

SPECIAL EFFECTS SAFETY INSPECTION CHECKLIST

Production:	Production Schedule:
Location:	Signature/Date:

BASIC PROCEDURES

<ul style="list-style-type: none"> Notify all personnel involved of your intention to use special effects. Conduct a detailed briefing of the action: What will happen, who it will happen to, the hazards involved, equipment involved, emergency procedures and the location of emergency medical facilities. Answer any questions or respond to concerns completely. Allow adequate rehearsal time. 	<ul style="list-style-type: none"> Have one last briefing and dry run to ensure everyone's understanding. If there are any changes, review from the beginning. Clear the set of unnecessary personnel. Make sure that communications are absolutely clear between everyone involved.
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DESCRIBE IN DETAIL THE SPECIAL EFFECT TO BE PERFORMED:

Check each item indicating that you've considered the item and have taken appropriate steps to comply, if applicable. If action required, give brief description.

YES	NO	N/A	Inspection Item
<input checked="" type="checkbox"/>			Do all Special Effects personnel have proper licenses or certification cards in their possession?
			If smoke is being used, has proper ventilation been provided and is safety equipment required?

		Have Safety Data Sheets (SDS) been obtained for any hazardous substance to be used?
		Have you planned procedures for: <ul style="list-style-type: none"> • Human Error • Mechanical Error • Natural acts (i.e. weather changes) • Outside Interference • Anything unexpected
		Has all special effects equipment been carefully inspected, especially after each use?
		Do any safety modifications need to be made?
		Have the following personnel been briefed on the specifics of the stunts: <ul style="list-style-type: none"> • Medic/First Aid • Stunt Coordinator • Production Safety Coordinator • Cast • Assistant Directors • Security Officers • Fire Safety Officer • Special Effects Coordinator
		After each run-through, has the effect been set up to run again exactly as originally planned?
		If changes have been made, are all involved parties aware of and comfortable with the changes?
		If animals are involved, have the procedures for proper animal handling been reviewed?
		If minors are involved, have you obtained the teacher/welfare workers' approval?
		Have proper arrangements been made for emergency medical services? <ul style="list-style-type: none"> • Is a doctor needed on the set? • Is a stand-by ambulance or helicopter needed? • Has the nearest emergency medical facility been notified of your work?

KEY PERSONNEL

Stunt Coordinator:	Special Effects Coordinator:
Assistant Director:	First Aid:
Production Safety Advisor:	Transportation Coordinator
Local Law Enforcement/Contact Phone:	
Local Fire Department/Contact Phone:	
Signature:	Date:
Form – 10BC	