

ILLUMIN8 PRODUCTIONS

Glen Family Trust t/a Illumin8 Productions
ABN 67 277 272 560

WORK HEALTH AND SAFETY POLICY

Document Owner	Shannon Glen	Version	1.2
Approved By	Shannon Glen, Director	Review Date	July 2027
Issue Date	July 2026	Location	Hervey Bay, QLD

1. Policy Statement

Illumin8 Productions (Glen Family Trust t/a Illumin8 Productions) is committed to providing and maintaining a safe and healthy working environment for all personnel — including directors, contractors, crew, talent and visitors — across all production activities.

We recognise that work health and safety is an integral part of our business operations and creative practice. Safety is not a constraint on our work — it is a condition of it.

This policy applies to all production activities undertaken by Illumin8 Productions, including on-location shoots, studio productions, post-production work, client meetings and travel associated with production.

2. Legislative Framework

Illumin8 Productions operates in accordance with the following legislation and standards:

- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)
- Electrical Safety Act 2002 (Qld)
- Personal Protective Equipment standards as applicable to screen production
- Safe Work Australia guidelines for the screen and media industry

3. Responsibilities

Director / Principal (Shannon Glen)

- Maintain overall responsibility for WHS across all Illumin8 Productions activities
- Ensure appropriate risk assessments are completed prior to each production
- Provide adequate resources, equipment and information to support safe work practices
- Consult with crew and contractors on WHS matters relevant to each production
- Review and update this policy annually or following any incident

Crew, Contractors and Talent

- Take reasonable care for their own health and safety and that of others on set
- Comply with all reasonable WHS instructions from the Director or Production Manager
- Report hazards, near-misses and incidents promptly
- Use personal protective equipment as directed
- Not attend any production location under the influence of alcohol or drugs

4. Risk Management

Illumin8 Productions will apply a systematic approach to identifying, assessing and controlling risks across all production activities. Key risk areas include but are not limited to:

- Working at heights (aerial platforms, elevated locations)
- Electrical safety (lighting rigs, power distribution, generator use)
- Working in remote or outdoor locations (heat, wildlife, terrain)
- Manual handling (equipment transport, rigging)
- Working with talent, including children and vulnerable persons
- Traffic management on location
- Fatigue management during extended production days
- Drone operations (in accordance with CASA regulations)

A production-specific risk assessment will be completed prior to each shoot. Where risks cannot be eliminated, they will be minimised through engineering controls, administrative controls and the provision of appropriate personal protective equipment.

4a. On-Set Hazard Management

Cable Management and Trip Hazards

Cable and equipment leads represent one of the most common hazards on a production set. Illumin8 Productions requires the following protocols on all shoots:

- All cables crossing walkways or public areas must be secured with gaffer tape, cable ramps or appropriate covers
- Cables must be routed along walls, skirting boards or overhead wherever possible to minimise floor-level hazards
- Warning signage must be placed at all active cable runs in client premises and public spaces
- The production area must be clearly cordoned where cables cannot be fully concealed
- All crew are responsible for identifying and reporting trip hazards before and during the shoot
- At wrap, all cables must be safely managed during pack-down to prevent hazards to remaining personnel

Electrical Safety

Illumin8 Productions recognises that modern commercial and residential premises are generally required to have RCD protection installed at the switchboard under Queensland electrical safety legislation. However, as a PCBU operating portable electrical equipment on third-party sites, we maintain the following practices:

- All portable electrical equipment used by Illumin8 Productions in hostile environments — including outdoor locations, agricultural and industrial sites — is tested, tagged and maintained in accordance with the Electrical Safety Act 2002 (Qld) and relevant Australian Standards. In standard commercial environments, equipment is regularly inspected and maintained to ensure safe operating condition
- Portable RCD protection is deployed on all outdoor locations, remote sites, agricultural and industrial environments, and any location where fixed RCD protection at the premises cannot be confirmed

- Extension leads and power boards brought to site must be rated for the load they carry and must not be daisy-chained
- No electrical equipment is to be used in wet conditions without appropriate weatherproof protection
- Generator use must maintain safe clearance distances from personnel, talent and flammable materials
- Any electrical fault, trip or unexpected power event must be reported to the Director immediately and the equipment taken out of service pending inspection
- Only competent personnel are to connect equipment to power sources on set

Working in Client Premises

When conducting shoots in client-owned or managed premises, Illumin8 Productions will:

- Notify the site manager or responsible person prior to the shoot and obtain any required site inductions or permits
- Identify emergency exits, first aid equipment and muster points on arrival
- Cordon and signpost the active production area to prevent unauthorised access by staff, customers or the public
- Brief all crew on any site-specific hazards or requirements communicated by the client
- Respect all client safety rules, policies and procedures applicable to the premises
- Ensure the production area is returned to its original condition at wrap

Lighting Equipment and Heat Hazards

Professional lighting equipment presents burn, fire and electrical hazards. Illumin8 Productions requires:

- Safe working distances must be maintained between lighting fixtures and talent, crew and flammable materials at all times
- Hot lights must not be left unattended while powered
- LED fixtures must be allowed to cool before storage or transport
- Light stands must be properly weighted or sandbagged in any environment where they may be contacted or where airflow is present
- Barn doors, flags and modifiers must be securely attached before powering lights
- Adequate ventilation must be maintained in enclosed spaces where significant lighting loads are in use

Equipment Storage and Set Organisation

- All equipment cases and bags must be stored clear of walkways, emergency exits and fire equipment
- Stands, tripods and support equipment must be fully secured when not actively in use
- Camera and audio equipment must not be left unattended in positions where it may be tripped over or knocked
- Heavy equipment must not be stored at height where it may fall and cause injury
- A clear walkway of at least 900mm must be maintained through all set and staging areas at all times

5. Incident Reporting and Response

All incidents, injuries, near-misses and hazards must be reported to the Director immediately. Illumin8 Productions will:

- Provide appropriate first aid response
- Notify WorkSafe Queensland where required by law
- Document all incidents and investigate root causes
- Implement corrective actions to prevent recurrence
- Support affected personnel through recovery and return to work

6. Mental Health and Wellbeing

Illumin8 Productions recognises that the screen production industry presents unique psychological demands. We are committed to:

- Maintaining reasonable working hours and managing production fatigue
- Providing a respectful, inclusive and harassment-free working environment
- Encouraging open communication about workload, stress and wellbeing
- Directing personnel to appropriate support services where needed

7. Policy Review

This policy will be reviewed annually, or following any significant incident, change in legislation or substantial change to business operations. The current version of this policy is published at illumin8productions.com.au and is available to all personnel on request.

Signed:

Shannon Glen

Director, Illumin8 Productions

July 2026