

WORKSHOP AREA SAFETY INSPECTION

Page 1 of 4

Production:	Location:
Person Completing Inspection:	Date:
Production Safety Rep:	

All workshop areas (e.g., construction mills, paint shops, SPFX shops, construction phase of sets, etc.) should be inspected periodically to identify any unsafe conditions. Inspections should be conducted by the Department Head or assigned individual, using this document. Inspection records are to be submitted to the production office for record retention.

Additional comments relating to the location:

Check “Yes” indicating item has been considered and appropriate steps are taken to comply, if applicable. If action required, give brief description, and take appropriate action to correct. If assistance is needed, contact your Production Safety Manager.

Yes	N/A	GENERAL	Note / Action Required
		Are emergency numbers and Regional Safety Posters posted in a conspicuous location within the workplace (e.g., OSHA required, etc.)?	
		Have emergency response procedures (e.g., fire, evacuation, medical, severe weather, etc.) been communicated to crew members?	
		Are Toolbox Talks occurring every 10 business days and records available?	
		Is Personal Protective Equipment (PPE) available and appropriate for the task being conducted (e.g., hearing protection, gloves, safety glasses/goggles)?	
		Is proper ventilation being maintained and adequate for the space to prevent accumulation of fumes, vapors and dust? Contact your Production Safety Manager for guidance.	
		Has an area been designated for food or drink that is separate from hazardous work environments (e.g., welding, painting, chemicals, etc.)?	
		Have crew been informed that they must never use compressed air to remove dust or debris from themselves or others?	
Yes	N/A	HOUSEKEEPING & STORAGE	Note / Action Required
		Are work areas clean and orderly?	
		Is sawdust, garbage, and other debris regularly removed from the work area?	

WORKSHOP AREA SAFETY INSPECTION

Page 2 of 4

		Are storage racks within their intended load capacity limits and in good condition? If capacity is unknown, contact the manufacturer or have an engineering review conducted.	
		Are equipment and materials stored and secured in a manner that prevents the material from tipping, falling, collapsing, or rolling (E.g., ladders properly secured when not in use, metal stock and lumber secured on racks or bins, set walls adequately secured and supported, etc.)?	
Yes	N/A	HAZARDOUS MATERIALS / CHEMICALS	Note / Action Required
		Are Safety Data Sheets (SDS) immediately available for all chemicals and hazardous materials on site?	
		Have SDS's been reviewed before using, moving, or storing products?	
		Are approved storage containers and cabinets available and properly used for storing chemicals and hazardous materials based on hazard class (e.g., flammables, acids, bases, oxidizers, etc.)?	
		Do spray booths have operational ventilation?	
		If there is no spray booth, is a well-ventilated, signed control zone clearly established? Contact your Production Safety Manager for guidance.	
		Are compressed gases properly secured, capped and separated from incompatibles and ignition sources (e.g., flammables and oxidizers)?	
		Are all primary and secondary chemical containers properly labeled per IIPP and Hazard Communication program Part C ?	
Yes	N/A	FIRE SAFETY	Note / Action Required
		Are interior Fire lanes or exit pathways clear (4 ft. wide, 7 ft. height clearance) including exterior of exit door?	
		Are exterior fire lanes, hydrants and valves accessible for emergency responders?	
		Are all designated exits clearly marked, and properly lit?	
		Are cords, cables and hoses crossing the fire lanes ramped or bridged?	
		Are all fire extinguishers accessible and properly maintained (e.g., inspected, serviced, operable)?	
		Have all flammable liquid and gas containers been removed from under stairs, near ignition sources or near exits?	
		Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?	
		Are interior house and perimeter lights sufficient and working properly?	
		Are approved and listed heat detectors installed beneath interior solid- ceiling sets and platforms over 600 sq. Ft.?	
		Are means in place to prevent combustible storage under elevated sets such as chicken wire or signage?	

WORKSHOP AREA SAFETY INSPECTION

		Are all Non-sprinklered gold room or other interior temporary structure ceilings free of storage?	
		Is an 18 in. clearance maintained from sprinkler heads?	
Yes	N/A	WALKING & WORKING SURFACES	Note / Action Required
		Are all walking and working surfaces free of slip, trip and fall hazards?	
		Have weight limits of work areas been determined if heavy loading is expected (e.g., cranes, forklifts, heavy sets etc.)?	
		Are all stairways with more than 3 risers, equipped with an appropriate handrail(s) and slip resistant materials?	
		Are compliant guardrails installed on work surfaces higher than 4 ft. (e.g., raised platforms, window openings, etc.)? Top rail 42 inches +/- 3 inches, mid-rail at the halfway point, and must withstand a minimum load of 200 lbs. when applied vertically or horizontally.	
		Are personal fall protection systems utilized on all work surfaces above 4 ft (30" in California). when compliant guardrails cannot be utilized (e.g., perms, roofs, construction phase on sets, etc.)?	
		Is a fall rescue plan in place when utilizing personal fall protection systems?	
		Have crew using personal fall protection been trained in it's proper wear and use?	
		Is personal fall protection equipment always worn properly when operating Articulating Aerial Lifts (condors, boom lifts)?	
		Are ladders in good condition, used properly, and have inspection stickers (e.g., A-frame ladders not being used as straight ladders, proper footing distance, etc.)?	
		Has scaffolding been properly designed, constructed and inspected per AHJ requirements?	
		Are materials, tools and equipment on elevated work surfaces secured from falling to the surface below (e.g., toe boards, tethers, tie downs)?	
		Are areas secured when work is overhead (e.g., Caution tape, barriers, signage, etc.)? If it is necessary to work below, hard hats should be worn.	
Yes	N/A	ELECTRICAL & LIGHTING	Note / Action Required
		Are generators grounded and free of damage?	
		Are cords and connections in good condition (e.g., No signs of fraying, missing prongs, or other damage)?	
		Have cables been properly protected, bundled, and cleared from exits and pathways (e.g., use crossover bridges)?	
		Are extension cords (stingers) deployed for temporary use only?	
		Is access to electrical panels and electrical disconnects unobstructed, with a minimum 3-foot clearance?	
		Are electrical boxes or exposed live electrical parts enclosed/covered?	

WORKSHOP AREA SAFETY INSPECTION

		Are the appropriate electrical components being used for wet environments (e.g., GFCI, waterproof enclosures)?	
Yes	N/A	WELDING, CUTTING & GRINDING	Note / Action Required
		Has a Hot Work Permit been obtained for welding, grinding and cutting where required? Contact your facility contact or Production Safety Manager.	
		Have combustible materials within 35 ft of Hot Work activity been removed or covered with fire retardant materials (e.g., fire blankets)?	
		Are there appropriate and adequate Fire Extinguishers provided in all hot work areas?	
		Are Compressed Gas Cylinders separated accordingly (i.e., oxidizers (oxygen) are separated from flammables (acetylene) by at least 20 feet or a 30-minute fire-rated barrier)?	
		Is proper personal protective equipment utilized for all hot work (e.g., welding helmets, face shields, welding jackets, heat resistant gloves, UV protection)?	
		Are welding areas properly set up to protect others from welding flash, debris or projectiles (e.g., Welding Curtain, barriers, distance)?	
Yes	N/A	HAND & POWER TOOLS	Note / Action Required
		Have tools been inspected before use (i.e., no frayed or patched cords, ungrounded plugs, loose parts, etc.)?	
		Has damaged, defective, or excessively worn equipment been taken out of service?	
		Are the required machine guards and anti-kickback mechanisms in place and in good condition? Do not use equipment if guards are missing.	
		Are dust collectors in use, free of damage and emptied on a regular basis?	
		Do operators know how to properly use each tool they are required to operate?	
		Are all operators wearing the appropriate personal protective equipment with no jewelry or baggy clothing while working with hand and power tools?	
		For servicing and maintenance of equipment and machinery, has the proper lockout tagout procedures been established?	
Yes	N/A	SET CONSTRUCTION/SET DESIGN SAFETY	Note / Action Required
		Are adequate means in place to prevent set walls from falling (shoring, sheeting, bracing)?	
		Are there adequate and clear entrance/exit routes within all sets?	
		Have engineering reviews been conducted for weight loaded sets (e.g., elevated platforms, ceiling flats, sets with 2 nd floor overhangs or angles, excessive 2 nd levels to be used by crew, roofs to be accessed, concerns for earthquake areas, rigging aspects etc.)?	
		Are set surfaces with insufficient load ratings (e.g., ceiling flats, overhangs, etc.) properly secured (e.g., signage, caution tape, barriers) to prevent access?	