

# JOB ROLE – STORYBOARD ARTIST

Sector – Media and Entertainment Sector

(Qualification Pack Code: MES/Q0507)

( Class-X )



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# **CHAPTER 12: SAFE WORKING PRACTICES IN WORK ENVIRONMENT**

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# Chapter Objectives

The students will be able to:

- ❑ Recognize work environment for Storyboard artist,
- ❑ Describe required resources for Storyboard Artist,
- ❑ Explain health, safety and security at work place,
- ❑ Identify workplace safety hazards,
- ❑ Recognize potential sources of hazards in an organization and hazard using computers,
- ❑ Define Hazard Control method,
- ❑ Prepare Safety Guidelines Checklist,
- ❑ Describe Evacuation, Mock Drills,
- ❑ Use Fire extinguisher,
- ❑ Identify Health and Safety Signs.

# Introduction

Storyboarding is a creative job that requires the skill of drawing and sketching. It comes under the animation and gaming industry. A storyboard artist can either create a storyboard **using hand drawn sketches on paper or use a digital tablet and pen** to create it. However, in both cases the storyboard artist should have a good working environment.



*Fig. Storyboard Artist*

## Work environment for Storyboard artist

- ❑ You might be work from a **design studio** or within the art department of a production studio.
- ❑ You might work alone or with an animation team or with the other storyboard artists.
- ❑ You might be **spent lots of time sitting either in front of drawing board or with computer/tablet.**
- ❑ You may also need to spend some time on preproduction work, which may include onsite for planning.

# Work environment for Storyboard artist

- ❑ Sometimes, you have to **work under pressure**, because as this stage director or producers wants to see the initial visualization of the project as earlier as possible.
- ❑ You have to **work extra hours** and even during weekend to complete the task within deadline.
- ❑ Most of the contracts might be on a **temporary or freelance basis**.

# Required resources for Storyboard Artist

## For Hand drawn Sketching

- Drawing Pencils
- A Sketchbook
- Quality Drawing Surfaces which includes paper texture, paper weight and many more.
- Variety of Erasers such as rubber eraser, gum eraser, Vinyl or plastic eraser
- Pencil Sharpener
- Charcoal in stick and pencil form
- Drawing Pens / Ink
- Blending Stumps / Tortillions

## For digital storyboarding

- Advanced computer workstation/Graphic tablet and digital pen with appropriate operating system and latest software environment.
- Proper electrical connections with earthing.
- Wi-Fi or wired Internet connectivity.
- Access to the servers.
- Projector or LED TV to watch the final sketches.
- Online content such as text material, video tutorial and e-books facility for the further reading or development of skills.
- Appropriate communication system for communication with clients.



# Introduction to health, safety and security at work place

## Health

Every organization must provide health and safety working environment for their employees at the workplace. **Cleanliness** at the workplace is mandatory. **A proper air conditioning** is mandatory to provide clean and cool air at the workplace. **A properly filtered water facility** must be available. **A fresh food cafeteria** must provide the good quality food for the employees. The organisation should maintain a **clean wash-room** facility in good condition to be used by the employees.

*Fig. Healthy Work Environment*



# Introduction to health, safety and security at work place

## Safety

The work environment of the organisation must be safe. It must be free from hazards and risk. A hazard is the something that can cause harm to the people. A risk is a probability of causing harm to the people. Proper safety guidelines must be prepared by the company and it should be strictly followed. At regular intervals of time, the safety procedures must be practised by the employees.

# Introduction to health, safety and security at work place

## Security

Every employee working in an organization must feel that they are secured in the campus. Security is a kind of freedom from any potential harm. Security ensures the safety of the people working in the organization. Every organization must have separate security department. This department should be responsible for various securities such as personal safety, computer system safety, electrical safety, transport safety and other equipment safety.

*Fig. Example of security system*



# General safety rules in the Studio

- ❑ **Do not** eat, drink, or smoke in the studios.
- ❑ **Substitute** less hazardous materials or techniques when possible. There are many instances where highly toxic chemicals can be replaced by less toxic materials.
- ❑ **Know** the materials and their hazards. If labels do not provide adequate information regarding contents, hazards, and precautions, use resource books or the internet to research the product - your health is worth the effort.

## General safety rules in the Studio

- ❑ **Store** materials safely. Ensure to use clearly labelled unbreakable containers, and always cover them when not in use to deter their evaporation into the environment. Do not store materials in food containers to avoid accidental ingestion.
- ❑ **Ensure** proper ventilation.
- ❑ **Wear** appropriate personal protective equipment such respirators, face shields, ear muffs, proper footwear and gloves.
- ❑ **Ask** if you are unsure about the operation of any equipment. Misuse of tool leads to accidents. No equipment is to be altered or modified unless on manufacturers recommendation.

# Workplace Safety Hazards

## Physical hazards

It is the risks arising from the physical work environment – floors, facilities, walls, and ceilings. Physical hazards could also mean working with machinery and electricity-operated machines. Work processes or specific assignments could also qualify as areas where physical hazards are present. There is a vast list of physical hazards across all industries, but when we look at one specific sector, these dangers are also particular to the work setting.

# Workplace Safety Hazards

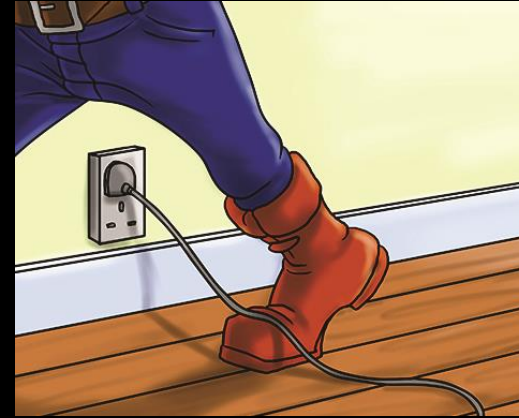
## Electrical hazards

There are many reasons why workers get electrocuted or suffer from electric shock at work. For the most part, it's due to coming in direct contact with live wires, or having indirect contact through a conductor. While not all electrical accidents lead to death, there are many life-threatening, severe and often permanent injuries that could result from it.

At work, the common causes of electrical accidents are exposed, worn-out wiring, overloading of electrical outlets, ungrounded or faulty equipment, and unsafe use of electrical equipment.

# Problem related to Electric Hazard

Watch out for cords and wires  
Loose cords and wires can cause hazard and even electrical hazards.



*Fig. Loose cord that can be hazardous*

If a cord or wire will cross a pathway safety it should be mark it with hazard tape.



*Fig. Hazard tape*



## Problem related to Electric Hazard

Avoid water at all times when working with electricity. Never touch or try repairing any electrical equipment or circuits with wet hands. It increases the electrical conductivity of the body for the flow of electric currents.



*Fig. Do not plug in the cable directly in socket use proper plug*



*Fig. Avoid water while working with electricity*

# Fire hazards

Each establishment must comply with housekeeping standards to ensure fire safety. Everyone not follows such requirements, and this leads to accidents resulting to fire. Such events not only damage of vital workplace equipment, stock and other items, and the building; it could also lead to injuries among its employees. To avoid fire, it is very important that safety precautions are in place.

The whole organization must also have first response and emergency mitigation systems in place. Employees should be aware of all emergency exits, including fire escape routes, of the office building and also the locations of fire extinguishers and alarms.

# Health hazards

Health refers to the physical well-being of the workers, and this includes the condition of their skin, eyes, ears and all other body parts. But it also includes the health situation of what we cannot see upfront – their respiratory and cardiovascular system, and the nervous system. Hazards are present in most workplaces that could impact any part of the human body.

For example, a noisy machine or factory environment could damage the sense of hearing of the workers. In the same manner, exposure to bright lights and toxic fumes and vapour could damage the eyes and nose. There are also more serious and long-term health issues arising from hazardous workplaces, such as damage to the lungs because of the exposure to harmful chemicals.

# Potential Sources of Hazards in an Organization

- ❑ Use blinds or drapes on windows to eliminate bright light. Blinds and furniture placement should be adjusted to allow light into the room, but not directly into your field of view.
- ❑ Use indirect or shielded lighting where possible and avoid intense or uneven lighting in your field of vision. Ensure that lamps have glare shields or shades to direct light away from your line of sight.

# Potential Sources of Hazards in an Organization

- ❑ Reorient the workstation so bright lights from open windows are at right angles with the computer screen.
- ❑ High contrast between light and dark areas of the computer screen, horizontal work surface, and surrounding areas can cause eye fatigue and headaches. So, use well-distributed diffuse light.

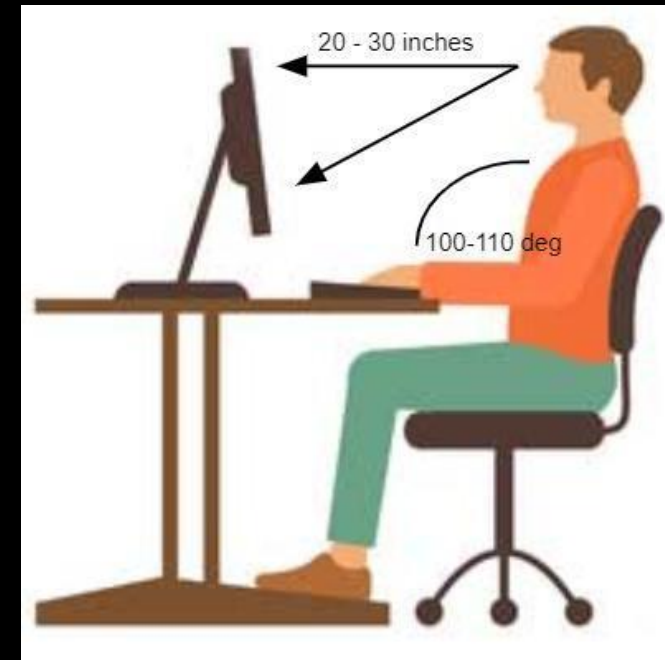
## Hazards using computers

Hazards while using computers include **poor sitting postures or excessive duration** of sitting in one position. These hazards may result in **pain and strain**. Making the same movement repetitively can also cause muscle fatigue. In addition, glare from the computer screen can be harmful to the eyes. Stretching at regular intervals or doing some simple yoga in your seat can mitigate such hazards.

# Health related problems due to access use of computer and its solution

## Musculoskeletal Problems

This problem include different areas of your **body** such as **neck, back, chests, arms shoulders and feet**. It occurs because of your wrong posture, uncomfortable chair for sitting that is not ergonomically correct while working on the computer.



*Fig. Ideal Neck and Monitor position*

# Computer Health & Safety Tips

## Musculoskeletal Problems

To avoid this problem,

- ❑ Position your computer such that the monitor end should be at your **eye level**.
- ❑ Keep the **neck neutral** with monitor directly ahead to prevent to turn your neck.
- ❑ Keep your monitor at least **arm length distance, or 20 to 30 inch away from you**.
- ❑ Maximize contact of your back against the **backrest of the chair**.
- ❑ Adjust height of armrests so that your elbows are at **100-110 degrees open angle**.



# Computer Health & Safety Tips

## Musculoskeletal Problems

- ❑ Place keyboard at a **slight negative tilt** if you are sitting upright.
- ❑ While typing, keep your hands slightly **lower than elbows, with fingers pointing downwards** at the floor.
- ❑ Minimize any **twisting of your wrists** from side to side or up and down.
- ❑ Use a keyboard **palm rest** as needed only when you are not typing. Do not rest your wrists when typing. It leads to wrist strain.
- ❑ Always **take small breaks** while working on the computer to stretch your muscles, keep your blood flowing, and to rest your eyes.

# Computer Health & Safety Tips

## Repetitive Stress Injuries

- ❑ You may feel pain in your neck, shoulder, wrist or fingers because of repetitive muscle use.
- ❑ One of the most common conditions related to repetitive use of your muscles when using the computer is **carpal tunnel syndrome**. It causes pain, numbness, and tingling in the hand and arm. The condition occurs when one of the major nerves of the hand — the median nerve — is squeezed or compressed as it travels through the wrist.



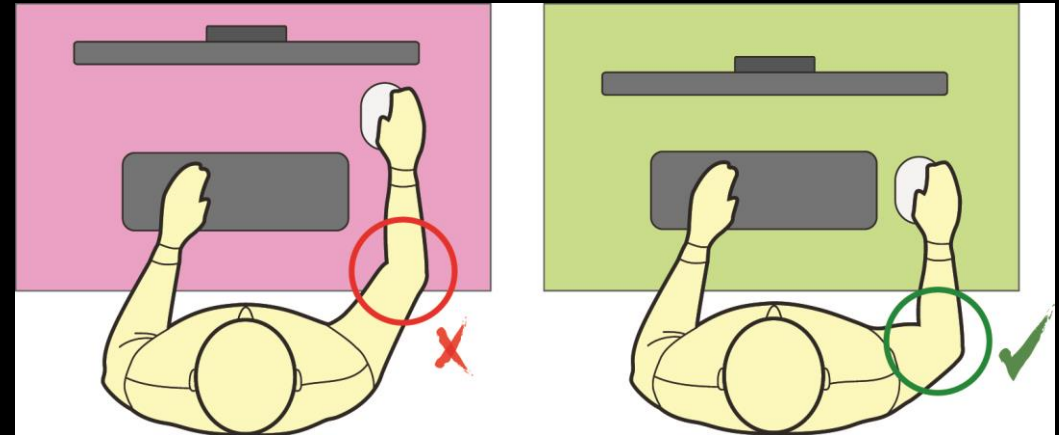
*Fig Symptoms of carpal tunnel syndrome*

# Computer Health & Safety Tips

## Repetitive Stress Injuries

### Solution

- ❑ Place your mouse next to the keyboard that will require you to move your whole arm to get to it.
- ❑ Type gently to reduce stress from each of your fingers.
- ❑ Keep your wrist flexible while typing.
- ❑ Relax your arms and get some stretches when you are not typing.



*Fig. Keyboard and Mouse Position*

# Computer Health & Safety Tips

## Eye Strain

Bright light, glare and flickering images can cause eye strain and visual fatigue. While constantly focusing on screen, you forget about blinking your eyes that can cause of drying eyes. Computer Vision Syndrome is caused by poor lighting and glare on the computer screen. Both of these factors place strain on the users eyes, causes blurry vision, burning and/or watering eyes, headaches and in some instances shoulder and neck pain.

# Computer Health & Safety Tips

To reduce the risks of visual problems:

- ❑ Adjust the brightness of computer screen to save your eyes from strain.
- ❑ Reposition the screen to avoid glare from lights or windows.
- ❑ Keep proper distance from computer screen and blink your eyes in an interval.
- ❑ Wear anti-glare glasses while working in computer.
- ❑ Keep the screen clean and use a desk lamp to make it easier to see.

# Computer Health & Safety Tips

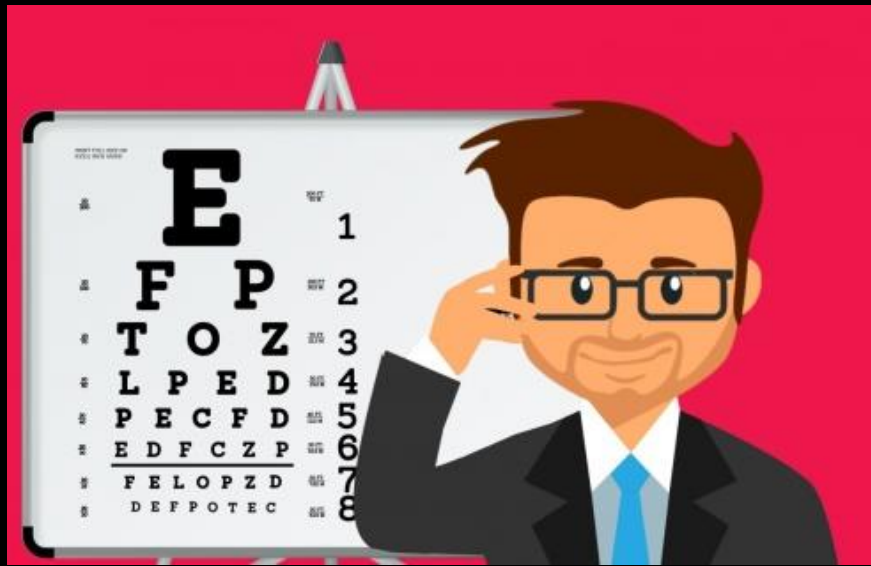
To reduce the risks of visual problems:

- ❑ Ensure the **screen colours** are easy to look and characters are sharp & legible.
- ❑ **Give your eyes periodic breaks** from the screen and perform frequent blinking. Look away from the screen into the distance for a few moments to relax your eyes; focus on something **30 metres away for 30 seconds every 30 minutes**.
- ❑ Keep your monitor between **18 to 24 inches** away from your face. Lastly, position monitors to avoid glare from sunlight and keep them clean.

# Computer Health & Safety Tips

## Headaches

Headache may occur due to **muscle tension or pain in the neck**. Strain on the eyes or vision problem can also cause headaches. Attend regular eye exams to work toward correcting any vision problems. Try your best to **keep your neck straight in front of the computer** and take breaks.



*Fig. Eye Check-up*

# Hazard Control

- ❑ Take all feasible measures to eliminate the hazard, for example, by substituting or modifying the process.
- ❑ If elimination is impractical or remains incomplete, take all feasible measures to isolate the hazard, for example, instituting engineering controls such as **insulating noise**.
- ❑ If it is totally impossible to eliminate or isolate the hazard, its likelihood to cause injury should be minimized. Ensure that effective control measures are being applied, such as **installing proper exhaust ventilation and providing personal protective clothing and equipment** that is properly used and maintained, and monitoring exposure among at-risk workers



# Safety Guidelines Checklist

- Store all cleaning chemicals in tightly closed containers in separate cupboards.
- Throw rubbish daily.
- Make sure all areas have proper lighting.
- Do not wear loose clothing or jewellery when working with machines.
- Never distract the attention of people who are working near a fire or with some machinery, tools or equipment.
- Where required, wear protective items, such as goggles, safety glasses, masks, gloves, and hair nets.

# Safety Guidelines Checklist

- Shut down all machines before leaving for the day.
- Do not play with electrical controls or switches.
- Do not operate machines or equipment until you have been properly trained and allowed to do so by your supervisor.
- Repair torn wires or broken plugs before using any electrical equipment.
- Do not use equipment if it smokes, sparks or looks unsafe.
- Cover all food with a lid, plastic wrap or aluminum foil.
- Do not smoke in 'No Smoking' areas.
- Report any unsafe condition or acts to your supervisor.

# Evacuation

It is needed when staying within the building not safe anymore. **Every organization has an evacuation procedure.** Every organization has a safe place within the organization compound or outside the organization compound where all employees are expected to assemble in case of an emergency evacuation.

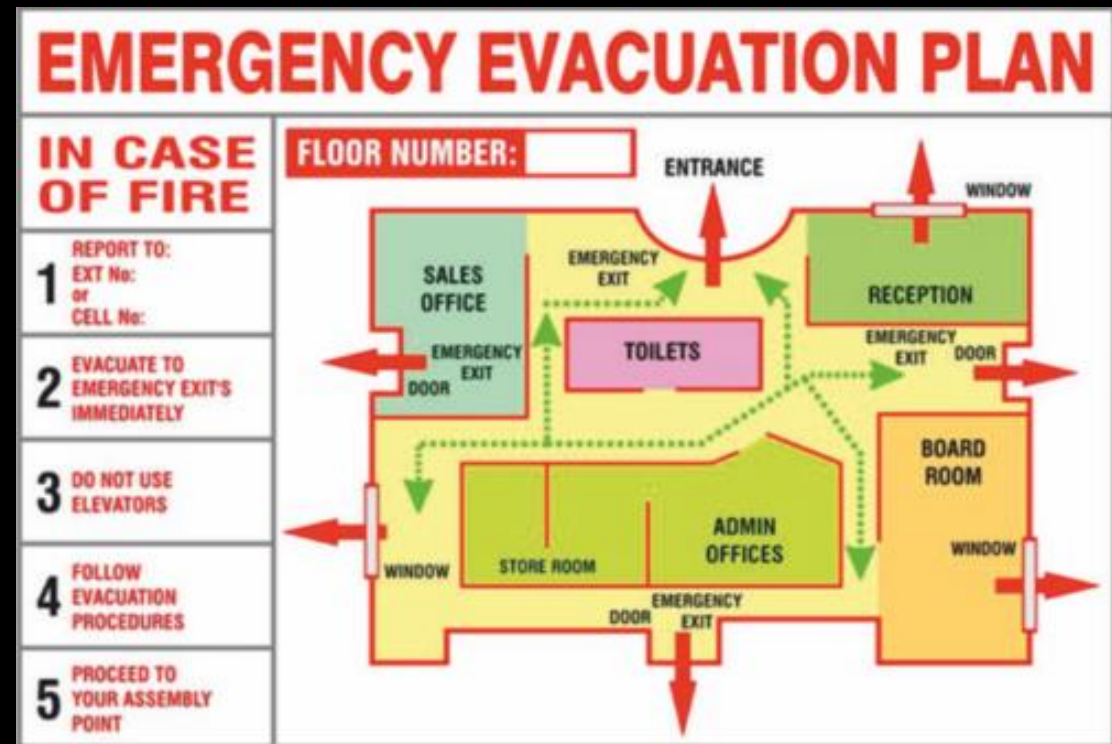
The team leader guides the team and takes them to safe place. It is very important in these cases, to assemble at the safe area immediately.

If you do not reach the safe area on time, the team leader who is responsible for your safety will send someone to look for you. This will put the other person's life in danger.

# Conditions for Evacuation

Emergencies which require immediate evacuation includes:

- Explosions
- Fires
- Earthquakes
- Hurricanes
- Floods
- Workplace violence
- Toxic material releases
- Tornadoes
- Civil disturbances



*Fig. Emergency Evacuation Floor Plan*

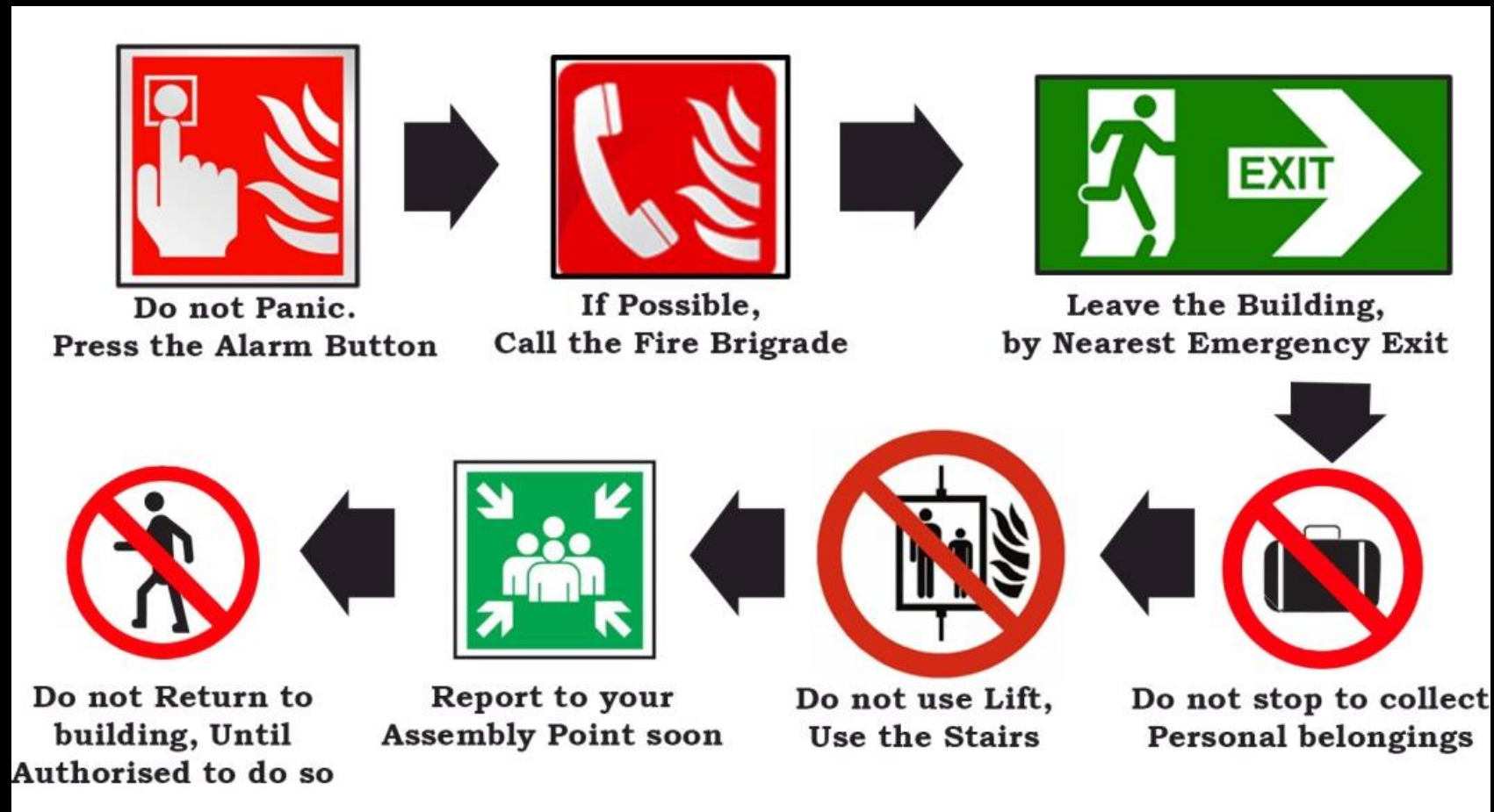
# Mock Drills/ Evacuations

In a workplace, the practice drill should be done in every 3 months under simulated fire conditions so that the workers know the techniques of saving their and other life. By practicing in the fire drills, all the workers area able to know the lifesaving method required in case of emergency.

There are two vital components for preparing the fire safety plan which are written below:

- ❑ **An emergency action plan**, which tells the procedure to be optimize in case of emergency.
- ❑ **A fire prevention plan**, which tells the methods to be optimize to cool the fire as soon as possible.

# Mock Drills/ Evacuations



*Fig. Fire Evacuation Plan/Mock drill*

# Fire extinguisher

A fire extinguisher is a protection device used to extinguish fires. It is the equipment which can be effectively used for controlling fires. A fire extinguisher is a cylindrical pressure vessel containing an agent which can be discharged to extinguish a fire. A fire extinguisher should always be available in areas where persons work with electrical equipment.

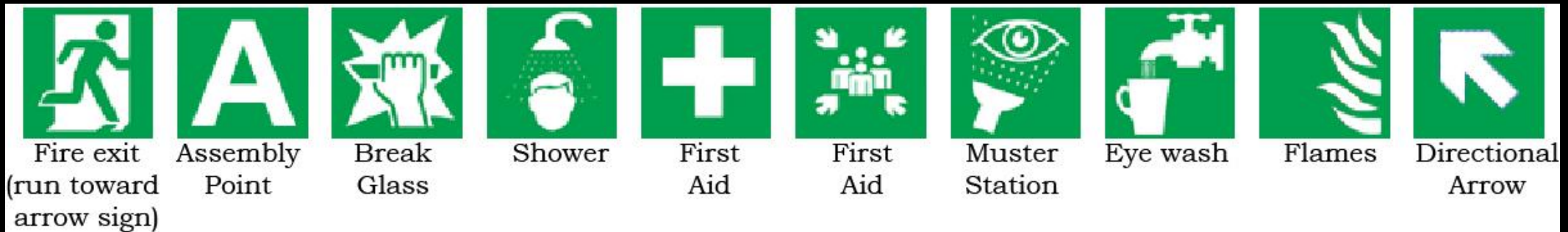


*Fig. Parts of fire extinguisher*

# Health and Safety Signs



*Fig. Fire Equipment Symbol*



*Safe condition Symbol*



## Summary

In this lesson you have learned about the work environment and resources needed for a storyboard artist. In addition, learn about workplace health, safety and security and identify workplace safety hazards. You have also identified the potential sources of hazards in the organisation, the hazards caused by the use of computers and the various methods of hazard control. Apart from this, you also know about evacuation planning and mock drills. Finally, learned about the use of fire extinguishers and recognized health and safety signs.

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