

Message from the Chair

Learning from the past

Two thousand and three was a year of reassessment for SHAPE. It was a year of looking to the past and working in the present to make things better for the future. By learning from the past we can address current challenges and make improvements in our approaches to occupational health and safety.

SHAPE did just that in 2003 by conducting a review of our first five-year term. The resulting report (available on the “News” page at www.shape.bc.ca) received positive response from the WCB, and SHAPE’s mandate was renewed for another term. The report provides an overview of our efforts and accomplishments from 1998 to 2002. Looking back at the road travelled helps us determine which initiatives have been most effective in preventing work-related injuries and other incidents.

For example, industry feedback on the ongoing site visits by our occupational health and safety consultant is very positive. In addition, industry surveys completed for the report indicated that workers who have attended SHAPE training courses are far more confident in their understanding of WCB requirements and their ability to find health and safety information than those who have not taken courses.

Information management was perhaps SHAPE’s biggest accomplishment in 2003, with the implementation of the Safety Passport System. The System is a secure online database that provides employers with information on the occupational health and safety training and education history of workers. It’s a powerful, easy-to-use tool. Workers can log on to the Web site to request changes to their records as they earn new certifications. Employers can visit the site to check workers’ qualifications before employing them.

Not only does the review show us what has worked in the past, but it also points to potential areas where SHAPE can focus future prevention efforts (and it provides a baseline against which we can measure future efforts). For example, nearly two-thirds of performing arts workers surveyed indicated that they had no health and safety training beyond their orientation. This tells us that there are still plenty of workers who could benefit from existing or newly developed SHAPE courses.

One new course in 2003 was the Transportation of Dangerous Goods (TDG) course, which was developed specifically for the arts production and entertainment industries. The TDG course focuses on the types of dangerous goods that our workers deal with and certifies them to meet the requirements of Canada's *Transportation of Dangerous Goods Act*.

Providing this sort of industry-specific resource is what SHAPE is all about. Whether it's a safe work practices guide, video, training course, or online database, the goal is the same: to provide information and training that will help prevent injuries and save lives in arts production and entertainment workplaces.

Two SHAPE staff members left in 2003. Program Administrator Monika Majnik left to start a fitness training business and was replaced by Rochelle Blaak. Administrator Robyn Carrigan left to pursue her music career full-time. Ed Brisson moved into the new position of Production Coordinator. Two new Courses Receptionists came on board: Brian Fukushima and Dee Trewin. SHAPE also contracted a new fire safety consultant, retired city of Vancouver firefighter Bill Campbell, to provide yet another resource for the arts and entertainment industries.

SHAPE continued to grow and change in 2003, with new staff, new health and safety resources, and new initiatives. The first year of our second term marked a renewal not just of our mandate but also of our determination to serve our stakeholders and work with them to create healthier, safer workplaces.

Mark Thompson
Chair, SHAPE Board of Directors

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Training and education

Training and education expanded in 2003 with the addition of two new courses and a Safety Passport System modelled on the system used in California's motion picture and television industries.

Safety Passport System

SHAPE's online database of worker training and education was up and running in 2003 and users are increasing steadily. The Safety Passport System is a Web site that allows employers ready access to information on the occupational health and safety training and education history of workers in arts production and entertainment. Workers receive a photo ID card and a password that they can use to access their personal information on the secure site.

SHAPE Safety Passport - Worker Profile Bossy Productions

Worker Profile



Name: **Marty Clausen** ID: **W11808** Occupations:
Health and Safety Consultant

| Course | Agency | Date Taken | Expiry Date |
|-----------------------------------|--------|--------------|--------------|
| Occupational First Aid Level One | SHAPE | Feb 11, 2002 | Feb 11, 2004 |
| Safety Awareness | SHAPE | Jun 26, 2001 | |
| Site Hazard Assessment | SHAPE | Oct 25, 2002 | |
| Transportation of Dangerous Goods | SHAPE | Jul 07, 2002 | Jul 07, 2005 |

Suite 280 - 1385 West 8th Avenue, Vancouver, BC, V6H 3V9
Tel: 604.733.4682 Fax: 604.733.4692 Toll Free: 888.229.1455
Email: info@shape.bc.ca

Employers can log on to the Safety Passport System from www.shape.bc.ca/passport/ to check the occupational health and safety training and education history of workers.

SHAPE Safety Passport - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address http://www.shape.bc.ca/passport/worker/Default.aspx Go Links

SHAPE Safety Passport **Marty Clausen W11808** Logout

Your Worker Profile

[Edit my profile](#) [Submit certification](#) [Change password](#) [Challenge question](#)

Name: Marty Clausen 

Birth date: [Redacted]

Street: 1234 Safety Rd.

City: Vancouver

Province: BC

Postal code: V6V 6V6

Email: info@shape.bc.ca

Home phone: [Redacted]

Work phone: 604-555-1234

Cellular phone: 604-555-5678

Pager number: [Redacted]

Fax number: [Redacted]

Primary occupation: Health and Safety Consultant

Secondary occupation: [Redacted]

Tertiary occupation: [Redacted]

Primary affiliation: None

Secondary affiliation: None

Tertiary affiliation: None

| Course | Agency | Date Taken | Expiry Date |
|-----------------------------------|--------|--------------|--------------|
| Occupational First Aid Level One | SHAPE | Feb 11, 2002 | Feb 11, 2004 |
| Safety Awareness | SHAPE | Jun 26, 2001 | |
| Site Hazard Assessment | SHAPE | Oct 25, 2002 | |
| Transportation of Dangerous Goods | SHAPE | Jul 07, 2002 | Jul 07, 2005 |

Done Internet

As workers earn new certifications, they can use the Safety Passport System to request changes to their records of occupational health and safety training and education. A worker can access his or her record by using a password to log on to the secure online database from www.shape.bc.ca/passport/.

***Think Set Safety* orientations**

In partnership with the Vancouver School Board, SHAPE conducted three half-day orientations for Vancouver high-school teachers on February 3, 4, and 5. The idea was to help teachers understand how they can use the *Think Set Safety* resource effectively with students in school programs. The response was positive and SHAPE received calls from other teachers asking for information on this resource. SHAPE has distributed the package to teachers throughout the province.

Industry training sessions

Industry training sessions remain the backbone of SHAPE's training and education efforts. Two new courses were added to SHAPE's roster of training sessions in 2003 and several courses were updated.

Transportation of Dangerous Goods (TDG) in arts production and entertainment

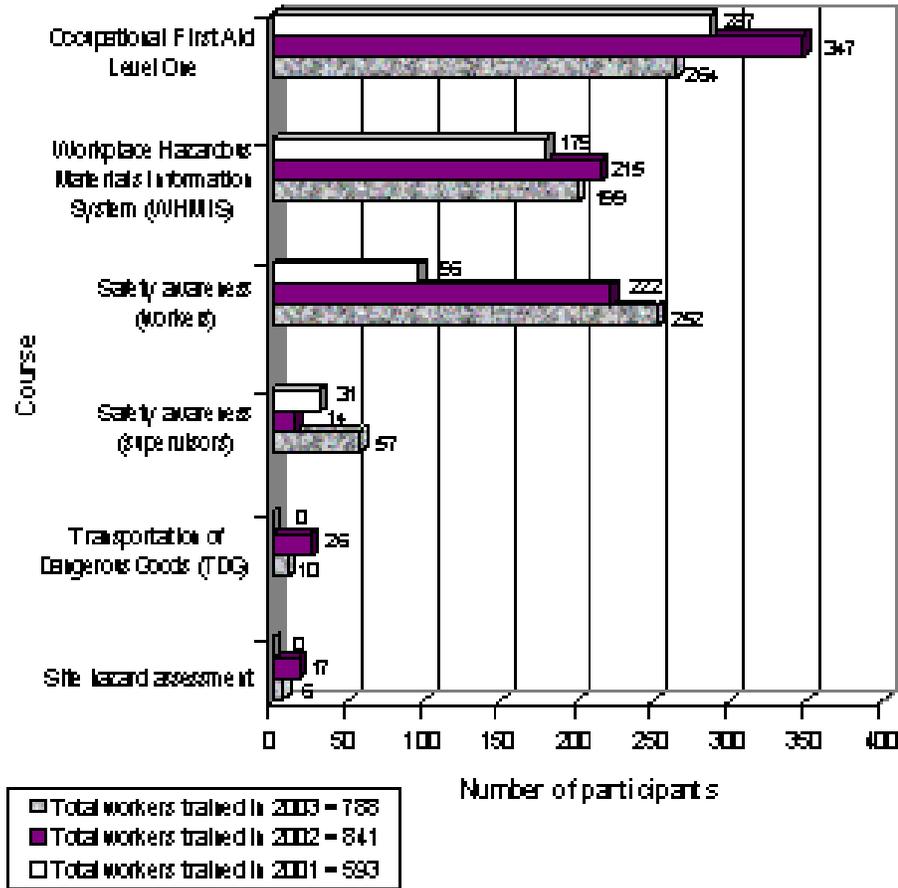
SHAPE introduced an industry-specific Transportation of Dangerous Goods (TDG) course to certify workers for the requirements of Canada's *Transportation of Dangerous Goods Act*. The course focuses on dangerous goods used in the arts production and entertainment industries, such as explosives, compressed gases, flammable liquids, special effects materials, and other products. The inaugural course on November 23, 2003, was well received, with 10 workers attending.

Site Hazard Awareness

First developed and trialled in 2002, the Site Hazard Awareness course was added to the course schedule in 2003. Course attendees received detailed information about locations in the Lower Mainland and common hazardous substances that workers encounter during motion picture and television production. SHAPE is currently working with industry to increase course attendance.

Course updates

The Workplace Hazardous Materials Information System (WHMIS) course was updated to reflect current information and serve the needs of industry better. The content of the Safety Awareness course for workers was also updated and additional courses were added to meet the increasing demand. The Supervisor Safety Awareness course, also updated in 2003, is now a Directors Guild of Canada upgrade requirement. To improve accessibility, SHAPE held four Supervisor Safety Awareness courses directly on production sites.



Note: The Transportation of Dangerous Goods (TDG) course attended by 26 workers in 2002 was a “generic” course. The course attended by 10 workers in 2003 was the first TDG course developed specifically for the arts production and entertainment industries.

Courses such as Occupational First Aid Level One and WHMIS remain well attended, although 2003 saw slightly fewer workers passing through these courses. Since SHAPE began offering industry training sessions, 3382 workers have participated.

Out-of-town courses included site hazard assessment (Kelowna) and supervisor safety awareness (Victoria). Motion picture and television production continues to increase in Victoria, so there will likely be more demand for courses on Vancouver Island.

Print and online materials

SHAPE continued to print and distribute a wide variety of health and safety materials in 2003, including reports, safety bulletins, safe work guidelines, information sheets, videos, and forms and checklists. Most SHAPE publications are available as printed documents and in electronic form as PDFs on our Web site at www.shape.bc.ca.

SHAPE Five-Year Review

SHAPE hired a consultant to conduct a review of our first five years of operation. The resulting report examines SHAPE's efforts and achievements and establishes baselines for future assessments of our effect on health and safety in the arts production and entertainment industries.

Safety bulletins — American Industry-Wide Labor-Management Safety Committee for the Motion Picture and Television Industry

In 2003, SHAPE finished reviewing and adapting the Canadian versions of these widely used American safety bulletins and posted them on the Web. SHAPE distributed binders containing the Canadian versions to industry management and updates are already in progress to ensure that the bulletins remain current.

Musicians and MSI information sheets

SHAPE printed and distributed the first two information sheets in a series that focuses on musculoskeletal injury (MSI) in performers. The first info sheets are aimed at musicians. One focuses on the symptoms, contributing factors, and common types of injuries that affect musicians; the other describes MSI prevention and treatment methods that musicians can use. Approximately 900 copies of each sheet have been distributed to various organizations, including:

- schools such as UBC, SFU, VCC, and Douglas College
- MusicBC (formerly the Pacific Music Industry Association)
- the Vancouver Opera
- the Vancouver Symphony Orchestra
- the BC Music Educators Conference

Working Alone quick study guide

SHAPE published a one-page “quick study guide” for workers who are working alone. This information sheet describes the responsibilities of employers and workers and includes risk assessment and communication strategy checklists.

Quick Guide flip books

Pocket-sized flip books were a new type of publication for SHAPE. Two of these quick-reference guides were distributed in 2003: one on WHMIS and the other on First Aid.

Guide to Preventing Back Pain poster

SHAPE developed and produced a poster on preventing lower back pain. It includes facts about back pain and offers tips on posture, safe lifting techniques, exercises and prevention. 1000 posters were printed and approximately 500 have been distributed to productions and at trade forums.

Fall Protection checklist

The Fall Protection checklist is a tool productions can use to develop fall protection programs and follow the hierarchy of fall protection and the procedures necessary to establish due diligence. SHAPE developed the checklist and posted it as a downloadable form on our Web site.

Under development

Print and online materials under development included:

- *Dancers and MSI* — info sheets similar to the *Musicians and MSI* sheets
- *Child Safety in Film and Television Production* — a brochure series describing safe work guidelines for child performers, with individual publications aimed at parents and guardians, production workers, and kids
- *Paint Department Handbook* — safe work practices and guidelines developed by SHAPE member IATSE Local 891
- *Power Saw Safety* — a poster on power saw safety concerns, particularly the proper use of saw guards and push sticks
- Locations database — an online database for BC locations, including safety data, known issues, contacts, and links

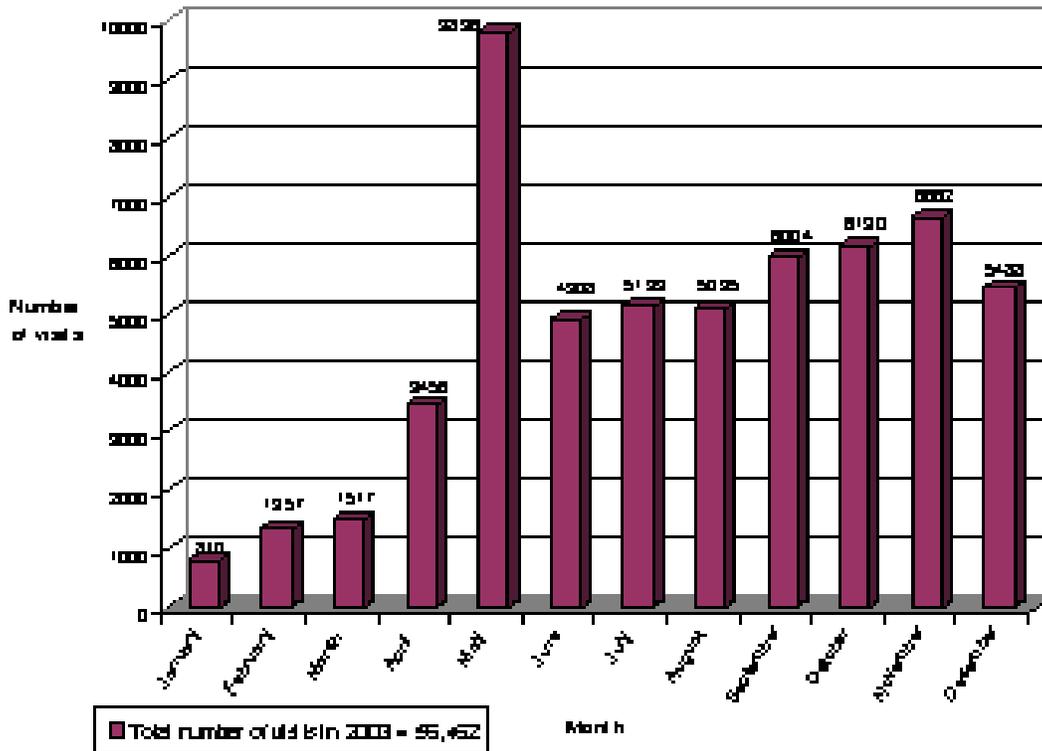
Communications and promotion

The SHAPE Web site and newsletter continue to be our main means of raising awareness of SHAPE and keeping stakeholders informed about the latest developments in their industries. Our lending library of health and safety guides, brochures, and other resources also continued to grow in 2003.

Web site

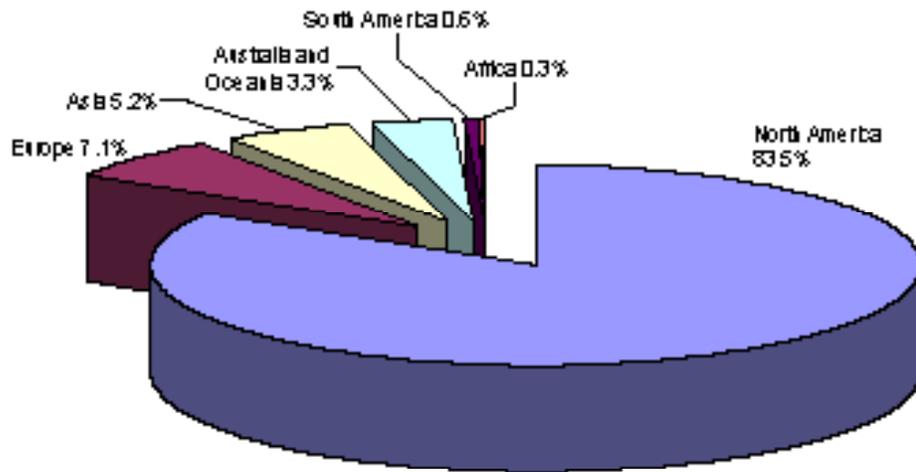
The SHAPE Web site continued to grow in 2003, with many health and safety resources being made available online for easy access by industry stakeholders. One of the most significant additions to the Web site was the Safety Passport System.

SHAPE Web site — Monthly visits, 2003

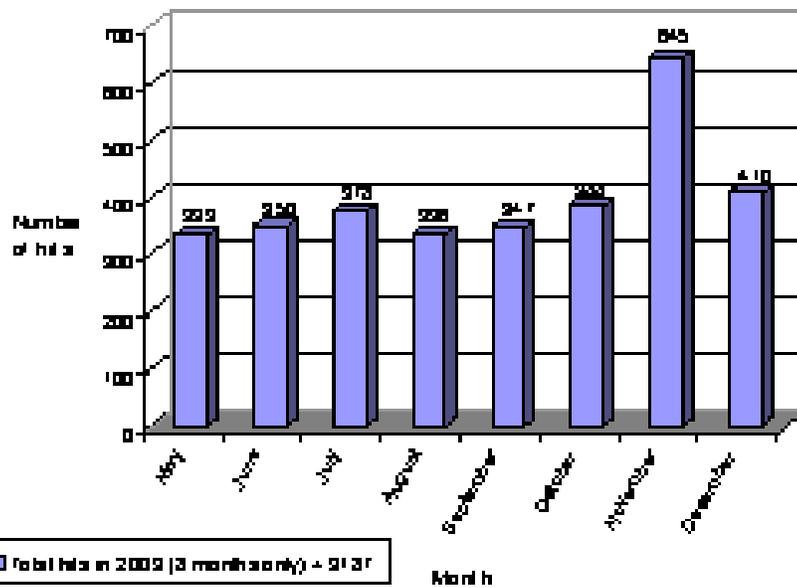


Note: In April 2003, SHAPE began using a Web visit counter that gives a more accurate account of actual visits to the site. The numbers for January–March are not consistent with the rest of the year because they were tabulated using the old counter system.

- checklist for mechanical lifts



Basics of propane



2002. In addition to our existing distribution list, many new film schools and colleges that

SHAPE Web site — Percentage of visits by continent, 2003

The SHAPE Web site now receives regular visits from people worldwide, although North America continues to account for the bulk of our users. May was the peak month for total visits, with 9836 visits.

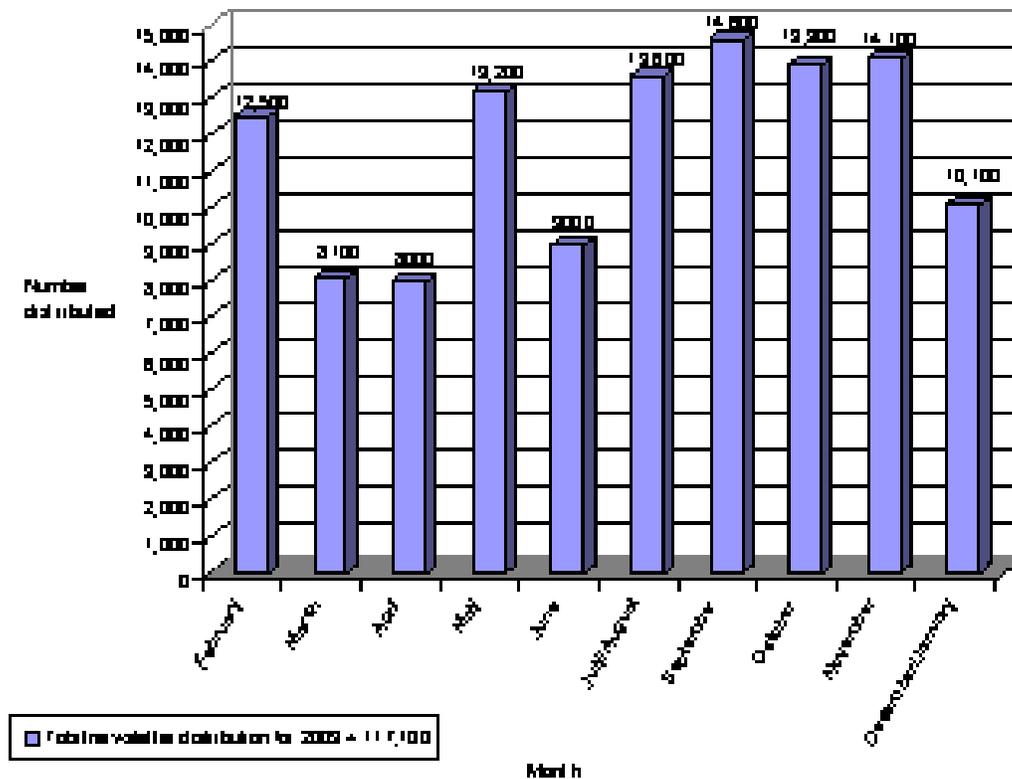
Safety Passport System — Monthly visits, May–December 2003

On average, the Safety Passport System received 398 visits per month from workers. The busiest month was November, with 645 visits.

Newsletter

As in previous years, SHAPE published its newsletter 10 times in 2003. Key articles included:

- using electrical grounds in motion picture and television production
- filming in Vancouver’s Downtown Eastside
- musicians’ issues: hearing and MSI



- protective footwear FAQs
- stage pyrotechnics
- West Nile virus and SARS

Industry services and outreach

SHAPE used several approaches to stay connected to industry in 2003. Strategies to help improve health and safety in workplaces included maintaining a presence at conferences and trade shows, offering the services of our industry consultants, and continuing with our mobile hearing test program.

Conference and trade show attendance

SHAPE was as busy as ever on the conference and trade show circuit, attending events aimed at schools, theatres, motion picture and television productions, and occupational health and safety professionals.

Greater Vancouver Professional Theatre Alliance “Making a Scene” Conference, March 7–8

SHAPE participated in the panel “A Technical Life,” offering advice on the types of skills needed to pursue a career as a live performance technician. Our health and safety consultant answered questions and distributed health and safety information.

WCB Safety Association Conference, March 11

At the third annual health and safety conference, SHAPE shared experiences along with five other industry occupational health and safety associations.

18th Annual Film and Television Trade Forum, September 24–26

The Trade Forum runs annually in conjunction with the Vancouver International Film Festival. SHAPE offered publications and industry occupational health and safety information.

BC Safe Schools conference, October 16

SHAPE shared the findings of our review of several Vancouver high-school performing arts departments.

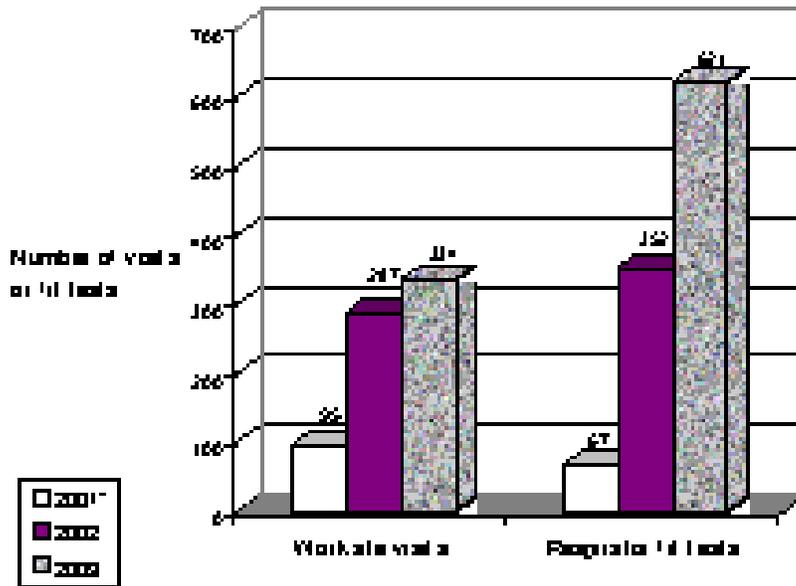
BC Drama Educators conference, October 24

SHAPE set up a booth at the conference and distributed health and safety information, including SHAPE publications such as *Think. Set. Safety.*

Union of BC Performers Orientation workshops

offer a film curriculum were added in mid-2003. Readers can find PDF files for current and previous issues of the newsletter on the SHAPE Web site.

- security and working alone



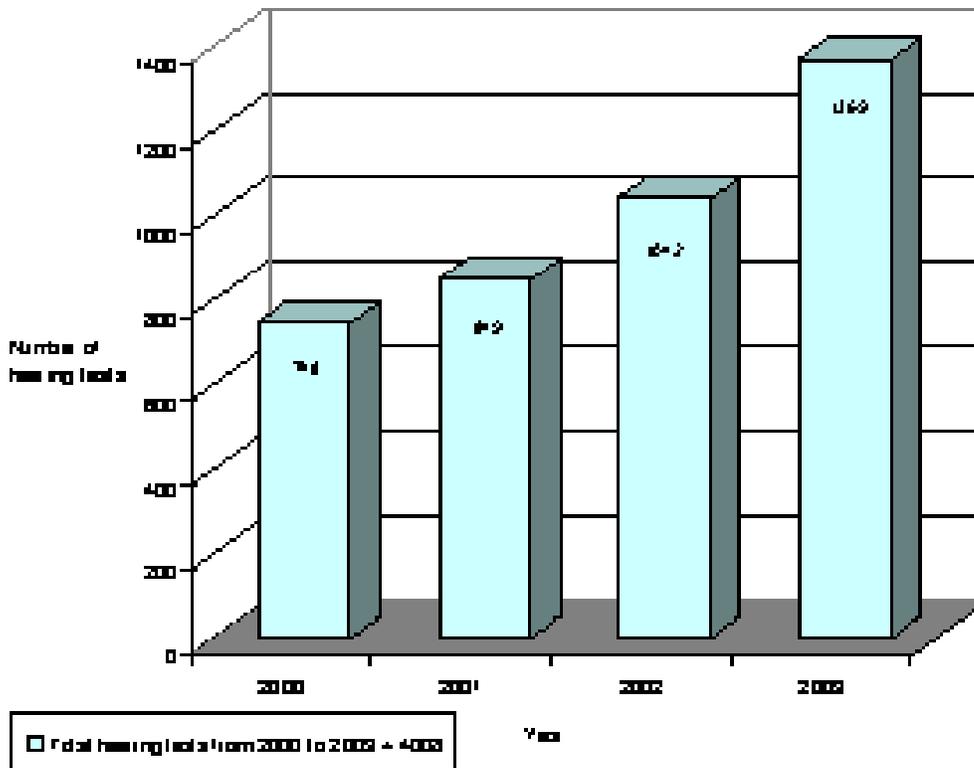
SHAPE's consultant and other industry representatives met with the engineering department of the City of Vancouver to address the need for permanent electrical grounds. The City plans to install permanent grounds at locations used frequently by the motion picture and television industries. Costs for the installations will be included in permit fees.

Vancouver high school theatres requested a fall protection workshop and our consultant met with theatre and opera technical directors to identify topics for such a workshop. The workshop includes a PowerPoint presentation that explains when workers require fall protection and how to choose the proper types of protection for particular situations. It also includes a demonstration on how to fit a harness. Three presentations were well-received and promoted discussion between workers and supervisors.

SHAPE purchased a particulate monitor, the Casella Dust-Pro, for on-site testing of smoke and fog levels in motion picture, television, and live performance productions. This should help productions maintain compliance with WCB requirements for exposure.

Approximately 100 new and apprentice UBCP members attended each of eight orientation sessions. SHAPE delivered a segment at each session that included an overview of the rights and responsibilities of employers and workers in the industry, services offered by SHAPE, and a screening of the award-winning *A Midsummer's Nightmare*.

Health and safety consultant activities



expanded industry outreach efforts by contracting a fire consultant to help address fire safety issues with a review of production locations.

Occupational health and safety consultant

As always, site visits and fit-tests provide a valuable opportunity to discuss health and safety concerns and improve awareness about the issues facing employers and workers. Specific concerns addressed during site visits included:

- fall protection and working at heights
- the West Nile virus and SARS
- equipment inspection and logbooks

Worksite visits and respirator fit tests, 2001–03

The number of respirator fit-tests shot up dramatically in 2003, with our occupational health and safety consultant conducting 621 fit-tests during 334 site visits to film productions, theatres, schools, and other worksites.

Fire consultant

Starting in May 2003, SHAPE contracted a fire consultant — recently retired city of Vancouver firefighter Bill Campbell. As a former Captain of Special Events, Bill is well acquainted with the arts and entertainment industries and provides fire safety reviews that include written reports and recommendations to producers in the Lower Mainland.

Performing arts health and safety consultant

In response to a need for outreach to the performing arts community, SHAPE contracted a performing arts health and safety consultant. James Pollard conducted initial interviews and surveys among industry representatives to help SHAPE improve its impact in the community.

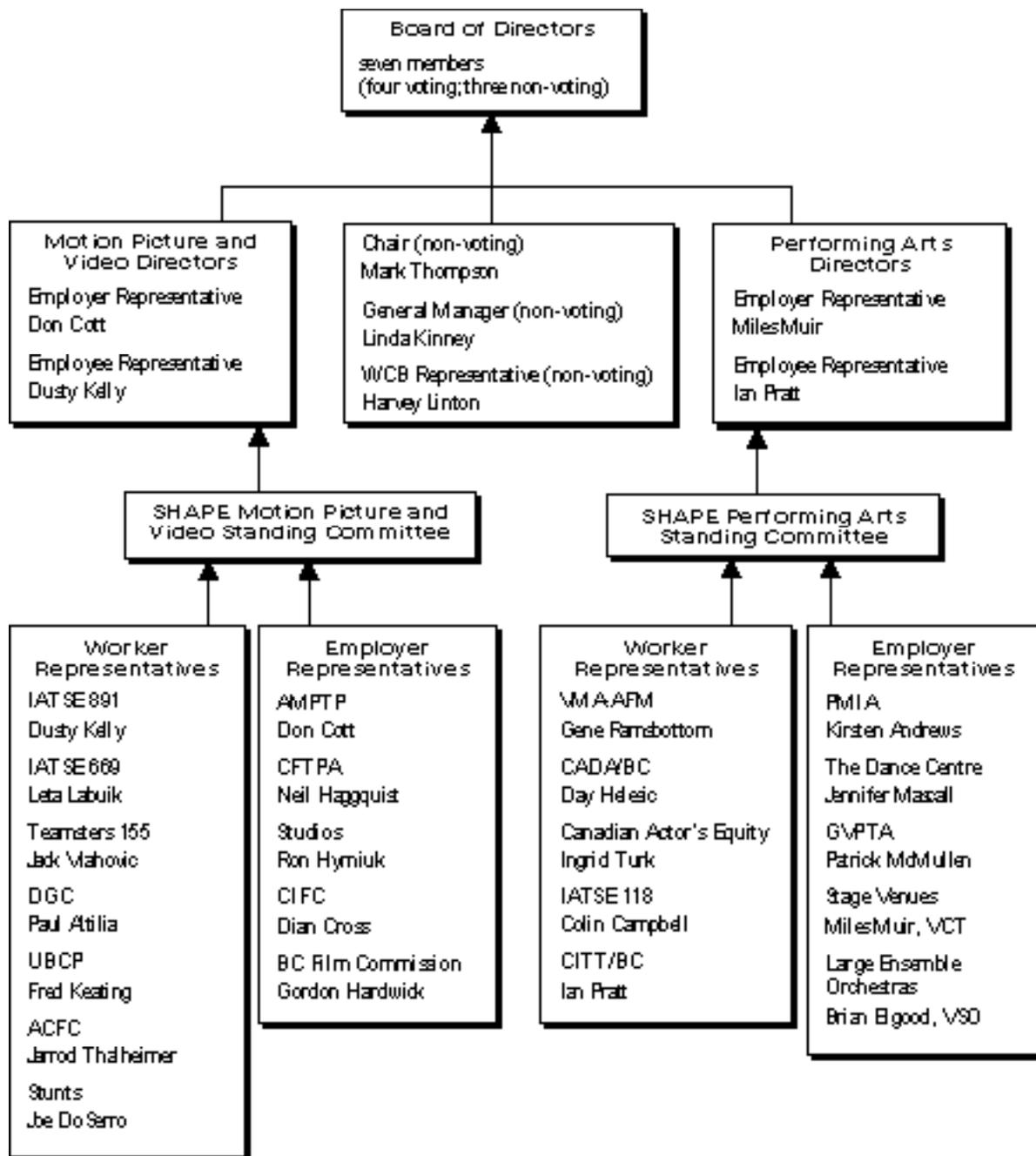
Hearing tests

An overview of current hearing test statistics indicated that there was an increase in young workers (under 24) showing early warning hearing loss. This fact reinforces the need to continue increasing awareness of hearing conservation, including the use of hearing protection such as earplugs and earmuffs.

Hearing tests, 2000–03

The number of hearing tests coordinated by SHAPE continued to increase in 2003, with 1369 workers being tested throughout BC. The increase was largely attributable to the number of big-budget feature films in production in BC, which have construction requirements that require the employer to provide hearing tests for workers.

Appendix A: SHAPE organizational chart



Appendix B: WCB statistics



Motion Picture Industry 1999-2003

Prepared by: Risk Management,
Finance & Stakeholder Relations, May 2004



Motion Picture Industry

Statistical Overview

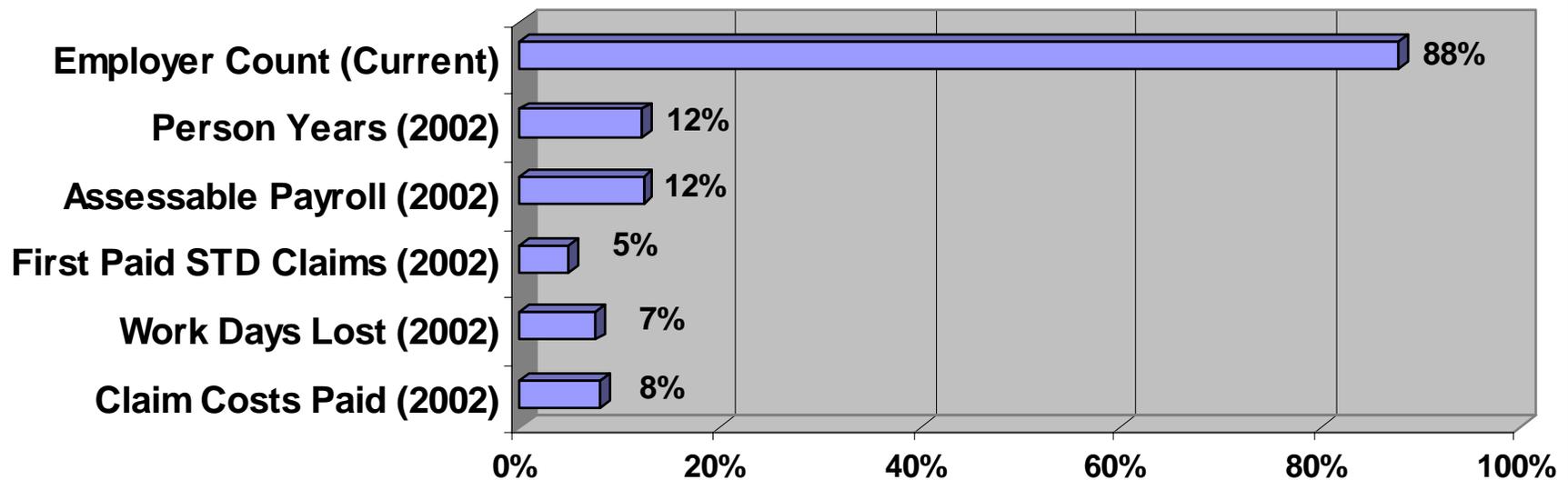
| Year | Accepted Claims | Claim Costs | Days Lost | Injury Rate (per 100 person-years of employment) | Person Years | Injury Year Duration (Average Days Lost per Claim) | Fatalities |
|------------------------------|-----------------|--------------|-----------|---|--------------|--|------------|
| 1999 | 377 | \$1,811,697 | 14,076 | 2 | 14,500 | 25 | 1 |
| 2000 | 376 | \$4,582,806 | 14,126 | 2 | 17,000 | 21 | 2 |
| 2001 | 372 | \$2,309,464 | 14,652 | 3 | 14,100 | 27 | 0 |
| 2002 | 358 | \$2,231,805 | 18,126 | 3 | 13,500 | 29 | 0 |
| 2003 | 363 | \$2,160,113 | 14,897 | 2(est.) | 17,100(est.) | 34 | 1 |
| 1999-2003 Total | 1,846 | \$13,095,885 | 75,877 | 2.4 (avg) | 15,240(avg) | 27 (avg) | 4 |
| 1999 to 2003 % Change | -3.7% | 19.2% | 5.8% | | 17.9% | 36.0% | |

- WCB Classification Unit 763025 includes all employers in the Motion Picture Industry
- Accepted Claims and Injury Rate have remained relatively stable
- Injury Year Duration has increased in each of the last 3 years
- Classification Unit Injury Rates and Person Years are not yet finalized for 2003
- See pages 11 and 12 for definitions of terms

Motion Picture Industry

Small Business Overview

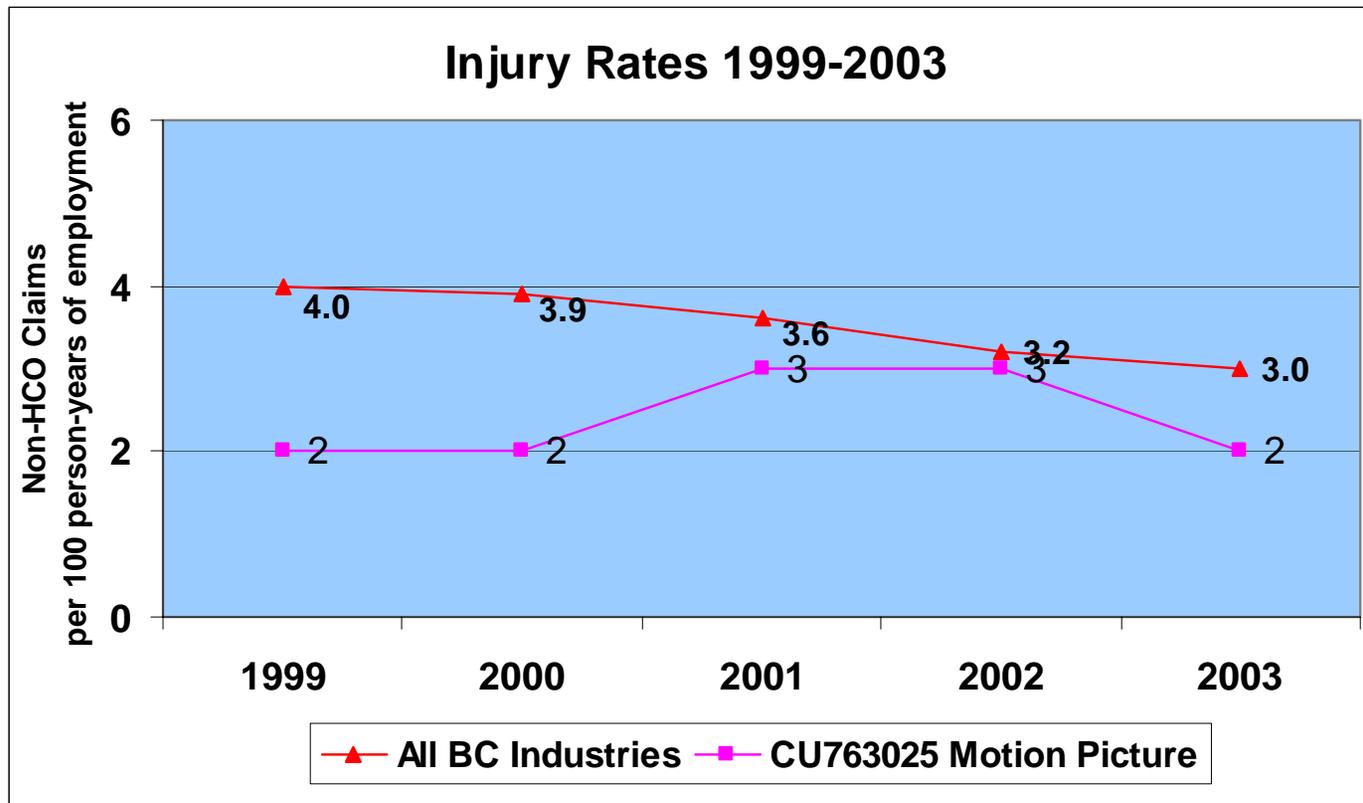
Small Business Portion of Total Industry



- Small Businesses are a significant portion of the industry
- Small Businesses contribute proportionally less to claims than they do to payroll
- See pages 11 and 12 for definitions of terms

Motion Picture Industry

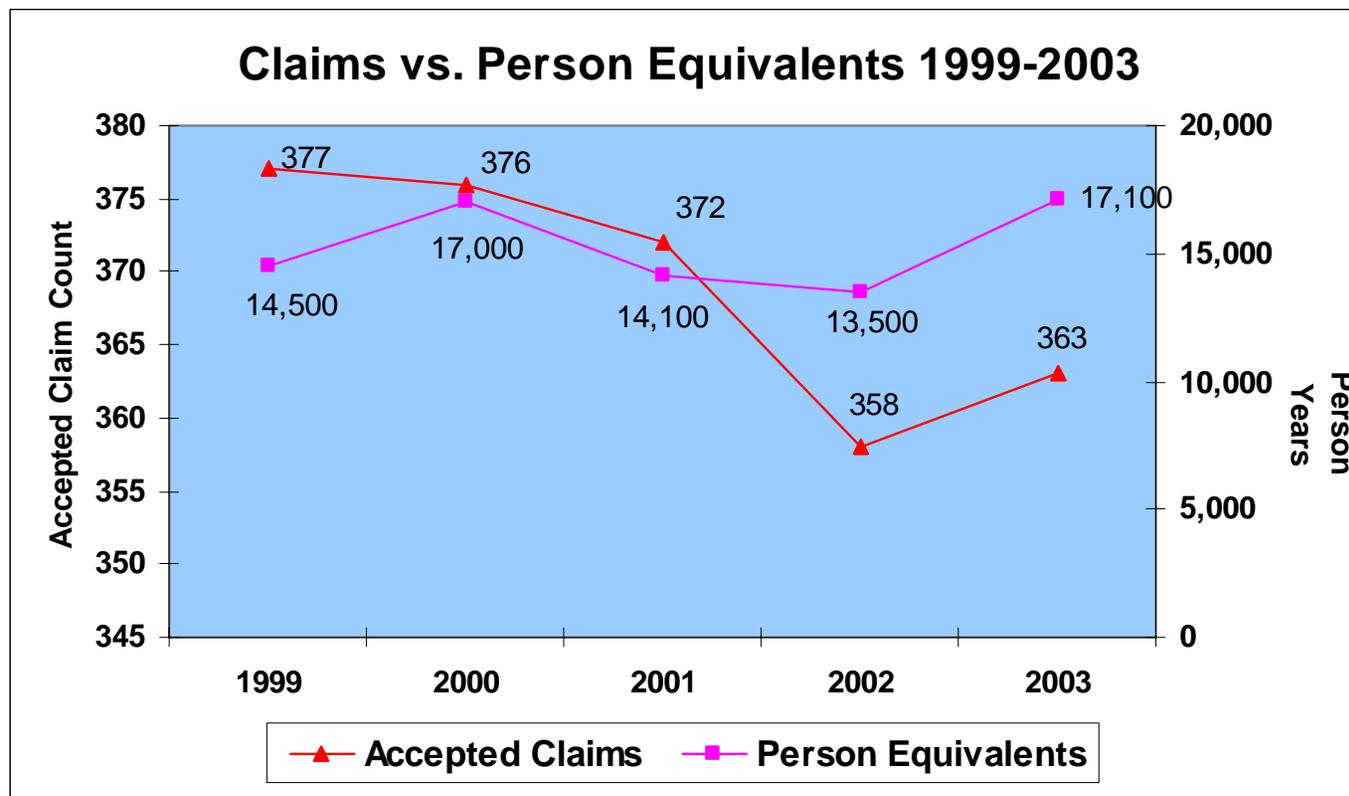
Trend Comparison: Injury Rates



- CU 763025 has not experienced the same Injury Rate trend as All-BC
- Classification unit injury rates are not yet finalized for 2003

Motion Picture Industry

Trend Comparison: Claims Volume and Employment

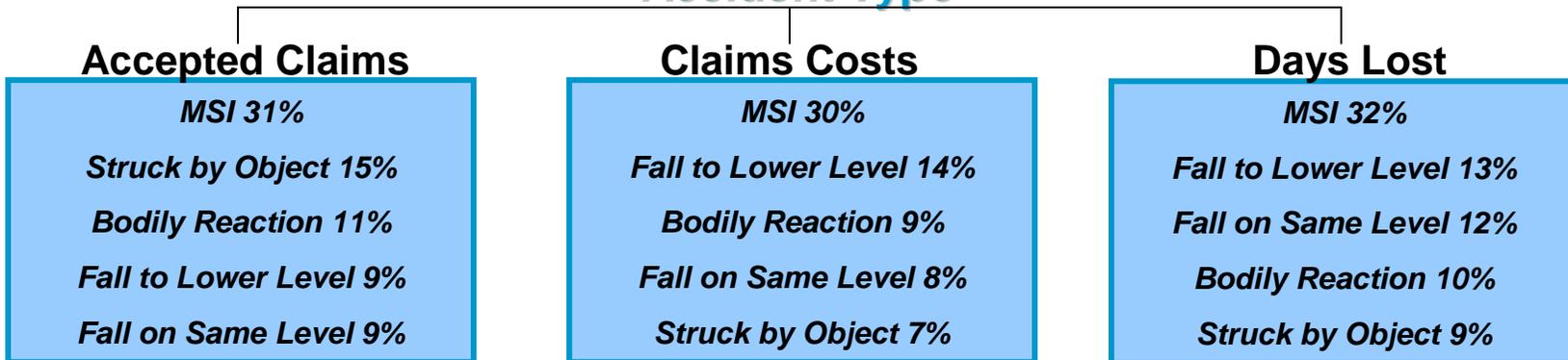


- Classification unit Person Years are not yet finalized for 2003

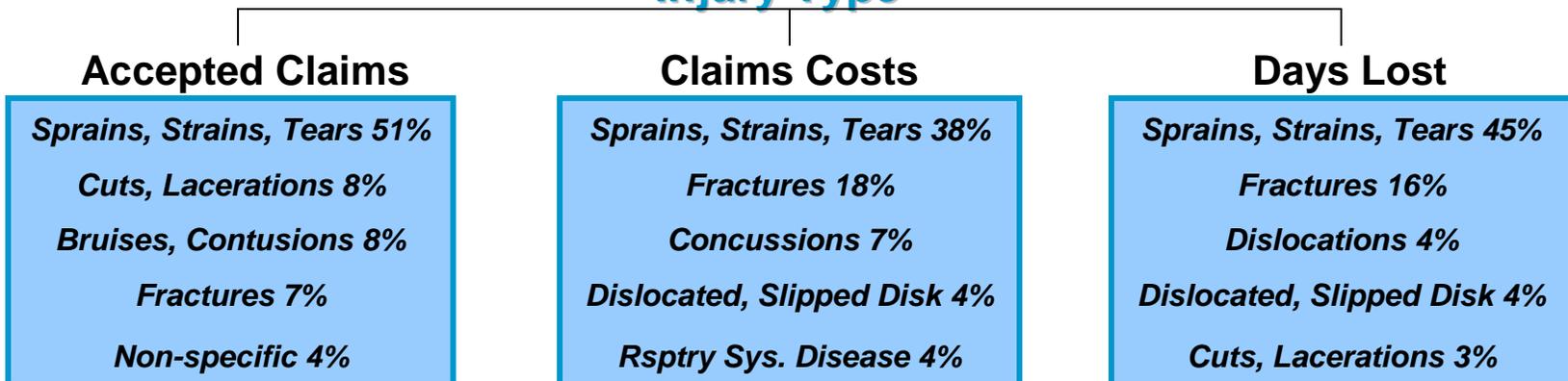
Motion Picture Industry

Accident and Injury Type Profiles

Accident Type



Injury Type



Motion Picture Industry

Other Injury Factors

Top Five Body Parts Injured

| | |
|-------------|-----|
| • Back | 24% |
| • Leg(s) | 10% |
| • Finger(s) | 10% |
| • Ankle(s) | 9% |
| • Shoulder | 5% |

Top Five Sources of Injury

| | |
|------------------------------------|-----|
| • Bodily motion | 16% |
| • Floor, walkways, ground surfaces | 10% |
| • Wood, lumber | 5% |
| • Ground | 4% |
| • Cart, dolly, hand truck | 3% |

Motion Picture Industry

Age and Gender Breakdown

| Age Category | Males | Females | Combined Gender |
|---------------|-------|---------|-----------------|
| 15 - 24 years | 4% | 1% | 5% |
| 25 - 44 years | 55% | 14% | 69% |
| 45 - 64 years | 22% | 3% | 25% |
| 65 and over | 1% | 0% | 1% |
| Combined Ages | 82% | 18% | 100% |

- Males aged 25-44 encompass more than half of all claims in the Motion Picture Industry.

Motion Picture Industry

Claims by Occupation

Between 1999 and 2003, the majority of claims occurred in the following six occupations:

- Grip, boom grip, prop handler, stagehand, wardrobe attendant, spotlight operator 19%
- Carpenters and carpenters' helpers 18%
- Key grip, gaffer, make-up artist, set decorator, special effects, etc 14%
- Production assistant, assistant director 6%
- Lighting technician 5%
- Truck Drivers 4%

The top three occupations account for 51% of the claims, and are primarily the result of:

- Overexertion while lifting wood/lumber or boxes,
- Falling to the floor and slipping / tripping without falling,
- Being struck by hand tools, wood/lumber, and flying fasteners.

Motion Picture Industry

Typical Claimant Profile, 1999-2003

Occupation: Grip, boom grip, prop handler, etc

Gender/Age: Male 25-44

Accident Type: MSI

Injury Type: Sprains, Strains, Tears

Avg Claim Cost: \$14,000

Avg Days Lost: 42

Employer: Production and film companies

TYPICAL PROFILE

Motion Picture Industry

Accepted Fatalities

Fatalities 1999-2003:

- | | |
|-------------------|---------------------------------------|
| 1999 Guard | – Asphyxiated, propane heater |
| 2000 Camera Asst | – Helicopter crash |
| 2000 Spec Effects | – Allergy induced asthma |
| 2003 Greensman | – Heart attack lifting bags of leaves |

DEFINITIONS

Accepted Claims for CU refers to the '# of STD,LTD & fatal claims' which is the number of short term disability, long term disability, and fatal claims accepted in the year (for all years of injury). It excludes health-care-only claims.

Accepted Fatalities are fatality claims accepted by the WCB for survivor or fatal benefits.

Active Employers refer to the current number of active employers registered with the WCB. Employer identification numbers are aggregated by CU, Subsector, and Sector.

Assessable Payroll for CU refers to the assessable payroll for the CU. It includes all the CU's employers' assessable payrolls.

Base Rate refers to base premium rate per \$100 of assessable payroll - see *WCB 2001 Classification and Rate List*, January 1, 2001.

Claim Costs for CU is all cost on claims except health care and rehabilitation cost. It is cost charged in the year for all years of injury. This measure is consistent with the counting methodology used in Accepted Claims.

Classification Unit (CU) is the industry classification unit code. Its description can be found in the *WCB 2001 Classification and Rate List*, January 1, 2001.

Days Lost for CU are days paid in the year for all years of injury. This measure is consistent with the counting methodology used in Accepted Claims.

Days Paid Quantity (also referred to as 'Total Work Days Lost') refers to the total STD days paid in year regardless of year of injury. Code R Rehab days, which are included in the days lost statistic published in the statistical supplement to the annual report, are NOT included in this report. This measure is consistent with the counting methodology used in Non-HCO Claims.

Firm Count refers to the current number of active employers registered with the WCB. Employer identification numbers are aggregated by CU, Subsector, and Sector.

Injury Rate is the number of accepted claims per 100 estimated person-years of employment.

DEFINITIONS (con't)

Injury Year Duration is also referred to as 'Current Year Duration'. It includes only days lost (i.e., days paid per claim) in the year of injury. For example, the 1998 injury year duration would only include days lost in 1998 respective to its accepted injury claims in 1998. Injury year duration is the most widely-used method of calculating duration for statistical purposes. Calculations of this method can be provided for classification units, subsectors, sectors, occupational type, age, and other work-related variables. A duration statistic calculated for a group of 25 or fewer claims should be regarded as having high statistical variability. It is important to note that 'Injury Year Duration' is not the same as 'Total Claim Duration' which is reported in the *WCB Statistical Annual Report*.

MSI or Musculoskeletal Injury refers to a combination of overexertion and repetitive motion accident types.

Non-HCO Claims for firms refer to the total number of non-health-care-only claims. A Non-HCO claim must have a Short Term Disability (STD), Long Term Disability (LTD) or Fatal benefit in the year of injury or in the following 3 months.

Person-Years of employment for an employer are estimated by dividing the employer's payroll by the average wage rate for the industry the employer operates in. The assumption being made is that wage rates are the same for all employers in the industry. The person-year calculation was modified slightly in June 1997, and person-years for 1995 and 1996 are on the modified basis. For some firms there will be a discontinuity between the 1994 and 1995 person-years. For example, a person year is equivalent to one person working fulltime at an occupation for a one-year period.

Sector represents a grouping of subsectors according to industry classification (see *WCB 2001 Classification and Rate List, January 1, 2001*).

Small Business refers to employers having less than 20 person years of employment.

Subsector represents a grouping of CUs according to industry classification (see *WCB 2001 Classification and Rate List, January 1, 2001*).

Total Claim Duration (also referred to as 'Complete Claim Duration') is a measure of the total days lost per claim on disability claims, including days lost in years beyond the year of injury. Total Claim Duration takes into account duration of claims that are active (open) within the year, and therefore reflects days lost for claims that occurred in previous years. For example, year 2000 total claim duration will reflect days lost with respect to injuries from previous years. The WCB Statistical Services Department calculates total claim duration only at a subsector level. That is, it is not calculated for classification units, occupational type, age, and other work-related variables.



Performing Arts Industry 1999-2003

Prepared by: Risk Management,
Finance & Stakeholder Relations, May 2004



Performing Arts Industry Statistical Overview

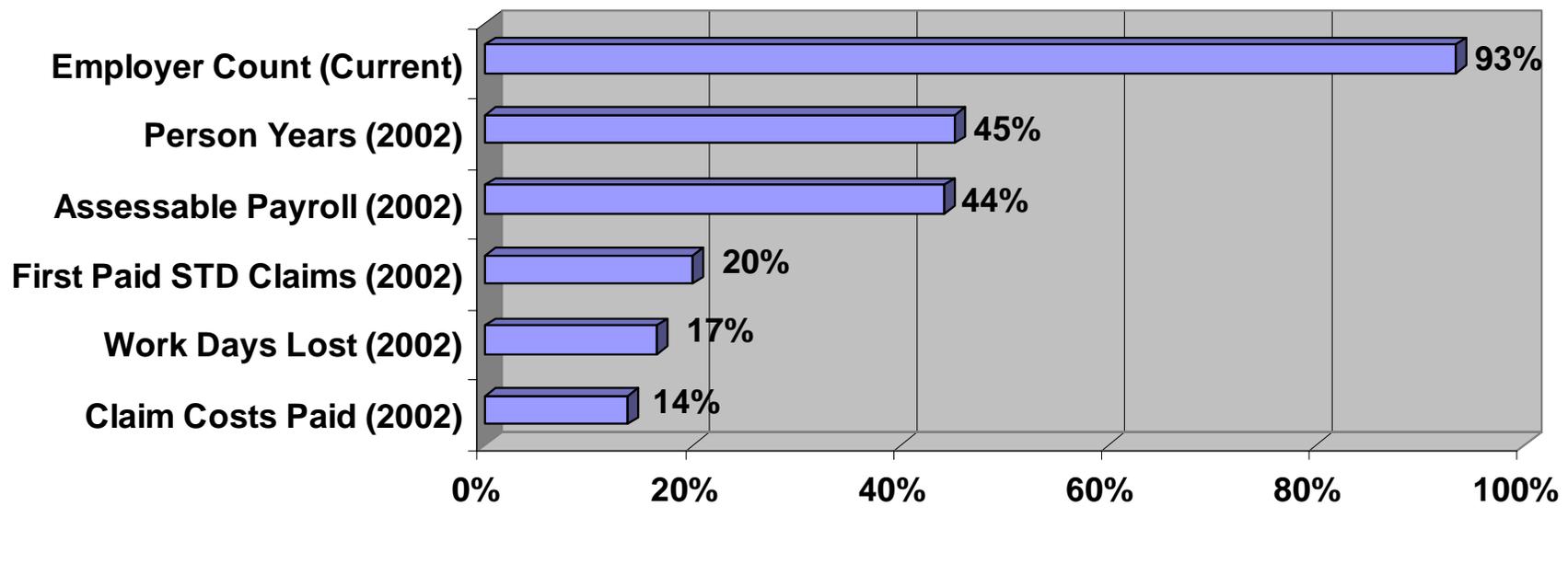
| Year | Accepted Claims | Claim Costs | Days Lost | Injury Rate (per 100 person-years of employment) | Person Years | Injury Year Duration (Average Days Lost per Claim) | Fatalities |
|----------------------------------|-----------------|-------------|-----------|---|--------------|---|------------|
| 1999 | 42 | \$881,707 | 2,279 | 1 | 2,700 | 33 | 0 |
| 2000 | 36 | \$138,475 | 1,844 | 1 | 2,750 | 35 | 0 |
| 2001 | 26 | \$720,118 | 2,115 | 1 | 3,300 | 49 | 0 |
| 2002 | 29 | \$140,586 | 1,516 | 1 | 3,000 | 30 | 0 |
| 2003 | 34 | \$118,080 | 1,743 | 1(est.) | 3,300(est.) | 47 | 0 |
| 1999-2003 Total | 167 | \$1,998,966 | 9,497 | 1.0(avg) | 3,010(avg) | 38(avg) | 0 |
| 1999 to 2003 % Change | -19.0% | -86.6% | -23.5% | | 11.5% | 42.4% | |

- WCB Classification Units 761011, 761025, 761027, and 761030 include all employers in the Performing Arts Industry
- Accepted Claims and Injury Rate have remained relatively stable
- Classification Unit Injury Rates and Person Years are not yet finalized for 2003
- See pages 11 and 12 for definitions of terms

Performing Arts Industry

Small Business Overview

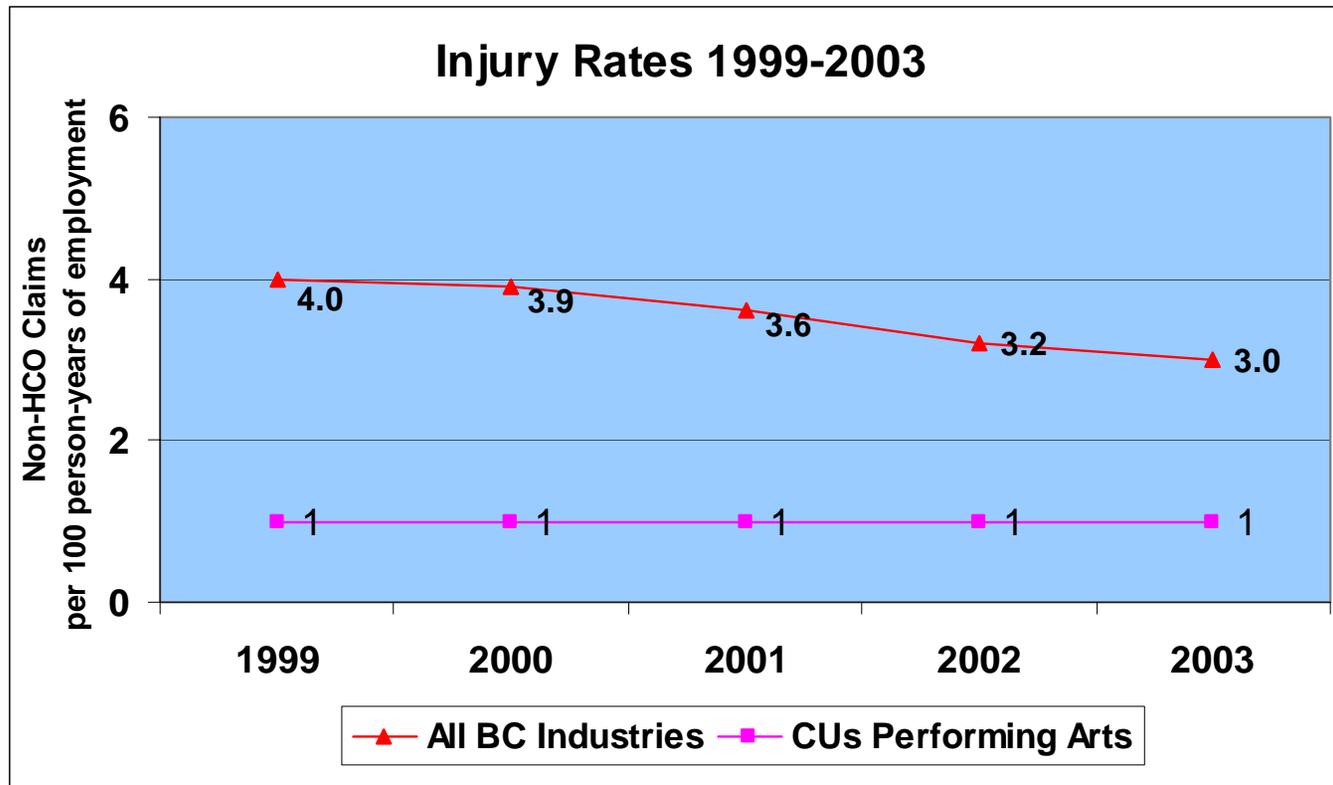
Small Business Portion of Total Industry



- Small Businesses are a significant portion of the industry
- Small Businesses contribute proportionally less to claims than they do to payroll
- See pages 11 and 12 for definitions of terms

Performing Arts Industry

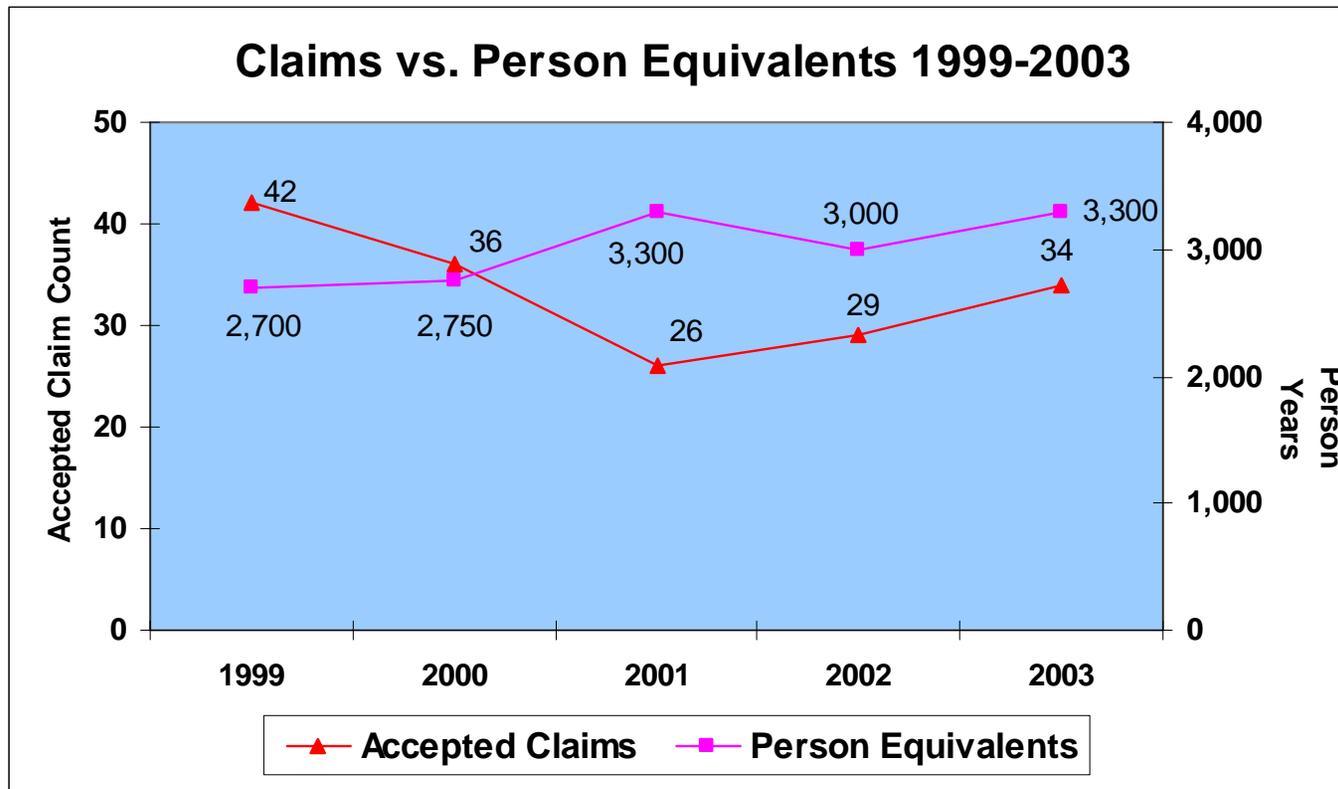
Trend Comparison: Injury Rates



- Classification unit injury rates are not yet finalized for 2003

Performing Arts Industry

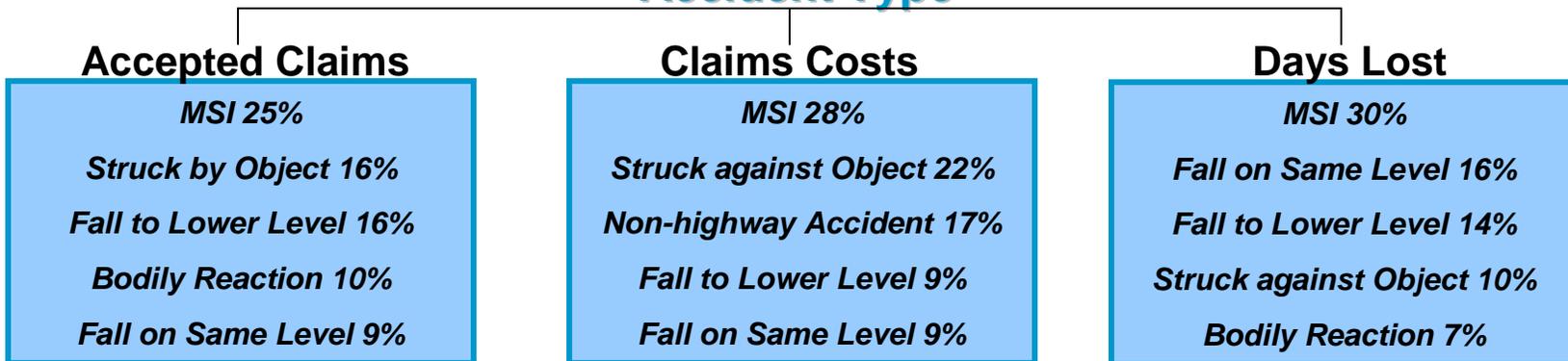
Trend Comparison: Claims Volume and Employment



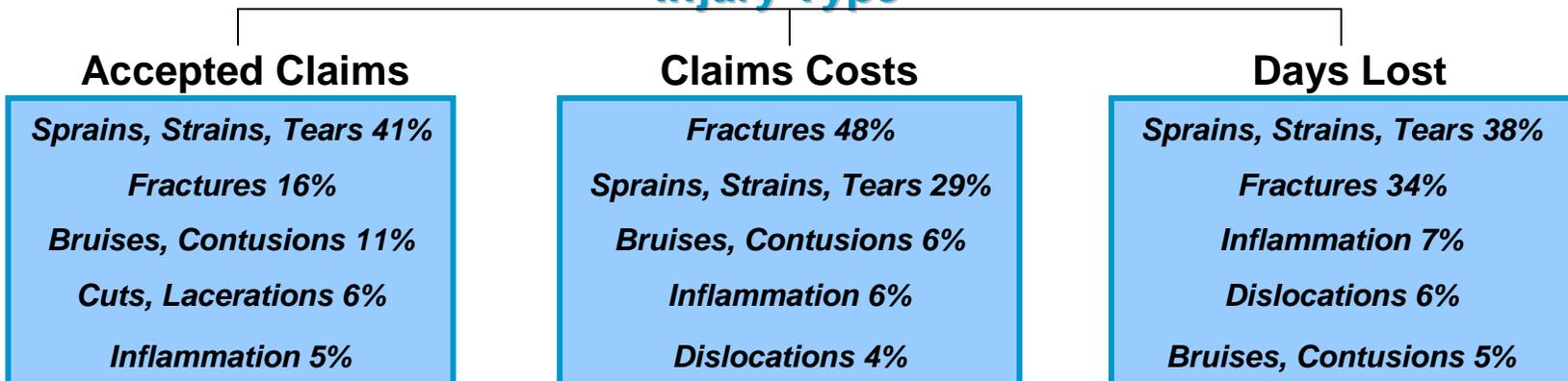
- Classification unit Person Years are not yet finalized for 2003

Performing Arts Industry Accident and Injury Type Profiles

Accident Type



Injury Type



Performing Arts Industry

Other Injury Factors

Top Five Body Parts Injured

- Back 16%
- Multiple parts 13%
- Finger(s) 12%
- Ankle(s) 9%
- Leg(s) 8%

Top Five Sources of Injury

- Bodily motion 18%
- Floors , walkways, ground 14%
- Boxes, crates, cartons 6%
- Stairs, Steps 6%
- Other 4%

Performing Arts Industry

Age and Gender Breakdown

| Age Category | Males | Females | Combined Gender |
|---------------|-------|---------|-----------------|
| 15 - 24 years | 6% | 4% | 10% |
| 25 - 44 years | 43% | 19% | 62% |
| 45 - 64 years | 18% | 9% | 27% |
| 65 and over | 0% | 1% | 1% |
| Combined Ages | 67% | 33% | 100% |

- Males aged 25-44 encompass more than 40% of all claims in the Performing Arts Industry.

Performing Arts Industry

Claims by Occupation

Between 1999 and 2003, the majority of claims occurred in the following six occupations:

- Grip, boom grip, prop handler, stagehand, wardrobe attendant, spotlight operator 26%
- Actors 10%
- Carpenters 7%
- Dancers 6%
- Musicians & Singers 6%

The top two occupations account for more than 1/3 of the claims. MSIs and falls are the most common types of accidents by the grips occupation. Highway accidents and struck by object were the most common for the actors.

Performing Arts Industry

Typical Claimant Profile, 1999-2003

Occupation: Grip, boom grip, prop handler, etc

Gender/Age: Male 25-44

Accident type: MSI

Injury type: Sprains, Strains, Tears

Avg Claim Cost: \$10,000

Avg Days Lost: 51

Employer: Theatre or performance society

TYPICAL PROFILE

**SHAPE, SAFETY AND HEALTH IN
ARTS PRODUCTION AND
ENTERTAINMENT ASSOCIATION**

Financial Statements

December 31, 2003

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and Changes in Net Assets

Statement of Cash Flows

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ELLIS FOSTER

CHARTERED ACCOUNTANTS

1650 West 1st Avenue
Vancouver, BC Canada V6J 1G1
Telephone: (604) 734-1112 Facsimile: (604) 714-5916
E-Mail: generaldelivery@ellisfoster.com

AUDITORS' REPORT

To the Members of

SHAPE, SAFETY AND HEALTH IN ARTS PRODUCTION AND ENTERTAINMENT ASSOCIATION

We have audited the balance sheet of **Shape, Safety and Health in Arts Production and Entertainment Association** as at December 31, 2003 and the statements of operations and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2003 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles. As required by the Society Act of the Province of British Columbia, we report that, in our opinion, these principles have been applied on a basis consistent with that of the previous year.

Vancouver, Canada
January 21, 2004

"Ellis Foster"
Chartered Accountants



A partnership of incorporated professionals

*An independently owned and operated member of Moore Stephens North America Inc., a member of Moore Stephens International Limited
- members in principal cities throughout the world*

SHAPE, SAFETY AND HEALTH IN ARTS PRODUCTION AND ENTERTAINMENT ASSOCIATION

Balance Sheet
December 31, 2003

| | 2003 | 2002 |
|---|------------|------------|
| ASSETS | | |
| Current | | |
| Cash and cash equivalents (note 4) | \$ 332,212 | \$ 317,183 |
| Accounts receivable | 3,836 | - |
| GST receivable | 9,684 | 8,965 |
| Prepaid expenses | 4,892 | 4,855 |
| | 350,624 | 331,003 |
| Equipment (note 5) | 18,105 | 24,071 |
| | \$ 368,729 | \$ 355,074 |
| LIABILITIES | | |
| Current | | |
| Accounts payable and accrued liabilities | \$ 28,006 | \$ 8,566 |
| Deferred lease inducement (note 6) | - | 3,900 |
| | 28,006 | 12,466 |
| NET ASSETS | | |
| Internally restricted (note 4) | 259,431 | 205,000 |
| Unrestricted | 81,292 | 137,608 |
| | 340,723 | 342,608 |
| | \$ 368,729 | \$ 355,074 |

Commitments (note 7)

SHAPE, SAFETY AND HEALTH IN ARTS PRODUCTION AND ENTERTAINMENT ASSOCIATION

Statement of Operations and Changes in Net Assets
Year Ended December 31, 2003

| | 2003 | 2002 |
|--|----------------|------------|
| Revenue | | |
| Workers' Compensation Board funding | \$ 523,924 | \$ 577,688 |
| Course fees | 25,778 | 25,627 |
| Investment | 8,867 | 773 |
| | 558,569 | 604,088 |
| Program expenditures | | |
| Communication and promotion | 32,133 | 24,032 |
| Industry and work site services | 21,391 | 68,991 |
| Industry Training | 54,384 | 50,037 |
| Newsletters guidelines and other publications | 48,290 | 46,325 |
| Outreach | 81,864 | 17,057 |
| Stakeholders | 9,594 | 9,709 |
| | 247,656 | 216,151 |
| Administrative expenditures | | |
| Advertising and promotion | 856 | 1,939 |
| Amortization | 10,378 | 13,408 |
| Bank charges and merchant fees | 878 | 830 |
| Consultants fees | 16,563 | 8,020 |
| Honoraria - board of directors | 15,314 | 15,333 |
| Insurance | 2,643 | 2,144 |
| Loss on disposal of assets | 1,612 | - |
| Office and miscellaneous | 18,423 | 21,119 |
| Office rental | 52,651 | 48,798 |
| Professional fees | 10,398 | 3,623 |
| Recruitment | 3,312 | 8,884 |
| Repairs and maintenance | 550 | 3,305 |
| Salaries and benefits | 172,858 | 168,040 |
| Telephone and internet | 4,751 | 3,927 |
| Travel | 1,611 | - |
| | 312,798 | 299,370 |
| Total expenditures | 560,454 | 515,521 |
| Excess (deficiency) of revenues over expenditures | (1,885) | 88,567 |
| Net assets , beginning of year | 342,608 | 254,041 |
| Net assets , end of year | \$ 340,723 | \$ 342,608 |

SHAPE, SAFETY AND HEALTH IN ARTS PRODUCTION AND ENTERTAINMENT ASSOCIATION

Statement of Cash Flows
Year Ended December 31, 2003

| | 2003 | 2002 |
|--|------------|------------|
| Cash flows from (used in) operating activities | | |
| Excess (deficiency) of revenues over expenditures | \$ (1,885) | \$ 88,567 |
| Adjustments for: | | |
| Amortization | 10,378 | 13,408 |
| Amortization of deferred lease inducement | (3,900) | (7,800) |
| Loss on disposal of equipment | 1,612 | - |
| | 6,205 | 94,175 |
| Changes in non-cash working capital | | |
| Increase in accounts receivable | (3,836) | - |
| (Increase) decrease in GST receivable | (719) | 59 |
| Increase in prepaid expenses | (37) | (356) |
| (Decrease) increase in accounts payable and accrued liabilities | 19,440 | (509) |
| | 21,053 | 93,369 |
| Cash flows used in investing activities | | |
| Purchase of equipment | (6,024) | (1,915) |
| Net increase in cash and cash equivalents during the year | 15,029 | 91,454 |
| Cash and cash equivalents, beginning of year | 317,183 | 225,729 |
| Cash and cash equivalents, end of year | \$ 332,212 | \$ 317,183 |
| Cash and cash equivalents comprise: | | |
| Cash | \$ 72,781 | \$ 59,356 |
| Term deposit | 259,431 | 257,827 |
| | \$ 332,212 | \$ 317,183 |

SHAPE, SAFETY AND HEALTH IN ARTS PRODUCTION AND ENTERTAINMENT ASSOCIATION

Notes to Financial Statements
December 31, 2003

1. Nature of Operations

SHAPE, Safety and Health in Arts Production and Entertainment Association (the Association) was incorporated under the Society Act of British Columbia on March 23, 1998. The Association's mandate is to promote health and safety in the motion picture, theatre, music and other performing arts industries.

As a non-profit organization, the Association is not subject to income tax.

2. Significant Accounting Policies

(a) Revenue recognition

Funding received under terms of agreements are recognized as revenue in the year in which the related expenses are incurred.

(b) Equipment

Assets comprising equipment are recorded at cost and amortized over their estimated useful lives using the following methods and rates:

| | |
|------------------------|-----------------------------------|
| Computer equipment | 30% declining balance |
| Office equipment | 20% declining balance |
| Furniture and fixtures | 20% declining balance |
| Leasehold improvements | Straight line over the lease term |

(c) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the period. Actual results may differ from those estimates.

SHAPE, SAFETY AND HEALTH IN ARTS PRODUCTION AND ENTERTAINMENT ASSOCIATION

Notes to Financial Statements
December 31, 2003

3. Financial Instruments

The Association's financial instruments consist of cash, term deposits, accounts receivable, GST receivable, and accounts payable and accrued liabilities. It is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of the financial instruments approximate their carrying values unless otherwise noted.

4. Cash and Cash Equivalents

Cash and cash equivalents include term deposits totalling \$259,431 (2002 - \$205,000) that are restricted and reserved for future program expenditures.

5. Equipment

| | Cost | Accumulated Amortization | Net Book Value | |
|------------------------|------------------|-----------------------------|------------------|------------------|
| | | | 2003 | 2002 |
| Computer equipment | \$ 20,788 | \$ 12,006 | \$ 8,782 | \$ 6,844 |
| Office equipment | 11,670 | 7,976 | 3,694 | 4,617 |
| Furniture and fixtures | 17,097 | 11,468 | 5,629 | 7,036 |
| Leasehold improvements | 39,857 | 39,857 | - | 5,574 |
| | <u>\$ 89,412</u> | <u>\$ 71,307</u> | <u>\$ 18,105</u> | <u>\$ 24,071</u> |

6. Deferred Lease Inducement

| | 2003 | 2002 |
|-----------------------------|-------------|-----------------|
| Balance, beginning of year | \$ 3,900 | \$ 11,700 |
| Amortization | (3,900) | (7,800) |
| <u>Balance, end of year</u> | <u>\$ -</u> | <u>\$ 3,900</u> |

Deferred lease inducement consists of the reimbursement of costs incurred by the Association for leasehold improvements. The benefits of the lease inducement are accounted for as a reduction of rent expense over the initial term of the lease on a straight-line basis.

SHAPE, SAFETY AND HEALTH IN ARTS PRODUCTION AND ENTERTAINMENT ASSOCIATION

Notes to Financial Statements
December 31, 2003

7. Commitments

The Association is a party to operating lease commitments for premises and office equipment. Minimum annual payments under the leases are as follows:

| | | |
|------|----|------------|
| 2004 | \$ | 63,701 |
| 2005 | | 63,701 |
| 2006 | | 26,542 |
| | | <hr/> |
| | | \$ 153,944 |

8. Comparative Figures

Certain 2002 comparative figures have been reclassified to confirm to the financial statement presentation adopted for 2003.