

## US Production Safety Tracker - Upload all documents to Scenelchronize or BOX

✓	FORM	COMPLETED BY	WHEN	COLLECTED BY	PURPOSE
	FORM 1: Safety Guidelines for General Production	All Cast & Crew	At Hiring	Production Office Coordinator	Part of Start Work Package / Deal Memo
	FORM 2: IIPP Contact List	POC	At show start-up, once per season, or if info changes.	Production Office Coordinator	Identifies main Injury, Illness Prevention Program Responsible Parties (Producer, UPM, 1st A.D., Construction Coordinator,
	1st AD Daily Safety meeting Topics	Sr. Production Manager or Stage Manager or Safety Expert Specific	Daily	Production Office Coordinator	Conditions at every new stage and location and when special activities are planned
	FORM 4: Serious Incident Reporting Procedures	POC	At show startup	Production Office Coordinator	Identifies serious injuries and follow up investigation between production and studio stakeholders
	FORM 5: Production Stage Hazard Assessment Checklist	1st A.D. Knowledgeable Person	Any permanent stage or location, once every two weeks.	Production Office Coordinator	Offers the 1st A.D. or knowledgeable person a way to address hazards and plan for them
	FORM 6: Mill/Stage/Location Construction Hazard Assessment	Construction Coordinator	During set construction and at least every two weeks at mill/stage/location	Production Office Coordinator	Offers the Construction team a way to address hazards and plan for them
	FORM 7: Location Pre-Production Hazard Assessment Checklist	Location Manager	For every location, once per season	Production Office Coordinator	Identifies Safety Concerns
	FORM 7A: Asbestos/Lead/Mold Guidelines	Location Manager	For every location	Production Office Coordinator	Identifies environmental issues that need to be addressed
	FORM 7B: Location Prep/Strike Safety Information	Location Manager	For every location	Production Office Coordinator	Emergency Action Plan for Prep and Strike Crews
	FORM 8: Location On-Production Hazard Assessment Checklist	Location Manager	For every new location, once per episode	Production Office Coordinator	Identifies Safety Concerns
	LAFD Film Location Inspection Checklist	1st A.D. Location Manager	For every L.A. City film permit location, every day.	Production Office Coordinator	Identifies Safety Concerns
	FORM 9: Accident Investigation Report (Use New Online Form): <a href="https://forms.wb.com/incidentlog">https://forms.wb.com/incidentlog</a>	Medic POC UPM 1st A.D.	After any incident/injury/near-miss	Production Office Coordinator & Safety Representative	Help determine and identify the cause of the accident to prevent future similar injuries; To document accidents, injuries and illnesses
	FORM 10: Hazard Notification	All HODs	As needed	Production Office Coordinator & Safety Representative	Document the procedures to put in place to ensure the safety of cast and crew in a stunt sequence
	FORM 11: Notice of Unsafe Conditions and Action Plan	All HODs	As needed	Production Office Coordinator & Safety Representative	Document the procedures to put in place to ensure the safety of cast and crew in a SPFX sequence
	FORM 12: Safety Warning Notice	All HODs	As needed	Production Office Coordinator & Safety Representative	Document PPE selection and use
	FORM 13: Production Safety Meeting Report	All HODs	As needed	Production Office Coordinator	Document daily inspection of all forklifts, aerial lifts
	FORM 14: Request for Employee Safety Training	All HODs	As needed	Production Office Coordinator & Safety Representative	Ensures crew members are appropriately trained for their job duties
	FORM 15: Safety Guidelines for Extras and Theatrical Day Hire	2nd A.D.	Every day extras and theatrical day hires are used.	Production Office Coordinator	Safety guidelines for BG and day hires
	FORM 15A: Second AD Safety Meeting	2nd A.D.	Every day at every stage or location	Production Office Coordinator	Offers the 2nd AD a way to document and summarize safety conditions at every new stage and location and when special activities are planned
	FORM 16: Right of Refusal of Medical Aid	Medic	For any injured employee who refuses medical aid.	Production Office Coordinator	Documents refusal of medical aid
	Stunt Risk Assessment	Stunt Coordinator	For every stunt activity	Production Office Coordinator	Document the procedures to put in place to ensure the safety of cast and crew in a stunt sequence
	SPFX Risk Assessment	Special Effects Coordinator	For every SPFX effect	Production Office Coordinator	Document the procedures to put in place to ensure the safety of cast and crew in a SPFX sequence
	Tool Box Talk	Construction Coordinator Key HODs	Every 10 days, after incidents/accidents	Production Office Coordinator	Review Safety procedures
	Emergency Action Plan	Location Manager	Every work location--including production office	Production Office Coordinator	Production Office, Stages, Shops, Lockups, etc
	Office Inspection Checklist	Production Office Staff	At show startup and show wrap	Production Office Coordinator	Documents good housekeeping for fire and life safety