

On-Set Safety Meeting for Crew and Cast

At every stage and location, the Stage Manager/1st AD 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.

Production Name:	Date:	Time:	AM PM
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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.