THE SAFETY MEETING

The First Assistant Director, acting as the Safety Officer for the production, will hold a safety meeting prior to the beginning of each day’s filming. The meeting may be brief and informal, but the following should be discussed:

- Emphasize the importance of safety on the set and everyone’s responsibility for maintaining a safe workplace
- Remind everyone that “horseplay” and unprofessional behavior will not be tolerated
- Remind all departments that cable should be neatly run out of foot traffic areas and that cable crossovers should be used to prevent tripping
- Locate emergency exits
- Locate fire extinguishers
- Locate First Aid kit(s)
- Inform the crew of the location of the nearest hospital
- Review any special issues pertaining to the day’s filming – in particular, any stunts or special effects
- If filming on location make the crew aware of indigenous critters and plants that may be hazardous
- Check that all crew members are wearing appropriate footwear (open toed sandals, high heels, etc. are NEVER appropriate for any crew member – including the Director and Producer)
- Check that crew members are wearing appropriate clothing for the weather and climate
- Solicit from crew members any concerns about safety issues. If there are concerns the First Assistant Director will address them to the satisfaction of the crew member