

Carousel Players

... THEATRE YOU NEVER OUTGROW ...

Health & Safety Policies and Procedures Manual

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I. Company Health & Safety Policy

Carousel Players is committed to ensuring and protecting the health and safety of its most valuable resource: its people. The Corporation will make every effort to provide its employees, contracted personnel, patrons, and volunteers with a safe and healthy environment, while continuously striving to eliminate any identified hazard that might result in injury to people or damage to property.

This commitment will be fulfilled through our Health and Safety policies and procedures, in compliance with all applicable unions, associations, federal and provincial legislation. These policies and procedures will be reviewed annually to ensure their ongoing effectiveness.

Health and safety is a shared commitment. It is the responsibility of all to recognize hazards in the workplace, to protect their own safety while they are working, and to respect health and safety policies of the Company.

i. Carousel Players Health & Safety Committee

Carousel Players provides and supports a Health & Safety Committee that brings people of different skills and experience together to identify and solve workplace health and safety concerns. The Committee will meet to:

- Identify and evaluate potential hazards, recommend corrective action to the appropriate department on all matters pertaining to health and safety in the workplace, and follow up on recommendations;
- Accept employee health and safety concerns and recommendations;
- Assist with improvements of internal health & safety training programs and policies;
- Maintain inspection documentation, policies & information in the health & safety binder;
- Meet quarterly and document all Committee activities, reporting to Board through the General Manager on a timely basis any recommendations.

Carousel Players' Health & Safety Representatives are the General Manager and the Associate Production Managers

ii. Health & Safety Display Boards

A Health & Safety Notice Board will be provided in every rehearsal hall, with the following posted:

- *Carousel Players Health & Safety Policies and Procedures Manual*
- *Safety Guidelines for the Live Performance Industry (Ontario)*
- Emergency Evacuation Procedures & Fire Safety Plan
- Workplace Accident/Injury and Incident Report forms

II. Rights & Responsibilities of Workers

The intent of the Occupational Health & Safety Act is to ensure the joint participation of workers and employers with equal powers to act on health and safety matters. Management and supervisors, who design and direct work, and workers, who actually carry out the work, must be equally involved in finding solutions to eliminate accidents.

To ensure that Carousel Players have an effective health and safety program, a system has been established to identify, control and communicate any occupational health or safety hazards. Health and safety must be an integral part of all activities, and responsibility for its effectiveness lies with everyone. Health and Safety policies will be reviewed annually and any necessary revisions will be made to ensure their ongoing effectiveness.

i. Rights of Workers

In the province of Ontario, workers and employers share responsibility for workplace safety under the Occupational Health & Safety Act (the Act). The Act gives three basic rights to workers:

The Right to Participate

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is expressed through worker membership in the Joint Health & Safety Committee.

The Right to Know

Workers have the right to know about any potential hazards to which they may be exposed. This means the right to be trained and to have information about machinery, equipment, working conditions, processes and hazardous substances.

The Right to Refuse Work

Workers have the right to refuse work that they believe is hazardous to either their own health and safety or that of another worker. The Act describes the exact process for refusing dangerous work and the responsibilities of the employer in responding to such a refusal.

ii. Responsibilities of Workers

Supervisor Responsibilities

A supervisor is defined by the Act as “a person who has charge of a workplace or authority over a worker.” Carousel Players’ supervisors are identified on departmental organizational charts as noted in the Employee Manual and individual contracts. Supervisors are responsible for the safety of their assigned workers and for the safe condition of their assigned areas. In the performance of their duties, supervisors will:

- Ensure that workers comply with the Act and its regulations.
- Ensure that any equipment, protective devices or clothing required by the employer is properly used or worn by workers.

- Advise workers of any potential or actual health or safety hazards, and provide them with written instructions about protective measures and procedures.
- Set a proper example of health and safety for all workers by complying with the Health & Safety Program and provide an atmosphere that encourages and supports safe work practices.
- Assess training needs and provide training to workers or any volunteers or unpaid students on the health and safety requirements of each job assignment. This training should occur both at the beginning of employment and when new equipment, products or processes are introduced.

Worker Responsibilities

Under the Act, every worker must take personal responsibility for working safely and being aware of the safety of others. Workers shall:

- Participate in any training that is required.
- Work in compliance with the Act, its regulations and established procedures.
- Use or wear any required equipment, protective devices or clothing required by the employer.
- Report to the supervisor any missing or defective equipment or protective device, workplace hazard, or contravention of the Act.
- Not remove or make ineffective any required protective device, use or operate any equipment or work in a way that may endanger any worker, or engage in any prank or rogue act.
- Co-operate with the Carousel Players Health & Safety Committee.

Self-Employed Actor/Designer/Musician/Independent Contractor Responsibilities

All actors, designers, musicians and independent contractors must adhere to the theatre's health & safety policies and procedures. At the beginning of their contract, workers will receive health and safety orientation by their supervisor. Artists belonging to Canadian Actors' Equity Association and designers who belong to Associated Designers of Canada are insured for workplace injury through their associations.

Volunteer/Co-op Student Responsibilities

All volunteers and students must adhere to the theatre's health & safety policies and procedures. Volunteers and students who will be using the theatre's equipment as part of their duties must demonstrate their competency to use such equipment safely before being authorized to do so.

III. Health & Safety Training

At the beginning of every contract each manager, worker, artist, volunteer or independent contractor will receive orientation in emergency procedures and the theatre's health and safety policies & procedures. Orientation will ensure that each employee will

- Report to his or her employer any contravention of these health and safety policies or the existence of any hazard of which he or she knows
- Know where the first aid kits are located
- Know where the fire extinguishers are located
- Know where the closest fire exits are located and the appropriate routes to follow
- Know who in their work area is trained in first aid
- Understand and follow the requirements for Personal Protective Equipment (PPE) and the minimum recommended requirements for personal safety on the job, including foot protection, eye protection, hearing protection, hand protection, fall protection, respiratory protection and head protection as it relates to their position
- Use or wear the protective devices or clothing that the worker's employer requires to be used or worn
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker
- Not remove or make ineffective any required protective device, use or operate any equipment or work in a fashion that may endanger any worker, or engage in any prank or rogue act

OSHA Worker Health & Safety Awareness Certification

All employees and self-employer contractors working in the Carousel Players workspaces (e.g. actors, casual crew) are required to complete this certification and provide a copy of the certificate to Carousel Players. Carousel Players will keep these certificates on file so that employees and contractors will only need to submit their certificate once.

WHMIS

All employees who use, or may use, any hazardous materials must be trained in the Workplace Hazardous Materials Information Systems (WHMIS). If new employees have not received this training, they should inform their supervisor who will arrange necessary instruction.

IV. First Aid and Accident Reporting

When individuals or patrons experience a work-related injury or accident, it is essential that prompt action be taken to minimize the extent of the injury and remedy the cause in order to prevent further accidents/incidents. All Carousel Players staff are made aware of the location of first aid kits and personnel trained in first aid.

Should an accident or injury occur, the worker must submit a completed Workplace Accident Report form to the Associate Production Managers/General Manager as soon as possible. For employee injuries an additional form (WSIB Form) must be completed.

Some people are sensitive to scented products, including perfumes and hair sprays, which may cause allergic reactions and/or headaches. Carousel Players asks that individuals be considerate and limit use of these products at work. If a product that someone is using affects you, please let him or her know so they may limit its use. If you are asked by your supervisor not to use a product such as perfume at work, refusal may lead to discipline.

Carousel Players will not provide any medications due to concerns about drug interactions, drug allergies, expiry and contamination. All medications (both prescription and over-the-counter) are the responsibility of each individual. Anyone who provides medication to another person could be liable in the event of an adverse reaction. According to WSIB First Aid Requirements (Reg. #1101), medication must not be kept in First Aid Kits.

IN CASE OF INJURY AT WORK the worker will

- Get first aid immediately
- Report any injury or the possible onset of a work-related disease/condition to the appropriate manager immediately and complete a Workplace Accident Report form:
 - Actors report to Stage Management
 - Designers, General Manager & Artistic Director report to Associate Production Managers
 - Musicians report to Production Manager
 - Independent Contractors report to Production Manager/General Manager
 - Production Manager reports to General Manager
 - Volunteers/unpaid students & all others report to General Manager
- Assist the supervisor in the completion of the Workplace Accident Report form and submit to the Production Manager/General Manager as soon as possible. For employee injuries an additional form (WSIB Form) must be completed and submitted by the Production Manager.
- If health care is required encourage the injured party to attend the closest Walk-in Clinic.

- If health care is received for any work-related injury or illness that was not immediately reported, contact the production manager with a verbal report as soon as possible.
- Co-operate in health care treatment.

Should emergency medical treatment be required, the Company will provide transportation to the appropriate medical facility. When a doubt exists as to the severity of a medical situation, call an ambulance. In emergencies, dial 911.

Off-the-job injuries resulting in days off must be reported as soon as possible to your supervisor who will then forward a written report in memo form and complete the required forms.

V. Fire Safety Plan & Emergency Evacuation Procedures

Workers, volunteers and company management all share responsibility for health and safety in the workplace. Each person must take personal responsibility for working safely and being aware of the safety of others. At the beginning of any contract, workers will receive a health and safety orientation and a tour of the workspaces they will use, noting emergency evacuation locations & procedures.

In the event a small fire that cannot be extinguished with the use of a portable fire extinguisher or smoke that presents a hazard, employees are to evacuate their workspace:

- Leave the fire area
- Take key(s), but do not lock the door
- Close doors behind them
- Activate the fire alarm using a pull station
- Use stairs or fire escapes to leave the building immediately
- Advise the local Fire Department of the fire, giving the correct location
- Advise the facility management (depends on workspace) of the fire
- Do not return to the building until it is declared safe to do so by facility management or the Fire Department.

Evacuating from a closed room:

- Before opening the door, feel the door and the door knob for heat.
- If the door is not hot, brace yourself against the door and open it slightly. If you feel air pressure or a hot draft, close the door quickly.
- If you find no fire or smoke in the corridor, close the door and go to the nearest exit.

If you cannot leave your area or have returned to it because of fire or heavy smoke:

- Close the door and leave unlocked for possible entry of Firefighters
- Call the local Fire Department (911) and advise of your location
- Seal all cracks where smoke can get in by using a wet towel or other fabric
- Crouch low to the floor if smoke enters the room
- Move to the most protected room and partially open window for air.
- Wait to be rescued. Remain calm. Do not panic or jump
- Listen for instructions or information which may be given by authorized personnel

In the event of an emergency or in case of a fire alarm during a rehearsal, invited dress rehearsal, or performance, the responsibilities of the Stage Manager are

- To stop the performance / rehearsal
- If necessary, to make a short announcement advising the patrons to leave the building through designated fire exits
- To ensure the cast exits safely in an orderly manner through designated fire exit
- To exit and assemble with the cast at a designated meeting spot and wait for permission from the fire department to re-enter

VI. Cleanliness and Wellness Procedures

Workers, volunteers and company management all share responsibility for cleanliness and wellness in the workplace. Each person must take personal responsibility for maintaining clean workspaces and the sharing of tasks to ensure the office and any other spaces occupied by Carousel remains clean. Each person must also take personal responsibility for maintaining their own health and opting to stay home when sick.