

**General Safety Guidelines for Production**  
**Extras and Theatrical Day Hires**

**Name of Production:** \_\_\_\_\_

*Your health and safety are important to us. The following general safety guidelines apply to you. Failure to follow these guidelines can result in injury to yourself and/or others. Please help us have a safe and successful production. Doing your part well and doing it safely go hand in hand.*

**Important Phone Numbers:**

**Fire/Medical Emergency (if other than 911):** \_\_\_\_\_ **First Aid:** \_\_\_\_\_

**Anonymous Safety Hotline: (818) 954-2800**

1. Your immediate supervisor is the **2nd Assistant Director:** \_\_\_\_\_, or his/her designee: \_\_\_\_\_.
2. *Know your surroundings.* Know where the exits, fire extinguishers and telephones are. Look for and avoid any potential trip hazards such as cables and sandbags. For site-specific safety information, find and review the *Safety Poster*.
3. Follow instructions given by your supervisors. If you do not understand, ask questions. Know exactly what you are doing at all times, work safely and look out for your fellow worker.
4. Please remain in the areas designated for your use by the 2nd Assistant Director. Otherwise, all areas under construction, where people are working overhead, or where machinery is being used are strictly off limits. Unless you are otherwise directed, do not touch cables, lights, cameras or other equipment.
5. Your supervisor will provide you with safety equipment, as the job requires.
6. Attend all safety meetings pertaining to any stunts or special effects in which your character may be involved. Understand all contingencies. If you are confused or have any questions or concerns about safety, ask your immediate supervisor or call the **Anonymous Safety Hotline**.
7. Report all accidents and injuries, no matter how minor, to the 2nd Assistant Director immediately. Also, do not hesitate to report any other conditions you view as unsafe, either by telling the 2nd Assistant Director or calling the **Anonymous Safety Hotline**.
8. Do not hesitate to seek out **First Aid** should you need assistance, or if you have a condition you feel First Aid should be made aware of.
9. You have the right to see a Material Safety Data Sheet (MSDS) for any chemical-containing product used during production. Call the **Anonymous Safety Hotline**,
10. NO SMOKING on the set.
11. NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES.
12. If you have diabetes, or any other condition that requires the use of needles or devices that might be contaminated with blood – please dispose of them properly. If you would like a special container for disposal of these objects, one is available to you free of charge from First Aid or Safety.

***If you are unsure of anything, please ask your Supervisor***

**Acknowledgment Form**  
**Safety Guidelines for Extras and Theatrical Day Hires**

**Name of Production:**

**Today's Date:** \_\_\_\_\_

*"I have read and will abide by the **Safety Guidelines for General Production for Extras and Theatrical Day Hires.**"*

<b>Print Name</b>	<b>Sign Name</b>