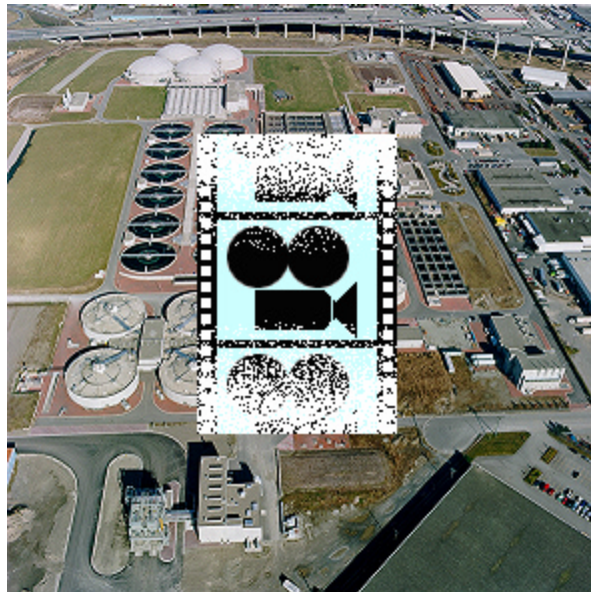


In accordance with the GVRD Filming Policy

GVRD WASTEWATER TREATMENT PLANT DIVISION **FILMING SITE GUIDELINES**



“It is our policy to support the British Columbia film industry by accommodating commercial and non-commercial filming on GVRD premises while protecting GVRD assets and avoiding disruption to our core business and use by residents”

- Johnny Carline, CAO. Dec 20, 2001 (from GVRD Policy 1.9 on Filming)

GVRD WASTEWATER TREATMENT PLANT DIVISION **FILMING SITE GUIDELINES**

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* Copies of GVRD Wastewater Treatment Plant Notice to Film Crews page should be distributed to Production crew.	
** Contac the GVRD Filming Coordinator for maps of specific treatment plants.	

GVRD WASTEWATER TREATMENT PLANT DIVISION **FILMING SITE GUIDELINES**

Notice to Film Crews

PLEASE READ

Welcome to a GVRD Wastewater Treatment Plant. Please understand the following safety requirements before proceeding to work in and around the plant.

- Hard hats, CSA approved footwear & high visibility vests are required while onsite.
- Vehicle speed limits are a **maximum** 15 kilometres per hour on site.
- This is an operating plant 24 hours per day 7 days a week. Please be courteous to all plant staff.
- In the event of an audible or visual alarm follow the instructions of your GVRD Filming Site Supervisor. If unsure what to do report immediately to your lunch tent or staging area, wait there for further instructions. There are a variety of different alarms requiring different responses from you; therefore it is important you do exactly as requested by your GVRD Filming Site Supervisor or other GVRD staff.
- No smoking below ground level and only in designated areas above ground.
- Please do not travel around the plant outside of your designated filming or parking area.
- All incidents requiring first-aid must be reported to your GVRD Filming Site Supervisor. If any phone calls are made to 911 for emergency services please advise your GVRD Filming Site Supervisor so that the responders may be directed through the gate and to your location.
- Park **only** in designated areas.

Thank You!

GVRD WASTEWATER TREATMENT PLANT DIVISION **FILMING SITE GUIDELINES**

PRODUCTION COMPANY ROLES & RESPONSIBILITIES

1. Provides as much notice as possible for all scouts, tours and technical surveys to the Filming Site Supervisor. If less than 24 hours notice is given, the plant cannot guarantee staff to be available to answer questions or accompany the survey group. The Filming Site Supervisor will notify the Plant Superintendent of the size of the survey.
2. Must develop and implement a health and safety program, and be ready to provide details of it to the GVRD Filming Coordinator and Plant Superintendent / Operations Supervisor.
3. Must set up a site specific safety plan, and provide details of it to the GVRD Filming Coordinator and Plant Superintendent / Operations Supervisor.
4. Sets up a Joint Health and Safety Committee where required by the WCB regulations and be able to produce copies of Joint Health and Safety Committee meeting minutes.
5. Provides first aid services and equipment and emergency procedures for their workers, agents, contractors or volunteers.
6. Provides personal protective clothing and equipment for workers where required by the WCB Regulations.
7. Will hire qualified, competent workers (for example, only trained workers who have received a ticket from the Explosives Regulatory Division of Natural Resources Canada are allowed to work with pyrotechnics).
8. Will report all incidents involving medical treatment or lost time to the WCB and to the WWTP Superintendent and/or Operations Supervisor.
9. Will insure cast and crew follow all GVRD, WCB, municipal, provincial and federal requirements.
10. Will be able to provide a n Experience Rating Assessment (ERA) from the WCB and other insurers.
11. Be able to provide a Workers Compensation Board clearance letter indicating their account is in good standing.
12. Will be able to produce a copy of their training records.
13. Will appoint a Production Company Authorized Executive who is legally and fiscally responsible for all Production Company activities, and has authority over the Director and filming crew and all Production Company employees, agents, contractors or volunteers.
14. Conducts a hazard and risk assessment for all stunt work and unusual, potentially unsafe activity, before such activity begins.
15. To satisfy WCB requirements and GVRD Safety Management System Standards, the Production Company will complete Pre–Job Contractor Safety Meeting Documentation with the Wastewater Treatment Plant Superintendent/Operations Supervisor (or their designate) before filming activity commences at the WWTP site.

GVRD WASTEWATER TREATMENT PLANT DIVISION **FILMING SITE GUIDELINES - SAFETY**

PRIME CONTRACTOR

Definition:

Contractor – includes contractor, subcontractor, utility company, government agency or a service company providing/assigning workers and/or services/equipment within the workplace.

A Prime Contractor is the employer ultimately responsible for the safety and well being of its employees, agents, contractors or volunteers. This includes creating and implementing a Safety Management System (SMS) – a formal framework for integrating safety into day-to-day operations, including safety goals and performance targets, risk assessments, responsibilities and authorities, rules and procedures, and monitoring and evaluation processes, as required by WCB OHS Regulation.

The Prime Contractor shall designate or employ a Workplace Safety Coordinator to oversee employees, agents, contractors or volunteers who are working for the company.

Production Companies conducting business on GVRD Wastewater Treatment plant property are subject to the same expectations as any other construction company, consultant, employer, etc. who wish to or are hired to work on GVRD property.

Determination of Prime Contractor:

The GVRD Wastewater Treatment Plant shall be the Prime Contractor if Production Company activity takes place within the property line of the WWTP,

or

by written agreement, the Production Company may be designated as Prime Contractor when,

- filming activity takes place in a Production Company controlled and isolated area not connected to plant buildings, processes or equipment within the property line of the WWTP, and,
- the Production Company applies its own Safety Management System and understands the responsibility of doing so.

The Production Company is then responsible for the safety and well being of their own employees, agents, contractors or volunteers, as well as GVRD employees entering these sites to support any work related to the Production Company.

Without written agreement and/or if the “Safety Management System” of the Production Company is unacceptable to the GVRD Filming Site Coordinator or the WWTP Superintendent / Operations Supervisor, the designation of Prime Contractor defaults to the WWTP.

GVRD WASTEWATER TREATMENT PLANT DIVISION **FILMING SITE GUIDELINES - SAFETY**

REPORTING AND INVESTIGATING

The *Workers Compensation Act* sets out requirements for:

- immediate reporting and investigation of certain accidents,
- incidents that must be investigated,
- investigation process, and
- incident investigation reports.

Definitions:

Incident – an undesired occurrence that results or could have resulted in harm to people, damage to GVRD property or loss to GVRD processes. Often used synonymously with “accident”.

Near Miss – an undesired occurrence which, under slightly different circumstances, could have resulted in harm to people, damage to GVRD property or loss to GVRD processes.

Incident Investigation - reporting and notification protocol as required by WCB Act, following an incident resulting in occupational injury or illness, near misses, chemical or biological exposures, utility contacts, or GVRD property damage or process loss arising from work-related incidents.

Responsibilities:

If the **Production Company is designated as Prime Contractor**, then the Production Company will be responsible for conducting and reporting incident investigations. Details of the incident will be forwarded to the WWTP, as the owner of the property. **Production Company employees** will report incidents as lined out by Production Company policy.

Where the **GVRD WWTP has assumed the role as Prime Contractor**, the **WWTP Superintendent and/or Operations Supervisor**, or their designate, will be ultimately responsible for investigating and reporting safety incidents. See the GVRD Safety Management System Standards: 6-002 (*Contractor Safety Management Standard*), 7-000 (*Incident Reporting, Investigation & Analysis*), & 7-001 (*Injury & Incident Reporting & Investigation*).

The **Filming Site Supervisor**, as main liaison between the Production Company and the WWTPs, shall report any observed incidents to the WWTP Superintendent and/or Operations Supervisor and to the Production Company.

The **WWTP Staff Liaison** shall notify the Filming Site Supervisor and report to the WWTP Superintendent and/or Operations Supervisor, any observed safety incidents.

Other WWTP staff not involved with the film shall report any observed incidents to the WWTP Superintendent and/or Operations Supervisor.

Where the **GVRD WWTP has assumed role as Primary Contractor**, the **WWTP Superintendent and/or Operations Supervisor**, or their designate, can at their discretion, cease Production Company activity if it is felt such activity is being conducted in an unsafe manner.

GVRD WASTEWATER TREATMENT PLANT DIVISION **FILMING SITE GUIDELINES - SAFETY**

MUSTER PLANS

The following can be used to aid the Production Company in developing a Muster Plan that meets host plant requirements

KEY COMPONENTS OF A MUSTER PLAN

- A Filming Site Supervisor with radio is on the filming sites at all times.
- One (or more depending on size/locations of shoot) WWTP Plant Staff Liaisons with radios are on the filming sites at all times.
- Safety meetings.
- Safety Orientations for WWTP site.
- Predetermined Muster Station(s). An additional Muster Station may be created for the Production Company personnel to keep them from having to cross the WWTP site in an emergency if the Production Company "circus" is located at the edge of the WWTP property (the "circus" is the main area of the production where the trailers for the Directors, hair, makeup, and wardrobe are located). This will be covered in the Plant Safety Orientations.

SUGGESTED DAILY PROCEDURES

- A Production Company designate should keep track of all film cast and crew as they enter and leave the WWTP gate, and be responsible for emergency head counts.
- A daily safety meeting must be held first thing at the mustering station for all production company personnel on site that day. Safety meeting agenda might include:
 - toxic substances hazards
 - site orientation
 - mustering station locations and routes to the mustering stations
 - review of daily procedures
 - review of emergency procedures
 - review of "Notice to Film Crews" safety memo
 - identification of individual(s) responsible for roll call
 - Radio protocol and communication

PLANT EMERGENCY PROCEDURES

- When the emergency alarm is sounded, all tools are down and any operating equipment is shut down.
- All Production Company personnel in plant must immediately assemble at the designated mustering station(s) previously agreed to.
- Any missing persons are identified to the Plant Staff Liaison (or Film Site Supervisor), who then notifies the Plant Muster Captain.
- Filming Site Supervisor and/or Plant Staff Liaisons dedicated to the film crew personnel will lead any evacuation relying on radio communication with other plant staff.

GVRD WASTEWATER TREATMENT PLANT DIVISION

FILMING SITE GUIDELINES – SAFETY

HELICOPTER USE IN GVRD WWTP SITES

As a guide for Production Company and WWTP personnel hosting production, the following are some recommended safe work practices for the use of helicopters in the film industry (referenced from WCB’s “Focus on Safety – Safe Work Practices for Film and Television Production in B.C.” and from the Ontario Film and Television Section 21 Advisory Committee):

- It is the responsibility of the production company to conduct a hazard and risk assessment for helicopter use in and around the WWTP.
- Helicopter flight paths, flight heights and landing spots will be approved by the WWTP Superintendent and/or the Operations Supervisor before the helicopter is on site. Cast and crew and all WWTP personnel must be informed of all flight activity.
- Transport Canada regulations apply to all flights (Aerodrome Safety Branch 604-666-7562)
- The pilot is in charge of the aircraft and is the authority concerning all helicopter operations. The pilot will remain in the pilot’s seat when the engine is running and while the props are turning.
- When running, the aircraft must be properly anchored until takeoff to prevent unwanted movement.
- A hazard area will be established around the aircraft – non-essential workers must keep >150 m back.
- No smoking within 30 m of the aircraft or support truck.
- The pilot must obtain and carry the necessary waivers and certificates if performing an unusual activity such as a stunt. Special certification from Transport Canada is required for “hot loading and unloading” – boarding and exiting the aircraft while the rotors are still turning.
- When approaching the helicopter, make eye contact with the pilot and wait to be acknowledged and waved forward. Always remain aware of the location of the rotors / propellers.
- Approach and leave the helicopter from the front, crouching as you walk, where the pilot can see you. Do not walk around the tail section of the helicopter. If on sloped ground, stay downhill from the helicopter at all times.
- Carry all equipment horizontally below waist level when approaching and leaving the helicopter.
- Dedicated two-way communication must be established at all times between ground and aircraft.
- Lights and other equipment should be secured with sandbags.
- The landing area should be cleared of debris and, where necessary, wet down.
- Protect eyes as well as equipment when the helicopter is landing and taking off. Secure hats and loose clothing when the helicopter is landing and taking off.
- When Camerapersons are hanging out of the helicopter they must be wearing a seat belt, and use a safety harness. The camera must also be secured separately from the Cameraperson.
- A copy of this recommended safe work should be printed on, or added to, all Call Sheets whenever helicopters are to be used.

Concerns regarding the use of helicopters in and around a GVRD WWTP are to be brought to the attention of the GVRD Filming Site Supervisor and/or the WWTP Superintendent/Supervisor.

GVRD WASTEWATER TREATMENT PLANT BY PLANT **FILMING RESTRICTED AREAS**

Annacis WWTP **Restricted Areas**

- Gas rooms in the digester complex and flow through vessels
- Digester roofs and annuluses
- The flow through vessel roofs
- Digester Gas Storage Tank stairs and roof
- Influent Pump Station Wet well room
- West electrical building
- Electrical rooms and any areas where there is electrical distribution equipment (MCCs, Transformers, CB's etc.)
- Within 100 feet of the 69 kV sub station
- POC and SOC Caustic storage sites, including biofilter area
- CL2 and SO2 building and SO2 storage tank area
- C3 Hypochlorite storage site (SW end of Secondary Clarifiers)
- Laboratory

NWL WWTP **Restricted Areas**

- CL2 and SO2 Storage building
- Electrical rooms and any areas where there is electrical distribution equipment (MCCs, Transformers, CB's etc.)
- Top of Trickling Filters
- Area around Anaerobic Digesters

Lulu WWTP **Restricted Areas**

- Gas rooms in the digester complex
- Digester roofs and annuluses
- Digester Gas Storage Tank stairs and roof
- Electrical rooms and any areas where there is electrical distribution equipment (MCCs, Transformers, CB's etc.)
- Area around electrical substation south side of Dewatering Building
- Area around Hypochlorite storage facility
- Sulfur Dioxide building
- Wetwell
- Biofilter area
- Laboratory

Iona WWTP **Restricted Areas**

- Gas rooms in the digester complex
- Digester roofs and annuluses
- Electrical rooms and any areas where there is electrical distribution equipment (Switch House, Transformers, CB's etc.)
- Laboratory

Lions Gate **WWTP** **Restricted Areas**

- Gas rooms in the digester complex
- Digester roofs and annuluses
- Electrical rooms and any areas where there is electrical distribution equipment (MCC's, transformers, CB's etc.)
- Chlorine room (south side of administration building)
- SO2 building (south end of plant, by final weir)
- Influent Pump Station Wet well room
- Laboratory

These sites (and possibly others) will be confirmed on plant maps at the initial site orientations.