



MEMORANDUM ORDER NO. 6-A
Series of 2020

FOR : ALL FILM AND AUDIO-VISUAL INDUSTRY AND COMMUNITY STAKEHOLDERS

RE : GENERAL GUIDELINES FOR ALL WORKPLACES

DATE : 26 May 2020

Relative to Memorandum Order No. 6 regarding the Interim Guidelines on Safety Protocols for the Conduct of Film and Audio-Visual Production Shoots to Mitigate COVID-19 dated 16 May 2020, the Film Development Council of the Philippines recognizes the need to ensure the health safety and security of the all film production and audio-visual work venues through an issuance of the following additional guidelines for workplaces.

The purpose of this document is to serve as guide for companies and workers from the film and the audio-visual industry in maintaining sanitation of all venues of production, including on location, studios, and workplace, among others.

I. COVERAGE

This Memorandum shall apply to the following:

- A. Post-production stage of filming
- B. All workplaces including but not limited to offices, animation studios, post-production houses and other venues

II. DEFINITION OF TERMS

- A. **Administrative Controls** refer to the changes to the work organization and methods of performing work that do not involve physical changes.
- B. **Engineering Controls** refer to modification to the workplace that fundamentally change the workers' exposure through physical modifications to the work or workplace.
- C. **Worksite** refers to an area where work occurs. This may refer to the place where the production shoot is taking place and is used interchangeably with *workplace*.
- D. **Workstation** refers to an area with equipment for the performance of a specialized task usually by a single individual. A workstation's components include a chair, desk, keyboard, mouse, computer terminal, etc. This is used interchangeably with *worksite*.
- E. **Tablet** refers to a small portable computer that accepts input directly on to its screen rather than via a keyboard or mouse.

III. IMPLEMENTING GUIDELINES

A. INCREASE PHYSICAL AND MENTAL RESILIENCE

1. It must be emphasized to all workers to observe the following actions to stay healthy and active:
 - Eat nutritious and well-cooked food.
 - Drink plenty of fluids and avoid alcoholic beverages.
 - Increase the body's resistance by having adequate rest and at least eight (8) hours of sleep.
 - Exercise regularly.
2. Referrals must be provided for workers needing counseling or presenting with mental health concerns.
3. Regarding Hours of Work, a maximum of 12-hour working hours must be strictly enforced.*

**In line with the COVID-19 pandemic, the working hours shall be adapted from a maximum of 16 hours to 12 hours. This shall apply for the whole duration of the protocol implementation.*
4. 12-hour turnaround time must be observed to allow for personnel to have ample time to rest and for proper sanitation to be done between call times.

B. REDUCE TRANSMISSION OF COVID-19

1. ADMINISTRATION CONTROLS

- i. Consideration should be given to the time it will take to implement safety controls required to return to work.
- ii. Introduction to health and safety protocols and critical risks must be communicated to workers prior to reporting to workplace.
- iii. Each workspace must have a COVID-19 Safety Plan in place.
- iv. Producers/Employers must commit to the sanitation and disinfection rules as mandated by the Department of Health in the maintenance of their workspaces.
- v. Producers/Employers must request their respective building managements to share with them their preparedness plans and confirm that building staff have appropriate PPE and are adequately educated regarding social distancing and cleaning/disinfecting protocols.
- vi. Producers/Employers must request their respective building managements a safety data sheet for all chemicals used for cleaning and have them confirm that the building's cleaning equipment is operational and maintained.
- vii. Producers/Employers must confirm that management has inspected and maintained building equipment outside of your control.
- viii. Producers/Employers must designate a Health and Safety Officer to assist in maintaining best practices suitable for their workplaces.
- ix. Producers/Employers must train employees on possible COVID-19 transmission points, steps being taken to protect them, and how to protect themselves, including frequent hand washing or sanitizing, and not touching their face.
- x. Producers/Employers must sanitize the workplace thoroughly and often, especially frequently touched surfaces and common areas, such as door handles, entryways, elevators, washrooms, and kitchens.

2. ENGINEERING CONTROLS

- i. Interior and pedestrian areas must be required to go in a single direction so staff will have limited exposure to each other.
- ii. Safe distance apart must be observed by using floor markings, installing barriers and partitions, and changing the work layout where possible.
- iii. A washing station must be provided when there is no access to running water.
- iv. Personal Protective Equipment (PPE) must be provided to all personnel.
- v. Producers/Employers must store and stock adequate supply of all required PPEs.
- vi. Work stations and locations must be set up with proper distancing (i.e. with 2 meter markings on floors where personnel need to line up, or proper seating is needed).

3. HEALTH DECLARATION

- i. A COVID-specific health declaration form (*See Annex A*) must be filled up and submitted by all cast and crew.
- ii. All workers going to the workplace must provide to the producer/employer (before the reporting date) an agreement outlining their travel throughout the previous four-week period, before the shoot date.
- iii. All workers must provide to the producer/employer (before the report date) an agreement outlining any contact with someone who has a confirmed or suspected case of COVID-19.
- iv. Any worker who has traveled to high-risk countries or have been in contact with individual/s with COVID-19 during those four weeks will not be allowed to report to the workplace.
- v. All workers who feel unwell before the reporting to the workplace must contact the producer/employer for replacement.

4. WORK STATIONS/ SUITES

- i. Prior to use, all workstations and suites must be disinfected thoroughly before and after a work session.
- ii. Workstations must be individually assigned and sharing of equipment, computer peripherals (keyboards, mouse, tablets, etc.) must be discouraged.
- iii. A system for determining maximum suite occupancy for sessions must be posted in each suite. Presence of workers at any given time in the suite must match occupancy guidelines.
- iv. A staggering schedule of supervised sessions may be implemented to minimize studio occupancy and observe social distancing.
- v. All session attendees sorted by the rooms they occupy and date of presence must be recorded.
- vi. Ventilation options must be considered for suites with closed doors.

5. SOCIAL DISTANCING MEASURES

- i. A system must be created of the conduct of regular counts of occupants per floor, per session and per office throughout the day.
- ii. Signages indicating maximum occupancy of the workplace must be posted clearly at the entrance and reception.
- iii. Wherever the potential exists for lines to form, floor markings must be provided (kitchen, bathrooms, elevators, emergency exits, etc.).
- iv. In all open spaces, alternate layouts may be observed, such as alternate desks / workspaces in a checkerboard pattern. Desks may

be alternated or removed entirely if they do not allow for recommended social distance.

- v. The floor plan of the workplace must be maximized to spread out all personnel and workspaces.
- vi. If possible, panels may be added between desks, including height adjustable panels for sit / stand desks.
- vii. Permanent seat assignments must be specified for all personnel.
- viii. Occupancy for large capacity spaces may be reduced by removing tables and chairs and assigning a maximum capacity for each.

6. SURFACE TRANSMISSION MITIGATION

- i. Each department head or manager must assist in ensuring that proper sanitary measures are observed for the equipment and spaces.
- ii. Individuals or officers must be designated for the overall housekeeping of the workplace.
- iii. Signages must be posted to remind people to wash their hands.
- iv. A receiving area must be designated to receive deliveries outside where sanitary policies are posted clearly for messengers and deliveries.
- v. No-touch trash disposals must be used.
- vi. Appropriate disposal receptacles for PPE must also be provided.
- vii. Appropriate disinfectant supplies must be provided to all personnel.

7. REDUCE COMMONPLACE TOUCHPOINTS

- i. Sensor-activated equipment must be provided when possible (water coolers, toilets, faucets, soap dispensers, hand dryers, and hand sanitizer dispensers).
- ii. Finger cots or gloves must be provided for any shared equipment (e.g. copy machine, microwave) which must be properly disposed of after each use.
- iii. Individual (or small group access) printers and scanners must be designated when possible.
- iv. Employees who can access different areas must be limited to be able to confine contact in tight areas (machine room, IT area, etc.).
- v. Specific tasks must be assigned to specific individuals when possible (e.g. one person turns office lights on/off, one person adjusts thermostats, etc.).
- vi. Specific office supplies, such as pens, must be provided and kept individually with name labels.
- vii. All surfaces including high touch areas (fixtures, light switches, appliance handles, and buttons, etc.) must be cleaned and sanitized on arrival and departure of staff and clients.
- viii. Adequate stock of paper and plastic products (toilet paper, paper towels, etc.) must be available at all times.
- ix. Self-serve areas in the kitchen and pantry (including coffee) must be discontinued. Snack bowls, unpackaged goods, fruits that aren't individually wrapped, and shared platters (charcuterie, cheese and crackers, etc.) must be avoided as well.
- x. Meal times may be staggered to allow for social distancing guidelines. Taking meals in large groups must be discouraged.

8. FOR POST-PRODUCTION

- i. A work-from-home arrangement with workers must be prioritized whenever possible.

- ii. Post-production must be included in pre-production to set a timetable and workflow that will be mutually agreed upon by all parties involved.
- iii. Post-production timetables must be agreed upon in advance by the producer, director, post-house operator, editor, and post supervisor. This must reflect through an agreement and must be in the form of a post calendar where preview schedules, deadlines of deliverables, and the like are specified in advance.
- iv. Any changes in the timetable will be consulted to all parties involved mutually agreed upon.
- v. If workers are needed to report to work on production site or the workplace, please comply with the safety and health protocols provided in this guideline.

IV. MOVEMENT OF WORKERS AND TRANSPORTATION

Workers required to report to the workplace must be provided means of transportation to and from work. A shuttle service must be provided by the producer/employer for the workers. If no transportation is provided, any cost incurred by the worker shall be reimbursed by the producer/employer.

V. DUTIES OF EMPLOYERS AND WORKERS

A. Producers/Employers

1. Must monitor national and local issuances for disease control and implement regulations in line therewith before and during production.
2. Must hire at least one (1) Health and Safety Officer duly accredited by DOLE-OSH to monitor compliance to the health and safety guidelines.
3. Must provide Personal Protective Equipment (PPE) to all personnel.
4. Must store and stock adequate supply of all required PPE.
5. Must encourage a work from home strategy when possible.

B. Workers

1. Must familiarize themselves with the current *DOH COVID-19 information*.
2. Must self-monitor for signs or symptoms of COVID-19 and report to the department head/project head if they are sick or experiencing symptoms.
3. Must avoid touching their mouth, eyes, and nose.
4. Must wash hands frequently with soap and water for at least 20 seconds.
5. Must utilize PPE, including but not limited to masks that cover the nose and mouth, face shields, goggles, gloves, finger cots, etc. as needed or required.
6. Must use personal cell phones as opposed to a landline to avoid cross-contamination.
7. Must park and move their own car to avoid cross-contamination.
8. Must use personal/reusable water bottles (clearly labeled with owner's name), dishes, and flatware when sanitary conditions for use can be maintained. Otherwise, workers must use ecologically friendly single use flatware, plates, and cups.
9. Must not share cell phones, tablets, or computers.
10. Must replace their PPEs as often as necessary.
11. Must dispose, clean, and store PPEs properly.
12. Must limit physical presence to essential personnel.
13. Must maintain good ventilation at the work site by keeping windows and doors open when possible, but open at least periodically to cycle the air.

14. Must always wear masks and maintain social distance of a minimum of 1 meter whenever possible.
15. Must maintain personal hygiene and follow DOH updated guidelines.
16. Must work with the Producer/Employer and Department Heads to follow proper sanitary guidelines.

VI. PIRACY

The producer/employer must set up clear security guidelines for workers in anticipation of alternative work arrangements such as work-from-home that may affect the security of file sharing, online communication, and technical activities.

Such guidelines shall be formulated by the producer/employer with the consent of the worker. For example, administration controls may be put in place in order to hold the workers accountable on the projects they are working on including but not limited to entering into non-disclosure agreements, prominent violators (text overlays on image), password protection, and time-sensitive links in order to prevent piracy of content.

VII. COVID-19 TESTING

Producers/employers may test workers following DOH protocols and as specified in Memorandum Order No. 6.

VIII. VULNERABLE WORKERS

- A. For any person below twenty-one (21) years old, more than 60 years old, or of any age with co-morbidities or pre-existing illness, i.e., hypertension, diabetes, cancer, or with immunocompromised health status; or with a high-risk pregnancy, producers/employers are discouraged from allowing these workers to work on production sites. Instead;
- B. The producer/employer must develop work agreements to detail the deliverables from these workers with no diminution in talent fees or benefits.
- C. Should the producer need the vulnerable workers to work on-set, this will be at the discretion of the production and at the risk and consent of the worker.

IX. WORKPLACE WITH IMMINENT DANGER SITUATIONS

- A. In workplaces where workers are evidently at risk of infection as in health-care and other frontline services, the producer/employer must comply with the DOH Department Memorandum No. 2020-0178: Interim Guidelines on Health Care Provider Networks during the COVID-19 Pandemic; April 11, 2020.
- B. Workers in said workplaces must take extra precautionary measures, which include strict hygiene and the use of personal protective equipment (PPE). Employers shall ensure that PPE (*e.g.*, respirators such as N95, gowns, gloves) is properly worn by the workers while at work and disposed of accordingly after use.

X. REFUSING UNSAFE WORK

In line with the FDCP-DOLE JMC, all workers shall have the right to refuse work, which they believe is potentially hazardous to their own health and safety or that of the others. All workers should also be trained on HIRAC to assess and identify occupational hazards in their workplace accurately.

Reported unsafe conditions and actions must be immediately investigated and remedied without delay by the workplace's Safety Officer.

XI. COMPLIANCE TO LOCAL COMMUNITY QUARANTINE GUIDELINES

Without prejudice to the interim guidelines, production companies and workers must comply with the current community quarantine guidelines where the shoot is located, including curfews and such.

XII. TEMPLATE FORMS

All producers and workers must accomplish the following forms attesting to compliance to safety and health protocols as specified in these guidelines by the following entities:

A. BY THE PRODUCER

1. *Production Registration Form.* Pursuant to the Reportorial Requirements as specified in Memorandum Order No. 6, the Production Registration Form may be filled out and sent online to safefilming@fdcp.ph. The form will detail the planned production shoot and must be submitted to FDCP at least three (3) days before the first day of shoot.
2. *Safety Requirements for Call Sheets.* Producers must use this checklist as basis in including safety information about the production shoot in their Call Sheets. This is to ensure that the cast and crew are equipped with information with regard to health and safety on set.
3. *Health and Safety Policy.* This form is for production companies to manifest their compliance with Republic Act 11058 or the Occupational Safety and Health Standards Act and DOLE-FDCP Joint Memorandum Circular 001, Series of 2020 on the Guidelines Governing the Working Conditions and Occupational Safety and Health of Workers in the Audio-Visual Production Industry. This also spells out their commitment in providing and maintaining a safe and healthy workplace for all workers.

B. BY THE WORKER

1. *COVID-19 Health Declaration Form.* All workers to fill up the COVID-19 Health Declaration Form for reporting on their medical status and known/unknown contact with the novel coronavirus. As a preventive measure to mitigate the risk of outbreak in the workplace, workers can provide their contact details, describe their recent travel history, list people they have come into contact with, and check off any symptoms they may be experiencing.
2. *Health and Safety Orientation.* All workers must be able to undergo a Health and Safety Orientation in order for them to be trained in assessing risks and ensuring safety in the workplace. This form may be used to record that their Health and Safety Orientation has been completed.
3. *COVID-19 Sign-In Registration Form.* All workers at the beginning of the production shoot must fill in this form indicating history of travel and other pertinent details for contact tracing purposes.

C. BY THE HEALTH AND SAFETY OFFICER

1. *Incident Register.* This is to record any health-related incidents that occur during production and must be reported to FDCP.
2. *Risk Register.* This form must be filled out that takes stock of each production site's possible risks on the venue that may cause injury or illness to the workers and controls to eliminate and minimize the same.


3. *Illness and Injury Investigation Form.* This is to record injuries or illness sustained by any worker during the course of the production shoot along with recommendations on how to prevent such from happening again.

XIII. EFFECT OF FUTURE GUIDELINES FROM THE DOH

The guidelines may be amended or superseded by later guidelines from the DOH.

XIV. EFFECTIVITY

These guidelines shall take effect immediately.



USEC. MARY LIZA B. DIÑO
Chairperson and CEO

PRODUCTION REGISTRATION FORM

Form No. _____
(To be filled by FDCP)

PRODUCTION DATES: _____
LOCATION: _____
ADDRESS: _____

I. PROJECT INFORMATION

Project Title:	
Director/s:	Writer/s:
Producer/s:	Phone/Email:
Line Producer:	Phone/Email:
Location Manager:	Phone/Email:
Estimated Budget:	

II. PRODUCTION COMPANY INFORMATION

Name of Production Company:	
Office Address:	
Phone/Email:	
Primary Contact Person:	Phone/Email:

II. PRODUCTION COMPANY INFORMATION *(Please check the box applicable to you)*

<input type="checkbox"/> Feature Film <input type="checkbox"/> Short Film <input type="checkbox"/> Student Film <input type="checkbox"/> Documentary	<input type="checkbox"/> Animation <input type="checkbox"/> Advertisement <input type="checkbox"/> Music Video <input type="checkbox"/> Others: _____
<input type="checkbox"/> TV Series/Mini Series <input type="checkbox"/> TV Reality <input type="checkbox"/> TV Variety Show <input type="checkbox"/> TV Talk Show <input type="checkbox"/> TV Others _____	Number of Episodes:
How is this production intended for exhibition? (e.g. cinemas, content platforms, television)	

PRODUCTION REGISTRATION FORM

IV. PRINCIPAL CAST & CREW *(Please take note that only a MAXIMUM of 50 people on the set are allowed)*

1.	26.
2.	27.
3.	28.
4.	29.
5.	30.
6.	31.
7.	32.
8.	33.
9.	34.
10.	35.
11.	36.
12.	37.
13.	38.
14.	39.
15.	40.
16.	41.
17.	42.
18.	43.
19.	44.
20.	45.
21.	46.
22.	47.
23.	48.
24.	49.
25.	50.

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

HEALTH AND SAFETY POLICY

PRODUCTION TITLE: _____
PRODUCTION DATES: _____
LOCATION: _____
ADDRESS: _____

(Name of Production Company)

is committed to providing and maintaining a safe and healthy workplace for all workers.

We will comply with the Republic Act 11058 or the Occupational Safety and Health Standards Act and subordinate regulations and follow guidance provided in the DOLE-FDCP Joint Memorandum Circular 001, Series of 2020 on the Guidelines Governing the Working Conditions and Occupational Safety and Health of Workers in the Audio-Visual Production Industry.

The health and safety of our workers will be at the forefront of all our activities.

(Name of Production Company)

is committed to effectively managing all risks arising from its activities by:

- Providing a safe and healthy working environment, equipment and systems;
- Providing a workplace health and safety induction;
- Providing clear instructions, information, supervision and training, to ensure workers are competent to do their work safely;
- Engaging and consulting with workers on day-to-day health and safety matters; and
- Continually looking at ways to improve health and safety.

(Name of Producer or Person-in-Charge)

is accountable for health and safety within their work area, this includes:

- Identifying hazards and assessing risks;
- Implementing controls and monitoring those controls to ensure they remain effective;
- Ensuring the competency of workers;
- Accurate and timely reporting of health and safety issues; and
- Ensuring high standards of hygiene and housekeeping.

Health and safety is everybody's responsibility and all workers must:

- Be aware of their responsibilities;
- Take reasonable care of their own health and safety and ensure that their actions don't cause harm to themselves or others;
- Report all incidents and injuries as soon as possible; and
- Comply with any reasonable instructions, policies and procedures.

YOUR HEALTH AND SAFETY OFFICER IS _____

SIGNED _____ DATED _____
(by the most senior accountable person overseeing the production)

Disclaimer:

The FDCP's advice on health and safety documents and templates should not be used as a substitute for professional or legal advice. Health and safety documentation should always be customized to suit the production.

Just because you have health and safety documentation doesn't mean you are exempt from liability. Consult a professional in the relevant field for advice on any specific situation or issue.

COVID-19 HEALTH DECLARATION

Relative to the Coronavirus Disease 2019 (COVID-19) situation, Presidential Proclamation No. 929 was released on March 16, 2020 declaring a State of Calamity throughout the Philippines. In line with the Department of Health Minimum Health Standards, FDCP's Guidelines on Safety Protocols for the Conduct of Film and Audio-Visual Production Shoots to Mitigate COVID-19, and {Name of Production Company} _____ commitment to ensure the safety of all our employees, workers, and individuals and a safe filming environment, we need to ask you to truthfully answer the following questions. Depending on your responses, we reserve our right to not engage your services for the current production/s.

Your responses to these questions will only be used for the purpose of:

(Project Title)

PRIVACY NOTE: Declarations will be stored safely by the production company and not shared with third parties, except if requested by the Department of Health or other related agencies. Everyone must complete this form or, if they are minors, have the form completed on their behalf.

Name/s: _____

Address: _____

Contact Email: _____ Contact Phone Number: _____

1. Have you or anyone you immediately know had a confirmed case of COVID-19? YES / NO
If YES please elaborate, including detailed information around names, dates and level of contact _____

2. Have you or anyone you immediately know travelled nationally or internationally in the last month (30 days)? YES / NO
If YES please elaborate and list travel areas /Countries _____

3. Have you been to a country or area of concern for COVID-19 in 2020? YES / NO
If YES please elaborate _____

4. Do you or anyone you know currently have any of the symptoms associated with COVID-19 or similar? YES / NO
If YES please elaborate _____

5. Have you been tested for the COVID-19 virus? YES / NO
If YES please elaborate including detailed information around dates _____

6. Have you worked with / on or within other projects / productions in the last 20 days? YES / NO
If YES please elaborate & list, including location of work _____

7. By signing this document I declare all of the above to be true and correct at the time of signing, and that I do not currently have any of the symptoms associated with the COVID-19 or similar.

I agree to comply with all reasonable requests and measure to ensure I do my part to keep the workplace COVID free.

Please note that if you develop or exhibit any symptoms after signing this document, but prior to or during the shoot you are required to bring those to the immediate attention of the Health & Safety officer, or your Producer.

Please note while being employed, contracted or involved in the { Name Of Production } _____ production, you are required to practice good hygiene, including regularly and thoroughly washing and drying hands and practicing good respiratory etiquette.

Signature: _____ Date: _____

(And for and on behalf of): _____

for minors

HEALTH AND SAFETY ORIENTATION

A health and safety orientation must be conducted for all new workers and whenever the production moves to a new location. Key points must be repeated daily and on call sheets.

PRODUCTION TITLE: _____

PRODUCTION DATE/S: _____

LOCATION: _____

ADDRESS: _____

- Everybody is responsible for their own and others health and safety under the Republic Act 11058 or the Occupational Safety and Health Standards Act. If you are unsure of your responsibilities, speak with your direct supervisor or the health and safety officer.
- If you have a safety issue or need to report a safety risk, speak with the relevant head of department, an assistant director, the health and safety officer, producer or production manager and fill in the risk register, which is located

- The health and safety officer is _____ and can be contacted at _____
- The medical professional / nurse on set is _____ and can be contacted at _____
- First aid kits are located at _____
- Fire extinguishers are located at _____
- In the event of an emergency, exit to the designated assembly point located at _____
- For emergencies, call the local emergency numbers on the daily call sheet.
- Emergency equipment must only to be used for emergencies.
- Restricted areas include the following locations, or as verbally updated _____
- No bullying or harassment of any kind, will be tolerated. If you experience or witness any such incident or are a victim yourself, report it to the medical professional, the health and safety officer, the production manager, or anyone else that you feel comfortable talking to – including an external agency.
- Being under the influence of alcohol and drugs is not tolerated. See the Health and Safety Officer if you are on any prescription drugs that may affect your work.
- See the medical professional if you have any medical conditions.
- Smoking must not be allowed anywhere other than a designated area.
- Keep all exits and walkways clear of equipment.

INCIDENT REGISTER

PRODUCTION TITLE _____ PRODUCTION DATES: _____
LOCATION: _____ PRODUCTION COMPANY _____
ADDRESS: _____

Date	Incident1 – What Happened?	Where Did It Occur?	Was Someone Injured?	Treatment	Notes

*Include notifiable incidents, also known as 'near misses' – something that could have caused harm.

ACCOMPLISHED BY:

Name of Production Representative

NOTED:

Name of Producer

DISCLAIMER : FDCP's advice on health and safety documents and templates should not be used as a substitute for professional or legal advice. Health and safety documentation should always be customized to suit the production.
Just because you have health and safety documentation doesn't mean you are exempt from liability. Consult a professional in the relevant field for advice on any specific situation or issue.

RISK REGISTER

PRODUCTION TITLE _____ PRODUCTION DATES: _____
LOCATION: _____ PRODUCTION COMPANY _____
ADDRESS: _____

Date	RISK	POSSIBLE ILLNESS OR INJURY	CONTROLS TO ELIMINATE OR MINIMISE	FIRST AID REQUIREMENTS

PREPARED BY:

NOTED BY:

Name and Signature of the Health and Safety Officer
Date: _____

Name and Signature of the Supervising Producer
Date: _____

INJURY OR ILLNESS INVESTIGATION FORM

PRODUCTION TITLE: _____
 PRODUCTION DATES: _____
 LOCATION: _____
 ADDRESS: _____
 PRODUCTION DEPARTMENT _____

DETAILS OF THE INJURY OR ILLNESS	
DATE OF INCIDENT:	DATE REPORTED
TIME:	LOCATION:

THE INJURED OR ILL PERSON HE INJURED OR ILL PERSON	
NAME:	
ADDRESS:	
DATE OF BIRTH:	PHONE NUMBER:

TYPE OF INJURY OR ILLNESS			
<input type="checkbox"/> Bruising	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Sprain / Strain	<input type="checkbox"/> Scratch / Abrasion
<input type="checkbox"/> Internal	<input type="checkbox"/> Fracture	<input type="checkbox"/> Amputation	<input type="checkbox"/> Foreign Body
<input type="checkbox"/> Laceration / Cut	<input type="checkbox"/> Burn / Scald	<input type="checkbox"/> Chemical Reaction	
<input type="checkbox"/> Others. Please Specify: _____			

BODY PART: _____

COMMENTS: _____

TREATMENT
TYPE OF TREATMENT:
NAME OF PERSON GIVING TREATMENT:
DOCTOR / HOSPITAL:

COMMENTS: _____

INJURY OR ILLNESS INVESTIGATION FORM

WAS THIS A NOTIFIABLE EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
WAS IT REPORTED TO DOLE BUREAU OF WORKING CONDITIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF NOTIFICATION:
PERSON WHO NOTIFIED:	

COMMENTS: _____

THE INCIDENT

DESCRIBE WHAT HAPPENED: _____

DESCRIBE THE CAUSE OF THE INCIDENT: _____

HOW SERIOUS COULD IT HAVE BEEN?	<input type="checkbox"/> MINOR	<input type="checkbox"/> SERIOUS	<input type="checkbox"/> VERY SERIOUS
HOW OFTEN IS IT LIKELY TO HAPPEN AGAIN?	<input type="checkbox"/> NOT OFTEN	<input type="checkbox"/> OCCASIONALLY	<input type="checkbox"/> OFTEN

