

Production Safety Forms Chart

The Production Manager 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
Form 1: Safety Guidelines for General Production	<i>Line Producer, Production Manger, Dept. Heads</i>	<i>For all Production employees, once per season. (w/deal memo)</i>
Form 2: Contact List	<i>Production Manager</i>	<i>At show start-up, once per season, or if info changes.</i>
Form 3: On-Set Safety Meeting for Crew and Cast	<i>Stage Manager/1st AD</i>	<i>At every new stage and location and when special activities are planned.</i>
Form 4: Serious Incident Reporting Procedures	<i>Production Manager</i>	<i>At show start-up, once per season, or if info changes.</i>
Form 5: Production Stage Hazard Assessment Checklist	<i>Stage Manager/1st AD or Key Grip</i>	<i>Any permanent stage or location, once every two weeks.</i>
Form 6: Mill/Stage/Location Construction Hazard Assessment Checklist	<i>Construction Coordinator/Staging Supervisor</i>	<i>During set construction, every two weeks.</i>
Form 7: Location Pre-Production Hazard Assessment Checklist	<i>Location Manager</i>	<i>For every location, once per season.</i>
Form 7A: Asbestos/Lead/Mold Guidelines	<i>Location Manager</i>	<i>For every location</i>
Form 7B: Location Prep/Strike Safety Information	<i>Location Manager</i>	<i>For every location</i>
Form 8: Location On-Production Hazard Assessment Checklist	<i>Location Manager</i>	<i>For every new location, once per episode.</i>
LAFD Film Location Inspection Checklist	<i>Stage Manager/1st AD or Location Manager</i>	<i>For every L.A. City film permit location, every day.</i>
Form 9: Accident Investigation Report	<i>Line Producer, Stage Manager/1st AD, Medic or Witness</i>	<i>To document accidents, injuries and illnesses.</i>
Form 15: Safety Guidelines for Extras and Theatrical Day Hires	<i>Assistant Stage manager/2nd AD</i>	<i>Every day extras and theatrical day hires are used.</i>
Form 15A: Second AD Safety Meeting	<i>Assistant Stage Manager/2nd AD</i>	<i>Every day at every stage or location</i>
Form 16: Right of Refusal of Medical Aid	<i>Medic</i>	<i>For any injured employee who refuses medical aid.</i>
Form 10 - 14	<i>Anyone</i>	<i>As needed.</i>

Safety Program Form Completion Chart -Revised October 2019