

SafetyScene

Health and Safety Programs

ACTSAFE ASPIRING FILMMAKER AWARD
THREE NEW INFORMATION SHEETS

DIFFERENCE BETWEEN POLICY, PROCEDURES, AND PROGRAMS
NEW WORKSHOP: LOCATIONS HAZARD IDENTIFICATION





MAY 2 – 3, 2022

CROWD SAFETY WORKSHOP

Those who work in the areas of audience services, event planning and production, security, and public safety will not want to miss this popular Crowd Safety Workshop, back for its fourth year!

JOIN ERIC STUART AND ACTSAFE AT THE EVERGREEN CULTURAL CENTRE COQUITLAM ON MAY 2ND AND 3RD FOR JUST \$350+ TAX!



**BOOK
NOW**

A Message From Actsafe

Unfortunately, we have all heard a story of someone who has been injured or killed at work. Each year on April 28th, the National Day of Mourning, we hear stories from the families of workers who lost their lives as a result of workplace incidents and illnesses, and we are reminded of the importance of ensuring our workers return home safely at the end of the day.

Occupational health and safety programs are the first step in ensuring workers are protected, risks are minimized, and a healthy and safe workplace is maintained. Throughout this edition of Safety Scene, you will find plentiful information including technical articles to help establish strong health and safety programs and information on how workers can help to ensure a safety program exists. If you require further help, Actsafe has launched our

ActONE service. This free gap analysis helps productions by evaluating your needs and advising on how to strengthen your health and safety program. To have one of our safety advisors visit your workplace to deliver this free service, email motionpicturesafety@actsafe.ca or performingartssafety@actsafe.ca.

Finally, I would like to remind you that coming up in just a few days is our Crowd Safety Workshop. There are still spaces available to join us in person at the Evergreen Cultural Centre to learn from UK-based crowd safety expert, Eric Stuart. It truly is not to be missed!




Anand Kanna

*Manager, Motion Picture Services,
Actsafe Safety Association*

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Setting the stage for safety at every workplace.

By WorkSafeBC

WORK SAFE BC

Whether it's an outdoor festival site, a temporary worksite for on-location filming, or a venue used for a production, an occupational health and safety (OHS) program needs to identify the specific workplace hazards and take steps to control them.

Almost everyone involved in motion picture, television, and performing arts productions will encounter hazards on the job. The dynamic nature of these industries means that crews, performers, and independent contractors are often working in locations that are not typical workplaces. Filming on water, setting up temporary sites for outdoor festivals, working in hair and makeup trailers, and transporting crews or equipment in vehicles — each of these has specific health and safety requirements.

An OHS program sets the stage for a safety culture, and should be constantly adapted,

evaluated, and improved. But what works for one workplace may not meet the needs of another. That's why it is important to identify hazards in each specific workplace – no matter how temporary it may be.

ASSESSING RISK AT EACH WORKSITE

The purpose of an OHS program is to ensure workers are protected, risks are minimized, and healthy and safe workplaces are maintained. All employers must establish some form of health and safety program at the workplace

Each production or event is different and requires identification of specific hazards, assessment of risks, and effective controls to prevent injuries and illnesses. Consider, for example, potential hazards to cast and crew using industrial buildings as locations or temporary studios that were not originally designed for that purpose. Poorly maintained

flooring, slippery surfaces, the absence of handrails on stairs, and hidden friable asbestos or other hazardous substances may be among the hazards that need to be mitigated with appropriate controls. Some locations may be remote, with limited access to medical services or with added environmental challenges such as dangerous terrain, wildlife, and severe weather – all hazards that need to be addressed in an OHS program.

WorkSafeBC's [Motion Picture and Television Initiative](#) is taking a risk-based approach to ensure that the most significant risks are effectively managed.

REGULATORY REQUIREMENTS FOR OHS PROGRAMS

B.C.'s Workers Compensation Act and OHS Regulation set out minimum requirements. A formal OHS program is required for a workplace with 20 or more workers that is classified as a moderate or high risk for injury, or in any workplace with 50 or more workers.

The OHS program must include guidance on workplace inspections, incident investigations, safe work procedures, and worker orientation and training. Depending on the risks identified at each workplace, there may also be a need for specific programs for violence prevention, respiratory protection, and other health and safety issues.

MEETING THE DAILY CHALLENGES OF COMMUNICATING

The employer has overall responsibility for ensuring the health and safety of cast and crew during all the phases of a production or event from initial planning to strike. This can be challenging when, in addition to direct employees, workplaces may have multiple employers including subcontractors and self-employed people. Everyone hired needs

to be made aware of your worksite rules and requirements.

Site-specific procedures for reporting and correcting hazards are an important part of an OHS program and must be communicated to everyone involved in a production or performance. This includes contractors who may be present where the production company's work is being carried out. It is important that all those taking part in the production participate in identifying hazards, assessing risks, and suggesting ways to improve the health and safety of the cast and crew.

Everyone has a role to play in the success of an OHS program, but it is ultimately the employer's obligation to ensure it succeeds. When effectively implemented, an OHS program facilitates open and productive discussion on health and safety issues in the workplace and helps everyone play a part in identifying and correcting unsafe work conditions or practices.



MORE INFORMATION ON PLANNING FOR SAFETY

For detailed information on managing workplace health and safety, see [WorkSafeBC's Health and Safety for Motion Picture and Television Production in B.C.](#) This book addresses general workplace topics such as OHS programs and risk assessment, as well as issues specific to the industry.

For this book and more health and safety resources and information, visit worksafebc.com/health-safety.



The Difference Between Policy, Procedure, and Programs

By **Natalli Dias** | Motion Picture Safety Advisor, Actsafe Safety Association



The purpose of an occupational health and safety (OHS) program is to prevent injuries and occupational diseases and to deal effectively with any accidents or incidents that occur. However, there are so many documents that are part of the OHS program that employers and workers can get easily confused. One question we hear regularly is “what is the difference between policy, procedures, and programs?” Let me break this down for you and highlight why having an OHS Program is important in your workplace.

First, let's take a look at their definitions:

POLICY

The policy is a statement of commitment, established by an employer, to the health and safety topic and to their workers. A good health and safety policy should be easy to understand and just a few paragraphs long.

It should also be communicated to all workers working on the worksite. In some cases, the employers post it on their safety board, following WorkSafeBC's requirements. A good example of this is the Bullying and Harassment Policy, which is a requirement here in British Columbia.



PROCEDURE

A procedure is a step-by-step guide on how to perform a task safely. It describes when and how workers need to do the task to ensure the safety of themselves and others. Procedures can be written or verbal.

Procedures could include checklists, frequencies that the workers need to do a certain task, limits of substance exposure, etc.

The main difference between policy and procedure will be that policies are for all workers and procedures could be applicable to a specific group of workers or departments, for instance, a procedure for using a drilling machine that will be used only by the construction department.

PROGRAM

A program will be all the documents together, including the policy, procedures, checklists, inventories, and others from different topics or one specific topic. Here are the two kinds of programs:

1. The first kind of program is the one for a certain topic/department, for instance, the Respiratory Protection Program, which includes procedures, fit tests, medical tests, evaluation of the environment, etc. related only to a specific group of workers that will be exposed to.
2. The second kind of program is the OHS program, which is all policies, procedures, inventories, programs, etc. together from different topics. It is a way to keep all documents related to health and safety in together.

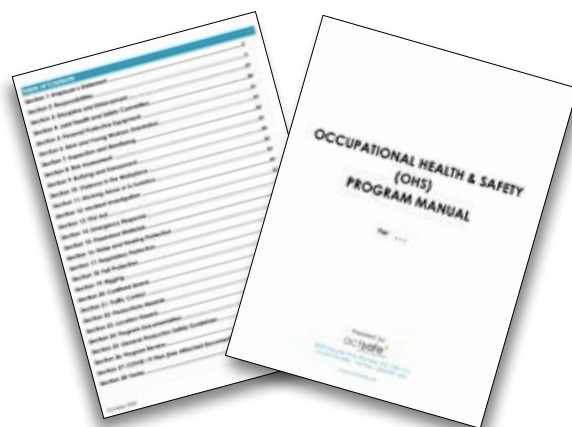
WHY SHOULD I HAVE AN OHS PROGRAM?

Policies and procedures could be required by the regulatory body, and employers do not have a choice but to develop one. For example, as mentioned above a Bullying and Harassment Policy is required in BC so employers need to have a policy and procedure on how to deal with reports and investigations around the topic.

In meantime, programs will be applicable just to a certain topic which depends on the employer's activity or production. However, an OHS program must be developed by the employer if they have more than 20 workers (moderate to high risk of injured), as defined by the OHS Regulations 3.1.1(a) and (b).

Actsafes highly recommends that employers create their customized OHS program to reflect the needs of their worksite, follow their due diligence, and protect their workers.

If you need help with developing your OHS program, please contact us at motionpicturesafety@actsafe.ca and the Actsafes team will be happy to help you.



Upcoming Courses

3 MAY

Performing Arts Safety 201 – Safety for Supervisors

Virtual [Register](#)

Occupational First Aid

In-person [Register](#)

10 MAY

Occupational First Aid

In-person [Register](#)

17 MAY

Occupational First Aid

In-person [Register](#)

24 MAY

Occupational First Aid

In-person [Register](#)

5 MAY

Firearms Safety Level One

In-person [Register](#)

11 MAY

Firearms Safety Level One

In-person [Register](#)

19 MAY

Firearms Safety Level One

In-person [Register](#)

25 – 26 MAY

Motion Picture Safety 201 – Safety for Supervisors

Virtual [Register](#)

28 – 29 MAY

MPPIA Motion Picture Industry Orientation

Virtual [Register](#)

7 – 8 MAY

MPPIA Motion Picture Industry Orientation

Virtual [Register](#)

16 – 17 MAY

Joint Health and Safety Committee Fundamentals Training

Virtual [Register](#)

21 – 22 MAY

MPPIA Motion Picture Industry Orientation

Virtual [Register](#)

26 MAY

Firearms Safety Level One

In-person [Register](#)

31 MAY

Occupational First Aid

In-person [Register](#)

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LOCATIONS

HAZARD IDENTIFICATION

Raising Curtains Award

BC Touring Council

The BC Touring Council awarded
Actsafes's Performing Arts Team,
Don Parman and Will Heller
with the Raising Curtains award at
April's Pacific Contact Conference.



A quote from the BCTC team:

“Often a regular feature at our Town Hall meetings, Don Parman & Will Heller from Actsafes Safety Association provided support, guidance, and resources; they acted as a go-between between BCTC, other organizations, WorkSafeBC and the Public Health Office. They delivered what might not always be good news with a dash of humour and lightheartedness to make us feel, even at the worst of times, just a little bit better.”

Connect with Actsafes's Performing Arts Team at performingartssafety@actsafe.ca.



New Information Sheets

Whether you are looking for guidelines on how to work around water, perform stunts safely, or working with animals on set, Actsafe has a resource for you! This quarter, Actsafe has updated three information sheets, **formerly known as bulletins**, for the motion picture and performing arts industries.

➤ actsafe.ca/information-sheets

Information Sheet #9

STAGE COMBAT, STUNTS AND WEAPONRY



Performing Arts

Information Sheet #8

SAFETY WITH FIREARMS



Performing Arts

Information Sheet #35

WORKING IN EXTREME HEAT



Motion Picture



Did you know?

A health and safety program sets the stage for a workplace culture, and should be constantly adapted, evaluated, and improved.

Find out more in the “Health and Safety for Motion Picture and Television Production” guidebook at worksafebc.com.

WORK SAFE BC



How COR is Connected to OHS Programs

By **Amandeep Beesla** | Director, Safety Insight & Innovation, Salus

When we think about health and safety management systems, we think about the workers these systems impact and protect. We look to see exactly what is needed in the workplace to ensure the safety of all. In Canada, one program that verifies safety management systems is the **Certificate of Recognition (COR)** set out by the Canadian Federation of Construction Safety Association. This program has been in place for over 25 years showing success every year. Though this is specifically geared towards construction and voluntary, there are other industries such as agriculture and trucking that also have similar programs.

The main objective of COR is to provide the industry with tools to develop, implement, assess, and promote continuous improvements to its safety management systems. The overarching goal is to prevent and mitigate workplace incidents and injuries to workers as well as associated human and financial costs. Through monitoring compliance with program requirements, employers are held accountable

and must adhere to or exceed a level of safety that is paramount to the safe functioning of the organization. The specific standards and guidelines are dependent on jurisdiction as each province and territory executes its own COR certifications.

It is worth mentioning that the University of British Columbia researched and did a study on the COR program and concluded that statistically speaking, COR helped reduce the number of injuries on a job site or in a workplace.

When we speak to Occupational Health and Safety programs, there must be a structure or framework in place for continuity and consistency. These frameworks loosely originated from collaboration between the Workers Compensation Board and the Construction Safety Associations. There is updating and revisions that take place periodically. Within the framework, there are typically **13 COR elements** that are addressed. They are:



13

Certificate of Recognition Elements

1. Company health and safety policy

This outlines the employers' commitment to health and safety and how they ensure the protection of their workers and any other personnel coming onto their job site or into their areas of work. This commitment is crucial to the safety culture of an organization. By showing they hold themselves morally, ethically, and legally responsible, there is accountability set out. It is critical there be a safety policy in place as this is the foundation of any organization.



3. Safe work practices

Safe Work Practices (SWPs) are essentially a list of dos and don'ts associated with a task a worker is performing. By having these in place and periodically reviewing them, an employer is setting up their workers for success and being safe.

5. Company rules

Rules apply everywhere. To add to this, there are different rules everywhere depending on the jurisdiction (country, state or province, town or city), project or job site one may be on. It is important to have these rules reviewed before a worker goes on-site or starts their work. These rules are in place to guide a worker's conduct while on the job and may include things such as no drugs and alcohol, no bullying, harassment, or discrimination.

7. Preventative maintenance

Preventative maintenance may involve different departments or locations for vehicles and equipment to be serviced. There may be times when maintenance is needed on power tools such as skill saws and drills. It is important to track inventory and keep up with maintenance as needed.

2. Workplace hazard assessment and control

As humans, we intuitively conduct hazard assessments day in and day out. By formalizing this process and specifically for a job site, we are reminded of what the real hazards and threats are. By communicating the hazards or risks and the mitigations or controls associated with these threats, we are better able to control them. When looking at hazards and controls, we must also rate them. By using the variables of probability and severity, we can easily identify hazards that are rated as high, medium, or low. It's safe to say, there is a world of hurt between getting a paper cut and being struck by a piece of equipment.

4. Safe job procedures

Safe Job Procedures (SJPs) are a chronological order step by step process on how to do a specific task. These procedures are especially important for high-risk tasks involving immense attention and coordination between different trades, departments, locations, or groups of workers. For critical tasks, procedures are often reviewed before the task starts to ensure everyone knows exactly what's happening and the hazard associated with the task.

6. Personal protective equipment

PPE is often said to be the last line of defence. Depending on the task involved, PPE varies as it is set to control the hazard a worker could potentially be exposed to.

8. Training and communication

Both training and communication must be documented to ensure continuity of conversations and to show due diligence. It is strongly recommended to have templates in place as well as a set schedule to conduct safety talks and safety meetings for the organization.



9. Inspections

Formal and informal inspections include sites, tools, documents, and vehicles just to name a few. Inspections are conducted to ensure that all parts of the safety management system are in fact safe and functioning.

11. Emergency preparedness

Whether it be earthquakes, tornados, or fires, there must be adequate emergency plans in place outlining such things as evacuation



routes, first aid locations, and accurate man counts on site.

These plans must be tested in the form of mock drills to ensure the integrity of the plans and to make sure they are up to date.

13. Legislation

All efforts must be in place by employers and workers within an organization to adhere to jurisdictional legislative requirements.

Meaning, everyone must know and follow the law of the land. It is worth mentioning, within the OHS Act of the provinces and territories are the workers rights outlining powers and obligations of a worker (the right to know, participate, refuse unsafe work).

10. Investigations and reporting

Any time there is an incident, we must learn from it. By conducting investigations, an organization can see where the system broke down to prevent a similar incident from occurring again. This process is not in place to find fault or blame, but rather to learn from and move forward safely.

12. Records and statistics

By having leading and lagging indicators in place, we must quantify workplace activity. By having statistics and records current and up-to-date, organizations can forecast, or project areas that need more attention and focus.



The 13 elements above are just the foundation or building blocks of a safety program in the eyes of the COR program. There may also be supplementary information or elements added depending on the organization. By having integrity in a system in place, workers safety is not compromised, and everyone goes home safe.

Although COR certification is not currently available to the motion picture and performing arts industries, **Actsafes ActONE Program** is available to you to ensure your occupational health and safety program aligns with the 13 COR elements Amandeep has outlined. To take advantage of this free service, contact the safety team at Actsafes that services your industry.

Motion Picture Safety Team: motionpicturesafety@actsafe.ca
Performing Arts Safety Team: performingartssafety@actsafe.ca





**THE IDEAL TOOL TO
INTRODUCE
COVID SAFETY CONCEPTS
TO YOUR WORKFORCE.**

LICENSED BY: **actsafe**
Safety Association



Great
Place
To
Work®

Certified

MAR 2022 - FEB 2023
CANADA

Actsafes prides itself on being one of the best places to work, and we can announce that we are officially certified as a Great Place to Work for the second year running!

The results of our employee survey affirm our commitment to our team and our organizational culture. We will continue to work hard to ensure a respectful and enjoyable workplace for everyone in the organization.

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Actsafe

Aspiring Filmmaker Award

2022



Each year WorkSafeBC holds a Student Video Contest for B.C. students in grades 8 to 12 and the theme of the 2022 contest was **My Mental Health Matters**. There's \$10,000 in prize money to be awarded to the winning student(s) and their schools or youth organizations.

In support of this program, Actsafe established the Aspiring Filmmaker Award to recognize outstanding filmmaking efforts in producing these important safety related videos. The award is presented to the filmmaking team that shows not only a keen understanding of the safety theme, but also recognizes high production value and creative storytelling. It gives aspiring filmmakers a unique opportunity to get a kickstart on their careers in B.C.'s motion picture production industry.

THIS YEAR'S WINNER IS...

The filmmaking team of Ryder Fletcher, Maddox Koivu and Mel Yerna from the Powell River Digital Film School with their entry
"Guardian Angel"

CONGRATULATIONS!

They will receive:

- Two passes to the 2023 Actsafe Entertainment Safety Conference.
- A behind-the-scenes tour of a local motion picture and television production.
- A screening of their video at a 2022 Director's Guild of Canada event, with an opportunity to network with other industry professionals.
- A crystal trophy to take home.

» Learn more by visiting bit.ly/3y8yCrX

Watch it on YouTube!





An Actsafe Safety Association Production

Directed By TRINA POLLARD
Produced By JENNIFER LANE
Visual Effects EUNICE CHUNG
GAURAV GUPTA
Assistant Editors ANNA BALLIET
WILL HELLER
ANAND KANNA
HARNAK LALLI
MELISSA LAMB
DON PARMAN
LISA WILD

CAST

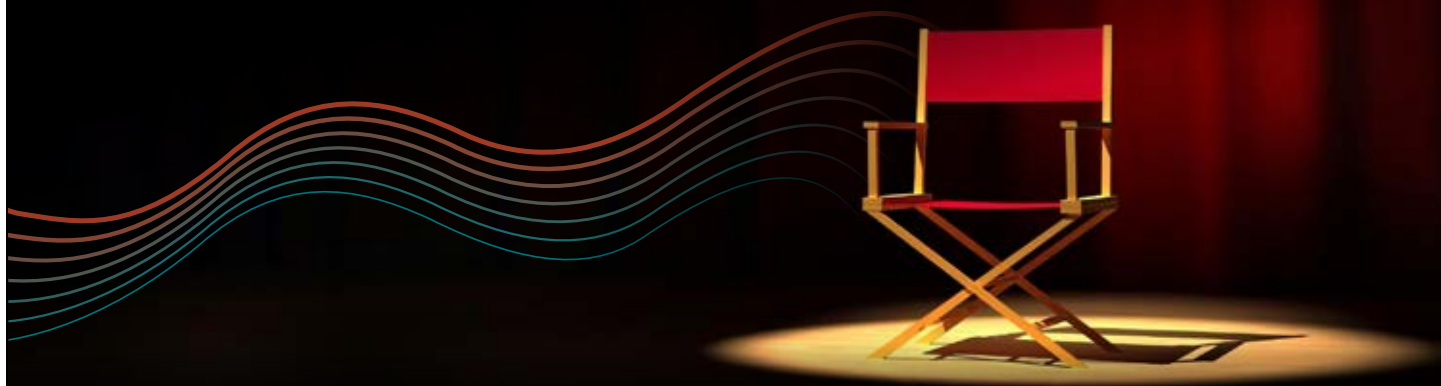
Contributors NATALLI DIAS
AMANDEEP BEESLA
WORKSAFEBC

COMING NEXT

Safety Scene Summer Edition: **Emergency Preparedness**

CASTING CALL

Would you like to contribute to Actsafe's next edition? If so, send us your content ideas, advertisements and/or events.



For advertising opportunities, please visit actsafe.ca/quarterly-newsletter-advertising-opportunities.
For more information, contact Jennifer Lane at communications@actsafe.ca.





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Emergency Services Society**
OF BRITISH COLUMBIA

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SERVICE SOCIETY OF BRITISH
COLUMBIA BY DONATING
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Actsafes is a health and safety association supporting British Columbia's arts and entertainment industries by providing resources, training, and advisory services.



CONTACT US

✉ communications@actsafe.ca

☎ 604-733-4682

🌐 www.actsafe.ca

#140, 4259 Canada Way
Burnaby, B.C.
V5G 1H1
Canada

Connect With Us



Actsafes is supporting First Nations' Emergency Service Society by donating all revenue generated from the advertisements in 2022's quarterly newsletters to this incredible association.



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.

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 Skxwú7mesh (Squamish), S'ólh (Stó:lō), Qayqayt (Qayqayt), səliłwət (Tsleil-Waututh) and Stz'uminus (Stz'uminus) peoples.

