

Task/Process: Health and Safety Policy	Department: All theatres, head office
Prepared/Revised by: James Sandham/Jessica Lagoda	Approved by: Mark Lavaway
Date Issued: Nov. 14, 2011	Last Reviewed: January 24 <sup>th</sup> , 2025

### **Ed Mirvish Enterprises Limited – Health & Safety Policy**

#### **Purpose:**

Ed Mirvish Enterprises Limited (EMEL) is committed to the wellbeing and health and safety of its employees, patrons, contractors and subcontractors, and visitors. EMEL endeavours to support the prevention of illness and injury through the provision and maintenance of a healthy and safe work environment at all of our theatres and offices. Due to the nature of the company's business, both the Occupational Health and Safety Act and Regulation for Industrial Establishment O.Reg.851 and the Occupational Health and Safety Act and Regulation for Construction Projects O.Reg.231/91 apply to our workplace. EMEL endeavors to meet its responsibilities for the health and safety of the members of its community by complying with relevant health and safety standards and legislative requirements, and by assigning general and specific responsibilities for workplace health and safety. EMEL firmly believes that incidents, accidents, occupational illnesses, and work-related injuries can be prevented, and takes all reasonable steps to acquaint its employees with their rights and duties in the workplace, as well as the applicable regulations and procedures for protecting their health and safety.

#### **Scope:**

The EMEL Health and Safety Policy applies to all areas at:

- The Princess of Wales Theatre – 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The CAA Ed Mirvish Theatre – 244 Victoria St.
- The CAA Theatre – 651 Yonge St.
- Mirvish Productions Head Office – 322 King St. W. / Remote Work Locations

#### **Definitions:**

Management: any member of the Management Team – Owners, Executive Producers, Directors, Managers, and Supervisors.

Worker/employee: a person who is paid to perform work or supply services, but is not the employer or management.

#### **Procedure:**

Management plans to fulfill these responsibilities through ongoing training and promotion of safe work habits among all employees, good housekeeping at all times, the maintenance of all facilities and equipment in safe operating condition, and by developing an awareness of safety in all workers. Where appropriate, EMEL establishes policies and programs to assist in maintaining safe conditions and work practices and facilitating employee participation in health and safety activities, including health and safety committees. Wherever possible, EMEL Management makes every effort to exceed minimum standards as required by legislation. All individuals shall protect their own health and safety by complying with prevailing standards and

regulations and with safe practices and procedures established by EMEL. Employees must report any unsafe conditions or practices and any health hazards to their supervisors or Joint Health and Safety Committee representative (JHSC).

Compliance with EMEL safety policies, rules, and regulations are mandatory for all employees. It is the responsibility of management/supervisors/foremen to implement these policies and procedures and ensure adherence to the directions of the EMEL Health and Safety Policy.

**Evaluation:**

Management along with the JHSCs will evaluate the EMEL Health and Safety Policy annually and monitor and ensure the ongoing compliance of staff.

**Revisions:**

Revision Made	Revision Made By	Date
Canon Theatre changed to Ed Mirvish Theatre	James Sandham	Jan. 5, 2012
Seamless Costumes added to scope	Mark Lavaway	Jun. 11, 2015
Changed Panasonic to CAA Theatre. Changed approval from Brian Sewell to David Mucci	Mark Lavaway	July 10, 2018
Changed “could” to “can” in last sentence of Purpose. Removed “Overview” from Task/Process. Removed office address.	Emily Knight	October 2, 2019
Updated David Mucci’s title to “Managing Director”	Emily Knight	TBD
Adding “CAA” to the “CAA Ed Mirvish Theatre” and updating the address  Renaming our Head Office, adding our address and including the option for remote working	Mark Lavaway, Jessica Lagoda & Ashley Heng	November 14, 2023
Spelling and grammar changes	Mark Lavaway, Jessica Lagoda, Katelyn Doyle	January 24 <sup>th</sup> 2025



**Approvals:**

The following individuals have read and approved the policy herein:

<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>
Mark Lavaway Director of Labour Relations		
David Mucci Managing Director		