

On-Set Safety Meeting for Extras and Day Hires

At every stage and location, the 2nd Assistant Director should conduct an on-set safety meeting with all Extras and Day Hires. The outline below should be used as a guide for subjects to be covered. In addition, the Safety Meeting Attendance Sheet should be signed by all attendees for every meeting held. A separate meeting should be held at every stage and/or location for any given day.

Production Name:

Date:

Time:

AM PM

Location:

Meeting Conducted By: (Name)

(Title)

SAFETY MEETING CHECKLIST

- Review and post Form 15: Safety Guidelines for Extras and Theatrical Day Hires.
- 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.
- Safety Meeting Attendance Sheet

