

SGNZ Health and Safety Guidelines



Version 4.1 - May 2018

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Foreword

The intention of this document is to act as a framework to facilitate the safe and professional conduct of Stunt Performance within the New Zealand Film Industry. It is intended to reflect the working culture that exists within the NZ Film Industry and the way that the SGNZ fits within that culture.

This document is **not** intended to be used in isolation, it should be read in conjunction with the SGNZ Grading Manual, the ScreenSafe Health and Safety Guidelines and all relevant Approved Codes of Practice issued by WorksafeNZ. It should be made clear that this document is not an official document of the NZ Government. The SGNZ is not the regulator of the HSWA 2015 and this document is not an Approved Code of Practice as put out by Worksafe NZ.

This document is intended to be used as Guidelines and/or recommendations as to what is considered Best Practice in the NZ Film Industry. As such it is a living document that will change and evolve as a result of feedback from both the SGNZ community and the wider NZ Film Industry as both these groups progress. Feedback on its contents and effectiveness is actively encouraged and sought.

For feedback or to ensure the document being consulted is the most up to date version please contact the SGNZ council via the SGNZ website: <https://stuntguildnz.com/contact>

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Thanks to: Paul Andreassend, Craig Dunn, Sean Campbell
Previous Stunt Guild Councils and members who have contributed or consulted on this document

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1 The Stunt Guild of New Zealand

The Stunt Guild of New Zealand (SGNZ) was formed in 2001 and aims to represent and promote the professional Stunt Industry of New Zealand.

SGNZ endorses working with its members as Stunt Personnel that possess the skills and experience to deliver the very highest quality results for productions.

SGNZ aims to supply films and TV productions with the best Stunt Coordinators and Stunt Personnel available by endorsing qualifications and safety procedures. To help facilitate this the SGNZ has set minimum competencies to which individuals must adhere to qualify for membership to the organisation.

The SGNZ has also laid out a framework to allow members a path to up skill in relevant areas to progress their career.

A glossary of the terms used in these Health and Safety Guidelines (H&S Guidelines) is attached as Appendix 1.¹

¹ See Appendix 1: Page 35

2 The Health and Safety at Work Act 2015

The Health and Safety at Work Act (HSWA) 2015 came into force on 4 April 2016.

HSWA recognises that each business/industry is best placed to know what health and safety risks it creates, and what it should do to eliminate or minimise those risks.

HSWA recognises what is 'reasonably practicable' and proportional; balancing the level of risk against the chance of an incident happening versus the severity of the impact on people and how much influence and control an organisation has in preventing it.

2.1 Compliance with the Health and Safety at Work Act 2015

All Stunt Personnel working in the film and television industry have a legal obligation to take all reasonably practicable steps to care for their own health and safety. They also have obligations to prevent harm and injury to one another and all people while at work or in the place of work, and to take all practicable steps to do so.

2.2 Penalties for Convictions for Breaches of the Act

There are a range of enhanced enforcement tools under the HSWA to ensure/encourage compliance and to allow Worksafe to apply the Act more effectively. The HSWA does this by:

- Allowing Inspectors to issue infringement notices for breaches of the HSWA;
- Prohibiting insurance against fines under the HSWA (although insurance for legal costs and reparation is still allowed);
- Increasing maximum fine levels;
- Allowing people other than the Department to prosecute for breaches of the HSWA in some limited circumstances; and
- Introducing some flexibility into the limitation period for prosecutions.

3 Health and Safety Guidelines Statement

The SGNZ is committed to helping identify, control, and thereby minimise unsafe factors that apply to working conditions equipment, environments and any other possible factors that could act as an influence on any persons in a workplace where SGNZ members are operating. By doing this the SGNZ is committed to providing members with knowledge to assist in compliance with the HSWA thereby taking positive steps in achieving a safe working environment for all Stunt Personnel and other people in the industry involved in activities while at work.

It is a requirement under the HSWA that all individuals in a workplace (thereby including SGNZ members) report any foreseeable or possible event that may cause harm to any person while at work immediately to the relevant person and that they take all practicable steps to mitigate risk to prevent harm to all people in the workplace.

Legally all SGNZ members are required to comply with HSWA, other statutory obligations as laid out in NZ law and the employment contracts of the respective Production that they are working on. It is also recommended that they make themselves familiar and comply with these H&S Guidelines.

SGNZ promotes 6 keys ideas regarding Health and Safety:

- Establishing Best Practice Guidelines from both overseas and domestically as a baseline for the management of occupational health and safety;
- Members understanding the importance of and compliance with the HSWA;
- The establishment and the maintenance of a safe working environment including the safe use of equipment;
- Standards for core competencies (training/qualification, experience and abilities) to ensure Members are upskilling in relevant industry skills to ensure they are competent to carry out their roles safely.
- Transparent procedures for dealing with Accidents that may arise while Stunt Personnel are at work.
- Consulting with SGNZ members on matters of Health and Safety that affect them.

4 H&S Duties and Responsibilities

4.1 SGNZ

While the SGNZ is not the regulator of the HSWA 2015 for the Stunt Industry within NZ, as an industry body, SGNZ wishes to lead the way in determining the standard of compliance for Health and Safety in the NZ Film Industry and promote safe working standards.

One method through which this will be achieved is through the development and implementation of these H&S Guidelines and the Grading Manual: the intention of which being to make clear what “best practice” is for Stunt Performance within NZ.

4.1.1 SGNZ Council

The responsibilities of the SGNZ Council include an obligation to undertake the following:

- Inform all SGNZ members of the HSWA, and of their obligations under the HSWA 2015;
- Providing free and easy access to the Health and Safety Guidelines;
- Consult SGNZ members in the continued development and update of the H&S Guidelines and Best Practice Guidelines;
- Encourage SGNZ members to contribute information that will assist in the compliance of the H&S Guidelines;
- Identify Significant Risks that continue to occur that may be relevant for the purposes of this H&S Guidelines and develop specific controls templates for risks;
- Communicate all updates of the H&S Guidelines to SGNZ members through amendments to this document and bulletins to the membership alerting them to the amendments or developments;
- Ensure that SGNZ members have information about the Grading Framework, and that members are aware of training availability to help facilitate this;
- Work with Training Providers to ensure, as far as practicable, cost effective access to training;

4.2 Stunt Personnel

Being self-employed Stunt Personnel are likely to be classified as PCBU's (person conducting a business or undertaking) under HSWA i.e. as personnel are engaged as contractors and so are conducting their own business or undertaking. As a PCBU, Stunt Personnel have a duty of care while at work. PCBU's must ensure, so far as reasonably practicable, the health and safety of both themselves and others while at work. PCBU's are also likely to include the Production Company, Heads of Department and Stunt Coordinators, which have the same legal obligations as the Stunt Personnel themselves under HSWA.

All Stunt Personnel including Senior Stunt Performers, Stunt Performers, Stunt Utilities, Stunt Riggers, Probationary Stunt Performers and all other Crew are shall take all reasonably practicable steps to:

1. Ensure Compliance with the HSWA 2015
2. Ensure the safety of Workers while at work;
3. Ensure that no action or inaction of the Stunt Personnel while at work causes harm to any other person;
4. Assist other Workers to comply with HSWA;
5. Use sound work practices to complete work safely and report any possible risk or situation that could cause harm to anyone in the place of work;
6. Record any Accidents, or Near Misses on an Accident and Incident Form (an example template is found in Appendix 2²) accurately, giving the details about the incident including the environment in which the incident took place and then provide the form to the relevant authorities (the Production in questions H&S Department and/or WorksafeNZ if applicable);
7. Ensure that they comply with any reporting requirements for Notifiable Events under the HSWA as required by law
8. Risk identification and the assistance in the development of risk controls;
9. Be aware of, understand and encourage compliance with the H&S Guidelines and Grading Manual;
10. Follow other health and safety plans or COPs/ACOPs/Guidelines as required while working;
11. Ensure they have/are using the appropriate protective equipment that is required to ensure the safety of people on set (including Stunt Personnel);

For the avoidance of doubt, 'workers' may include the PCBU itself. The HSWA 2015 specifically states:³

Under HSWA, while at work, a worker must —

- 1) take reasonable care for his or her own health and safety; and
- 2) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- 3) comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations; and
- 4) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

Note that in addition to the requirements as set out above Stunt Coordinators and Assistant Stunt Coordinators have additional responsibilities as laid out in sections 4.2.2 and 4.2.3.

4.2.1 Penalties and Enforcement

² See Appendix 2: Page 44

³ HSWA 2015: Page 41, Section 45

In the event of an injury, incident or event, a PCBU may be found to have committed an offence against HSWA of reckless conduct in respect of duty or failing to comply with duty. A person who commits an offence relating to duties is liable on conviction to a term of imprisonment not exceeding 5 years or a fine not exceeding \$600,000, or both, for an individual who is a PCBU or an officer of a PCBU.

4.2.2 Stunt Coordinators

Duties of Stunt Coordinators include the obligations of Stunt Personell as laid out in Section 4.2 but in addition include (but are not limited to):

1. Risk identification and management;
2. Develop risk controls and implement them;
3. Be aware of, understand and encourage compliance with the H&S Guidelines and Grading Manual;
4. Follow other health and safety plans or COPs/ACOPs/Guidelines as required while working;
5. Ensure Stunt Personnel have undertaken a health and safety induction prior to starting work;
6. Ensure that a Competent Person is engaged for each role in which they are involved;
7. Ensure that any equipment, plant or structures they are supplying complies with section 42 of HSWA if applicable;
8. Make sure Stunt Personnel are using appropriate PPE that is required to ensure the safety of people on set (including Stunt Personnel);
9. Oversee the Stunt Department and its members to ensure no action or inaction by the Stunt Department causes harm to any worker while at work;
10. Report any Notifiable Events to the relevant authorities where required by law (the Production H&S Department and/or Worksafe);
11. Report any information of relevance to the continued development of the SGNZ H&S Guidelines to the SGNZ Council.
12. It is recommended that a log is kept of any accidents that occur involving Stunt Action the Stunt Coordinator is involved with and this information is used to develop better risk controls to prevent such accidents from occurring again. These Health and Safety Guidelines endorse the sharing of this information between coordinators and those members of the SGNZ who are responsible for this document.

4.2.2 Assistant Stunt Coordinators

Duties of Assistant Stunt Coordinators include the obligations of Stunt Personell as laid out in Section 4.2 but in addition include (but are not limited to):

1. Risk identification and management;
2. Develop risk controls and implement them;
3. Be aware of, understand and encourage compliance with the H&S Guidelines and Grading Manual;
4. Follow other health and safety plans or COPs/ACOPs/Guidelines as required while working;
5. Ensure Stunt Personnel have undertaken a health and safety induction prior to starting work;
6. Ensure that a Competent Person is engaged for each role in which they are involved;

7. Ensure that any equipment, plant or structures they are supplying complies with section 42 of HSWA if applicable;
8. Make sure Stunt Personnel are using appropriate PPE that is required to ensure the safety of people on set (including Stunt Personnel);
9. Report any accidents, near misses or notifiable events to the relevant authorities where required by law (the Production H&S Department and/or Worksafe);
10. Assist in overseeing the Stunt Department and its members to ensure no action or inaction by the Stunt Department causes harm to any worker while at work;
11. It is recommended that a log is kept of any accidents that occur involving Stunt Action the Assistant Stunt Coordinator is involved with and this information is used to develop better risk controls to prevent such accidents from occurring again. These Health and Safety Guidelines endorse the sharing of this information between coordinators and those members of the SGNZ who are responsible for this document.

4.3 Stunt Grading Procedure

HSWA outlines the Primary Duty of Care for a PCBU in Section 36⁴. One of these duties includes a PCBU ensuring, so far as is reasonably practicable, the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking.

In the context of Stunt Personnel, the Primary Duty of Care as defined by HSWA 2015 includes a PCBU's responsibility to engage people who are competent to perform the associated work tasks. The SGNZ Grading Manual provides a framework for an individual to be deemed competent by a relevant industry body who have the experience and insight to make such a judgement. As such engaging individuals that have not been graded in accordance with the Grading Manual (i.e. they have not provided peer reviewed evidence of industry relevant training/qualifications, experience and abilities) could increase the risk of Accidents to persons on set/in the workplace and is not recommended by these Guidelines.

SGNZ members/Stunt Personnel should ensure they maintain appropriate qualifications as set out in the Grading Manual for the level at which they are working, and for the particular roles they are working in.

⁴ HSWA 2015: Page 32, Section 36

5 Legislation and Related Documents

Relevant legislation and documents which should be read in conjunction with these H&S Guidelines include:

- Health and Safety at Work Act 2015;
- Civil Aviation Act 1990;
- Land Transport Act 1998;
- Electricity Act 1992;
- Arms Act 1983;
- Hazardous Substances Regulations 2001
- The Arms Code 2017;
- Rigging – Approved Code of Practice for load-lifting;
- Guidelines for Occupational Diving 2004;
- AS/NZS 2299.1:2015 – Occupational Diving, Part 1: Standard operational practice.
- Scaffolding in New Zealand Good Practice Guidelines 2016;
- Mobile Elevating Work Platforms Best Practice Guidelines August 2014;
- Industrial Rope Access in New Zealand: Best Practice Guidelines;
- NZ Parachute Federation requirements.
- Arboriculture: Best Practice Guidelines
- Screensafe Health and Safety Guidelines
- The “Blue Book”- Guidelines for the engagement of screen production crew in New Zealand;
- The “Pink Book” – Guidelines for the engagement of cast in the New Zealand;
- Relevant Bulletins released via
<https://www.safetyontheset.com/resources/amptp-bulletins/>
- Relevant Bulletins released via
https://www.csatf.org/bulletintro.shtml/pdf/Safety_Bulletins/TOCs.pdf

Please note this list is not exhaustive and will be added to in the future. SGNZ Members should ensure that they are familiar with the guidelines specific to the type of work being undertaken.

6 Risk Identification and Management

All Stunt Personnel should ensure they are competent in risk identification and management. For each job and worksite, risks should be identified for the particular worksite and the relevant work activities. From this process risks can be managed by being eliminated or minimised as appropriate.

6.1 Risk Identification

Risks can manifest in a number of different ways; they can be inherent to the work process, or result from equipment or machine failures and misuse, control or power system failures, or structural failures.

The identification of risks will be an ongoing process possibly requiring input from all Stunt Personnel on each job. This can take a variety of forms including but not limited to:

- “Tool Box Talks” – meetings that occur before the commencement of work (often daily) to discuss the work in question and any safety risk present.
- Internal Department meetings and planning sessions.
- Inter-Departmental meetings on a management level
- Input from the Health and Safety Department of the Production (if present).
- Formal or informal conversations between department members. These conversations may occur prior to, during or after work has been completed.

Although Production is responsible for ensuring that a suitable and sufficient risk assessment for the Production Type has been completed, that adequate controls are in place, and that risks and controls have been communicated to those that may be affected, the Stunt Coordinator should conduct a risk assessment for all the activities under their control.

6.1.1 Risk identification Process

Step 1: For each worksite/project, a Job Safety Analysis or JSA (See Appendix 3⁵ for an example template) should be begun, identifying the tasks and their associated risks.

Step 2: Once all foreseeable risks are listed, a Risk Assessment Chart (See Appendix 4⁶ for an example template), should be used to assess each risk individually. Risks should not be grouped together, as very few risks require the same control.

The Risk Assessment Chart is used to determine the risk rating so that the most serious risks (i.e. those with the highest risk and therefore the highest priority) may be considered first.

Step 3: Once all risks have been identified and processed, mechanisms for their control should be considered, implemented and documented on the JSA

⁵ Appendix 3: See Page 46

⁶ Appendix 4: See Page 48

Step 4: The Risk Assessment Chart should be used again to determine the new risk.

These forms are “living documents” and will develop and change over the course of time. All risks brought onto site or created during the course of works should be identified and controlled. The forms should be communicated back to Production so that they can inform the overall Production risk assessment.

7 Safety at Work - Practices and Procedures

7.1 Induction

It is common practice for Productions to induct workers to the workplace whenever they first enter the worksite. This practice is endorsed by these Guidelines. The induction should cover site hazards, emergency procedures, health and safety rules, confirm training and ability to undertake the work, and that PPE is being used (if appropriate).

7.2 Dry Run/Rehearsals

Before any Stunt is executed, it is recommended an onsite meeting be held to make clear the intended sequence and include an onsite walk through or dry run/rehearsal. All those involved in the final sequence, including actors and Stunt Personnel (including safety personnel if relevant), should be present at the rehearsal.

The Stunt Coordinator should clearly identify before or at the onsite meeting:

- The intended action;
- Possible deviations;
- Communication signals and chain of command;
- Authority to abort an event;
- Location of necessary safety equipment and personnel;
- Information regarding the risks of the Stunt and the controls in place; and
- Emergency procedures.

If during the rehearsal, additional risks are identified or controls are amended, the Safety Report /Hazard ID and Job Safety Analysis Form should be updated and forwarded to Production.

Changes to planned procedure should only be authorized by the Stunt Coordinator in consultation with the Stunt Performer(s) and Stunt Safety Supervisor (if applicable). Where the change is substantial, where practicable, a second dry run/rehearsal with relevant Stunt Personnel should take place.

7.3 Safety Personnel

Safety Personnel may be appointed to assist with the identification and control of risks as required and deemed necessary by the Stunt Coordinator and the Production. These personnel can take the form of but are not limited to:

- Stunt Utilities/Assistants
- Safety Spotters
- Safety Supervisors

All these personnel should be appointed on the basis of being suitably qualified persons with specialist knowledge and expertise to provide advice and recommendations regarding the most appropriate measure to minimise risks associated with the Production's Stunt sequences. They can be brought in when the Stunt Coordinator feels that having additional personnel responsible for safety reduces the risk of an accident or injury occurring in a sequence where the risk is greater than one person can reasonably handle.

All Stunt Personnel (including any appointed Safety Spotters and Stunt Safety Supervisors appointed) must ensure they comply with the requirements of the HSWA regardless of whether or not any Safety Personnel are present.

7.4 International Personnel and non SGNZ members.

From time to time a variety of Non SGNZ members are employed by the production company and engaged alongside SGNZ members. These may be International Stunt Coordinators, Performers, Stunt Specialists and Stunt Riggers or NZ Residents who are not members of the SGNZ.

When a Stunt Coordinator wishes to utilise International Stunt Personnel, they should obtain a letter of dispensation from the SGNZ. An application for dispensation should include the following:

1. Letter of Dispensation Application Form;⁷
2. Certificates and/or references to evidence qualifications/level of competency;
3. Evidence demonstrating that no suitably graded New Zealand Stunt Performer can fulfil the role;

It is recommended that all productions filming stunt action in New Zealand have a SGNZ Coordinator or Assistant Co-ordinator working in a supervisory role, in addition it is recommended that if International Stunt Personnel are contracted then they be shadowed by SGNZ member of a similar grade.

No SGNZ Probationary or Stunt Performer shall perform stunt action on any production without the presence of a SGNZ Stunt Coordinator or Assistant Stunt Coordinator.

7.5 Resources/Equipment

Any equipment, plant or structures that are supplied (as defined under HSWA) by Stunt Personnel shall comply with section 42 of HSWA.⁸

Stunt Personnel supplying resources should ensure that all required tests, examinations or certifications have been carried out and are up to date. The Stunt Personnel should also give to each person to whom they supply the resources, information on the purpose, how to use the equipment, plant, or structure, and any conditions necessary to ensure that the equipment, plant, or structure is without risks to health and safety when used for a purpose for which it was designed or manufactured.

⁷ See Appendix 5: Page: 50

⁸ HSWA 2015: Page 38, Section 42, see this section for specific requirements under the HSWA.

The Stunt Coordinator should work in consultation with all relevant parties for the safe positioning of equipment required for the shot including but not limited to:

- Cameras Equipment (Camera, Cables, Dollys, Cranes and movement paths of the aforementioned etc)
- Set Structures
- Stunt Equipment (Air Rams, Wires, Mats, Ratchets etc)
- Special Effects Equipment (Air Mortars, Cables, Explosions etc)
- Green Screens

Changes to positions of any equipment should occur in consultation with all relevant parties.

7.6 Personal Protective Equipment (PPE)

Stunt Personnel should ensure they have the required PPE for the action they are undertaking and that it meets the appropriate standard (if applicable) and is in functioning order. PPE for Stunt Performers can include, but is not limited to: body padding, ankle/wrist supports, helmets, mouth guards, eye/ear protection or harnesses. Wardrobe fitting time should be allowed to enable the proper fitting of PPE. Any actor placed in a harness for any action that involves wire work should be supervised by a competent individual from the Stunt Department i.e. Stunt Double or Stunt Rigger.

7.7 Timing of Work and Onset Safety

The fitness and willingness of crew and Stunt Personnel and all relevant contributors to continue on a production should be continuously monitored to avoid risk of fatigue related Accidents/Injury.

Mainline Stunts⁹ should, where practicable, be scheduled so that they can occur in the first 8 hours of the Stunt Performer's filming day, to reduce risk of injury through fatigue.

⁹ See Appendix 1 (Glossary) for definition. Page: 35

8 Action Specific Guidelines

For further information on the specific guidelines relevant to action in question consult the appropriate section.

8.1 Working with Fire/Fire Burns

The following practices should be applied when undertaking action involving fire:

Appropriate PPE should be worn by any Stunt Personnel directly involved with sets where fire features heavily and the risk of the Personnel catching alight either intentionally or unintentionally is high.

All wardrobe items to be used in any type of burn should be treated with approved fire retardant or be made with appropriate materials.

Water gel or other protection should be used at all times, including on the Stunt Personnel's hair if uncovered. Wardrobe fitting with costume and PPE should be undertaken prior to the performance of the Stunt to ensure wardrobe and safety equipment are do not interfere with each other.

If the Stunt requires more than a partial burn of a single person or any burn that may involve the performers face or chest, then a "Burn Master" should be appointed by the Stunt Coordinator. The Burn Master is responsible for supervising and organizing the specific procedures needed to complete the burn. Their role is primarily of organisation, safety oversight and delegation and should not be directly involved in the hands on preparations of the burn. They should have a direct line communication with the Coordinator and should be the first point of contact for all issues regarding the burn in question.

8.2 High Falls

A High Fall should be considered any fall that requires a specialized protection system to prevent injury to the performer as a result of jumping from height. This includes falls into water. High Falls are to be considered to be separate from any fall involving safety wires or rigging. The following practices should be applied when undertaking High Fall Stunts.

If mats are deemed necessary/able to be used then they should be of adequate coverage to allow for slight deviations in the travel of the performer as way of insurance for performance variables. If possible, safety spotters with "floating" mats should be positioned around the edges of the mats to contain the performer should they overshoot.

If the performer is falling into water then safety divers should be on standby in the water to assist the performer if required.

8.3 Vehicles

The Stunt Coordinator should ensure that a Competent Person/Qualified Person is engaged for the Stunt Driving that they have been engaged for.

The Stunt Coordinator should, in consultation with Production and a Stunt Safety Supervisor, determine what safety equipment is required in the Stunt Vehicle. Any vehicle involved in a collision of any kind should be equipped with 4 or 5 point Harnesses for both driver and passenger(s).

8.4 Fights

All persons performing within a piece of stunt action that involves armed or unarmed combat must be deemed adequately experienced and competent by the Stunt Coordinator.

Experience applicable to this area of stunt work is generally considered to be a combination of various skills sets. The Stunt Coordinator will determine what skills sets will be most advantageous to have in a performer for the benefit of delivering the fight requirements of the production. A background in martial arts is considered one of the foundation skills, however additional training in other areas that develop spatial awareness, physical prowess, timing, reaction times, flexibility etc, will be also beneficial.

If deemed necessary, the Stunt Coordinator should opt to instigate any manner of internal training programs during the production to ensure the Performer's skill sets are brought up to a standard that is safe.

Key Fight Scenes should be choreographed by an experienced and competent individual i.e. a Fight Coordinator/Sword Master. Background action can be created by the performers themselves but should be overseen by an experienced and competent individual to ensure that the action is safe.

The Stunt Coordinator will decide when Stunt Doubles are required to replace Cast within action sequences. This will be done at the discretion of the Stunt Coordinator in consultation with Production and the Actors in question. This decision will primarily be made in respect to the safety of the Cast and other performers but can also depend on a variety of factors including but not limited to: the ability of the cast member in question, the stunt action required, contractual obligations, insurance restrictions etc

8.5 Weaponry

Where Stunt Personnel and/or Cast are required to use firearms and projectile weaponry (pistols, rifles, shotguns, bows, crossbows and artillery pieces) in their performance, they shall undertake sufficient training and be assessed in the safe and correct use of firearms by the onset Armorer for each specific firearm prior to rehearsing or filming such performance. Safety Procedures should be decided upon in conjunction with Armorer and made clear to all individuals using firearms and projectile weaponry.

When other weapons, including but not limited to swords, shields, knives, spears, staffs, axes, oriental and medieval weapons, are required to be used, Stunt Personnel and Cast shall undertake sufficient training and be assessed in the safe and correct use of the weaponry by the Stunt Coordinator or suitably Competent Person (Fight Coordinator/Sword Master/Armorer).

If weapons are to be used in stunt action, they should be of suitable construction and ideally made of a hard polymer. If steel or aluminium weapons are to be used, then they must be blunted. At no point should live blades be used. Efforts should be made to ensure that Stunt Performers have the opportunity to rehearse with the weapons before shooting to check they are of a safe standard and fit for purpose.

The Stunt Department Management Team has the right to inspect any weapon for suitability at any time and on their judgment refuse to allow items to be used due to Health and Safety concerns.

PPE shall be worn by Stunt Personnel and actors where practicable when using weaponry at the discretion of the Stunt Coordinator.

8.6 Diving

Stunt Action involving Diving may involve the use of SCUBA (Self Contained Underwater Breathing Apparatus). If this is required then under NZ Law there are legislative and procedural requirements which must be followed. Please consult the relevant ACOP¹⁰ and AS/NZS Standard¹¹. A brief summary of the requirements is included below for ease of access.

The Stunt Coordinator should oversee the selection of the Dive Team to fulfil the needs of the production. At their discretion, the Stunt Coordinator may choose to bring in a separate Dive Operations Coordinator (DOC) to operate as a day to day supervisor of the team's activities. This may be for a number of reasons from ranging from the scope of the project to the Coordinators own level of dive proficiency. Note that this DOC may not necessarily be acting as the Dive Supervisor on set (as required by AS/NZS 2299.1:2015).

Dictated by the techniques and equipment used to access the underwater environment, Dive Team members can operate in one of two classifications:

- Scuba Divers: Any individual breathing compressed air at depth i.e "on tank".
- Free Divers: Any individual using breath hold techniques.

Deeming a person to be competent to act in either capacity is the responsibility of the Stunt Coordinator and/or DOC. A competent person is someone who has the necessary combination of training, experience and ability/attitude to carry out the work required for the production safely and effectively.

¹⁰ Guidelines for Occupational Diving 2004

¹¹ AS/NZS 2299.1:2015 – Occupational Diving, Part 1: Standard operational practice

Every diver engaged in a diving operation shall inform the DOC if they are unfit or if there is any other reason why they should not dive. Under no circumstances shall a diver be required to dive when they consider the conditions to be unsafe or their physical condition may prevent safe completion of the dive.

8.6.1 Scuba Divers

All Scuba Divers working as members of the Stunt Department are required to comply with WorksafeNZ's Guidelines for Occupational Diving and AS/NZS 2299.1:2015 at all times.

8.6.2 Selection of Scuba Divers

It is recommended that all Scuba Divers working within the Stunt Department have current Certificates of Competency (COC) with a minimum of Film endorsement as issued by WorksafeNZ. However, a diver that does not have a current COC may only work "on tank" under the direct supervision of a diver with a COC in "trainee" capacity. Worksafe's guidelines define "direct supervision" as "within reach, or within visual contact" and that a 1:1 ratio is required.

Note that if any tools (hand or powered) are to be used underwater then, as required by the Occupation Guidelines and AS/NZS 2299.1:2015 then any diver must have a current Construction Certificate of Competency as issued by Worksafe NZ.

8.6.3 Additional Matters for Scuba Divers

Divers should follow only operate within their personal limits and training at all times. Best practice is that divers should always exit the water with at least 50 bar on the surface. As required by AS/NZS 2299.1:2015 at no point should a diver operating on Scuba go into decompression. If at any point an individual breathes compressed air at depth they should be considered to have undergone a dive with the following minimum profile: 20 minutes at 10 meters. If the depth that they inhaled compressed air at is greater than 10 meters then defer to that depth. These profiles should be used to calculate subsequent dives and the safe working times that the individual may spend underwater.

8.6.4 Freedivers

The Guidelines for Occupational Diving do not apply to Freedivers however any individuals engaged in this capacity should be physically fit and have training and experience in breath hold technique, breath hold safety (Blow, Tap, Talk) and emergency procedures.

8.6.5 Surface Supervisor and Dive Team Numbers

As required by AS/NZS 2299.1:2015 for any diving operation a Surface Supervisor shall be in charge of all diving operations on the day and shall have final authority for safety of the divers. If practicable the Stunt Coordinator or DOC may act in this capacity however if the Stunt Coordinator or DOC is required to carry out another activity other than Supervising, responsibility for supervising diving operations should be handed to another competent individual.

For more information on this please refer to AS/NZS 2299.1:2015

The number of divers required either as divers completing work or as Standby Divers is dictated by the nature of the work in question, for further guidance on this please refer to AS/NZS 2299.1:2015

8.6.6 Dive Limits and Procedures

Prior to any diving work taking place the hazards related to the proposed activities must be identified and control measures to manage the significant hazards be implemented and understood by all persons involved. Consideration should be given to water depth, conditions, temperature and the time expected to complete the shot or task. Dive Limits and Procedures should be planned out well in advance and communicated to the whole Team. A set of industry-acceptable dive tables and procedures must be utilised and available on site where any diving work is taking place. Working within NZ the wider Dive industry endorses the DCIEM Tables as the tables to use although other tables such as the US Navy Tables are also acceptable.

As stipulated by AS/NZS 2299.1:2015 at no point should a diver working on Scuba be required to undergo decompression stops either in water or out of water in a chamber.

A thorough pre-dive briefing including hazard management and emergency procedures must be given and all persons involved in the diving work must be made aware of their roles and responsibilities.

A suitable, efficient and reliable method of communicating must be in place for all diving work.

8.6.7 Equipment

Any equipment used by the Dive Team must be in accordance with manufacturer's guidelines and AS/NZS 2299.1:2015. Regulators should have been serviced within the last 12 months and Scuba tanks must be "in test". Divers are encouraged to have equipment set up in such a way that they are experienced with.

8.6.8 Record Keeping and Log Books

All divers should maintain a hard copy personal dive log book with photograph and current dive medical as a permanent written record (in ink) of all dives in the last 5 years. The dives are to be sequentially numbered and are to include a running total of dive time. The current log book containing at least the last ten dives is to be maintained on site and is to be available for inspection if requested.

8.6.9 Emergencies and First Aid

Emergency contact information, including the location of the closest available hyperbaric treatment facility shall be available on set. The contact details of any local area designated diving doctor and the NZ Divers Emergency contact free phone number (0800 4 337 111) must be recorded. The emergency plan must cover such issues as recompression chamber evacuation contingencies, the

provision of an effective means of emergency communication, and local contact information. Consideration must be given to the recovery of a diver from the water in the event of an emergency and how this is to be achieved.

Trained First Aid personnel should be on site to ensure adequate immediate treatment is available for any diving emergency causing injury or illness. Individuals tasked to act in this capacity must be trained in the treatment of illnesses and injuries brought about by working underwater, in particular an oxygen administration course. There must be sufficient first-aid equipment at the diving site for any emergency including medical oxygen delivery equipment.

8.7 Animals and Horses

Where Stunt Personnel and/or actors are required to perform on or near animals, the Stunt Coordinator should discuss with the owner of the animal's specific safety procedures relevant to the animals in question and pass this information on to all relevant parties. If required and practicable, an Animal Wrangler/Horse Master should be appointed and be responsible for the safety aspects of the performance including training and education.

Only experienced and competent riders should be engaged to work with horses in a riding capacity.

8.8 Explosives

If Stunt Personnel are either operating in the vicinity of or with rigged with any type of explosive device, the personnel should consult with the Stunt Coordinator and a qualified special effects person as to the nature of the explosives. Clear methods of communication should be established regarding the operation of the explosives and timings for the Stunt Performers action. Blast Radius and safe areas should be made clear to all persons involved with the action and emergency abort procedures.

If Fire or Wirework is also to be used see the guidelines above for additional details to be factored in.

8.9 Aircraft and aerial work

Where Stunt Personnel and/or actors are required to perform in, on or near aircraft, an Aerial Coordinator should be appointed where practicable.

Where Stunt Personnel and/or actors are required to use parachutes or semi-rigid wings in their performance, they shall undertake sufficient training & be assessed in the safe and correct use of such devices by a suitable qualified person and a Drop Zone Coordinator should be appointed.

8.10 Hazardous works

HSWA requires notification to WorksafeNZ in writing at least 24 hours prior to commencement of any work that involves.

1. Work with a risk of falling 5 meters or more;

2. Erecting or dismantling scaffolding with a risk of falling 5 meters or more;
3. Logging or tree felling undertaken for commercial purposes;
4. Use of lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of 5 meters or more, excluding:
 - a) work using an excavator
 - b) work using a forklift, or
 - c) work using a self-propelled mobile crane.
5. Work in any drive, heading, or excavation in which persons are required to work with a ground cover overhead;
6. Work in any excavation in which any face has a vertical height of more than 5 meters and an average slope steeper than a ratio of 1H:2V;
7. Work in any pit, shaft, trench, or other excavation in which persons are required to work in a space more than 1.5 meters deep and having a depth greater than the horizontal width at the top;
8. Work involving the use of explosives, or storage of explosives for use at the worksite;
9. Work in which a person breathes compressed air, or a respiratory medium other than air.

8.11 Rigging

A “rig” can be defined as any action or activity that requires the use of ropes or wires to achieve the vision of the Director or Stunt Coordinator and is a complex area that requires trained and competent personnel with knowledge of the specialist equipment.

It is recommended that any action involving rigging is to be considered a “Mainline Stunt” and as such the Stunt Coordinator, in consultation with the Key Rigger is to be considered the authority on safety for the action.

The Key Rigger is to have sign off on all matters relating to the design and implementation of all Rigs. No changes should be made to any Rig without the approval of the Key Rigger and/or Stunt Coordinator and only members of the Stunt Rigging department should make those changes unless otherwise authorized by the Key Rigger.

Note that certain areas of the Stunt Rigging, such as working at height have existing Guidelines as stipulated in the following Approved Codes of Practice from WorksafeNZ:

- Rigging – Approved Code of Practice for load-lifting;
- Arboriculture: Best Practice Guidelines;
- Industrial Rope Access in New Zealand: Best Practice Guidelines;

These documents should be consulted for further information.

8.11.1 Safety Ratings

Best Practice is that regardless of the type of equipment and application any Rigging equipment being used should follow a safety rate of:

- 1:10 for performers

- 1:4 for objects

8.11.2 Specialised Equipment

Specialised equipment used by the Stunt Rigging Department should only be designed, operated and maintained by a competent individual or under the direct supervision of a competent individual. Such equipment includes but is not limited to pneumatic, hydraulic, mechanical or electrically powered equipment such as:

- Ratchets
- Air Rams
- Winches
- Counterweight Systems.
- Scaffolding and Truss Structures

Due to the specialized and often unorthodox design of these systems a strict adherence to health and safety considerations is required at all times. These systems are often capable of exerting levels of force that is dangerous to the performer if they are not operated correctly and the performer is often not able to detach themselves without assistance.

It is recommended that any action requiring such systems are comprehensively tested and rehearsed prior to shooting to ensure that all possible variables are accounted for and the action being completed is safe and fit for purpose. Changes to the rig should be made one at a time to ensure any change is having the desired and intended effect. Substantially changing a rig immediately prior to shooting is not recommended due to the increased likelihood of a unsafe practice not being picked up and going on to injure the performer or others.

Any equipment that is being purpose built and supplied should only be done so by a competent individual who has a full and proper understanding of the intended use of the equipment in question. It is recommended that an operator's manual be made available for all pieces of specialised equipment and that such manuals make clear the safe working procedures and load limits and any conditions necessary to ensure that the equipment, plant, or structure is without risks to health and safety when used for a purpose for which it was designed or manufactured

Regardless of the type of equipment being used the following control measures should be taken into consideration:

- Safety Factors inline with best practice is to followed at all times (1:10 for performers, 1:4 for objects.
- Inspect all systems prior to use and periodically during use. Be aware of any auto cut outs built into the system and ensure they are not active immediately prior to use.
- Store any gas/propellant in accordance with HSNO Control Regulations
- Ensure all cables are properly covered to prevent a tripping hazard.
- Counterweight systems are to be enclosed to prevent striking workers in the immediate proximity. If an enclosure is not practicable then additional safety measures/cordons should be employed to prevent serious harm coming to any person in the area.
- No persons are to travel beneath a suspending object or performer unless required by the shot. Should it be required by the shot such action should be planned for and appropriate control measures put in place.

- The operator of any equipment should endeavor to have line of sight to the performer at all times. If working “by touch” or “off marks” then it is recommended a safety spotter be used to ensure the safety of the performer.

8.11.3 Ropes

Any ropes used in a stunt rigging context should be clearly identified to avoid confusion as to its characteristics (static, semi static, dynamic etc). The history of the rope should be kept track of and retired as appropriate. The types of ropes used will depend on application but it is recommended that if the action in question places the line in proximity to fire then wire ropes are used.

8.11.4 Knots and Splicing

If using high tensile low stretch unsheathed textiles such as Dynex or Tech 12 if practicable it is recommended that any attachment points are spliced rather than tied. Splicing should only be undertaken by a competent individual and to the manufacturer's specifications. Different brands of high tensile line (commonly named together as “tech”) have differing specifications when it comes to the recommended tail lengths and this should be noted.

When splicing is not practicable either due to the nature of the application or time constraints (especially on sheathed textiles) then secure knots should be used. Knots should only be tied by a competent individual and safety ratio should be followed. Regardless of the type of knot tied (which will be dictated by application) it is recommended that all knots are dressed correctly and have an appropriate amount of tail to allow for tightening under load.

8.11.5 Hardware and Software.

For guidelines on the use of hardware such as but not limited to:

- Carabiners
- Mallions
- Shackles
- Devices such as Jumas/Handjammers, Protraxions, Rigs/IDs, Grigris, Pullys etc

Or software such as but not limited to:

- Slings
- Soft Shackles

Consult the manufacturer documentation included with the item and the relevant Approved Codes of Practice for specific concerns of their use depending on the context. This includes but is not limited to:

- Rigging – Approved Code of Practice for load-lifting;
- Arboriculture: Best Practice Guidelines;
- Industrial Rope Access in New Zealand: Best Practice Guidelines.

8.11.6 Harnesses for Performers

All harnesses used for the safety of the performer should be considered part of Rigging Department and not costume. It is best practice to make sure than no costume is attached to the harness and no harness should be marked, dyed or modified in anyway unless with the express permission of the Key Rigger and by a competent person. Harnesses should be not modified so as to reduce the Safe Working Load or Minimum Breaking Strain of the harness.

If a harness is custom made it should only be manufactured by a competent person and the ratings of the harness should be clearly marked. Harnesses should be inspected before use to ensure they are not damaged and are fit for purpose. Attention should be made to their expiry dates and if there are any doubts as to the safety of a harness then the harness in question should be removed from use until such a time as it has been inspected and given the all clear or it should be destroyed.

The Key Rigger has the right to inspect any harness supplied by performers and if necessary deem it unsuitable for use.

If a none Stunt Performer is being put into a harness for a specific piece of action then a member of the Stunt Department of the same gender should supervise to ensure that the harness is being worn correctly and is fit for purpose.

8.11.7 HSWA and Rigging Equipment

Any equipment, plant or structures that are supplied (as defined under HSWA) by Stunt Personnel shall comply with section 42 of HSWA.¹²

Stunt Riggers supplying resources should ensure that all required tests, examinations or certifications have been carried out and are up to date.

8.11.8 Unorthodox use of Equipment and Compliance

On camera action may require machinery and equipment to be used in such a way that is non standard in nature. Equipment commonly used in such a way includes but is not limited to:

- Elevated Work Platforms (EWP)
- Telehandlers
- Forklifts
- Cranes
- Ladders
- Scaffolding

All efforts should be made to follow existing Approved Codes of Practice or Best Practice where possible. If this is not practicable due to the nature of the action but action can still be completed safely then all Riggers and Stunt Personnel should ensure there a sufficient safety measures in place to mitigate the risks present.

¹² HSWA 2015: Page 38, Section 42, see this section for specific requirements under the HSWA.

In the case of Heavy Machinery all persons operating this machinery should have the relevant training and experience. A partial list can be found below:

- Forklift: F Class Driving Endorsement, W Driving Class Endorsements or other training may also be required depending on size of vehicle, Unit Standards: 10851,10852,18409,18496
- EWP: Unit Standards: 23960, 23961, 23962, 23963,23964,23965 and 23966 W,T or R Driving Class Endorsements may also be required.

8.11.9 Use of Riggers on Set

Riggers can usually be defined as working in one of two possible roles:

- **Rig Assists:** Riggers predominantly working on the ground responsible for operation of ground based rigging equipment.
- **Climbers:** Riggers primarily working at height.

Although SGNZ has set minimum competencies for qualification as a SGNZ recognised Rigger these do not distinguish between the two roles and as such an individual's capacity to undertake tasks as a rigger on set will be defined by the training, experience and abilities of the individual in question.

These include but are not limited to a combination of the following:

- An understanding of loading and its implications.
- An applied knowledge of pulley systems, counterweights and other rigging.
- Scaffolding and Truss Systems
- The use of specialised rigging systems including emergency measures.
- Machinery such as Forklifts, EWP's etc
- Arboriculture and/or Industrial Rope Access (Climbers specifically).

Any tasks working at height should be done in full compliance with the relevant Approved Codes of Practice:

- Arboriculture: Best Practice Guidelines;
- Industrial Rope Access in New Zealand: Best Practice Guidelines

SGNZ strongly encourage additional internal training sessions under the close supervision of experienced team members as a single qualification does not, in itself provide enough knowledge to cover the wide array of situations Riggers within the NZ Film Industry find themselves operating in.

8.11.10 Rescue Situations relating to Working at Height

Risk Management Strategies should include planning for situations involving an emergency or accident occurring involving individuals working at height.

A rescue plan inline with Industry Standards should be prepared and rehearsed by competent individuals. This should be made known to all relevant parties and updated as required as per the needs of the production. At the beginning of each day, as part of a 'Tool Box' meeting, individuals tasked with responding to an emergency situation should ensure they are prepared for such an event and discuss any specific challenges due to the location.

9 Management Controls

Risks in the workplace are controlled by a combination of “local controls” specific to a risk, and “management controls” for ensuring that these are implemented and remain active. It is necessary to ensure that once risk controls are put in place they stay in place and are used. It is also important to provide a feedback mechanism for ensuring that the controls are adequate and responsibilities are understood by all.

A full and thorough understanding of the SGNZ H&S Guidelines, the Production H&S Procedures, Safety Report/Hazard ID and Job Safety Analysis Forms and the obligations these documents place on the Stunt Personnel, needs to be communicated to, and understood by, all Stunt Personnel. Should a glaring omission become obvious to any member of the SGNZ then this should be communicated to the Council for evaluation and possible inclusion in the H&S Guidelines going forward.

10. Emergency Procedures

In the event of an emergency or evacuation, Stunt Personnel should follow the worksite's emergency procedure and assemble at the designated evacuation area. Each worksite will have different procedures, so Stunt Personnel should ensure they are aware of the procedure and the evacuation area. This information should be discussed at an induction.

Stunt Coordinators should ensure other Stunt Personnel have received information on the emergency procedures.

10.1 First Aid

Stunt Personnel should ensure they are aware of the location of First Aid Kits on work sites and who the First Aiders are.

If Stunt Personnel are First Aiders, training should be kept up to date. First Aiders should comply with any relevant training when attending to any incident.

The role which Stunt Personnel undertake during an incident requiring First Aid will be dictated by a number of factors including:

- Nature of the Stunt Action related to the incident
- Severity of the possible injury sustained
- Distance to higher medical attention

The presence and skill level of any Stunt Personnel trained in First Aid does not negate the need for the attention and skills of further specialist medical professionals as deemed necessary by the Stunt Coordinator/Production Health and Safety Department.

11 Accident Reporting

In the event of Serious Harm or an Accident occurring after assistance has been given to any Accident and make the Accident site safe and secure the incident should be reported as soon as possible to the Productions H&S Department and if required WorksafeNZ. This included Near Misses that could have resulted in Serious Harm.

The accident reporting process to the Production's Health and Safety Department should have been covered in the Induction completed at the start of the project. Accident reporting to WorksafeNZ is to be done by telephone or email within 48 hours and in writing on the prescribed form. The required form, Notification of a Notifiable Incident form or Notification of a Death or Notifiable Injury or Illness form can be found on the WorksafeNZ website.

All Stunt Personnel must report Accidents and near misses to all relevant parties as required by the seriousness of the incident in question including but not limited to:

- Stunt Coordinator/Assistant Coordinator
- Production Health and Safety
- Worksafe NZ
- NZ Police
- Department of Labour

Failure to do so may result in breach of the HSWA and prosecution, and the possibility of a rejected ACC claim if an injury becomes relevant at a later date.

It is recommended that Stunt Coordinators keep a log of all accidents that occur involving Stunt Action the Stunt Coordinator is involved with and this information is used to develop better risk controls to prevent such accidents from occurring again. These Health and Safety Guidelines endorse the sharing of this information between coordinators and those members of the SGNZ who are responsible for this document.

11.1 Interference with the Accident Scene

Where a person is seriously harmed while at work, or in the place of work, no person (unless authorised by the Worksafe NZ Inspector or Police) shall interfere with the Accident scene or any matter concerning the Accident except to:

1. Save the life of a person, prevent further harm or relieve suffering; or
2. To maintain access of the public to an essential service; or
3. To prevent serious damage to or serious loss of property.

12 Return to Work

Stunt Personnel are encouraged to notify the SGNZ Council immediately when they are injured so that the Council may assist where they can to ensure the injured party has the resources they need to have the greatest chance of making a full recovery. Members are encouraged to participate fully in their rehabilitation programme as set down by their medical professional and/or ACC.

Where possible the SGNZ acknowledges the benefit of, and encourages a process where, personnel that have been injured are given the opportunity to return to work in a reduced capacity and/or light duties role where possible and appropriate at the Coordinator and Productions discretion.

13 Codes of Conduct

13.1 General Behaviour

All SGNZ members are expected to follow these H&S Guidelines and the General Conduct Clauses of the Production they are working on. Serious misconduct may result in membership being revoked and/or termination of a contract. A formal warning may be issued prior to revocation of membership.

Before any measure is taken, SGNZ will issue written notice to outline the incident, and provide the member with an opportunity to respond, this response will be considered by the SGNZ Council before further action is taken. In the event that the incident involves matters which pose a risk of serious harm, the SGNZ may, without notice, refer the matter to WorksafeNZ.

SGNZ Members should commit to personal accountability for professional conduct in their dealings with others and on all work sites the following behaviour is expected:

- No offensive behaviour;
- No drugs or alcohol at Workplace;
- Not being intoxicated or under the influence at Workplace;
- No weapons (excluding Stunt equipment);

13.2 Drugs and Alcohol

All members are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

SGNZ condemns the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs on work sites. Partaking in these activities will be considered serious misconduct.

Stunt Personnel involved with hazardous Stunts where there is a potential health and safety risk may be required to undergo drug and/or alcohol testing under production companies' drugs and alcohol policy. All SGNZ members are expected to comply with this testing if requested to do so.

It is the responsibility of all members to identify concerns about another member's immediate ability to perform their job, and take appropriate steps.

Appendix 1:

Glossary of Terms

GLOSSARY OF TERMS – HEALTH AND SAFETY PLAN AND GRADING MANUAL

Accident	<p>"Accident" means an event that-</p> <p>a) Causes any person to be harmed; or</p> <p>b) In different circumstances, might have caused any person to be harmed.</p> <p>The second part of this definition means that what are sometimes referred to as "near misses" are covered. The term's most important use is in relation to the recording and reporting of Accidents.</p>
Assistant Stunt Coordinator	Means a person who has attained Level 4 'Assistant Stunt Coordinator' grading in accordance with the Grading Manual.
Competent Person	A person who has the requisite grading level in accordance with Grading Manual, for a particular role, and who has acquired, through a combination of demonstrated qualifications, training or experience, the knowledge and skill for a particular role.
Contractor	A person engaged by any person to do any work for gain or reward. Note that a contractor differs in their legal rights from an Employee. The current status quo for workers in the NZ Film Industry is as Contractors, not Employees.
Grading Manual	The Stunt Guild New Zealand Grading System Manual
Fight Coordinator	A person responsible for the design and safety of a Fight Action on a film set. In the context of the SGNZ it is an individual who has attained the requisite grading for this role in accordance with the Grading Manual, with the responsibilities set out in this H&S Plan and the Grading Manual.
Harm	Being injury that is more than trivial, the severity of whose effect on any other person can also depend on the frequency of exposure.
Hazard	Includes a person's behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour)
Head Rigger/Key Rigger	A person responsible for the design and safety of Rigging and Stunt Rigs. In the context of the SGNZ it is an individual who has attained the requisite grading for

	this role in accordance with the Grading Manual, with the responsibilities set out in this H&S Plan and the Grading Manual.
HSWA	Health and Safety at Work Act 2015.
H&S Plan	This document
Rigger	A person who has attained the requisite grading for this role in accordance with the Grading Manual, with the responsibilities set out in this H&S Plan and the Grading Manual.
Identifiable Stunt/Sequence	Stunt action being performed by Stunt Personnel
Industry Relevant Skills	Skills include but are not limited to <ul style="list-style-type: none"> Martial Arts; Vehicles; Gymnastics; Trampolining; High Diving; Horses; Parachuting/Sky Diving; Extreme Adventure Sports; Rock Climbing; Sub Aqua; Swimming; White Water; Snow Skiing/Boarding; Mountaineering/Single Rope Technique (SRT); Water Skiing/Wind Surfing/Surf Boarding
Mainline Stunt	Stunt Action/sequence that requires any specialist skill or endured discomfort as part of the performance for which a Stunt Adjustment may be paid. Examples include but not limited to: fire burns, near explosions, fight action, vehicle impacts, high falls, stair falls, horse falls, flying rigs, air rams, ratchet rigs and temperature extremes.
Near Miss	Any incident that may have led to the injury or detriment of health of any person(s) or assets such as building, equipment or the environment.

<p>Notifiable event</p>	<p>Any of the following events that arise from work: (a) The death of a person; or (b) A notifiable injury or illness; or (c) A notifiable incident. Refer to HSWA ss 23-25 http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/hswa-fact-sheets/what-events-need-to-be-notified</p>
<p>Notifiable incident</p>	<p>An unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person’s health or safety arising from an immediate or imminent exposure to—</p> <p>(a) An escape, a spillage, or a leakage of a substance; or (b) An implosion, explosion, or fire; (c) An escape of gas or steam; or (d) An escape of a pressurised substance; or (e) An electric shock; or (f) The fall or release from a height of any plant, substance, or thing; or (g) The collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; or (h) The collapse or partial collapse of a structure; or (i) The collapse or failure of an excavation or any shoring supporting an excavation; or (j) The inrush of water, mud, or gas in workings in an underground excavation or tunnel; or (k) The interruption of the main system of ventilation in an underground excavation or tunnel; or (l) A collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; or (m) Any other incident declared by regulations to be a notifiable incident for the purposes of this section.</p>
<p>Notifiable injury or illness</p>	<p>In relation to a person, means—</p> <p>(a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):</p>

	<p>(i) The amputation of any part of his or her body: (ii) A serious head injury:</p> <p>(iii) A serious eye injury:</p> <p>(iv) A serious burn:</p> <p>(v) The separation of his or her skin from an underlying tissue (such as degloving or scalping):</p> <p>(vi) A spinal injury:</p> <p>(vii) The loss of a bodily function:</p> <p>(viii) Serious lacerations:</p> <p>(b) An injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:</p> <p>(c) An injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:</p> <p>(d) Any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—</p> <p>(i) With micro-organisms; or</p> <p>(ii) That involves providing treatment or care to a person; or</p> <p>(iii) That involves contact with human blood or bodily substances; or</p> <p>(iv) That involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or</p> <p>(v) That involves handling or contact with fish or marine mammals:</p> <p>(e) Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.</p>
PCBU	<p>A person conducting a business or undertaking (PCBU) means a person conducting a business undertaking —</p> <p>(i) Whether the person conducts a business or undertaking alone or with others; and</p> <p>(ii) Whether or not the business or undertaking is conducted for profit or gain.</p>
Personal Protective Equipment (PPE)	<p>Anything used or worn by a person (including clothing) to minimise risks to the person's health and safety; and includes air-supplied respiratory equipment.</p>
Probation Stunt	<p>A person who has attained Level 1 'Probation Stunt Performer' grading in</p>

Performer	accordance with the Grading Manual.
Production	Unless the context requires otherwise, Production is a reference to the Production team.
Production Type	Includes but is not limited to feature film production, television production (television- movies, series, mini-series), television commercial production.
Qualified Person	A person who, by possession of a relevant recognised degree, other tertiary qualification or relevant certificate of professional standing, or who, by extensive knowledge, training and proven experience, has successfully demonstrated the ability to perform the task required & solve or resolve problems relating to the subject matter and work.
Reasonably Practicable	<p>For the purposes of managing risk, so far as is reasonably practicable is a balance between what is possible (the highest level of protection) and what is achievable (reasonable in the circumstances).</p> <p>Duty holders need to consider what is reasonably able to be done in relation to ensuring the health and safety of workers and others, taking into account and weighing up all factors including:</p> <ul style="list-style-type: none"> The likelihood of the hazard or risk concerned occurring The degree of harm that might result from the hazard or risk What the duty holder knows, or should reasonably know, about the: <ul style="list-style-type: none"> a. Hazard or risk, and b. Ways of eliminating or minimising that risk <p>Only after assessing the extent of the risk, and the available ways of eliminating the risk, should the duty holder consider the cost. Consideration of cost should generally only take precedence over safety when it is grossly disproportionate to the risk.</p> <p>Refer also to section 22, HSWA</p>
Rigging	The use of pulleys, slings, shackles, ropes and/or other similar means for suspending or securing equipment and Stunt Personnel.
Risk	<p>Risk can be described as the likelihood certain consequences (death, injury, or illness) occur when a person is exposed to a hazard.</p> <p>Risks arise from people being exposed to a hazard (a source of harm).</p>

Safety Assistant	A person who has been appointed by the Stunt Coordinator to assist with onset safety processes.
Safety Spotter	A person appointed by the Stunt Coordinator to observe an “at risk” scene and assist in controlling risks.
Senior Stunt Performer	A person who has attained Level 3 ‘Senior Stunt Performer’ grading in accordance with the Grading Manual.
Serious Harm	<p>"Serious harm" for the purposes of the Act:</p> <ol style="list-style-type: none"> 1) Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration, crushing. 2) Amputation of body part. 3) Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic. 4) Loss of consciousness from lack of oxygen. 5) Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or ingestion, of any substance. 6) Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence. <p>The definition of serious harm is relevant to employers' duties to manage risks, notification requirements, employees' rights to refuse to do dangerous work, and inspectors' powers to issue prohibition notices.</p>
SGNZ	Stunt Guild of New Zealand
Significant Risk	<p>Significant risk means a risk that is an actual or potential cause or source of –</p> <ol style="list-style-type: none"> a) Serious harm; or b) Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the risk; or c) Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the risk.

	<p>The definition of significant risk is relevant to:</p> <ul style="list-style-type: none"> a) Employer's duties to manage risks under the Act; b) Duties of persons in control of a place of work; and c) Departmental medical practitioners' powers to suspend employees or require them to undergo medical examinations.
Stunt/Stunt Work	An unusual and/or difficult physical feat or an act requiring a special skill, performed for a Production Type.
Stunt Adjustment	An extra payment (Stunt adjustment or Stunt loading) for the performance of a Mainline Stunt.
Stunt Coordinator/Stunt Coordinators	A person who has attained Level 5 'Stunt Coordinator' grading in accordance with the Grading Manual. Stunt Coordinator is responsible for Stunt Performers, actors and other Stunt Personnel, and have sufficient experience in a wide range of Stunt applications in Industry Relevant Skills.
Stunt Double	A person who is acting as in the place of another person who has been engaged specifically as a skilled replacement for that person due to the nature of the action.
Stunt Performer	A person who is qualified at level 2 as a 'Stunt Performer' under the Grading Manual. A Stunt Performer is deemed to be suitably graded, qualified and skilled to perform Stunts under the supervision of a Stunt Coordinator or Assistant Coordinator.
Stunt Personnel	Means any Individual engaging in work on a Production Type/Production.
Stunt Specialist	Is person who concentrates primarily on a particular subject or activity that is highly skilled in a specific field of Stunt Work possessing or involving detailed knowledge in that area.
Stunt Specialist Equipment	Includes, but is not limited to, air rams, air ratchets, descenders, ascenders, fire protection gear, weaponry, harnesses, modified vehicles, boats and airplanes.
Stunt Assessment	This is a competency test done by a Stunt Coordinator or Stunt Specialist E.g. Stunt Horse Master, who is qualified to assess the competency of an actor during a rehearsal of a Stunt to make sure they have the necessary skills and competency to perform the Stunt safely.

<p>Worker</p>	<p>An individual who carries out work in any capacity for a PCBU, including work as:</p> <ul style="list-style-type: none"> (a) An employee; or (b) A contractor or subcontractor; or (c) An employee of a contractor or subcontractor; or (d) An employee of a labour hire company who has been assigned to work in the business or undertaking; or (e) An outworker (including a homemaker); or (f) An apprentice or a trainee; or (g) A person gaining work experience or undertaking a work trial; or (h) A volunteer worker; or (i) A person of a prescribed class.
<p>Workplace</p>	<p>Where work is being carried out, or is customarily carried out, for a business or undertaking.</p>

Appendix 2:

Incident Form

Incident Reporting Form

Incident Date: _____

Approximate Incident Time: _____

Incident Location: _____

Department Members Involved: _____

Events Preceding Incident (use reverse for additional details if required):

Did the incident happen on a public road?	Y	/	N
Were any other Departments involved?	Y	/	N

If yes, which Departments: _____

Follow up action taken:

Signed: _____

Date: _____

Coordinator sighted: _____
Date: _____

Appendix 3:

**Job Safety Analysis
(JSA)**

JOB SAFETY ANALYSIS FORM (JSA) - (Management of Risks Relating to One Task)							
<p>SPECIFIC TASK:</p> <p>JSA ASSESSMENT #:</p> <p>Document to be circulated to all relevant departments and Production Stunt Coordinator to liaise with all relevant departments and Production as necessary</p>							
Details of Task (steps) to Achieve Task	Potential Risks Associated with Task	Potential Harm	E	M	Risk Controls	Responsibility	
<p>PROJECT NAME:</p> <p>PRODUCTION COMPANY:</p> <p>SITE ADDRESS:</p>		<p>PREPARED BY:</p> <p>ROLE:</p> <p>DATE:</p>					

Note: E stands for Eliminate, M stands for Minimise

Appendix 4:

Risk Assessment Chart

Risk Assessment Chart

		LIKELIHOOD						
		Extremely Unlikely 1	Remote 2	Very Unlikely 3	Unlikely 4	Possible 5	Likely 6	Frequent 7
CONSEQUENCE	Catastrophic 5	Medium	High	Very High	Very High	Very High	Very High	Very High
	Major 4	Low	Medium	High	Very High	Very High	Very High	Very High
	Serious 3	Low	Low	Medium	High	Very High	Very High	Very High
	Moderate 2	Low	Low	Low	Medium	High	Very High	Very High
	Minor 1	Low	Low	Low	Low	Medium	High	Very High

LIKELIHOOD GUIDE						
Extremely unlikely 1	Remote 2	Very unlikely 3	Unlikely 4	Possible 5	Likely 6	Frequent 7
Theoretically possible but not known to have occurred in industry	Similar event not likely or has occurred a few times in industry	Similar event has occurred several times in industry	Unlikely to occur on site or has not occurred a few times in industry	Might occur or has occurred once on site; has occurred several times in industry	Likely to occur or has occurred several times at site	Frequent / almost certain
CONSEQUENCE GUIDE						
Minor 1	Moderate 2	Serious 3	Major 4	Catastrophic 5	Fatality	
Negligible or minor injuries / illness	Moderate injuries / illness	Serious injuries / illness	Major injuries (including long term disabling effects)	Catastrophic	Fatality	

Appendix 5:

Application for Dispensation

SGNZ Application for Dispensation

Name of Applicant:

Date:

Production Company:

Project Title:

(1) Name of Stunt Coordinator applying for dispensation:

(2) What due diligence have you undertaken to confirm that there is no SGNZ member who has the experience/skill or physical attributes to carry out the action required?

(3) Has the Applicant worked in the film industry before? In what capacity?

(4) Is the Applicant an International Performer or Non SGNZ New Zealander (please circle)

(5) What skill set does the Applicant specialise in and what qualifications does the Applicant have to support his/her skill set.:

(6) Is the Applicant going to be a Stunt Double Yes | No (please circle)

If yes, what is the name of the Actor/Actress that the Applicant will be doubling:

(7) If the Applicant accredited/affiliated with any other Stunt Guilds or equivalent organisation? If yes, which one?

(8) Are you supporting your application with video evidence of SA test (Stunt Assessment) Yes|No (please circle)

Please attach a full body picture front and back of the Applicant and any other relevant information with the application.

Stunt Coordinator:

Name:

Signature:

Producer:

Name:

Signature: