

Ed Mirvish Enterprises Limited – Health and Safety Training Policy

Task/Process: Health and Safety Training Policy	Department: All theatres, head office
Prepared/Revised by: Mark Lavaway, Jessica Lagoda, Katelyn Doyle	Approved by: Mark Lavaway
Date issued: September 5th, 2024	Last reviewed:

Purpose:

Ed Mirvish Enterprises Limited (EMEL) has adopted this policy to ensure the ongoing health and safety of our staff, customers and visitors. EMEL will ensure that health and safety training is always maintained and accessible, and that a trained and competent individual is on-site. Health and safety training will help ensure the people assigned to tasks are able to do so and are less likely to be injured in the process of performing the task.

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. To that end, EMEL will ensure that all staff have completed the required training and /or instruction.

Scope:

The EMEL First Aid 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:

Supervisor: a person who has charge of a workplace or authority over a worker, as per the OHSA.

Worker: a person who performs work or supplies services for monetary compensation, as per the OHSA

Competent Person: one who is qualified because of knowledge, training, and experience to organize the work and its performance; is familiar with the Ontario Health and Safety Act and the regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace, as per the OHSA.

Roles & Responsibilities:

Worker:

- A worker must complete all required training as assigned by the HR department and in accordance with the OHSA
- Alert Manager/Supervisor if experiencing gaps in training or understanding of training
- Must have an awareness of the EMEL Competency Policy and other health and safety policies

Manager/Supervisor

- Inform the HR Department if finding any gaps in training which is preventing safe and effective workflow
- Retain a record of training for each individual for, as a minimum, the duration the training record is valid
- If worker(s) notes a gap in training or overall competency, contact the HR Department. They may be required to fill out a Training Needs Assessment (Appendix A)

Joint Health & Safety Committee Members:

- Attend quarterly JHSC meetings
- To bring forward any matters concerning actual or perceived Health & Safety training issues within the workplace.
- Identify and discuss any training needs among staff
- Be consulted about workplace testing that is being carried out for occupational health and safety purposes – one worker representative must be present at the beginning of testing to validate procedures and/or results
- JHSC Members may also be required to participate during health & safety training
- Members may be required to conduct workplace inspections to continually identify hazards and prevent unsafe working conditions from developing.

HR Department:

- Must be aware of the procedure listed below as well as the EMEL Health and Safety Policy, Competency Policy, First Aid Policy and any other relevant policies at EMEL.
- Ensure that required training or instruction is provided for each individual prior to the individual performing the required task
- Understand the different levels of responsibility, literacy, language skills, overall ability and the likelihood of exposure to hazards and risk of the learner.
 - Supply additional training as needed to ensure the overall understanding and safety of learners is sufficient to perform any required tasks
- Retain a record of training for each individual for, as a minimum, the duration the training record is valid
- Tracking employee compliance for general safety training or department specific safety training
 - Provide reminders for upcoming training(s) as well as reminders to complete any online trainings
- Providing or arranging for department specific training (e.g. forklifts, CPR/AED)
- Establishing and maintaining an action system for employees failing to comply with safety training requirements.
- Responsible for meeting with all incoming shows management to review and discuss:
 - Workplace Violence and Harassment Policy
 - Reporting of Critical Injuries Policy
 - Where the Health and Safety Boards are located
- Ensure information is available on the following:
 - The Health and Safety Policy
 - A copy of the Occupational Health and Safety Act (OHS) and applicable regulations
 - A copy of the poster Health and Safety at Work - Prevention Starts Here
 - the names of health & safety representatives
 - The names of JHSC members (available online, and posted on Health and Safety Boards)
 - JHSC recommendations, meeting minutes and workplace inspection reports
 - Hazards in your workplace and safe operating procedures

- procedure for workers to follow when reporting health and safety concerns and for supervisors to follow when responding to worker's concerns
- Incident investigation reports
- Workplace violence and harassment policies and procedures
- Workplace Hazardous Materials Information System (WHMIS) training and safety data sheets (SDS)
- Protective equipment that must be worn or used by workers
- Emergency procedures
- Location of first aid stations and names of qualified first aiders
- Any further training to be a "competent" supervisor as defined in the Occupational Health and Safety Act

Procedure:

1. Every new hire will be required to complete training modules for working at Mirvish. They must be completed within 2 weeks of receiving them.
 - a. Information in these modules is directed by the HR Department based on the role and responsibilities of the individual as well as in accordance with the OHSA and WSIB.
2. All transferred or promoted employees may be required to complete additional health & safety training.
3. Should employees or management request additional training, assign adequate training or complete a Training Needs Assessment Form, if necessary.
4. All employees attending required in-person safety training classes shall sign an attendance roster.
 - a. That attendance roster will be kept for, at minimum, the length in which the certification/license is valid.
5. Health and safety training will be documented and kept on file for each employee.
 - a. *All certification(s) or proof of training* will be kept for, at minimum, the length in which the certification/license is valid.
6. All training and evaluation of training must be conducted or administered by a competent person (see Competency Policy for any additional information)
7. Monitor and reassess evaluation criteria, as necessary.

In the event that an employee or individual is non-compliant with the above policy and procedure:

1. Employee may not be allowed to complete specific tasks that require valid certifications/licenses
2. May be unable to work until required trainings are completed

Evaluation:

Management will evaluate the Health and Safety Training Policy as needed and monitor and ensure the ongoing compliance of staff. This includes completing a Training Needs Assessment (Appendix A) or equivalent assessment for each position as necessary.

Revisions:

Revision Made	Revision Made By	Date

Approvals:

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway Director of Labour Relations & Business Development		
David Mucci Managing Director		

Ed Mirvish Enterprises Limited
Training Needs Assessment Form

Employee Information

Last Name	First Name	Job Title	Employee # (If known)
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Needs Assessment

What is the gap of training and or competency within the organization?	
What is being affected by this problem? (i.e increased hazard risk; employee retention rate; revenue)	
At what level(s) of the organization is the problem present?	
	Organizational Level
	Task Level
	Individual Level

What are the required skills that team members must possess to perform at the desired level?		
<i>Skill required</i>	<i>Current Skill Level (1-5)</i>	<i>Need For Training (low, medium, high)</i>

Report Completed By:

Name	Job Title
Email	Date (dd/mm/yyyy)

Analysis of Training Needs Assessment and define remedial actions needed.