

Help with Your Proposal for an OH&S Video.

As a guide this is how a proposal to management should be put together!

List the Benefits the Safety DVD will provide.

For example it will improve safety, set standards, reduce accidents/incidents and will provide better communications between Management, OH&S Staff, Staff, and Contractors & Visitors.

The Induction Process will become more efficient, streamlined and simplified. .

Those inducted will sign acknowledgement agreements.

Also when Accidents and Incidents are reduced lower insurance premiums will follow along with less legal exposure for managers and management.

Be sure to gather as much information about your compliance issues, policies and procedures as you can.

Even if things are in draft form or if the list is not complete, then consult with a Specialist OH&S Production Company who is experienced in the Corporate & Government Sectors.

They are invaluable at supplying experience, advice and in control for the video production process.

Once they are clear on your requirements they can provide you with a Proposal which outlines all aspects of the Video Production Process as well as Cost Details.

Now all you have to do is massage the information at your fingertips and present it to management.

Let's now step you through the video production process. This process will allow you to identify further benefits to your company/organisation as it identifies safety hazards and other OH&S compliance issues.

The Video Production Process

There are **Several Steps in creating an OH&S DVD/Video.**

Following are the main steps.

Remember, the **Role of the Video Production Company** is to **take the main work load off your own shoulders!!!**

1. LIST YOUR STATUTORY OBLIGATIONS – BEST PRACTISES

Draft a list of your current OH&S Compliance Issues, Policies & Procedures that suit your site and **comply with 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 that needs to be said is being said.

Once they know what the contents are for your video and where your site is located, they will be able to write a video script for you.

2. VIDEO - SCRIPT

The video script shows 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 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, they will need you to sign off the script as *being approved*

3. LOCATION - SHOT LIST

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

An example may be – Scene 3 /Site Speed Sign located at Gatehouse/ 10 sec

4. VIDEO SHOOTING - PRODUCTION

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

On the shooting days, The Video 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 and prepare staff for the next scene to be filmed.**

The Production Crew will log all shots and once the Crew is happy that all scenes have been struck off the Shot List, the Production will move onto the Post Production Process.

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. After all, it's a workplace, not a production theatre.

5. EDITING - POST PRODUCTION

This is where all aspects of your Safety DVD are put together and usually involves 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 edit together the footage needed for the DVD, Create On-Screen Text Information, Logo's, Create Graphics or Animation that may be needed, Lays Down Various Musical Sound Tracks and use Sound Effects for dramatic effect. **They may also create Special Effects for selected scenes.**

When 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 completion.

On-Line Editing. This is the fun bit. The Flair of the On-Editor is crucial to the success of the project! They will Polish & Bring your OH&S Production to Life, whilst adding that all important Impact for your Viewers.

6. MASTERING & DELIVERY - YOUR SAFETY 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 OH&S VIDEO - FUTURE UPGRADES - MAINTENANCE

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

Specialist OH&S Video Production Companies will provide you with an upgrade maintenance path, which **can be reviewed, quarterly, annually or whenever you need to make major amendments.**

SUMMARY

Choose an **Experienced Specialist OH&S VIDEO Production Company** to produce your safety videos.

AT first you may be tempted to cut corners & do things on the cheap. But this usually costs more than Time and Money.

Briefly explain to management the Seven Steps to 'Making an OH&S Video' and impress them with the scope of your knowledge.

Be sure to mention that a 'small annual - maintenance budget' will ensure that the safety video has a very long shelf life.

If you've done your homework well, you can look forward to some harmony in the workplace.

Go for it!

P.S. Before you go to management, press [video production enquiries](#) 'for more ideas and to get a quotation'!
