

International Production Safety Tracker - Upload all documents to Scenchronize or BOX

✓ FORM	COMPLETED BY	WHEN	COLLECTED BY	PURPOSE
1st AD Daily Safety Meeting Topics	1st A.D.	Daily	Production Office Coordinator	Offers the 1st AD a way to document and summarize Safety Conditions at every new stage and location and when special activities are planned
Accident Investigation Report (Use New Online Form): https://forms.wb.com/incidentlog	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
Asbestos/Lead/Mold Guidelines	Location Manager	For every location	Production Office Coordinator	Identifies environmental issues that need to be addressed
Emergency Action Plan	Location Manager	Every work location--including production office	Production Office Coordinator	Attach to call sheet for every shoot location and post in Production Office, Stages, Shops, Lockups, etc
General Safety Guidelines for Production	All Cast & Crew	At Hiring	Production Office Coordinator	Employee IIPP/ Safety Guidelines Acknowledgment Form - PART OF START WORK PACKAGE / DEAL MEMO
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
Location On-Production Hazard Assessment	Location Manager	For every new location, once per episode	Production Office Coordinator	Identifies Safety Concerns
Location Pre-Production Hazard Assessment	Location Manager	For every location, once per season	Production Office Coordinator	Identifies Safety Concerns
Location Prep/Strike Safety Information	Location Manager	For every location	Production Office Coordinator	Emergency Action Plan for Prep and Strike Crews
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
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
Occupational Health & Safety Program Contact List	At show start-up, once per season, or if info changes.	Production Office Coordinator		
Office Inspection Checklist	At show startup and show wrap	Production Office Coordinator	Production Office Coordinator	
Production Safety Meeting Report	All HODs	As needed	Production Office Coordinator	Document daily inspection of all forklifts, aerial lifts
Production Stage Hazard Assessment Checklist	1st A.D.	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
Request for Employee Safety Training	All HODs	As needed	Production Office Coordinator & Safety Representative	Ensures crew members are appropriately trained for their job duties
Right of Refusal of Medical Aid	Medic	For any injured employee who refuses medical aid.	Production Office Coordinator	Documents refusal of medical aid
Safety Guidelines for Extras and Theatrical	2nd A.D.	Every day extras and theatrical day hires are used.	Production Office Coordinator	Safety guidelines for BG and day hires
Safety Warning Notice	All HODs	As needed	Production Office Coordinator & Safety Representative	Document PPE selection and use
Second AD Daily Safety Meeting Topics	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
Serious Incident Reporting Procedures	POC	At show startup	Production Office Coordinator	Identifies serious injuries and follow-up investigation between production and studio stakeholders
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
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
Tool Box Talk	Construction Coordinator Key HODs	Every 10 days; after incidents/accidents	Production Office Coordinator	Review Safety procedures