|  |  |  |  |
| --- | --- | --- | --- |
| **PROD. NUMBER** | **PRODUCTION LOCATION** | **MEETING CONDUCTED BY** | **TODAY’S DATE** |
|  |  |  |  |

|  |
| --- |
| **CHECK EACH BOX TO CONFIRM THAT THIS INFORMATION WAS COMMUNICATED AT THE SAFETY MEETING** |
| Emergency Plan | ☐ Point out all emergency exits, escape routes, and fire alarm pull stations☐ Point out location of fire extinguishers, for use on small fires☐ Inform cast and crew of the local emergency response telephone number☐ Tell cast and crew members to be aware of who is working with them, in case they need to notify emergency personnel of missing persons☐ Designate a post-evacuation assembly area, where cast and crew should gather by department and Department Heads should note anyone missing☐ Tell cast and crew to never re-enter an evacuated building until after emergency personnel say it is safe to do so |
| Location Hazards | ☐ Inform cast and crew of any location-specific hazards:

|  |  |  |
| --- | --- | --- |
| ☐ Physical hazards | ☐ Plant hazards | ☐ Electrical hazards |
| ☐ Animal hazards | ☐ Vehicular hazards | ☐ Fire hazards |
| ☐ Falling hazards | ☐ Water hazards | ☐ Facility hazards |
| ☐ Airborne hazards | ☐ Biohazards | ☐ Societal hazards |
| ☐ Chemical hazards |  |  |

 |
| Production Safety | ☐ Review pertinent safety bulletin information for the daySummary: |
|  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| SHOP STEWARD |  | SIGNATURE |  | PHONE |  | DATE |