop improvement plans. In a film production, the committee may include representatives from production, art, stunts, locations, and unions.

**Union Safety Representative** – A delegate from a trade union (e.g., BECTU, Equity) who monitors compliance with collective agreements and ensures that crew members' safety rights are upheld.

**Collective Agreement** – A contract between an employer and a union that may contain specific safety provisions, such as mandatory rest periods, equipment standards, or reporting procedures.

**Legal Duty of Care** – The legal obligation to take reasonable steps to protect the health and safety of others. Failure to meet this duty can result in civil liability, criminal prosecution, or regulatory enforcement.

**Reasonable Steps** – Actions that a prudent employer would take to minimise risk, considering the nature of the work, the size of the organisation and the resources available.

**Due Diligence** – The process of actively monitoring, reviewing and improving health-and-safety arrangements to demonstrate compliance with legal duties. Documentation of due-diligence activities, such as risk assessments and training records, is essential for defending against enforcement action.

**Safety Data Management** – The systematic storage, retrieval and analysis of safety-related information, including incident reports, risk assessments, inspection records and training logs. Modern productions often use digital platforms to manage safety data in real time.

**Digital Incident Reporting System** – Software that enables crew members to submit incident reports via tablets or smartphones, attach photos, and track corrective actions. These systems improve data quality, speed of reporting and accessibility for analysis.

**Data Protection** – Legal requirements under the GDPR that govern how personal data (including health information) is collected, stored and shared. Incident reports that contain medical details must be handled in compliance with data-protection policies.

**Confidentiality** – The principle that sensitive information, such as medical records or disciplinary actions, should be disclosed only to authorised personnel. Maintaining confidentiality encourages reporting while protecting individuals' privacy.

**Legal Hold** – A directive to preserve all relevant documents and electronic records when litigation is anticipated. In the media industry, a legal hold may be triggered by a serious incident that could result in claims.

**Insurance Claim** – A request for compensation submitted to an insurer after an incident causes loss or damage. Accurate incident documentation is essential for successful claims.

**Loss of Production Days** – The financial impact resulting from an incident that halts filming. Calculating loss of production days helps senior management appreciate the economic benefits of safety investment.

**Safety Audit Trail** – A chronological record of all safety-related activities, including who performed inspections, what findings were recorded, and what corrective actions were taken. An audit trail provides evidence of compliance during HSE inspections.

**Corrective Action Plan (CAP)** – A structured plan that outlines the steps required to address identified deficiencies, assigns responsibility, sets deadlines and specifies verification methods.

**Verification** – The process of confirming that a corrective action has been implemented effectively and that the risk has been reduced to an acceptable level. Verification may involve re-inspections, testing or reviewing incident trends.

**Continuous Improvement** – The ongoing effort to enhance safety performance through incremental changes, learning from incidents, and adopting best practices. In the film industry, continuous improvement may be driven by lessons learned from high-profile accidents on other productions.

**Best Practice Guidelines** – Recommendations produced by industry bodies, professional associations or regulatory agencies that represent the most effective ways of achieving safety objectives. Examples include the BFI's "Health and Safety on Set" guide and the International Alliance of Motion Picture and Television Producers (IATSE) safety handbook.

**Standard Operating Procedure (SOP)** – A detailed, step-by-step instruction for carrying out a routine task safely. SOPs are often used for equipment operation, such as operating a cherry picker or handling a propane tank.

**Equipment Certification** – Documentation that confirms an item meets safety standards, such as CE marking for electrical equipment or a third-party inspection certificate for lifting gear.

**Load-Testing** – The practice of applying a known weight to equipment (e.g., a rigging line) to verify its capacity before use. Load-testing must be performed by qualified personnel and recorded.

**Safety Signage** – Visual warnings and instructions placed on site to alert workers to hazards, indicate required PPE, or direct emergency routes. Signage must be clear, legible and comply with BS 5499 standards.

**Personal Hygiene** – Practices that maintain health and prevent contamination, such as hand washing after handling makeup prosthetics, or using protective clothing when working with dust.

**De-contamination Procedure** – A set of steps to safely remove hazardous substances from personnel or equipment. For example, after a pyrotechnics effect, crew may need to wash down equipment to remove residue.

**Medical First-Aid** – Immediate care provided to an injured or ill person before professional medical treatment is available. First-aid responders should be trained to the level required by the HSE (e.g., Level 3 for high-risk environments).

**Emergency Services Liaison** – The designated point of contact who coordinates with fire, ambulance and police services during an incident. The liaison ensures that responders have accurate site maps, access routes and knowledge of any hazardous materials on site.

**Site Map** – A diagram that shows the layout of the production site, including location of hazards, emergency exits, assembly points and access routes. Site maps are essential for both routine safety briefings and emergency response.

**Access Control** – Measures that restrict entry to authorised personnel only, reducing the risk of unauthorised individuals entering hazardous areas. Access control can be achieved through fencing, signage, badge systems or security personnel.

**Security Officer** – A person responsible for maintaining site security, enforcing access control, and monitoring for unauthorised entry. Security officers often work closely with the safety officer during high-risk activities.

**Incident Log** – A chronological record of all incidents, near-misses, and dangerous occurrences, typically maintained in a spreadsheet or digital system. The log provides a basis for trend analysis and reporting to senior management.

**Trend Dashboard** – A visual display that summarises safety performance indicators, showing patterns over time. Dashboards help managers spot emerging issues quickly.

**Safety Communication Plan** – A strategy for disseminating safety information to all levels of the production, using tools such as email bulletins, notice boards, toolbox talks and digital alerts.

**Safety Culture Assessment** – A systematic evaluation of the attitudes, behaviours and practices that influence safety performance. Assessment methods may include surveys, focus groups and observation.

**Behavior-Based Safety (BBS)** – An approach that focuses on observing and influencing safe behaviours, often using a checklist of safe and unsafe actions. BBS programmes have been piloted on large-scale productions to reinforce safe habits.

**Safety Observation** – The act of watching work activities and noting compliance or deviations from safe practices. Observations can be informal or part of a structured BBS programme.

**Positive Reinforcement** – A technique used to encourage safe behaviour by recognising and rewarding individuals or teams that demonstrate exemplary safety practices.

**Negative Reinforcement** – A corrective approach that addresses unsafe behaviour through feedback, retraining or, where necessary, disciplinary action.

**Disciplinary Action** – Measures taken against a worker who repeatedly breaches safety procedures, ranging from verbal warnings to suspension. Disciplinary actions must be proportionate, documented and consistent with company policy and employment law.

**Health Surveillance Program** – A structured schedule of medical checks for workers exposed to specific hazards, designed to detect early signs of disease.

**Occupational Health Service (OHS)** – An external provider that offers health assessments, fitness-for-work evaluations and advice on workplace health issues.

**Fitness-for-Work Assessment** – An evaluation performed by an occupational health professional to determine whether an individual is medically fit to perform a particular job, especially when the role involves high physical demand or exposure to hazards.

**Psychological Safety** – The perception that one can speak up about safety concerns without fear of reprisal. A psychologically safe environment encourages reporting of near-misses and hazards.

**Safety Leadership** – The practice of influencing others to achieve safety goals through role modelling, coaching and empowerment. Effective safety leaders demonstrate visible commitment, provide resources and empower crew to act safely.

**Safety Champion** – An individual, often a senior crew member, who promotes safety initiatives, mentors peers and helps embed safety into the creative process.

**Creative Risk Management** – The balancing act of achieving artistic vision while controlling safety risks. This concept recognises that some creative decisions inherently increase risk, requiring additional controls and rigorous investigation.

**Production Safety Manual** – A comprehensive guide that consolidates all safety policies, procedures, risk assessments, emergency plans and contact details for a specific production.

**Safety Induction Package** – A collection of documents and training materials provided to new crew members, including the health and safety policy, site map, emergency procedures and relevant risk assessments.

**Site Induction** – The portion of the induction that is specific to the location, covering site-specific hazards, access routes, emergency exits and local regulations.

**Risk Acceptance** – The decision by management to accept a residual risk after all reasonable controls have been applied. Risk acceptance must be documented, justified and communicated to relevant parties.

**Residual Risk** – The level of risk remaining after control measures have been implemented. Residual risk is assessed to determine whether it is tolerable or requires additional action.

**Risk Transfer** – The shifting of risk to another party, often through insurance or contractual clauses. For example, a production may transfer the risk of equipment damage to a rental company via a liability clause.

**Contractual Safety Clause** – A provision in a contract that outlines the safety responsibilities of each party, including obligations for risk assessments, compliance with regulations and incident reporting.

**Safety Clause** – A specific clause that may require a contractor to adhere to the host production's safety standards, provide evidence of competence, and cooperate with incident investigations.

**Safety Audit Checklist** – A list of items used by auditors to verify compliance with safety standards. Checklists may cover equipment inspection, PPE availability, documentation, training records and emergency preparedness.

**Audit Findings** – The observations and non-conformities identified during an audit, which form the basis for corrective action plans.

**Audit Report** – The formal document that summarises audit findings, assesses their severity, and recommends