

# SHAPE NEWSLETTER

Volume 11 • Issue 3 • April 2009



Promoting  
Safe & Healthy  
Workplaces in the  
Performing Arts  
and Motion Picture  
& Video Industries  
Since 1998

## Art Safety Week: May 3<sup>rd</sup> - 9<sup>th</sup>

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Janet Sellery, former Health & Safety Manager at the Stratford Festival and 2007 Canadian Occupational Safety Manager of the Year.

For the Motion Picture Industry, an *In Conversation With...* event, sponsored by BC Film and CPAWC, will feature representatives from major studios, including Universal Pictures and 20th Century Fox.

Watch our website and next newsletter for more specific information on these great events.

Play a part in Art Safety Week — remember, Safety: it's everyone's scene.

Need buttons? Call SHAPE if buttons have not arrived by mail or been dropped off at your location. Want to ensure you are seen? Call SHAPE and ask for a representative to visit your company or production and see all the button-wearing workers!

Determined to enter the draw? Email a photo of yourself wearing your button to [info@shape.bc.ca](mailto:info@shape.bc.ca) before midnight on Saturday May 9th and you will be entered into the draw. There will be an additional prize for the most creative photo!

May 3<sup>rd</sup>-9<sup>th</sup>, 2009 is BC's third Art Safety Week, the only safety awareness week on the continent to serve film and performing arts. Art Safety Week aims to see every worker in our industries wearing a *Safety: it's everyone's scene* button.

During Art Safety Week, SHAPE representatives will be visiting worksites, offices and venues, distributing prizes to workers seen wearing a pin. Prizes include pedometers, safety goggles, mugs and pens. In addition, people wearing buttons will be entered for a draw to win an Apple 8GB iPod Touch.

Also, during Art Safety Week, SHAPE will be hosting two industry receptions, preceded by seminars.

For the Performing Arts, and with support provided by the Alliance for Arts & Culture, SHAPE will be presenting a discussion featuring



**SHAPE**  
SAFETY & HEALTH IN ARTS  
PRODUCTION & ENTERTAINMENT

Suite 280, 1385 West 8th Ave.  
Vancouver, BC V6H 3V9

T 604.733.4682 1.888.229.1455

F 604.733.4692

[info@shape.bc.ca](mailto:info@shape.bc.ca)

[www.shape.bc.ca](http://www.shape.bc.ca)

## Notice of Project



When a new production (with a combined cost of labour and materials exceeding \$100,000) begins, a Notice of Project form must be completed and sent to WorkSafeBC.

Productions must ensure someone is responsible for filling out and submitting these forms. Information will need to be gathered from various departments in order to properly complete the form. Locations, hazards and special activities will need to be noted. Locations must be listed individually on the form or can each be listed on a separate form.

Notice of Project forms are included in the Production and Construction start-up packages delivered to each new production by SHAPE. If you have not received a start-up package contact Marty Clausen at 604.765.0791.

Notice of Project forms are available for download from the SHAPE website at: <http://www.shape.bc.ca/resources/forms.html>.

If you have any questions or concerns regarding these requirements please call Shape for assistance.

Forms can be sent to:

WorkSafeBC  
PO Box 5350 Station Terminal  
Vancouver, BC V6B 5L5  
or by fax to: 604.276.3247.

## Planning a Tour?

If you're in charge of putting together a tour for a theatre, dance, or music group, there are a million things to consider – but don't forget to make sure that your employees have coverage in case of accident while you're on the road.

While most people are aware that WorkSafeBC protects workers who get injured on the job, what they may not know is that WorkSafeBC coverage doesn't always apply to every situation while on tour. If you are a BC based company, your cast and crew will be covered while in BC – but only while they are actually working. If they slip on ice while walking back to the hotel after the show, they won't be covered. The situation becomes even more complex when you leave the province - if any of your workers are not permanent residents of BC, they won't be covered by WorkSafeBC at all outside of BC. Your MSP coverage, likewise, will not usually provide you with medical coverage outside of BC.

**So what exactly are your workers covered for when they go on tour?** Below is a quick summary:

- If they are involved in a motor vehicle accident, they should be covered through the auto insurance provider such as ICBC – it doesn't matter where their place of permanent residence is.
- If they get injured while on tour but not on company business (out for dinner after the show, on a scheduled day off), then they are not covered by WorkSafeBC – Likewise, their BC MSP will take care of medical costs only while in BC – not outside the

province, unless the employer has an extended medical plan.

- BC residents, working for a BC business, who get injured while they are actually working, will be covered by WorkSafeBC whether the accident occurs in BC or outside of the province. For workers who are Non-BC residents, WorkSafeBC will only provide coverage while in BC – once the tour crosses a provincial border, their workplace coverage ceases.

So what can you do as a tour organizer to ensure that the members of your company are fully covered in case of accident or injury while on the road? The best idea is to arrange for travel accident and illness insurance through a private insurance provider. If you work for an Equity company, then you're no doubt aware that there is already an Accident and Sickness Insurance Plan available for Equity members. Companies who are not members, or in the music industry for example, will need to make the arrangements through a company which provides group travel accident insurance.

One more important thing to be aware of is that when working in other Provinces, you may be required to register with the Workers Compensation Board for that Province – this is the case in Manitoba (and in Saskatchewan if you are going to work more than 5 days). In all jurisdictions, you should check the registration requirements beforehand to ensure that you have met the requirements for working in that province.

The bottom line is, make sure your workers have proper coverage before the tour leaves town. Don't assume that you are automatically covered by workplace insurance or you could find yourself having to shell out for extensive medical costs to treat a member of your company who gets injured out of province.

## Tiger Torches

Anyone using a Tiger Torch must follow *CSA Standard: Safety in Welding, Cutting and Allied Processes (CSA-W117.2-06)*.

As per the manufacturer's recommendation, Tiger Torches should be kept away from hands or dry flammable materials, and should not be used for drying paint or thawing equipment.

Tiger Torches must always be used and maintained in accordance with the manufacturer's specifications and should only be used by a designated and trained worker.

Prior to using a Tiger Torch, a thorough inspection of the immediate area must be completed, with attention paid to hazardous material or processes that produce combustible, flammable or explosive material, dust, gas or vapour.

Tiger Torches are primarily to be used for preheating of piping etc., prior to welding.

- When a torch is used, an adequate fire extinguisher must be present.
- Torches aren't to be used for heating of work areas or thawing of lines and equipment, etc.
- When not in use, ensure that the propane bottles are properly shut off.
- Fuel lines are to have regulators.
- Propane bottles shall be secured in an upright position.

For further information, please refer to WorkSafeBC OHS Regulation Part 12 Section 12.112.

## Updated SHAPE Safety Bulletins

We've recently updated many of our SHAPE Safety Bulletins and have uploaded them to our website for download.

By following the SHAPE Safety guidelines, laws, regulations and company policy and procedures, serious accidents and injuries can be prevented.

### Updated Safety Bulletins include:

- #1 - Safety With Firearms
- #2 - Special Use of Live Ammunition
- #4 - Stunts
- #5 - Safety Awareness
- #10 - Artificially Created Smokes, Fogs and Lighting Effects
- #13 - Gasoline Operated Equipment
- #16 - Pyrotechnic Special Effects
- #24 - Blood Borne Pathogens and Other Potentially Infectious Materials
- #27 - Poisonous Plants
- #29 - Hot Air Balloons
- #32 - Food Handling

If you are using a SHAPE Safety Bulletin binder, please be sure to update it.

All production packages now contain the updated version of the SHAPE Safety Bulletins. If you have received a copy of the SHAPE Safety Bulletins previous to March 18th, 2009, you will need to download the latest versions or call us for an updated disc.

A full version of the SHAPE Safety Bulletins, along with individual and updated bulletins can be found at: [www.shape.bc.ca/resources/guidelines.html](http://www.shape.bc.ca/resources/guidelines.html)

## Online Course Registration!

SHAPE is now beta-testing our online registration system. You can now sign up for courses 24 hours a day!

To register for courses online, visit our site at [www.shape.bc.ca](http://www.shape.bc.ca) and click on the "Courses" tab. From there, select the "Online Registration" link. A new window will open and you will need to create an account. Once you've created your account, you can select and register for courses at your own convenience.

Please note, only courses with class space available will appear.

Because this system is still in the beta stages, we're looking for feedback. Please send all comments to [info@shape.bc.ca](mailto:info@shape.bc.ca).

## Day of Mourning: April 28, 2009

Remembering the 160 BC workers who lost their lives to workplace injury and disease in 2008.

Every year, WorkSafeBC, along with the BC Federation of Labour and the Business Council of British Columbia, co-host a public ceremony to remember workers who have lost their lives as a result of work-related accidents or occupational diseases.

This year, the Day of Mourning ceremony will be held on Tuesday, April 28, 10 a.m., at the Workers' Memorial in Vancouver's Hastings Park. Families, workers, employers, and other interested parties are invited to attend.

Further information can be found at [www.worksafebc.com](http://www.worksafebc.com)

# The key to safety is you

## SHAPE COURSES

Courses must be paid in advance to SHAPE. Courses may be subject to cancellation. We would be happy to book a class for you if your group has the minimum number of participants.

Call 604-733-4682 for further details.

For full course descriptions, dates and to register online, visit [www.shape.bc.ca/courses/](http://www.shape.bc.ca/courses/)

### Aerial Lift Training

**\$120 (Experienced - 1 Day)**

**\$220 (Inexperienced - 2 Day)**

#### Experienced:

Saturday, April 25  
Saturday, May 30

#### Inexperienced:

Saturday, April 25 and  
Sunday, April 26  
Saturday, May 30 and  
Sunday, May 31

8:30am - 4:30pm

Instructor: Leavitt Training Agency

### Counterbalanced Forklift

**\$120 (Experienced - 1 Day)**

**\$220 (Inexperienced - 2 Day)**

#### Experienced:

Saturday, April 18  
Saturday, May 23

#### Inexperienced:

Saturday, April 18 and  
Sunday, April 26  
Saturday, May 23 and  
Sunday, May 31

8:30am - 4:30pm

Instructor: Leavitt Training Agency

### Firearm Safety Level 1

**\$50**

Sunday, May 24

10am to 5pm

Instructor: Felcan Enterprises

### Occupational First Aid Level One

**\$40**

Saturday, April 25  
Saturday, May 2  
Saturday, June 6  
Monday, June 22

8:45am to 5:30pm

Instructor: Kathy Day

### Performing Arts Supervisor Safety

**\$25**

Monday, May 4 (6pm-10pm)

6pm - 10pm

Instructor: TBA

### Film & Television Safety Awareness\*

**\$25**

Tuesday, April 14  
Sunday, May 3  
Tuesday, June 16

Tuesday: 6pm-9pm

Sundays: 10am-1pm

Instructor: Marty Clausen

### Film & Television Supervisor Safety\*

**\$25**

Sunday, May 10

1:30pm - 4:30pm

Instructor: Marty Clausen

\*Take both Safety Awareness and Supervisor Safety for \$45

## ONLINE COURSES

### Transportation of Dangerous Goods

(TDG)

**\$20**

### Workplace Hazardous Materials Information System (WHMIS)

**\$20**

SHAPE has an in house computer station available to those who do not have internet access but wish to take our online courses. For details, call 604.733.4682.

## SHAPE Staff

**Dawn Brennan**

General Manager

**Marty Clausen**

Health & Safety Consultant (Film & Television)

**Dave Winstanley**

Health & Safety Consultant (Performing Arts)

**Ed Brisson**

Production Coordinator

**Maureen Kaake**

Program Administrator