



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	<input type="checkbox"/> Point out all emergency exits, escape routes, and fire alarm pull stations <input type="checkbox"/> Point out location of fire extinguishers, for use on small fires <input type="checkbox"/> Inform cast and crew of the local emergency response telephone number <input type="checkbox"/> 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 <input type="checkbox"/> Designate a post-evacuation assembly area, where cast and crew should gather by department and Department Heads should note anyone missing <input type="checkbox"/> Tell cast and crew to never re-enter an evacuated building until after emergency personnel say it is safe to do so
Location Hazards	<input type="checkbox"/> Inform cast and crew of any location-specific hazards: <ul style="list-style-type: none"> <li><input type="checkbox"/> Physical hazards      <input type="checkbox"/> Plant hazards      <input type="checkbox"/> Electrical hazards</li> <li><input type="checkbox"/> Animal hazards      <input type="checkbox"/> Vehicular hazards      <input type="checkbox"/> Fire hazards</li> <li><input type="checkbox"/> Falling hazards      <input type="checkbox"/> Water hazards      <input type="checkbox"/> Facility hazards</li> <li><input type="checkbox"/> Airborne hazards      <input type="checkbox"/> Biohazards      <input type="checkbox"/> Societal hazards</li> <li><input type="checkbox"/> Chemical hazards</li> </ul>
Production Safety	<input type="checkbox"/> Review pertinent safety bulletin information for the day  Summary:

SHOP STEWARD \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PHONE \_\_\_\_\_

DATE \_\_\_\_\_