



# 2019 ANNUAL REPORT

# CONTENTS

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- 3** About Us
- 4** Message from the Chair
- 5** Message from the Executive Director
- 6 - 8** Our Industries at a Glance
- 9 - 11** Training and Resources
- 12 - 21** Outreach
- 22 - 26** Teams and Committees
- 27** Financial Reports

# ABOUT US

## 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.



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Actsafes Safety Association would like to acknowledge and honour that our workplace and classrooms are located on the traditional, ancestral and unceded territory of the  $\text{S}\text{k}\text{w}\text{x}\text{w}\text{ú}\text{7}\text{m}\text{e}\text{s}\text{h}$  (Squamish),  $\text{S}'\text{ó}\text{l}\text{h}$  (Stó:lō), Qayqayt (Qayqayt),  $\text{s}\text{ə}\text{l}\text{i}\text{l}\text{w}\text{ə}\text{t}\text{a}\text{?}\text{t}$  (Tsleil-Waututh) and Stz'uminus (Stz'uminus) peoples.



@actsafe



@actsafe



@actsafe



Actsafes Safety Association



Actsafes Safety Association



# MESSAGE FROM THE CHAIR

In 2019, Actsafe Safety Association embarked on its third decade of supporting the British Columbia arts and entertainment industries—encompassing motion picture, television, live events, and performing arts—by providing resources to employers and workers to achieve a healthy and safe workplace. Over the course of the year, Actsafe continued to implement its five-year strategic plan with highlights including:

- Launch in January 2019 of the online Motion Picture Safety 101 - General Safety Awareness course with almost 2,200 successful course completions by year-end.
- Relaunch in April 2019 of the Motion Picture Industry Orientation under Actsafe administration, with Actsafe playing a crucial role in revising the course and deploying it to institutions, instructors, and students through Actsafe's STAR system.
- Development in consultation with the BC Injury Research and Prevention Unit of the Concussion Awareness Training Tool Concussion Awareness flowchart for employers, supervisors, and workers in the arts and entertainment production community.
- Development through the Motion Picture Standing Committee of a Stunt Safety Workplan.
- Roll-out of Actsafe Injury Prevention Week, including the mobile and innovative Actsafe Safety Café visiting productions to discuss orientations.
- Successful conclusion of Actsafe's third annual Entertainment Safety Conference in March 2019.
- Reorganization of the Actsafe team to better serve the industry, including the expansion of our dedicated team to include safety advisors to support the industries with on-site consultations.

The measures taken to flatten the curve of transmission of COVID-19 have deeply affected the sectors that Actsafe serves. Productions have been halted, performances suspended, and live events cancelled. Pending the restart of the industries, Actsafe has pivoted to provide COVID-19 resources to the communities it serves and reorganized its operations to function virtually. Our Board is committed to responsibly governing Actsafe through this period with a priority on ensuring the safety and security of the team, volunteers, and clients, along with careful stewardship of Actsafe's financial resources.

Congratulations to our Executive Director Manu Nellutla for completing a productive and successful first year at Actsafe. Thank you to outgoing chair Nancy Harwood, treasurer Cheryl Nex, and performing arts worker representative Laurie Edmundson for their years of board service. My thanks as well to the Motion Picture and Performing Arts Standing Committee members who commit their time and expertise to Actsafe's mission of making British Columbia the safest place in the world for the production of motion pictures, television, live events, and performing arts. I look forward to continuing to work with you all in the coming year.

**Lynne Charbonneau**

A handwritten signature in black ink, appearing to read "Lynne Charbonneau".

Chair

# MESSAGE FROM THE EXECUTIVE DIRECTOR



As the world finds itself facing the challenges of the COVID-19 pandemic, I wanted to take this opportunity to thank the essential care workers who have been working around the clock to support all of us. We at Actsafe are also just a phone call, email, or LiveChat away from you.

2019 can be considered as a year of change for Actsafe Safety Association. We had a number of leadership and business operational changes that we expect will take us further in our mission to serve the arts and entertainment industries in BC. I joined Actsafe last year and have had a great opportunity to learn about the work of the arts and entertainment industries, their health and safety challenges, and to work with standing committees in resource development planning to support our industries.

Actsafe has always been there to support our industries by providing health and safety courses and resources, such as bulletins and info sheets. Online users of the Safety Training and Records (STAR) system has grown by 70% this year with over 11,500 users across the world logging in to learn. One significant change in 2019 was the launch of Motion Picture Safety 101 - General Safety Awareness in January. This online course had been completed by 2,181 users by the end of 2019. Throughout the year, with the active involvement of the standing committees, we have been able to develop new resources including the Stunt Safety Plan.

We are always looking for ways to improve and change our operational activities to further support our industries and last year we decided to recruit Safety Advisors in order to strengthen the services offered through our two dynamic Safety Managers, Don Parman and Anand Kanna. With new programs being planned, such as the Actsafe Occupational Health and Safety Needs assessment (ActONE), which is set to launch in late 2020, the safety

team is looking forward to providing support and suggestions to improve workplace safety and to engaging with our members.

Member engagement has continued to be a priority and one way we achieved this was through events like our third annual Actsafe Entertainment Safety Conference (AESC) and Actsafe Injury Prevention Week (AIP). At our AESC event, there were over 250 attendees who were not only able to gain knowledge but who also had the opportunity to network and learn from other industry members. In 2019 we also revamped our newsletter, Safety Scene, to provide our subscribers with more focused information quarterly while continuing to send out news updates monthly.

As we focused on serving our membership, our team also ensured we continued with our sustainability efforts as part of our Corporate Social Responsibility (CSR) goals. I am happy to share that Actsafe achieved a Gold Level Sustainable Offices certification from Simon Fraser University, which encourages businesses to adopt practices that improve their ecological, economic, and social performance.

As we move forward in 2020, with anticipation and hope to return to normalcy, I want to take this opportunity to thank the Actsafe team, the board, standing committee members, and all other stakeholders who allow us to be successful in what we do. I wish you all a safe and healthy year ahead.

**Manu Nellutla**

A handwritten signature in black ink that reads "Manu Nellutla". The signature is written in a cursive, slightly slanted style.

Executive Director

# OUR INDUSTRIES AT A GLANCE

“Actsafesafe is one of the most professional organizations we have ever worked with. Their passion for safety and knowledge of their industry is impressive. Our organization is very thankful to have a relationship with Actsafesafe as we learn a lot from their insights and follow their lead when it comes to innovation in the world of workplace safety.”

- **Dan MacDonald**, BIS Training Solutions

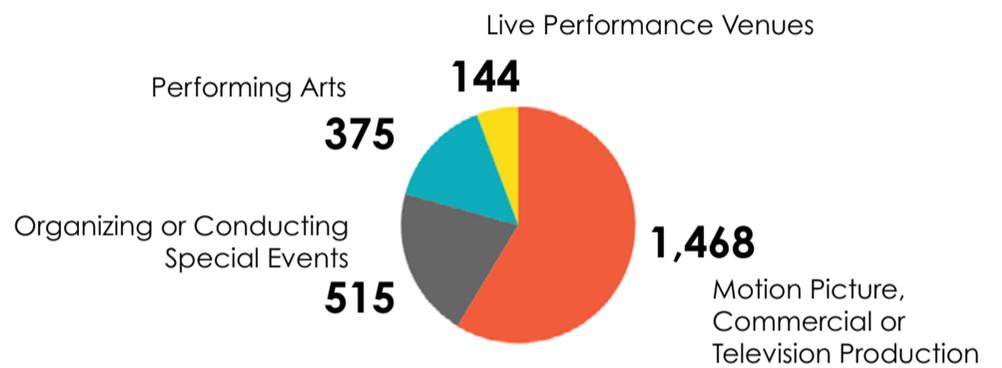
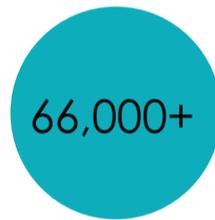


# HEALTH AND SAFETY OVERVIEW

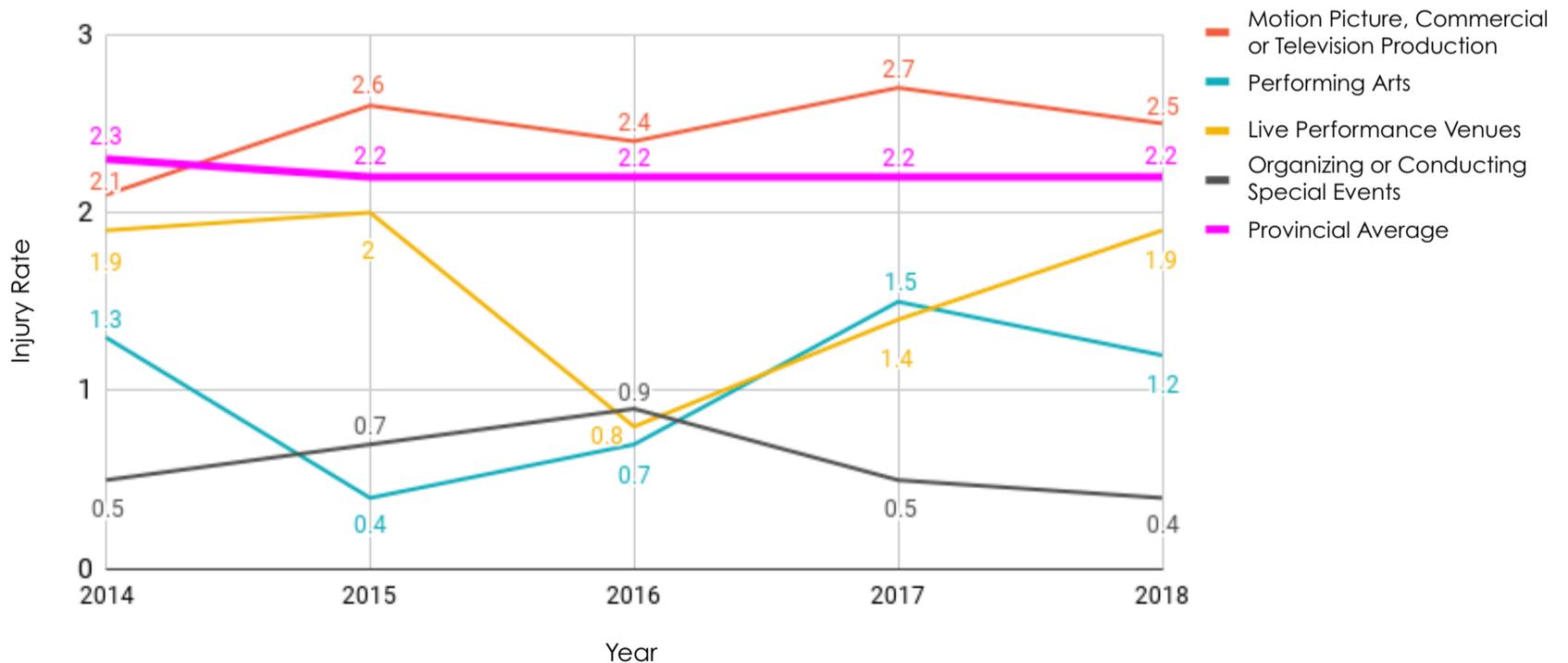
Supporting British Columbia's arts and entertainment industries and 66,000+ workers, Actsafe Safety Association's membership includes over 2,500 employers from the following four WorkSafeBC classification units (CUs):



Number of employers



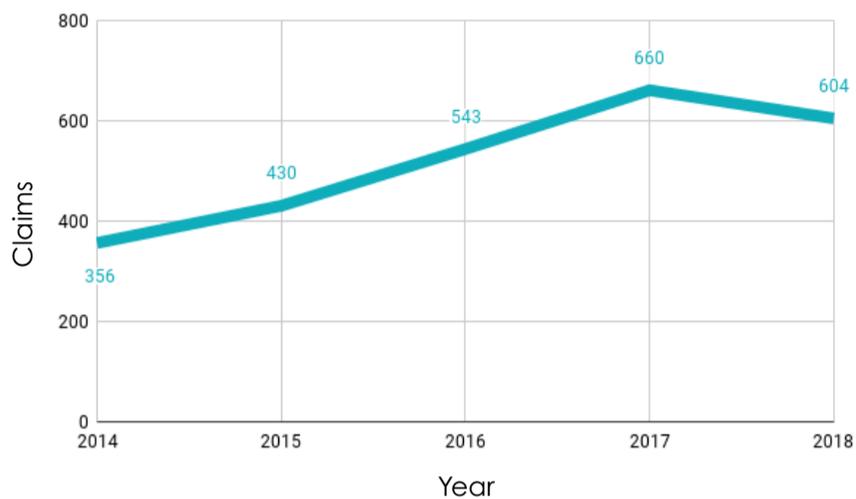
## Injury Rates (2014 - 2018)



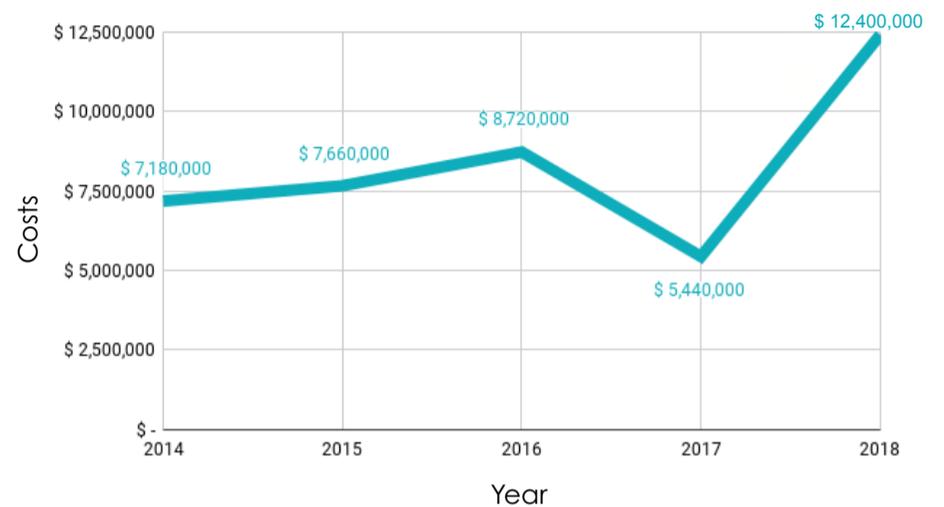
By looking at WorkSafeBC's data we can track the injury rate over five years (2018 is the most recent data provided by WorkSafeBC). The injury rate is the number of claims and serious injury claims an industry has for every 100 workers.

The ultimate target is to have an injury rate of zero. We can see that the Motion Picture, Commercial or Television Production sector has the highest injury rate of our four CUs, which correlates with it also having the most employers. It has also remained slightly higher than the provincial average injury rate every year since mid-2014. However, the Organizing or Conducting Special Events sector has the second highest number of employers, yet the lowest injury rate of our four CUs.

## Total Claim **Counts** Across All Four CUs (2014 - 2018)



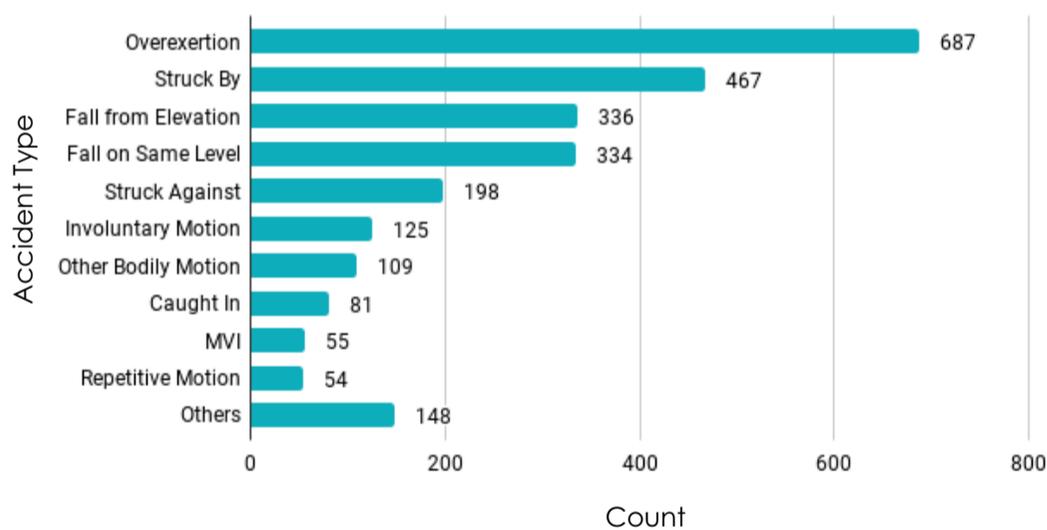
## Total Claim **Costs** Across All Four CUs (2014 - 2018)



The proliferation of online streaming and the resulting need for original content drove a dramatic increase in production levels in BC. This demand resulted in an increase in new workers to the industry, making Actsafe's resources integral to a safe and healthy workplace. This correlates with the increase in both claim counts and costs over the same time period, as seen above.

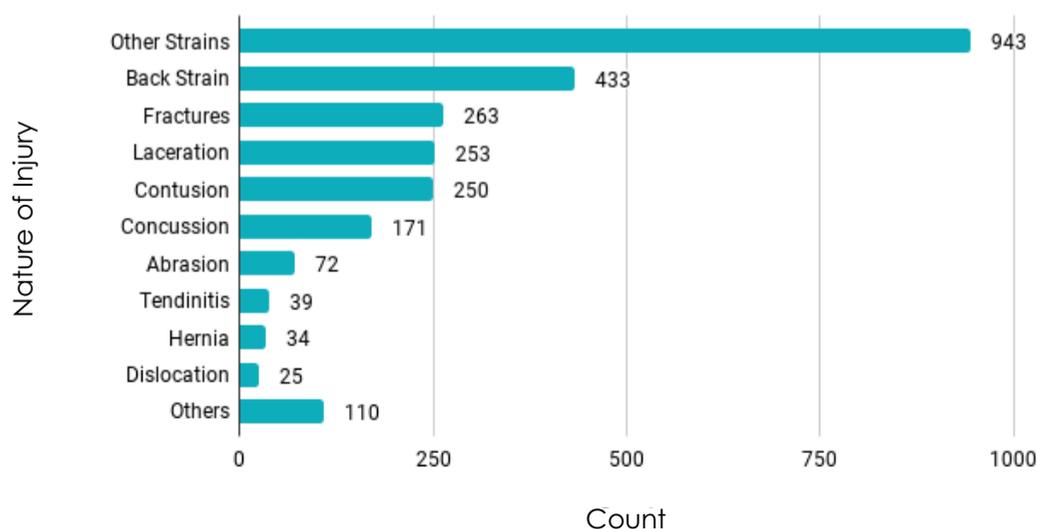
As your health and safety association, Actsafe aims to ensure workers return home healthy and safe after their workday by helping to prevent injuries occurring through training and resources. If injuries are successfully prevented, this will reduce the number of injury claims and therefore the costs associated with these claims. To put this in context, a combined figure for all four CUs of **37,248** work days were lost in 2018 with **\$12.39M** total claim costs being paid, compared to **35,588** work days lost in 2017 and **\$9.76M** total claim costs paid.

## Top Accident Type and Nature of Injury for All Four CUs Combined (2014 - 2018)



The Motion Picture, Commercial or Television Production industry makes up **90%** of these accident type counts, followed by:

- Live Performance Venues **5%**
- Organizing or Conducting Special Events **2.5%**
- Performing Arts **2.5%**

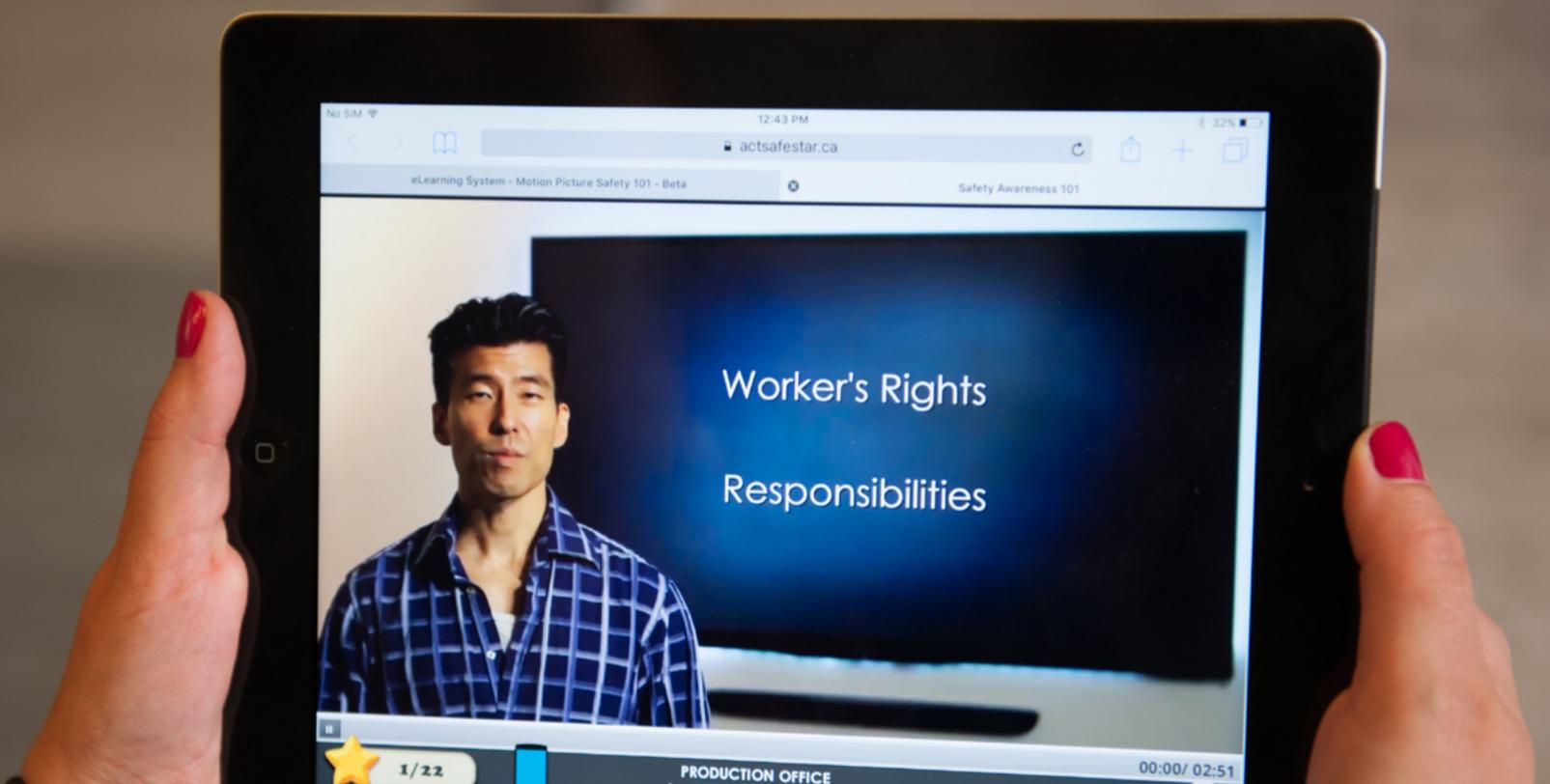


Looking through the lens of both injury type and nature of the injury helps us form our decisions on where to focus our injury prevention initiatives, resources, and course content in the hope of reducing occupational injuries.

# TRAINING AND RESOURCES

“Actsafest does an exemplary job of facilitating education and working to build industry recognized best practice...Your sessions are different for a reason and that reason is all the years of work that you have put in understanding the unique safety needs and concerns for your workers. I wish there were more organizations like yours that facilitated the conversation of safety specific to industry.”

- **Jill Brook**, Leavitt Machinery



# COURSES

Actsafes courses are always popular and this year was no different. The introduction of two new courses, Motion Picture Safety 101 - General Safety Awareness and Naloxone Training, saw a surge in the number of active STAR users in 2019.

Total course offering



Active STAR users



UP 70% FROM 6,798 IN 2018

## NUMBER OF PARTICIPANTS IN ACTSAFE'S TOP COURSES 2019

MOTION PICTURE SAFETY 101 -  
GENERAL SAFETY AWARENESS



WHMIS Online



Fall Protection



Motion Picture  
Industry Orientation



Motion Picture Safety  
for Supervisors



Occupational First  
Aid Level One

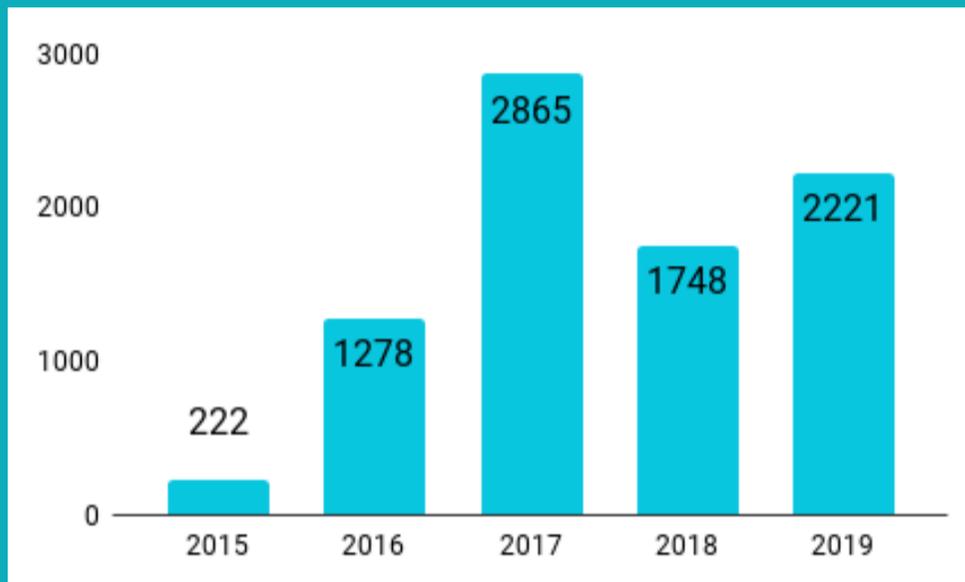


In an effort to help reduce the number of lives lost to opioid overdoses in British Columbia, Actsafes introduced Naloxone Training as a course offering in 2019. Since inception, 31 people have been trained on how to recognize an overdose and how to administer naloxone. Each participant also receives a free Take Home Naloxone (THN) kit that they can keep with them to be used in an emergency.

Last summer, Actsafes was asked if it could provide MPIO training in central BC. The participants were youths who were part of a peer to peer mentorship program and were to be paired with a crew member. As MPIO is a requirement to work in the industry, they were hoping we could deliver it online. For the very first time, Actsafes arranged to have the course delivered via video conference from the Actsafes office. The delivery of the course in July was successful with 12 participants completing the training. Actsafes is looking at doing this again in the future in an effort to increase our outreach.

# MOTION PICTURE SAFETY 101 - GENERAL SAFETY AWARENESS ONLINE COURSE LAUNCH

## MOTION PICTURE SAFETY AWARENESS PARTICIPANTS\* PER YEAR



\* In 2019 the number of participants combined on-site Motion Picture Safety Awareness Course and online Motion Picture Safety 101 - General Safety Awareness participants. The years prior indicate in-house and on-site course participants only. The substantial increase in 2016 was due to IATSE 891 making the course mandatory for their members.

Following a successful beta test in 2018, Actsafe launched the 'Motion Picture Safety 101 - General Safety Awareness' course in January 2019. Designed to be an updated version of the four-hour in-class workshop 'Motion Picture Safety Awareness', this online, interactive video game-style course is free and can be completed anywhere with an internet connection at any time. It takes approximately five hours to complete and can be done at your own pace, all while collecting both stars and knowledge along the way.

The course has the user play the role of a worker on the set of a movie as they learn about rights and responsibilities, hazard identification and controls, and work practices unique to worksites in motion picture and television production. The course is a requirement to become an associate member with the Directors Guild of Canada as well as a permittee with the International Alliance of Theatrical Stage Employees Local 669, the International Alliance of Theatrical Stage Employees Local 891, and Teamsters Local 155.

Would you like to take the course? Find out more [here](#).

## HERE'S WHAT PARTICIPANTS HAD TO SAY

"Honestly really enjoyable to take... thank you for making this an online course! Saves us a lot of time in our busy schedules."

"Very good for individuals entering the industry and as a refresher."

"Thanks for making the course visual and free! Would recommend!"

"I'm very appreciative. Great effort... It will help me be safe and keep a safe eye on those around me. You should share it with film schools across Canada!"

# OUTREACH

“We have had the opportunity to work with Actsafe on a number of occasions – from regional safety workshops to in-depth audits of our venue, to ongoing general support. Actsafe has been invaluable in connecting us and informing us of industry standards and inspiring our team to continually evolve.”

- **Galen Olstead**, Key City Theatre



# MEMBERSHIP OUTREACH

## PERFORMING ARTS

Don Parman, Manager of Performing Arts Programs and Services, went on two outreach road trips this year. Firstly, his four day round trip to the interior of BC in May saw Don visit four venues for the the first time in over two years: Creekside Theatre, Lake Country; Vernon & District Performing Arts Centre, Vernon; Caravan Farm Theatre, Armstrong, BC; Rotary Centre for the Arts, Kelowna. Don answered safety questions and assessed the venues for any safety issues. Don also certified 26 people in Performing Arts Safety Awareness (PASA) and six people in Joint Health and Safety Committee Fundamentals (JHSC).

Secondly, Don attended Atlin Arts and Music Festival where he filled in as Lighting Director. He participated in safety meetings, attended concerts, and networked with the arts community of northern BC and the Yukon. He was also available to share his safety knowledge with attendees who wanted to discuss any safety concerns or questions that they had.

### TOTAL PARTICIPANTS IN ACTSAFE'S PERFORMING ARTS WORKSHOPS

140

Performing Arts Safety Awareness

23

Performing Arts Safety for Supervisors



Atlin Arts and Music Festival



2019 was another successful year of outreach to the performing arts community around the province with stops in Victoria, Nanaimo, Cranbrook, Kamloops, Kelowna, Vernon, Trail, Chilliwack, Mission, and the far North of Atlin. We also participated in the annual CITT conference in Whitehorse which allowed us to reach out to our Yukon neighbours and help them steer their safety programs.

The highlight of the year would have to be our interior trip in May. We delivered PASA and JHSC training at the Caravan Farm Theatre in Armstrong. This organization has a long history of producing new and courageous works in a farm setting, making safety a constant challenge. They welcomed us with open arms and are already planning our return to do supervisor safety training.

The second stop on the interior trip was Kelowna where we delivered PASA to our second group of Okanagan live event workers. This time, however, we managed to engage a local labour supplier who brought 24 of their casual workers to join us. The response was outstanding and has led to ongoing consultation with all the groups that attended.

As always, these trips opened our eyes to new organizations, facilities, and communities that can benefit from Actsafe's programs and expertise.



- Don Parman, Manager, Performing Arts Programs and Services

## MOTION PICTURE



To say 2019 was an eventful year would be an understatement. The year started off with a bang with the launch of the eagerly anticipated online course Motion Picture Safety 101 - General Safety Awareness on January 6th. The conversion of the successful in-house workshop to an online video game style course allowed Actsafe to deliver a highly engaging, expanded safety orientation course to an increased audience, making the mandatory course accessible to anyone, anywhere, at any time. In 2019, 2,181 learners completed the course.

Mid-year brought increased engagement with stakeholders, including our first visit to our stakeholders in Los Angeles in a number of years. Meetings and discussions resulted in wonderful ideas on how Actsafe can increase its offerings to employers, and the addition of Netflix as a member of Actsafe.

Our second annual Actsafe Injury Prevention Week focused on orientations and included the return of the Actsafe Roadshow – this time featuring the Actsafe Safety Café. We visited five production centres, gave away over 500 coffees and 300 cookies, and started great conversations about the importance of delivering and asking for orientations when starting work.

Add to that Actsafe's outreach with the WorkSafeBC Student Safety Video Contest and Actsafe's Aspiring Filmmaker Award, increases in attendees to our Safety for Supervisors workshop and JHSC Fundamentals workshop, advancements in developing and releasing concussion protocol and stunt safety resources; it was definitely a busy year!



- Anand Kanna, Manager,  
Motion Picture Programs and Services

### OUTREACH HIGHLIGHTS



Manu Nellutla, Don Parman, and Anand Kanna representing Actsafe at the WorkSafeBC Prevention Conference in May 2019.



Anand Kanna discussing orientations with a worker from Vancouver Film Studios at Actsafe Injury Prevention Week in September 2019.



Anand Kanna presenting Reid MacTaggart from Walnut Grove Secondary School with his Actsafe Aspiring Filmmaker Award in May 2019.

# PROGRAMS AND SERVICES

## PRODUCTION PACKAGES

In 2019, Manager of Motion Picture Programs and Services, Anand Kanna, delivered production packages to over 60 new productions in BC. This gave Anand an opportunity to meet with various members of each production team and to let them know the ways that Actsafe is available to support them. Each production package contains a curated selection of important literature and resources to provide an understanding of requirements for any new productions to create a safe and healthy workplace for your workers. To request a production package, click [here](#).



61 Production packages distributed in 2019  
Compared to 42 in 2018

## AUTOMATED EXTERNAL DEFIBRILLATOR (AED) RENTAL PROGRAM

Sudden cardiac arrest can happen to anyone, even those with no prior symptoms. An on-site Automated External Defibrillator (AED) can mean a difference in saving a person's life on the spot, or while waiting for an ambulance. Actsafe's AED Rental Program provides workplaces with this potentially life-saving device at minimal cost.

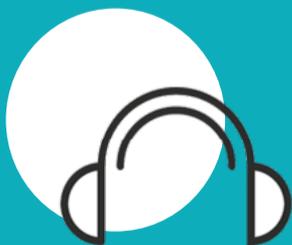


71 AED units rented out to 42 productions in 2019  
Compared to 67 AED units rented to 29 productions in 2018



## RESPIRATOR FIT AND HEARING TESTING

Another service that Actsafe provides, in partnership with Reliable Hearing, to the arts and entertainment industries is respirator fit and hearing testing. In order to be compliant with WorkSafeBC OH&S regulations, this service is important for workers who are required to work in smoke-filled or noisy environments.



653

Hearing tests carried out in 2019  
Compared to 532 in 2018



383

Respirator fit tests carried out in 2019  
Compared to 480 in 2018



# THIRD ANNUAL ACTSAFE EVENT SAFETY CONFERENCE



264

ATTENDEES  
up 7% from 2018

The Actsafe Event Safety Conference (now known as the Actsafe Entertainment Safety Conference) was created in 2017 to encourage important connections between everyone who provides support to the live event industry. The AESC is the only conference in the Pacific Northwest focused on sharing knowledge about making arts and entertainment workplaces safer for workers and audiences alike and 2019 was no different with over 40 informative health and safety sessions including a Rigging Track and a Live Event Track.

42

SESSIONS

Some highlights from the conference included:

- Event Safety Alliance's President, Steven A. Adleman, travelled from Arizona to present the keynote address.
- The #MeToo: One Year Later panel shared strategies for open employer/employee relationships regarding safety, harassment, and accountability, for improving the workplace experience of women, and to grow the conversation and explore options for changing workplace culture.
- Three new additions to the tradeshow floor included naloxone training, a virtual reality simulation game, and a photobooth for attendees to enjoy.
- The paper conference program was switched out for a digital app, Whova, where attendees could access the conference schedule, network with each other, and compete to get on the conference leaderboard. It allowed the Actsafe team to alert attendees of any changes to the program, security and safety information, and to share presenters slide decks.

20

EXHIBITORS

17

SPONSORS

2

DAYS

Many delegates availed themselves of the free industry training, Firearm Safety Level One and Occupational First Aid Level One, prior to the conference. Due to its popularity in 2018, Eric Stuart returned to BC from the UK to teach his Crowd Safety Workshop. This two-day workshop sold out both sessions and received great feedback.

[Click to subscribe to conference updates](#)

[Click to discover more on the conference website](#)

Here's What Our Delegates Had To Say About AESC 2019

"An essential event for promoting safety, and connecting professionals in diverse fields to share ideas and concerns."

- Peter Boulanger, Underground Circus

"This was a great event, both educationally and networking-wise. We often work separated from friends we've known for years, so it was fantastic to see everyone even for a short couple of days!"

- Masha Birkby, City of Burnaby



# ACTSAFE INJURY PREVENTION WEEK

The second annual Actsafe Injury Prevention (AIP) Week was even bigger than 2018's launch. 2019's campaign was entitled 'Prevention Through Orientation' and focused on highlighting the importance of orientations in keeping workers in the arts and entertainment industries safe. The aim was to educate workers, supervisors, and employers on the importance of orientations and the situations in which orientations must be carried out. It was also an opportunity to find out how and when orientations are actually being carried out in our industries, and to gain an insight into how knowledgeable the industry is about orientations.



## Goals

1. Increase Industry Awareness
2. Link Awareness to Actsafe Resources
3. Stimulate Positive and Relevant Conversation



Similar to 2018, AIP Week in 2019 was promoted digitally through social media and the website, and users were encouraged to get involved with the resources that we promoted. AIP Week kits were also delivered in person to over 25 productions which included a new publication 'Actsafe's Safety Log Book' to be given to all supervisors working on the production team so as to encourage logging orientations.

Another new addition to AIP Week was Actsafe's Safety Café which hit the road throughout the week. We visited five studios and workplaces around town and had over 500 people visit us to talk about the importance of orientations. It was an opportunity for Actsafe to personally introduce ourselves and the work that we do for the arts and entertainment industries.

The engagement on social media during the campaign week, a significant increase in website traffic, and feedback from the Safety Café indicated a positive reaction to this year's initiative which we will strive to make even better in 2020.



WE VISITED

5  
STUDIOS

WE SPOKE TO

500+  
PEOPLE



# DIGITAL MEDIA AND COMMUNICATIONS

## WEBSITE



8,748

users per month

## SOCIAL NETWORKS



2,700 +

followers

## LIVECHAT



1,800+

LiveChats with our team

## ONLINE FIRST-AID TOOL



279

assessments completed

## TOP 5 MOST VIEWED SAFETY BULLETINS ON THE ACTSAFE WEBSITE IN 2019:

### Motion Picture Safety Bulletins

- Artificially Created Smokes, Fogs, and Lighting Effects
- Stunts
- Artificially Created Smokes, Addendum A
- Safety With Firearms
- Lighting Systems and Electrical Equipment

### Performing Arts Safety Bulletins

- Personal Protective Equipment
- Rigging Systems and Flown Scenery
- Artificially Created Smokes, Fogs, and Lighting Effects
- Stage Combat, Stunts, and Weaponry
- Safety With Firearms

MOTION PICTURE BULLETINS

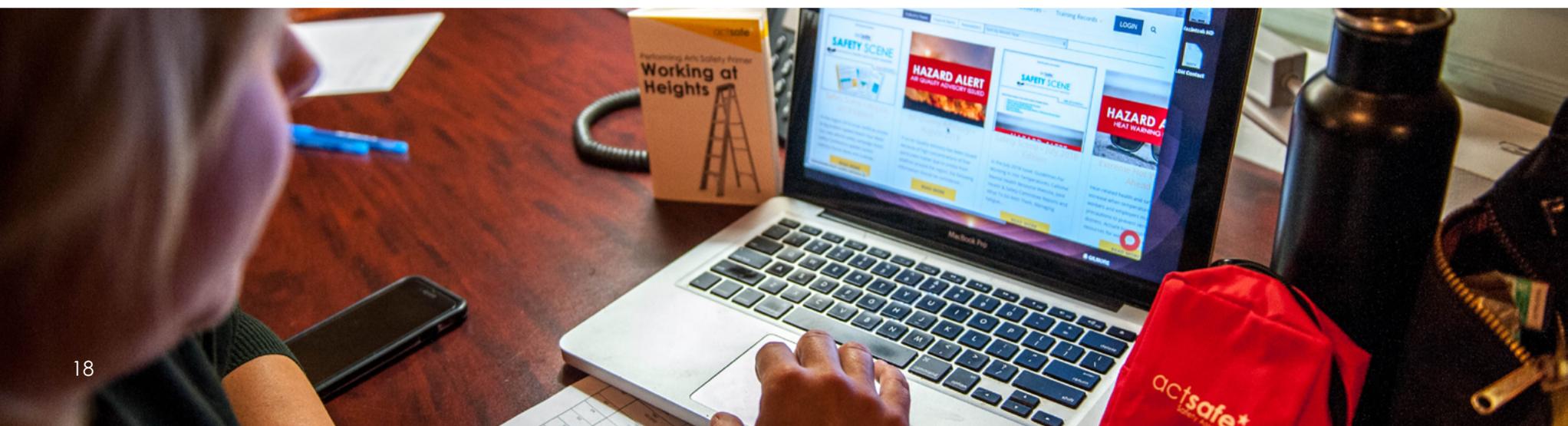
PERFORMING ARTS BULLETINS

## TOP 5 MOST VIEWED PAGES ON THE ACTSAFE WEBSITE IN 2019:

- **Courses Page**
- **Motion Picture Safety Awareness Course**
- **Motion Picture Industry Orientation Course**
- **Aerial/Scissor Lift Training**
- **Fall Arrest Training**

Actsafes's Motion Picture Safety Bulletins used to appear in the top 5 list as one of the most viewed website areas. In 2019, they dropped off this list, meaning it became entirely training related. Interestingly, Fall Arrest Training did not previously appear in the top 10 most viewed website areas, but has become more popular and was the third most attended course in 2019. With continual website upgrades we hope to promote other areas of our site such as resources and industry news and updates.

Observations of the online resources our stakeholders are viewing and accessing, provides us with an insight as to what is happening on the ground in our industries. This also allows us to enhance and update our current resources and identify new topics for resource creation consideration.



# NEWSLETTERS

In 2019, Actsafe decided to revamp its newsletter, Safety Scene. News updates are now delivered in two different ways: Monthly Updates and Safety Scene.

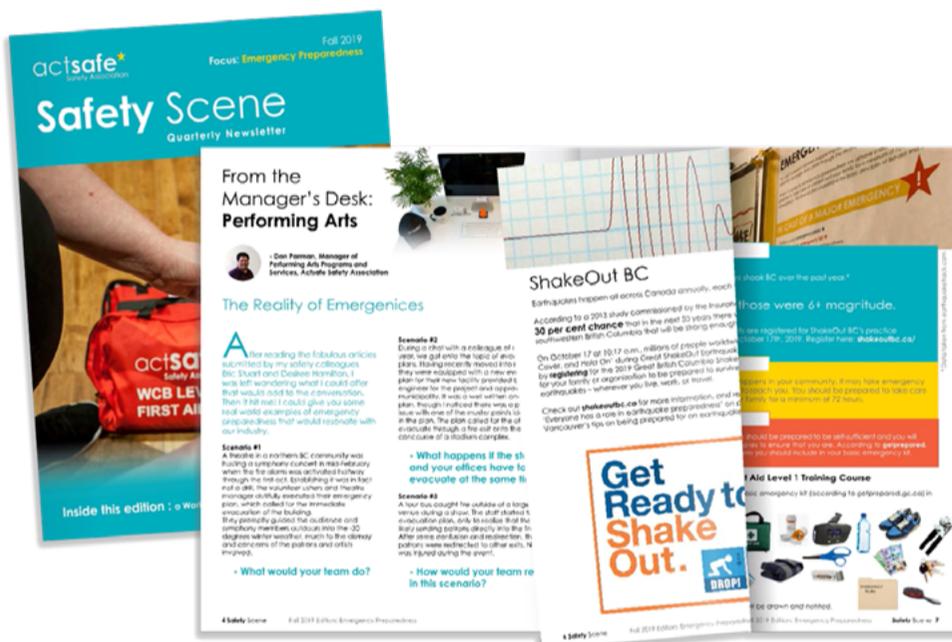
Monthly Updates are sent out at the end of the month to let our audience know what the Actsafe team have been up to in the month and what's coming up. In it, you will also find industry news, upcoming courses, and any other updates that we feel the industry would benefit from knowing about.

**1,200+  
SUBSCRIBERS**



**41%**

increase in subscribers in  
2019 vs 23% in 2018



Safety Scene is a quarterly newsletter filled with articles to increase our audiences' knowledge of a certain health and safety topic. 2019's topics were: Orientation; Emergency Preparedness; and Learning, Training, and Development.

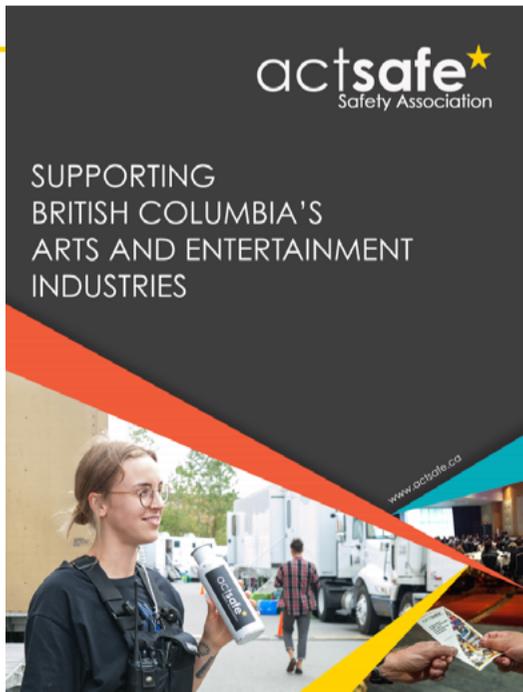
To subscribe to our newsletters click below.

[SUBSCRIBE HERE](#)

A number of other communication materials and resources were created in 2019 including:



Safety Log Book



Executive Brief



Actsife Brochure

# FURTHER OUTREACH

In December, Executive Director Manu Nellutla met with the Honourable Lisa Beare, Minister of Tourism, Arts and Culture, to apprise her of the resources and services available to the arts and entertainment industries through Actsafe.



In November, Actsafe sponsored and attended Creative BC's Sustainable Production Forum. It gave us some insight into the sustainability issues that productions encounter in the motion picture industry and some of the changes that have been happening to reduce the carbon footprint.



Actsafe's Executive Director, Manu Nellutla, and Manager of Motion Picture Programs and Services, Anand Kanna (pictured with Paul Jordan and Rob Sahn, NBC Universal) visited Los Angeles to meet with the studios: Warners Brothers, Disney, Netflix, NBC/Universal, Sony, and Apple. This trip was an opportunity to introduce Manu to the studios and for Actsafe to gather feedback on how our services are benefiting them and helping to keep the industry safe.



# CORPORATE SOCIAL RESPONSIBILITY

Corporate Social Responsibility was a focus for Actsafe in 2019. We looked into more ways that we can reduce our carbon footprint in the organization, our practices, and in how we support our industries. Here are a number of highlights we're proud to share with you:

- Actsafe achieved a Gold Level Sustainable Offices certification from Simon Fraser University in May.



The Certified Sustainable Offices program encourages businesses to adopt practices that improve their ecological, economic, and social performance.

- Three members of the Actsafe team attended Creative BC's Sustainable Production Forum in November to learn how we at Actsafe can make changes in how we do business in order to reduce our carbon footprint and inspire the industries we support to do the same.
- The Actsafe team gave a helping hand at The Happy Herd Farm Sanctuary in August. It was great to be able to give back to our community, the environment, and a worthy organization.



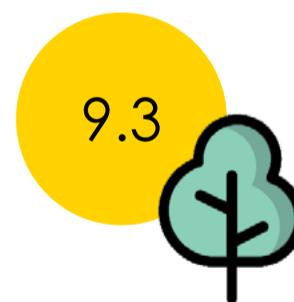
- Introduced a Naloxone Training course to Actsafe's course offerings to educate the industry on how to administer the life-saving medication.

- All revenue generated from advertisements in Safety Scene is to be donated to a charity of our choice each year. 2019's chosen charity was the Downtown Eastside Women's Centre.

- Introduced a digital app at our Actsafe Event Safety Conference to reduce the amount of printing required.

- Ensured that our revamped quarterly newsletter, Safety Scene, was printed on 100% forest-free Sugar Sheet paper. This, in addition to all our office printing, meant that we saved over 9 trees worth of paper.

## Number of trees saved in 2019



Up from 6.25 trees in 2018!

...and continued with all of our other CSR initiatives!

To be inspired, click below to see our sustainability efforts.

SUSTAINABILITY

# TEAMS & COMMITTEES

“Acts safe is who I go to to inquire about all things safety and technical in the theatre. Usually they have the answers and when they don’t, they connect me with people who do.”

- **Nadine Tremblay**, Charles Bailey Theatre



Acts safe is governed by sectors in the industry it represents. Two standing committees that represent the motion picture and performing arts communities advise Acts safe on resources and services.

# BOARD

**Lynne Charbonneau\***

Chair

**Ted Violini\***

Vice Chair

**Michael Van Dijk\***

Treasurer

**Miles Muir**

Performing Arts Employer Representative

**Dave Wilson\*\***

Performing Arts Worker Representative

**Tracey Wood**

Motion Picture Employer Representative

**Tom Adair**

Motion Picture Worker Representative

*\*Effective December, 2019, Ms. Charbonneau, Mr. Violini, and Mr. Van Dijk succeeded, respectively, outgoing Chair Nancy Harwood, former Vice Chair Ms. Charbonneau, and outgoing Treasurer Cheryl Nex.*

*\*\*Effective June, 2019, Mr. Wilson succeeded outgoing Performing Arts Worker Representative Laurie Edmundson.*

# ACTSAFE TEAM



**Manu Nellutla**  
Executive  
Director



**Anand Kanna**  
Manager, Motion  
Picture Programs  
and Services



**Don Parman**  
Manager,  
Performing Arts  
Programs and  
Services



**Maureen Kaake**  
Operations  
Manager



**Ella Pritchard**  
Digital Media and  
Analytics Specialist



**Jennifer Lane**  
Marketing and  
Communications  
Coordinator



**Will Heller**  
Safety Advisor,  
Performing Arts



**Lisa Wild**  
Operations Assistant



**Harnak Lalli**  
Senior Accountant



**Carolyn Fisher**  
Receptionist and  
Administration  
Assistant



**Jason Hamdan**  
Human Resources  
Advisor

# MOTION PICTURE STANDING COMMITTEE

**Chair**

Manu Nellutla

**Alameda Entertainment B.C.  
(Disney)**

Mark Elliott

**Alliance of Motion Picture and  
Television Producers**

Tracey Wood

**Association of Canadian Film  
Craftspeople**

Jeff Holloway

**Canadian Media Production  
Association – BC Producers' Branch**

Jason Lee

**Contract Services Administration  
Trust Fund**

Matthew Antonucci

**Creative BC**

Katherine Pavoni

**Directors Guild of Canada – British  
Columbia**

Rob Larson

**Fox Cable Networks Services, LLC.**

John Moore

**IATSE International**

Julia Neville (Advisor)

**International Alliance of Theatrical  
Stage Employees – Local 891**

Keith Woods

**International Cinematographers****Guild – Local 669**

Michelle Yardley

**Netflix**

Jonathan Osland

**NBC/Universal**

Paul Jordan

**Paramount Pictures Corporation**

Jonas Matz

**Sony Pictures**

Bram Cole

**Teamsters – Local 155**

Shawn Henter

**Union of British Columbia Performers  
/ ACTRA**

Lori Stewart

**Vancouver Musicians Association –  
Local 145**

Dusty Kelly

**Warner Bros.**

Ken Hiura

**WorkSafeBC**

Lisa Houle (Advisor)

Kim Stubbs (Advisor)

# PERFORMING ARTS STANDING COMMITTEE

## **Chair**

Manu Nellutla

## **BC Alliance for Arts + Culture**

Beverly Edgecombe

## **BC Touring Council**

Michael Cade

## **Canadian Actors Equity Association**

Jennifer Riedle

## **Canadian Alliance of Dance Artists (CADA-BC)**

Jessica Wadsworth

## **Canadian Institute of Theatre Technology**

Alex House

## **Dancer Transition Resource Centre**

Megan Andrews

## **Greater Vancouver Professional Theatre Alliance**

Ace Martens

## **IATSE International**

Julia Neville (Advisor)

## **International Alliance of Theatrical Stage Employees – Local 118**

Dave Wilson

## **International Alliance of Theatrical Stage Employees – Local 168**

Laurie Edmundson

## **Professional Association of Canadian Theatres**

Carey Dodge

## **Riggit Services Inc.**

Matt Lees

## **Scene Ideas**

Isaac Kinakin

## **The Dance Centre**

Robin Naiman

## **Underground Circus**

Peter Boulanger

## **Vancouver Civic Theatres**

Miles Muir

## **Vancouver Musicians Association – Local 145**

Dusty Kelly

## **WorkSafeBC**

Lisa Houle (Advisor)

Kim Stubbs (Advisor)

# FINANCIAL REPORTS

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**Actsafes Safety Association**  
**Financial Statements**  
December 31, 2019

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## Independent Auditor's Report

To the Board of Directors of Actsafe Safety Association

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the financial statements of Actsafe Safety Association (the "Association"), which comprise the statement of financial position as at December 31, 2019, and the statement of operations and changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.



### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### Report on Other Legal and Regulatory Requirements

As required by the *Societies Act* (British Columbia), we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Vancouver, B.C.  
April 28, 2020

**Chartered Professional Accountants**

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# Actsafes Safety Association

## Statement of Financial Position

December 31, 2019

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	2019	2018
	\$	\$
<b>Assets</b>		
Current assets		
Cash and cash equivalents	300,483	177,421
Term deposit (Note 3)	230,000	230,000
Accounts receivable	35,344	46,166
GST/HST receivable	9,858	-
Interest receivable	11,238	6,008
Prepaid expenses and deposits	48,443	41,027
	<u>635,366</u>	<u>500,622</u>
Property and equipment (Note 4)	130,890	160,446
Rental equipment (Note 5)	32,446	27,849
	<u>798,702</u>	<u>688,917</u>
<b>Liabilities</b>		
Current liabilities		
Accounts payable and accrued liabilities	39,134	65,366
GST/HST payable	-	74,293
Deferred revenue (Note 6)	36,700	29,019
Current portion of deferred lease inducements (Note 7)	29,007	29,007
Current portion of obligations under capital leases (Note 8)	13,662	7,902
	<u>118,503</u>	<u>205,587</u>
Obligations under capital leases (Note 8)	20,042	17,350
Deferred lease inducements (Note 7)	12,086	41,093
	<u>150,631</u>	<u>264,030</u>
Commitments under operating leases (Note 9)		
<b>Net assets</b>		
Internally restricted (Note 10)	230,000	230,000
Unrestricted	418,071	194,887
	<u>648,071</u>	<u>424,887</u>
	<u>798,702</u>	<u>688,917</u>

The accompanying notes are an integral part of these financial statements.

Approved by the Board

Michael van Dijk, Director

MLharbe, Director

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# Actsafes Safety Association

## Statement of Operations and Changes in Net Assets

Year ended December 31, 2019

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	2019	2018
	\$	\$
<b>Revenue</b>		
WorkSafe BC funding	1,500,000	1,218,000
Course fees	325,574	322,897
Interest income	14,681	8,914
Other income (Note 14)	<u>183,642</u>	<u>169,234</u>
	<u>2,023,897</u>	<u>1,719,045</u>
<b>Expenses</b>		
Advertising and sponsorships	17,913	11,518
Board and committee (Note 13)	19,300	15,150
Conference and meetings	74,791	64,414
Consultants and contractors	410,500	636,856
Furniture and equipment (Note 11)	102,275	95,730
Interest on capital lease	2,206	2,500
Miscellaneous	18,235	21,199
Office supplies	21,424	20,287
Professional fees	15,500	14,137
Property taxes and general insurance	7,465	7,333
Publication and materials	50,871	11,309
Rent	127,949	116,273
Repairs and maintenance	1,815	1,541
Salaries and benefits (Note 12)	775,766	580,361
Technology	116,401	118,028
Telecommunications and freight	8,719	8,085
Training - staff	1,800	221
Travel	<u>27,783</u>	<u>16,146</u>
	<u>1,800,713</u>	<u>1,741,088</u>
<b>Excess (deficiency) of revenue over expenses for the year</b>	223,184	(22,043)
Balance, beginning of year	<u>194,887</u>	<u>216,930</u>
<b>Balance, end of year</b>	<u>418,071</u>	<u>194,887</u>

*The accompanying notes are an integral part of these financial statements.*

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# Actsafes Safety Association

## Statement of Cash Flows

Year ended December 31, 2019

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	2019	2018
	\$	\$
<b>Cash flows from operating activities</b>		
Excess (deficiency) of revenue over expenses for the year	223,184	(22,043)
Items not affecting cash		
Amortization of deferred lease inducement	(29,007)	(29,007)
Amortization of rental equipment	14,833	14,078
Amortization of property and equipment	65,441	64,163
Amortization of equipment under capital lease	6,553	6,097
Changes in non-cash working capital		
Accounts receivable	10,822	(37,327)
GST/HST receivable	(74,293)	5,921
Interest receivable	(5,230)	(1,471)
Prepaid expenses and deposits	(7,416)	(3,650)
Accounts payable and accrued liabilities	(26,233)	1,953
GST/HST payable	(9,858)	74,293
Deferred revenue	7,681	18,563
	<u>176,477</u>	<u>91,570</u>
<b>Cash flows from (used in) investing activities</b>		
Acquisition of property and equipment	(42,437)	(9,795)
Acquisition of rental equipment	(19,430)	(16,592)
	<u>(61,867)</u>	<u>(26,387)</u>
<b>Cash flows from (used in) financing activities</b>		
Repayments of capital lease obligation	(8,301)	(7,265)
Proceeds from capital lease obligation	16,753	-
	<u>8,452</u>	<u>(7,265)</u>
<b>Increase in cash and cash equivalents during the year</b>	123,062	57,918
Cash and cash equivalents, beginning of year	<u>177,421</u>	<u>119,503</u>
<b>Cash and cash equivalents, end of year</b>	<u>300,483</u>	<u>177,421</u>
<b>Cash and cash equivalents consists of:</b>		
Cash	72,983	77,421
Guaranteed investment certificate	<u>227,500</u>	<u>100,000</u>
	300,483	177,421

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The accompanying notes are an integral part of these financial statements.

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# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2019

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### 1. Organization and economic dependence

Actsafes Safety Association (the "Association") was incorporated under the *Society Act* (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. The Society continued under the *Societies Act* (British Columbia) on July 17, 2018.

The Association is exempt from income taxation pursuant to Section 149 of the *Income Tax Act* (Canada) as long as certain criteria continue to be met.

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.

### 2. Significant accounting policies

#### Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations which necessarily involves the use of estimates. The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies summarized below.

#### Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenses during the reporting period. Actual results may differ from those estimates.

#### 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 are recorded when earned and when collection is believed to be reasonably assured.

#### Cash and cash equivalents

Cash and cash equivalents consist of cash and guaranteed investment certificates with a maturity of less than 90 days at the time of purchase.

#### Deferred lease inducements

Lease inducements received are deferred and amortized on a straight-line basis over five years, being the term of the lease on the Association's premises, and is offset against rent expense.

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# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2019

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### 2. Significant accounting policies - continued

#### Property and equipment

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

- Leasehold improvements - 20% straight-line
- Office equipment - 20% declining balance
- Furniture and fixtures - 20% declining balance

#### Leases

Leases are classified as either capital or operating leases. A lease that transfers substantially all the benefits and risks incidental to the ownership of property is classified as a capital lease. All other leases are accounted for as operating leases wherein rental payments are amortized on a straight-line basis over the term of the lease to rental expense. At the inception of a capital lease, an asset and an obligation is recorded at an amount equal to the lesser of the present value of the minimum lease payments and the property's fair value at the beginning of such lease.

#### Rental equipment

Rental equipment consists of automated external defibrillators ("AEDs") that are rented to customers on a cost-recovery basis. The AEDs are recorded at cost and amortized over their five year estimated life on a straight-line basis.

### 3. Term deposit

Term deposit of \$ 230,000 (2018 - \$ 230,000) maturing January 27, 2023, earning interest at annual rates of 1.10%, 1.50% and 2.20% respectively for the three year term.

### 4. Property and equipment

	<b>2019</b>		
	\$		
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Leasehold improvements	221,752	178,307	43,445
Office equipment	125,117	68,255	56,862
Furniture and fixtures	<u>87,179</u>	<u>56,596</u>	<u>30,583</u>
	434,048	303,158	130,890
	<b>2018</b>		
	\$		
	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Leasehold improvements	200,783	125,490	75,293
Office equipment	103,649	56,724	46,925
Furniture and fixtures	<u>87,179</u>	<u>48,951</u>	<u>38,228</u>
	391,611	231,165	160,446

Included in property and equipment are assets under a capital lease with a cost of \$ 59,096 (2018 - \$ 42,343) and accumulated amortization of \$ 24,507 (2018 - \$ 17,953).

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# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2019

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5. **Rental equipment** **2019**  
\$

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	93,027	60,581	32,446

**2018**  
\$

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>Net</u>
Rental equipment	73,597	45,748	27,849

6. **Deferred revenue**

Deferred revenue consists of prepaid course fees of \$ 11,650 (2018 - \$ 4,300), deferred revenue for the 2020 Actsafes Entertainment Safety Conference of \$ 25,050 (2018 - \$ 17,625) and prepaid AED rentals of \$ Nil (2018 - \$ 7,094).

7. **Deferred lease inducements** **2019**  
\$ **2018**  
\$

Lease inducements received	145,035	145,035
Accumulated amortization	<u>103,942</u>	<u>74,935</u>
Balance of deferred lease inducements	41,093	70,100
Less: Current portion	<u>29,007</u>	<u>29,007</u>
	12,086	41,093

8. **Obligations under capital leases**

The Association leases office and computer equipment under capital leases that expire during the fiscal years ending December 31, 2021 and 2022. The following is a schedule of the future minimum lease payments required under the capital leases:

	\$
2020	16,826
2021	15,993
2022	<u>6,268</u>
Total minimum lease payments	39,087
Less: GST input tax credits	1,559
Less: Imputed interest at 6.19%	<u>3,824</u>
	33,704
Less: Current portion	<u>13,662</u>
	20,042

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# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2019

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### 9. Commitments under operating leases

The Association leases its premises under operating leases that expire in the fiscal year ending December 31, 2024. The Association is obligated to make the following minimum lease payments under its operating leases:

	\$
2020	70,265
2021	79,013
2022	90,462
2023	92,292
2024	<u>38,455</u>
	370,487

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The Association is also obligated to pay its share of property taxes and operating expenses, which totalled \$ 73,170 in the current year (2018 - \$ 67,402). The minimum annual payment for 2020 is expected to be \$ 56,148, with future years not expected to fluctuate significantly from that amount over the term of the lease expiring in the fiscal year ending December 31, 2024.

### 10. Internally restricted net assets

The Board of Directors set aside, with approval from WorkSafe BC, \$ 230,000 to be used as a reserve fund. This internally restricted amount is not available for other purposes without approval from the Board of Directors.

### 11. Furniture and equipment

	2019	2018
	\$	\$
Amortization of equipment under capital lease	6,553	6,097
Amortization of property and equipment	65,441	64,163
Amortization of rental equipment	14,833	14,078
Furniture and equipment purchases	3,845	2,817
Furniture and equipment rental	5,476	8,575
Product sales purchases	<u>6,126</u>	<u>-</u>
	102,274	95,730

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### 12. Remuneration paid to employees and contractors

Under the *Societies Act* (British Columbia), the Association is required to disclose the total number of employees and contractors earning over \$ 75,000 and total remuneration paid during the fiscal year. During the 2019 fiscal year, 4 employees (2018 - 3 employees) earned over \$ 75,000 and were paid a total of \$ 397,370 (2018 - \$ 270,737).

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# Actsafes Safety Association

## Notes to the Financial Statements

December 31, 2019

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### 13. Remuneration paid to directors

Under the *Societies Act* (British Columbia), the Association is required to disclose any remuneration paid to directors during the fiscal year. Honoraria paid to directors were as follows:

	2019	2018
	\$	\$
Chair	5,850	4,700
Vice Chair	3,150	1,050
Treasurer	500	750
Director, Worker Representative - Motion Picture	1,850	2,000
Director, Employer Representative - Performing Arts	2,100	2,000
Director, Worker Representative - Performing Arts	<u>3,000</u>	<u>2,250</u>
	16,450	12,750

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### 14. Other income

Other income includes the following revenue and related costs:

	2019	2018
	\$	\$
MPIO Certificates	21,900	46,250
First aid kit sales	1,668	-
AED rentals	58,165	45,900
Service sales	24,152	13,300
Actsafes Entertainment Safety Conference	<u>77,757</u>	<u>63,784</u>
	183,642	169,234

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