

## On-Set Safety Meeting for Crew and Cast

*At every stage and location, the 1st Assistant Director should conduct an on-set safety meeting with all Crew and Cast. The outline below should be used as a guide for subjects to be covered. In addition, the meeting should be recorded in the Daily Production Report – including time, location, specific topics covered and who was there if specific departments or people. A separate meeting should be held at every stage and/or location for any given day.*

<b>Production Name:</b>	<b>Date:</b>	<b>Time:</b>	<b>AM</b> <b>PM</b>
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**Location:**

**Meeting Conducted By: (Name)**

**(Title)**

### SAFETY MEETING CHECKLIST

- Emergency Plan:
  - Local Emergency Response telephone number
  - Fire alarm pull stations
  - Emergency exits
  - Escape routes
  - Post-evacuation assembly area
  - DO NOT re-enter evacuated building until okayed by Fire Dept.
- Name and location of Set Medic
- Location-specific hazards: lead paint, asbestos, traffic, etc.
- Potential hazards of planned activities: stunts, FX, drones, etc.
- Heat Illness Prevention Plan if temperatures above 80 F.
- If you are too tired or ill to work safely or drive home safely, tell Supervisor.
- Report any safety concerns to the Anonymous Safety Hotline at (818) 954-2800 or 877-566-8001.