



PROD. NUMBER	PRODUCTION LOCATION	MEETING CONDUCTED BY	TODAY'S DATE

CHECK EACH BOX TO CONFIRM THAT THIS INFORMATION WAS COMMUNICATED AT THE SAFETY MEETING

COVID-19	<input type="checkbox"/> Remind cast and crew about face covering and physical distancing rules <input type="checkbox"/> Point out location of outdoor mask-free zone <input type="checkbox"/> Point out location of sanitizing supplies and places to wash hands															
Emergency Plan	<input type="checkbox"/> Point out all emergency exits, escape routes, and fire alarm pull stations <input type="checkbox"/> Point out location of fire extinguishers, for use on small fires <input type="checkbox"/> Inform cast and crew of the local emergency response telephone number <input type="checkbox"/> Tell cast and crew members to be aware of who is working with them, in case they need to notify emergency personnel of missing persons <input type="checkbox"/> Designate a post-evacuation assembly area, where cast and crew should gather by department and Department Heads should note anyone missing <input type="checkbox"/> Tell cast and crew to never re-enter an evacuated building until after emergency personnel say it is safe to do so															
Location Hazards	<input type="checkbox"/> Inform cast and crew of any location-specific hazards: <table border="0" style="margin-left: 20px;"> <tr> <td><input type="checkbox"/> Physical hazards</td> <td><input type="checkbox"/> Plant hazards</td> <td><input type="checkbox"/> Electrical hazards</td> </tr> <tr> <td><input type="checkbox"/> Animal hazards</td> <td><input type="checkbox"/> Vehicular hazards</td> <td><input type="checkbox"/> Fire hazards</td> </tr> <tr> <td><input type="checkbox"/> Falling hazards</td> <td><input type="checkbox"/> Water hazards</td> <td><input type="checkbox"/> Facility hazards</td> </tr> <tr> <td><input type="checkbox"/> Airborne hazards</td> <td><input type="checkbox"/> Biohazards</td> <td><input type="checkbox"/> Societal hazards</td> </tr> <tr> <td><input type="checkbox"/> Chemical hazards</td> <td></td> <td></td> </tr> </table>	<input type="checkbox"/> Physical hazards	<input type="checkbox"/> Plant hazards	<input type="checkbox"/> Electrical hazards	<input type="checkbox"/> Animal hazards	<input type="checkbox"/> Vehicular hazards	<input type="checkbox"/> Fire hazards	<input type="checkbox"/> Falling hazards	<input type="checkbox"/> Water hazards	<input type="checkbox"/> Facility hazards	<input type="checkbox"/> Airborne hazards	<input type="checkbox"/> Biohazards	<input type="checkbox"/> Societal hazards	<input type="checkbox"/> Chemical hazards		
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Production Safety	<input type="checkbox"/> Review pertinent safety bulletin information for the day Summary:															