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| **PROD. NUMBER** | **PRODUCTION LOCATION** | **MEETING CONDUCTED BY** | **TODAY’S DATE** |
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| **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 day  Summary: |
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| SHOP STEWARD |  | SIGNATURE |  | PHONE |  | DATE |