

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

General responsibilities of the executive producer or the line producer

1. Ensure, as project contractor, that the people involved in production and the public are protected.
2. Ensure safe working conditions and encourage the application of proper working methods.
3. Provide the workers with the necessary individual protective equipment at no cost, according to agreed terms.
4. Comply with the *Act respecting occupational health and safety*, as well as the other laws and regulations relating to health and safety.
5. Apply the preventive measures proposed in the *Safety Rules for the Québec Film and Video Industry*. Ensure that a copy of this document is available at all times on site.
6. Ensure that existing and potential hazards reported by the members of the production crew are eliminated. Inform the joint occupational health and safety committee in writing about the action taken to eliminate the reported hazards.
7. Schedule, after consultation with department heads or supervisors, the time necessary to allow the members of the production crew to perform their tasks safely.
8. Ensure that someone on the production crew has a first aid certificate and that a first aid kit is available at all times on the site (see the *First-aid Minimum Standards Regulation*).
9. Organize safety meetings, in particular:
 - **in preproduction**, to determine the hazards that could arise during filming or recording and to develop a strategy to eliminate them. The producer and members of personnel (stunt coordinator, department heads, director, production manager, etc.) must attend the meeting;
 - **information sessions and rehearsals on the day that stunts or special effects are filmed or recorded, or when dangerous animals are present**, to ensure that the safety measures are applied and understood by everyone. The members of personnel (stunt coordinator, special effects technician, first assistant director, animal handler, stunt performer, actor, department heads or supervisors, etc.) must attend the meeting.

Simultaneous work

Several activities can take place at the same time on a film or video set: construction of scenery, rehearsals, filming or recording, etc. The producer, or his representative, must ensure that everything is done safely and must take the necessary steps to eliminate hazards, mainly by taking charge of work organization and by controlling access to the site.

General responsibilities of the production manager

10. Ensure that the safety measures are applied in order to protect the production crew and the public, or assign this task to someone who will act as safety coordinator.
11. Take part in safety meetings and keep the minutes on file.
12. Ensure that protective equipment is available and ensure that the applicable regulations are followed.
13. Ensure that a copy of the *Safety Rules for the Québec Film and Video Industry* is available on the work site.
14. Keep the accident reports on file and forward a copy to the joint occupational health and safety committee.
15. Forward, in an emergency, a copy of the response plan prepared by the location manager or unit manager to the first assistant director (film) or floor manager (video). (See the example in the appendix.)

General responsibilities of a department head or supervisor

16. Be familiar with the *Safety Rules for the Québec Film and Video Industry* and the safety measures relating to the use of equipment, products, etc., and ensure that a copy of the guide is available to the technicians in his department.
17. From the start, inform the members of his department about the different safety rules that pertain to their work.
18. Participate in safety meetings.

19. Check periodically the equipment used by the personnel in his department. If a machine or a component is defective, ensure that it is repaired or replaced as soon as possible.
20. Ensure that department personnel wear the appropriate protective equipment, as recommended by the manufacturer, and that they follow the applicable regulations.
21. Report to the producer or his representative the accidents that have occurred and forward a report to the joint occupational health and safety committee.
22. Ensure that every new employee in the department is informed about the safety guidelines and policies.

General responsibilities of the first assistant director (film) or floor manager (video)

23. Consult the department heads or supervisors about safety measures and ensure that they are applied before each take.
24. Participate in the safety meetings.
25. Have a copy of the emergency response plan.
26. Schedule the time necessary for the department heads or supervisors to inform personnel about the safety measures.

General responsibilities of the location manager and unit manager

27. Ensure that the area around the film or video set is safe.
28. Determine the possible hazards on the film or video set, determine the corrective measures to be applied, and inform the producer or his representative in writing about them, as well as the safety coordinator.
29. Take the necessary steps to obtain the appropriate permits.
30. Produce the emergency response plan and forward it to the production manager.

Call sheet

31. The call sheet must contain information relating to safety measures:
 - the safety rules for the day of filming or recording;
 - the name of the person possessing a first aid certificate;
 - the location of the first aid kit;
 - the telephone numbers to be called in an emergency.
32. If a call sheet is not used, this information must be given to every member of the production crew before the start of filming or recording.

Right to refuse to work

1. Any member of the production crew has the right to refuse to work if he has good reason to believe that this work is dangerous for him or for someone else. However, he may not exercise this right if his refusal puts someone else in danger or if the conditions in which his task is performed are normal for this type of work.
2. When a member of the production crew decides to exercise his right to refuse to work, he must immediately inform the producer or his representative of it. The latter must then contact a union representative of the association with which this person is affiliated.
3. Once the parties have studied the situation, if there is no agreement or if the person continues to refuse to work even though the parties have agreed, the intervention of a CSST inspector must be requested, to find a solution.
4. The inspector's decision takes effect immediately, even if the producer, the union association or the person affected makes a request to the CSST to review this decision.
5. The producer can have this work performed by another member of the production crew, if the latter has been informed about the situation and if he agrees to perform the work, in the following cases:
 - When the person who exercises his right continues to refuse to work, even if the parties agree that there is no danger justifying this decision;
 - When this refusal is based on acceptable reasons in the specific case of this person, but not in the case of another person.
6. The member of the production crew will continue to be paid while he exercises his right to refuse to work. No sanctions may be taken against him unless he has acted in an abusive way.

Reference

First-aid Minimum Standards Regulation, (Government of Québec) A-3. r. 8.2.

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Response plan*

1. In an emergency

- Wait for the order to evacuate. This order can come only from a member of the evacuation team or a representative of public services.
- Remain calm.
- At the warning signal, gather in your work zone near the hallway door (the hallways must be kept clear until the order to evacuate is given).
- Remain silent so that you properly understand the instructions.
- Follow the instructions.

2. At the time of an evacuation

- Follow the instructions of the members of the evacuation team.
- Evacuate the premises calmly and silently.
- Do not waste time retrieving clothes or personal possessions.
- Never return to your workstation without having received permission to do so.
- Do not use elevators.
- Follow the instructions.
- Outdoors, get at least 70 m away from the building and rejoin your group.
- Go to the planned assembly area.

3. At the assembly area

- Follow the instructions of the members of the evacuation team.
- Wait for permission from a member of the evacuation team before leaving the group or going back into the building.

4. In the event of a power failure

- Remain at your workstation.
- Wait for the building manager to make a decision before evacuating.

5. Other emergencies

Other emergencies or exceptional circumstances (earthquake, explosion, riot, hostage-taking, protest, etc.) may occur. If you witness one of these events, inform the emergency preparedness coordinator, a member of the evacuation team, or the safety department by using the emergency telephone (red telephone). These situations may require partial or total evacuation of the building.

- Remain calm and wait for instructions.

Telephone numbers to call in an emergency

Fire department	
Police department	
Ambulance	
Security	
Safety control centre	
Emergency measures coordinator	

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

* This is only an example. For more information about emergency measures, consult CAN/CSA-Z731-95.