

VOLT TV

SAFE FILMING

GUIDELINES

As Cameramen, photographers, assistants and journalists we all have a responsibility to meet our obligations under the Health and Safety at Work Act 2015.

At Volt TV productions we work under the Health and Safety guidelines for the Screen Sector, found here at www.screensafe.co.nz, in addition to our own Volt TV Productions Ltd Health and Safety guidelines 2016. These guidelines are always in review, and it is important that all staff and contractors are fully aware of them.

In addition, all contractors should have their own Health and Safety policy

In Addition to these documents, Volt TV has established further guidelines for operation in Motorsport, as this is a common location for us. These guidelines are based on common sense and experience gained over 30 years of experience.

Rallies. / Specific hazards to Rallies are:

- Dust
- Stones and debris flying through the air
- Noise
- Competing vehicles
- Driving on gravel roads
- Vehicles in service parks.

PRE RALLY RECONNAISSANCE.

Where practical Volt TV will make a reconnaissance of all Rally stages prior to the event, choose suitable camera locations, and publish a Camera plan detailing camera positions, driving times and stage schedules. This will be a complete guide for all crews and will also be given to Clerk of Course as a reference document to be held at Rally HQ. Any deviation from this document should be notified to Rally HQ.

- Safety during reconnaissance. As this will take place during normal road use, be aware of oncoming traffic and always be prepared to pull over
- Do not park in a way which blocks the road.
- Wear hi vis vest and be aware of other traffic, especially when leaving or entering the vehicle. A hi vis vest also makes it clear to residents that you are part of the Rally organisation.
- Make sure at least 1 other person knows your route

ON EVENT. PRE-RALLY BRIEFING.

All crew must attend a pre-rally briefing in which the producer or Director will go through the camera plan.

Crews must be made up of a minimum of 2 people, being cameraman and assistant. The cameraman is the senior crew person on that team and must make all decisions regarding safety.

Travel time to each location should allow for holdups en route, especially when following the Rally Touring route. Timing should allow for arrival at location with one hour before first car is due.

On arrival at location, find a safe place to park, being aware of soft ground or ditches. Park vehicle well off the road, this may be some distance from your camera position. Wear HIVE vests. Before undertaking any set up, assess the area for hazards. These include, but not limited to, debris zones, outsides of corners, barbed wire fences, cliffs, holes or unstable banks. Plan your positions and make sure there is an escape path.

If you are setting up remote cameras, consider what may happen if the camera gets hit by a car, are there spectators nearby who could be hit by debris? Place well away from people.

Cameraman to direct the assistant to erect signage. Be aware of official vehicles on the stage, as outlined in the official car schedule. Communicate warnings to each other if you hear a vehicle approaching. Be aware of the running order of official vehicles as outlines in the Rally Safety plan, but never assume that all vehicles will be on stage.

If you are in a position such as an intersection which is under control of marshals, communicate with them and outline where you will be operating. Be aware that you may have more experience than a marshal. You may operate outside of crowd controlled areas, but at all times your safety must be the first consideration. If you think that any member of the public is in a dangerous position, do not hesitate to tell the marshals and direct the persons to a safe area.

There will be a minimum of 1 zero car before first car, there can be up to three. 000, 00, and 0 in that order. At some events these cars can be called Safety 3, Safety 2 Safety 1. Use these cars to practice your shot and assess any danger from flying rocks/ debris. Once zero has passed prepare for the competing cars. Make sure that the assistant is in a safe place, be aware that the pace of the rally cars will be significantly faster than the 0 cars.

Keep assessing safety as the stage is live. Cars will start the stage at minimum 1 minute intervals, but this can change as the cars progress through the stage, and may be shorter or longer. The later you are in the stage, the more likely that this will be the case. If you are going to change position, plan your move ahead of time. Listen and look for following cars, cross the road as quickly as possible. If in doubt stop and wait for the next car to pass.

If you need to move along the stage before it has finished, always keep as far off the road as possible. Always face the cars as they come toward you, be aware of flying stones as they pass. Spend as little time on the road as possible.

ACCIDENTS.

If a car crashes near to where you are, stay in a safe position while filming. If one car crashes, then there is a high probability of a following car crashing. Do not put yourself between the crashed car and the path of other cars until the stage is no longer live. If the crew get out of

the car they will go through their own safety procedure, which involves displaying OK or SOS. This will activate a rally safety plan, do not get involved.

If however the accident is serious involving injury, your first priority is to display SOS from your road book if the crew can't. You should hold this up to the next competitor, which will then activate the safety plan. Send assistant down the road to wave down approaching cars. Make all efforts to help the injured crew, but at all times be aware of the danger of approaching cars. If you have phone coverage, dial 111 for medical emergency and then call the emergency number on the SOS card in your roadbook.

COMPLETION / FINISH OF STAGE.

After last car has passed there will be a Sweeper car. At this point the road is open to two-way traffic. Be aware of recovery vehicles following the sweeper. Never pass the sweeper car while driving out of a stage. It is preferable and safer to exit the stage in the same direction as Rally cars, however it is OK to leave the stage at an intersection. Be aware that Sweeper and recovery vehicles often stop on stages to recover vehicles, keep a safe travelling distance, be prepared to stop.

The stage road condition may vary. Watch for ruts in the road, muddy sections and be prepared for lack of traction. Drive to the conditions.

RALLY START OF STAGE.

When filming a stage start there are specific hazards to be aware of.

- Always wear Hiviz in the start control area
- Noise. Cars will often backfire on start lines, wear ear protection
- Stones. Car will spray stones from tyres, do not stand behind a car during a start.
- Fire. There is increased risk of fire at a start, be aware of hot exhausts. If there is a fire, leave this to the marshals to extinguish.
- Cars start at minimum 1 minute intervals, keep clear of the path of the next car with 15"left before the start. If you need to, ask the start marshals to shout a 15"warning.

RALLY END OF STAGE:

- Always wear Hiviz in the finish control area
- Communicate with control Marshal where you intend to shoot from
- Cars coming in to control have hot brakes. Watch for brake fires, let the marshals know if you see a fire.
- Cars coming in to control may have mechanical issues, never stand directly in front of an oncoming car. Be aware of cars not able to stop in control.
- Cars may come in to control with bodywork hanging off, keep clear of any loose/protruding bodywork.