



# Risks Manager

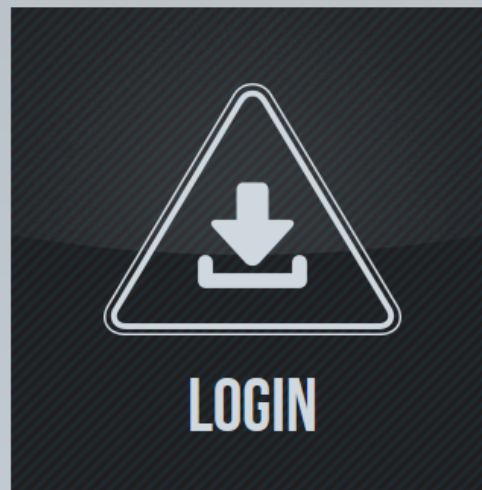
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WEBSITE OVERVIEW



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*Risk Management for the Advertising Industry*

## PARTICIPANT REGISTRATION

First Name\*:

Middle Name:

Last Name\*:

Company Name\*:

ADD COMPANY

This field will start populating after, You type 3 characters.

Mobile Phone\*:

Office Phone\*:

Email Address\*:

Alternative Email Address:

Password\*:

Confirm Password\*:

☐ By Checking this you agree with our [Terms & Conditions](#).

Registered User? [Login](#)

REGISTER



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Active Jobs



Archived Jobs



Create Job

USER: Sarah Logout

## RMO MENU

- » My Job List
- » My Archived Jobs
- » My Invited Jobs
- » Create Job
- » Help
- » About Us

Job Name ▼	Status ▼	Advertiser ▼	Agency ▼	Pro House ▼	Participants ▼	Paid ▼
------------	----------	--------------	----------	-------------	----------------	--------

No data found.

## Create Job

Job Title\* :

Campaign Name\* :

Job Type\* :  ▼

Advertiser\* :

This field will start populating after, You type 3 characters.

Advertising Agency\* :


This field will start populating after, You type 3 characters.


Production House\* :


This field will start populating after, You type 3 characters.

Product\* :

This field will start populating after, You type 3 characters.

Job Start Date\* :  

Shoot Start Date\* :  

Shoot End Date\* :  

Agency Job Number\* :

Production House Job Number\* :

Director Name\* :

Other Key Personnel:   

Description\* :

Address Line 1\* :

Address Line 2:

Location\* :

This field will start populating after, You type 3 characters.

CREATE JOB



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Active Jobs



Your new job has been created

### YOUR NEW JOB HAS BEEN CREATED. NEXT:

- 1) Invite any PCBUs that should be participating by clicking Invite Users on the left hand side menu
- 2) Make payment for yourself and/or the users you have invited

CLOSE

#### RMO MENU

- » My Job List
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PAY NOW

INVITE USERS

Document Name ▼	Type ▼	Owner ▼	Last Date ▼	Status ▼	Sign Off All ▼
Terms & Conditions	legislation	Joe Bloggs	09-02-2016	For Review	<input type="checkbox"/>

#### JOB FORUM

ADD POST

#### ANZ Supermarket Race

USER: Joe Logout

Participant ▼	Company ▼
ANZ Bank New Zealand Limited	
Whybin TBWA New Zealand Ltd	
Kontent Films	
Go Money	
ANZ Supermarket Race	
Supermarket Race	
TV Shoot	
09-02-2016	
1 day	
XYZ1234	
PH123	
Paul Rogers	
Shoot for ANZ with 15 crew	
123 Queen St	
New Zealand	
Northland	
Auckland Central	
EDIT	



Job Title : ANZ Supermarket Race



Active Jobs



Archived Jobs



Create Job

USER: Joe [Logout](#)

## Invite Users

[Back To Job](#)

To\*:

ria@talentpay.com.au

Sonia East



Document Required\*:

☐ Yes ☒ No

To\*:

erica@talentpay.com.i

Erica North



Document Required\*:

☒ Yes ☐ No

Select Documents:

- ☐ Driving Licence
- ☒ Public Liability Insurance Certificate
- ☐ Professional Indemnity Insurance Certificate

**INVITE USERS**



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Active Jobs



Users have been invited successfully

## RMO MENU

- » My Job List
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- » Help
- » About Us

PAY NOW

INVITE USERS

JOB TITLE : ANZ SUPERMARKET RACE



Number of Participants left to be paid for: 2

Payment for Job

☒ Pay for myself

☐ Pay for all participants

CONTINUE TO PAYMENT

CLOSE

Document Name ▾	Type ▾	Owner ▾	Last Date ▾	Status ▾	Sign Off All ▾
Terms & Conditions	legislation	Joe Bloggs	09-02-2016	For Review	<input type="checkbox"/>

## JOB FORUM

ADD POST

## ANZ Supermarket Race

USER: Joe Logout



Participant ▾ Company ▾

ANZ Bank New Zealand Limited

Whybin TBWA New Zealand Ltd

Kontent Films

Go Money

ANZ Supermarket Race

Supermarket Race

TV Shoot

09-02-2016

1 day

XYZ1234

PH123

Paul Rogers

Shoot for ANZ with 15 crew

123 Queen St

New Zealand

Northland

Auckland Central

EDIT





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Active Jobs



Archived Jobs



Create Job

USER: James Logout

Your payment transaction completed successfully. Your invoice is ready.



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Job Name ▾	Status ▾	Advertiser ▾	Agency ▾	Pro House ▾	Participants ▾	Paid ▾
ANZ Supermarket Race (TV Shoot)	Active	ANZ Bank New Zealand Limited	Whybin TBWA New Zealand Ltd	Kontent Films	3	<input checked="" type="checkbox"/>



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Job Title : ANZ Supermarket Race



Active Jobs



Archived Jobs



Create Job

USER: Sarah Logout

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CREATE DOC

UPLOAD DOC

INVITE USERS

DELEGATE EDIT RIGHTS

Document Name ▼

Type ▼

Owner ▼

Last Date ▼

Status ▼

Sign Off ▼

No document is associated with this job.

Participant ▼

Company ▼

Sarah Jones

## JOB FORUM

☐ Email this post to participants

ADD POST

ANZ Bank New Zealand Limited

Whybin TBWA New Zealand Ltd

Kontent Films

Go Money

ANZ Supermarket Race

Supermarket Race

TV Shoot

04-02-2016

1 day

XYZ1234



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Job Title : ANZ Supermarket Race



Active Jobs



Archived Jobs



Create Job

USER: Fred [Logout](#)

Choose a template

[Back To Job](#)

Preview



PCBU And Workers  
Obligations

Preview



Initial Risk Assessment

Preview



Location Brief

Preview



Safe Work Method  
Statement (SWMS)

Preview



SWMS Variation Report

Preview

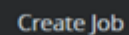
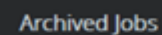
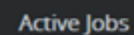
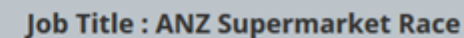
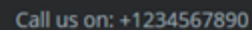


Incident Form

Preview



Injury Notification Form



USER: Joe    Logout

### Select Template

## Create A New Document

**SAVE**

## PREVIEW

PUBLISH

Job Title: ANZ Supermarket Race

[Back To Job](#)

Document Name\*:

Document Name

Document Type\*:

SWMS Variation Report



Question	Yes	No
Were there changes on the day of the shoot that introduced new safety risks and if so how were they assessed, eliminated or controlled?		
Was a shoot site safety talk and worker consultation meeting conducted, and if not, why?		
Was there any unforeseen safety issues that occurred that did not result in any incident, and if so list?		
Were there any incidents that resulted in first aid treatment? If so, please list.		
If there were no incidents as above, please insert first aid attention results in text here below:		

SAFETY SUPERVISOR UNDERTAKES SITE BRIEFING VIA LOCATION RECCE AND VIA PHONE DISCUSSIONS. SAFETY SUPERVISOR TO IDENTIFY AND ASSESS ALL CONFIRMED SHOOTING LOCATIONS.

THE LOCATION BRIEF IS A PRE-WORK BRIEFING ONLY AND GIVES INITIAL ADVICE TO PRODUCTION COMPANY ABOUT THE POSSIBLE WORKPLACE LOCATIONS AND ANY REQUIREMENTS. RISKS/HAZARDS IDENTIFIED SHOULD BE ASSESSED IN THE SWMS AND CONTROLS SHOULD BE IMPLEMENTED TO MITIGATE ANY RISK TO AN ACCEPTABLE LEVEL.

Location Brief	Location(s)	Images	Maps	Comments
<p><i>Pink Balloon car park is located at Balloon City NZ.</i></p> <p><i>Performance will be in Pink Balloon store and around the car park.</i></p> <p><i>Filming governed by local council requirements and Pink Balloon store requirements.</i></p>	<p>PINK BALLOON CAR PARK, BALLOON CITY, NZ</p>			<p><i>Third party premises.</i></p> <p><i>Council car park, permits to be obtained.</i></p> <p><i>Parking may be an issue for cast and crew.</i></p>
	<p>PINK BALLOON INSTORE, BALLOON CITY, NZ</p>			<p><i>Production to follow Pink Balloon's owner of site work, health and safety rules/policies.</i></p>

ONCE LOCATION BRIEF IS COMPLETE, SAFETY SUPERVISOR TO BEGIN SWMS. PCBUS ARE OBLIGATED TO CONSULT, CO-OPERATE, AND CO-ORDINATE IN RELATION TO WORK, HEALTH AND SAFETY, PARTICULARLY HIGH RISK WORK, THIS CAN BE DONE THROUGH A SWMS, WHICH INCLUDES:

- THE TYPES OF HIGH RISK WORK ACTIVITIES BEING DONE;
- STATE THE HEALTH AND SAFETY HAZARDS AND RISKS ARISING FROM THE WORK TO BE CARRIED OUT;
- DESCRIBE HOW THE RISKS WILL BE CONTROLLED;
- DESCRIBE HOW THE RISK CONTROL MEASURES WILL BE IMPLEMENTED, MONITORED AND REVIEWED;
- TAKE INTO CONSIDERATION FACTORS THAT MAY AFFECT THE WAY IN WHICH THE HIGH RISK WORK IS CARRIED OUT;
- BE ACCESSIBLE AND EASY TO READ.



Job Title : ANZ Supermarket Race



Active Jobs



Archived Jobs



Create Job

USER: James Logout

## Upload Documents

UPLOAD

Job Title: ANZ Supermarket Race

[Back To Job](#)

Document Name\*:

Document Type\*:

---Please select document type---



Upload Document\*:

No file selected.



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Job Title : ANZ Supermarket Race



Active Jobs



Archived Jobs



Create Job

USER: Sarah [Logout](#)

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**SIGN OFF**

**VIEW DOCUMENT**

Document Name: Location Brief Addendum

[Back To Job](#)



### DOCUMENT FORUM

☐ Email this post to participants

**ADD POST**



Job Title : ANZ Supermarket Race



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Archived Jobs



Create Job

USER: Sarah Logout

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## VIEW DOCUMENT

Document Name: Location Brief Addendum

[Back To Job](#)



## DOCUMENT FORUM

Sarah Jones signed-off

Sarah Jones 04-02-16 08:55 AM

☐ Email this post to participants

**ADD POST**

## Signed Off Participants

No	Participant Name	Sign-Off Date Time
1	Sarah Jones	04-02-16 08:55 AM





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Your message has been posted

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CREATE DOC

UPLOAD DOC

SIGN OFF ALL

REQUEST SIGN OFF

## SELECT PARTICIPANTS AND DOCUMENTS TO REQUEST SIGN OFF

Email Address

This field will start populating after, You type 3 characters.

☐ Location Brief

Created

☐ Location Brief Addendum

Review

REQUEST SIGN OFF

CLOSE

Document Name ▾	Type ▾	Owner ▾	Last Date ▾	Status ▾	Sign Off ▾
Location Brief	Location Brief	Sarah Jones	-	Created	<input type="checkbox"/>
Location Brief Addendum	Location Brief	Sarah Jones	-	Signed-off	<input type="checkbox"/>

## JOB FORUM

Sarah Jones signed-off

Sarah Jones 04-02-16 09:00 AM

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ANZ Supermarket Race

USER: Sarah Logout



Participant ▾	Company ▾
Sarah Jones	

ANZ Bank New Zealand Limited

Whybin TBWA New Zealand Ltd

Kontent Films

Go Money

ANZ Supermarket Race

Supermarket Race

TV Shoot



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Job Title : ANZ Supermarket Race



Active Jobs



Archived Jobs



Create Job

USER: Sarah Logout

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- » Help
- » About Us

CREATE DOC

UPLOAD DOC

SIGN OFF ALL

REQUEST SIGN OFF

INVITE USERS

EMAIL DOCUMENTS

DELEGATE EDIT RIGHTS

Document Name ▾	Type ▾	Owner ▾	Last Date ▾	Status ▾	Sign Off ▾
Location Brief	Location Brief	Sarah Jones	-	Created	<input type="checkbox"/>
Location Brief Addendum	Location Brief	Sarah Jones	-	Signed-off	<input checked="" type="checkbox"/>

Participant ▾	Company ▾
Sarah Jones	

## JOB FORUM

Sarah Jones signed-off

Sarah Jones 04-02-16 09:00 AM

ANZ Bank New Zealand Limited

Whybin TBWA New Zealand Ltd

Kontent Films

Go Money

ANZ Supermarket Race

Supermarket Race

TV Shoot

04-02-2016

1 day

XYZ1234

PH1234

ADD POST



# Risks Manager

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WEBSITE OVERVIEW