



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 crew they are allowed to work a **maximum of 12 hours** (not including meal breaks.)
- Remind crew the **SFTV Safety Hotline phone & email** are located at the top of the call sheet to report any safety concerns.
- Locate: **emergency exits, fire extinguisher(s) and the First Aid kit**
- 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 and refer to any applicable Safety bulletins.
- If filming on location, make the crew aware of indigenous critters and plants that may be hazardous
- Check that all crewmembers are wearing appropriate clothing (open toed sandals, high heels, etc. are NEVER appropriate for any crew member- including the Director and Producer) for the weather and climate.
- Solicit safety concerns from crewmembers. If there are any, the First Assistant Director will address them to the satisfaction of the crewmember before any work begins.
- Add a brief synopsis of the day's schedule (time line of scenes, lunch and wrap estimates)