

PRODUCTION CHECKLIST

- IIPP (in CA) v. Production Safety Manual (outside CA)*
 - *Productions filming in more than on state including CA will use the IIPP
 - Picked the right company version of the right document.
 - Filled in ALL yellow spaces (including emergency action plan/fire prevention plan) and Safety Director's name and number.
 - IIPP is signed by UPM or Line Producer

- Copies of Additional Programs on site or accessible if applicable.
 - Copies of Viacom's Hazard Communication Program and Training document for those in direct contact with hazardous materials.
 - First Aid Program
 - Heat Illness Prevention Program
 - Lock Out/Tag Out Program
 - Confined Space Program
 - Fall Protection Program
 - Kids & Activities

- Safety Meetings
 - Copy of the Safety Meeting Guidelines.
 - Copy of the Safety Training Report if needed for logging who attended safety meeting
 - Copies of the General Health & Safety Guidelines available on site (see below).

- Posters/ Hand Outs
 - Proper federal or state poster posted
 - Safety Posting with all contact names on it blown up and posted at credential table
 - General Health & Safety Guidelines available (e.g. posted normal paper size at crafty **or** hand-outs at credential table, **or** stapled to call sheets **or** emailed to everyone working on site).

- Incidents/Accidents/Illnesses
 - Copies of Viacom's Incident Reports on site.
 - Copy of OSHA 300 Log from: <http://www.bls.gov/respondents/iif/forms/oshatforms.pdf>
 - Copy of OSHA Inspection, Reporting and Recordkeeping Guidelines

- Certifications and/or training
 - Forklift training certifications
 - Aerial lift training proof
 - Fall protection training proof
 - Others as needed (i.e. SCUBA, Respirators, Pyrotechnics, Laser etc.)

- Review Risk on Set
 - Reviewed Identifying Risk Cheat Sheet
 - Alerted assigned Safety Consultant to risky Creative.

- SEND TO **ABEL.HORWITZ@VIACOM.COM** at the end of the production: In Subject line of email put: the date of show, name of the show, what channel it appears on (Vh1) and the name of the safety consultant .
 1. Signed IIPP or copy of Production Manual including Emergency Action Plan for each location.
 2. PPE Certification Form
 3. Facility Inspection Form(s) for each facility.
 4. Any Incident Reports
 5. OSHA 300 Log (even if blank)
 6. Training records (e.g. Safety meetings, toolbox talks, forklift certifications etc.)
 7. Any Hazard Notifications or safety complaints received or a log of such
 8. Copies of any notices or citations from a regulatory agency