

NAME: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

CONFIRMED COMPLETED WITH 100% TO PASS BY TEACHER: \_\_\_\_\_

RETAKES FOR 100% REQUIRED FOR VIDEO SHOOTING PERMISSION TO PROCEED.

#	QUESTION	TRUE OR FALSE
1	Safety is the responsibility of everyone connected with a media or television production. Any unsafe situation can be avoided by using common sense and observing basic precautions.	
2	As young adults, your initiative to problem-solve and think ahead for safety is always required.	
3	When moving in the classroom, you should wildly wave your arms and make lots of noise, and slam into people and things, damaging equipment.	
4	You can get up and leave the classroom whenever you want, without informing the teacher of where you are going.	
5	You should be late every day to make sure you miss the assignment instructions and safety reminders at the beginning of class.	
6	You should invite guests to class all the time to ensure that the class is distracted from the hallway by your friends with very important messages.	
7	It's ok to get your friends to get out of class to join you in hanging out when you are supposed to be shooting your video.	
8	You should plan in advance to have all the materials, props, and costumes with you to do your video shoot, so that your teacher can review them with you.	
9	You are allowed to leave school property during a class period without prior special arrangements.	
10	The key thing is having coffee and snacks on set, so all other rules are off until that's looked after. Focus on donuts!	
11	You should return just at the end of class and dump your equipment in a messy unorganized heap, rather than 10 minutes before to transfer off your footage, and putting your camera battery on charge.	
12	You should report any damage to the cameras or tripods, especially any knobs being over-tightened and now broken, or the camera mount no longer holding the tripod screw.	
13	You should disrupt classes in progress by loud voices and laughing and running in the hallway while you are shooting video.	
14	A safety leader should be assigned for each out of class video shooting time.	
15	You should run and leave your equipment behind in the case of a fire drill, and not meet up in the designated area between the portables with your teacher.	
16	In case of a lockdown while you are video shooting outside the classroom, you should go into the nearest classroom with your equipment. If you are outside you should look for direction from police, teachers, or administration as to the safest place for you to be. It may be most appropriate to get off school grounds to a place of safety considering common sense and the specific situation.	
17	You should save your work all the time on the computer M: drive.	

18	You are allowed to download plug-ins and add-ins for any computer software without asking the teacher, especially for gaming and social networking.	
19	You should always be aware of your language in classrooms and the hallways to set a good example for others, especially when out during TGJ class time when you are known to be shooting video for class assignments. You should be respectful at all times and not use language that harasses or bothers other people.	
20	You should be aware of the appropriateness of the content on your screen. Having harassing or inappropriate images or written content on your screen in a classroom is not permitted. Please use common sense for our social setting. Bullying is not allowed. You have to be sensitive to other people's feelings, beliefs and cultures.	
21	Students can change desktop settings including screensavers, wallpaper, shortcuts, resolution, and do icon additions, deletions, and rearrangements.	
22	Students are to use the labs to work on assignments only. They are not for participating in chats, playing games, watching internet videos, or checking email accounts outside of class-directed activities.	
23	Students should move the monitors and touch cable connections in any lab or disassemble equipment without teacher approval. This ensures the computer won't work for the next person in the lab and is a big joke on them!	
24	Consequences for not following safety policies may include removal from the activity, suspension and invoices for the damages.	
25	Students should not report malfunctioning, missing, or damaged equipment or furniture to the teacher as soon as it is discovered.	
26	With special excusal permission from a student's teacher you may ask another non -TGJ student to act in your videos if they are in a class during the period.	
27	If the equipment is heavy or bothersome, you can just leave it anywhere. No one will touch it or steal it.	
28	You may not plan, script, storyboard, video or edit any footage, which involves video of individual strangers or students driving, or moving a vehicle into position to make a shot. The issue is liability and no professional production could do it without appropriate insurance, police supervision, media releases, and professional drivers. You must also recognize citizen's rights to privacy.	
29	You may take the video equipment off of school property during class time with no prior arrangements made with your teacher or special parent permission.	
30	You can handle light bulbs with your bare fingers.	
31	Electrical extension cords can be used anywhere with no additional precautions, especially in heavily-travelled areas.	
32	When you sign out equipment, it's ok to leave it in your locker or in the back of a car. You can also just jumble it into the mess in your backpack with your leaky lunch bag or store it loosely in your coat pocket at the mall.	
33	A light should never be turned on facing a person, always have the person look away as this start up click on is when most bulbs can burst.	
34	If a light stand falls on the ground and doesn't appear to break, you don't have to worry. Just plug it in and turn it on. Nothing bad can happen.	
35	You don't need to be concerned about hot casings on electrical lights.	
36	Tripping hazards can happen anywhere. A safety leader can pre-think about a location and advise team members to be careful of special needs.	

37	<p>You may plan videos that involve locations off of the school property, however all of the following conditions must apply:</p> <ul style="list-style-type: none"> <li>• You must have the teacher's permission;</li> <li>• Filming will not take place during class time;</li> <li>• You must use safe equipment and have a safety partner to ensure production decisions are sound and safe for the location;</li> <li>• Parents/guardians are aware of your location and video shoot parameters, and timing;</li> <li>• Everything must be adequately planned for safety;</li> <li>• Call sheet and shot lists must be reviewed by the teacher and approved in advance.</li> </ul>	
38	All students are allowed on ladders higher than 10 feet without specialized certified training and a harness or safety wire. All students are permitted on a ladder without direct teacher supervision.	
39	An electrical light cord should never be off the ground, hanging on an angle to the wall. It may be necessary that lights are sandbagged and not in access paths.	
40	Studio lights are not bright enough to permanently damage or even blind the naked eye.	
41	You should not have a spotter when lifting things down from a high shelf.	
42	You should try and carry very heavy things by yourself.	
43	Safety leaders look at your location environment for any situations that may cause a hazardous dilemma, and disregard them.	
44	You should make sure you really strain to hold awkward shaped things, and twist at the waist when lifting. Always overreach and don't think about sharp edges. Just bang into walls and chip them with your equipment.	
45	Parental approval will be required for students to participate in video shooting on any off school property in or out of school time.	
46	You should bend your knees, hold items close to your body when lifting, and turn your whole body to change direction when carrying items carefully to avoid damage to equipment or yourself.	
47	Some professional locations and video shooting activities will require special training, consideration, and safety accommodations. For example, shooting video in a subway train requires permits and special training depending on the activity planned.	
48	You should never ask for help to carry heavy or awkward things.	
49	Students should always be aware that they represent their teacher and their program when they are out shooting video. Being not directly supervised means that they have to be on extra special behaviour and not take advantage of their freedom.	
50	Safety leaders should know if anyone on their team has an extreme allergy and where they keep their epi-pen.	
51	It's not very important to let lights cool appropriately before they are stored in cases or lockup and watching for contact burning opportunities. We could roast marshmallows with the fire, learn first aid for burns out of necessity, or appreciate the toxic fumes from burning plastic.	
52	It's not important to sign out your group on the board when you are going on location, telling the teacher where your group can be found.	
53	It's ok to just stop what everyone else is doing in class on task, and go play foosball, cards, respond to text messages, have a 'secret window' ;) open at the bottom of your computer screen with games or funny YouTube videos, or even make a phone call in the middle of class. Nothing important is going on that you should be doing.	

54	If there's a fire drill in class we calmly exit and meet in our designated destination between the portables if we're coming from room 226. If you're out on a video shoot with your team you quickly pick up your equipment and go outside the building. You should try to find your teacher and the rest of our class in our designated area to meet up.	
55	We can drive moving vehicles in Comm. Tech. projects.	
56	When on location for a school project, the student is reminded that all school rules and standards still apply.	
57	Your teacher is nuts about safety.	
58	There must be a safety leader who understands the seriousness of safety on location, and has established a behaviour standard for the group.	
59	If there's a lockdown while we're in class you calmly remain in your class and wait for the lockdown to finish.	
60	Safety awareness is a state of mind.	
61	If there's a lockdown when you're out on location getting video, you could grab your equipment and go to the nearest class room.	
62	You don't need to think about getting permission to be in a location.	
63	It's not really important to think about your locations you want to use in advance of a video shoot day, in case you need to come up with a safer alternative, a way to 'cheat' a shot for safety to get the right effect.	
64	Street corners, parking lots, and sidewalks, necessitate the awareness of public road safety.	
65	Extension cords must be taped down if they are in public areas.	
66	You don't have to be careful not to plug too much into one socket outlet. It would be great if you blow a fuse or cause a fire.	
67	When taking a break for an extended time (unless doing a lock-off time-lapse shot), remove the camera from the tripod.	
68	On a theatrical stage, when a person is moving or aiming lights, there should be at least one other person steadying the ladder from below. The person on the ladder should always carry a wrench (secured to the ladder so that it does not drop onto persons or equipment below) to tighten any lamps that have become loose from excessive turning. Common sense and careful examination is key for this safety factor. Usually this is a stage crew role that requires additional special in-school training.	
69	Stage lighting changes can be conducted without direct teacher supervision.	
70	You should wander around aimlessly saying that you're shooting a video, and then come back to class with nothing recorded.	
71	You should never think about what's overhead, or are lights and equipment or backgrounds securely fastened.	
72	It's good to think about whether there is anything on location that can fall or shift or move. Someone can hurt themselves from a height or falling on sharp things nearby.	
73	Damaged lights, burned out bulbs, and short circuits are all potential dangers. Be sure the power is off at the lamps new location before plugging it into the grid outlet or load circuit.	
74	For safety, it's a good idea to bring paper and a marker and tape to make any directive or safety signs for your set.	
75	Tripods have knobs and leg snap / turn extensions that have to be handled carefully. If they are forced or played with they will break. If you get debris or moisture on them, they will become hard to extend and may need specialized cleaning or lubrication before use.	

76	There are clip releases for the tripod camera mounts that fit in the top of the tripod head. You need to be sure how to operate them – do not force them – ask for help.	
77	Never check your tripod leg pedestal and mount adjustments. It would be better if the camera falls down on one side. Make sure the tripod legs are not spread wide and stable so you can play balancing magic tricks with it.	
78	You should walk around the halls with the camera tripod and lighting stand fully open, and run down the stairs with them both at their widest and tallest settings.	
79	You should wear a hat in the hallway and use the excuse that you're using it as a prop, even when you're not shooting your video.	
80	Before moving a lamp whether it is large or small, allow the lamp to sit for at least fifteen minutes, this will allow the lamp to cool, and also prolongs the life of the filament and lessens the possibility of lamp explosion or burnout - some lights require metal screening being attached to reduce danger in case of a bulb breaking.	
81	It's good to put your fingers on the lens of the camera.	
82	Ergonomics are important to consider when you are working at the computer for an extended period of time. You should plan stretches, keep hydrated, and get up to walk around from time to time. You should adjust your workspace as much as possible to avoid strain and injury.	
83	Anyone working with lights should have heavy-duty gloves, be safety certified, and supervised.	
84	You don't need tripods for quality, stable shooting of video. Things look much better just hand-held and shaky.	
85	You should run and yell down the hallways during class time and laugh at teachers who tell you not to disturb classes.	
86	Don't plan ahead for bad weather and storage of your camera in your soaked backpack.	
87	If you submit projects with objectionable content, it will NOT be evaluated. The video will be passed on to the school administration or the proper authorities as deemed necessary. Anything made as a school project should be appropriate to show to the Principal and your parents.	
88	You should get a 40-pack of Timbits and eat them all and not wash your hands before handling the camera.	
89	It's ok to look directly into the lights on set and damage your retinas.	
90	If you're not sure about a prop being ok to use in your video, you can ask your teacher or an administrator from your school.	
91	The pan and tilt locks on a camera tripod should always be securely engaged whenever the camera is not in use. Make sure all mounting heads are balanced so that the camera head will not lurch forward or fall backward.	
92	Make sure that you don't screw the camera onto the tripod too tightly – you screw the small mount in from the bottom of the mount, then seat the mount, and do not turn the camera onto the screw. This rips out the bottom of the camera and then it is broken for mounting on the tripod. Use the camera strap just in case it 'clicks in' awkwardly and falls.	
93	Repeatedly and roughly take out the SD card and battery and force it back in backwards so you break all the springs in the camera mechanism. Make sure you break off the small side USB insert flip up door at the same time. That way debris can get into the 'plug in' and it can get damaged, and the camera won't be able to transfer off footage. Great!	
94	It is your responsibility to make sure that all material and subject matter are appropriate for a high school classroom. This means no swearing, no inappropriate sexual content, no violence, no racial slurs, no name-calling, no harassing situations, and no verbal or physical threats. If you're not sure where 'the line' is, ask your teacher.	

95	Press the buttons on the camera hard and be rough with the fine controls – they'll work better.	
96	We have lots of crazy costumes and special effects makeup that students can borrow for video shoots. Fake blood use has to be supervised by the teacher for application and during the shoot, and by teacher choice may not be permitted based on religious, community, or cultural sensitivities. Allergy risks from makeup elements have to be clarified with the class. The office, hall monitors, and possible other teachers and staff must be made aware of students using fake blood on a video shoot. Students are responsible for cleanup and risks to their clothing and belongings.	
97	You should be as distracting as possible on set, making sure you force everyone on your team to pay attention to you, and ruin each take fully so that you have to keep on re-doing it. It's good to waste our limited time. Make sure to make jokes, giggle in the background, and make silly movements to make the person speaking laugh to ruin other shots where you are not the focus.	
98	Make sure you stay focused on your phone and have your earplugs turned up really loud in the parking lot. That way you can stop traffic, the hard way.	
99	It's not ok to bring a replica weapon to school for a video shoot, even swords, or bows and arrows. Anything that can even be perceived as a weapon has to be approved by the teacher for its specific use, shown in storyboard planning, or the whole video may not be used or submitted at school. Alternate treatments of the scene must be arranged to recognize safety and community sensitivity.	
100	Every crew member should be disciplined to think always in terms of avoiding or correcting hazardous conditions. This is considered professional EMPLOYABLE behaviour.	
101	You should be aware of other PPE (personal protective equipment) that may be necessary when shooting video in other technical labs, such as the Tech Design area and needing safety glasses and direct tech teacher supervision. This may mean everyone on the video crew, not just the actors.	
102	Don't bother to keep the entire camera kit together and leave any part of it, such as the case or charger, when you are going out on a video shoot. That's just silly. That way it's more of a fun puzzle to figure out what goes with what, and loss of equipment is much easier.	
103	Rather than planning a safe alternative way to get a shot, you should make a hit look as realistic as possible by really hurting your friend.	
104	Make sure to choose risky locations where anything worse could happen, even if you're just playing around. Heights, sharp edges, slippery slopes, oh my!	
105	Thinking overhead means to be aware of falling dangers from suspended lights and equipment. If you are 'rigging' something, test it first without people or equipment in the way. Better yet, make sure your teacher looks at the scenario and approves of your creative idea as safe.	
106	Moisture, dropping, and rough handling are good for our cameras.	
107	You should tightly wind an electrical cable, straining it around your arm before returning it.	
108	To make sure you lose your footage, make sure you don't come back at least 10 minutes before the end of class to transfer off your footage off the chip to your M: drive or the NAS drive. This way, it can be deleted and lost. Yay!	
109	An awareness of WHMIS symbols is important when working in the chemistry lab for video shooting. A science teacher must be present for use of science labs or materials.	
110	You should consider where the nearest fire extinguisher, AED, first aid kit and phone are.	
111	Equipment should be unplugged and turned off before moving it.	

112	You may need to make a poster to advise the public that you are shooting video in a location and they may be seen in the background. You may need to obtain media releases.	
113	Ensure that if your battery needs to be recharged you leave it dead in the camera and don't tell the teacher to put it on charge. That way there will be less cameras available for the next class and you want them all to yourself.	
114	Legally, you are supposed to have permits to shoot video in the TTC.	
115	Props can be brought in from home or created. If using recycled materials or 'found' objects to make their props, students should think about: safety, sharpness, pinch points, toxicity (ie., glues, paints and stains), possible allergic reactions (ie. a peanut butter jar as a helmet), parental supervision with tools (ie. hot-end glue guns, soldering irons, drills), safe transportation to school, and storage of props.	
116	When wanting to transfer out content from the camera, carefully look at the end of the plug to ensure you will insert it the correct way – it only goes one way with it's shape, any other way it will break and no longer work.	
117	Sometimes special equipment like steel-toed boots, safety glasses, lab coats, tying back hair and removing jewellery are necessary to make a video shoot safer. Student safety leaders have to question: heaviness, special environments, chemicals, moving mechanical parts, pinch points. It may be that all members of the crew have to wear PPE to be at that location and be supervised by a site manager (ie., shooting video at a construction site or a lab).	
118	A media release form is necessary for any person appearing in your video.	
119	It's ok to pull out any electrical cable just pulling on the cable part rather than the plug.	
120	I am so going to be so safe whenever I'm shooting a video for commtech! I have done my <a href="http://www.passporttosafety.com">www.passporttosafety.com</a> and Safety101 worksheet package and filled out my safety passport checklist for communications technology from the course outline. My parents have signed it too! Yeah! WOW!	