

OH&S Video Production - Solutions

Corporate & Government!

If you don't have the time and inclination to put together very large jigsaw puzzles, then leave video production to the experts.

They can assist and professionally manage all 7 steps for you! Read on....

1· LIST YOUR STATUTORY OBLIGATIONS - BEST PRACTISES

Create a list of your current OH&S Statutory Obligations, Policies & Procedures that comply with Management COMCARE and/or WORKCOVER in Australia.

Then, consult/appoint an experienced OH&S Video Production Company.

They will work through your list to ensure that everything is accounted for.

Once they have a firm understanding of the contents for your video and where your site is located, they can commence writing a video script.

2· VIDEO SCRIPT

Working with your list of requirements the Production Team will **write a 'SCRIPT'** which is the main reference, **for the entire Production Process.**

The SCRIPT will show all aspects of the Production, including words the voice over artist will be using, what the camera is focusing on, text information that needs to be displayed on the viewer's screen, logo, branding details, animation that may have been requested as well as other important details such as scene reference numbers.

It is very important to **check all aspects of the script with everyone who needs to know, before the Video Production Crew commences shooting.**

Once the Script has been approved, you will need to sign the script off as

Being Approved!

3· LOCATION - SHOT LIST

Working from the approved script The Production Company will create a **Location Shot List**, which identifies locations on/or off the site that need to be included in the Production.

An example is. Scene 3 /Site Speed Limit/ Sign located near the gatehouse/ 10 secs

After a shot list has been created, the production crew can commence the video production shoot.

4· SHOOTING – VIDEO PRODUCTION

Now that your script and shot list are in place you can commence planning the shooting dates and notifying staff & management on what is going to occur on the appointed shooting day/s.

On the shooting days, The Production Crew will methodically film all Scenes that are mentioned in the Script. During this process **your co coordinator can work ahead of the Production Crew by preparing staff for the next scene to be filmed.**

The Production Crew will log all shots. Once the Crew is happy that all scenes have been struck off the Shot List, the Production can then move onto the Post Production Stage.

Note - Be sure to pick a Specialist OH&S DVD/Video Production Company who are highly mobile, non disruptive and do not trail leads and equipment behind them.

5· EDITING - POST PRODUCTION

This is where all aspects of your DVD are put together and usually involving the following:-

Recording of the Voice-Over Artist who reads your script.

The voice read, is then laid down in the Post Production Editing Suite.

The Post Production Editor will then edit together the footage needed for the DVD, Creates on Screen Text Information, Logo's, Graphics or Animation that may be needed, Lays down Various Musical Sound Tracks and uses Sound Effects for dramatic effect. **They may also create Special Effects for some selected scenes.**

Once the 'Off Line Program' has been EDITED TOGETHER, the Post Production Crew invites the CLIENT to view the program for comments & /or for any minor adjustments that may be necessary prior to mastering and authoring.

ON-LINE EDITING. This is where the Flair of the Editor is very important as they will Polish & Bring your Video Production to Life, whilst adding that all important Impact for your Viewers.

6· MASTERING & DELIVERY – YOUR VIDEO/DVD

Options Include:-

DVD. These days most organizations want their OH&S video's supplied on a DVD.

DVD's are convenient.

Various programs i.e. Visitors, Contractors and Staff Versions can all be placed on the one DVD with a **Selectable Menu.**

So instead of having to fast forward through a video, the OH&S training Officer can simply select the program needed.

This is a great Time Saver and allows for Faster and Concise Induction.

VIDEO TAPE

OH&S Programs can be delivered to you on **Video Tape to suite all Television/Video Formats Worldwide.**

CD ROM

Your OH&S Video can be supplied on a CD Rom. Perfect for inserting your OH&S program into **PowerPoint Presentations** or when you want to present the OH&S Induction on a **PC that does not support DVD.**

WEBSITE PDF

You may also want to run YOUR OH&S INFORMATION on your Website as a PDF Document.

The Production Company will be able to arrange this with you or your **Website Host.**

7· YOUR VIDEO/DVD - UPGRADE PATH

When OH&S Issues and Legislation Change, it is important that your **OH&S Video Production Company can provide you with an efficient upgrade path and** performs this SERVICE **simply and efficiently.**

Specialist OH&S DVD/Video Production Companies can provide you with an upgrade maintenance path which **can be reviewed, quarterly, annually or whenever you need it.**

IN summary, TO GET YOUR PROPOSAL PAST MANAGEMENT, choose an OH&S Specialist VIDEO Production Company who can manage your video production requirement for you now and into the future!

At first you may be tempted to cut corners & do things on the cheap. But this usually turns out to be a big mistake costing a lot more than just Time and Money.

For ideas, advice, tips and a quotation for video production click, get the ball rolling now. ["Video Production Enquiry"](#).