

MULTI-EMPLOYER WORKPLACE

H&S Due Diligence Checklist

Defining Responsibilities

Clearly defining responsibilities in Performing Arts & Live Events can be complex which is why it is important to clearly identify this in contracts and written service agreements to determine who is the prime contractor and organization/individual responsible for coordinating health and safety activities at a multi-employer worksite. Whether you are the venue's owner and/or operator, promoter, and/or an employer – everyone has responsibilities for ensuring a safe workplace and complying with the Workers Compensation Act (WCA) and Occupational Health and Safety Regulation (OHSR). By ensuring a safe workplace and event, this protects workers, guests and the surrounding community, but also the future of the event itself and the reputation of event organizers through:

The infographic consists of a teal background with a grid of six white icons, each with a corresponding text box below it. The icons are: 1. Two hands holding a yellow cross. 2. Two hands shaking with a yellow checkmark above. 3. A money bag with a yellow arrow pointing down. 4. A yellow star in a circle with a ribbon. 5. A network of people icons connected by lines. 6. A checklist with a yellow pencil.

- Risk reduction and prevention of injury**
- Future support from the community and municipal/provincial government agencies**
- Reduced costs and implications from an incident or non-compliance order, fine or court proceedings**
- Enhanced reputation, confidence within the industry and trust from customers and clients**
- Retaining your direct and contracted workforce**
- Legal compliance**

At most multi-employer worksites, the prime contractor is responsible for health and safety as they generally possess knowledge of the overall work activities, hazards and the means to control these hazards. Whether or not you are aware that you are the prime contractor or in absence of it being clearly designated, if based on the circumstances you are determined to be the prime contractor the requirements apply to you. This checklist provides a general overview of key requirements of a multi-employer worksite customized for the Performing Arts & Live Events industry for performances at both permanent and temporary venues. This checklist is not exhaustive of all responsibilities and requirements, but serves as an overarching guideline of legislative requirements and best practices:

Multi-Employer Due Diligence Checklist Item	Status
Is there a written agreement between the promoter, performing act(s), and venue owner and/or operator (as applicable) that outlines duties and responsibilities with respect to health and safety?	
Is there a written agreement for each contractor, independent/contingent worker and Third Party Vendor (TPV) (as applicable) that outlines duties and responsibilities with respect to health and safety?	
Do all applicable parties performing work hold the minimum insurances for workers compensation, general commercial liabilities, automobile liability insurance and other insurance coverages as required?	
Do all applicable parties hold regular meetings that discuss key health and safety objectives, responsibilities and information to be shared with their workers?	
<p>Has each contractor and/or TPV provided the name and contact information of</p> <ul style="list-style-type: none"> (1) a designated supervisor, and (2) a person responsible for health and safety for the workers on site performing work on behalf of that contractor and/or TPV? 	
Is there a site plan and/or adequate signage that outlines (at a minimum) emergency exits, assembly/muster points, site secured perimeter, medical locations, emergency vehicle access, water stations, washrooms, and other critical health and safety items?	
<p>Is there a Health and Safety Bulletin Board or Binder that contains all required postings for Occupational Health and Safety (OHS)? This includes, but is not limited to:</p> <ul style="list-style-type: none"> (1) Health and Safety Policy and WorkSafeBC Responsibilities Posters; (2) Violence and Harassment Policies; (3) Site-Specific First Aid and Injury Reporting Requirements; (4) Emergency Procedures and Assembly/Muster Points; (5) Reference to WorkSafeBC legislation e.g. Notice to Workers Poster; (6) Injury Prevention/Reporting Notice to Workers Poster; (7) Safety Data Sheets (SDS) binder or location; (8) Joint Health and Safety Committee (JHSC) members, representatives and meeting minutes (as applicable); (9) Inspection Reports from WSBC (as applicable); and (10) any other requirements prescribed by WSBC required to be posted. 	

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<p>Has the organization responsible for coordinating the multi-employer worksite ensured compliance with WSBC first aid requirements, which include but are not limited to:</p> <ul style="list-style-type: none"> • Conducting a first aid assessment that considers all workers and individuals at the worksite, first aid assessments may differ for load in/outs (i.e. builds/strikes), event time, and overnight. <p>★ TIP Use ActSafe's First Aid Online Assessment Tool!</p> <ul style="list-style-type: none"> • Ensuring that there are adequate first aid services for the workplace and this should include first aid/medical services, certified attendants, equipment, supplies, and protocols to escalate to off-site medical (i.e. transportation) as applicable and in accordance with the WCA/OHSR (specifically Schedule 3A) and the first aid assessment. 	
<p>Are communication and documentation systems in place to ensure:</p> <ul style="list-style-type: none"> • Hazards are reported and corrected without delay • Incident and injuries are reported immediately • Reported incidents are properly investigated with corrective actions identified, as required by WorkSafeBC's Conducting Employer Investigation • Incidents that resulted in off-site medical treatment and/or time loss beyond the date of injury are properly reported by the Employer to the Claims Division of WorkSafeBC, as required by How Employers Report Workplace Injury Illness • Are incidents that require immediate notification to WorkSafeBC, immediately reported to WorkSafeBC, as required by Reporting Incidents WorksafeBC 	
<p>Is there an emergency plan in place that includes clear alert notifications, communications, procedures, marked exit routes and known assembly/muster points?</p> <p>NOTE: For outdoor events, weather monitoring and response is a critical component of emergency preparedness and response.</p>	
<p>Has an emergency drill and/or tabletop exercise been conducted to ensure all key stakeholders of the multi-employer worksite are aware of their emergency protocols and required actions for response?</p>	
<p>Is there a designated on-site person responsible for the oversight, communication and coordination of health and safety activities at the multi-employer worksite?</p>	
<p>Are workers made aware of reasonably foreseeable hazards (e.g. new/young workers, fall protection, mobile equipment, overhead work, weather hazards etc.)?</p>	

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<p>Are all workers (including contractors and TPVs) signed in and are orientations conducted to provide workers with health and safety information?</p> <p>★ TIP Use ActSafe's New and Young Worker Orientation Checklist!</p>	
<p>Is a process in place to confirm that workers (including contractors and TPVs) requiring specialized safety training/certification have such training and it is valid (e.g. forklifts, scissor and boom lifts, fall protection, first aid training, Serving It Right etc.)?</p>	
<p>Are hazards controlled reasonably, practicably and in accordance with the applicable sections of the WCA/OHSR?</p>	
<p>Are locations and tasks requiring Personal Protective Equipment (PPE) delineated, identified, communicated and supervised to ensure PPE requirements are enforced?</p>	
<p>Is there a safe location and procedure designated to allow for safe use and delivery of materials, tools and equipment?</p>	
<p>Is there a 2-way communication system in place which ensures that contractors and TPVs understand their responsibility for notifying the designated person when their work activities may create a hazard for other workers and/or the public?</p>	
<p>Are "Tool Box Talks", "Safety Briefings" or "Pre-Shift Talks" regularly conducted to bring awareness to general and site-specific hazards and safety information?</p> <p>★ TIP Use ActSafe's Library of Tool Box Talks!</p>	
<p>When applicable and as required by the WCA/OHSR, are Joint Health and Safety Committees (JHSCs) established and fulfill their duties and functions?</p> <p>★ TIP Review WorkSafeBC's JHSC Website for more information.</p>	
<p>Are regular inspections carried out to prevent unsafe acts, practices and conditions?</p> <p>★ TIP Use ActSafe's Workplace Inspection Checklist!</p> <p>REMINDER: This includes pre-operational (i.e. pre-use) inspections for mobile equipment as required by manufacturers' instructions and as prescribed by the WCA/OHSR.</p>	

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<p>Are protocols in place to prevent heat exhaustion (as applicable)? For example: water stations and cooling/shaded areas, along with education on acclimatizing, taking breaks, dressing for the weather and wearing sunscreen?</p> <p>★ TIP Please see Actsafe's Heat Exposure Control Plan template.</p>	

Compliance with OHSR 4.2 Safe Building and Structures

Many performing arts and live event workplaces require temporary/demountable structures such as stages (custom and mobile), grandstands, VIP/Accessibility platforms, scaffold, tents and roof structures with added complexity from rigging audio, visual and other performance equipment. WSBC's **OHSR 4.2 Safe Building and Structures** requires ensuring that these structures are capable of withstanding stresses and forces that it may be exposed to (i.e. weather, live/dynamic loads, static/dead loads). Requirements may vary by AHJ and the structure itself, however below is a general list of documentation that may be required to demonstrate compliance and ensure structures meet or exceed the engineering and safety requirements:

- Building Permits, as required from the applicable Authority Having Jurisdiction (AHJ)
- Notice of Project (NOP), as required by WorkSafeBC – see WSBC's **OHSR 20.2 Notice of Project (NOP)** and **Do I Need To Submit A Notice of Project** for more information
- Engineering drawings and inspection reports including load/capacity restrictions and high wind action plans
- Supplier/Manufactures' drawings, instructions and inspection reports including load/capacity restrictions and high wind action plans
- Rigging plots and component lists including load/capacity restrictions and high wind action plans
- Risk register and assessment
- Other documentation as required by WorkSafeBC or other AHJ
- Other documentation as outlined by **ANSI ES1.19-2020, Safety Requirements for Special Event Structures**

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