

Written by the Technical Committee of the film and video industry's joint sector-based working group and produced by the Commission de la santé et de la sécurité du travail du Québec.



ASSOCIATION DES
PRODUCTEURS DE
FILMS ET DE
TÉLÉVISION DU
QUÉBEC

Choice of work site

1. The producer must choose the filming or recording locations based on the desired artistic criteria, as well as by considering the safety of the members of the production crew and the public.

Applications for permits

The producer must obtain the necessary permits before, for example, using firearms, transporting hazardous materials, parking vehicles in streets, and blocking or controlling traffic. He must contact the appropriate authorities: cities, regional municipalities, municipal or provincial police, and government departments. In Montreal and Québec, he must contact the Film and TV Commission.

Filming or recording on public roads

2. The producer must ensure that the members of the production crew working on a public road or near vehicle traffic are protected in accordance with current regulations, mainly the *Highway Safety Code* and the *Regulation respecting road signs*.
3. To ensure the safety of the set personnel, he must implement a series of measures and ensure that they are followed. One person is given the responsibility of determining the safety of the closure and to give the signal to allow the set to continue its work, particularly in the case of intermittent closures.
4. If a public road is closed, the unit manager must prepare a signage plan and distribute it to the heads of the different departments affected. The residents and usual users of the sector must be informed about the expected street closings and traffic reroutings.
5. The following must be planned:
 - a sufficient number of barricades to block any access road to the work site;
 - reflecting material when filming or recording at night;
 - the appropriate signalling equipment.
6. When access to main roads is closed or filming or recording is in progress during rush hours or in areas where it is difficult to redirect traffic, police assistance must be requested. The closed roads and the work areas must be protected in compliance with the *Highway Safety Code* and the *Regulation respecting road signs*.

7. If police assistance is not useful, signalling must be assigned to technicians equipped with the necessary equipment, in compliance with the *Highway Safety Code* and the *Regulation respecting road signs*. For example, when traffic is closed on a two-way road, there must be a flagman in each of the lanes. The flagmen must be able to communicate among themselves at all times and with the set in an emergency.
8. Flagmen must wear jackets with reflective white strips and a safety helmet in the colours specified in the *Regulation respecting road signs*. They must stay on the shoulder or in the closed lane, at a location where they can easily direct traffic. They must do the work by transmitting the signals indicated in the regulation.
9. When the public road is partially closed, the technicians who have to work outside the zone controlled by production must wear visible strips during the day and reflective strips at night. Technicians working on a public road that is not closed must always wear them.
10. When the work is done at night, the flagman must be illuminated so as to be visible at the distance specified in the regulation.
11. When a sidewalk is closed due to work, a temporary passage at least one metre wide must be developed on the side of houses or buildings. If the passage cannot be developed on this side, it must be developed on the roadway and marked off by visual references. Pedestrian traffic may, if necessary, be diverted onto the opposite sidewalk, at the location where pedestrians can cross the road.
12. It is forbidden to park in front of fire hydrants. In addition, vehicles must not be parked within 3 m of access to siamese connections on buildings.

References

Highway Safety Code, R.S.Q., c. C-24.2.

Regulation respecting occupational health and safety, S-2.1, r. 19.01.

Regulation respecting road signs, R.S.Q., c. C-24.2, r. 4.1.1.

Règles et procédures relatives aux tournages cinématographiques et télévisuels sur le domaine public, Montréal Film and TV Commission, City of Montréal.

Note. – The information contained in this guideline is not exhaustive and does not replace current standards, laws and regulations.