



Forging deeper
relationships to
strengthen our
foundation

2010 ANNUAL REPORT

ABOUT

Acts safe is dedicated to the promotion of health and safety in British Columbia's motion picture and performing arts industries. Our role is to provide arts workers and employers with the necessary support to ensure everyone goes home safe at the end of the day.

Acts safe is governed by the industries it represents. We operate through two standing committees that represent the motion picture and performing arts communities. Membership on these committees includes both employer and worker representatives.

Our mandate includes providing subsidized training and free industry-related communication, education, services and advice.

CONTACT

E-mail: info@actsafe.ca
Website: www.actsafe.ca
Twitter: [@actsafe](https://twitter.com/actsafe)
LinkedIn: <http://www.linkedin.com/company/actsafe>

Acts safe was established in 1998 at the request of industry representatives and WorkSafeBC in recognition of the unique nature of the arts and entertainment industries. From 1998 to 2010, Acts safe was known as Safety and Health in Arts Production and Entertainment (SHAPE).

CONTENTS

Message from the Chair.....	1
Actsafes values	3
General Manager's report	4
Training & Education.....	7
Publications	8
Actsafes rebranding.....	10
Industry outreach	11
Appendix A: Who we are	12
Appendix B: Financial reports	19



Catherine Roome
Chair

MESSAGE FROM THE CHAIR

Health and safety is a collaborative effort; relationships form the foundation for everything that Actsafe does. This past year was, in part, a renewal of our relationships. Under our new brand — built through discussions with our stakeholders — Actsafe continued reaching out to the arts and entertainment communities, providing education and leadership in the pursuit of workplace health and safety.

Actsafe works with a wide variety of people in two distinct sectors: the performing arts industry and the motion picture industry. Our mandate is to deliver services that will help our stakeholders build healthier, safer workplaces; in this, we are supported by two standing committees, with membership coming from the two industries we serve.

We define *what* we will work on through ongoing, invaluable discussions with

the men and women in these industries. We define *how* we will work in the coming years through our values. During the course of 2010, the Actsafe standing committees worked on clarifying our values as an organization.

Actsafe's 2009–2012 Strategic Plan outlined a goal of formalizing the governance processes of the Board of Directors. As part of that goal, the Board conducted a self-assessment in 2010 and is developing an ongoing review process that includes Board policies. We began a process of director education through shared learning with other non-profit organizations, put on by Vantage Point (formerly Volunteer Vancouver).

Also in 2010, WorkSafeBC engaged in discussions with Actsafe as part of its renewal of governance relationships with its twelve industry safety associations.

These discussions culminated in a new accountability framework for us. I view the maturing of this working relationship, with Actsafe celebrating its twelfth anniversary, as a great sign of ongoing cooperation. It validates the industry-association model of safety service delivery that is unique to B.C.

Having just completed my first year as Chair, I am thrilled by the ongoing growth of Actsafe. We continue to expand and deepen our relationships with the performing arts and motion picture industries. By working closely with our stakeholders, I remain confident that through our shared values and our commitment to safety we will continue to help define our industries as leaders when it comes to creating healthy, safe workplaces.

I would like to extend my sincere thanks to the Board of Directors, all the Committee members, and to General Manager Dawn Brennan and her team for their valuable insight and work.

A handwritten signature in black ink, appearing to be 'CR', written in a cursive style.

**Catherine Roome
Chair, Actsafe Board of Directors**

ACTSAFE VALUES

A clear mission statement is an important element of strategic planning. But none of the planning or work that we do can be completely successful without clear agreement on values.

Actsafes has undergone considerable change since it was founded, so 2010 provided a good opportunity for leadership and staff to review founding values, mission and vision to determine whether they truly reflect the organization today.

Beginning at the level of standing committees, a number of values were identified, which were then further refined by the Board and staff. The involvement of the whole organization in this process will help ensure that our values guide all decisions. We will use the following values to craft a new mission statement and strategic plan:

- Accessibility
- Collaboration
- Innovation

GENERAL MANAGER'S REPORT

WE NEED TO TALK

“Safety is about one-to-one interactions, supervisors to managers, supervisors to workers, managers to workers. Safety is about these interactions happening every day. It’s people every day looking out for each other.”

- Dr. Dan Peterson

It all comes down to people. The industries that Actsafe serves, the motion picture and performing arts industries, rely on teams of people to get the job done. Sure, it’s true there are many other important factors such as technology, locations/venues, or

even weather. But none of it means a thing if people aren’t working together.

At Actsafe, we do a lot of things. We produce a wide range of print and online materials. We offer training, education, and certification. But perhaps the most important thing we do is talk to people, or help them talk to each other. We respond to questions via phone calls and e-mails. We meet our stakeholders face to face at industry trade shows and conferences. We speak to groups of new workers, to students in schools, to individuals on worksites.

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Dawn Brennan,
General Manager

In 2010 Actsafe held its first motion picture industry forum. The intent was to engage employers and supervisors in conversation. There was a lot of positive feedback from attendees.

“This was an exceptional opportunity to hear that all levels feel the same way, and management and labour are not so far apart.”

“All departments have the same issues; we’re not alone.”

“Very interesting and insightful to hear the perspectives from employee to employer to studio exec.”

These comments speak to the need for cooperation and communication. That’s why Actsafe is working to help stakeholders engage and communicate with each other. When we bring industry members into a room, they talk across boundaries and positions and find they are in agreement — health and safety is important to everyone.

One of Actsafe’s key priorities is to find new ways to enable those conversations on stages, sets, and locations, in shops and wardrobes and rehearsal halls. How do we bring Dr. Peterson’s definition of safety to life? How do we empower people to look out for each other and to talk about health and safety on a day-to-day basis? That’s the task we have set for ourselves.

When I talk about Actsafe, I am talking about our amazing staff members: Marty, Maureen, Bev, and Jen. I am also talking about our board of directors and the members of our motion picture and performing arts standing committees — these are the people who bring the voices of our industries to the table.

Together, we are working to make B.C. workplaces healthier, to make sure the workers in our industries go home safe at the end of each day. And we are doing it one conversation at a time.

A handwritten signature in black ink that reads "Brennan". The signature is written in a cursive, flowing style with a large, prominent initial letter 'B'.

Dawn Brennan
General Manager, Actsafe

TRAINING & EDUCATION

Our publishing program continues to expand with a variety of media, including videos, bulletins, booklets, and our first health and safety comic. Highlights in 2010 included the following:

Industry training sessions continue to form the core of Actsafe's training and education work. A total of 1177 participants attended 102 courses sponsored by Actsafe in 2010. Online courses remain popular — WHMIS and Transportation of Dangerous Goods sessions accounted for 184 of those participants. We also offered two new training programs: Fall Protection and Scaffold Training.

Actsafe helped develop the Industry Recognised Practice (IRP) certification for aerial work and forklifts, working in cooperation with WorkSafeBC and the motion picture standing committee members.

Also in development during 2010 were employment standards for young people in the performing arts.

The overall growth in the number of students trained over the past four years (2007–2010) is 61 per cent.

PUBLICATIONS

Less is more. Most organizations find that time is usually in short supply when it comes to health and safety, which means huge safety manuals end up gathering dust on a shelf. Publications may hold a wealth of useful information, but if they're long and complicated they're less likely to be used.

With this in mind, Actsafe has been developing more targeted resources that focus on essential information in shorter formats, such as primers, safety bulletins, info sheets, and even comic books. The idea is to engage stakeholders so they will take steps to be more involved in the health and safety process. Some key projects in 2010 included:

- MSI for Caterers comic book
- MSI for Carpenters comic book
- Ten Performing Arts Safety bulletins
- Three pocket-sized Motion Picture Safety primers (“General Health and Safety,” “Production,” and “Equipment and Vehicles”)

Actsafe also conducts research in areas of concern. In 2010, we investigated air quality and noise levels in construction shops of film studios. The results were published in the report *Wood Dust, Formaldehyde and Noise Exposures in Vancouver Film Construction Shops.*



Actsafes outreach and project coordinator, Jennifer Hill
staffs an information booth at Vancouver's Women in Film Festival.

PHOTO: Wendy D Photography
www.wendyd.ca

ACTSAFE REBRANDING

Actsafes new name and look was well received in 2010. The updated brand features a clean, simple design that's visible on the website (actsafe.ca), on the Twitter page (twitter.com/actsafe) and in publications such as the Actsafes newsletter and the Performing Arts Safety Primers. The new name and look reflect the clarity and directness that Actsafe seeks in its day-to-day interactions with stakeholders.

actsafe 

INDUSTRY OUTREACH

Actsafes health and safety consultants made 255 visits to film sets, theatres, and schools in 2010. Respirator fit testing accounted for 13 of those visits, with 294 workers being fit tested. There were an additional 800 individual consultations with stakeholders, including phone calls, e-mails, meetings, and research requests. Actsafes mobile testing provider conducted 414 hearing tests at worksites.

In order to better facilitate communication with stakeholders, we updated our website to improve functionality and revamped the online registration system.

Actsafes also provided health and safety support and resources to the producers of the 2010 Winter Olympic Opening and Closing Ceremonies. And we presented our first Motion Picture Safety Culture Forum, which gave stakeholders an opportunity to explore health and safety issues specific to the industry.

APPENDIX A: WHO WE ARE

ORGANIZATION CHART

**Motion Picture
Standing
Committee**

**Performing Arts
Standing
Committee**

**Staff and
Consultants**

**General
Manager**

**BOARD
OF
DIRECTORS**

STAFF

Dawn Brennan
General Manager

Marty Clausen
Health & Safety Consultant
(Film and Television)

Bev Pausche
Communications Manager

Maureen Kaake
Office Manager

Jennifer Hill
Outreach and Project Coordinator

BOARD OF DIRECTORS

Catherine Roome
Chair (non-voting)

Miles Muir
Performing Arts Employer
Representative

Don Parman
Performing Arts Worker Representative

Dusty Kelly
Motion Picture Worker Representative

Tracey Wood
Motion Picture Employer Representative

Dawn Brennan
Actsafes Representative
(non-voting)

ACTSAFE STAFF COMPENSATION

No. of Staff	Annual Salary
2	\$1 - \$39,999
2	\$40,000 - \$79,000
2	\$80,000 - \$119,000

STANDING COMMITTEES

Actsafes has two standing committees: one for the motion picture industry, and one for the performing arts industry. Each committee includes industry representatives from employer associations and unions. The committees each select an employer representative and a worker representative for Actsafes's board of directors.

MOTION PICTURE STANDING COMMITTEE

Catherine Roome
Chair (non-voting)

Daryl Litke, Chief Steward
Association of Canadian Film
Craftspeople (ACFC) West

Dawn Brennan, General Manager
Actsafes (non-voting)

Dusty Kelly
International Alliance of Theatrical Stage
Employees (IATSE) 891

Garin Josey, Commercial Produc-
tion Association of Western Canada
(CPAWC)
Chief Steward, ACFC West

Jason Cameron
Directors Guild of Canada (BC)

Lori Stewart
Union of British Columbia Performers

Lorrie Ward
Teamsters Local 155

Louise Baker-Griffiths
International Alliance of Theatrical
Stage Employees (IATSE) 669

Robyn Switzer
Canadian Media Production
Association, BC Producers' Branch

Ron Hrynuik, Studio Operations
Bridge Studios

Tracey Wood
Alliance of Motion Picture and
Television Producers

PERFORMING ARTS STANDING COMMITTEE

Catherine Roome

Chair (non-voting)

Andrea Gunnlaugson

Dance Transition Resource Centre
(DTRC)

Kristina Lemieux

Canadian Alliance of Dance Artists
(CADA-BC)

Dawn Brennan, General Manager

Actsafes (non-voting)

Don Parman

Canadian Institute for Theatre
Technology (CITT-BC)

G Dusty Kelly

International Alliance of Theatrical Stage
Employees (IATSE) 891 **ene Ramsbot-
tom**

Vancouver Musicians Association
(VMA) 145

Jay Dodge

Professional Association of Canadian
Theatres PACT)

Kevin Dale McKeown

Alliance for Arts and Culture

Louis-Marie Bournival

Canadian Actors' Equity Association
(CAEA)

Mary-Ann Moir

Large Orchestral Ensembles

Mike Phelan

International Alliance of Theatrical Stage
Employees (IATSE) 669

Miles Muir

Vancouver Civic Theatres

Mirna Zager

The Dance Centre

Patrick McMullen

Greater Vancouver Professional
Theatre Alliance (GVPTA)

Matt Lees

Riggitt

APPENDIX B: FINANCIAL REPORTS

Financial Statements

ActSafe Safety Association

[formerly SHAPE, Safety and Health in Arts Production
and Entertainment Association]

December 31, 2010

INDEPENDENT AUDITORS' REPORT

To the Members of
ActSafe Safety Association
[formerly SHAPE, Safety and Health in Arts Production
and Entertainment Association]

We have audited the accompanying financial statements of **ActSafe Safety Association**, which comprise the balance sheet as at December 31, 2010 and the statements of operations and changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's responsibility for the financial statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audit is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of **ActSafe Safety Association** as at December 31, 2010 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Vancouver, Canada,
March 24, 2011.

Ernst + Young LLP

Chartered Accountants

ActSafe Safety Association

[formerly SHAPE, Safety and Health in Arts Production and Entertainment Association]

BALANCE SHEET

As at December 31

	2010	2009
	\$	\$
ASSETS		
Current		
Cash and cash equivalents <i>[note 4]</i>	510,355	806,952
Accounts receivable	2,540	9,514
GST receivable	4,907	7,545
HST receivable	8,448	—
Prepaid expenses	4,738	2,323
	<u>530,988</u>	<u>826,334</u>
Equipment, net <i>[note 5]</i>	4,104	7,443
	<u>535,092</u>	<u>833,777</u>
LIABILITIES AND NET ASSETS		
Current		
Accounts payable and accrued liabilities	39,236	39,760
Deferred revenue <i>[note 6]</i>	82,480	422,093
	<u>121,716</u>	<u>461,853</u>
Commitments <i>[note 7]</i>		
Net assets		
Internally restricted	350,000	350,000
Unrestricted	63,376	21,924
	<u>413,376</u>	<u>371,924</u>
	<u>535,092</u>	<u>833,777</u>

See accompanying notes

On behalf of the Board:


 Director


 Director

ActSafe Safety Association

[formerly SHAPE, Safety and Health in Arts Production and Entertainment Association]

**STATEMENT OF OPERATIONS AND
CHANGES IN NET ASSETS**

Year ended December 31

	2010	2009
	\$	\$
REVENUE		
Workers' Compensation Board funding	653,963	653,286
Course fees	90,633	91,910
Investment and other income	7,533	13,156
	<u>752,129</u>	<u>758,352</u>
EXPENDITURES		
Program expenditures		
Stakeholders	7,494	12,402
Promotion and Outreach	90,035	44,082
Research and development	47,441	38,175
Industry and work site services	11,525	15,550
Industry training	121,234	130,250
Programs	151,683	200,450
Insurance	4,232	2,669
	<u>433,644</u>	<u>443,578</u>
Administrative expenditures		
Amortization	—	2,496
Bank charges and merchant fees	7,084	6,340
Board of directors	11,875	11,888
Office and miscellaneous	18,623	21,768
Office rental	65,901	64,413
Professional fees	15,176	11,845
Repairs and maintenance	3,846	—
Salaries and benefits	151,189	153,204
Loss on disposal of asset	3,339	—
	<u>277,033</u>	<u>271,954</u>
Total expenditures	<u>710,677</u>	<u>715,532</u>
Excess of revenue over expenditures	41,452	42,820
Net assets, beginning of year	371,924	329,104
Net assets, end of year	<u>413,376</u>	<u>371,924</u>

See accompanying notes

ActSafe Safety Association

[formerly SHAPE, Safety and Health in Arts Production and Entertainment Association]

STATEMENT OF CASH FLOWS

Year ended December 31

	2010	2009
	\$	\$
OPERATING ACTIVITIES		
Excess of revenue over expenditures	41,452	42,820
Add items not involving cash		
Loss on disposal of asset	3,339	
Amortization	—	2,496
	<u>44,791</u>	<u>45,316</u>
Changes in non-cash working capital		
Decrease (increase) in accounts receivable	6,974	(2,227)
Decrease in GST receivable	2,638	5,370
Increase in HST receivable	(8,448)	—
Increase in prepaid expenses	(2,415)	—
Increase (decrease) in accounts payable and accrued liabilities	(524)	26,548
Increase (decrease) in deferred revenue	(339,613)	422,093
Cash provided by (used in) operating activities	<u>(296,597)</u>	<u>497,100</u>
Net increase (decrease) in cash during the year	(296,597)	497,100
Cash and cash equivalents, beginning of year	<u>806,952</u>	<u>309,852</u>
Cash and cash equivalents, end of year	<u>510,355</u>	<u>806,952</u>
Cash and cash equivalents comprise		
Cash	160,355	119,009
Term deposit	350,000	687,943
	<u>510,355</u>	<u>806,952</u>

See accompanying notes

NOTES TO FINANCIAL STATEMENTS

December 31, 2010

1. NATURE OF OPERATIONS

ActSafe Safety Association [formerly 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 taxes.

2. SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents consist of cash and investments with a maturity of three months or less from acquisition.

Revenue recognition

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

Revenue from WorkSafe BC is recognized when invoiced by the Association in accordance with the funding agreement with WorkSafe BC. Payments from WorkSafe BC received in advance of the fiscal year to which they relate are recorded as deferred revenue.

Revenue from course fees is recognized on the delivery of the courses to attendees.

Investment and other revenue is recorded as earned by the Association.

Equipment

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

Computer equipment [pre - March 22, 2004]	30% declining balance
Computer equipment [post - March 22, 2004]	45% declining balance
Office equipment	20% declining balance
Furniture and fixtures	20% declining balance

NOTES TO FINANCIAL STATEMENTS

December 31, 2010

5. EQUIPMENT

Computer equipment was disposed of during the year.

Amortization was immaterial and not recorded during the year.

	Cost \$	Accumulated amortization \$	Net book value \$
2010			
Office equipment	12,861	11,398	1,463
Furniture and fixtures	20,506	17,865	2,641
	<u>33,367</u>	<u>29,263</u>	<u>4,104</u>

	Cost \$	Accumulated amortization \$	Net book value \$
2009			
Computer equipment	33,044	29,705	3,339
Office equipment	12,861	11,398	1,463
Furniture and fixtures	20,506	17,865	2,641
	<u>66,411</u>	<u>58,968</u>	<u>7,443</u>

6. DEFERRED REVENUE

Deferred revenue represents pre-payment of course fees and a funding surplus from 2009 of \$81,380.

7. COMMITMENTS

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

	\$
2011	17,547
2012	4,188
2013	<u>1,047</u>

3

NOTES TO FINANCIAL STATEMENTS

December 31, 2010

8. ECONOMIC DEPENDENCE

The Association is funded by the employers in B.C.'s motion picture and performing arts industries, through a levy on their WorkSafe BC Assessments. These funds provide the operating funding for the Association's work as an industry funded industry safety association. A change in this funding structure could have a significant impact on the Association's future operations.

9. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform to the current year's financial statement presentation.