



## Guidelines for

# RECORDINGS MADE ON PUBLIC ROADWAYS

adopted by the National Health and Safety Committee (audiovisual production)

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*The guidelines are developed by the National Health and Safety Committee (Audiovisual Production) to assist producers and their team members:*

- *identify the risks to which people working in audiovisual production are exposed; and*
- *take the necessary measures to control and eliminate the risks identified.*

*It remains the responsibility of each producer and each worker involved in an audiovisual production to fulfill their own occupational health and safety obligations.*

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## I. Definitions:

**Recordings made on the public road:** any recording requiring one or more persons working for the production to be on the public road (whether or not the recording involves a moving motorized vehicle). This does not include use of the public road for transporting goods or people, or for parking.

**Public road:** any road, path, street, lane, square, bridge, pedestrian or bicycle path, sidewalk or other way that is not privately owned, as well as any work or installation, including a ditch, useful for their development, operation or management.

## II. Main risks identified:

The main risks identified in connection with this type of recording are associated with the presence of moving motorized vehicles and/or the atypical use of such vehicles. This presence and/or use entails the risk of collisions, which could cause material damage (both to the vehicle and to other vehicles, objects/structures) and injuries (both to the driver and to third parties), and even death.

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Traumatic injuries to the whole body (depending on the type of impact), as well as musculoskeletal injuries and head trauma. These are essentially "safety-related" risks, as defined by the risk identification and analysis tool used by the National Health and Safety Committee (audiovisual production).

### III. Risk assessment:

The prevalence of risks increases considerably if moving vehicles are used for recording purposes. Otherwise, the risks are solely related to the unintentional presence of vehicles on the public road due to poor signage/security of the recording set.

The prevalence of risks increases considerably if vehicles are used in atypical ways (particularly when they are used with cameras installed on and/or in the vehicle).

The people most at risk are those working near (or in) moving vehicles, but anyone working on a public road is potentially at risk.

If an incident does occur, the consequences can be serious or fatal, depending on the circumstances.

**Prevalence:** between 1/5 and 5/5, depending on circumstances

**Severity:** between 3/5 and 5/5, depending on circumstances

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### IV. General measures to control and eliminate risks:

- In all cases, prepare a bypass/divert and signage plan. This plan should at least indicate:
  - Sequence of scenes/sequences (with sketches/plots of vehicle movements, if applicable)
  - The nature of the bypass and/or detour measures adopted and the positioning of signals and flagmen, in compliance with the standards of the Ministère des Transports (MTQ) and the Road Safety Code.

*Note: The production of a plan is often required to obtain an occupancy permit from the competent authority. In some cases, this plan must be produced by a qualified firm. It is the producer's responsibility to ensure that his plan is produced by a person authorized by the competent authority, where applicable. However, even when not required for an occupancy permit, the production of a plan (by a competent resource, either externally or internally) is a key measure in the control and elimination of risks.*

- The bypass/divert plan must:
  - Be mentioned on the service sheet for the day of registration concerned;
  - Be made available to department heads for consultation, on request;
  - Be brought to the attention of all those involved in the recording of a scene on the public road, usually by holding a crew meeting at the beginning of the recording day.
- Obtain the required permit(s) from the competent authority.
- Ensure that :
  - Who have to drive a moving vehicle(s) are competent to do so (depending on the anticipated use of the vehicle(s));

*Note: As a minimum, the driver must hold a valid driver's license authorizing him to drive the type of vehicle he will be required to drive, and must have the necessary experience to do so (i.e. manual transmission, vehicle size, etc.). In addition, if the scene is a stunt, the driver's skills must be deemed adequate by a stunt coordinator.*

- Design, manufacture, select and/or install equipment or materials in or on a moving vehicle(s) are competent to do so (depending on the equipment or materials installed).

*Note: To carry out such verification, the producer must ask the person(s) concerned to confirm that they have the necessary skills. It is the responsibility of the person(s) concerned to report any situation where they are unsure of their competence.*

- Take appropriate measures to ensure that all persons involved in recording a scene on the public road comply with the bypass/divert plan.
  - In the event that it is necessary (and possible) to modify the bypass/divert and signage plan on a registration day, ensure that :
    - all modifications remain in compliance with permits obtained, MTQ standards and the Road Safety Code.
    - all persons involved in the recording of the scene in question are informed of any modifications beforehand.
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*Note: If the bypass/divert and signage plan has to be modified during a recording day, and it is not possible to modify it correctly and/or notify the persons concerned of the modification in good time, the recording of the scene(s) concerned must not take place.*

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## **V. Special measures to control and eliminate risks :**

### **1) Responsible person and communications**

When recording on a public roadway involving a moving motorized vehicle, a member of the production team must be designated to act as the person responsible for communications during the recording of a scene on a public roadway.

This person may occupy another position, but if so, it is essential that his or her duties enable him or her to devote adequate and sufficient attention to communications during the recording of a scene on the public road. By way of example (but without limiting the generality of the foregoing), the role of the person in charge of communications may be assumed by a 1<sup>er</sup> assistant director (in fact, the role is generally assumed by a 1<sup>er</sup> assistant director) or specialized production assistant dedicated to this task.

The role of the person in charge of communications is to establish a communications protocol designed to ensure that all persons called upon to work on the recording of a scene on the public road are minimally notified, by means of verbal, sound (e.g. whistles or horns) and/or visual (e.g. colored banners) communication:

- a) That vehicles are currently (or will be) will be imminently) in motion in the area where the scene is to be filmed;
- b) That vehicle movements in the area where the scene is to be filmed are complete.

The communication protocol must be clearly explained to the people who will be working on the recording of the scene in question, before the recording takes place (usually at a crew meeting at the start of the recording day).

The communications protocol must clearly distinguish between those directly involved in recording the scene concerned (i.e. "essential personnel") and others (i.e. "non-essential personnel"). The positioning and authorized movements of essential and non-essential personnel must be planned and explained to those concerned.

Where appropriate, the person responsible for communications must also coordinate communications with flagmen, escorts, support vehicle operators and/or drivers.

▪ 2) Signaller(s)

To implement the bypass/divert and signage plan, the use of signage personnel is required.

Depending on the circumstances, these people may have to be signalmen duly trained under the applicable legislation. In other cases, they may be either professional flagmen or production assistants. It is the producer's responsibility to verify whether the circumstances require the presence of professional flagmen or not.

Professional signallers must comply with the standards applicable to their function and wear the required personal protective equipment (which includes wearing a fluorescent yellow-green protective helmet with a grey retroreflective strip around the base).

In addition, any person responsible for signalling (whether a professional signaller or not) must wear the following personal protective equipment:

- A garment from color yellow-green fluorescent with retroreflective strips on front, back and sides;
- Safety boots.

In all cases, the person(s) in charge of signalling must at least be equipped with a signpost or pennant.

When filming in the evening and/or at night, the signaller must be visible to traffic at the distance prescribed by regulation.

A signaller assigned to an area where traffic remains possible (whether intermittently or alternately) may not leave his or her post and/or be assigned to other duties until relieved by another signaller.

*Note: Depending on the circumstances, the use of an escort (or escorts) (police or not) may be required. It is the producer's responsibility to verify whether circumstances require the use of an escort and, if so, to ensure that the escort used complies with applicable standards.*

▪ 3) Equipment and equipment (when recording takes place using equipment installed in or on the moving vehicle)

Unless the vehicle is being towed or transported on an adapted platform, no equipment installed on the vehicle should reduce the vehicle's frontal visibility by more than 10% and/or lateral visibility by more than 30%.

*Note: See the appendix to these guidelines for an illustration of how to assess the level of visibility reduction.*

Except in the case of a stunt (and only to the extent authorized by the stunt coordinator), all persons in a moving vehicle must wear a seatbelt at all times.

If the recording is made using a camera operated by a cameraman located in the vehicle, its airbag must be deactivated.

*Note: Deactivation of an airbag requires the use of a manual switch, which must be installed by a mechanic holding an appropriate competency card, and requires authorization from a government authority.*

If the recording is made using a camera located in the vehicle, but not operated by a cameraman, it must be properly secured to the vehicle so as not to pose a risk to occupants in the event of a sudden stop.

No recording may be made by a person inside the vehicle using equipment that leaves the vehicle (i.e. no filming by taking a camera out of the vehicle through a window or sunroof).

Any recording equipment mounted on the outside of the vehicle must comply with the standards established by the government limiting the projection of exterior equipment, in terms of width, length and height.

Unless the vehicle is a specialized vehicle, duly approved by a competent authority and driven by a duly qualified specialized driver, any recording equipment installed on the outside of the vehicle must be fixed relative to the vehicle itself during recording (for example, an articulated arm may not be used).

▪ 4) Driver(s) (in the vehicle, unless towed or transported)

The driver must not be distracted while the vehicle is in motion. In particular, the following persons are considered to be distracted:

- manipulating a camera;
- having to dialogue at length alone or with another interpreter; and/or the one
- performing a role requiring a high level of concentration, notably due to an emotional charge (e.g. a tantrum, a crying fit, etc.).

The driver must always be seated normally (i.e. facing forward).

The driver must, if necessary and/or upon request, be given a reasonable period of time to familiarize himself with the vehicle.

The driver must be legally authorized to drive the vehicle and - except in the case of a stunt - only to the extent authorized by the coordinator.

stunts, he must at all times respect road safety rules (e.g. speed limits, traffic signs, etc.).

If any of the above requirements cannot be met, a camera vehicle and/or trailer must be used.

▪ 5) Support and specialized vehicles

The use of support vehicles and/or specialized vehicles (e.g. camera cars) must comply with the applicable legislation.

In all cases, the main operator of the support vehicle(s) must carry out a reconnaissance of the site and a "dry run" where the registration will take place before proceeding with the registration, to ensure that, in his or her opinion, the said site is suitable for the planned registration.

If these are not already indicated on the bypass/diversion and signage plan, the main operator of the support vehicle(s) must establish, before the start of the check-in, the home point (i.e. departure/arrival) of the vehicle(s) and the area(s) where it is possible to stop and/or manoeuvre.

Only essential personnel designated in advance may ride in the support vehicle(s).

Any person riding in the support vehicle(s) must wear the required personal protective equipment (i.e. at least a retro-reflective bib if the person has to get out of the vehicle before it has returned to its attachment point).

▪ 6) Cascades

The recording of a stunt on a public thoroughfare must be supervised by a stunt coordinator.

Without limiting the generality of what is provided for in the applicable collective agreements, driving is considered a stunt:

- a vehicle at over 60km/h as part of a registration;
- as part of a recording, a vehicle in such a way that its wheels leave the ground, lose traction or are blocked;
- as part of a registration, a vehicle in such a way that it is expected to be damaged, set on fire and/or that there is a real probability that it will be involved in an impact, rollover or explosion;
- during a recording, a vehicle is driven while a person is standing outside the vehicle or is being towed by it.

- 7) Right to interrupt registration

Any person who considers that a recording made on the public road is made in a manner that contravenes the present guidelines and/or in a manner that puts his or her health and safety at risk may exercise a right of refusal in accordance with the applicable legislation, and the exercise of this right of refusal in good faith may not be subject to reprisals.

## **VI. Roles and responsibilities :**

- 1) Producer or his representative :

Is responsible for taking the necessary steps to ensure the health and safety of the people whose services he retains, whether or not he has delegated certain tasks or responsibilities to others.

Assumes ultimate responsibility for ensuring compliance with applicable legislation, it being understood that all persons involved in a recording made on the public road are responsible for complying with said legislation in the context of the tasks they perform at the producer's request.

Is responsible for ensuring that people involved in recording on public roads have the equipment they need to perform their tasks safely (especially personal protective equipment).

Considers the reasonable health and safety concerns expressed by team members in the context of a street recording.

- 2) All persons involved in a recording made on the public road:

Is responsible for reading the bypass/divert and signage plan and, if applicable, the communication protocol.

Must respect the instructions contained in said plan(s) and/or those given by the person in charge of communications. Without limiting the generality of the foregoing, this implies in particular that non-essential personnel must not leave their position when a recording involving a moving vehicle is in progress.

- 3) Logistics director (stage manager) :

In collaboration with the location director, is responsible for assessing the feasibility of filming in the location pre-selected for recording.

In collaboration with the location director, is responsible for determining the required public space to be occupied by the production during recording.



Is primarily responsible for the planning and preparation of the measures provided for in these guidelines. To this end, in collaboration with other team members and/or external resources, he/she is responsible for preparing the bypass/divert and signage plan, obtaining the permit(s) required to proceed with registration, and obtaining the materials and equipment required to implement the bypass/divert and signage plan.

If the bypass/divert and signage plan needs to be modified during registration, is responsible for ensuring that the modification remains compliant with applicable standards.

- 4) 1<sup>st</sup> assistant director:

Is primarily responsible for compliance with and operationalization of the bypass/divert and signage plan and, where applicable, the communication plan during check-in.

When required by the importance and/or complexity of a recording, may be assisted in his tasks by a 3<sup>rd</sup> assistant director or by a specialized production assistant.

- 5) Main operator of support or specialized vehicle(s):

Is primarily responsible for the safe operation of the support or specialized vehicle(s) during check-in.

Without limiting the generality of the foregoing, he shall, as a minimum, carry out a daily inspection of the vehicle(s) for which he is responsible in order to verify the absence of major defects and the good general working order of the vehicle(s).

Coordinates with 1<sup>st</sup> assistant director during recording.

- 6) Persons involved in the creative development of scenes to be recorded on public thoroughfares and department heads

Where necessary, during scouting and/or technical visits, must work with the manager to draw up the bypass/divert and signage plan.

## **Reference documents:**

- *Road Safety Code*, RLRQ c C-24.2
- *Regulation respecting load and dimension standards applicable to road vehicles and combinations of road vehicles*, RLRQ c C-24.2, r 31
- *Regulation respecting safety standards for road vehicles*, RLRQ c C-24.2, r 32
- *Regulation respecting road signs*, RLRQ c C-24.1, r 41
- *Act respecting occupational health and safety*, RLRQ c S-2.1
- *Safety Code for the Construction Industry*, RLRQ c S-2.1, r.4
- *Volume V - Road signs* published by the Ministry of Transport and Sustainable Mobility
- *Guide de prévention - Intervention sécuritaire et planifiée du signaleur routier*, published by the Commission des normes, de l'équité, de la santé et de la sécurité du travail.
- *La signalisation des travaux routiers - pour votre protection et celui des usagers de la route*, <sup>4th</sup> edition, published by Association paritaire pour la santé et la sécurité du travail du secteur des affaires municipales
- *High-visibility safety clothing - CSA Standard Z96 - Analysis, characteristics and clothing selection*, published by Association paritaire pour la santé et la sécurité du travail du secteur municipale

# Appendix

## To do

Towed rather than autonomous



Stowed equipment and personnel



## What not to do

More than 10% front obstruction



Over 30% obstruction on the side



Non-conforming vehicle

