

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 Production Safety Representative. The chart below outlines when each form is due and whose duty it is to complete.

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