

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 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	UPM, POC, Dept. Heads	For all Production employees, once per season. (w/deal memo)
Form 2: Contact List	POC	At show start-up, once per season, or if info changes.
Form 3: On-Set Safety Meeting for Crew and Cast	First AD	At every new stage and location and when special activities are planned.
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	1st 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 7A: Asbestos/Lead/Mold Guidelines	Location Manager	For every location
Form 7B: Location Prep/Strike Safety Information	Location Manager	For every location
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 Investigation Report	UPM, 1 st AD, Medic 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 15A: Second AD Safety Meeting	2 nd AD	Every day at every stage or location
Form 16: Right of Refusal of Medical Aid	Medic	For any injured employee who refuses medical aid.
Form 10 - 14	Anyone	As needed.

Safety Program Form Completion Chart -Revised July 2019