

SAFETY REQUIREMENTS FOR THE CALL SHEET

The call sheet must include all the information that the cast, crew, and all other individuals need to know about the set with regards to health and safety, and must be specific to not only the production but the day and activities planned for that shoot. It is important to note that not every production day is the same, and call sheet must reflect the changes in health and safety issues and risks.

Important elements to consider are listed below and more requirements may be added depending on the nature and circumstances to the production. It is also everyone's responsibility to look after their own safety and ensure their actions do not cause harm to others.

PRODUCTION TITLE: _____

PRODUCTION DATES: _____

LOCATION: _____

ADDRESS: _____

What Health and Safety information should I include in the Call sheet?

- Contact details for the closest emergency services, and on-set health and safety officer and medical professional
- Travel distances / time (which relate to fatigue)
- Where and when the safety orientation will occur
- Details of any expected visitors to the set
- A map of the production location with important sites, medics, exits
- Weather information, especially if extreme conditions are expected
- Any specific clothing or personal protective equipment required for cast or crew
- The high risks on set that day that everyone needs to know about
e.g. location such as busy roads or waterway which could be an extract
from the health and safety plan
- Emergency procedures