

# Production Safety Meeting Topics

The **1st Assistant Director (AD)** should conduct a safety meeting with all Cast and Crew at the beginning of each shooting day. This document outlines topics that should be covered during this meeting. In addition, all meetings must be recorded in the **Daily Production Report**—including time, location, and the specific topics covered. Additional meetings should be held at every new stage and/or location, or before any Stunt or Special Effects sequence. The following is a list of topics that can be covered during the required daily safety meeting:

- Activities for the shooting day
- Emergency Action/Response Plan - Where to meet in case of a building evacuation. Check in with your supervisor.
  - 1<sup>st</sup> Meeting Point (Building Evacuation Assembly Area)
  - 2<sup>nd</sup> Meeting Point (Greater Area Evacuation Assembly Area)
  - Postevacuation: remind cast and crew not to re-enter an evacuated building or leave the evacuation assembly area until authorized
- Required PPE – High Visibility Vests, Harnesses, Safety Glasses, etc.
- Heat Illness Prevention, Hydration Stations, Shade and Cool down areas
- Location-specific hazards (e.g. lead paint, asbestos, traffic, working on roofs, animals, etc.)
- Planned special effects or stunts (additional safety meeting should be conducted)
- Inclement Weather monitoring plan, crew notification process, shelter areas, etc.
- First Aid / Medic information
- Working / walking surfaces and any potential slip / trip / fall hazards
- When handling heavy or awkward objects, ensure that you use proper lifting techniques; have enough people for the task, and to ask for help if needed
- Smoke, fog, dust effects – details, monitoring procedures, etc.
- Vehicles / Forklifts / Aerial Lifts
  - Authorized crew members only
  - Inspection of equipment before use
  - Do not stand/sit under equipment
  - Use spotters when necessary
- Fall Protection, Harnesses, Climbing, etc.
  - Authorized crew members only
  - Inspection of equipment before use
- Be aware of street or lot traffic, pedestrians, ITC procedures, etc.
- Electrical Equipment – check with Set Lighting Department before connecting to set power
- Confined Spaces (if applicable)
- Be Aware of your surroundings and crew working around you at all times
- Catering / Craft Services - If you have any food allergies, tell your supervisor.
- Potential Safety Hazards – Remind cast and crew that if they see any unsafe conditions they should be reported immediately. If anyone feels uncomfortable reporting, you can contact the WB Safety representative or utilize the Anonymous Safety Hotline information which is listed on the Call Sheet.