



Media Production
All-Pro USA Video Production Inc.
412-373-9100
www.PreConVideo.com
info@AllProUSA.com

Safety Planning/Task Hazard Procedures

AllPro USA has implemented Safety Planning and Task Hazard Procedures for projects both on construction sites and for in house editing and equipment maintenance.

For work that is done away from the construction site that includes editing at the ALL PRO USA-Film Editing Studio, safety issues must be addressed with the same diligence as when on a construction site.

Review the information below and be certain to implement these procedures. If you have any questions, or if you would like to include any new information regarding these procedures be sure to speak with your group leader or management.

Studio Work:

- When editing video and photos be sure to have your chair in a proper position to keep your back straight. Do not lean back as this will result in discomfort and ultimately strain your back.
- Be sure the glasses you wear when editing are the correct strength for how far you sit from the computer screen. Having a dedicated

pair of eyeglasses for computer work is very important to reduce straining your eyes.

- Drink a proper amount of water when editing. It is easy to think that you may not need much water as you are only sitting at a computer. Drinking water is essential regardless of the job you are performing.
- When editing be sure to get up once an hour to stretch and walk around. It is recommended that you take a 5-10 minute break each hour. The time you spend is not lost time as it will result in helping to make you more effective when you return.
- When maintaining camera equipment be sure you take time to organize all the accessories and get all batteries on charge. Check all wiring for battery chargers. If any of the chargers or wiring is damaged discard and replace it. Be sure you are using the correct charger for the equipment. Do not overcharge and DO NOT leave batteries on charge when out of the office.

Construction Site Work:

- When on a construction site it is critical to follow all safety protocols. Be certain to be aware of your surroundings. Take note of any safety challenges and report them to your group leader.
- Be full aware of overhead hazards. Look for electrical wiring and cranes. DO NOT walk underneath a crane at any time, including when the crane is idle. YOU MUST always walk fully around cranes.

- When working at indoor construction sites be sure to make note of all exits in the event of an emergency such as a fire or chemical spill. Be sure to evacuate to the pre assigned location.
- Be aware of the changing weather. Snow, Ice and Rain all present problems of slipping and falling. Plan on gathering your gear and move to a safe area in the event of severe weather.
- Be aware of the nature around you. Hazards may include cliffs, soft ground, water, ticks, wasps, snakes and bears. Be sure to familiarize yourself with the habitat of where you are working and understand what you may come in contact with.
- Be sure to use sunscreen and tick/bug spray when working outdoors. Protect yourself as needed with the correct clothing including hats, long sleeved shirts and proper footwear.