

## About SHAPE

SHAPE (Safety and Health in Arts Production and Entertainment) is an industry association dedicated to promoting health and safety in film and television production, theatre, dance, music, and other performing arts industries in British Columbia. SHAPE provides information, education, and other services that help make arts production and entertainment workplaces healthier and safer.

SHAPE was established in 1998 at the request of industry representatives and the Workers' Compensation Board (WCB) of British Columbia in recognition of the unique nature of the arts and entertainment industries.

### **Our mission:**

To work with employers and workers in British Columbia's arts production and entertainment industries to improve health and safety in the workplace

SHAPE has two standing committees: one for the motion picture and video industry, and one for the performing arts industry. Each committee includes industry representatives from employer associations and unions. The committees each select an employer representative and a worker representative for SHAPE's Board of Directors. Together, the two committees and the WCB choose a neutral chairperson for the board.

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## Message from the Chair

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### **SHAPE's first five years — putting a face to our name**

In 1998, SHAPE was established to address the unique health and safety challenges facing the arts production and entertainment industries. Industry stakeholders wanted an organization that they could turn to for health and safety information — an organization they could recognize as their own.

Building a strong “brand identity” has been a major challenge for SHAPE during its first five years. That's not to minimize the importance of our core activities — producing health and safety resources and providing training and education. However, a strong identity is crucial. Stakeholders will only seek these resources if they remember a familiar face when workplace challenges arise. SHAPE has worked hard to put a face to its name.

Industry services and outreach remain a key part of our strategy. In 2002, SHAPE participated in conferences for music, theatre, and film and television, providing information booths as well as organizing panels on health and safety. SHAPE also continued to provide hearing tests throughout the industry.

Employers and workers in all areas of the industry have come to recognize SHAPE's health and safety coordinator, Marty Clausen. That's because he spends much of his time visiting workers and students around B.C. Marty was busier than ever in 2002, visiting 287 worksites and schools and conducting 352 respirator fit tests.

Publications are another key part of our identity. The now-familiar yellow and black design (begun in 2001) has established a brand identity that stakeholders associate with health and safety in their industry. Two long-running print projects were completed in 2002: the safe work practices guide *Working at Heights in the Live Production Industry in B.C.* and the resource guide *Preventing Musculoskeletal Injury (MSI) for Musicians and Dancers. Think Set Safety*, an educational resource for schools, was distributed for the first time. Reaching out to students introduces them to SHAPE and helps ensure that they will be well grounded in safe work practices.

SHAPE reached other stakeholders through our regularly updated Web site ([www.shape.bc.ca](http://www.shape.bc.ca)). The site continues to provide numerous free resources in electronic form — visitors can access and download safe work practices manuals, safety guidelines, newsletters, and forms. We've redesigned both the Web site and our regular newsletter to be consistent with our organization's identity.

Training and education provide further opportunities to connect with stakeholders and maintain a high industry profile. In 2002, SHAPE expanded its training activities, including Occupational First Aid Level One, WHMIS, and safety awareness. A newly developed site hazard assessment course helps film and television workers address hazards on locations.

The face of SHAPE's staff changed in 2002 with the appointment of Linda Kinney to the position of general manager. After Rob Jackes's departure from the position in September 2001, Linda served as interim manager until being hired on a permanent basis in the new year. Linda brings to the position years of experience in the film and entertainment industry and as a member of SHAPE's Board of Directors.

SHAPE completed its first five-year term in 2002. Even as we reflect on our accomplishments of those first five years, we are looking to the future. In 2003, SHAPE will complete a five-year review and plan for our next term. We look forward to continuing to work with our stakeholders, improving health and safety in arts production and entertainment workplaces across B.C.

Mark Thompson  
Chair, SHAPE Board of Directors

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# Training and education

Continued efforts in training and education help ensure that employers and workers have the knowledge they need to improve and maintain workplace health and safety.

## Industry training sessions

Industry training sessions keep workers up-to-date on important health and safety issues, whether they are performing or working behind the scenes in live performance or film and television production. In 2002, there was more industry demand than ever for SHAPE courses.

*Industry training sessions, 2001–02*



The total number of workers trained in 2002 (841 workers) represents a 42% increase over the total number of workers trained in 2001 (593 workers). Since SHAPE began offering industry training sessions, 2594 workers have participated. Training efforts also spread to other regions in B.C. in 2002, with five Occupational First Aid Level One courses in Victoria (38 participants) and one course in Kamloops (7 participants).

### **Site Hazard Assessment course**

Among the many challenges that film and television productions face are locations that present site-specific hazards. To help workers address potential hazards, SHAPE developed a Site Hazard Assessment course in 2002. The new course includes detailed information about locations in the Lower Mainland and common hazardous substances encountered in film and television production. A trial run of the course took place October 27, 2002. Feedback from the trial run will be incorporated into the course and regular courses will be scheduled in 2003. DGC and IATSE representatives supported SHAPE moving ahead with the updated course and encouraged their members to participate.

### **Transportation of Dangerous Goods (TDG) recertification**

Federal certification for Transportation of Dangerous Goods (TDG) expired August 15, 2002. SHAPE acted to ensure that workers were recertified by hosting a TDG course, instructed by Can West Environmental Services (Danatec), July 7, 2002.

### **Safety awareness in schools (*Think Set Safety*)**

What better time to teach workplace health and safety than during a future worker's formative years, while they are still immersed in a learning environment? *Think Set Safety* is a free instructional resource developed in 2002 for teachers of performing arts and film and television production. The Ministry of Education approved the package in March for use in grades 8–12, and SHAPE distributed 500 packages to public and private schools around B.C.

The *Think Set Safety* resource package includes:

- *Think Set Safety* — a workbook for teachers
- *A Midsummer Nightmare* — a humorous, award-winning video promoting health and safety awareness in theatre and film and television production
- *Health and Safety Guide for Live Performance (Theatre)* — a guide to developing unique, dedicated safety plans
- *Working at Heights In the Live Production Industry in B.C.* — a guide to WCB requirements and safe work practices
- *Focus on Safety* — a guide to safe work practices for film and television production
- Safety signage — a health and safety identification system that includes posters, stickers, and magnetic skins



## **Under development in 2003**

SHAPE will continue with training and education in 2003, including:

- three half-day orientations for high-school teachers, in partnership with the Vancouver School Board, to help teachers understand how the *Think Set Safety* resource can benefit students and how best to apply it in school programs
- a “Safety around Firearms” workshop with printed guidelines
- an industry-specific TDG course
- further review of the WHMIS update and publication of a new classroom workbook

## **Safety Passport System**

SHAPE will also continue to develop the online Safety Passport System, a database record of worker training and education. The system will allow employers quick and easy access to limited worker information outlining their training and education.

## Publications

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Publications remain a key method of conveying health and safety information to workers in the arts production and entertainment industries. In 2002, SHAPE continued its publishing program, introducing two new health and safety guides, revising an existing guide, reprinting the safety signage system, and amending U.S. motion picture and television industry safety bulletins for use in British Columbia.

The completion in 2002 of new print materials helped cement the SHAPE “look,” which began in 2001 with the publication of *Listen While You Work* and the subsequent redesign of our newsletter. Now when readers reach for a SHAPE publication, whether printed or electronic, they find an easily recognizable yellow and black design that is consistent to our resource guides, brochures, newsletters, posters, and signage. These new publications and many other health and safety resources are available free of charge from SHAPE (for contact information, see inside front cover) or in easily downloadable electronic form on our Web site ([www.shape.bc.ca](http://www.shape.bc.ca)).

### ***Working at Heights in the Live Production Industry in B.C.***

This guide is for employers and workers who need to know about WCB requirements and safe work practices for working at heights. It includes forms and checklists that readers can use to address health and safety issues in their production. SHAPE printed and distributed 500 copies of this guide to numerous organizations, including NASCO, Mascall Dance, the Vancouver Civic Theatre, Christie Lites Inc., the Vancouver Opera, the Port Theatre, and the Canadian Actors Equity Association.

### ***Preventing Musculoskeletal Injury (MSI) for Musicians and Dancers***

This resource guide provides information on the prevention of MSI in performers. It includes separate sections for musicians and dancers as well as a section on specific injuries. SHAPE printed and distributed 500 copies to numerous organizations, including the Vancouver Musicians Association, the Vancouver Symphony, and dance companies. The online PDF version is divided into several smaller sections to reduce download times for computer users who do not have high-speed Internet access.

## ***Health and Safety Guide to Live Performance***

This guide is based on older document, *One Night Stand*, that was originally sponsored by SHAPE and created through the Pacific Music Industry Association's *West Coast Music Awards* show in 1999. SHAPE revised the guide in 2002 to be more useful for a wider range of live events. Two versions, one for festivals and one for theatres, are available on our Web site. The expanded and updated document includes checklists, a work plan, and information on the responsibilities of employers and workers as well as responsibilities in a rental venue.

## **Safety signage system**

In 2002, SHAPE reprinted the safety signage system, a multi-component health and safety information system. System components include posters, stickers, and magnetic skins to help encourage safe work practices and identify fire exits, hazards, and safety committee members. The package has seen wide distribution in the industry, including film and television productions and festivals such as the Vancouver Fringe Festival, Vancouver Folk Music Festival, and Merritt Mountain Music Festival. Health and safety coordinator Marty Clausen hands out the package during his frequent worksite visits.

## **Safety bulletins — American Industry-Wide Labor-Management Safety Committee for the Motion Picture and Television Industry**

These U.S. safety bulletins were reviewed and amended to comply with Canadian provincial and federal regulations, then vetted by the appropriate Canadian regulatory agencies. SHAPE expects to have the newly adapted Canadian versions of the safety bulletins posted on our Web site in 2003.

## **Under development in 2003**

Publications under development in 2003 include:

- MSI information sheets
- safe work guidelines for working with child performers

## Research

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Research in 2002 included a continuing study on smokes and fogs and a review of set dressing materials.

### Smokes and fogs

Smokes and fogs used for special effects in live and filmed performances present potential health and safety hazards to arts production and entertainment workers. In 1999, SHAPE asked researchers from the UBC School of Occupational and Environmental Hygiene to investigate the safety of theatrical smokes and fogs. In 2002, this project culminated in a draft report of the research findings, *Atmospheric Effects in the Entertainment Industry: Constituents, Exposures, and Health Effects*. A three-page summary of the report is available on SHAPE's Web site. The results of the report are available to be used in future SHAPE activities.

### Safer products for set dressing

Dillon Consulting completed a review of common set dressing materials used in live performance and film and television production. Special Effects, Costume, and Set Decorating departments use set dressing materials for photographic dust effects, worn costumes, and dusty sets. Some materials can be hazardous if used without proper safety precautions.

The report reviews common products such as nutshell products, food-grade products, wood dust, metal oxide (pigment) products, silicates, and fly ash. It includes recommendations for the safer use of products to reduce the risks of health hazards to performers and other workers.

## Communications

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SHAPE continued to keep industry stakeholders apprised of the latest health and safety information in 2002 using two communications tools: our regular newsletter and frequently updated Web site.

### Newsletter

Two thousand and two marked the first full year of our redesigned newsletter. Published 10 times annually, it continued to present a variety of interesting, informative articles intended to promote health and safety in all areas of the industry. Articles included:

- when to report injuries to the WCB
- job stress
- ticks and Lyme disease (for outdoor film locations)
- safer products (in film, video, and theatre production)
- electrical safety
- isocyanates
- transportation of dangerous goods
- skin problems in musicians
- ergonomics and bass instruments
- conquering performance anxiety

Distribution climbed to a total of 101,700 newsletters in 2002, which represents a 20% increase over 2001. Among the numerous recipients are IATSE 891, UBCP, ACFC, Teamsters 155, DGC, PMIA, theatre and dance companies, performance venues, and schools and studios. Readers can find current and previous issues of the newsletter on the SHAPE Web site.

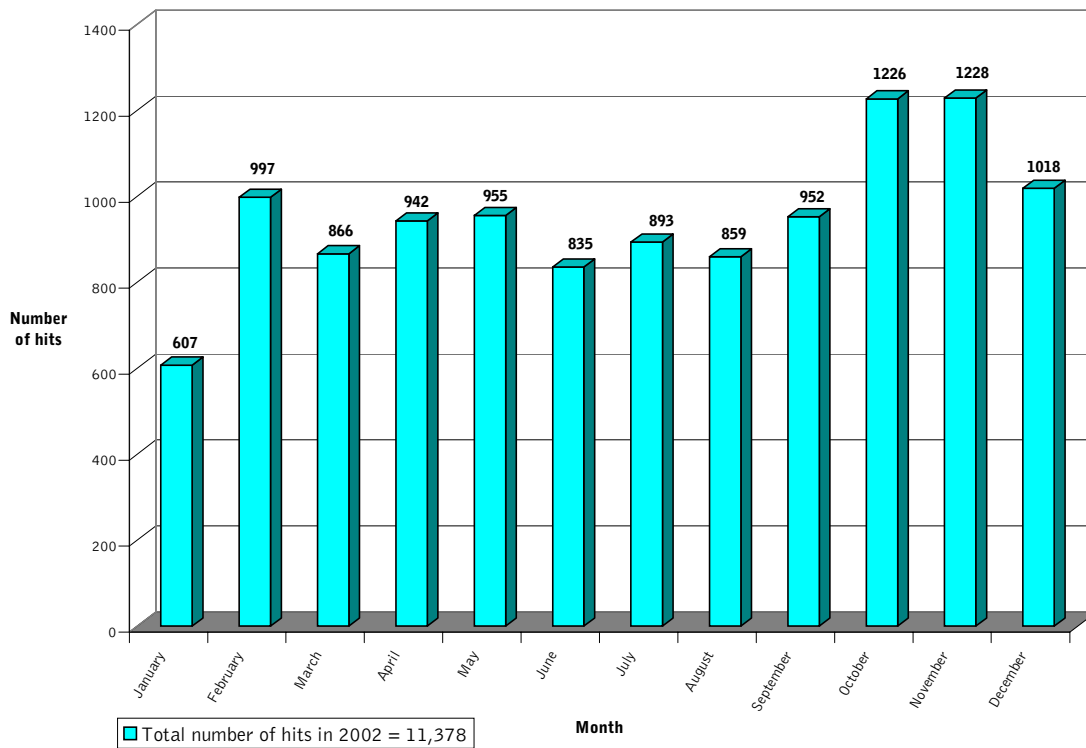
## Web site

The SHAPE Web site ([www.shape.bc.ca](http://www.shape.bc.ca)) is an important gateway for new people who need an introduction to SHAPE. For those already in the know, the site is constantly expanding as a clearinghouse for health and safety information relevant to arts production and entertainment. Stakeholders can find:

- safe work practices manuals
- resource guides
- safety guidelines
- new and archived newsletters
- information sheets
- SHAPE and WCB forms
- information on industry consultants
- links to related sites

With regular updates, the Web site is also a valuable source of industry health and safety news. The site has led to queries from as far away as Ontario, New Brunswick, and Australia.

*SHAPE Web site — Monthly hits, 2002*



## Industry services and outreach

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Industry services and outreach remain one of the best ways for SHAPE to maintain a presence in the arts production and entertainment industries. As a result of our outreach efforts, employers and workers now reach out to SHAPE when faced with health and safety challenges.

### Conference and trade show attendance

Whether the focus was music, theatre, or film, SHAPE took the show on the road, with active involvement in several conferences and trade shows in 2002.

#### **NewMusicWest Conference, May 11**

SHAPE sponsored and organized a musician's health panel, "Playing Through the Pain," moderated by Robyn Carrigan and featuring Marshall Chasin (audiologist), John Chong (physician), Linda Rammage (voice care specialist), and Alexandra Dobie (Alexander technique practitioner). The panelists sought to demystify the commonly held belief that pain is a normal part of playing an instrument and provided information on how musicians can remain healthy, happy, productive, and creative.

#### **Greater Vancouver Professional Theatre Association "Making a Scene" Conference, May 11**

SHAPE organized a theatre health and safety panel, "Moving Beyond Caution Tape," with representatives from the theatre community and SHAPE. Ian Pratt, James Pollard, Ingrid Turk, and Marty Clausen outlined theatre health and safety issues and provided useful, economical means to ensure compliance and high safety standards appropriate to the circumstances.

#### **B.C. Student Film Festival, May 23–25**

SHAPE provided an information table, and health and safety coordinator Marty Clausen spoke with teachers and promoted the *Think Set Safety* educational resource.

#### **Canadian Institute for Theatre Technology Conference and Trade Show, August 16–18**

SHAPE brought a booth, participated in several panels, and hosted a panel, "Safety B.C. Style." In addition to explaining SHAPE's history, achievements, and current projects, the panel delivered information on working at heights, hazardous materials, first aid, smokes and fogs, as well as safety plans, committees, and programs.

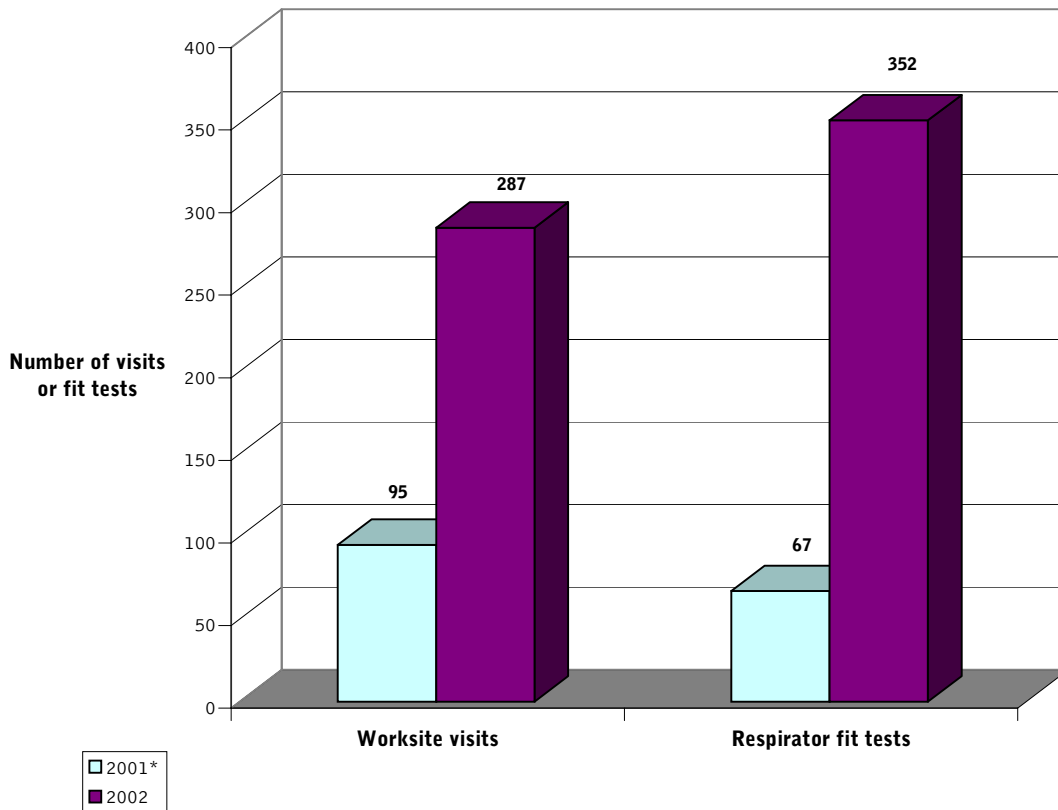
#### **Vancouver International Film Festival: Film & Television Trade Forum, September 25–28**

SHAPE set up a prominent booth where attendees could ask questions and pick up free health and safety info.

## Health and safety coordinator activities

SHAPE's health and safety coordinator visited 287 schools, film productions, theatres, and other worksites. He delivered information packages, conducted safety reviews, helped develop health and safety programs and committees, and addressed employer and worker health and safety issues. He also expanded the respirator fit-testing program, testing 352 workers at 12 productions and creating a database to track fit tests. Worksite visits help keep the coordinator aware of current issues so he can provide workable solutions to current health and safety issues.

### *Worksite visits and respirator fit tests, 2001–02*



\*The health and safety coordinator position started August 2001.

## College and apprentice visits

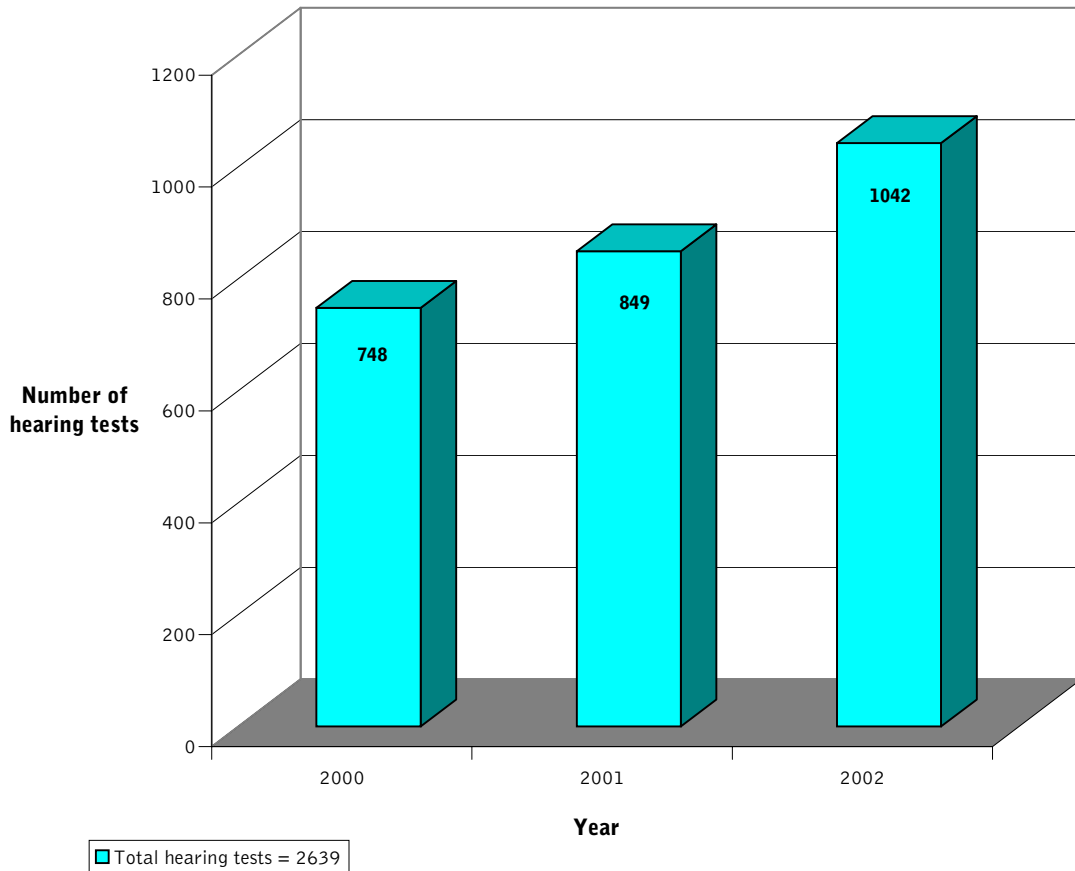
Student outreach expanded in 2002. SHAPE made presentations at Capilano College to location managers and assistant directors on the topic of safety orientation training. SHAPE general manager, Linda Kinney, spoke to graduating students. SHAPE also began monthly introductory talks for new members of the Union of British Columbia Performers (UBCP).



## Hearing tests

Some arts production and entertainment worksites present hearing risks to workers. Because hearing is a “non-renewable resource,” SHAPE’s goals are to raise awareness of the importance of hearing conservation and to provide hearing tests to all workers in the arts production and entertainment industries in B.C. The number of workers wearing hearing protection improved significantly in 2002. Able Mobile Hearing tested 1042 workers in 2002, which represents a 23% increase over 2001.

*Hearing tests, 2000–02*





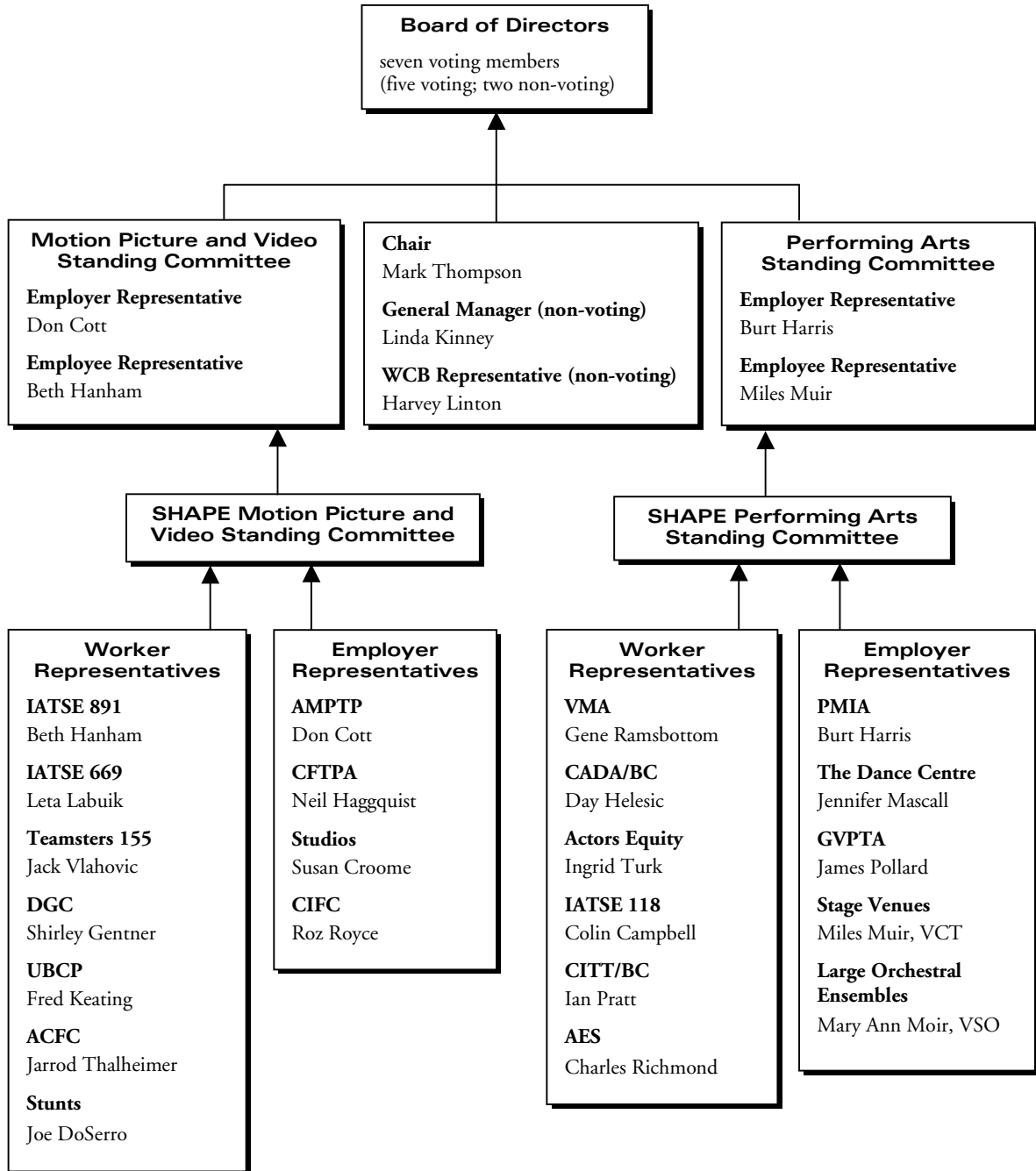
## **Appendix A: Acronyms for industry organizations**

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<b>ACFC</b>	Association of Canadian Film Craftspeople
<b>AES</b>	Audio Engineering Society
<b>AMPTP</b>	Alliance of Motion Picture and Television Producers
<b>CADA/BC</b>	Canadian Alliance of Dance Artists (BC Chapter)
<b>CFTPA</b>	Canadian Film and Television Production Association
<b>CITT/BC</b>	Canadian Institute of Theatre Technology (BC Chapter)
<b>CPAWC</b>	Commercial Producers Association of Western Canada
<b>DGC</b>	Directors Guild of Canada
<b>IATSE</b>	International Alliance of Theatrical Stage Employees
<b>PACT</b>	Professional Association of Canadian Theatres
<b>PMIA</b>	Pacific Music Industry Association
<b>UBCP</b>	Union of British Columbia Performers
<b>VMA</b>	Vancouver Musicians' Association
<b>VPTA</b>	Vancouver Professional Theatre Alliance



## Appendix B: SHAPE organizational chart





## Appendix C: Staff and committee members

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### Board of Directors

- Mark Thompson, Chair
- Miles Muir, Vancouver Civic Theatres
- Burt Harris, Pacific Music Industry Association
- Beth Hanham, International Alliance of Theatrical Stage Employees (IATSE), Local 891
- Don Cott, Alliance of Motion Picture and Television Producers (AMPTP)
- Harvey Linton, Manager, WCB Prevention
- Linda Kinney, SHAPE General Manager

### SHAPE staff

- Linda Kinney, General Manager
- Robyn Carrigan, Administrator
- Monika Majnik, Program Administrator
- Marty Clausen, Safety Consultant
- Edmond Brisson, Courses Receptionist
- Dee Trewin, Courses Receptionist

### Motion Picture and Video standing committee

- Mark Thompson, Chair
- Don Cott, AMPTP
- Susan Croome, BridgeStudios
- Joe DoSerro, UBCP/Stunts
- Shirley Gentner, DGC
- Neil Haggquist, CFTPA
- Beth Hanham, IATSE, Local 891

- Fred Keating, UBCP
- Leta Labiuk, IATSE, Local 669
- Harvey Linton, WCB Prevention
- Roz Royce, CIFC
- Jarrod Thalheimer, ACFC
- Jack Vlahovic, Teamsters, Local 155
- Linda Kinney, SHAPE
- Dian Cross, CPAWC

### Other participants

- Paul Altilia, DGC
- Manny Chavez, Disney
- George Chapman, DGC
- Mary Eilts, DGC
- Jon Corcoran, Sony Pictures
- Jeff Egan, Turner
- Jeannette Gallant, CPAWC
- Chris Daywalt, Fox Studios
- Andrew Williamson, CFTPA
- Byard Wood, UBCP
- Tom Hrynuik, Bridge Studios
- Paul Jordan, Universal Studios
- Crawford Hawkins, DGC
- Dennis King, AMPTP
- Tom Milne, Teamsters, Local 155
- Jane Player, WCB Prevention
- Robyn Carrigan, SHAPE
- Monika Majnik, SHAPE
- Marty Clausen, SHAPE

### **Performing Arts standing committee**

- Mark Thompson, Chair
- Colin Campbell, IATSE, Local 669
- Burt Harris, PMIA
- Day Helesic, CADA/BC
- Jennifer Mascall, The Dance Centre
- Mary-Ann Moir, VSO
- Miles Muir, VCT
- James Pollard, GVPTA
- Ian Pratt, CITT
- Gene Ramsbottom, VMA
- Charlie Richmond, AES
- Ingrid Turk, CAEA
- Linda Kinney, SHAPE

### **Other participants**

- Robyn Carrigan, SHAPE
- Monika Majnik, SHAPE
- Debra Marcus, VSO
- Wayne Morris, VMA

### **Working at Heights committee**

- Chris Anderson
- Colin Campbell, IATSE, Local 118
- Devin Jain, NASCO
- Matthew Lees, Christie Lites (Vancouver) Inc.
- Miles Muir, Venue Operators
- James Pollard, Greater Vancouver Professional Theatre Alliance
- Ian Pratt, Canadian Institute for Theatre Technology (CITT)
- Julie-anne Saroyan
- Ingrid Turk, Canadian Actors' Equity Association

### **Musculoskeletal Injury (MSI) committee**

- Burt Harris, Pacific Music Industry Association
- Day Helesic, Canadian Alliance of Dance Artists, BC Chapter
- Jennifer Mascall, The Dance Centre
- Gene Ramsbottom, Vancouver Musicians' Association, Local 145, American Federation of Musicians of the United States and Canada



## **Appendix D: WCB statistics**

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## **Appendix E: Financial statements**

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