

Annex L. SAFE FILMING PROGRAM

The Safe Filming Program is a program by the Film Development Council of the Philippines in partnership with the Department of Health and the Department of Labor and Employment which will take the strategies and guidelines of the FDCP-DOH-DOLE JAO No. 2020-001, S. 2020 and create a global resource website that outlines the principles of safe production and provide information about systems, resources, forms, and all related documents and issuances to ensure working safely in Philippines for both local and international film productions. It shall also be a platform for an active collaboration with international film commissions and stakeholders to share best practices and updates especially with the constant assessment and management and risks of infection transmission.

Development of Specific Guidelines

Through the Safe Filming Program, film and audiovisual companies and organizations may develop their own applicable and specific guidelines provided that they are in line with the minimum standards of the FDCP-DOH-DOLE JAO No. 2020-001 which may be submitted to the Agencies for review and endorsement.

Registration and Database

The Safe Filming Program shall also serve as a database of registration of film and audiovisual projects and activities and a platform for workers to report work-related injuries, illnesses, and any and all unsafe working conditions.

Safe Filming Forms

The following are the Safe Filming Forms available for producers and workers in accordance to their activities and needs:

A. FOR PRODUCERS

1. *Production Registration Form.* Pursuant to the Reportorial Requirements as specified in the FDCP-DOH-DOLE JAO No. 1, the Production Registration Form may be filled out and sent online to safefilming@fdcp.ph. The form will contain specific details of the planned production shoot and must be submitted to FDCP at least seven (7) days before the first day of shoot.
2. *Safety Requirements for Call Sheets.* This is a guide for producers to use as a checklist 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. This form must be kept by the Producer.
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. This must be submitted to the FDCP prior to the start of the production shoot.

B. FOR THE WORKERS

1. *COVID-19 Health Declaration Form.* All workers must 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. This must be submitted to the workers' respective production prior to the start of the production shoot or to the workplace prior to returning to work.
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 and must be kept as a record by the production.

C. FOR THE OCCUPATIONAL SAFETY AND HEALTH OFFICERS

1. *Incident Register.* This is to record any health-related incidents that occur during the production and must be kept as a record by the production.
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. This must be filled out by the OSH Officer and submitted to the Production prior to the start of the production.
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. This must be reported to FDCP, DOH, and DOLE within thirty (30) days after the occurrence of the illness and injury.
4. *COVID-19 Sign-In Registration Form.* The OSH must ensure that 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. This record must be kept by the producer and may be required by the DOH for contact tracing.