

THE SAFETY MEETING

The First Assistant Director 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 email is 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, special effects, weapons, animal**, 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 (tim line of scenes, lunch and wrap estimates)