

SafetyScene

Supervising Safety



ARTS AND ENTERTAINMENT **SUPERVISING**

BULLYING AND HARASSMENT PREVENTION

REFUSAL OF UNSAFE WORK **FLOWCHART**

PERFORMER FLYING AND AERIAL STUNTS



BULLYING AND HARASSMENT PREVENTION

FOR SUPERVISORS IN
BC'S ARTS &
ENTERTAINMENT
WORKPLACES

December 9, 10 AM PST

[REGISTER NOW](#)



In this issue...

- 2 Motion Picture Supervising and the Chain of Command
- 4 Actsafe Injury Prevention Week
- 5 Newly-Published Resources
- 6 With Great Power Comes Great Responsibility
- 8 Upcoming Courses and Workshops
- 9 Motion Picture Industry Orientation
- 10 WorkSafeBC Updates
- 11 Safety for Supervisors
- 12 New Obligations When Reassigning Refused Work
- 14 Credits
- 15 Actsafe Safety in Entertainment Awards



This newsletter may contain third party advertisements. Actsafe does not make any representations as to the accuracy of any of the information contained in these advertisements and does not endorse, recommend, or take responsibility for the conduct or content and offerings made by the third parties.



Motion Picture Supervising and the Chain of Command

By **Nicole Paulus** | Safety Coordinator, International Cinematographers Guild Local 669

The motion picture industry is an exciting place to work; it's made up of individuals who are creative, artistic and masters in their craft. It takes a truly special group of people to take an idea, a concept, or a story and transform it into a visual experience that entertains us all. The industry is filled with talent and is unique in many ways, one of them being the chain of command that defines leadership roles. This chain of command is different from what you may encounter in other industries, as those who hold the responsibilities of a supervisor in the motion picture industry often do not carry the traditional title of supervisor.

In other industries, you may see a worker make numerous lateral moves acquiring the skills and knowledge needed to one day achieve a supervisory role. A person could take on a team lead or lead hand role as preparatory steps before eventually being promoted to supervisor or manager. Learning all aspects of the different jobs within the work area adds more than just the technical knowledge and soft skill required to lead; it also provides a significant opportunity to learn about safety.

Supervising is more than just being able to maintain schedules and budgets or keeping team members inspired and on task. It's also about ensuring the health and safety of those you supervise. The ability to identify and communicate safety issues and mitigate the risk, as well as knowing and understanding all the requirements of WorkSafeBC, is an enormous responsibility. A supervisor, by definition, is any person who instructs or directs others in their work performance.

In the motion picture industry, the role of a supervisor is often determined by the chain of command rather than a motivated desire to attain the position. A person may have upgraded or moved into a role based on their demonstrated skills and technical ability, but within that role frequently comes supervisory duties. For those in the motion picture industry, it's not always a decision to become a supervisor. However, the legal responsibility is the same. Regardless of the title, if someone has the responsibilities of a supervisor, they are also legally responsible for health and safety.

The Canadian criminal code was amended on March 31, 2004, because of federal legislation known as bill C-45, or the [Westray Bill](#). In 1992 twenty-six workers lost their lives in a coal mining explosion at the Westray mine in Nova Scotia. This infamous piece of Canadian history brought forward changes that changed the rules around who can be held liable and state anyone “who undertakes, or has the authority, to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.” It is important that we recognize that there are times when someone may be performing a supervisory role, regardless of their title, and take appropriate steps to educate them on the responsibilities of a supervisor.

The motion picture industry has shown tremendous resiliency in recent years, which is a testament to the dedication and commitment of those working at every level.

The level of adaptability and the intensive focus on safety to keep the industry moving forward during a pandemic has been remarkable. It proves that with the right focus, anything is possible. Taking that same level of focus and turning it towards acknowledging the supervisory duties that exist outside of the traditional titles and training and educating about supervising for safety is another step towards raising the bar on safety excellence within the industry.



Who do you think is responsible for safety in the workplace?

Everyone is responsible for safety in the workplace but employers, supervisors, and workers all have different levels of responsibilities.

Watch Actsafe's [Orientation Basics: Responsibilities](#) video to find out your responsibilities.





1A



1A



35mm FILM



1A



It was fantastic learning about emergency preparedness together during **Actsafes Injury Prevention Week**, October 17–21.

We had the opportunity to visit three studios with our Safety Café and meet over 200 of you to discuss getting emergency prepared. We also had first aid demonstrations, a webinar, and a fun quiz to win an emergency kit.

Congratulations to our winner **Hagop Bozikian**. The emergency kit is on its way to you!

Thank you
to our
AIP Week
supporters!



Supporting Act

Newly-published health and safety resources for your arts and entertainment workplace.

Supervising Safety

Fall 2022

actsafe[★]
Safety Association

Emergency Response Plan Template

The words and sentences in blue indicate what information you should update to reflect your organization's needs.

POLICY

<org name> recognizes the need for emergency preparedness as a part of our safety program and management system as prescribed by WorkSafeBC (WSBC) through the Occupational Health and Safety Regulation Part 4 Sections 4.13 to 4.18 (and Part 3 Section 3.11).

(Please note various resources and references are available on page 6 of this template.)

RESPONSIBILITIES

Employer <ENTER THE TITLES, IF NEEDED>

- Perform the risk assessment(s) as below, provide mitigation and response activities and procedures with support from the JHSC, where able
- Develop, implement, and train on the procedures for evacuation and exit routes, responsibilities related to critical operations prior to evacuation, methods of accounting for all employees after evacuation, duties related to rescue or medical aid, reporting and notification of emergencies to workers and other appropriate external groups, assignment of an emergency coordinator (communicated on the Emergency Contact List - page 4)
- Keep and retain annual drills and their associated record(s) for review with JHSC to work toward continual improvement

Supervisors <ENTER THE TITLES, IF NEEDED>

- Support the employer and contribute to the success of the plan as requested, including reporting discovered emergencies
- Maintain knowledge and ability related to the regulations and this plan

Workers <ENTER THE TITLES, IF NEEDED>

- Protect their health and safety and that of others, support Supervisor/Employer
- Report discovered emergencies and take action to prevent or minimize harm as provided in procedures or protocols, instructions, and training
- Maintain knowledge and fitness to perform tasks during an emergency as assigned or report changes in the ability to do so
- Participate in training and instruction on procedures and protocols

RISK ASSESSMENT, MEASUREMENTS AND CONTROLS

A risk assessment is required where a need to rescue or evacuate workers may arise. If the risk assessment shows the need for evacuation or rescue, written procedures are to be developed and implemented, and a person is to be assigned for the coordination of emergencies. Written procedures are not limited to but are required where:

DOWNLOAD



EMERGENCY RESPONSE PLAN TEMPLATE

Download this editable Emergency Response Plan Template and complete it to help your workplace be emergency prepared.

EMERGENCY RESPONSE PLAN TEMPLATE WALKTHROUGH

In this video, Will Heller, Actsafe's Performing Arts and Live Events Safety Advisor walks you through how to use the Emergency Response Plan Template.



WATCH THE VIDEO

WEBINAR

EMERGENCY PREPAREDNESS AND RESPONSE PLANNING

In this AIP Week webinar, Actsafe is joined by Steve Wallace, Wallpro Enterprises, to present the topic Emergency Preparedness and Response Planning for the Arts and Entertainment Workplaces



WATCH THE VIDEO

ACTSAFE INFORMATION SHEET #14 PERFORMER FLYING AND AERIAL STUNTS

Performer flying and aerial stunts involve much greater potential for serious or fatal injury than normal performance activities. This information sheet provides general guidelines for the principles of safe design, risk assessment, rehearsal, and performance.

DOWNLOAD



Performing Arts | Updated September 2022

Performer Flying and Aerial Stunts

INFORMATION SHEET #14

actsafe[★]
Safety Association

Following the guidance in this information sheet is not compulsory, unless specifically stated, and you are free to take other action, if you follow the guidance you will normally be doing enough to comply with WorkSafeBC regulations.

VIEW

Performer flying and aerial stunts require the supervision of a fully trained and experienced professional flying coordinator/trigger, the use of appropriate engineering, and specialized equipment. The title of coordinator/trigger may vary depending on the industry, but that person to be qualified, must have appropriate knowledge of the work, the hazards involved, and the means to control the hazards by their own education, training, experience, or a combination thereof. This is best practice to ensure a safe and secure work environment to give people the ability to create their art.

This information sheet uses the title "flying director" to refer to a qualified person.

All parties involved in performer flying or aerial stunts are recommended to know who is responsible for each aspect of the scene.

DESIGN AND CONSTRUCTION

Fly systems are suggested to be designed:

- With safety for flying and other performers, crew and audience as a priority
- For simplicity and reliability in operation and durability in repeated use
- To ensure predictability and repeatability of action

Do load calculations, then select appropriate components with the applicable safety factor.

In the case of manually operated or mechanical fly systems, ensure movement and control of the performer considers their physical abilities and limitations, training, skills, and access needs as well as those of the flying coordinator.

Ensure hardware and other technology is appropriate and adequate for the intended use.

Equipment used (ropes, lines, cables, harnesses, and hardware) ought to be designed to support the unique performer using them, including the appropriate safety factor. The equipment is also suggested to be manufactured for the purpose or be of an equivalent standard. Many rigger components are marked with a load rating, either attached to or engraved on the component. Occasionally, the equivalency is noted in the documentation, such as in the case of rope and others. The flying director is suggested to approve the use of all equipment.

SAFETY PRACTICE

The equipment ought to be manufactured for the purpose or be of an equivalent standard. Many rigger components are marked with a load rating, either attached to or engraved on the component. Occasionally, the equivalency is noted in the documentation, such as in the case of rope and others. The flying director is suggested to approve the use of all equipment.

Final safety approval rests with the flying director, flying operators and performer.

1 / 8

To provide feedback on the information sheet, please email info@actsafe.ca.

With Great Power Comes Great Responsibility

By **Anand Kanna** | Manager, Motion Picture Services, Actsafe Safety Association



For as long as I can remember, there's always been some confusion in the film industry when it comes to department heads and supervisors and the fact that you don't have to be a department head to be a supervisor. Just yesterday, I had a conversation with one of the participants of our Safety for Supervisors Workshop about this very thing.

“

I didn't realize that I am a supervisor, and I'm not sure I want that kind of responsibility.

”

That is how the conversation started. “Well,” I said, “I know all of this can be overwhelming, but you want the power to choose who you work with. You want the power of directing their work. And with that power comes the responsibility of ensuring they are safe while performing their work.” The response was, “Isn't that the department head's responsibility?”

This is the way some people have moved up in the film industry. Capable, competent, and wanting to climb the

departmental ladder to more power and pay but not to the level of department head where the real responsibilities lie. And that's where the big misunderstanding lies. You don't have to be a department head to have important safety responsibilities, and you don't have to be a department head to be a supervisor. This is an important distinction that needs to be communicated and understood, especially to those that may find themselves in supervisory roles without having the title of supervisor formally given to them. demonstrated skills and technical ability, but within that role frequently comes supervisory duties.

For those in the motion picture industry, it's not always a decision to become a supervisor. However, the legal responsibility is the same. Regardless of the title, if someone has the responsibilities of a supervisor, they are also legally responsible for health and safety. The role of the Key Production Assistant (PA) demonstrates this. Here is a person that is far from a department head, but in the course of their daily duties, they may perform tasks that would make them a supervisor in the eyes of the regulator.

A supervisor is “a person who instructs, directs, and controls workers in the performance of their duties” (British Columbia Occupational Health and Safety Regulation, Part 1).

So for a Key PA, they may be regularly tasked with finding personnel for a prep location, meeting them at that location, assigning them job duties, and overseeing the work. What about our set decorators? Do you think that the Key PA is a supervisor? Do they realize they are considered a supervisor?

But it goes beyond that. What about those leads and foremen that know they

may be supervisors? I'm sure they have a great understanding of assigning job tasks, overseeing the work, and ensuring acceptable performance. But do they know what their role is as a **safety supervisor?**

When it comes to safety, supervisors have certain responsibilities that need to be met. While most department heads are aware of what's expected of them, the transient supervisor needs to be aware of their responsibilities when it comes to supervising safe work. Knowledge is king, and Actsafe's Safety for Supervisors workshops (see page 11), tailored to both the motion picture and performing arts industries, is the perfect place for supervisors to learn the importance of their roles.

Being a supervisor affords those in that position power over the workers they supervise. And with that power comes the responsibility of ensuring your crew is safe. It doesn't matter if you're a department head, assistant, or worker thrust into the supervisory role for a short amount of time, understanding that when we direct the work of another worker, we will be considered a supervisor. In those cases, we must have a firm understanding of our responsibilities to ensure a safe worksite.



UPCOMING

NOVEMBER Courses & Workshops



WEEK 01

1	Performing Arts 201 Safety for Supervisors Virtual	Register
1	Occupational First Aid – Level 1 In-person	Register

WEEK 02

8	Occupational First Aid – Level 1 In-person	Register
---	--	--------------------------

WEEK 03

15	Occupational First Aid – Level 1 In-person	Register
16	Propane Heater Safety Awareness Virtual	Register
16	Hazard Identification AM and PM classes In-person	Register
19–20	Motion Picture Industry Orientation Virtual	Register
19	Forklift (experienced) AM and PM classes Combination	Register
19	Forklift (inexperienced) AM and PM classes Combination	Register

WEEK 04

21–22	Joint Health and Safety Committee Fundamentals Virtual	Register
22	Occupational First Aid – Level 1 In-person	Register
23–24	Motion Picture 201 Safety for Supervisors Virtual	Register

26	Aerial & Scissor Lift (experienced) Combination	Register
	Fall Protection (for Aerial Lift registrants) Combination	Register
	Aerial & Scissor Lift (inexperienced) Combination	Register
	Fall Protection (only) Combination	Register
27	Aerial & Scissor Lift (experienced) Combination	Register
	Fall Protection (for Aerial Lift registrants) Combination	Register
	Aerial & Scissor Lift (inexperienced) Combination	Register
	Fall Protection (only) Combination	Register
29	Occupational First Aid – Level 1 In-person	Register

SELF-PACED ONLINE COURSES

Anti-Bullying & Harassment	Register
COVID-19 Safety Procedures	Register
Motion Picture General Safety Awareness	Register
Transportation of Dangerous Goods	Register
Workplace Hazardous Materials Information System 2015	Register



MOTION PICTURE

INDUSTRY ORIENTATION AND EXAM

TAKE THIS MANDATORY
TWO-DAY COURSE TO LEARN
WHAT YOU NEED TO KNOW
BEFORE WORKING ON A
FILM SET

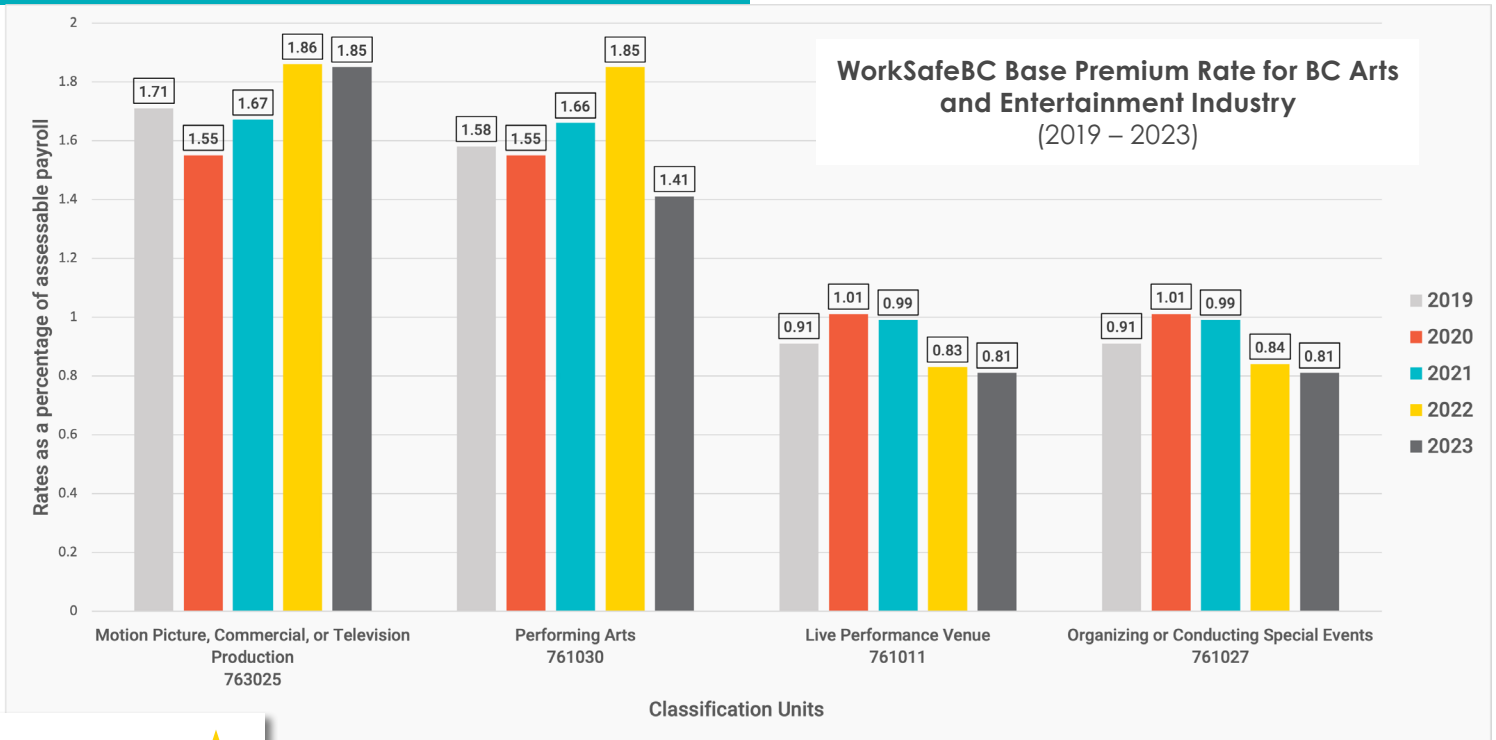
REGISTER

19–20 NOVEMBER

WorkSafeBC Updates

For the Arts and Entertainment Industry

WORK SAFE BC



PRELIMINARY RATES FOR 2023

WorkSafeBC announced that the average base premium rate for 2023 is 1.55 percent of employers' assessable payroll, which has been maintained at the same level since 2018.

Annual base premium rates are driven by provincial injury rates, return-to-work performance and the resulting cost of claims, as well as investment performance relative to required rates of return.

Each year, the costs in some industries go up, some go down and others stay the same. In 2023, the rates for our four industries have decreased as seen in the above graph.

Learn more about its preliminary assessment premium rates for 2023 and what you can do to reduce injuries, claim costs, and your annual premium is [this webinar](#).



Regulatory amendment: The right to refuse unsafe work

On August 22, 2022, amendments to part 3 of the Occupational Health and Safety Regulation took effect. Employers are now required to inform workers about a previous work refusal before reassigning the refused work.



To learn more about these changes, visit worksafebc.com/refusing-unsafe-work

WORK SAFE BC

Safety for Supervisors Workshops



Actsafes Safety for Supervisors virtual workshops are designed to provide all industry supervisors with a fundamental understanding of current WorkSafeBC regulations and their safety obligations. Filled with group activities and relevant discussion, Safety for Supervisors provides supervisors with the knowledge base to supervise their staff in a safe and effective manner.

Topics include:

- Responsibilities of a supervisor
- Risk assessments and hazard identification
- Responding to workers' concerns and work refusals
- Incident reporting and investigations
- Correcting unwanted behaviour
- Due diligence
- How to conduct safety meetings and toolbox talks



Motion Picture

23–24 November
9am–12pm PST

[Register](#)



Performing Arts

1 November
9am–2pm PST

[Register](#)



New Obligations When Reassigning Refused Work

Amendments to B.C.'s Occupational Health and Safety Regulation introduce new requirements for reassigning work following an unsafe work refusal.



On August 22, 2022, B.C.'s Occupational Health and Safety Regulation was amended to include additional requirements for employers reassigning work that was refused due to safety concerns.

When a worker exercises their right to refuse unsafe work, employers can assign that same task to another worker before the safety concern is corrected if certain conditions are met. The August amendments build on these conditions by introducing additional requirements for employers. Now, employers must also do the following:

- 1 Notify the worker being reassigned the work, in writing, that a previous worker refused to do the work task due to safety concerns.
- 2 Provide to the second worker, in writing, the specific safety concerns expressed by the first worker, and inform them that they can also refuse unsafe work.

- 3 Explain to the second worker why the task would not put their health and safety at risk.

“Good supervisors know that their workers are the front-line eyes and ears when it comes to workplace health and safety, and they take any concerns raised seriously,” says Alison Jones, manager of Occupational Health and Safety Consultation and Education Services at WorkSafeBC. “When workers refuse work because they believe it's unsafe, supervisors should consider it an opportunity to investigate and correct a situation that could have caused harm.”

What is the right to refuse?

If a worker has reasonable cause to believe that a work process would create an undue health and safety risk, they have the right to refuse to perform the task.



Your rights and responsibilities as a worker

- If you feel that performing a work process puts you or someone else at risk, you're obligated to refuse unsafe work
- Your employer can assign you a different task while they are looking into the unsafe task, with no loss in pay to you. You may not be disciplined or penalized for refusing work you feel is unsafe.
- If you feel the unsafe situation has not been resolved, you and your employer must contact WorkSafeBC. A prevention officer will then investigate.

The worker needs to notify their supervisor or employer immediately, who must investigate the matter to determine if the work is unsafe and to remedy the situation. For more on the steps to follow when a worker feels a work task might be unsafe, visit [worksafebc.com/refusing-unsafe-work](https://www.worksafebc.com/refusing-unsafe-work).

Says Jones: "At the end of the day, worker safety is the top priority. If a worker encounters an unsafe situation, they must stop work immediately and notify their supervisor. These changes to the OHS Regulation make the process transparent if the task is then reassigned to someone else."

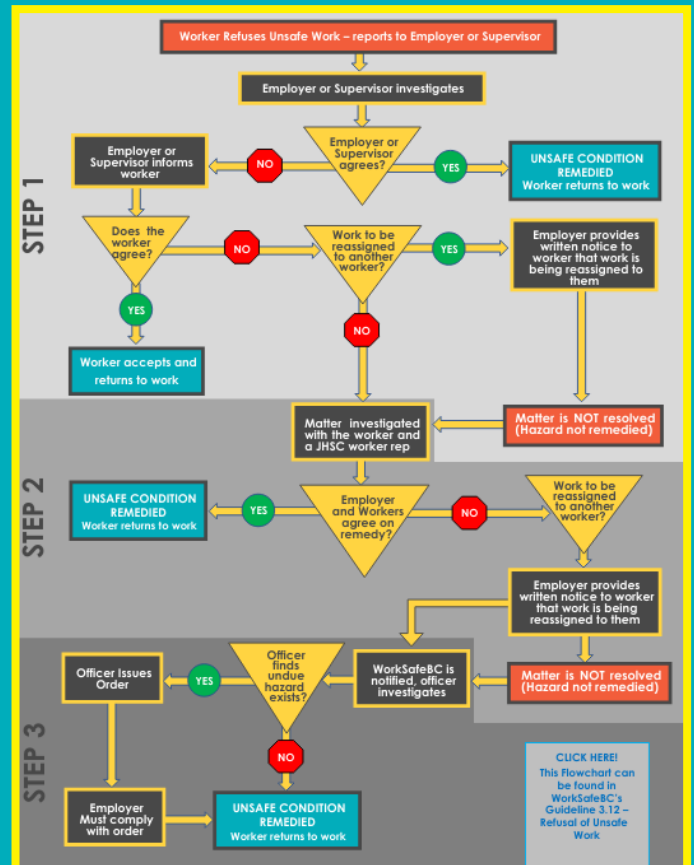
We're here to help.

Employers and workers with questions about health and safety can call the WorkSafeBC Prevention Information Line: 1.888.621.7233.

Refusal of Unsafe Work Flowchart

This flowchart can help you navigate the refusal of unsafe work, how to reassign work, and the steps involved to remedy the unsafe condition.

[Download the Flowchart](#)





An Actsafe Safety Association Production

Directed By TRINA POLLARD
Produced By JENNIFER LANE
Visual Effects GAURAV GUPTA
Assistant Editors ANNA BALLIET
JANEL CRUZADA
NATALI DIAS
WILL HELLER
HARNAK LALLI
MELISSA LAMB
DON PARMAN
LISA WILD

CAST

Contributors ANAND KANNA
NICOLE PAULUS
WORKSAFEBC

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/newsletters/advertising-opportunities/.

For more information, contact Jennifer Lane at communications@actsafe.ca.



ACTSAFE

SAFETY IN ENTERTAINMENT AWARDS



DO YOU KNOW SOMEONE IN THE ARTS OR ENTERTAINMENT INDUSTRY THAT DESERVES AN AWARD FOR PROMOTING SAFETY?

NOMINATE THEM FOR AN ACTSAFE SAFETY IN ENTERTAINMENT AWARD!

The six awards will recognize individuals and organizations who were ambassadors and pioneers for safety in 2022 in the Motion Picture/Television industry and the Performing Arts/Live Event industry.



Find all the award categories

HERE



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.

