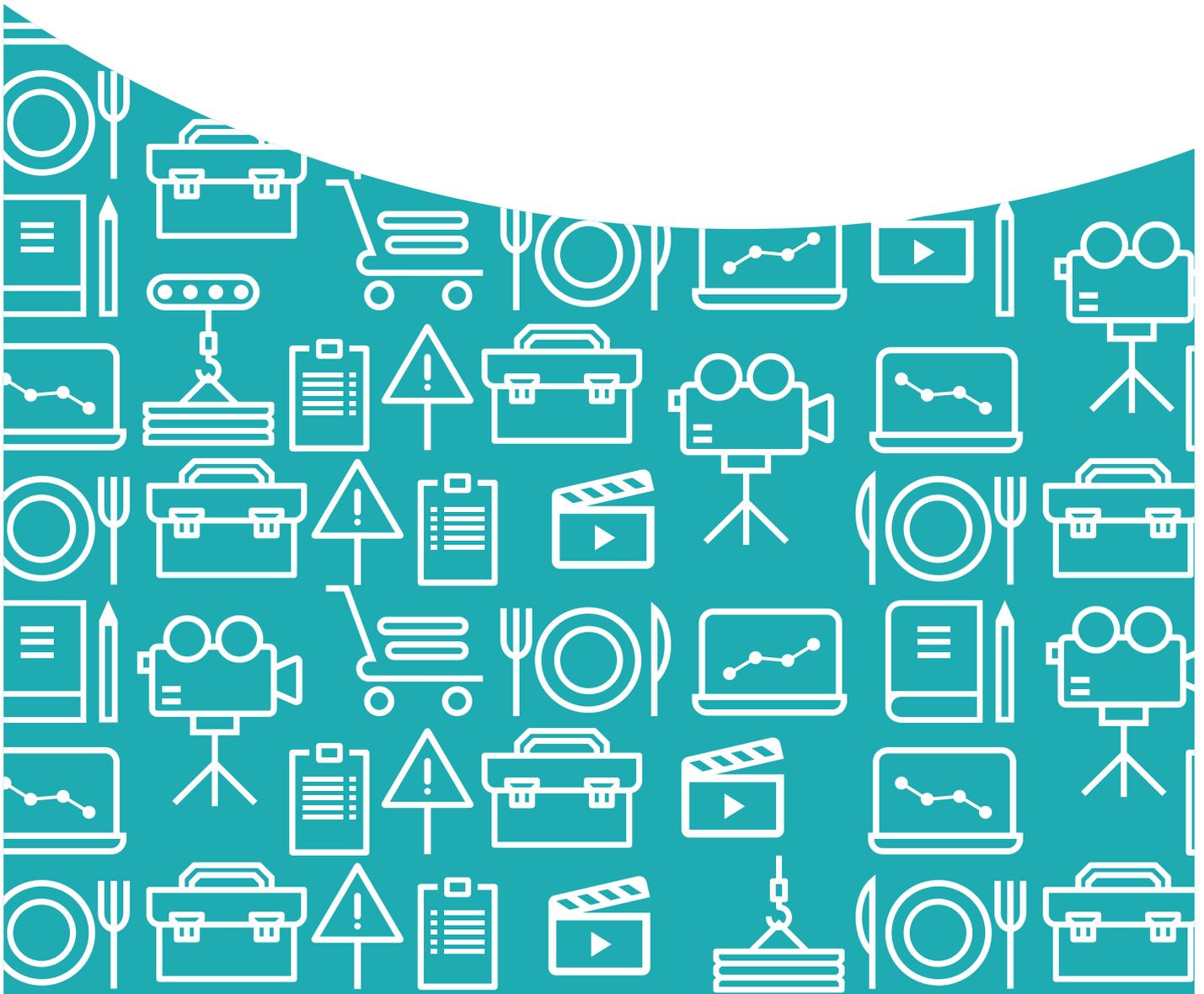


OCCUPATIONAL HEALTH AND SAFETY IN THE FILM AND TV PRODUCTION INDUSTRY

Brief Guidelines to Support Production



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Introduction

The contents of these guidelines summarize the key points of the Occupational Safety and Health Guide for the Film and TV Production Industry and can be used to support the orientation of employees. The topics related to occupational health and safety in these guidelines have been divided into general topics, topics related to the role of a supervisor and topics that concern employees in particular. Supervisors serve as representatives of their employer in accordance with the duties assigned to them. It is important that every employee knows who they can turn to in matters concerning occupational safety.

The goal of safety management and occupational health and safety cooperation in film and TV production is to create a healthy, safe and comfortable working environment for the personnel, subcontractors, extras and volunteers, in addition to a fair, consistent, equal and transparent work and management culture.

Due to the changing working environments, employees need the ability to manage various situations, identify hazards in the working environment and monitor the state of personal wellbeing independently as well. The hazards of the work and the working environment vary greatly depending on the execution and size of the production.

In film and TV productions, the role of the work community and supervisory work differ from the principles of a traditional organization. Attention should be given to the different employers and self-employed persons working in the same workplace so that their working methods, the flow of information and the responsibilities are clear.

The management and supervisors create a good safety culture together with the team and also set a personal example.

- Head Scriptwriter
- Scriptwriter
- Dramaturge
- Executive Producer
- Co-producer
- Producer
- Line Producer
- Production Manager
- Production Accountant
- Production Coordinator
- Production Assistant
- Production Trainee
- Runner
- Director
- 1st Assistant Director
- 2nd Assistant Director
- 3rd Assistant Director
- Assistant Coordinator
- Casting
- Director's Assistant
- Assistant Director Trainee
- Actor/Actress
- Extra
- Stunt Coordinator
- Stunt Choreographer
- Stunt
- Director of Photography
- Camera Operator
- Storyboard Artist
- Steadicam Operator
- Drone Operator/ Pilot/

- Photographer
- 1st Assistant Camera
- 2nd Assistant Camera
- Video Assistant
- Camera Trainee
- Still Photographer
- DIT
- Location Editor
- Script Supervisor
- Gaffer
- Best Boy
- Electrician/Electrical
- Lighting Technician
- Electrician Trainee
- Key Grip
- Best Boy Grip
- Grip
- Grip Trainee
- Sound Designer
- Sound Recordist
- 1st Boom Operator
- 2nd Boom Operator
- Sound Effect Recordist
- Dialogue Editor
- Sound Editor
- Sound Assistant
- Sound Trainee
- Foley Artist
- Foley Recordist
- Foley Spotter
- Sound Mixer

- Production Designer
- Art Director
- Assistant Art Director
- Props Master / Property
- Master
- Assistant Props Master
- Standby Props
- Construction Coordinator /
- Head Carpenter
- Set Construction Assistant
- Set Construction Trainee
- Animal Coordinator
- Animal Trainer
- Costume Designer
- Costumer / Assistant Cos-
- tume Designer
- Assistant Costumer
- Dressmaker
- Costumer Trainee
- Make-up Designer
- Make-up Artist
- Special Make-up Artist
- Assistant Make-up Artist
- Hairdresser
- Make-up Assistant
- Make-up Trainee
- Location Scout / Supervisor
- Location Manager
- Assistant Location Manager
- Trainee Location Manager
- Catering Supervisor

- Catering Coordinator
- Catering Assistant
- Catering Trainee
- Music Supervisor Composer
- Music Recordist
- Music Mixer
- Music Editor
- Audio Engineer / Sound
- Engineer
- Special Effects Designer
- Special Effects Supervisor
- Special Effects Technician
- Special Effects Coordinator
- Special Effects Assistant
- Special Effects Trainee
- Intimacy Coordinator
- Post-production Producer
- Post-production
- Coordinator
- Online
- Colourist
- DCP Master
- Editor
- Assistant Editor
- 2nd Assistant Editor
- VFX Producer
- VFX Supervisor
- VFX Artist
- Matte Artist
- Compositor

Safe and healthy shared workplace



OCCUPATIONAL HEALTH AND SAFETY CONCEPTS AND LEGISLATION



General

Occupational health and safety (OHS) is cooperation between the employer and the employees to promote the health and safety of the working environment and the working conditions in the workplace and the working capacity of the employees. The Occupational Safety and Health Act obliges both employers and employees to cooperate in matters concerning health and safety. The key is to engage in active OHS work to detect and identify changes in the work and to try to prevent any physical and psychosocial hazards already before they emerge.



For supervisors

The fundamental laws governing working life and their supplementary provisions should be kept available for inspection by the employees in all workplaces. In addition to the occupational safety and health legislation, the agreements between labour market organizations, workplace-specific provisions and the employer's instructions concerning occupational safety should be observed.



For employees

The fundamental laws governing working life and their supplementary provisions are kept available for inspection in all workplaces and you should become familiar with them.

Working in a shared workplace

In film and TV production, the management of occupational safety is a common task and challenge for many parties. In addition to hired employees, workplaces often have employees working for subcontractors and self-employed people. In a shared workplace, all the employers and independent workers have their design-

nated roles and occupational safety responsibilities. It is important that all the parties are aware of the legal obligations and comply with them. Activities are coordinated and developed in cooperation to ensure that the work is as safe as possible for everyone.



RESPONSIBILITIES AND SUPERVISORY WORK



General

The safety of a production is managed in the same way as other elements of the production. Safety is assessed, monitored and improved constantly. Risk management, effective communication and clear responsibilities are key. Safety management also involves cooperation with the authorities, experts and other partners. Management takes account of the normal circumstances and exceptional circumstances that can be anticipated.



For supervisors

The primary responsibility for the working conditions lies with the employer, who is represented in the workplace by supervisors in accordance with the duties assigned to them. The supervisors' responsibility for occupational safety depends on their job description. Good management also includes providing adequate resources; planning, proportioning and organizing work and developing working methods in cooperation with the employees.



For employees

It is important that all those taking part in the production participate in identifying the hazards and assessing the risks throughout the production. During orientation, the employees are told how to report safety observations so that everyone is informed of them and can take the hazards into consideration in their work.

Example of the three-step division of responsibilities

SENIOR MANAGEMENT

- General management and supervision of OHS activities
- Maintenance, development and improvement of OHS
- Ensuring adequate resources
- Organization of supervisory activities, selecting and training supervisors
- Assigning the powers and responsibilities of units
- Reporting and monitoring system

MIDDLE MANAGEMENT

- General supervision of OHS activities
- Preparation of adequate safety instructions
- Acquisition of work equipment
- Arranging maintenance for equipment, devices and other work equipment
- Informing the senior management and giving necessary presentations to the senior management

LINE MANAGEMENT, IMMEDIATE SUPERVISOR

- Training, guidance and orientation of employees
- Discussing the duties of employees
- Supervising working methods and the working environment
- Planning work and tasks
- Ensuring order and tidiness in the workplace
- Reporting any defects observed



MANAGEMENT OF HEALTH AND SAFETY RISKS



General

A safe working environment and healthy working conditions can be created by analysing the hazards of the workplace and assessing the risks with sufficient expertise and by taking the necessary safety precautions. This guarantees the wellbeing of the personnel and uninterrupted production. A steering group can be set up for the purpose of analysing the hazards of the entire production project. The purpose of the steering group is to launch and organize the process and facilitate its progress. It is important that all those taking part in the production participate in identifying the hazards and assessing the risks throughout the production.



For supervisors

It is recommended that employees are given checklists that help them identify and record hazards, risks and stress factors in their work. Identification can continue in small groups, allowing for preliminary assessments of the risk level of each hazard. It is important that the assessment is updated repeatedly as the circumstances change during the production.



For employees

The participation and activeness of everyone is necessary when observing the working environment, assessing the risks and ensuring safe work.



PRINCIPLES OF ORIENTATION



General

The purpose of orientation is to ensure that employees have a good command of their duties and the machines and work equipment to be used and are also able to work in disturbance and exceptional situations. Orientation gives the employees the tools to do their job in an appropriate, safe manner. Adequate orientation is the employer's duty under the Occupational Safety and Health Act.



For supervisors

You should ensure that each employee receives enough information about the hazards at work. The employees' professional skills and work experience is taken into consideration in the orientation. Orientation to safe working practices is done especially before starting in a new job or task or when the duties change and before the introduction of new work equipment and new working or production methods. The instruction and guidance given to the employees is supplemented, when necessary. Constantly changing situations and operating environments require the revision of key points and taking initiative is always useful in this respect. It is important the employees are encouraged to take responsibility for their competence by asking, revising and finding things out if they are uncertain about something. It is a good idea to support the orientation process with written production information and a checklist, which is used to monitor the progress of the guidance. The plan is based on the information obtained from analysing the hazards at work.



For employees

Orientation to safe working practices is an important part of work-related competence and safety management. It is important for employees to take initiative, ask questions and raise any work-related concerns that they have.

OHS cooperation and occupational health care



ORGANIZATION OF ACTIVITIES AND THE DUTIES OF OHS PERSONNEL



General

The role of OHS personnel in dealing with matters related to the working environment is to collect observations concerning the safety of personnel and use these observations to propose measures to the supervisors or consult experts, if necessary.



For employees

If at least 10 employees work regularly in the workplace, the employees of the workplace should choose an occupational safety and health representative and two deputy representatives from among themselves, and in workplaces with more than 20 people, an occupational safety and health committee should also be appointed. The employees have the right to submit proposals on safety and health in the workplace to the employer and get a response to them.



For supervisors

Occupational health and safety issues are handled in OHS cooperation. It is important to create good conditions for the cooperation to ensure timely communication and effective cooperation. Employers respond to the proposals made by the employees on safety and health in the workplace.

If there is no occupational safety and health representative, the workplace can consider appointing a production-specific occupational safety and health representative who takes part in risk assessment, planning and other meetings, filming location scouting and meetings and resolving changes and deviations during the production. The representative works in cooperation and in dialogue with others working on the production concerning various execution solutions and the related safety aspects. In the initial meeting of the production, they verify that the preconditions for occupational safety are in order and any unclear cases have been resolved and contributes to making sure that safety and workplace climate considerations are included in the plans during meetings. They serve as the contact person for employees in terms of addressing work-related problems and preparing policies.



COOPERATION CASES AND THEIR HANDLING



General

OHS cooperation deals with issues and measures affecting the safety, health and working capacity of the employees and monitors their implementation and impact. Cases concerning an individual employee or a group of employees are dealt with by the employee and

their supervisor. The occupational safety and health representative can take part in dealing with the case. OHS cooperation issues that concern a larger group of employees and the workplace in general are dealt with in the occupational safety and health committee or a corresponding cooperation body.



OCCUPATIONAL HEALTH CARE AND THE PROMOTION OF WORKING CAPACITY



General

Employers are required to provide occupational health care to prevent health hazards resulting from work and to protect and promote the safety, working capacity and health of the employees. Preventive occupational health care is provided to everyone regardless of the nature of their employment. Practices that promote and support working capacity are referred to as working capacity management. Working capacity management is preventive and based on the needs of the workplace. It continues throughout the career.



For supervisors

It is recommended that the expertise of occupational health care is utilized according to need in film and TV productions. For instance, near the end of a production that includes psychosocially stressful situations, a debriefing session could be held, in addition to providing the individual opportunity to seek professional help from occupational health care. The workplace should have clear procedures for interfering with problems that disrupt work, such as the abuse of intoxicants. The main responsibility lies with the employer's representatives, i.e., the management and the supervisors. Supervisors should try to ensure, whenever possible, that the abuse of intoxicants does not compromise occupational or traffic safety.



For employees

At the start of the production and the employment, it is a good idea to discuss needs for support in terms of the working capacity with the supervisor. In addition to safe and healthy work practices, working capacity depends on a healthy lifestyle.

Safe, healthy work and working environment, wellbeing at work



WORKING ENVIRONMENT



General

Jobs in film and TV productions involve working in a wide variety of locations. Productions are often filmed in places that are not designed as working environments. It is important that everyone involved is capable of making observations and assessing the healthiness and safety of the working environment and suggesting ways to improve safety, if necessary. In a safe working environment, the structural and technical elements are in order. Work in an effective community is well-organized, and cooperation, communication and interaction run smoothly. It is important to consider safety aspects when the production is still in its planning stages. Any changes that are required are easier to make at this stage.



For supervisors

Expert risk assessment, advance planning and orientation are basic requirements for working safely in a safe working environment. Changing circumstances require constant case-by-case risk assessment, observation of the working environment and the consultation of other experts, when necessary.



For employees

The ability and duty to make observations and suggestions to improve safety. Observing the safety of the work and the working environment is also important, and any deviations and concerns should be reported immediately.



ACCIDENT PREVENTION, REPORTING PRACTICES AND INVESTIGATION

Employers are obligated to insure their employees against occupational accidents and diseases with a statutory accident insurance. If a hazardous incident or accident occurs in the workplace, the careful analysis of the events helps prevent similar incidents. The next step is to consider how a similar event could be prevented in the future and to implement remedial measures. Occupational accidents are investigated by answering the following questions: what happened, why did it happen and how could a similar event be avoided in the future? In addition to the factors that led to the

accident, the needs for improvement in the working environment and in the procedures and responsibilities of the organization are examined. Workplaces should have a systematic policy for reporting any accidents and hazardous incidents. The policy should encourage reporting without causing a fear of being blamed or punished. Occupational accidents are reported to the immediate supervisor. Employers should maintain a list of accidents for the purpose of dealing with compensation and insurance matters.



MOTION SAFETY

All working at height should be done using a scaffold or a person lift. In addition, fall protection should be ensured. If a task cannot be performed safely, a better solution should be found. Employers should organize working at height and using work equipment that is susceptible to weather so that, e.g., the weather conditions do not compromise the safety and health of the employees.

Fall prevention structures and equipment should have an appropriate structure and durability and, if the fall prevention structure or equipment has to be temporarily removed due to work, effective protective measures should be taken in its stead. Lifting should always be carefully planned. Special lifting, such as heavy lifting, the lifting of large objects and team lifting, requires a lifting plan. The use of a ladder requires extra caution and becoming familiar with the separate instructions. The surfaces of access routes are treated so that they are not slippery.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

If the risk of an accident or disease at work cannot be avoided or adequately reduced using technical protective measures aimed at the working conditions or the organization of work, employers should obtain personal protective equipment (PPE) for the employees based on the assessment of the hazards at work. Guidance on the use of PPE focuses on ensuring that PPE is worn correctly and worn all the time when working in an environment that contains impurities and that the users ensure the appropriate care and maintenance of PPE.



MACHINERY, DEVICES AND WORK EQUIPMENT

Only machinery, work equipment and other devices that comply with their respective regulations and are suitable and appropriate for the work and the working conditions in question can be used at work. Their correct installation and the necessary protective devices and markings should also be ensured. The use of machinery, work equipment and other devices should not otherwise cause a risk or hazard to the employees working with them in the workplace or to other individuals in the workplace. Safety can be improved by mak-

ing sure that all the parties concerned are aware of the actions and procedure when working with hoists and lifting equipment. Employers should constantly monitor the functional order of work equipment by conducting inspections, tests, measurements and other appropriate measures. The functional order of work equipment should be inspected and tested only by a qualified individual who is familiar with the structure and use of the work equipment. When necessary, an external expert should be used as, e.g., a special effects coordinator.



LIGHT AND SOUND

Electrical and fire safety regulations, user instructions and rigging safety should be observed when using light and sound devices. Lighting and sound reproduction should not cause a hazard to anyone's health or safety. Clear instructions for light and sound plans should be prepared. Sound pressure levels should be controlled so that the work can be done without causing hearing damage. Played and sung music and various effects can cause high sound pressure levels. Hearing protectors should be selected according to the tasks at hand.



INDOOR CLIMATE

Film and TV productions often involve the use of spaces that are not necessarily designed as working environments. When choosing filming locations, it should be ensured that the indoor climate is not a health hazard to the employees. Employers are required to take action and, if an indoor climate issue is suspected, it is crucial that the investigation process is launched without delay. If an employee is suspected to have symptoms caused by the conditions of the workplace, they should be referred to occupational health care. The employer should inform both the employee who reported the issue and the occupational safety and health representative about the measures that have been or will be taken to address the issue. Outdoor productions present their own challenges in the form of the working environment and the thermal conditions. In such cases, it is important to follow the weather reports and especially take sudden changes in the weather and their impact on the work into consideration whenever possible. These situations also require the planning and acquisition of necessary gear.



CHEMICAL SAFETY

Exposure to harmful chemicals in film and TV productions is rare. However, special effects, cleaning chemicals and cosmetics can cause a risk or hazard. Employers are required to make sure that hazardous chemicals are appropriately marked and the workplace has operational safety bulletins for chemicals. Employers should draw up a list of the chemicals used in the workplace and keep the list up-to-date. The list and the operational safety bulletins should be kept available for inspection by the employees. The employees should be sufficiently trained in the handling of chemicals and cosmetic products and to protect themselves from exposure to the chemicals that are produced in the work processes. In addition, the employees should be taught how to behave in dangerous situations and to wear and maintain the necessary protective equipment. Chemical storage and waste processing should be organized appropriately. Chemicals and cosmetic products should be stored in their original packaging, which indicates the active ingredients and the need for protection.



ELECTRICAL AND FIRE SAFETY AND SPECIAL EFFECTS

The design, building, repair and maintenance of electrical equipment requires special expertise in electrical engineering. Electrical works can only be done by authorized electrical engineering professionals who are registered in the electrical contractor register of the Finnish Safety and Chemicals Agency (Tukes). Employers are responsible for the fire and personal safety of electrical installations and equipment. Faulty equipment or equipment that shows signs of even a minor disorder should be immediately removed from use and repaired. The maximum load of supply lines should be known to avoid overloading. Fire safety is maintained by fire inspections performed by the authorities and the internal inspections of the property. Key fire and personal safety instructions, regulations and requirements are prepared separately for each production, when necessary. Special effects require special arrangements. This should be taken into consideration in the production schedule to avoid risks caused by a rush, tiredness and unsuitable conditions etc.



ACCIDENT HAZARD PREVENTION AND RESCUE OPERATIONS

Employers should constantly ensure the necessary measures to prevent the risk of major accidents and minimize the consequences of such an accident in all activities in the workplace. A person is appointed for traffic control duty to ensure the fluency and safety of traffic and the organization of on-site traffic. If the filming arrangements affect pedestrian traffic, pedestrians should always be safely redirected past the filming location. The person appointed as the traffic controller is subject to the provisions pertaining to penal liability while in office. There should be enough traffic controllers and they should be orientated with the work. The employer shall see to the provision of first aid for the employees and other persons present in the workplace in a manner required by the nature of the work and the working conditions. In accordance with the work and working conditions, the employees shall be provided with instructions on the measures to be taken in order to receive first aid in the case of an accident or illness.



ERGONOMICS AND PHYSICAL STRESS

Ergonomics and managing the level of physical stress at work aim to promote the employees' physical ability to function and to prevent health hazards. A person needs a certain amount of stress to stay healthy and feel well, but only corresponding to their personal resources. The key to managing stress is recovery. If the work does not enable sufficient recovery, breaks are needed. Lifting and transferring heavy loads manually is stressful and causes risks to health and safety, and such work should always be assessed carefully and separately. The ergonomics of VDU work and the workstation should be assessed in terms of the health and wellbeing of each individual employee. The personal activeness of those doing VDU work to develop and improve their workstation is also important.



WORKING HOURS AND RECOVERY

The management of work-related stress and working hours aims to prevent harmful stress and promote the employees' mental, social and cognitive ability to function. The rhythm of exertion and recovery is important for personal wellbeing. Harmful stress wears out the underlying biological and psychological system in humans. Individual differences in terms of recovery are big. Supervisors are usually responsible for monitoring

the stress and working hours of the employees and for taking measures to address problems and support working capacity whenever something concerning comes up. The goal is to identify the stress factors that can negatively affect the health and safety of employees. It is important that the employees also take part in identifying the stress factors, because they are experts in their work.



Recommendations for supervisors

- Keep leisure time free from work-related communication, whenever possible.
- Set an example and support a working hours culture that does not idealize overly long working days without any breaks or taking work home.
- Talk about issues related to recovery and the management of working hours regularly in the work community to identify recovery difficulties early on.
- If the employees complain about their workload, provide them the opportunity to take part in stress assessment procedures, such as an individual or community workload assessment conducted by the occupational health care provider.
- If work should start immediately after working at night, discuss alternatives that allow for sleep and rest and how to arrange them.



Recommendations for employees

- Learn to identify the signs that indicate a need for recovery.
- Make sure that you get enough rest and recovery time and have an otherwise healthy lifestyle.
- Talk to your supervisor about
 - your actual working hours per week
 - your working hours monitoring
 - your opportunities to influence your working hours and the use of flexitime
 - the extension of working hours
 - the sufficiency of time available for recovery after work on weekdays, during weekends, on days off and on annual holidays.
- The agreed working hours, the instructions of the line management and the rules should be followed. Overtime is allowed only with the employer's permission.



DIVERSITY, NON-DISCRIMINATION AND GENDER EQUALITY

Diversity relates to attributes such as age, gender, disability, state of health, ethnic origin, nationality, language, religion, belief and sexual orientation. These are also bases for discrimination defined by law, and individuals should not be placed in unequal positions as employees or customers based on these attributes. In a work community, diversity also includes dimensions such as differences between the employees in terms of their education, experience, skills, working habits, personality and values.

Equality means that all people are equal in value regardless of their gender, age, ethnic or national origin, nationality, language, religion or belief, opinion, disability, state of health, sexual orientation or other personal characteristics.

According to the Non-discrimination Act, employers have a duty to assess and promote equality in their own operations. The duty to promote equality concerns all the bases for discrimination listed in the Act. The Non-discrimination Act includes prohibitions of discrimination based on other attributes besides gender.

The representative of the employees has a right to access information, by request, on what actions the employer has taken to promote equality in the workplace. If the employer regularly employs at least 30 persons, the workplace should have a plan for the necessary measures for the promotion of equality.

An equality plan is a plan of the concrete measures for the promotion of equality. There is no specified form for the plan, but it should be verifiable and auditable. The equality plan can be drawn up separately or as part of some other plan, such as a personnel plan, a gender equality plan or the occupational safety and health policy. The grounds for positive action can also be included in the plan.

Gender equality means equality between genders at work, while also taking account of gender identity, i.e., everyone's personal experience of their gender, and their gender expression, i.e., expressing their gender through clothes, behaviour or some other similar way. According to the Act on Equality, employers have a duty to promote gender equality in working life and to take pre-emptive action against all discrimination based on gender, gender identity or gender expression. If the employer regularly employs at least 30 persons, the workplace should have a plan for the necessary measures for the promotion of gender equality.

IN PERSONNEL POLICY, GENDER EQUALITY IS RELATED TO, FOR EXAMPLE

- salary
- management practices
- opportunities to have an influence
- recruitment
- career development
- versatility and equal distribution of tasks
- duration of employment
- working conditions
- family leave policies.

The gender equality plan should be revised at least every other year, and the employees should be informed about any updates to it. The gender equality plan is prepared in cooperation with representatives appointed by the employees, such as the shop steward, the elected representative or the occupational safety and health representative. The pay survey is used to ensure that there are no unjustified pay differences between women and men who are working for the same employer and engaged in either the same work or work of equal value.

Good practices in psychosocially stressful situations

Psychosocial stress factors refer to factors related to the work content, work arrangements and the social functionality of the work community that may put a harmful strain on employees.



RAISING ISSUES



General

Psychosocially stressful situations are always a threat to the employee's wellbeing. Raising issues refers to a discussion between the supervisor and a subordinate where stressful situations are addressed and possible support measures are considered together. Interference and raising issues can be difficult, but an approach that has been agreed on together in advance helps raise any problems.



For supervisors

Raising the issue is important if the supervisor observes signs that an employee's working capacity needs support. For instance, a concerning change in the employee's behaviour can signal a need for support.



For employees

Employees also have the duty to raise any work-related issues that put a strain on them.



STRESS AND BURNOUT



General

Harmful stress is one of the most common health risks in the film and TV production industry. Long filming days and overlapping or consecutive working periods do not always enable sufficient recovery. Harmful stress refers to a situation where the employee feels unable to cope with the demands and expectations that are placed on them. The development of stress is affected by both the work and the individual characteristics of the employee. Harmful psychosocial stress can be reduced in the workplace by the supervisor and the work community with the support of the OHS personnel and occupational health care. The reduction of psychosocial stress factors is based on the identification of the hazards and risks at work, including the stress factors.



For supervisors

Key measures to promote psychosocial wellbeing include the management of the workload and the rush; increasing the meaningful nature of the work and the opportunities to influence it, if possible; and strengthening a positive, safe workplace climate. The health risk or hazard caused by work-related stress factors to the employees should be avoided or reduced at work. Supervisors also have the obligation to take action once they have been informed that an employee is experiencing work-related stress that is harmful to their health.



For employees

It is important for the employees to learn to identify the symptoms of stress and the signs of coping early enough. Harmful changes caused by stress can be observed in physical actions, behaviour and bodily functions. Harmful stress can also affect your self-confidence and cause alienation.

WAYS TO PREVENT EXCESSIVE WORKLOADS

- clear work-related goals and job descriptions
- clear division of duties and responsibilities
- varied, independent work
- suitable amount of work and working pace
- possibilities to influence matters concerning own work and the work community
- adequate, timely information
- common policies, rules and practices that support the operations of the work community
- functionality of work equipment and systems
- fair, actively listening supervisors
- common rules for raising conflicts in the work community
- approach for addressing inappropriate treatment.

IDENTIFY THE SYMPTOMS OF STRESS AND THE SIGNS OF COPING EARLY ENOUGH

- If you feel stressed, raise the issue with your supervisor.
- Talk about your feelings and experiences with a colleague. Others may have similar experiences, and you can report the issue to the supervisor together.
- If your health deteriorates due to stress, seek occupational health care.
- You can ask the occupational health care provider to assess your stress level.



GOOD PROFESSIONAL CONDUCT AND WORK COMMUNITY SKILLS



General

Good professional conduct is a choice where manners at work are based on conventional good manners. Good conduct improves the meaningfulness of work by improving the effectiveness of cooperation in the work community and the workplace climate, among other things. Work community skills are based on an understanding of personal and others' roles in the work community, in addition to communication and social skills and self-management skills.



For supervisors

Functioning as a full member of the work community requires the ability and skills to influence the work constructively. Work community skills manifest themselves as good actions and appropriate behaviour as well as a positive attitude. The skill to listen, the delicacy to express a different opinion and the effort to be understood are all necessary.

- Pay attention to choosing the right person for a task.
- Clarify the goal and the basic task.
- Ensure proper orientation and provide guidance in terms of opportunities.
- Describe your expectations.
- Give the employee a chance to develop at work, take part and engage in cooperation.
- Encourage them to have an influence.
- Provide feedback.
- Receive feedback and express gratitude for it.
- Behave fairly and justly.



For employees

Functioning as a full member of the work community requires the ability and skills to influence the work constructively. Work community skills manifest themselves as good actions and appropriate behaviour as well as a positive attitude. The skill to listen, the delicacy to express a different opinion and the effort to be understood are all necessary.

- Focus on the basic task at hand.
- Listen and be present.
- Think positive thoughts.
- Engage in cooperation.
- Appreciate your supervisor and your colleagues, support and help them.
- Be trustworthy, open and honest about work-related issues.
- Look after your wellbeing.
- Identify your strengths and needs for improvement.
- Take initiative, be open to new things and to developing your work.
- Provide and receive feedback.
- Focus on clear communication.



CONFLICTS IN THE WORK COMMUNITY



General

Conflicts arise when people think, experience things and behave differently. Different values, needs, experiences and cultural backgrounds affect how individuals interpret matters at work. Conflicts often stem from confusion in work-related issues, in which case it is important to clarify the policies, goals and job descriptions.



For supervisors

The right to supervise work often gives supervisors the means to address situations that disrupt the flow of work and decide on measures. It is essential that the parties of a conflict can feel as safe as possible when discussing different points of view. This helps settle matters well enough while also ensuring a better final outcome. By allowing the parties to influence the solution, you can give them more responsibility for putting things right.



For employees

Everyone is responsible for addressing and resolving disagreements. Colleagues can settle their disagreements amongst themselves.



HARASSMENT AND INAPPROPRIATE TREATMENT



General

Harassment and inappropriate treatment refer to actions and behaviour at work that are in violation of the Occupational Safety and Health Act. Harassment refers to behaviour that is against generally accepted practice, inappropriate at work and disrupting to the work. Inappropriate treatment can be difficult to recognize, because people experience things and situations in different ways. Workplace bullying is often used as a substitute term for inappropriate treatment. The ability to recognize inappropriate treatment is crucial in order to prevent problems and create common policies for solving them.



For supervisors

It is important to draw up and discuss common rules and policies together with the employees, in the occupational health and safety or the cooperation body, for example. Policies help create a positive workplace climate. Policies help promote positive, open interaction and prevent conflicts. Policies also describe how to deal with conflicts. The policies should clearly state that inappropriate treatment and harassment are not accepted in the workplace and that any problems are addressed and resolved. After being informed of an issue, it is the employer's duty to take action to investigate and end the harassment and inappropriate treatment.



For employees

Inappropriate treatment should not be accepted in the workplace. Each member of the work community is responsible for their personal behaviour, and it is everyone's duty to also promote a positive workplace culture. Any member of the work community or a supervisor can be guilty of inappropriate treatment alone or together with others. Such treatment may be directed at either the employees or the supervisors. Inappropriate treatment can also be unintentional, so it should be discussed as soon as possible with the person who has behaved inappropriately. This gives the person who behaved inappropriately a chance to modify their behaviour. If the inappropriate behaviour continues, the supervisor should be informed of the issue. You can also ask the OHS representative for help in problem cases.



SEXUAL AND GENDER-BASED HARASSMENT



General

Sexual and gender-based harassment and inappropriate treatment should not be accepted in the workplace in any circumstances. Everyone is responsible in their part for the atmosphere and wellbeing of their work community. Everyone also has the right to be treated appropriately. The film and TV industry does not approve of sexual harassment or any type of inappropriate treatment in working life, education or recruitment situations. Everyone working in the industry is responsible in their part for the atmosphere and wellbeing of their work community. Everyone also has the right to be treated appropriately.



For supervisors

Preventive measures include, for example, a clear statement made by the management that sexual and gender-based harassment are not acceptable in the workplace (zero-tolerance policy). It is also recommended to prepare a policy for good professional conduct and discuss it with the employees. The policy determines what is acceptable and unacceptable behaviour and outlines the procedure for interfering with sexual harassment systematically and effectively. In addition, it is important to train supervisors to recognize, address and end sexual harassment.



For employees

Sexual and gender-based harassment and inappropriate treatment should not be accepted in the workplace in any circumstances. Interfere with such behaviour, if you notice it. Report it if you experience it!



VIOLENT, SEX AND NUDE SCENES



General

The film and TV industry also involves the filming of violent, sex and nude scenes. These scenes have a precise choreography and are not improvised. Intimate scenes should be produced while respecting the actors' privacy and safety. Support can be obtained by hiring an expert in this field, a so-called intimacy coordinator. The intimacy coordinator coordinates and plans scenes that contain erotically charged touching, nudity and/or simulated sex. They create a safe working environment for both the actors and the crew. A sense of authenticity and safety are both important in nude scenes, and they require similar expert planning as, say, a stunt or dance scene. If the actors are made responsible for the choreography, they cannot necessarily build the story through their characters anymore and their work becomes personal.

The process starts with a discussion between the director, the actors and the producer concerning the content of the scene. During filming, the choreography is adjusted according to the actual location and camera angles so that it supports the narrative and the director's vision. An essential part of the work is to coordinate the details of each department so that the method for creating the scenes is clear, safe and mutually agreed upon. Similarly, a so-called stunt coordinator can be used to help produce violent scenes.



For supervisors

It is a good idea to discuss the special features of the production in terms of sex and violence at the start of the production, i.e., give the production crew instructions on how to behave. The filming situations should also be made calm so that only the necessary employees for the scene in question can see the situation on the spot and on the monitor. The instructions should also be repeated immediately before filming such scenes, because part of the filming crew may have joined the team later. It is the supervisor's duty to immediately interfere with the situation if they notice or are informed of a violation of the instructions.



For employees

It is recommended that the actors read the draft script and discuss the contents with the director and the producer before signing an employment contract. It is recommended that the actors agree on the details of the scene in writing with the producer and report any problems during the production to the supervisor, the intimacy coordinator or the stunt coordinator.



DISCRIMINATION



General

Discrimination refers to the unequal treatment of people on a basis of discrimination prohibited under the Non-discrimination Act, the Act on Equality or the Constitution of Finland. Only employers or employers' representatives can be guilty of work discrimination.



For supervisors

In principle, employers can choose the applicant that they consider best suited for the job. However, the employer's right of choice is restricted by the prohibited bases for discrimination under the Act on Equality and the Non-discrimination Act.



For employees

Discrimination cases should generally be addressed where the suspected discriminatory incident or practice occurred. The case should first be discussed with the party that is responsible for the suspected discrimination. If necessary, you should ask for support and help to address the issue. You can turn to your supervisor, the shop steward or the OHS representative in the workplace.



SOCIAL MEDIA FROM AN OHS PERSPECTIVE



General

The social media makes both justified and unjustified criticism public, which makes it a psychosocial stress factor that should be taken into consideration in occupational health and safety, when necessary. It is a good idea to have a workplace social media policy. The communication guidelines of many organizations take a positive stance on the participation of the employees in public dialogue – also in social media. However, the employees should be aware of when they are representing the organization and when they are making statements as private individuals.



For employees

Netiquette, for example:

- Use your own name when you write things, unless otherwise agreed in your workplace.
 - If you write things as a private person, clearly state that the opinions are your personal views. You are personally responsible for what you publish.
 - Be sensible and friendly.
 - Show respect towards the reader. Your writing also creates an impression of you. Avoid offensive topics as best you can.
 - Think before you publish.
 - Remember that what is published can no longer be taken back. Your online text can gain wider publicity than you had intended. Be careful, because sometimes it can be difficult to distinguish between private and public, and personal and professional.
 - Do not allow yourself to be provoked.
 - There is a fine line between heated and inappropriate discussion. Politely give reasons for your opinions and avoid blaming others. Remember that you do not need to respond to all criticism or debate. If you make a mistake, admit it and apologize.
 - Respect the rules and copyrights of online communities.
- As the publisher of content, you must have the right to use the material you publish (text, photograph, video, drawing, diagram, animation etc.).
 - Do not spread personal data or inappropriate texts or images.
 - Do not post confidential matters or business secrets.
 - If you are uncertain, make sure before you publish. Find out what is public and confidential information in your organization and know the ethical guidelines and principles of public disclosure.
 - Stick to topics that are your responsibility.
 - If you write about work-related matters, use discretion at all times.
 - Be loyal to your work community, also in your free time.
 - Criticising your employer or colleagues on social media is not part of good professional conduct. Commenting on topics related to the workplace publicly is not advisable. You should especially avoid referring to individuals so that their identity is revealed. Any problems should first be discussed face-to-face with the individual that they concern.



For supervisors

It is recommended that the social media is considered in the plans, instructions and training sessions of the work community. Common social media policies can be prepared as part of the other cooperation of the workplace. In the event that an employee experiences work-related harassment, threats or slander on social media, they should not be left to deal with the situation on their own. It is important to provide support for addressing the issue, if needed, as well as the chance to discuss the issue in the work community and seek occupational health care services.



MANAGEMENT OF WORKPLACE VIOLENCE



General

Violence and its threat require pre-emptive measures and sufficient safety arrangements in the workplace. A sense of insecurity often reflects on the workplace climate and can cause more trouble. A violent incident in the workplace is always a sudden, unexpected and alarming experience. Even just the possibility of the threat of violence can cause insecurity and harmful physical stress. The identification of hazards and the assessment of risks also involves examining the types of violent and threatening situations that occur in the workplace and providing instructions on how to prepare for such situations. When preventing threatening and violent situations, it is important to focus on elements in the work and the working environment as well as the behaviour of individuals in a potential threatening situation. Facilities should be designed in a way that ensures good visibility, lighting and furniture and technical safety devices that protect the employees.



For supervisors

Work and working conditions that pose an apparent threat of violence should be arranged so that the threat of violence and violent incidents are prevented as far as possible. This means that the workplace needs to have appropriate safety arrangements or equipment in place to avoid or reduce violence and provide the possibility to call for help. Employers need to prepare a code of practice for such work and workplaces which focuses on the management of and response to threatening situations in advance to avoid or reduce the effects of violent situations on the employees' safety. When necessary, the functioning of the safety arrangements and equipment must be checked.



For employees

The employer provides instructions for dealing with incidents of violence.

Sources and more information on the sectoral page of the film and TV production industry on the website of The Centre for Occupational Safety (in Finnish): https://ttk.fi/tyoturvallisuus_ja_tyosuojelu/toimialakohtaista_tietoa/elokuva-_ja_tv-tuotanto

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