

www.actsafe.ca



2018 - 2022

STRATEGIC BUSINESS PLAN

actsafe★
Safety Association



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STRATEGIC PLANNING - PURPOSE

- An overall approach that determines:
 - where Actsafe as an organization is going over the next 5 years,
 - how it is going to get there; and
 - how it will know if it got there or not.
- Enables Actsafe to plan for the future in a systematic way, and helps ensure that we continue to be responsive to the needs of our members, stakeholders and communities.
- Brings our diverse group of stakeholders together to make informed decisions and focus efforts and resources more effectively.
- Provides a frame of reference to organize, guide and coordinate activities.
- Provides a framework to monitor and evaluate performance against set expectations.



In the late 1990's, members of British Columbia's motion picture, television and performing arts industries were brought together with a mandate to review occupational health and safety regulations and to provide guidance as to the applicability of regulations upon these industries. The success of this collaboration between representatives from employer, worker and regulatory organizations was the catalyst for the formation of Actsafe in 1998 and it remains at the core of our governance model to this day.

We are a not-for-profit association funded by employer contributions and revenue from fee-based programs and services. This funding model ensures that all stakeholders, big and small, union and non-union, Canadian and international have a stake in Actsafe and have access to our services.

Over the years we have developed a wide range of resources including digital and print media, instructor-led and online education, personalized OHS advisory services and safety equipment rentals. Our efforts keep the industries continually focused on improving health and safety outcomes and preventing illness and injuries; helping reduce regulatory compliance costs and creating safer workplaces. As a testament to the quality and uniqueness of our resources, they are used around the world by others interested in educating and promoting safety in these unique industries.

ACTSAFE'S UNIQUENESS



2018 sees Actsafe Safety Association celebrate twenty years of service.



Actsafe's global reach



OVERALL STRATEGY

Actsafe's 2018-2022 strategic plan identifies five strategic directions;





OUR APPROACH TO OCCUPATIONAL HEALTH & SAFETY

Research &
Identify

Educate

Tools &
Resources

Knowledge
Transfer &
Exchange

- **We identify workplace safety concerns of highest risk** using qualitative and quantitative data and research that is relevant and in context of the industries we serve.
- **We provide education based prevention solutions** that look at connections between workplace injuries, illness and work conditions in order to prevent issues from occurring.
- **We support workplace management** in developing prevention tools and resources which contribute to the prevention of occupational injury, illness and disease.
- **We communicate information** to workers and workplaces to inform and prevent future occupational injury, illness and disease from occurring.



[OUR VISION]

The prevention and elimination of occupational disease,
injuries and illness.



[OUR MISSION]

To make British Columbia the safest place in the world for the production of motion pictures, television, live events and performing arts by providing trusted and reliable occupational health and safety education, training and resources to the employers, supervisors and workers we serve.



CORE VALUES

COLLABORATION

Only through the collaboration of all of our members, stakeholders, employers, unions and regulators can we create a workplace free of occupational injury and illness.

INNOVATION

We serve dynamic and creative industries. Innovation ensures we are constantly looking for new ways to improve our programs and services supporting industry stakeholders.

ACCESSIBILITY

Our industries don't stand still. Workers and workplaces are constantly on the move and our programs and services need to be conveniently accessible to anyone who needs them.



PRINCIPLES

- We remain focussed on prevention through education, not enforcement.
- Only get involved in a prevention service or intervention when all concerned parties (workers, unions and employers) are fully and freely involved.
- Target the areas of greatest need and focus on high-risk issues where we can be most effective. Be committed to supporting underserved sectors of the industry, particularly those without the knowledge or resources necessary to create an effective OHS program.
- Continue our unique role: we are the only organization in the world that leverages the synergies of occupational health and safety practices across the motion picture/television and performing arts industries to provide a complete spectrum of OHS services to support workers, supervisors and employers.
- We are committed to being socially responsible in all our operations, reducing our environmental impact and supporting relevant community giving whenever possible.
- We have a long-standing philosophy of being fair, open and transparent in all of our processes.

KEY ACTIONS ON STRATEGIC DIRECTIONS

EDUCATION

Continue to be the leader in educational excellence, strengthening our core competency and capacity to provide industry specific training that supports workplace health and safety.

WORKSITE SERVICES

Enhance service delivery through the expansion of personalized advisory services, tools and resources with focus on the needs of supervisors and employers.

INFORMATION TECHNOLOGY

Integration of technology into knowledge management, communications, business intelligence and operations.

FINANCIAL SUSTAINABILITY

Identify and secure additional funding and revenue streams to support new programs, services, research, outreach activities, and sustainable growth of Actsafe.

BOARD, STANDING COMMITTEES & STAKEHOLDERS

Leverage the vast knowledge and expertise of our Board, Standing Committees and other Industry Stakeholders and continue to build strong alliances and collaborations to meet Actsafe's organizational objectives.

KEY ACTIONS ON STRATEGIC DIRECTIONS

EDUCATION

Continue to be the leader in educational excellence, strengthening our core competency and capacity to provide industry-specific training that supports workplace health and safety.

- Be the first choice to design, deliver and monitor the quality of industry-specific education programs and initiatives.
- Continue to build our offering of education and training programs, with a particular focus on programs that support supervisors.
- Offer education programs that are sponsored and supported by key industry stakeholders such as unions, employers, employer associations, and major funders.
- Provide educational programs that are learner centric and outcome focussed, resulting in observable changes in knowledge and behaviour in the workplace.
- Uphold the highest standards of educational design, process and quality control such as those outlined in the ISO standards for “Learning Services Outside of Formal Education” (ISO 29990:2017).
- Continue to partner with industry stakeholders to support the delivery and administration of relevant education programs created for the industry that align with our mission, such as programs developed by CreativeBC, the Motion Picture Production Industry Association and the BC Motion Picture Training Society.

KEY ACTIONS ON STRATEGIC DIRECTIONS

WORKSITE SERVICES

Enhance service delivery through the expansion of personalized advisory services, tools and resources with particular focus on the needs of supervisors and employers.

- Provide employers access to professional advisory staff to support their unique OHS programs and production activities at a personalized level.
- Focus on prevention, not enforcement, where all concerned parties are fully and freely involved.
- Develop more tools and resources to assist supervisors in fulfilling their responsibilities.
- Assist employers operating outside of the major studio safety system with OHS program setup and support.
- Facilitate knowledge transfer and exchange among our vast network of educators, consultants, vendors, employers and workers through industry-specific events and community outreach.

KEY ACTIONS ON STRATEGIC DIRECTIONS

INFORMATION TECHNOLOGY

Integration of technology into knowledge management, communications, business intelligence and operations.

- Create digital media channels that are the preferred platforms for sharing of best practices, knowledge exchange and communications.
- Maintain an easily accessible database of training records that assists in helping connect employers with qualified workers.
- Ensure technology used for the delivery of online education and the validation of training records can be trusted to provide the highest level of integrity possible.
- Pursue a mobile first strategy for all user interfaces and experiences.
- Continue to improve operational efficiencies and business analytics through effective use of technology.
- Comply with all personal information and privacy act (PIPA) regulations and be fully transparent about how we use data. The use of shared data for the purposes of training records validation, research and development and program evaluation will be for the sole purpose of the prevention of injuries and illness. Data will never be sold or shared for commercial gain or other purposes.

KEY ACTIONS ON STRATEGIC DIRECTIONS

FINANCIAL SUSTAINABILITY

Identify and secure additional funding and revenue streams to support new programs, services, research, outreach activities, and sustainable growth of Actsafe.

- Continue to operate in the most efficient and effective way possible.
- Strive to maintain employer funding contributions to the WorkSafeBC industry levy at sustainable levels that scale up, or down, relevant to industry and labour market demand.
- Develop and grow self-generating revenue programs and services independent of the WorkSafeBC funding system to support innovation, research and investment in growth.
- Manage program expenses so they can scale up, or down, in response to seasonal and cyclical changes to industry demand.
- Build a strong balance sheet and grow unrestricted reserves for future capital investments, projects and growth of Actsafe.

KEY ACTIONS ON STRATEGIC DIRECTIONS

BOARD, STANDING COMMITTEES & STAKEHOLDERS

Leverage the vast knowledge and expertise of our Board, Standing Committees and other Industry Stakeholders and continue to build strong alliances and collaborations to meet Actsafe's organizational objectives.

- Board and Standing Committees continue to collaborate openly, respectfully and positively in the pursuit of Actsafe's vision, mission and values.
- Board and Standing Committees continue to lead, support and promote Actsafe's programs and services.
- All industry stakeholders are able to find a representative voice within the Board and Standing Committees.



ABOUT US

STRUCTURE

Actsafe is governed by the industries it represents through a volunteer Board of Directors and two standing committees that represent the motion picture and performing arts communities respectively. Membership on the Board and these committees include a balance of employer and worker representatives.

MEMBERSHIP

All industry employers in the Province of BC contribute to a payroll levy collected by WorkSafeBC and qualify for free membership in Actsafe. Current membership includes all major US Studios, many domestic employers, trade unions & guilds, private and public theatre groups, and industry associations offering complimentary services.

ACCESS TO SERVICES

Membership is not required to access our programs which are available to all industry stakeholders, including:

- Employers, Supervisors, & Workers
- Joint Health & Safety Committees
- Unions & Guilds
- Industry Groups and Associations
- Schools, Colleges, & Universities





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Actsafe Safety Association



Actsafe Safety Association is committed to integrating sustainable practices through promotion of sourcing sustainable resources from suppliers and partners, and with goals to substantially reduce waste generation through prevention, reduction, recycling and reuse.