

# SHAPE NEWSLETTER

Volume 11 • Issue 7 • September 2009



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

## H1N1 Planning & Prevention

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Film and performing arts productions are sometimes likened to summer camps – and there are some practical ways in which this analogy is true. In both environments, diverse groups of people come together for a concentrated period of time in close proximity. For this reason, SHAPE is adapting the Public Health Agency of Canada's information on the prevention and management of H1N1 (Swine Flu) in Summer Camps, to develop recommendations for our industries.

H1N1 has moved off the front pages, but it is still very much in circulation. As we move into the fall, we are moving into what has traditionally been influenza season. As individuals and companies, we need to take precautions to limit our exposure to the flu.

H1N1 symptoms in adults are very similar to ordinary flu symptoms and include a fever, cough and one or more of the following symptoms: sore throat, muscle aches, joint pain, or weakness. The infection can vary from mild to severe. It appears to spread predominantly through coughing or sneezing, or contact with contaminated surfaces and objects. Most cases in Canada have been mild.

The greatest risk of transmission is during the early stages of infection, when symptoms are present. So if you are coughing and sneezing, you are spreading germs.

Prevention is linked to education. Train your supervisors and work-

ers on good hygiene practices and how to recognize possible cases of the flu. **SHAPE provides posters on hand washing and cough etiquette.**

**Screen your team.** Ask sniffing, sneezing and coughing workers to stay at home! The incubation period for H1N1 is understood to be up to 4 days. It appears to be communicable for up to 7 days from the onset of symptoms in uncomplicated cases, longer in severe cases.

**Encourage good hygiene.** If convenient access to hand washing facilities is not available, provide access to alcohol-based hand rub, especially in areas where groups of people may congregate. **SHAPE has handwash stations available.**

**Keep things clean.** Where possible, clean and disinfect objects and surfaces in high traffic areas twice daily to assist in the prevention of transmission of viruses. Regular household cleaners are sufficient.

As a pandemic has been declared, employers are responsible for having an Exposure Control Plan (ECP) in place. This is a simple process and SHAPE has an ECP available online on our News Page.

Simply put, a healthy workplace is clean, has good hygiene and sends sick people home!

## Cancer Research Project

Has your life, or the life of loved ones, been touched by cancer? With a commitment of just 90 minutes, you can make a lasting contribution to the health of future generations – helping researchers understand how the environment, lifestyle and genes contribute to cancer and other chronic diseases in BC.

The BC Generations Project is a major health research project investigating environmental, lifestyle and genetic factors in the development of cancer and other serious diseases in BC. The Project is part of a national study funded by the Canadian Partnership Against Cancer, a federal body established to develop a national cancer control strategy.

The national goal is to recruit approximately 300,000 participants. BC Generations Project will work in collaboration with the other provinces to meet this goal, aiming to recruit 40,000 men and women between the ages of 40 and 69 years in BC. Study participants will visit a clinic to complete questionnaires on health, diet and lifestyle, have various physical measurements taken and provide biological samples.

For further information, please visit the BC Generations Project website at [www.bcgenerationsproject.ca](http://www.bcgenerationsproject.ca) or email them at [bcgeneration-sproject@bccrc.ca](mailto:bcgeneration-sproject@bccrc.ca).

## Fire Prevention Week 2009

Fire Prevention Week takes place from October 4th through October 10th, 2009. The theme for this year is “*Stay Fire Smart! Don’t Get Burned*®”. Despite the fact that fewer fire losses are reported in Canada, still, on average, eight Canadians die from fire every week. Most of these fires are preventable and caused by careless behaviour.

During this week, fire departments across the nation will promote public awareness of the dangers of fire and the ways we can protect ourselves from fire.

To this point, Fire Prevention Canada’s newly revamped website contains fire prevention and educational material. It is designed for the public to consult at, [www.fiprecan.ca](http://www.fiprecan.ca).

This year’s theme underscores the importance of making Canadians aware of the simple preventative measures they can take to prevent disaster from occurring to them. Statistics reveal that most fires are caused by careless behaviour. An ounce of prevention in this case will save lives, homes and everything that we hold dear. It is the responsibility of every Canadian to educate themselves on the simple fire prevention measures they can take.

To help celebrate Fire Safety Week, SHAPE’s October newsletter will be devoted to issues surrounding fire prevention, including news about the launch of a new fire safety video.

## SPOTLIGHT: Performing Arts Supervisor Safety Course

The Performing Arts Supervisor Safety Course is designed specifically for those working in a supervisory role within the performing arts industry and is taught by our Performing Arts Health & Safety Consultant, Dave Winstanley.

### What people are saying:

*“[This course] made me more aware of the policies and procedures that need to be put into place in [my] organization.”*

*“Great! Well put together and informative!”*

The course includes a series of practical exercises in worker orientations, accident investigations and tool box talks and covers several topics that Supervisors will face in the workplace. Participants will be given a log book to implement recommended supervisor documentation.

Dates for upcoming Performing Arts Supervisor Safety courses can be found on page four of this newsletter.

For further information or to register, email [courses@shape.bc.ca](mailto:courses@shape.bc.ca) or call us at 604.733.4682.

# Accident Investigation



Contrary to what many may believe, an accident investigation is not about trying to find who's at fault or to blame. It's intended to find the root cause (not just human error) of an accident and make changes to ensure they can't happen again.

## When Should An Accident Investigation Be Done?

You are legally required to investigate an accident if it resulted in a serious injury or death; medical treatment was required; a major structural failure occurred (ie. building collapse, hoist, or other support system); or a major release of a hazardous substance has occurred. The investigation should happen immediately after the scene is safely contained and injuries are taken care of.

You must immediately report any of the above issues by calling WorkSafeBC Prevention at 604.276.3301 or toll free 1.888.621.7233. You must also fill out a Form 7, available at [www.worksafebc.com](http://www.worksafebc.com).

## What's Involved?

1. Notify WorkSafeBC and fill out the appropriate forms.

2. As soon as it is safe to do so, conduct an investigation, which may include photos, interviews with witnesses and visual inspections. Outside help may be required if engineering, chemical testing or other technical inspections are required.

3. Implement corrective actions as soon as possible to prevent any future occurrences.

4. Prepare an Accident Investigation Report and provide a copy to WorkSafeBC, the joint health and safety committee or worker representative (to allow them to find a corrective action), and all other relevant parties.

## Interviews

When interviewing other workers or supervisors, try to put them at ease. Make sure they understand you are trying to find out precisely what happened in order to correct the cause. You are not trying to lay blame.

## Questions to ask:

•What happened? Be precise. What were the workers doing immediately before the accident and at the time of the accident?

•What machines and equipment were involved? Were there any mechanical problems?

•Who was involved?

•Where, when, why, and how did it happen? What went wrong?

•What are the root causes and contributing factors?

•What could the injured worker,

supervisor and/or employer have done to prevent the accident?

•What happened immediately after the accident? What treatment, if any, did the injured worker receive?

•What can be done to prevent this sort of accident from ever happening again?

## What's Required in an Accident Investigation?

WorkSafeBC OH&S regulations state that each Accident Investigation Report must contain:

- Place, date, and time of the accident
- Name and job title of the injured worker
- Names of witnesses
- Brief description of the incident
- Sequence of events which preceded the incident
- A list of any unsafe conditions, acts, or procedures that contributed to the incident
- Recommended corrective actions
- Names of the people who conducted the investigation

Accident Investigation forms are available on our website ([www.shape.bc.ca](http://www.shape.bc.ca)) under "Forms". WorkSafeBC form 52E40 can be found on their website (<http://worksafebc.com/forms/assets/PDF/52E40.pdf>).

If you require further information regarding accident investigations or assistance in conducting an investigation, call SHAPE at 604.733.4682.

# 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, September 26  
Saturday, October 24

#### Inexperienced:

Saturday, September 26 and  
Sunday, September 27  
Saturday, October 24 and  
Sunday, October 25

8:30am - 4:30pm

Instructor: Leavitt Machinery Operator  
Training

### Aerial Lift Over 80ft

**\$200**

Saturday, September 12  
Saturday, November 14

8:30am - 4:30pm

Instructor: Leavitt Machinery Operator  
Training

### Counterbalanced Forklift

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

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

#### Experienced:

Saturday, September 19  
Saturday, October 17

#### Inexperienced:

Saturday, September 19 and  
Sunday, September 27  
Saturday, October 17 and  
Sunday, October 25

8:30am - 4:30pm

Instructor: Leavitt Machinery Operator  
Training

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### Film & Television Safety Awareness\*

**\$25**

Sunday, September 13  
Tuesday, October 20  
Sunday, November 15  
Tuesday, December 15

Tuesday: 6pm-9pm

Sundays: 10am-1pm

Instructor: Marty Clausen

### Film & Television Supervisor Safety\*

**\$25**

Sunday, September 13  
Sunday, November 15

1:30pm - 4:30pm

Instructor: Marty Clausen

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

### Firearm Safety Level 1

**\$50**

Sunday, November 29

10am to 5pm

Instructor: Felcan Enterprises

### Occupational First Aid Level One

**\$40**

Saturday, September 12  
Monday, September 21  
Saturday, October 3  
Monday, October 19  
Saturday, November 7  
Monday, November 23  
Saturday, December 12

8:45am to 5:30pm

Instructor: Kathy

### Performing Arts Supervisor Safety

**\$25**

Monday, September 14 (6pm-9pm)  
Monday, November 16 (1pm-5pm)

Instructor: Dave Winstanley

## 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.