

**Georgia Department of Labor**  
Employment of Minors in Entertainment

**INCIDENT REPORT FORM**

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Incident: \_\_\_\_\_

Employing Unit: \_\_\_\_\_

Certification No.: \_\_\_\_\_

Employing Unit Rep.: \_\_\_\_\_

Child Labor Coordinator: \_\_\_\_\_

Production No.: \_\_\_\_\_

Location No.: \_\_\_\_\_

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Certification Number(s) of Minor(s) Involved:

\_\_\_\_\_  
\_\_\_\_\_  
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Description of Incident

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Child Labor Coordinator: \_\_\_\_\_

Signature of Child Labor Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed

**Georgia Department of Labor**  
Employment of Minors in Entertainment

**MINORS AND ATMOSPHERIC SMOKE:  
ACCEPTABLE STANDARDS**

- (1) No Employing Unit shall expose a Minor to atmospheric smoke, haze, fog, etc. ("Atmospheric Smoke"), at a Location without first obtaining the informed written consent of the Representative of the Minor.
- (2) When Atmospheric Smoke is used at a Location where a Minor is present, the Employing Unit must utilize an aerosol particle monitoring device to ensure that total concentrations do not exceed ~~fifty percent (50%)~~ of ESTA/ANSI recommended exposure limits (~~5 mg/m<sup>3</sup> (8-hour TWA) and 20 mg/m<sup>3</sup> (peak)~~).
- (3) ~~The~~ particle monitoring device should be ~~calibrated~~ used to measure levels of total smoke ~~used on set, which includes performers smoking herbal cigarettes in scenes.~~
- (4) The Employing Unit must implement procedures that ensure minors are only present in shooting areas where Atmospheric Smoke is being utilized for the minimum time increments necessary to complete their scenes/takes and removed from the shooting area whenever possible for breaks in fresh air.
- (5) The Child Labor Coordinator shall be responsible for ensuring compliance with the standards set forth on this form.

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**Acknowledgment:** I acknowledge that (1) I have been informed the Minor identified below may be exposed to Atmospheric Smoke while performing in the Production identified below, (2) I have been informed of the effects of exposure to Atmospheric Smoke, and (3) I consent to the Minor participating in the Production.

Production No.: \_\_\_\_\_ Minor's Certification No.: \_\_\_\_\_

Printed Name of Representative of the Minor: \_\_\_\_\_

Signature of Representative of the Minor: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name of Witness: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# SCHEDULE HOURS OF PERFORMANCE

(a) Hours of Performance shall be computed in accordance with Rule 300-7-1-.03, Employment of a Minor.

(b) **Infants between birth to 15 days of age:** NOT allowed to work in a Production.

(c) **Infants 15 days of age to 6 months of age:**

1. May be at the Location for 1 period per day for 2 consecutive hours which must occur either between 9:30 am and 11:30 am; or between 2:30 pm and 4:30 pm or 6:00 pm to 8:00 pm.
2. Actual work shall not exceed 20 minutes at a time without breaks.
3. Infants shall **NOT** be exposed to light exceeding 100 foot-candles for more than 30 seconds at a time.
4. A ~~licensed~~ child care provider and a licensed nurse must be provided and present for every 3 or fewer infants aged 15 days to 6 weeks.
5. A ~~licensed~~ child care provider and licensed nurse must be provided and present for every 10 or fewer infants, aged 6 weeks to 6 months.
- ~~6. Representative of the Minor must be present at all times when the minor is at the Location.~~
- ~~7. The licensed nurse, if a licensed childcare provider, may serve as the childcare provider.~~

(d) **Minors between the age of 6 months to 2 years:**

1. May be at the Location up to 4 hours per day and no later than 10:00 pm.
2. Shall work no longer than a total of 2 hours per day.
3. All remaining time the Minor is at the Location shall be used for rest and recreation.

(e) **Minors between the age of 2 years to 6 years:**

1. May be at the Location up to 6 hours per day and no later than 10:00 pm.
2. Shall work no longer than a total of 3 hours per day.
3. All remaining time the Minor is at the Location shall be used for rest and recreation.
4. If the Minor is enrolled in school (K-12), then the Minor must have 2 hours of tutoring.

(f) **Minors between the age of 6 years to 9 years:**

1. May be at the Location up to 8 hours per day and no later than 10:00 pm.
2. Shall work no longer than a total of 4 hours per day.
3. All remaining time the Minor is at the Location shall include:
  - (i) 1-hour break for meals; (or in the alternative 30-minute meal break and 30 minutes for rest and recreation);
  - (ii) 3 additional hours for tutoring (when tutoring is required); and
  - (iii) If tutoring is not required, the Minor may work an additional 2 work hours after a 1-hour break. The remaining unused tutoring hour must be used either after 1-hour of the 2 additional work hours or at the end of the 2 additional work hours.

# SCHEDULE HOURS OF PERFORMANCE

## **(g) Minors between the ages of 9 years to 16 years:**

1. May be at the Location up to 10 hours per day and no later than 10:00 pm on a school night and 12:00 midnight on a non-school night.
2. Shall work no longer than a total of 5 hours per day.
3. All remaining time the Minor is at the Location shall include:
  - (i) 1-hour break for meals; (or in the alternative 30-minute meal break and 30 minutes for rest and recreation);
  - (ii) 1 additional hour for rest and recreation;
  - (iii) 3 additional hours for tutoring (when tutoring is required); and
  - (iv) If tutoring is not required, the Minor may work an additional 2 work hours after a 1-hour break. The remaining unused tutoring hour must be used either after 1-hour of the 2 additional work hours or at the end of the 2 additional work hours.

## **(h) Minors between the ages of 16 years to 18 years:**

1. May be at the Location up to 12 hours per day and no later than 12:00 am on a school night and no later than 2:00 am on a non-school night.
2. Shall work no longer than a total of 8 hours per day.
3. All remaining time the Minor is at the Location shall include:
  - (i) 1-hour break for meals; (or in the alternative 30-minute meal break and additional 30 minutes for rest and recreation);
  - (ii) 3 additional hours for tutoring (when tutoring is required); and
  - (iii) If tutoring is not required, the Minor may work an additional 2 work hours after a 1-hour break. The remaining unused tutoring hour must be used either after 1-hour of the 2 additional work hours or at the end of the 2 additional work hours.

## **(i) Additional Provisions Applicable to all Minors.**

1. Additional breaks as may be required to ensure the health, safety and well-being of the Minor shall be permitted.
2. Any request for a break by a Department representative, in the interest of the Minor, must be granted.
3. Work day shall start no earlier than 5 a.m.
4. Minor shall not work more than six consecutive days. It is the responsibility of the Representative of Minor to ensure that the Minor does not exceed working six consecutive Days.
5. Representative of the Minor must be present at all times when the Minor is at the Location.
6. Minors working past 9 p.m. must have a secure place to rest during breaks for themselves and their Representatives.



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### Parent/Guardian Emergency Contact Information, Authorization for Emergency Medical Treatment, and Permission to Perform

#### A. Instructions for Employers

- Obtain the following information from the parent/guardian for each minor performer employed.

#### B. Instructions for Parents

- Complete Part C and Part D.
- Sign and date the form.
- Provide this completed form to the employer.

#### C. Performer and Parent/Guardian Information

Minor Performer Name \_\_\_\_\_

Minor Performer Stage Name (if different) \_\_\_\_\_

Minor Performer Age \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

#### D. Parent/Guardian Emergency Contact Information and Authorization

Emergency contact name and relationship to minor \_\_\_\_\_

Emergency contact phone number(s) Home \_\_\_\_\_ Work \_\_\_\_\_

Cell \_\_\_\_\_

Medical conditions affecting minor's health or safety (optional) \_\_\_\_\_

Allergies (optional) \_\_\_\_\_

Name of minor's physician \_\_\_\_\_

Physician's phone number \_\_\_\_\_

Check if applicable

The employer has access to the above information (Part C) through (name of organization) \_\_\_\_\_  
\_\_\_\_\_ which is providing the group of performers to the employer.

I have granted permission for the employment of the above named minor, and hereby authorize the provision of emergency medical treatment to be provided for this minor if needed during such employment.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date