

# Assistant Director On-Set Safety Briefing Guide

This document has been developed to provide 1st Assistant Directors with guidance for conducting mandatory on-set safety briefings. Accommodations must be considered to ensure all cast and crew receive the information to be relayed.

## Minimum Required Topics

Below is a non-exhaustive list of topics to be addressed during on-set safety briefings. Additional topics should be considered based on the location and activities to be performed.

1. **How to Access First Aid/Set Medic in Emergency**
  - a. Designated radio channel for medic, exact location (street address)
2. **Emergency Contact Information**
  - a. How to get an outside line at location (ex: some studios have tie in line to access 911)
  - b. Reminder about safety info on call sheet
  - c. Safety Hotline can be found on call sheet
  - d. Safety managers information is on the call sheet
3. **Emergency Evacuation**
  - a. Remind crew to review Emergency Action Plan (EAP)
  - b. Remind crew to keep exits, exit paths, and fire lanes clear
  - c. Announce location of Reunification Zone / Safe Refuge Area / Muster Station
4. **Speak up if you see something or are asked to do something you feel is unsafe**
  - a. Please inform your Supervisor, HOD, or 1st AD
5. **Remind crew to wear PPE based on work performed and potential exposures**
  - a. Each department should evaluate the tasks being performed that day and ensure appropriate PPE is available and used.
6. **Daily Specific Hazards**
  - a. Discuss Safety bulletins attached to call sheets

## When Additional Safety Meetings are Required

Below is a non-exhaustive list of topics to be addressed during on-set safety briefings. Notify crew when additional safety meetings are held, attendance is mandatory. Additional topics should be considered based on the location and activities to be performed. The following are high-level topics we see most often.

## Additional Hazards Examples

- Tripping & Slipping Hazards
- Inclement or Severe Weather Notices
- Hazardous Substances
- Heat: hydration, shade, rest (indoor & outdoor)
- Firearm usage
- Train or tracks
- Road Work: High Visibility Vests are required, overhead power lines.
- Work At Heights: safe distance from edge, need for fall protection, tie-off points
- Work Overhead: danger from falling objects, need for hardhats
- Unique locations; ocean, desert, mountains

## Subject Matter Experts (SME) Contributors to Safety Briefings

When finished with the minimum required safety topics, introduce any SME's as you may need to have the SME address the crew regarding any specific activities.

- Animals
- Stunts
- Drones
- Locations
- Water Hazards
- Pyrotechnics / Other SPFX
- Guns & Edged & Piercing Props
- Production Safety

## Safety Hotline

Use app to report safety issues anonymously. Report It is an independent company, your identity will remain anonymous if desired.

You may also go to [www.reportit.com](http://www.reportit.com) and enter code "SAFED"

Voicemail may still be left at: 888-745-6375

