

# Safety Scene

Quarterly Newsletter



**Inside this edition : a fillable New and Young Worker Orientation form**

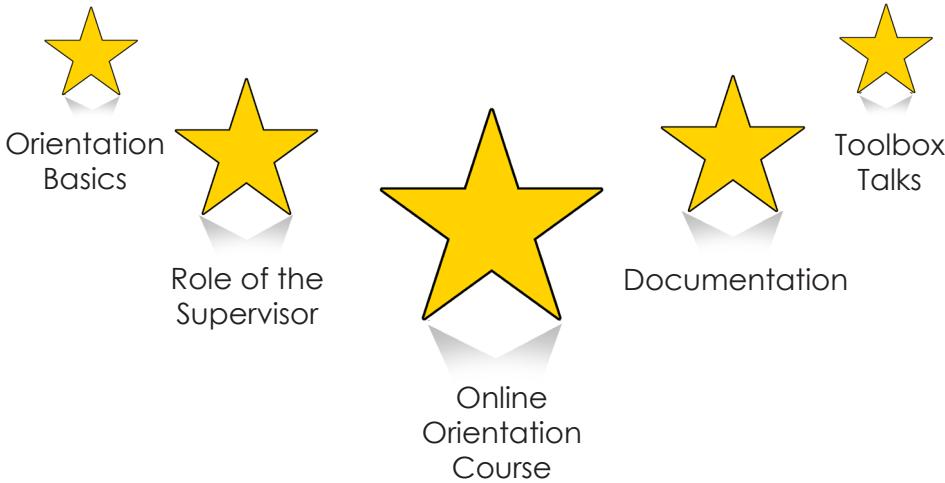
Actsafe Injury Prevention Week is back for its second year and this year's theme is:

## Prevention Through Orientation



**actsafe**  
Safety Association

### We will cover:



- Get involved this AIP Week
- September 9th-13th!
- [actsafe.ca/injury-prevention-week/](http://actsafe.ca/injury-prevention-week/)

# A Message From **Actsafe**



Inexperience, a lack of training and understanding of their workplace, and a hesitancy to ask questions have been attributed as the main reasons for new and young workers getting injured.

Orientation is an opportunity through which production companies can inform these new and young workers about the company, their plans, and their safety procedures. This quarter's Safety Scene focuses on orientation. This edition has articles on the importance of orientation and on how production companies are approaching orientation.

Did you notice that the Safety Scene newsletter has been revamped into a quarterly edition? This was made to have theme-related, technical, and industry relevant articles for you to enjoy.

One of the interesting takeaways from this edition of Safety Scene is the pullout in the center pages which includes information to assist in giving orientations and a New and Young Worker Orientation form. Please take advantage of this form. The printable form is also found online on our website so that you can print as many you want.

We hope that you will enjoy this new version of the newsletter and please share any feedback with us.

Stay safe!

**Manu Nellutla, CCPE, CPHSA.  
Executive Director, Actsafe Safety Association**



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Image credit: supergirl.tv

# Supergirl: Leading By Example



- Jennifer Lane, Marketing and Communications Coordinator, Actsafe Safety Association

The role of a Locations Manager is to source and find locations to be used in production. It is part of their role to ensure that the location is a safe environment for the crew to be in, and one they can get to safely. "When on location, from the moment we begin scouting and set foot on a potential site, an assessment is made regarding hazards or potential hazards" says Locations Manager Amy Laurel Barager, who is currently working on the hit Warner Bros. show 'Supergirl'.

Safety is of the utmost importance on the 'Supergirl' set, and Barager feels passionate about the value of orientations: "I believe orientations are vital...Whether it is teaching someone to use a radio for the first time, all the way to tailgate usage or a safety meeting;"

**"Orienting those who are on a site about hazards and potential hazards is what keeps us safe."**

However, communication at the end of the working day can be just as important. It's a way of finding out what safety hazards workers encountered and having a conversation on how best to rectify them.

There are three rights that all workers in the province of B.C. have:

- the right to know about hazards and controls in the workplace;
- the right to participate in health and safety activities in the workplace;
- the right to refuse unsafe work without getting punished or fired.

Worker rights and responsibilities must be pointed out, especially to new and young workers, during orientation.

"Orientation sometimes isn't just about the immediate location we are filming or preparing to film at" says Barager. "Sometimes it's teaching how to ask for something or how to raise a concern. It's about teaching someone new how to use a radio or fill out a start pack."

## **"It's about empowering your team with knowledge."**

The way orientations are carried out is changing, with productions moving towards alternative ways to give orientations, while still ensuring that all the vital safety information is delivered. "Orientations begin in my office with a discussion of hazards and safety requirements. A conversation about solutions, if one is needed, and an open door for anyone to join in. Orientations are carried out verbally, through a memo for full or partial distribution, notices are posted or we get the word out digitally" details Barager.

One digital platform that the 'Supergirl' team utilizes is 'Slack'. 'Slack' is a digital platform that allows members to instant message, share content, and interact with one another. This makes it a great platform for production teams to deliver important safety information. For 'Supergirl', Barager says: "Slack has been a game changer for my department. It has taken a bit of effort and certainly some persuasion however, we use it so advantageously now that I am able to know what is happening almost instantly, good and bad. This is usually accomplished without any use of 'radio time' and allow us to respond almost instantly. Anyone on the channel can post, therefore eliminating phone calls, time, and energy tracking down the information. Not just tracking it down but also spreading it to anyone on the channel. The more information everyone has the easier it is to communicate the boundaries and limitations of where we are physically on location." In regards to orientations, Barager notes that "it is probably our primary tool for orientations within our department by posting callsheets, tasks and itineraries."

Production teams encounter many different hazards, depending on the work that they are

carrying out on any given day. Barager notes "complacency" as being her teams most common hazard: "We visit sets and locations repeatedly and forget that not everyone knows the previously established parameters." A lack of sleep is another major hazard for her crew and in the motion picture industry in general due to the long hours and tight schedules. Fatigue and burnout are common place and Barager notes that "you must address yourself before you can safely assist others" so it's your responsibility to alert your supervisor if you feel you are unable to perform your work in a safe way.

One lesson that we can learn from the 'Supergirl' team is that safety must be a team effort. It is not one person's responsibility to ensure safety on set; but a collaborative effort. "I am very lucky to work for such a supportive Production Manager and Producers and it has stemmed from the top. Warner Bros. takes safety on set as a highest priority. Solutions have become a team effort..."

## **"Actsafe is really good at showing how each department head is responsible and how to work together."**

This collaborative approach is what ensures any safety issues are noted and that better steps are in place to ensure safety. "Leading by example is at the forefront on 'Supergirl' and from the top down there is respect and courtesy regarding any safety issues, requests for help or information. There is a policy of 'good ideas are to be shared' which also keeps everyone engaged; being a link to a bigger picture."



# From the Manager's Desk: Motion Picture



- Anand Kanna, Manager of Motion Picture Programs and Services, Actsafe Safety Association



## But We've Already Had One Orientation; Do We Need Another?

Most employers in motion picture and television realize the importance and the need for delivering an orientation to their workers. And for the most part, employers and supervisors are delivering those orientations. The one area we are lacking in is when to deliver an orientation, and how to document it properly.

Let's say that our shooting crew starts their day in the gritty back alleys of Vancouver. Call time is 10:00am, and everyone has assembled for the safety talk that will be delivered by the first assistant director. Our 1st AD is a pro, and delivers a thorough orientation, touching on all the hazards while working in this urban area. The crew sets off to work, completes the work and quickly packs up, ready for their mid-day move to the forest in the Lower Seymour Conservation Reserve. After lunch, the crew arrives in North Vancouver and immediately starts to go about their work, setting up for their night shoot.

Do we need to have another orientation? The answer is yes. To clarify things, a new or young

worker orientation must orient the worker to their new worksite. So every time workers arrive at a new film location, they must be oriented to that worksite. That means we might need to have multiple orientations during a single day. And they have to be documented.

**How do you deliver and document multiple orientations to a full shooting crew when arriving at multiple worksites and still manage to get through your day's work?**

Before we dive into that rabbit hole, let's review what WorkSafeBC requires from an orientation. Occupational Health and Safety Regulation 3.23 lists a number of topics that employers must cover when providing an orientation to a new or young worker. These include the basics such as: rights and responsibilities, the employers health and safety program components like working alone and hazard reporting procedures, and personal protective

equipment. These basics can be considered generic orientation topics. There are also site specific topics that must be covered. These can include: who the worker's supervisor is; who the first aid attendant is, and where to find them; and hazards and controls specific to the worksite. Orientations must also include emergency procedures.

So now that we have an understanding of what WorkSafeBC looks for in an orientation, let's try and answer that question about how we can deliver orientations at multiple worksites in a single day.

## **More often than not, it falls on the shoulders of our 1st AD to deliver the site specific orientation to workers on the shooting crew. How can we make this process easier and more efficient for them?**

Here are some thoughts that can help us with compliance in this situation:

- Prepare Orientations in advance. Have someone on your prep crew prepare a one-sheet for each day's location that lists the hazards, controls, who and where first aid is, as well as any other pertinent information that may be relevant for the day's work. Distribute to the AD department on the first day of the schedule, if you're on a series, or on Friday for the next week's work, if you're on a feature or MOW.
- One step further. Take the prepared orientation and distribute with the call sheet the night before, with instructions for the worker to sign the orientation and return to their department head at call the next day. This would cover your documentation requirement. On the day,

hold the orientation only for day calls and others that did not receive the prepared orientation the night before.

- Could you hold an orientation the day before? Wrap at the end of the day can be a crazy and chaotic time as everyone is trying to pack into their trucks and get off the clock as soon as possible, but maybe a quick overview of tomorrow's safety needs is possible.
- Incorporate technology into your safety culture. With platforms such as Slack you can create teams (departments) with all the crew from those departments on the team, and push out safety orientations and alerts to the entire team. Make sure you ask each team member to acknowledge receiving the message with a reply.

The bottom line is that as an industry, we conduct orientations on a regular basis, but not as often as we are required to. The biggest stumbling block we seem to have is the multiple worksites in the same day scenario, and simply saying to a WorkSafeBC officer "we don't have time to stop and do another orientation" isn't going to cut it.

At the end of the day, we have to ensure that the workers we employ and supervise at each of our workplaces are given a proper orientation and that it's documented; including those days where we have a midday move. There's no easy answer to the 'how?' question. That's going to take some creative thinking on our industry's part. Maybe some of the suggestions above might work for you. Maybe you're already using a system that works incredibly well. If you are, you're well ahead of the game. Maybe you could share so the rest of us could catch up?

Actsafe has updated our New and Young Worker Orientation Form, and you can fill it out and file it online. Look out for the new online form in the coming months.

# Working In Hot Weather Conditions

**It is officially summer here in British Columbia, and this can only mean one thing - sun!**

Although most of us enjoy the warm weather, this also means outdoor working conditions can get hot, uncomfortable, and unfortunately smoky due to the wildfires our province experiences. Here are some precautions we must take to ensure we stay safe and healthy when working in the heat and in smoke-filled air.



Workers should drink a cup of water every 15 to 20 minutes, even if they are not thirsty, to reduce the likelihood of dehydration.



Provide areas of shade to shield workers from the sun's rays. Pop-up tents, buildings, and trees are some examples.



Education and training about heat-related illnesses should be given to workers to help recognize symptoms and seek timely first aid and medical help.



Where possible, try and reduce the amount of time outdoors. Try and schedule less demanding tasks between 11am-4pm when the sun's rays are strongest.



In wildfire smoke, use a properly fit-tested, half-face respirator to reduce exposure.

Find Actsafe's 'Working in Extreme Hot Temperature' bulletin and more helpful resources on our website [www.actsafe.ca](http://www.actsafe.ca).

# Preventing MSIs Among New and Young Workers Through Orientation



- **Manu Nellutla**, CCPE, CPHSA.  
**Executive Director,**  
**Actsafe Safety Association**

Work-related injuries affect the lifestyle of the worker and also the productivity of the company. Therefore, it is important to identify the hazards and train the workers on how to prevent them, starting with orientations.

One of the most common types of work-related injury claims are Musculoskeletal Injuries (MSIs). MSIs make up approximately 35% of all claims accepted by WorkSafeBC, with overexertion being the top incident type with 27% of all accepted claims (see Figure 1).

Improper training, and a lack of awareness are the two main reasons why workers end up overexerting themselves. This is especially true in new and young workers who are either not aware or not trained on how to conduct their work in an injury-free way. For example, if a

new worker doesn't know how to lift properly, they may overexert themselves instead of knowing to ask for help. Therefore, it is very important to inform and train these workers on how to identify hazards that can lead to MSIs. Orientation provides an opportunity to train workers in not only the proper technique, but also some of the ways to prevent MSIs. Some of the tips to include during orientation to prevent MSIs include:

- Inform the worker on the areas of work where hazards leading to MSIs have been identified.
- Teach workers the proper techniques for completing their work, including lifting techniques.
- Highlight the importance of stretching and how it prepares the body for work.
- Encourage them to ask for help if they cannot lift or move an object at work.

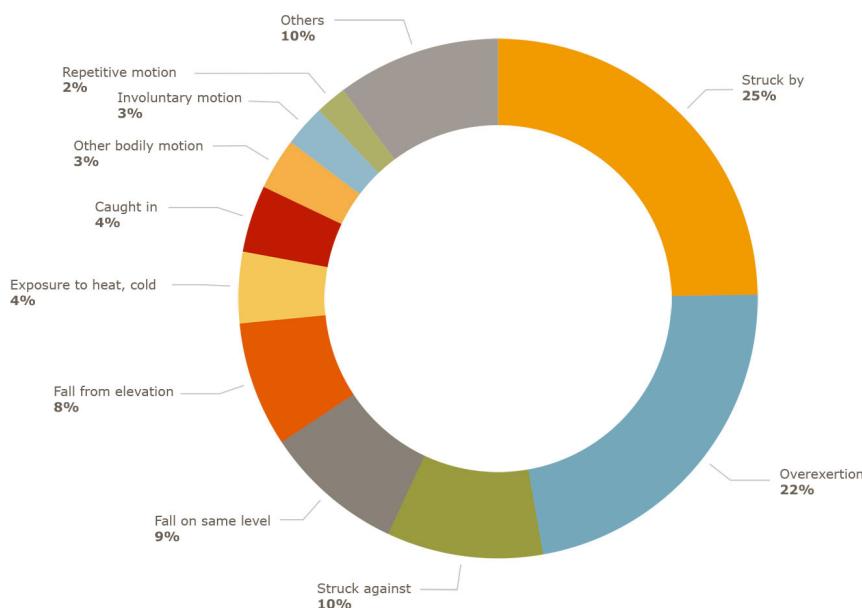


Figure 1. Claim count by incident type in Performing Arts and Motion Pictures, 2013-2017

# New and Young Worker Orientation

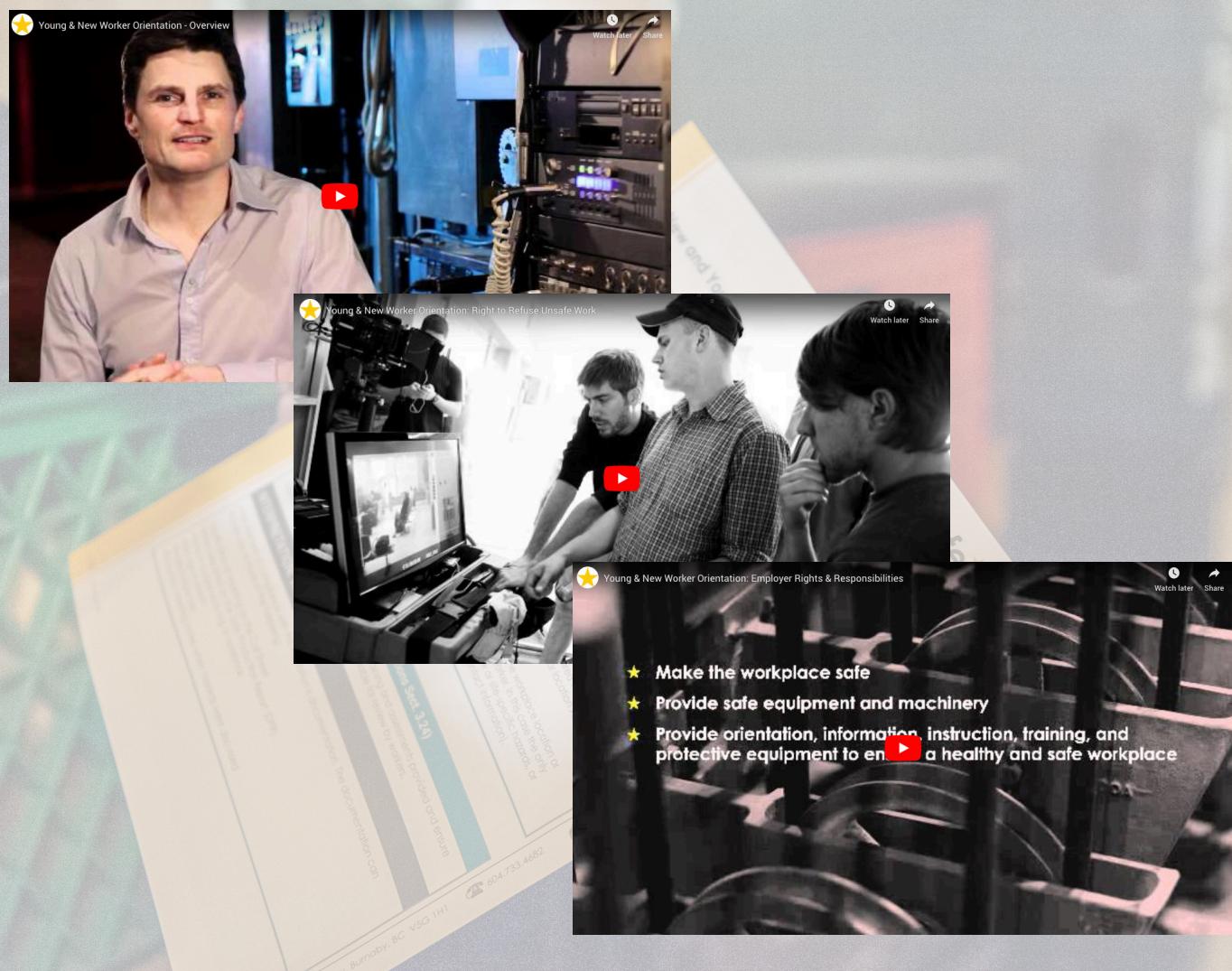
WorkSafeBC requires that all employers must ensure that a young or new worker is given a health and safety orientation and training specific to his/her workplace before the young or new worker begins work.

Over the next four pages you will find Actsafe's New and Young Worker Orientation form. To help employers in the arts and entertainment industries meet compliance WorkSafeBC regulations (sect, 3.22-3.25), Actsafe's checklist includes a brief overview of what the regulation

is and how it pertains to the arts and entertainment industries. It summarizes each new section and provides tips for effective orientation and training and includes an orientation checklist.

Actsafe has also produced a set of three videos to help supervisors, workers, and employers better understand the content and requirements of such orientations.

Check them out here: [actsafe.ca/new-young-worker-orientations/](http://actsafe.ca/new-young-worker-orientations/)



## THE REGULATION: (WorkSafeBC OH&S Regulations Sect. 3.22)

**New worker** means any worker who is:

- (a) new to the workplace
- (b) returning to a workplace where the hazards in that workplace have changed during the worker's absence

**Young worker** means any worker who is under 25 years of age.

- (c) affected by a change in the hazards of a workplace, or
- (d) relocated to a new workplace if the hazards in that workplace are different from the hazards in the worker's previous workplace;

## INTERPRETATION: When is an orientation required?

**Initial orientation** is required every time a worker begins work at a new workplace; this includes studios, production offices, shops and locations. An orientation is not required when a worker who has had an initial orientation returns or is relocated to a workplace or location AND there are no new hazards or changes that may affect the worker.

**Reorientation** of workers is required whenever there is a change in the workplace location or change of hazards that may affect the health and safety of the worker. In this case the only additional orientation required would be the identification of new or site-specific hazards, or changes in emergency procedures (ie. first aid location and contact information).

## THE REGULATION (WorkSafeBC OH&S Regulations Sect. 3.23)

**Subsection 1:** An employer must ensure that every young or new worker is given a health and safety orientation and training specific to that young or new worker's workplace.

## INTERPRETATION:

### WHAT

It is critical for location and studio hazard assessments to be completed and shared to all concerned parties. Issues arise when hazards are identified on the assessment, but that the information is not communicated to the appropriate departments — especially to workers who may be the first arrivals at the worksite.

**Important:** There should be a documented discussion of the hazard assessments with department heads and supervisors.

### HOW

**Group** orientation can be given to all workers covering topics as necessary to the call and site.

**Individual** orientation and documentation of workers arriving for late calls is important.

It is helpful for production offices to prepare a package for department heads during pre-production, providing an overview of an orientation and sufficient copies of orientation checklists for the duration of the production. The Supervisors can use a copy of the checklist each day, date it, sign it and file it. When orienting groups of workers who will not be listed on the DPR, circulate a sign-in sheet and keep it on file.

Workers can receive an orientation over the phone if they will be working alone or will be first on a site. Again, if there are no unusual hazards then an orientation is not required for experienced workers, however they must be warned of site specific hazards and informed about emergency procedures.

**Important:** Supervisors should keep notes documenting telephone orientations; email orientations require a response or confirmation.

### WHO

Identified in the Regulations as being the employer's responsibility, it is also the employer's responsibility to educate and train supervisors to understand and assist with these.

Examples of supervisors who may need to provide an orientation:

- 1st AD for shooting Crew
- 2nd AD for Cast
- Department Head, Key or Assistant for workers in their department
- Background Wrangler for Background
- Subject Matter Experts on specific activities (ie. stunts, spfx, marine, extreme locations)

## THE REGULATION (WorkSafeBC OH&S Regulations Sect. 3.24)

An employer must keep records of all orientations, training and assessments provided and ensure copies of worksite risk assessments are readily available for review by workers.

### INTERPRETATION: Write it down.

A key element of compliance with this legislation is documentation. The documentation can include one or more of the following:

- Notification of meeting on the Call Sheet
- Attendees listed on the Daily Production Report (DPR)

- Notes in a supervisor's log or notebook
- Filed sign-in sheets
- Emailed responses
- Production meeting notes when hazards were discussed



### GENERAL DUTIES OF EMPLOYERS (Workers Compensation Act, Part 3, Div. 3, Sec. 115)

- Provide a safe and healthy workplace
- **Provide orientation, information, instruction, training, supervision and required Personal Protective Equipment (PPE)**
- Occupational health and safety policies and programs
- Safe equipment and machinery
- Access to the Workers Compensation Act
- Consult and cooperate with health and safety committees or representatives and WorkSafeBC
- Report all serious accidents, injuries and incidents to WorkSafeBC



### GENERAL DUTIES OF SUPERVISORS (Workers Compensation Act, Part 3, Div. 3, Sec. 117)

- To ensure the health and safety of all workers under their direction
- Know their legal responsibilities
- Comply with the legislation and orders from WorkSafeBC
- Ensure workers under their supervision know of safety hazards and comply with legislation and orders
- Consult with the joint health and safety committee
- Cooperate with WorkSafeBC Officers



### GENERAL DUTIES OF WORKERS (Workers Compensation Act, Part 3, Div. 3, Sec. 116)

- Take reasonable care to protect your own health and safety as well as that of others
- **Work in accordance with established safe work procedures including use of PPE**
- Wear, regularly maintain and inspect PPE
- Report all violations of the Act including with PPE or the existence of any hazards
- Cooperate with health and safety committees or representatives and with WorkSafeBC
- Not work while impaired by alcohol, drugs or other causes (i.e., fatigue)

## REFUSAL OF UNSAFE WORK: Summary (WorkSafeBC OHS Regulation 3.12-3.13)

A person must not carry out or cause to be carried out any work process or operate any equipment if there is reasonable cause to believe that to do so would create an undue hazard to the safety of any person.

Any worker who refuses to carry out a work process must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.

A supervisor or employer must immediately investigate the matter and ensure that any unsafe condition is remedied without delay. If the matter cannot be resolved, the

supervisor or employer must investigate the matter in the presence of the worker who made the report and a worker member of the joint committee or a worker selected by a trade union representing the worker. If there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker should be involved.

If the matter is still not resolved, both the supervisor (or the employer) and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

**REQUIRED INFORMATION for both General and Site Specific**

Worker Name Attach sign in sheet for group orientation	
Position	
Orientation Date	
Orienter	
Production Name	

**This is a:****GENERAL ORIENTATION**
  

**SITE SPECIFIC ORIENTATION**

General Orientations and Site Specific orientations must be completed whenever a worker begins work for the first time on your production (day calls). For returning workers (show calls) where a general orientation has already been completed, use page 2 and only conduct a site specific orientation.

**GENERAL ORIENTATION**

TOPIC	ORIENTER initials	WORKER initials	Comments/Notes
<b>1 - Supervisory Information - To be completed on worker's first day of work.</b>			
1a Supervisor name			
1b Contact Info			
<b>2 - Rights &amp; Responsibilities - To be completed on worker's first day of work.</b>			
2a General Duties of employers, supervisors and workers			
2a Has the worker completed Actsafe's General Safety Awareness Course? (MPGSA 101 or PASA*) <b>IF NO</b> , review material HERE then acknowledge			
2b Does the worker know about the Right to Refuse Unsafe Work procedure? <b>IF NO</b> , review material then acknowledge			
2c Does the worker know about the production's hazard reporting procedure? <b>IF NO</b> , review employer material then acknowledge			
<b>3 - General Orientation Topics - To be completed on worker's first day of work.</b>			
3a Does the worker know the basic contents of the production's health & safety program? <b>IF NO</b> , review material then acknowledge			
3b Does the worker know about the production's working alone policy and procedures? <b>IF NO</b> , review material then acknowledge			
3c Does the worker know about the production's violence in the workplace policy and procedures? <b>IF NO</b> , review material then acknowledge			
3d Does the worker know about the production's bullying and harassment policy and procedures? <b>IF NO</b> , review material then acknowledge			
3e Review contact information for the joint health and safety committee			
3f Worker WHMIS 2015 Training Verified?			

\*MPGSA 101 is Motion Picture Safety Awareness 101, PASA is Performing Arts Safety Awareness. Both courses cover the rights of workers including the procedures workers must follow when exercising their right to refuse unsafe work, as well as the responsibilities of employers, supervisors and workers.

## SITE SPECIFIC ORIENTATION

TOPIC	ORIENTER initials	WORKER initials	Comments/Notes
<b>4 - Site Specific Health &amp; Safety - To be completed at each worksite.</b>			
4a First aid attendant name and how to contact.			
4b - Emergency Procedures			
(i) Emergency exits and muster points			
(ii) Fire extinguishers and alarms (if applicable)			
(iii) Emergency reporting procedures			
4c Known Hazards on the worksite (include chemical hazards and WHMIS 2015 info)			
<b>Hazard</b>	<b>Control (include Safe Work Procedures, if any)</b>		
4d Personal Protective Equipment			
<b>PPE Needed</b>	<b>Where to find it</b>		
4e WHMIS 2015			
(i) Location of Safety Data Sheets (SDSs)			
Where SDSs are kept			
(ii) Procedures for an emergency involving hazardous materials, including clean-up of spills			



# What The Stats Say

## Actsafe's Orientation Resources



Our checklist has been viewed **95** times on Actsafe's website since January 1st, 2019.

**13** hits on our New and Young Worker video series.



## Motion Picture Safety Awareness Training



We've trained **8293** people in our in-class Motion Picture Safety Awareness course between 1999 and 2018.

In 2019 we launched our new online Motion Picture Safety 101 - General Safety Awareness.

So far this year \* **770** have taken this training. See page 16 for further information on this free course.



## WorkSafeBC's Data



According to WorkSafeBC data, so far this year\* in the arts and entertainment industries there have been;

- **216** time loss claims and
- **37** serious injuries.

Can we prevent some or all of these through proper orientation ?



# Beyond Compliance: Making the Most of Training and Orientation

- Robin Schooley, Industry Specialist in the Young and New Worker Program, WorkSafeBC.

When the new hires arrive and it's your job to provide orientation and training, are you prepared? What should it look like? And should you adjust it, depending on the age of your workers?

First off, the fact that you're giving serious consideration to orientation and training is a great start. It shows you recognize the importance of creating awareness and knowledge among your new workers, that you want them to fully understand workplace processes and potential hazards, and that you have a culture that supports safety.

The Occupational Health and Safety Regulation requires all employers to carry out training and orientation, so you're doing your part to be diligent and compliant with your legal responsibilities. It means some effort up front, but in the long term, your efforts will result in better prepared workers, fewer costly injuries,

higher worker morale, increased productivity – and if your efforts drive down injuries, lower workers' compensation premiums. It's important to understand the difference between orientation and training.

**Orientation isn't necessarily site specific, but addresses health and safety aspects relative to the location of work, as opposed to the specifics of the job.**

Topics for orientation include information about employer and worker rights and responsibilities, known hazards of the worksite, contact information (supervisor, joint committee and/or worker representative), information about your health and safety program, policies for working alone or in isolation, information about potential violence in the workplace, first aid, emergency response, WHMIS, and bullying and harassment.

Training, on the other hand, should relate to the instruction and demonstration of specific work tasks or processes and site specific policies and procedures. Effective training involves providing an overview of each task, including all safety precautions and safe work procedures. You should also demonstrate and describe each task, going through the steps slowly and answering questions to be sure the worker understands.

After orientation, be sure to check in on the worker periodically to make sure they continue to work safely. Retrain if necessary, and document all you've done.

For more details on what's required, view **Support for Employers: Training and Orientation for Young and New Workers** (a resource on the [WorkSafeBC.com](#) website.)

## If your new workers are young, think about the training techniques that might resonate with them.

Millennials (born 1980-1996), for instance, grew up alongside technological advancements. They are team-oriented, able to multi-task and are tech savvy. They have come through a world with widespread coverage of violence and uncertainty (9/11, school shootings, etc.) and safety is important to them.

Gen Z (1997-2015) youth grew up with lockdown drills, frequent discussions of internet safety, and a focus on anti-bullying. They are technology natives and multi-task even more than millennials. They, too, are safety conscious.



They value diversity and inclusion, they tend to have short attention spans, and they demand relevance.

Here are some suggestions when planning training and orientation for workers in the Gen Z or Millennial category:

- These are “game oriented” individuals; consider gamifying safety if possible
- Use social media to enhance training and orientation
- Text safety messages to them
- Use short, bite-sized pieces of information (microlearning)
- Ask their opinion
- Use technology, but keep the human element
- Be supportive
- Keep lines of communication open
- Give frequent, prompt, short feedback

For more information about new and young workers, visit [WorkSafeBC.com](#). Questions? Email [yworker@worksafebc.com](mailto:yworker@worksafebc.com).

# From the Manager's Desk: Performing Arts



- Don Parman, Manager of Performing Arts Programs and Services, Actsafe Safety Association



## "We Need To Talk About Orientations"

**YES**, you need to do this for every new and young worker!

**YES**, you should do this at the top of each call!

We need to talk about orientations for the performing arts and live event industries. "Why?" you might ask. Well, orientations is an area of safety that these industries could be better at. The performing arts and live event industries have been playing catch up with other industries in addressing basic safety planning and execution, and this has to change. My aim is to help our industries be at the forefront of safety and be the arts and entertainment industries' leader for orientations.

While there are many requirements from WorkSafeBC for new and young worker orientations, I would like to go back to basics for those overwhelmed by the idea of orientations in a freelance market. Let's stick to the top five things you need to know to orient your workers:

- 1. Identify the supervisor:** Workers need to be made aware of who their supervisor is and the supervisor's role in their safety. Workers are to address safety issues through them.
- 2. How workers can summon first aid:** Workers must be told where first aid can be located and who the designated first aid attendants are. They may not always be near the first aid station so workers must also be told how they can contact first aid, such as on the phone, headset, or radio.
- 3. Emergency Procedures:** It's important that everyone in your production knows the emergency procedures that are in place in case of an emergency, such as fires and earthquakes. Exits, extinguishers, muster points and any procedures involved in evacuations must be brought to everyone's attention. Also, let everyone know where the evacuation procedure document is posted!

**4. The right to refuse unsafe work:** All workers in B.C. have the right to refuse unsafe work without getting punished or fired. It is imperative to make sure that they are aware of this right, how to exercise it, and who to report it to, namely their supervisor, or the JHSC/Worker Rep.

**5. Location of the safety board:** Even though you may not be able to walk a worker through all of the policies and procedures at the time of an initial orientation, it is important that the worker is made aware of where to find them, the location of the safety board, and other related documents so that they can read and refresh themselves on safety.



A well-thought-out orientation should take no more than 10 minutes, and can be delivered at any time or at any location.

**"In time, this will be as normal as hard hats and steel toes!"**

Visit [actsafe.ca](http://actsafe.ca) for more orientation resources.



## Safety Tips: Combating Summer Fatigue

Summer's here and the festival season is in full swing. Often there is a need to work extended hours or many days without a break. This leads to tiredness and fatigue, and an increasing risk of injury. The symptoms of fatigue are intensified during the summer heat when the warm weather zaps our energy.



Here are some tips on how best to overcome summer fatigue:

- Drink plenty of water to stay hydrated and keep your body cool. Dehydration results in a lack of energy which impairs physical performance.
- Lack of sleep increases the risk of accidents. Where a full-night's sleep isn't possible, take a brief afternoon nap to replenish your energy.
- On long hot days, avoid heavy carbohydrates, sugary drinks, caffeine and alcohol! Instead, choose fruit, vegetables, protein, and water!
- Take your time off! Take your breaks and make sure you take days off whenever possible to recharge.

Written by Manager of Performing Arts Program and Services, Don Parman

# Actsafe's Upcoming Course Calendar

Course	Dates
Occupational First-Aid Level 1	July 6th, 15th, 27th
Motion Picture Safety For Supervisors	July 14th, 25th
Motion Picture Industry Orientation	July 8th, 15th, 29th
Joint Health & Safety Committee Fundamentals Training	July 9th
Reel Green Carbon Literacy	July 17th
Firearm Safety Level One	July 28th

## Course Focus:

### Motion Picture Safety 101 - General Safety Awareness

Motion Picture Safety 101 - General Safety Awareness is Actsafe's unique, gamified, free online safety course and it is designed specifically for the motion picture and television industry. It can be considered part of the general orientation for all workers, as it covers Rights and Responsibilities, Joint Health and Safety Committees, and more.

This course has been available since January, 2019 and as you can see on page 13, it has been completed by many people as it is great for beginners and veterans alike.

This course is a requirement to become an associate member with the Directors Guild of Canada as well as a permittee with the;

- International Alliance of Theatrical Stage Employees Local 669 (IATSE 669),
- International Alliance of Theatrical Stage Employees Local 891 (IATSE 891),
- Teamsters Local 155.



# Event Calendar Summer 2019

Event	Date	Venue
Bard on the Beach	June - September	Vanier Park, Vancouver, BC
Women in Film and Television Vancouver, 20th Anniversary Spotlight Awards Gala	July 2nd	Roundhouse Community Arts & Recreation Centre, Vancouver, BC
Resolute for Film & TV Workshop	September 21st	SIM Vancouver, Vancouver, BC
Vancouver International Film Festival	September 26th - October 11th	1181 Seymour St, Vancouver, BC

If you'd like your event featured above, please contact **communications@actsafe.ca**

## Statutory Holidays

Over this summer season there will be 3 statutory holidays for those of us who work in British Columbia to celebrate:



Canada Day



B.C. Day



Labour Day

**We hope that you and your families will have healthy and safe long weekends.**

Here are some tips to keep in mind over these long weekends:

- Allow extra travel time going to and from your destination. Often the roads are busier during these weekends as more people are travelling. Allowing extra travel-time will help reduce stress and reduce your likelihood of a traffic-related accident.
- Outdoor events are commonplace during the summer months, especially over long weekends. Make sure to bring some water with you to keep yourself hydrated and reduce the risk of dehydration. See page 6 for tips on staying safe in the summer heat when outdoors.
- Long weekends can be an opportunity to catch up on some rest, especially for workers in the arts and entertainment industries who can have long working days. Outside of all planned activities, make some time to relax and rejuvenate to avoid fatigue and burnout.



An Actsafe Safety Association production

Directed by	Manu Nellutla
Produced by	Jennifer Lane
Visual Effects	Ella Pritchard
Assistant Editors	Maureen Kaake
	Lisa Wild
	Carolyn Fisher
	Shraddha Parikh
	Harnak Lalli

Cast

Manager #1	Anand Kanna
Manager #2	Don Parman
Industry Specialist	Robin Schooley
Orientations Expert	Amy Laurel Barager

Coming Up Next

Safety Scene, Fall Edition

## Casting Call

**Would you like to contribute to Actsafe's  
next edition? If so, send us your:**

**Content Ideas  
Advertisements  
Events**

For more information contact Jennifer or Ella,  
**communications@actsafe.ca**





# Actsafe Entertainment Safety Conference

-  
**SAVE THE DATE**  
-

Tickets on sale soon.

**March  
5th - 7th  
2020**



Check back on the website for details;  
[www.actsafeconference.ca](http://www.actsafeconference.ca)

Actsafe is the health and safety association supporting British Columbia's arts and entertainment industries by providing resources, training and advisory services.

# Contact Us

**E:** [info@actsafe.ca](mailto:info@actsafe.ca)

**T:** 604 733 4682

**W:** [www.actsafe.ca](http://www.actsafe.ca)

**M:** #140, 4259 Canada Way  
Burnaby, B.C.  
Canada  
V5G 1H1

Or connect with us here;



Actsafe Safety Association would like to acknowledge and honour that our workplace and classrooms are located on the traditional, ancestral and unceded territory of the Skwxwú7mesh (Sauamish), S'ólh (Stó:lō), Qayqayt (Qayqayt), sə̓lilwətaʔɬ (Tsleil-Waututh) and Stz'uminus (Stz'uminus) peoples.



Actsafe is proud to have achieved the Gold Level Certification in SFU's Sustainable Spaces Program. The Actsafe team was awarded this certification because of their never-ending commitment to their Corporate Social Responsibility initiatives.