

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

Site maintenance

1. Everyone on a set has the responsibility of keeping the site clean and orderly.
2. Every team of workers must put away its equipment and work tools.
3. One or more passageways must be kept clear to allow free movement of personnel. These passageways must have proper lighting (see the *Regulation respecting occupational health and safety*).
4. Exits must be free of obstacles.
5. Work surfaces must be kept clean and dry at all times, except when filming or recording requires otherwise. In this case, wet or damp surfaces must be clearly indicated and a ground fault interrupter (GFI) must be used.
6. Everyone must comply with the posted instructions.
7. Garbage and cigarettes must be disposed of in the containers provided for this purpose.
8. Cables, extension cords and pipes on the ground must be inserted in a cable mat that covers them temporarily, and their presence must be indicated. Hoses and cables must be put away when not in use.
9. Zones involving a hazard must be clearly delineated.
10. Information about a chemical's composition and its possible dangers must appear on its container (see WHMIS material safety data sheet).
 - Material safety data sheets for the controlled substances present on the set must be kept in a location that is known by the workers and easily and rapidly accessible to those who might come in contact with the substances, and these material safety data sheets must be in the form of a document that is easy to consult and handle.
11. The production crew must have access to drinking water and toilets at all times.
12. There must always be an access route for emergency vehicles.

Emergency exits and fire protection

13. Emergency exits must always be free of obstacles, unlocked and accessible to all.
14. Fire extinguishers must be available near the set; their location and that of emergency exits must be clearly indicated.
15. Fire hydrants, fire hose connections (siamese connections) and sprinklers must be kept free of obstacles and accessible at all times.

Reference

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

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