

### Production Safety Forms \* Chart

*The Production Office Coordinator is to keep a file of all Safety Forms, and to forward a copy of each completed form to the Department of Safety & Environmental Affairs. The chart below outlines when each form is due and whose duty it is to complete.*

| Form  | By Whom                                      | When   |
|---|--|--|
| <i>Form 1: Safety Guidelines for General Production</i>                     | UPM, POC, Dept. Heads                        | For all Production employees, once per season. (w/ideal memo)      |
| <i>Form 1B: Additional Safety Guidelines for Special Effects</i>            | Construction Coordinator                     | For all Special Effects employees, once per season. (w/ideal memo) |
| <i>Form 2: Contact List</i>   | POC  | At show start-up, once per season, or if info changes.             |
| <i>Form 4: Serious Incident Reporting Procedures</i>                        | POC  | At show start-up, once per season, or if info changes.             |
| <i>Form 5: Production Stage Hazard Assessment Checklist</i>                 | 1 <sup>st</sup> AD or Knowledgeable Designee | Any permanent stage or location, once every two weeks.             |
| <i>Form 6: Mill/Stage/Location Construction Hazard Assessment Checklist</i> | Construction Coordinator                     | During set construction, every two weeks.                          |
| <i>Form 7: Location Pre-Production Hazard Assessment Checklist</i>          | Location Manager                             | For every location, once per season.                               |
| <i>Form 8: Location On-Production Hazard Assessment Checklist</i>           | Location Manager                             | For every new location, once per episode.                          |
| <i>LAFD Film Location Inspection Checklist</i>                              | 1 <sup>st</sup> AD or Location Manager       | For every L.A. City film permit location, every day.               |
| <i>Form 9: Accident/Incident Investigation Report</i>                       | UPM, 1 <sup>st</sup> AD or Witness           | To document accidents, injuries and illnesses.                     |
| <i>Form 15: Safety Guidelines for Extras and Theatrical Day Hires</i>       | 2 <sup>nd</sup> AD                           | Every day extras and theatrical day hires are used.                |
| <i>Form 16: Right of Refusal of Medical Aid</i>                             | Set Medic                                    | For any injured employee who refuses medical aid.                  |
| <i>Form 10 - 14</i>   | Anyone                                       | As needed.   |

*\*"Forms" are documentation of your show's compliance with State and Federal occupational safety laws. The above "named" forms will be a part of every show's compliance documentation. Forms 10-14 are as needed. (See your IIPP)*