

## 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 WorkSafeBC (the WCB) in recognition of the unique nature of the arts and entertainment industries.

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 WorkSafeBC choose a neutral chairperson for the board.

For more information, contact:

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### **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.



## **Message from the Chair**

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### **When the industry perceives a need, SHAPE responds**

Every year there are numerous references in SHAPE's annual report to "our stakeholders." We speak of the need to listen to our stakeholders, to reach out to them, to meet their needs.

Our stakeholders are the employers, workers, and organizations who are involved with the various facets of film, television, and live performance in British Columbia. The men and women who make a living in arts production and entertainment have a stake in what SHAPE does because our core purpose is to help them keep safe on the job. Our stakeholders are why we're here.

Our mission is to work with employers, workers, and their organizations to improve health and safety in the workplace. Each project we undertake is in some way a response to an industry need.

Industry needs are constantly changing, so part of our challenge is to keep up with those needs and remain relevant to the industries we serve. That means developing new courses such as the aerial platforms and counterbalanced forklifts courses, which proved successful in 2006. It means putting on new workshops such as those that SHAPE co-hosted with the Dancer Transition Resource Centre. And it means acting as a facilitator in the development of revised WorkSafeBC guidelines for fall protection in stunt work.

Since its formation, SHAPE has managed its finances conservatively. It provides programs based on requests from its stakeholders. Increases in the budget reflect higher levels of activity plus normal pressures from inflation. Our contract with WorkSafeBC provides that we can maintain a reserve equal to 50 per cent of our annual budget. When the reserves exceed that amount, the appropriation from WorkSafeBC is reduced accordingly. In 2006, our reserves had grown and exceeded 50% of our annual budget. As a result, the WorkSafeBC contribution was reduced by 7 per cent, and SHAPE's Board of Directors allocated \$42,263 from its reserves to accommodate increased activity and reduce the accumulated reserve.

We have numerous people who help keep us on track with our prevention efforts. The Motion Picture and Video Standing Committee and the Performing Arts Standing Committee are a great help in identifying issues and working on projects. And, as always, the Board of Directors played an important role in keeping us on course. Roberta Sheng-Taylor was a new addition to the Board of Directors in 2006, replacing Harvey Linton as the WorkSafeBC Manager of Interest when he retired.

On a sad note, Burt Harris, one of SHAPE's founding directors, passed on in 2006. He was an advocate for performers, and he lobbied for the inclusion of performers in the Employment Standards Act. He will be missed.

Another significant change occurred when Linda Kinney retired after serving as SHAPE's General Manager for five years. Linda's dedication to occupational health and safety as well as her knowledge of the arts production and entertainment industries in B.C. contributed greatly to SHAPE's success. Dawn Brennan was appointed to the position, bringing with her years of experience in the performing arts across Canada.

With all the changes that surround us, it's more important than ever to work together. SHAPE needs to know how we can best serve our stakeholder's needs and help build safer workplaces. We're here, we're listening, and we encourage you to speak up about your needs. After all, it's your health and safety that's at stake.

Mark Thompson  
Chair, SHAPE Board of Directors





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## **Training and education**

SHAPE's training and education activities are dictated by the needs of our stakeholders, so it's important for courses and workshops to grow and evolve from year to year to keep pace with the ever-changing arts production and entertainment industries.

### **Industry training sessions**

The evolution of education and training is reflected in our industry training sessions. Two courses that were added in 2005 — aerial platforms and counterbalanced forklifts — proved to be popular and grew in numbers through 2006, with separate sessions for experienced and inexperienced participants. On the other hand, some courses are harder to fill because of the busy schedules that are so common in the arts production and entertainment industries. To deal with this challenge, SHAPE looked into offering online training for the WHMIS and Transportation of Dangerous Goods (TDG) courses.

### **High school presentations**

Training and education in high schools is important because the students of today will make up the industry of tomorrow. SHAPE's occupational health and safety consultant made 16 school safety visits in 2006, in addition to working one-on-one with drama teachers. Think Set Safety continued to be used as a training resource as well, with 14 presentations made to schools or drama clubs. The presentations featured a working professional actor who led a stage-fighting workshop. The Think Set Safety resource will be assessed and revamped in 2007.

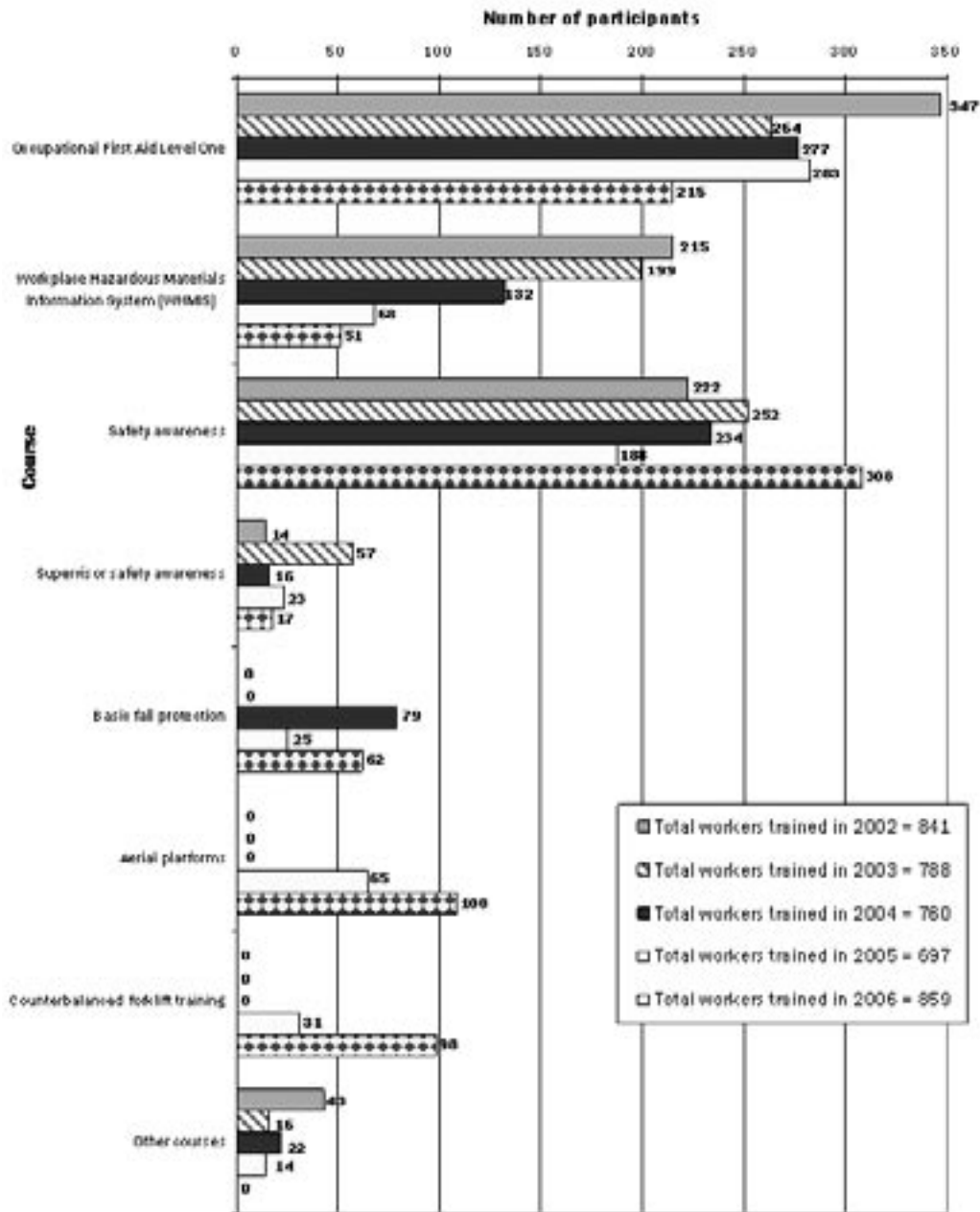
### **Dance workshops**

SHAPE partnered with the Dancer Transition Resource Centre (DTRC) to present two Injury Awareness and Instrument Maintenance workshops, one in April and one in July. The workshops were led by massage therapist Vincent Walker and kinesiologist Dr. Robert Cannon.

In October SHAPE and the DTRC co-hosted a three-day workshop called Body, Mind, and Soul, which also featured Vincent Walker and Dr. Cannon. The "body" component featured two days of anatomy, dance injury awareness, prevention, and rehabilitation. The "mind" component consisted of an afternoon focusing on money management, investing, and other financial advice. The "soul" component was an evening celebration with food and drink.



Industry training sessions, 2002–06



A total of 4001 participants attended courses sponsored by SHAPE in the five-year period from 2002 to 2006. Occupational First Aid Level One continued to be registered to capacity. Attendance in the Aerial Platforms and Counterbalanced Forklift courses appeared to jump significantly from 2005 to 2006. However, the reason for this leap is that the courses started in June 2005, hence the lower

numbers (96 participants in 9 separate classes) for that year. In 2006, the first full year for these newer courses, combined attendance was 206 participants in 22 separate classes.

## **Under development**

### **Firearm safety publication**

Information on firearm safety for cast and crew — agencies consulted included the RCMP, Vancouver Police Department, and Canadian Firearms Centre

### **Online registration and training**

Online registration for courses, and online training for WHMIS and Transportation of Dangerous Goods (TDG)

### **Safety awareness for theatres**

Safety Awareness course that will address specific needs of theatres

### **Stunt safety presentation**

Educational presentation to WorkSafeBC officers to aid in the development of WorkSafeBC guidelines related to fall protection and stunt work

## Publications/Research and development

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Publications represent a proactive approach to health and safety — the idea is to provide stakeholders with information that will help them work safely and prevent injuries and other accidents from happening at work.

### ***Good Nutrition for Dancers***

This four-page infosheet was produced with the help of registered nutritionist Stacy Horton, and distributed to dance centres and at dance conferences. It provides nutrition tips for use before classes, rehearsals, or performances, as well as afterward.

### **SHAPE web site**

The SHAPE web site ([www.shape.bc.ca](http://www.shape.bc.ca)) includes back issues of SHAPE newsletters and a comprehensive library of health and safety publications by SHAPE and other organizations. Readers can view electronic documents online or download them and print hard copies.

### **Posters and signage**

SHAPE produced and distributed five new health and safety posters and signs:

- Hear and Now** — provides protection tips to prevent hearing loss and promotes free hearing tests
- Safety Under the Sun** — provides prevention tips and information on how to detect early warning signs of skin cancer
- Ladder Safety Guide** — provides tips for using ladders and describes common hazards
- Stepladder Safety Guide** — provides tips on using stepladders and describes common hazards
- Fall Protection Mandatory** — an 8-1/2" x 11" sign stating that fall protection is required

Outreach efforts included distribution of safety supplies with related posters, including safety glasses, sun block, and hand sanitizers.

## **Aerial lift weight chart**

The aerial lift weight chart was laminated and widely distributed to film productions, lighting departments, and equipment rental houses.

## **Production package surveys**

SHAPE created two online surveys with the aim of improving the packages that are sent out to new productions. One survey focused on film production ([www.shape.bc.ca/productionsurvey.htm](http://www.shape.bc.ca/productionsurvey.htm)) and the other was specifically for construction departments ([www.shape.bc.ca/constructionsurvey.htm](http://www.shape.bc.ca/constructionsurvey.htm)).

## **Under development**

### **Theatre Safety Basics manual**

Work continued on this health and safety manual for live performance, which will be published in 2007. The publication grew out of a joint project between SHAPE and Theatre Alberta.

## **Communications and promotion**

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SHAPE's primary means of communications and promotion underwent some changes in 2006 to make them more efficient: The web site saw some restructuring, and the publishing schedule for the newsletter was adjusted.

### **Newsletter**

The publishing schedule for newsletters was revamped in 2006 so the final issue would be December rather than December/January. In order to make the transition to the new schedule there were eight newsletters published in 2006 rather than ten as in previous years. In the future there will likely be a schedule of nine newsletters per year. Topics published in 2006 included the following:

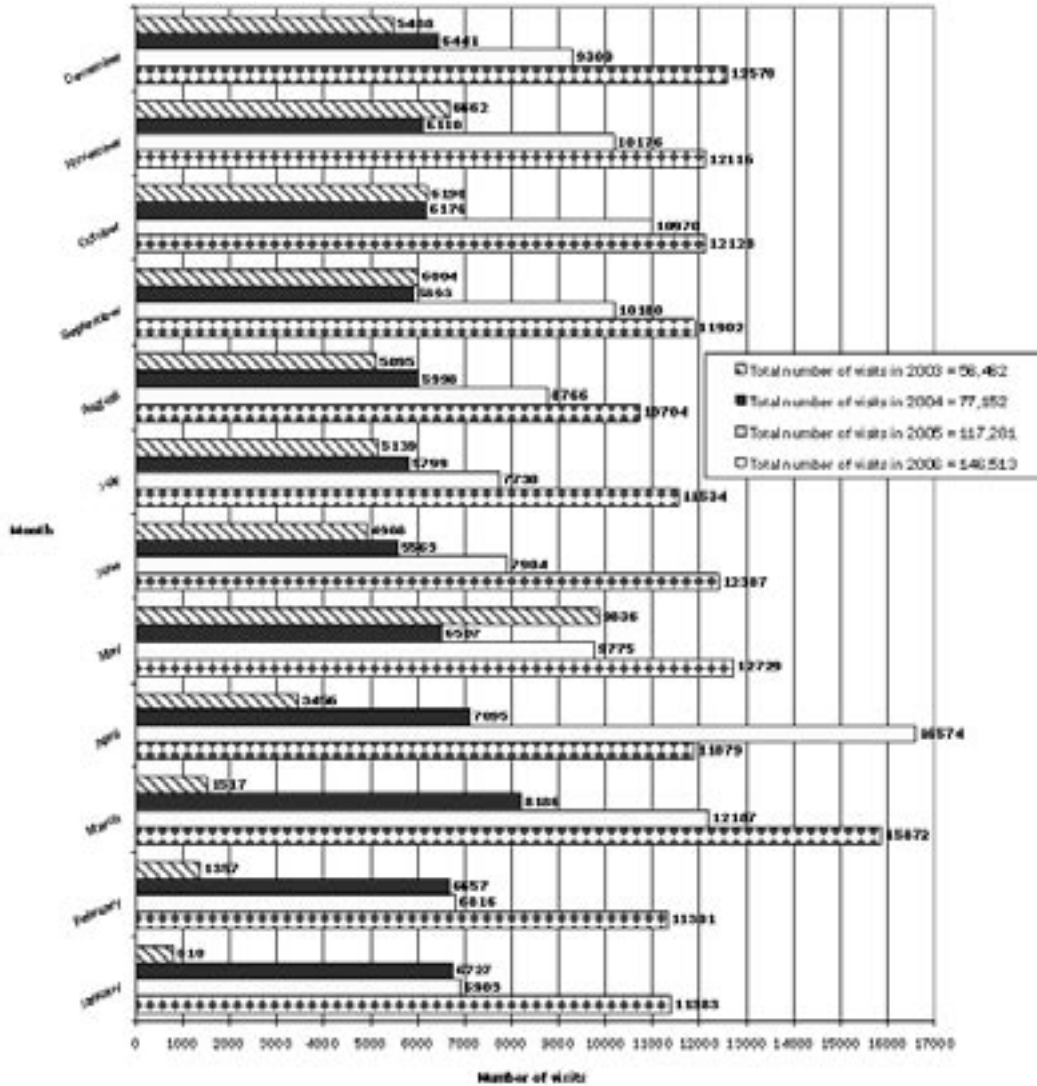
- dancers and ankle sprains
- musicians and carpal tunnel syndrome
- paint safety guidelines
- sun safety
- incident investigation
- makeup and chemicals
- working with children in live performance
- hand washing to prevent infectious disease

The mailing list was also updated in 2006, and many people opted to receive the newsletter digitally, further reducing the need for printed copies.

### **Web site**

The web site ([www.shape.bc.ca](http://www.shape.bc.ca)) was reorganized to make it more user friendly. Publications and videos now reside on a single "Library" page, where they're divided into categories such as "Hearing," "Locations," and "Young Workers." Each item features a pop-up description that briefly explains what the item is about. As before, users can find PDF files of SHAPE newsletters and many other health and safety resources from SHAPE and other organizations. Another added feature is the "Posters" page, where users can view thumbnail samples of SHAPE posters.

SHAPE web site — Monthly visits, 2003–2006



Use of the web site continued to grow in 2006, with a 25% increase in the overall number of hits from 2005 to 2006. One reason for this increase may be that more stakeholders opted for the electronic version of the newsletter rather than the mailout.

## **Industry services and outreach**

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### **Industry support**

#### **Working with Child Performers in Live Performance**

SHAPE worked with the performing arts industry and the B.C. Employment Standards Branch to clarify regulations regarding the employment of youth in live performance. This work will continue in 2007.

#### **Guidelines for fall protection in stunt work**

SHAPE acted as a facilitator between WorkSafeBC and independent contractors in the B.C. stunt community, helping to ensure that the stunt community had a strong voice in the development of guidelines for fall protection in stunt work. Through a series of meetings, one-on-one consultations, and widespread electronic communication, the stunt community and WorkSafeBC came to consensus on significant new guidelines that address the hierarchy of fall protection controls, work procedures, alternate standards for equipment, and re-use of equipment after a fall. WorkSafeBC adopted Interim Guidelines on May 5, 2006; these will become regulation in 2007.

#### **Occupational health and safety consultant**

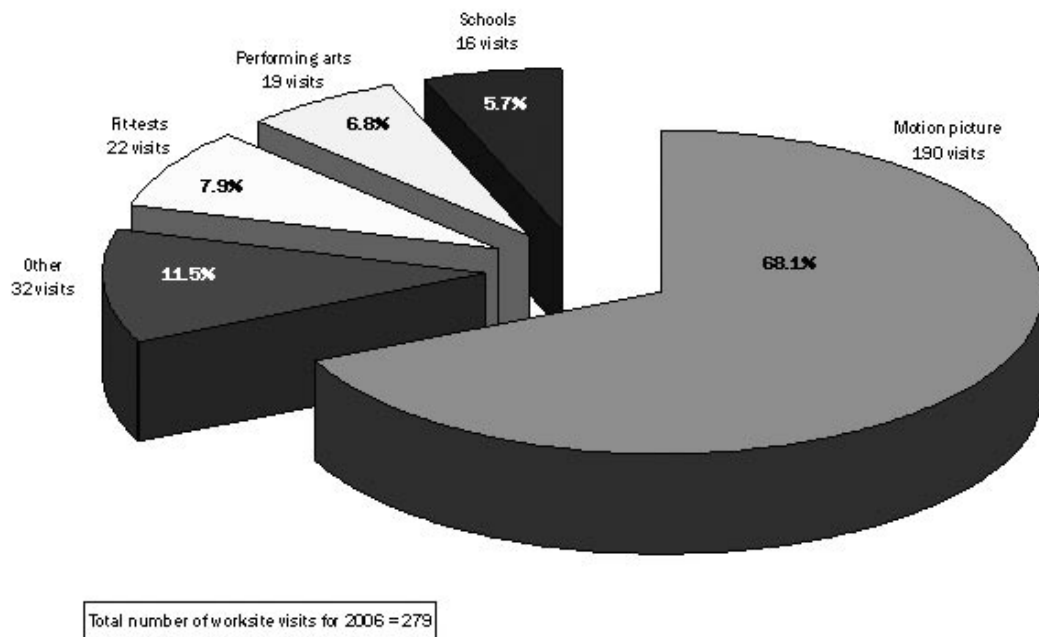
As always, field activity continued to be the main focus for the occupational health and safety consultant. In addition to respirator fit testing, there was an increased demand for help in other areas, including reviewing safety programs and safety committees, and answering questions about various safety concerns. Other consultant activities included the following:

- responded to two fires on film sets
- helped with incident investigations
- helped with air-quality issues on temporary sets
- researched stunt equipment and equipment used on aerial lifts
- communicated with industry about lighting equipment
- provided occupational health and safety orientations to new members of IATSE 891, the Association of Canadian Film Craftspeople (ACFC), and new students at Capilano College, BCIT, and UBC
- made safety awareness presentations at BCIT and UBC, and gave safety talks at Capilano and Douglas colleges

## Occupational health and safety consultant for performing arts

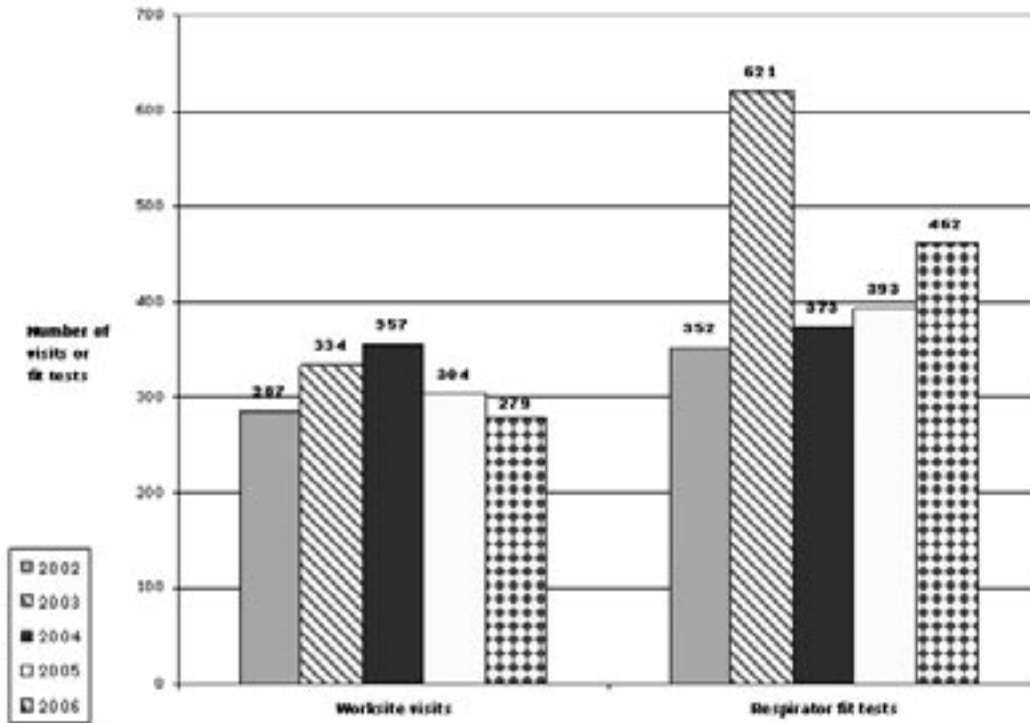
The bulk of the health and safety consultant's visits continued to be in the motion picture and television industries (68.1% of all visits in 2006). Building on the success of the first consultant, SHAPE decided to hire another consultant in 2007 specifically for the performing arts community. This will allow for ongoing education for performing arts organizations regarding compliance with occupational health and safety regulations and guidelines.

*Number of worksite visits by type, 2006*





*Worksite visits and respirator fit tests, 2002–06*

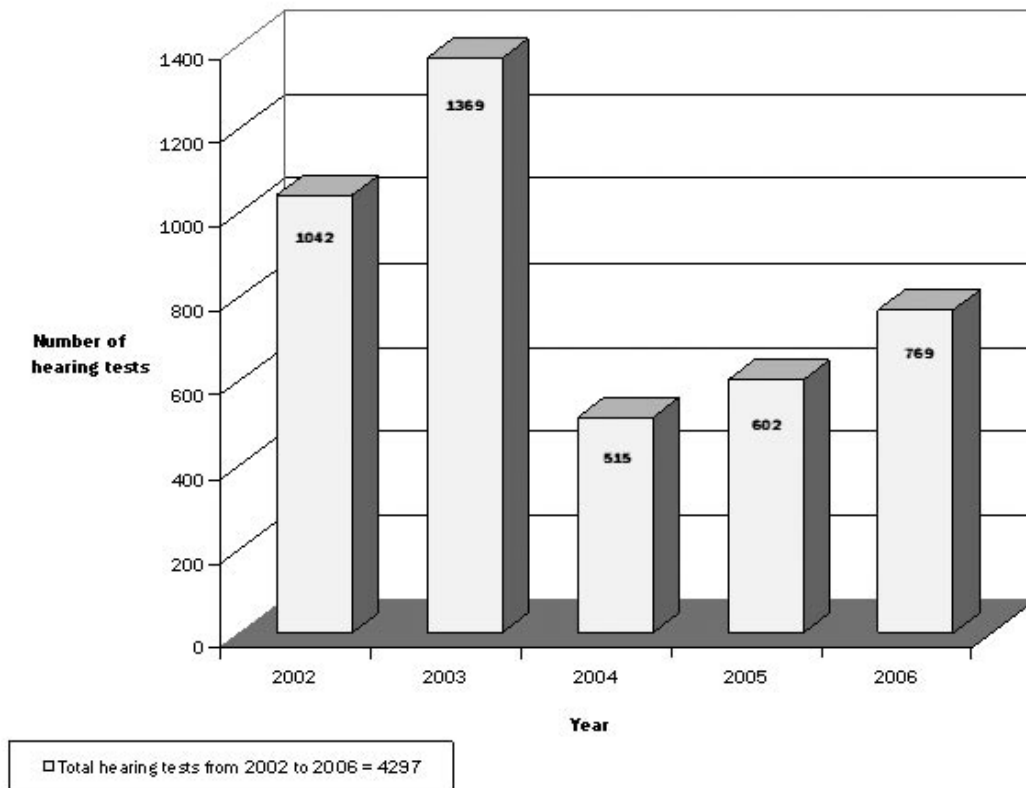


Although the overall number of worksite visits was down from previous years, the number of respirator fit tests was up in 2006, with an increase of 17.5% from the previous year. It should be noted that the need for worksite visits and fit tests varies with production demands in B.C. from year to year.

## Hearing tests

AA Audio Lab continued to provide hearing tests for various SHAPE stakeholders, including motion picture productions, theatres, educational institutions, and the Vancouver Symphony Orchestra.

*Hearing tests, 2002–06*



The number of workers receiving hearing tests increased for the second year in a row, with a 28% increase in the number of workers tested from 2005 to 2006.

## Event attendance

Attending conferences and trade shows allows SHAPE to connect with existing stakeholders as well as people who may not have heard of our organization or may not be familiar with what we have to offer.

### **Canadian Institute for Theatre Technology student night, January 19**

SHAPE gave a presentation on fall protection, followed by a Q&A session, at the CITT student night held at Capilano College.

**Day of Mourning ceremony, April 28**

SHAPE attended the Day of Mourning ceremony, an annual public event to remember workers who have lost their lives as a result of work-related accidents or occupational diseases.

**Canadian Institute for Theatre Technology 2006 conference, August 12**

SHAPE was awarded an Honorary CITT Membership at the annual conference, which was held in Toronto in 2006. The award is for an individual or organization who has contributed significantly to the development of technical disciplines within the Canadian live performance industry.

**Douglas College Student Night, October 30**

SHAPE hosted an information table at this job fair and industry trade event for arts students from the Lower Mainland and Vancouver Island.

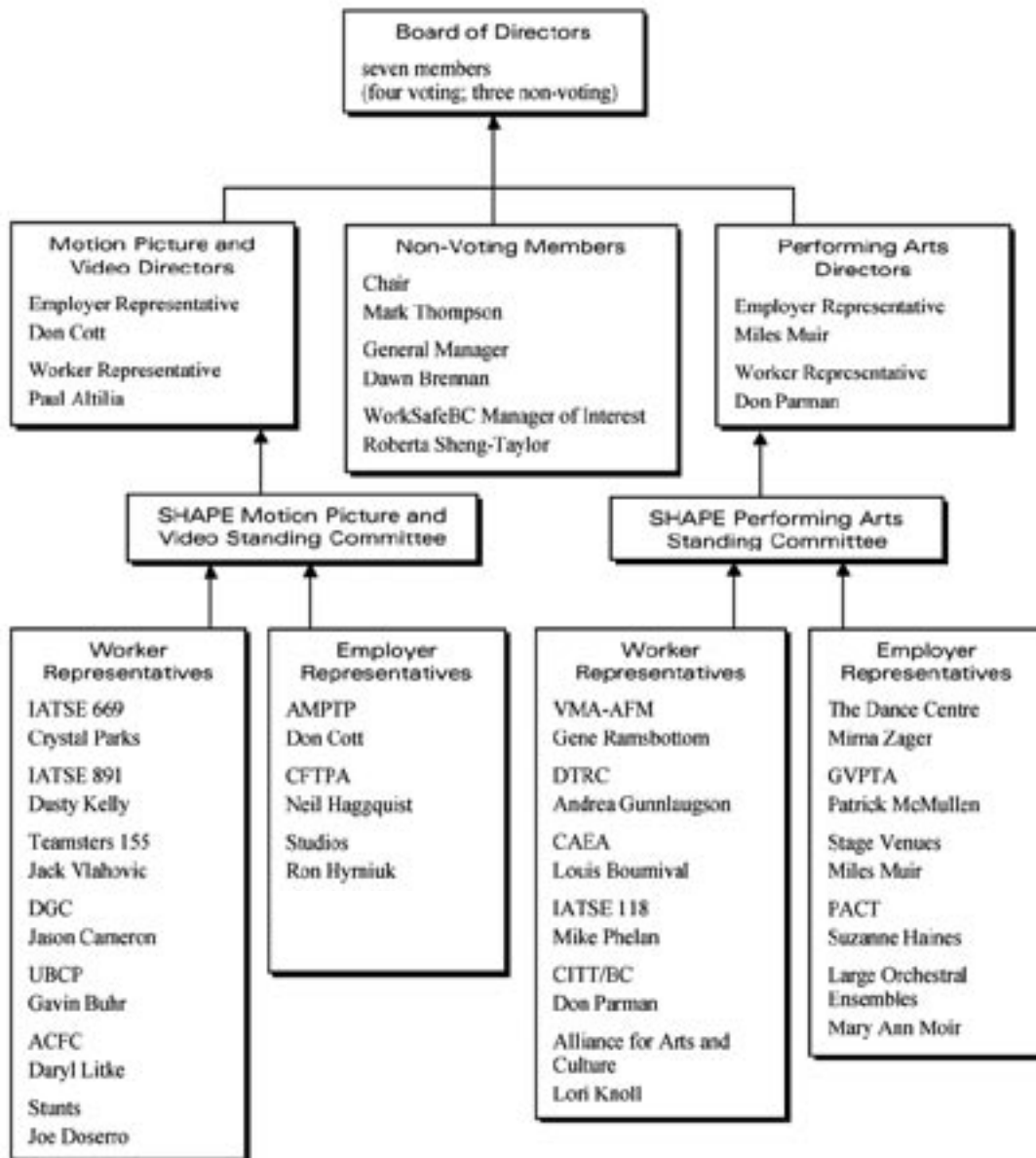
**Halloween Haunt, October 27–31**

SHAPE co-sponsored and had a table at this film industry fundraiser for children's charities. The five-day event took place at The Bridge Studios, and included a tour with performances as well as a haunted house on sets from SG-1 and Atlantis.

**Making a Scene conference, November 10**

SHAPE opened the conference with a performance by Peter Boulanger from the Underground Circus, sponsored the opening breakfast, and made a safety presentation.

## Appendix A: SHAPE organizational chart





**Appendix B: Auditor's report**

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Financial Statements

**SHAPE, Safety and Health in Arts Production  
and Entertainment Association**

December 31, 2006



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## AUDITORS' REPORT

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To the Members of  
**SHAPE, Safety and Health in Arts Production and Entertainment Association**

We have audited the balance sheet of **SHAPE, Safety and Health in Arts Production and Entertainment Association** as at December 31, 2006 and the statements of operations and changes in net assets and cash flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2006 and the results of its operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles. As required by the Society Act of the Province of British Columbia, we report that, in our opinion, these principals have been applied on a basis consistent with that of the previous year.

Vancouver, Canada,  
February 26, 2007.

*Ernst + Young LLP*

Chartered Accountants

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SHAPE, Safety and Health in Arts Production and Entertainment Association

**BALANCE SHEET**

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As at December 31

	2006	2005
	\$	\$
<b>ASSETS</b>		
<b>Current</b>		
Cash and cash equivalents <i>[note 4]</i>	597,688	354,567
Accounts receivable	8,998	6,435
GST receivable	7,184	6,152
Prepaid expenses	687	615
	<u>614,557</u>	<u>367,769</u>
Equipment <i>[note 5]</i>	16,062	19,298
	<u>630,619</u>	<u>387,067</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	18,395	14,579
Deferred revenue	281,999	—
	<u>300,394</u>	<u>14,579</u>
<b>Net assets</b>		
Internally restricted <i>[note 4]</i>	282,000	269,264
Unrestricted	48,225	103,224
	<u>330,225</u>	<u>372,488</u>
	<u>630,619</u>	<u>387,067</u>

Commitments *[note 6]*

*See accompanying notes*

On behalf of the Board:

Director

Director



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**SHAPE, Safety and Health in Arts Production and Entertainment Association****STATEMENT OF OPERATIONS AND  
CHANGES IN NET ASSETS**

Year ended December 31

	2006	2005
	\$	\$
<b>REVENUE</b>		
Workers' Compensation Board funding	446,660	479,675
Course fees	43,839	29,489
Investment and other income	11,305	11,268
	<b>501,804</b>	<b>520,432</b>
<b>EXPENDITURES</b>		
<b>Program expenditures</b>		
Stakeholders	10,902	10,395
Communication and promotion	29,794	29,956
Research and development/publications	16,361	29,629
Industry and work site services	11,639	8,299
Industry training	68,793	48,893
Outreach	85,943	87,012
	<b>223,432</b>	<b>214,184</b>
<b>Administrative expenditures</b>		
Advertising and promotion	285	1,872
Amortization	5,978	5,753
Bank charges and merchant fees	2,161	1,294
Consultants fees	1,604	1,397
Honoraria - board of directors	10,917	14,575
Insurance	2,677	2,027
Office and miscellaneous	21,071	16,126
Office rental	58,107	56,086
Professional fees	9,518	8,534
Recruitment	21,964	3,974
Repairs and maintenance	1,033	2,460
Salaries and benefits	180,250	176,588
Telephone and internet	4,830	5,420
Travel	240	1,278
	<b>320,635</b>	<b>297,384</b>
<b>Total expenses</b>	<b>544,067</b>	<b>511,568</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>(42,263)</b>	<b>8,864</b>
Net assets, beginning of year	372,488	363,624
<b>Net assets, end of year</b>	<b>330,225</b>	<b>372,488</b>

*See accompanying notes*

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SHAPE, Safety and Health in Arts Production and Entertainment Association

STATEMENT OF CASH FLOWS

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Year ended December 31

	2006	2005
	\$	\$
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenditures	(42,263)	8,864
Adjustment for:		
Amortization	5,978	5,753
	(36,285)	14,617
Changes in non-cash working capital		
Increase in accounts receivable	(2,563)	(369)
Decrease (increase) in GST receivable	(1,032)	337
Increase in prepaid expenses	(72)	(615)
Increase in accounts payable and accrued liabilities	3,816	3,831
Increase in deferred revenue	281,999	—
<b>Cash provided by operating activities</b>	<b>245,863</b>	<b>17,801</b>
<b>INVESTING ACTIVITIES</b>		
Purchase of equipment	(2,742)	(2,340)
<b>Cash used in investing activities</b>	<b>(2,742)</b>	<b>(2,340)</b>
<b>Net increase in cash during the year</b>	<b>243,121</b>	<b>15,461</b>
Cash, beginning of year	354,567	339,106
<b>Cash, end of year</b>	<b>597,688</b>	<b>354,567</b>
<b>Cash and cash equivalents comprise:</b>		
Cash	24,688	85,303
Term deposit	573,000	269,264
	597,688	354,567

*See accompanying notes*

**NOTES TO FINANCIAL STATEMENTS**

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December 31, 2006

**1. NATURE OF OPERATIONS**

SHAPE, Safety and Health in Arts Production and Entertainment Association (the Association) was incorporated under the Society Act of British Columbia on March 23, 1998. The Association's mandate is to promote health and safety in the motion picture, theatre, music and other performing arts industries.

As a non-profit organization, the Association is not subject to income tax.

**2. SIGNIFICANT ACCOUNTING POLICIES**

**Revenue recognition**

Funding received under terms of agreements are recognized as revenue in the year in which the related expenses are incurred.

Revenue from the Workers Compensation Board of British Columbia ("WCB") is recognized when invoiced by the Association in accordance with funding agreement with the WCB. Payments from the WCB received in advance of the fiscal year to which they related are recorded as deferred revenue.

Revenue from course fees is recognized on the delivery of the courses to attendees.

Investment and other revenue is recorded as it is earned by the Association.

**Equipment**

Assets comprising equipment are recorded at cost and amortized over their estimated useful lives using the following methods and rates:

Computer equipment (pre - March 22, 2004)	30% declining balance
Computer equipment (post - March 22, 2004)	45% declining balance
Office equipment	20% declining balance
Furniture and fixtures	20% declining balance

**Use of estimates**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the period. Actual results may differ from those estimates.

**NOTES TO FINANCIAL STATEMENTS**

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December 31, 2006

**3. FINANCIAL INSTRUMENTS**

The Association's financial instruments consist of cash and cash equivalents, accounts receivable, GST receivable, and accounts payable and accrued liabilities. It is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of the financial instruments approximate their carrying values unless otherwise noted.

**4. CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include term deposits totalling \$282,000 [2005 - \$269,264] that are restricted and reserved for future program expenditures.

**5. EQUIPMENT**

	Cost \$	Accumulated Amortization \$	Net Book Value \$
<b>2006</b>			
Computer equipment	31,394	23,350	8,044
Office equipment	12,861	10,003	2,858
Furniture and fixtures	20,505	15,345	5,160
	<b>64,760</b>	<b>48,698</b>	<b>16,062</b>
<b>2005</b>			
Computer equipment	30,058	19,377	10,681
Office equipment	12,861	9,289	3,572
Furniture and fixtures	19,100	14,055	5,045
	<b>62,019</b>	<b>42,721</b>	<b>19,298</b>

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**SHAPE, Safety and Health in Arts Production and Entertainment Association**

**NOTES TO FINANCIAL STATEMENTS**

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December 31, 2006

**6. DEFERRED REVENUE**

Deferred revenue represents 2007 program funding received from the WCB in advance of 2007 expenditures being incurred by the Association.

**7. COMMITMENTS**

The Association is a party to operating lease commitments for premises and office equipment. Minimum annual payments under the leases are as follows:

	\$
2007	32,416
2008	32,416
2009	33,331
2010	33,985

