

2007 Annual Report



SHAPE
Safety and Health in Arts
Production and Entertainment

About SHAPE

SHAPE (Safety and Health in Arts Production and Entertainment) is an industry association dedicated to promoting health and safety in film and television production, theatre, dance, music, and other performing arts industries in British Columbia. SHAPE provides information, education, and other services that help make arts production and entertainment workplaces healthier and safer.

SHAPE was established in 1998 at the request of industry representatives and WorkSafeBC in recognition of the unique nature of the arts and entertainment industries.

SHAPE has two standing committees: one for the motion picture and video 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 SHAPE's board of directors. Together, the two committees and WorkSafeBC choose a neutral chairperson for the board.

For more information, contact:

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Our mission:

To work with employers and workers in British Columbia's arts production and entertainment industries to improve health and safety in the workplace.

Message from the Chair

What's in a name?

For SHAPE, at least two things. The first is “Safety and Health,” which is essentially the reason that SHAPE exists. We’re here to make workplaces safer, healthier places to be — but not all workplaces. Hence the second part of our name: “Arts Production and Entertainment.” Those four words include several industries — motion picture, television, and the performing arts — as well as all the performers, technicians, and others who work within those industries.

Part of the challenge of serving a diverse bunch of people spread across several industries lies in meeting needs that vary from industry to industry, and even from person to person. Each group of stakeholders is as important as the other, and everyone needs safety at work; in fact, everyone deserves a workplace where they can remain free of injuries and occupational diseases.

With that in mind, in 2007 SHAPE hired an occupational health and safety consultant specifically for the performing arts industry. Performing arts workers face health and safety challenges that are unique to theatres and other live performance venues, so it makes sense to have a dedicated safety professional who can serve that unique industry. Brent Rossington joined the SHAPE staff on April 30, bringing with him 20 years experience in the performing arts industry, having worked as a head electrician, technical director, and, most recently, as production manager at Green Thumb Theatre.

Brent developed the Performing Arts Safety (PAS) program, which launched in October. The PAS program makes it easier for organizations to develop and implement health and safety programs for their workplaces. We are confident that this program will have a positive impact on safety in the performing arts.

SHAPE continued to introduce new resources in 2007, including information sheets on working with volunteers and vocal health; and posters on CPR and a worker’s right to refuse unsafe work. Work also continued on developing specific employment standards regulations for child performers. Child performers are not the same as adults — kids need standards that have been designed with their needs in mind.

Sometimes access to information is half the battle when it comes to health and safety training and education. In an effort to improve access to training, SHAPE moved two of its existing courses, WHMIS and TDG, out of the classroom and online. And for those who don't have internet access, SHAPE has established a dedicated workstation at its office for industry personnel to do online training.

SHAPE also started a new initiative called Art Safety Week, which features a button campaign to raise awareness of SHAPE's role in workplace health and safety. The campaign coincides with North American Occupational Safety and Health (NAOSH) week, and it won an honourable mention in the NAOSH Week Awards.

SHAPE has matured considerably since it started in 1998. Each year, new challenges emerge. In order to provide valuable services and knowledgeable outreach, it's important to keep informed about new industry developments, identify what's going on in other jurisdictions, and meet with stakeholders. We continue to be actively involved with industry outreach, acting as a sponsor of events and a facilitator of industry discussions. With the support of our stakeholders and WorkSafeBC, we look forward to meeting the needs of the industry in the future.

Mark Thompson
Chair, SHAPE Board of Directors

When our industries perceive a need, SHAPE responds!

Contents

About SHAPE.....	i
Message from the Chair.....	iii
Training and education.....	1
Publications/Research and Development.....	4
Communications and promotion.....	7
Industry services and outreach.....	8
Appendix A: SHAPE organizational chart.....	15
Appendix B: Auditor’s report.....	17

Training and education

Training and education are fundamental parts of SHAPE's mandate. Each year the components of the program change. In 2007, SHAPE offered a Firearm Safety Level 1 course for the first time, and provided training online to ensure broad access to courses.

Industry training sessions

SHAPE continued to offer Basic Fall Protection training through Hazmasters, who held a very successful course at the Chan Centre for their technicians in February. On-site delivery of the course was also made available for theatre craft students at Capilano College.

The Safety Awareness and Supervisor Safety Awareness courses were offered as a combined course to make them more accessible to busy workers.

Firearm safety

The first Firearm Safety Level 1 course, developed and delivered by Felcan Enterprises, took place September 16 at the SHAPE office. Participants rated the class very highly in their evaluations. The course will be programmed bimonthly in 2008.

Online training

SHAPE replaced two existing classroom courses with online training. The online WHMIS course launched in January and saw significant interest. The online Transportation of Dangerous Goods (TDG) course went live in February. With the support of the Teamsters, a dedicated computer workstation was set up for workers who don't have computer access elsewhere.

Evacuation workshops

SHAPE sponsored a free fire evacuation workshop delivered by Sean Tracey, past Director of the Canadian Council of Fire Marshals and Fire Commissioners. There were two sessions, performing arts on November 23 and November 26, with attendees travelling from as far as Edmonton and Kelowna.

“Employee or Contractor” seminar

The Alliance for Arts and Culture presented a free seminar called “Employee or Contractor — What does it all mean?” SHAPE sponsored the session, which provided employers and workers with a better understanding of B.C. law and how regulations affect arts production and entertainment.

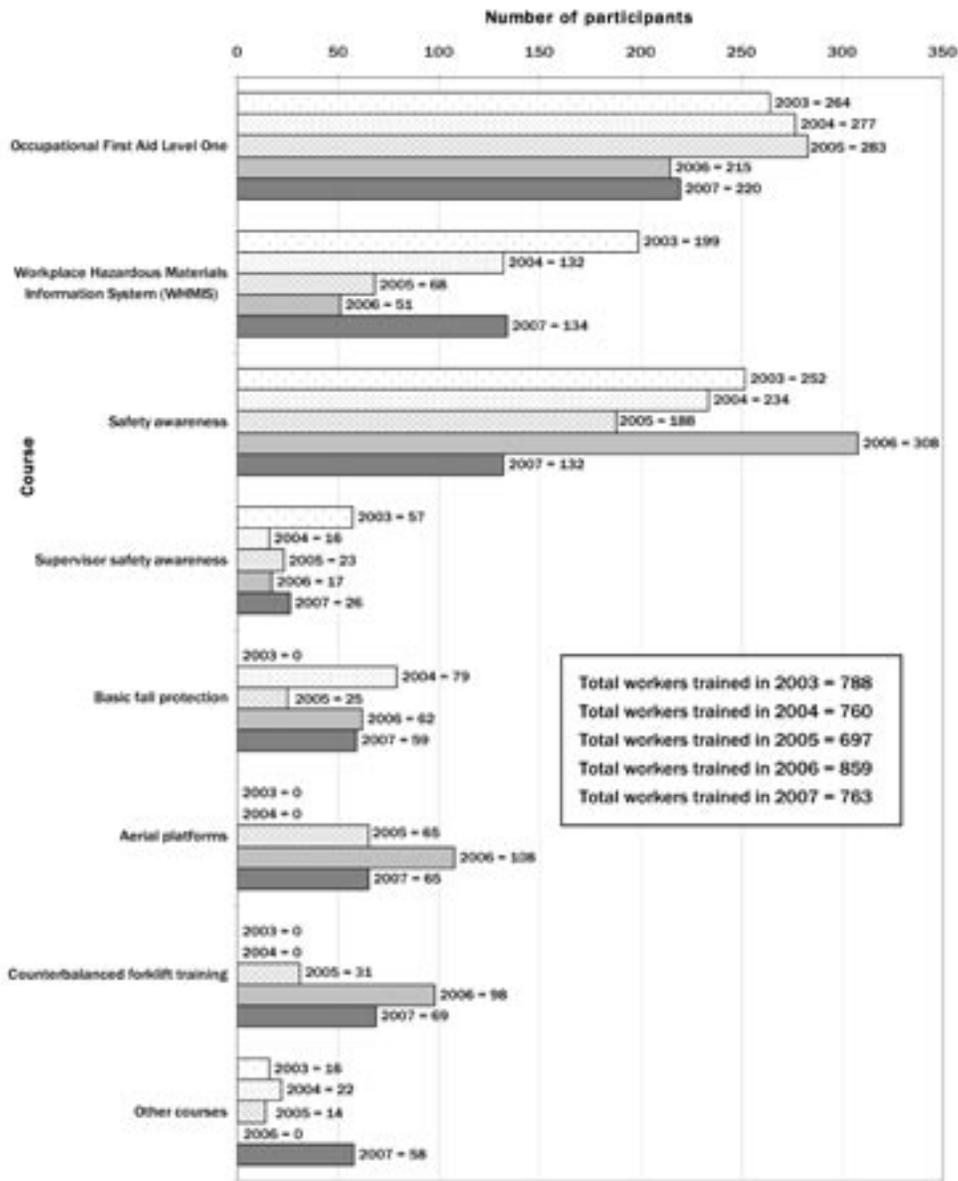
Dancer Transition Resource Centre events

The Dancer Transition Resource Centre BC (DTRC-BC) hosted the first in a series of information sharing sessions at the SHAPE offices on April 27. The topic was “Parenthood and Dance,” a conversation about balancing parenthood and an artistic career. SHAPE also co-sponsored a Performance Psychology workshop put on by DTRC-BC, featuring Dr. Madeleine Hallé, performance and sports psychologist with Cirque du Soleil.

Under development

- Supervisor Safety for the Performing Arts — a course that addresses the specific safety needs of the performing arts industry
- A review of the Safety Passport System to identify current industry needs and ensure that the system is meeting those needs.
- An outreach initiative to assist supervisors and workers in identifying and reporting safety concerns.

Industry training sessions, 2003-07



- 3867 people attended courses sponsored by SHAPE in the five-year period from 2003 to 2007, an average of 773 per year.
- For 2007, the “Other courses” category includes the TDG course (32 participants) and the Firearm Safety Level 1 course (26 participants).
- Demand for WHMIS and TDG training increased when they were made available online.

Publications/Research and development

The most significant launch in 2007 was the Performing Arts Safety (PAS) program, an ambitious health and safety tool that combines existing publications with new material in a comprehensive, easy-to-use package delivered by SHAPE's new performing arts consultant. SHAPE also produced numerous information sheets and posters, as well as a "Your rights" wallet card.

SHAPE web site

The SHAPE web site (www.shape.bc.ca) includes back issues of SHAPE newsletters and a comprehensive library of health and safety publications by SHAPE and other organizations. Readers can view electronic documents online or download them and print hard copies.

Performing Arts Safety (PAS) program

Workplaces in British Columbia are required to have an occupational health and safety program. Many performing arts organizations are small businesses with limited time and resources. They often don't fully understand their legal obligations or know where to begin in developing an occupational health and safety program. That's why SHAPE developed the PAS program, which launched October 15.

At the core of the PAS program is a binder that includes all the resources a production needs to develop and implement their own health and safety program, including a CD-ROM with electronic versions of safety bulletins, information sheets, and other useful publications. SHAPE's performing arts consultant meets with each organization to go over these resources, and assists them as they develop a program.

The package also includes a cork board with the notices that the Regulation states must be posted for workers (for example, emergency information, first aid assessments, and notices regarding smoke or fog use). Graduates of the PAS program receive a certificate, an Occupational First Aid Level 1 kit, and a log book to record notes on details such as inspections, hazards, and maintenance. There's even a tote bag to hold all the program components.

“Your Rights” wallet card

SHAPE has several opportunities to deliver health and safety orientations to industry stakeholders — during training sessions; at workshops and seminars; and during worksite visits by our health and safety consultants. Once workers have received a general orientation that includes their basic rights and responsibilities, SHAPE gives them a wallet card they can use to prove that they have received a general orientation. The card describes the rights and responsibilities of employers and workers, including the right of workers to refuse work that they believe is unsafe.

Information sheets

SHAPE continued a move toward producing more brief information sheets and fewer large publications. The idea is that employers and workers are more likely to read shorter publications that focus on a key topic of interest. Information sheets produced in 2007 include the following:

- *Orientation for Young and New Workers* — explains the new regulations for orientation and training, and includes a training checklist
- *Working Safely with Volunteers* — describes things to consider when working with volunteers, explains how to do a risk assessment, and includes a risk assessment checklist
- *Vocal Health for Performers* — provides tips on how to maintain a healthy larynx
- *Registration of Non-B.C. Performers and Groups* — explains when WorkSafeBC registration is required and who is responsible for registration

Posters and signage

SHAPE produced and distributed three new health and safety posters and signs:

- *Your Right to Refuse* — describes a worker’s right to refuse unsafe work and how to deal with perceived dangers in the workplace
- *Something to Sneeze at* — describes how to minimize the spread of germs by covering up sneezes
- *A guide to CPR* — explains the steps for properly administering CPR, as a refresher for those who already have first aid or CPR training

Under development

Ice Melt study

SHAPE commissioned a study of ice melt products by UBC's School of Occupational and Environmental Hygiene (SOEH). The study grew from concerns about the conductivity of products being used around electrical equipment on sets.

Musculoskeletal Injuries (MSIs) project

A project to provide education and best practices to help reduce musculoskeletal injuries (MSIs). The first part of the project will be aimed at carpenters, who have the highest rate of MSI claims.

Electrical Information bulletin

An information bulletin on requirements for the performing arts and film and television industries.

Other projects in development:

- A first-day safety package for performing arts rehearsals
- A review and update of SHAPE'S groundbreaking 2003 study on Atmospheric Effects (Smoke and Fog) in the Entertainment Industry
- Research on potential health issues related to exposure to LED lights
- A comprehensive independent review of SHAPE's second five years of operation
- A celebration of SHAPE's 10th Anniversary
- On-line course registration

Communications and promotion

Newsletter

There were 10 newsletters published in 2007, with an average distribution of 10,000 print copies. (Total distribution for the year was 100,800 print copies.) These numbers don't take into account the readers who downloaded the newsletter from the SHAPE web site in PDF form.

Topics published in 2007 included the following:

- changes to traffic control requirements
- how to use fire extinguishers
- how to cope with stage fright
- smoking on screen and on stage — cigarette alternatives
- Sta-Put adhesives
- conflict resolution in the workplace
- material safety data sheets (MSDSs)
- requirements for crane certification
- what to expect from WorkSafeBC inspectors

Web site

The web site continues to grow as a source of news, information, and training for industry stakeholders. There are more publications available as downloadable PDFs, and training moved online with the introduction of the WHMIS and TDG courses on the web site.

Industry services and outreach

Industry support

Employment standards for children in live performance

SHAPE continued to work with the performing arts industry and the B.C. Employment Standards Branch to clarify regulations regarding the employment of youth in live performance. The committee for this project — including representatives from the Vancouver Opera, the Arts Club, Chemainus Theatre, and the Canadian Actors' Equity Association — developed a draft guideline based on existing guidelines for children in entertainment such as the Ontario Ministry of Labour Child Performers Guideline. SHAPE is working with the Ministry of Labour and Citizens' Services to move this project forward.

WorkSafeBC guidelines for fall protection in stunt performance

After a lengthy process in which SHAPE facilitated communication between WorkSafeBC and the stunt industry, a new guideline was completed to address the unique parameters of fall protection in film, television, and live performance work. The main intent of Guideline 11.2-6, "Fall Protection During Stunt Work," is to allow stunt workers to re-use fall protection systems. The guideline describes the following:

- the hierarchy of fall protection controls
- acceptable work procedures when other forms of fall protection are not practicable
- alternative standards for equipment
- inspection and re-use of equipment after a fall

Voice meeting

SHAPE hosted a voice meeting on October 3 for voice coaches and teachers to discuss voice care. Attendees included seven voice teachers or coaches, as well as Dr. Murray Morrison of the Pacific Voice Clinic. This marked the first gathering in Vancouver of voice training professionals and medical professionals who deal with voice. The meeting resulted in the information sheet Vocal Health for Performers (see "Publications, programs, and research").

Occupational health and safety consultant for film and television

The film and television consultant's ongoing field work includes respirator fit testing, review of safety programs, and acting as a general information resource for health and safety concerns. Consultant activities in 2007 included the following:

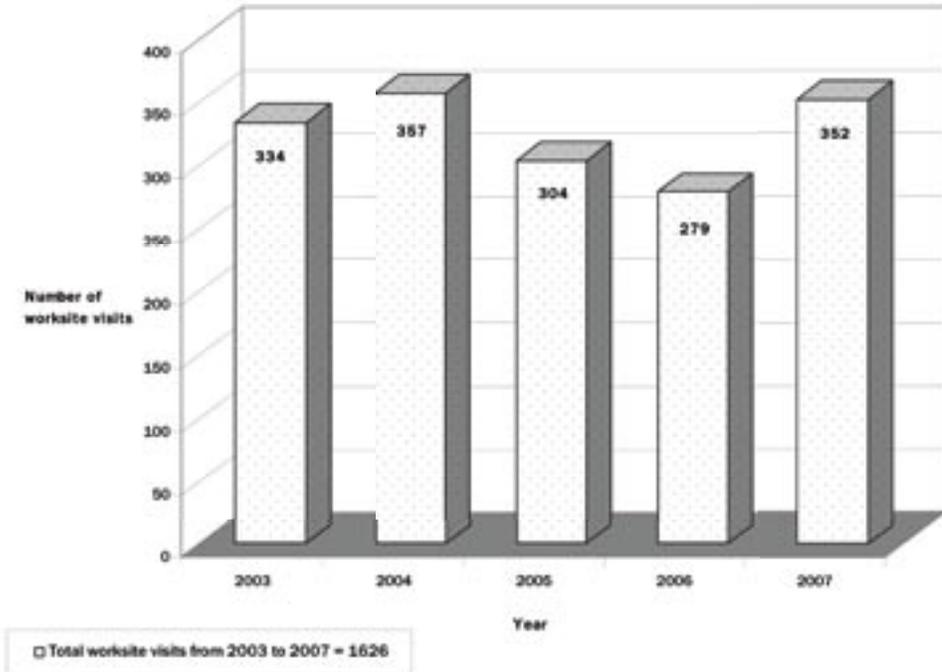
- attended the Qualified Inspector of Fall Protection equipment program in Toronto
- provided health and safety orientations to members of IATSE 891; the ACFC; and new students at Capilano College, BCIT, UBC, and the Vancouver Film School
- researched fall protection, stage set construction, and aerial lift certification and maintenance
- communicated with industry regarding lighting equipment
- assisted with air quality issues in storage locations
- responded to a variety of safety concerns from both workers and management

Occupational health and safety consultant for performing arts

One of the key changes in 2007 was the addition of a second occupational health and safety consultant to the SHAPE team. This new position provides a resource specifically for the performing arts community. The performing arts consultant began site visits in the fourth quarter of the year.

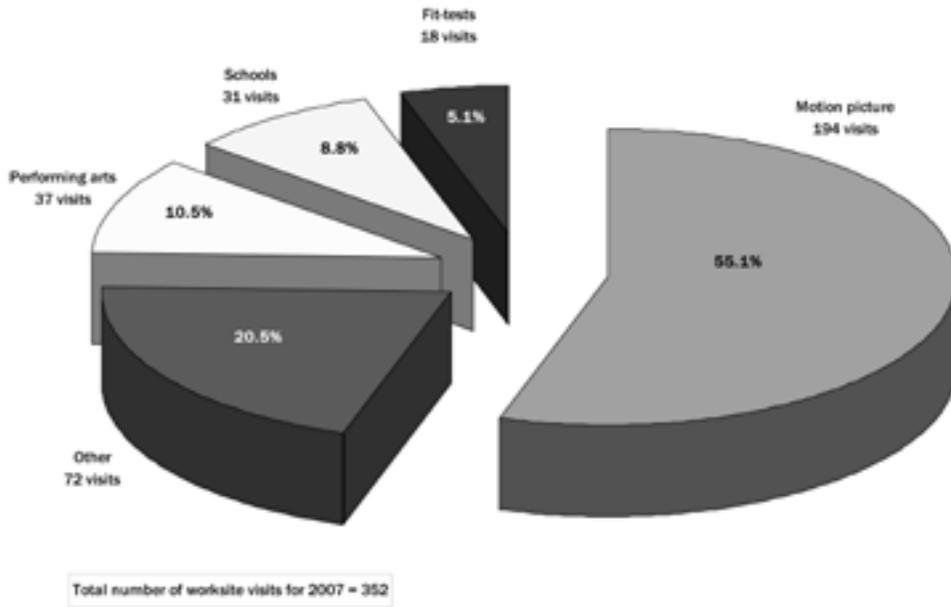
The mandate for this position is to educate performing arts organizations and individuals about their safety rights and responsibilities, and to help them develop safe work practices. Duties include incident investigations, site assessments, and acting as an information resource for performers, technicians, and other performing arts constituents who have concerns about workplace health and safety. The consultant will also help organizations on an ongoing basis with the implementation and development of the PAS program.

Worksite visits by consultants, 2003-07



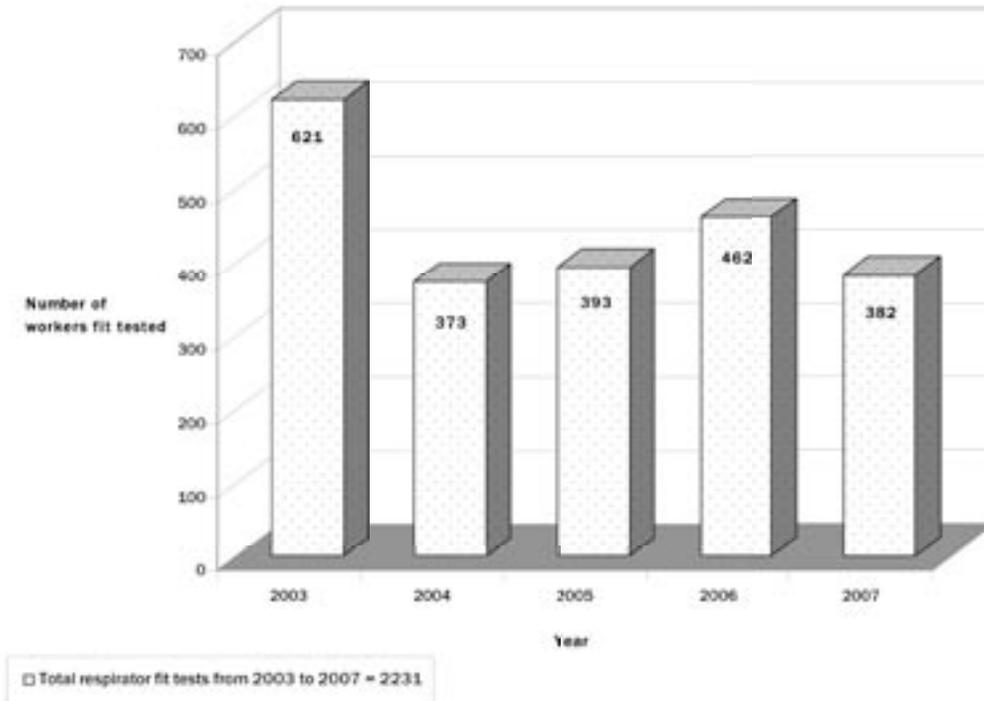
The film and television consultant was primarily responsible for most of the worksite visits in 2007, although the performing arts consultant did some visits in the fourth quarter following the rollout of the PAS program.

Breakdown of worksite visits by consultants, 2007



Worksite visits include the activities of both health and safety consultants (film and television; and performing arts). It should be noted, however, that the performing arts consultant was hired on April 30, and he spent much of the summer training for his position and developing the PAS program. As a result, not as much time was spent in the field until late fall, so site visits in 2007 are still skewed toward motion picture and television productions. With the implementation of the PAS program in 2007, there will be more performing arts site visits in the future.

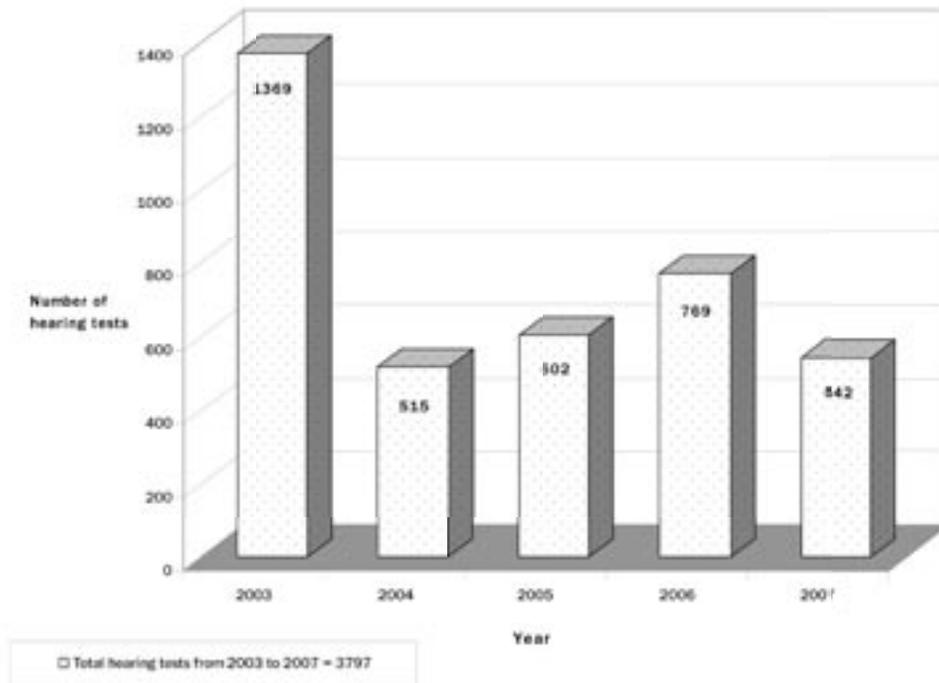
Respirator fit tests by consultants, 2003-07



Hearing tests

AA Audio Lab continued to provide hearing tests for SHAPE stakeholders, such as motion picture productions, theatres, and educational institutions.

Hearing tests, 2003-07



The greater number of hearing tests in 2003 was largely attributable to the greater number of big-budget feature films that were in production in B.C. at the time. Those productions typically have construction requirements that require employers to provide hearing tests for workers. The numbers in the last few years have been lower mostly as a result of changes in the industry.

Event attendance

Attending conferences and trade shows allows SHAPE to connect with existing stakeholders as well as people who may not have heard of our organization or may not be familiar with what we have to offer.

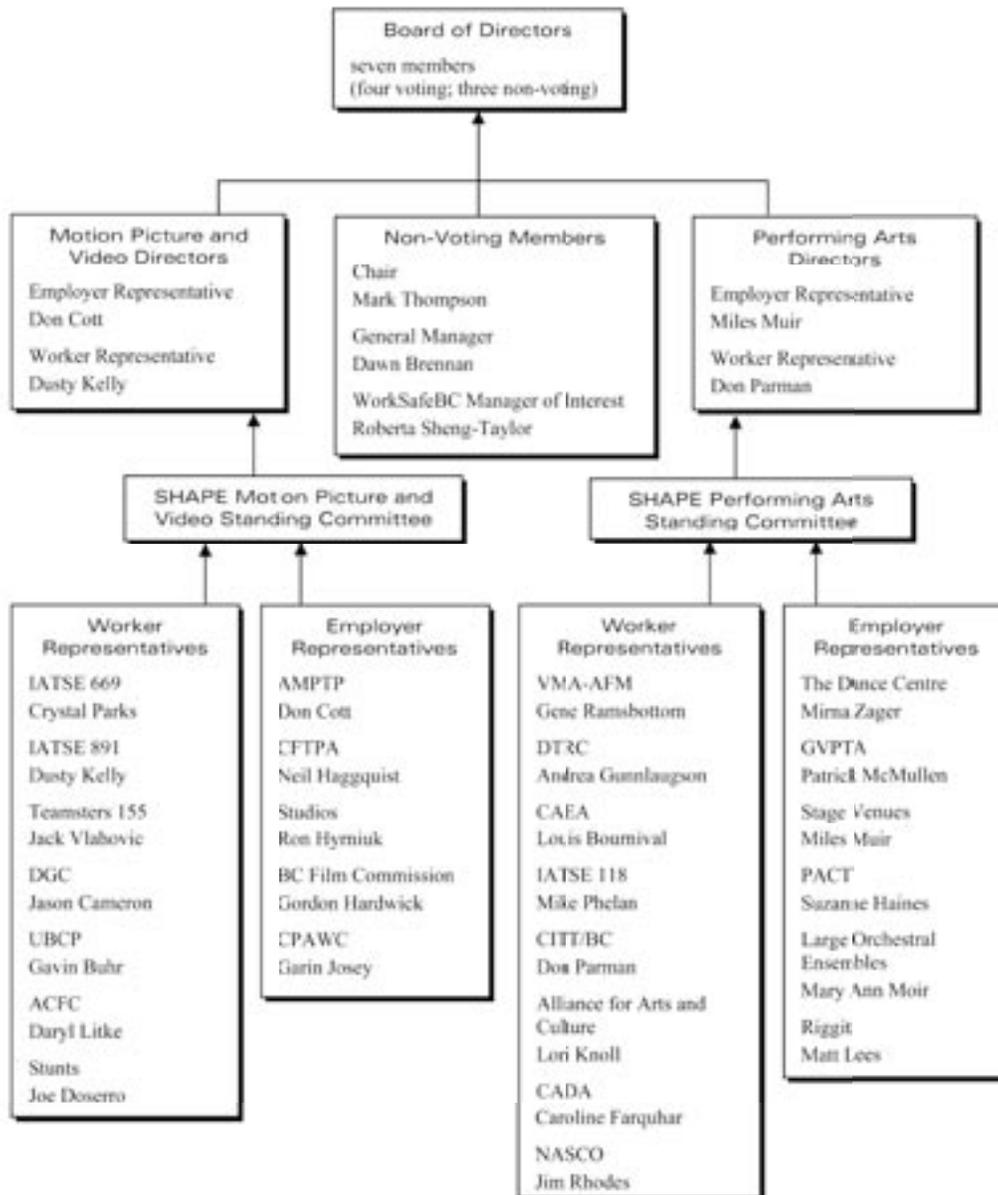
Canadian Institute for Theatre Technology student night, January 19
SHAPE gave a presentation on fall protection, followed by a Q&A session, at the CITT student night held at Capilano College.

Day of Mourning ceremony, April 28
SHAPE attended the Day of Mourning ceremony, an annual public event to remember workers who have lost their lives as a result of work-related accidents or occupational diseases.

Canadian Institute for Theatre Technology 2006 conference, August 12
SHAPE was awarded an Honorary CITT Membership at the annual conference, which was held in Toronto in 2006. The award is for an individual or organization who has contributed significantly to the development of technical disciplines within the Canadian live performance industry.

Douglas College Student Night, October 30
SHAPE hosted an information table at this job fair and industry trade event for arts students from the Lower Mainland and Vancouver Island.

Appendix A: SHAPE organizational chart



Appendix B: Auditor's report

Financial Statements

**SHAPE, Safety and Health in Arts Production
and Entertainment Association**

December 31, 2007

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, 2007 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 company'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, 2007 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,
February 29, 2008.

Ernst + Young LLP

Chartered Accountants

SHAPE, Safety and Health in Arts Production and Entertainment Association

BALANCE SHEET

As at December 31

	2007	2006
	\$	\$
ASSETS		
Current		
Cash and cash equivalents <i>[note 4]</i>	329,857	597,688
Accounts receivable	1,006	8,998
GST receivable	6,364	7,184
Prepaid expenses	687	687
	<u>337,914</u>	<u>614,557</u>
Equipment <i>[note 5]</i>	13,354	16,062
	<u>351,268</u>	<u>630,619</u>
LIABILITIES AND NET ASSETS		
Current		
Accounts payable and accrued liabilities	31,888	18,395
Deferred revenue <i>[note 6]</i>	4,000	281,999
	<u>35,888</u>	<u>300,394</u>
Commitments <i>[note 7]</i>		
Net assets		
Internally restricted <i>[note 4]</i>	303,248	282,000
Unrestricted	12,132	48,225
	<u>315,380</u>	<u>330,225</u>
	<u>351,268</u>	<u>630,619</u>

See accompanying notes

On behalf of the Board:

Director

Director



SHAPE, Safety and Health in Arts Production and Entertainment Association

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

Year ended December 31

	2007	2006
	\$	\$
REVENUE		
Workers' Compensation Board funding	515,772	446,660
Course fees	41,291	43,839
Investment and other income	20,065	11,305
	<u>577,128</u>	<u>501,804</u>
EXPENDITURES		
Program expenditures		
Stakeholders	12,610	10,902
Communication and promotion	39,075	29,794
Research and development/publications	22,170	16,361
Industry and work site services	7,138	11,639
Industry training	57,256	68,793
Outreach	135,011	85,943
	<u>273,260</u>	<u>223,432</u>
Administrative expenditures		
Advertising and promotion	1,791	285
Amortization	4,357	5,978
Bank charges and merchant fees	3,500	2,161
Consultant fees	1,236	1,604
Honoraria - board of directors	10,520	10,917
Insurance	2,787	2,677
Office and miscellaneous	20,520	21,071
Office rental	61,632	58,107
Professional fees	9,832	9,518
Recruitment	—	21,964
Repairs and maintenance	9,697	1,033
Salaries and benefits	183,622	180,250
Telephone and internet	6,133	4,830
Travel	3,086	240
	<u>318,713</u>	<u>320,635</u>
Total expenditures	<u>591,973</u>	<u>544,067</u>
Deficiency of revenues over expenditures	(14,845)	(42,263)
Net assets, beginning of year	330,225	372,488
Net assets, end of year	<u>315,380</u>	<u>330,225</u>

See accompanying notes



STATEMENT OF CASH FLOWS

Year ended December 31

	2007	2006
	\$	\$
OPERATING ACTIVITIES		
Deficiency of revenues over expenditures	(14,845)	(42,263)
Add item not involving cash		
Amortization	4,357	5,978
	<u>(10,488)</u>	<u>(36,285)</u>
Changes in non-cash working capital		
Decrease (increase) in accounts receivable	7,992	(2,563)
Decrease (increase) in GST receivable	820	(1,032)
Decrease (increase) in prepaid expenses	—	(72)
Increase in accounts payable and accrued liabilities	13,493	3,816
Increase decrease) in deferred revenue	(277,999)	281,999
Cash provided by (used in) operating activities	<u>(266,182)</u>	<u>245,863</u>
INVESTING ACTIVITIES		
Purchase of equipment	(1,649)	(2,742)
Cash used in investing activities	<u>(1,649)</u>	<u>(2,742)</u>
Net increase (decrease) in cash during the year	(267,831)	243,121
Cash, beginning of year	597,688	354,567
Cash, end of year	<u>329,857</u>	<u>597,688</u>
Cash and cash equivalents comprise		
Cash	329,857	24,688
Term deposit	—	573,000
	<u>329,857</u>	<u>597,688</u>

See accompanying notes

SHAPE, Safety and Health in Arts Production and Entertainment Association

NOTES TO FINANCIAL STATEMENTS

December 31, 2007

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

Revenue recognition

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

Revenue from the Workers Compensation Board of British Columbia ["WCB"] is recognized when invoiced by the Association in accordance with funding agreement with the WCB. Payments from the WCB 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 are 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



**SHAPE, Safety and Health in Arts Production and Entertainment
Association**

NOTES TO FINANCIAL STATEMENTS

December 31, 2007

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.

3. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash and cash equivalents, 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 deposits totaling \$329,857 [2006 - \$597,688]. \$303,248 [2006 - \$282,000] is reserved for future program expenditures.

5. EQUIPMENT

	Cost	Accumulated amortization	Net book value
	\$	\$	\$
2007			
Computer equipment	33,044	26,103	6,941
Office equipment	12,860	10,575	2,285
Furniture and fixtures	20,505	16,377	4,128
	66,409	53,055	13,354
2006			
Computer equipment	31,394	23,350	8,044
Office equipment	12,861	10,003	2,858
Furniture and fixtures	20,505	15,345	5,160
	64,760	48,698	16,062



**SHAPE, Safety and Health in Arts Production and Entertainment
Association**

NOTES TO FINANCIAL STATEMENTS

December 31, 2007

6. DEFERRED REVENUE

Deferred revenue represents ETCP fees paid in advance of the course that will run January 16 to January 20, 2008.

7. COMMITMENTS

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

	<u>\$</u>
2008	32,416
2009	33,331
2010	<u>33,985</u>

