

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