

Safety Scene

Quarterly Newsletter



Inside this edition: Announcing the Actsafe Entertainment Safety Conference 2022 Venue!



Respectful Workplaces

Actsafesafe Injury Prevention Week 2021



Thank you to everyone who joined us for **Actsafesafe Injury Prevention Week 2021!**

It was incredible to meet so many of you at our Actsafesafe Safety Cafés for coffee, cookies, and conversations around respectful workplaces.

We hope you were able to avail yourself of the free webinars, workshops, and courses provided by our knowledge partners Work Wellness Institute and Cultural Human Resources Council!

A special thank you to all who supported us:



See you next year when Actsafesafe Injury Prevention Week will be focusing on **Emergency Preparedness!**

A Message From Actsafe

Advancements in technology have allowed us to reach out farther and work independently. This has also brought out areas of concern like working alone. Both in our industries and in office-based organizations, there have been situations when employees must work alone. It could be a location scout travelling to those enthralling locations or a staff member coming into the office on a weekend to finish some documentation. There are many instances where they are all by themselves. With this comes the risk for their safety. What if the worker had a medical issue or met with an accident and cannot contact you to inform?

It is a scary thought to process, but it is a key area to look at. Through this Safety Scene edition, this is what we try to get in front of you. Solutions and opportunities though which employees working alone can be supported. Whether it is technological solutions or administrative controls and protocols like

regular check-ins, the articles provide you with information on how working alone situations can be managed.

I would also like to thank you all for participating actively in our Actsafe Injury Prevention (AIP) Week, Sept 20th to 24th. I also would like to take this opportunity to inform you all that the 2022 AIP Week will be in October and the theme is 'Emergency Preparedness'.

Once again, whether you are working alone at home because of the pandemic or in a location due to the work set up, remember that there are solutions to keep you safe.

Until next time, be safe.



Manu Nellutla, CCPE, CPHSA.
CEO, Actsafe Safety Association

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The two processes that you need to know about working alone

- Natalli Dias, Motion Picture Safety Advisor, Actsafes Safety Association



The motion picture, performing arts, and live events industries are very dynamic, and in many cases, such as locations and security guards, workers are working alone. Creating a process that is objective, simple, and above all makes sure everyone is safe, is key when a worker needs to be working alone. To make the process simple, here are some things to consider:

The First Process – Procedure

Employers must develop a general procedure as part of their Occupational Health and Safety (OHS) Program, to give workers an overall idea of when they need to evaluate the case-by-case risk of when they are working alone.

There are key points that you may want to consider during the development of your procedure, including:

- **Responsibilities of Employers, Supervisors, Joint Health and Safety Committee, and/or Safety Representative:**

- What are their responsibilities.
- When will they be involved. The JHSC member, for instance, will usually just be involved in the development of the first process.

- **A clear description of who will be working alone and situations that workers may need to be alone:**

- Location Hazard.
- Security Guard.

- **A clear description of the risk that workers must be aware of, such as the environmental risks or risks related to the task:**

- Environment: forest with wild animals, violent or criminal area, weather, road, and lack of light – during the night.
- Task: ladder, electrical hazard, sharp tools.

- **A clear description of emergency procedures and how to respond:**

- Who to contact and a back-up contact.
- Ways to communicate that are available in your production, such as in-person, cell phone, satellite phone, text, or emails.
- The way to access the locations, such as by car, emergency transport vehicle, boat, or air transport.
- When contacting the first aid and external resources (911).

- **Training:**

- The workers must be trained on the procedure and on how to respond in each case.



- **Contacts and back-ups:**

- Both contacts must be written, and options on the ways to contact them (cell phone, radio) must be available to the worker.

- **Name of the worker and any medical concerns:**

- Using the worker's first and last name.
- The medical conditions or concerns that the worker may have, such as allergies – insects bites or pollen, asthma, heart issues, or prescription medications.

- **Ways to access the locations:**

- How the worker will access the location – drive by themselves, a walk or hike, how is the condition of the road, etc.
- In case of emergency, I would suggest having at least two of the three modes of transport (land, air, or water).

- **How often you will contact the worker/supervisor or a designated person:**

- You must define based on your risk assessment, how often it is needed to check in with the worker or supervisor. Every half hour? Or every hour?
- Who will contact who – will the worker contact the supervisor, or will the supervisor contact the worker?
- How long will you wait, if you don't have a response to put the emergency plan in action.

The second process – Checklist or Form

This second process is intended to evaluate case-by-case situations. By having a checklist or form attached to your procedure, this process will be efficient and practicable. As you will be training them on the procedure, all workers will be aware of what the procedure is.

As case-by-case situations could be different, you should have a checklist or form with a lot of questions, and also a space to make some notes about that specific situation. Here are some key points that you may want to consider during the development of your checklist or form:

- **Date and hours:**

- The time that work will start, if it is morning or evening.
- How long it will take for the task to be done.

A sample checklist titled "Working Alone or in Isolation Checklist" is shown. It has a yellow header with a star icon. The form contains several sections with lines for text entry: "Emergency contact", "Contact number", "Name of employee who will be working alone", "Employee contact number", "Emergency contact number", and "Who needs to be notified". At the bottom, there is a section for "How often you will be checking in on the employee that will be working alone?" with checkboxes for "Every 15 minutes", "Every 30 minutes", "Every 1 hour", and "Other".

To help the industry, Actsafe has a checklist available on our [website](#), with other resources that you may want to check out.

Although we don't have a template of the procedure available, we offer a service called ActTwo to help you with the development of your OHS Program, which the Working Alone procedure is part of. If you need some help with that and you are interested in knowing how our ActTwo service works, please contact us at motionpicturesafety@actsafe.ca.



The Do's and Don'ts of Lone Worker Safety – Do You Know What They Are?

- Gen Headley, Marketing and Growth Coordinator, SafetyLine Lone Worker



When it comes to general workplace safety, there's a long list of do's and don'ts that the employer and employee must pay attention to. When addressing lone working, the list becomes a bit more specific, identifying safety hazards and considerations that arguably have more impact on the well-being of these more vulnerable and at-risk employees. With Canada's communities and industries beginning to open up and regain the energy of pre-pandemic times, we must re-focus on the safety of people like lone workers in agriculture, healthcare, forestry, energy, and the [entertainment industry](#).

At SafetyLine, we have narrowed down the do's and don'ts we feel are essential to impactful lone worker safety and well-being. Even though every team and set of circumstances will be different, we feel that these general steps are integral to a successful worker safety program, giving you the best chances of protecting your team members working alone and in isolation.

The Do's

Perform regular safety hazard assessments

The first step you need to take is to perform a thorough risk or [hazard assessment](#) of the work environment, identifying and documenting and safety hazards facing the lone workers. Once these safety hazards have been identified, then you must look at ways of mitigating these hazards such the provision of a fall detection device or additional personal protective equipment and devices.

Actsafes also has an informative [Working Alone or In Isolation Checklist](#), which, used in conjunction with the hazard assessment above, will result in an even more exhaustive evaluation of the safety of your workplace.

Make sure you have an updated lone worker policy

Your lone worker policy is the backbone of the entire safety program protecting your lone and remote team. It's your justification for any new safety protocols, training, and equipment, an essential document that outlines how your team will be safer as well as the objectives of the safety program. An effective lone worker safety policy contains a number of elements; here's a great [lone worker policy template](#) to help you out.

Ensure someone always has your back

This could be a challenge as these people are working alone. However, thanks to technology and the smartphone, employers can look out for their people through tools like automated check-ins and advanced location tracking. With “Big Brother” concerns about how much an employer can supervise its staff, monitoring tools are continually increasing the privacy and security of employee information.

Leverage technology

Any responsible employer would at least consider some of the amazing technology and devices available to protect their employees and team. The most significant is obviously the smartphone and its sensors which lone worker safety apps can use to prevent and detect an emergency within the team. But there are almost-futuristic safety technologies being developed to monitor the well-being of the employee such as advanced wearables and AI technology.



The Don't's

Don't perform tasks you feel uncomfortable doing

The first and probably most important point is to encourage staff to speak up if they are assigned work and task that they feel uncomfortable doing or adequately trained in. Not only may they be unable to perform the work because they simply don't know how and could make a mistake, but the insecurity and fragile mental health of the worker can have deadly results.

Don't become complacent

One of the great things about encouraging your team to speak up about safety is that they don't become complacent, increasing the likelihood of an accident taking place. Staff members of all titles must regularly read and monitor the work environment and situation, proactively, instead of reactively spotting a work hazard and preventing it before anyone is hurt. This also includes the regular safety hazard assessments we mentioned earlier.

Don't skip breaks

This is simple but you would be surprised how many people, working in all industries, forget or refuse to take breaks throughout the work day. By not taking a mental and physical timeout, you will exhaust the energy needed to focus and perform tasks safely, impacting the worker's emotional health. According to work-related mental health research, “work-related stress is a major cause of occupational ill health, poor productivity and human error.”

Safety for your lone workers

There you have it - what to do and don't do in order to provide the safest work environment for your employees. We would like to reiterate that because the safety needs of different teams, in different industries can vary widely, it is imperative to put safety protocols and programs in place that are flexible and adaptable to the evolving needs of the team!

Actsafes is partnering with SafetyLine to offer Actsafes's members an additional 50% off select services. Visit our [website](#) to learn more.

Upcoming Courses



Motion Picture Industry Orientation

October 2–3 | October 16–17

[Register](#)



Occupational First Aid – Level One

October 5 | October 12 | October 19

[Register](#)



Motion Picture Safety for Supervisors

October 7

[Register](#)



Performing Arts Safety Awareness

October 12

[Register](#)



Propane Heater Safety Awareness

October 19

[Register](#)



Performing Arts Safety for Supervisors

October 19

[Register](#)

Learn more at: actsafe.ca/courses

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\$100 BEST BUY GIFT CARDS, TAKE THE SURVEY NOW.**

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Working Remotely Guidelines

During the COVID-19 pandemic, Actsafe created many guidelines for the arts and entertainment industries, including guidelines for working remotely. To access the full guidelines, [click here](#).

Date Written: May 27th, 2020

Overview

Now that you have identified working remotely as an exposure control for your organization, here is a document that you can use to craft your working remotely policy and safe work procedure.

Purpose

To provide instruction on how employers can protect workers while working remotely during a viral outbreak or pandemic.

Scope

Applies to anyone required to work remotely anytime, whether employee or contractor.

Responsibilities

For the Employer

Awareness

The Employer will ensure that everyone has access to a copy of this document.

Planning

The Employer will ensure workers are complying with company policies e.g. fatigue management, mental wellness, and substance use. The Employer will consult with the worker to identify any location-specific hazards.

Training

The Employer will ensure that workers are trained to use any required PPE properly.

Review

This procedure should be reviewed annually by the Employer with the workers to ensure that it continues to protect the workers. The Employer will keep informed regarding public health best practices and orders when a pandemic has been declared and

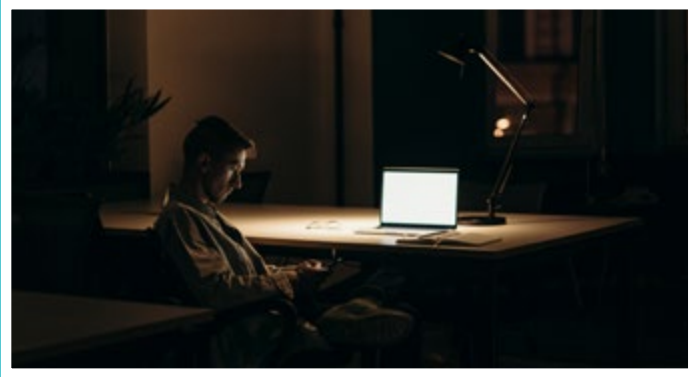
will modify this procedure as necessary.

For the Worker

Reporting

Complete a 'Health Declaration' as required by the employer. Report any illness or symptoms to their supervisor immediately.

Risk assessment



A risk assessment needs to be conducted for the remote locations of your workers. Yes, even YOUR home would need to be considered! Have your workers conduct an assessment of their space and assist them with finding controls to mitigate those risks.

Consider doing a video walkthrough of the workspace by simply having the worker walk you through the workspace using a digital device while remembering to be respectful of their personal space as it is their home as well. This would be voluntary.

For more information on risk assessments, see our 'Risk Assessment' guide document here or contact Actsafe directly at info@actsafe.ca.

Below are some common examples of hazards that come with working remotely.

Emergency Procedures

Employers need to ensure that there are emergency plans in place such as:

- Does the worker have access to a first aid kit?
- Where is the location of the nearest hospital and walk-in clinic?
- Fire plan?
- Is there a fire extinguisher?

Close Contact with Others

While working from home or an isolated location there will still likely be times you have to interact with individuals.

Controls

- Elimination: Postpone non-essential meetings, deliveries, and outings.
- Admin – Personal hygiene: Hand washing should follow public health guidelines.
- Admin – Screening of people: Do not schedule meetings with people who've been sick or have travelled outside of your region.
- PPE: Wear PPE required by the Employer or health authority such as masks, face shields, gloves.

Working Alone

Employers are required to create a working alone policy and procedure which should include:

- A clear plan for work hours.
- Check-in system. This can be done in a number of different ways such as by text, app, or communication platform e.g. Slack.

Mental Wellness

Separating work and home life may be a challenge while both are in the same physical location. Promote mental health resources available to your workers, visitors, and contractors. This may include employee assistance programs, industry resources, and medical resources.

Ergonomics

Any ergonomic measures you have in place in the workplace should be considered for remote work.

Controls

- Admin - Allow workers to bring their ergonomic tools home to use (chairs, desks, monitors, etc.).
- Admin - Consider purchasing or renting equipment.

Actsafe's Ergonomic Tips for Working from Home Info Sheet



The Evolution of an Issue: Working Alone

- Don Parman, Manager of Performing Arts and Live Events, Actsafe Safety Association



As many of you already know, Actsafe has been addressing the hazard of working alone for some time. Certainly, as long as I have been involved with the organization (Over ten years now!) and I felt it was time to take a look at how the discussion has evolved. I will cover some basics and look to the future as we try to move the needle.

In the early days, working alone wasn't on the radar of most organizations. Our focus was simply to have employers and workers identify the risk and start reporting it and find ways to eliminate or mitigate the risk. It was always an interesting conversation as we often brokered conversations between employers and workers, revealing how often the wardrobe or paint departments were working alone, afterhours or in a different location, or festival producers finding out how much time crew spent in remote areas of the site alone, or enlightening organizations on the props and wardrobe runners working alone while on the road. While some of these discussions still take place, I am happy to report that the conversation today has certainly matured.

Today we spend far more time talking about the solutions and sharing the tools we have created to help protect workers while working alone.

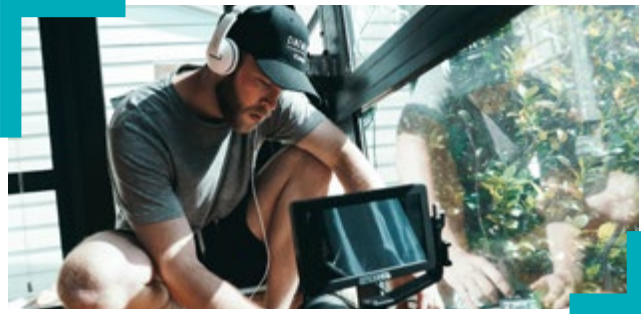
One of the greatest shifts we have seen is the almost total elimination of crew working alone, simply by scheduling crew to ensure that workers always have company. It is rare now that we run across venues, festivals, or events that have single staff as part of the operation. Whether it is a three-tech venue, or the extension of the front-of-house staff to support other departments organizations are supporting their crew far better than ever before.

Creative use of text, radios, and wireless headsets have also become part of working alone plans, to keep crew stay in touch with each other. The addition of apps and working alone software has also helped employers keep workers safe. Actsafe's [partnership](#) with SafetyLine to provide access to their lone worker app has allowed many organizations to put technology to work protecting workers while working alone.

A fabulous example of the increased awareness was the number of questions around working from home during the pandemic. Ten years ago, this likely wouldn't have been on the radar, but in 2020 it was top of mind for most employers as their teams transitioned to remote work. We are proud of the work the industry and the Actsafe team did to support organizations through this, and we continue to address working alone challenges as they arise.

After all, am writing this from my temporary home, in a travel trailer in the middle of 6.5 acres 2km from the nearest fire hydrant or streetlight. Yes, working alone is still a relevant topic.

Remember, working alone doesn't mean working unsupported.



It's time to Take 5 for Safety!

Follow the five steps to assess the safety of your work, be it on production, location, or working from home.





1 – Stop		Stop and think about your safety
2 – Identify		Identify possible risks and hazards
3 – Assess		Assess and measure the level of the risk
4 – Control		Control and make changes to reduce the risk
5 – Go!		Go and do your task safely



Work Alone Meets Work from Home – Best Practices for Affected Workers

- George Scott, President, IATSE Local 168



As the arts and entertainment industry and other industries work to get back to our pre-COVID state, there is a need to consider how the ways and means of working have changed. This requires us to look at what has changed and what has stayed the same. This article will provide affected workers with tools for dealing with new work environments, but is by no means a complete list of things, as every work situation is different.

Working alone is not uncommon in the arts and entertainment industries for jobs such as a truck driver, security guard, venue janitor, and box office clerk. However, due to social and physical distancing considerations, many workers were forced out of the workplace and required to work alone in their homes. Freelancers or small-scale operations had no ability to work in any other way with the restrictions.

As industries return to prior levels of administrative work and performance activity, it is likely employers may want some workers to

remain in a work from home scenario. This may be in an effort to reduce lease or rental costs for space, or may be in the interest of attempting to facilitate a work-life balance for employees. For either of these reasons, or any other, it is vital that employees be prepared if this change to their work model is decided upon, once restrictions are lifted.

The primary thing to keep in mind is that if you are working from home, you are subject to working alone policy.

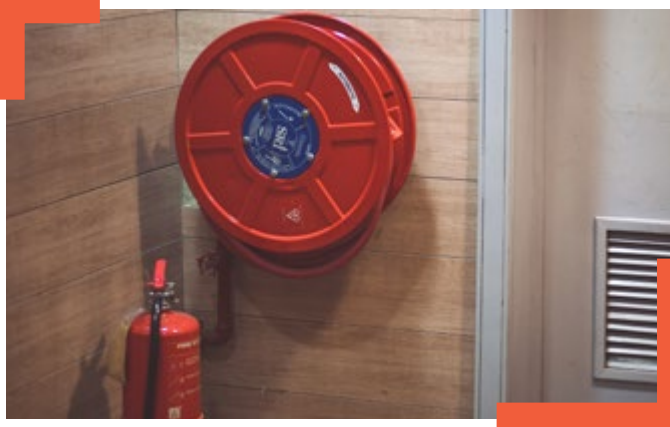
Workers need to ask some important questions before entering into a working from home position.

- **What is the employer's working alone policy?**
- **Does the employer have a published working from home protocol?**
- **In analyzing these policies, do they complement or contradict each other?**

It is vital for workers to be aware of the employer's responsibilities in a working alone and working from home scenario. The employer remains responsible for the worker's safety,

and employees should expect the same safety standards, regardless of location.

Employers are also responsible for scheduling employees, and this is important in a working from home situation to ensure that the safety of the employee. A check-in procedure should be put in place in the working alone policy.



One of the ways things are different in a working alone and working from home workplace is that the worker is now both the Safety Officer and the First Responder. The worker needs to ensure that the following are in place, and are checked off as part of the working alone and work from home policies.

- **Has a first aid kit and training been provided by the employer?**

- **Is there a provided fire extinguisher in the workplace?**

- **Has a safety inspection been conducted? Has the inspection taken the following into account, along with other hazards?**

- Electrical safety
- Tripping hazards
- Primary and secondary egress
- Muster point
- Wildfire, flood, and earthquake risks and mitigation
- Functioning and appropriately located smoke & CO2 detectors
- Reliable communication that works while power is interrupted
- Ergonomic assessment of work station

- **If the employee is expected to use a personal vehicle as part of a working alone and work from home posting, have the following been considered?**

- Recent mechanical inspection
- Appropriate insurance levels for work related use

Use of personal space for the work from home activity may also affect liability and needs to be considered. Is a business license required? If the worker does work from home, does that and/or using employer-provided equipment to work from home affect property insurance?

Another vital consideration in choosing to accept a working alone and working from home placement is your mental health. Working from home places stresses on workers that differ from those in an office or production facility. As the workplace is also home, workers need to be able to separate themselves from the stress of work. This can be done by using the Rules of 8.

- **8 hours of work in the day, and no unmandated overtime. Work a regular schedule.**

- **8 hours of rest**

- **8 minutes per hour away from devices**

Working alone and working from home placements can be a great thing for employees, but it is essential that all of the above be considered before entering into such an arrangement.



We represent talented arts workers across Vancouver Island, from Victoria to Campbell River.

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This year's program includes keynote presentations, panel discussions, skills-building workshops, extensive networking opportunities, case studies, mindfulness sessions, an on-demand library of resources, and the first-ever Green Marketplace

Registration for all-access passes is now open! Our readers get a 10% discount with code **SPF21COMMUNITY10**.



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An Actsafe Safety Association production

Directed by
Produced by
Visual Effects

Manu Nellutla
Jennifer Lane
Gaurav Gupta
Casey Chun
Anna Balliet
Will Heller
Harnak Lalli
Carolyn Stewart
Lisa Wild
Chae Rin Yang

Assistant Editors

Cast

Contributors

Natalli Dias
Gen Headley
Don Parman
George Scott

Coming Up Next

Safety Scene Winter Edition: **Slips, Trips, and Falls**

Casting Call

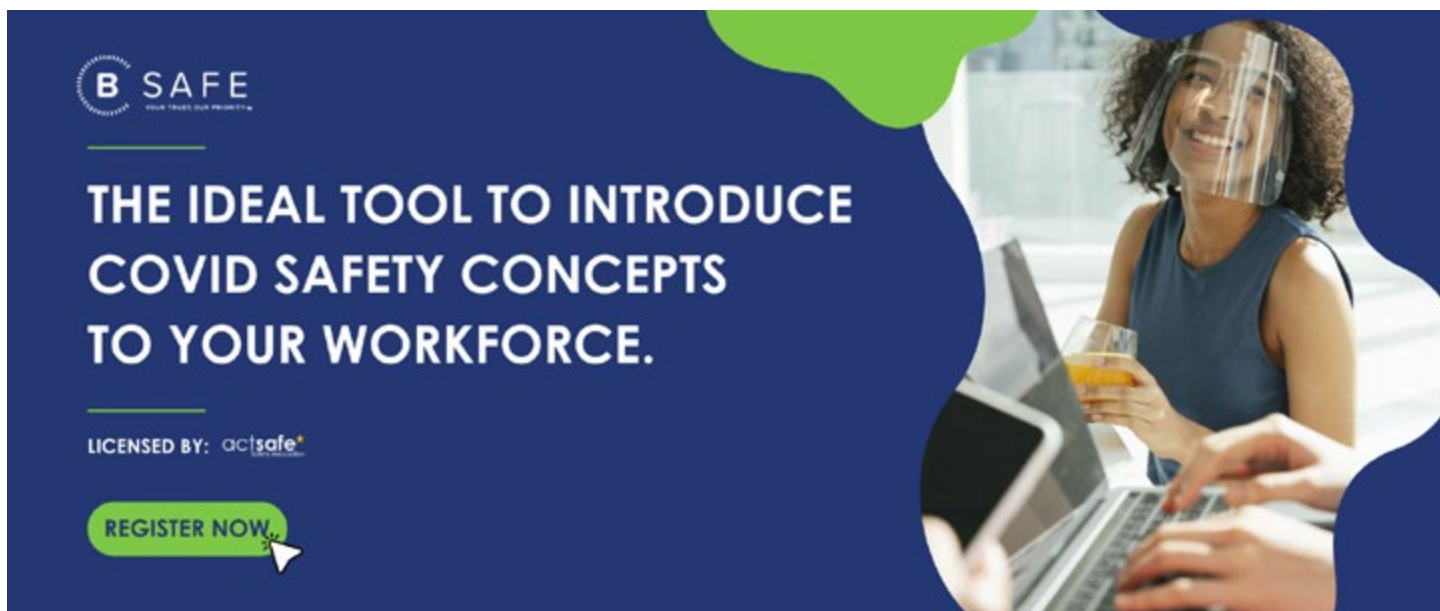
Would you like to contribute to Actsafe's next edition? If so, send us your:

- Content Ideas -
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Click here for advertising opportunities
actsafe.ca/quarterly-newsletter-advertising-opportunities/

For more information contact Jennifer
communications@actsafe.ca.





Actsafety Safety Association, with support from the BC Arts Council, has licensed a new course from go2HR – BSAFE™. If you are from the **arts and culture sector**, this course is an ideal tool to introduce the COVID safety concepts to your front of house and volunteer workforce.

BSAFE is a 90-minute, online course oriented toward staff in BC's tourism and hospitality industry. The training aims to provide with employees and managers with a strong foundation in COVID-19 health and safety protocols, and to assist them in understanding ever-evolving best practices. Upon successful completion of the course, participants are awarded a certificate that demonstrates their knowledge of and commitment to COVID-19 health and safety.

BSAFE is comprised of five modules that cover a variety of topics to give you a foundational understanding of COVID-19 health and safety protocols as well as tips on handling non-compliance.

Module 1: Understanding the Legal Context for COVID-19

Module 2: Keep Yourself and Others Safe

Module 3: Keeping Records

Module 4: Communicating Effectively with Your Team and Guests

Module 5: Responding to Challenging Interactions (scenarios)

To register, select the sector/organization that you are a part of:



Actsafes is the health and safety association supporting British Columbia's arts and entertainment industries by providing resources, training and advisory services.

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Actsafes is supporting BIPOC TV and Film by donating all revenue generated from the advertisements in 2021's quarterly newsletters to this incredible association.



Or connect with us here



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 Skwxwú7mesh (Squamish), S'ólh (Stó:lō), Qayqayt (Qayqayt), sə́ilwətaʔ4 (Tsleil-Waututh) and Stz'uminus (Stz'uminus) peoples.



Actsafes is proud to have achieved the Gold Level Certification in SFU's Sustainable Spaces Program. The Actsafes team was awarded this certification because of their never-ending commitment to their Corporate Social Responsibility initiatives.