



## FACT SHEET

SAFEWORK NSW

# PERforM – APPENDIX 6 HANDY TIPS FOR TAKING VIDEO FOOTAGE

The PERforM program focuses on the work your organisation's workers do, so capturing good video and image data of these tasks is critical for the delivery of the PERforM workshops.

### TIPS FOR GATHERING VIDEO FOOTAGE:

- Ensure the person using the video camera has an understanding of the hazardous manual tasks risk factors and the need to capture these risk factors on video.
- Ensure that the worker carrying out the task is videoed actually doing the task rather than a broad view of the work area.
- Ensure affected body parts are captured at the best angle for viewing the risk factors and subsequent assessment. For example, a task with bent positions in the back is best videoed from the side. If a task poses a significant risk to a specific body part, e.g. the hand and fingers, zoom in on the specific body part as well as capturing the whole body position.
- Ensure the person using the video camera has basic skills with videoing, i.e. zooming, minimising shaking and movement and lighting issues.
- Ensure enough detail of the task is captured on the footage and that the footage is long enough for the work team to analyse.
- Ensure the camera is easy to use and compatible for digital downloading onto a computer.
- If taking video footage of a range of tasks, ensure basic information about the tasks is obtained i.e. the work team that does the task, the task being done, date footage was taken, names of workers, etc.
- If the video footage is inserted in the PowerPoint presentation, ensure the presentation with video links is loaded on the hard drive of the laptop being used.
- Obtain image consents (if required) from workers. Organisations privacy requirements/ obligations may vary.

This information has been sourced from the Participative Ergonomics for Manual Tasks (PERforM) Handbook Worksafe QLD. For more information please visit [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au)

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LET'S TALK SAFETY