

Task/Process: Health and Safety Roles and Responsibilities	Department: All theatres, head office
Prepared/Revised by: James Sandham/Mark Lavaway/Jessica Lagoda	Approved by: Mark Lavaway / David Mucci
Date issued: Policy of Jan. 2, 2012	Last Reviewed: January 24 th , 2025

Ed Mirvish Enterprises Limited – Health and Safety Roles and Responsibilities

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. 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. This document provides an overview of those roles and responsibilities.

Scope:

The EMEL Health and Safety Roles and Responsibilities 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: one who has the authority to discipline, hire, fire, or recommend discipline against a worker.

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

Certified Joint Health and Safety Committee (JHSC) Members: a member who has received special training in occupational health and safety and has been certified by the Workplace Safety Insurance Board (WSIB). Both Part I and Part II Certifications are required for designated members of the JHSC to become Certified Members. The selection of certified worker members must be made by the workers, trade union or unions who selected the JHSC committee members. If more than one committee member representing workers is certified, the trade union or unions must designate one or more of them as being entitled to exercise the rights and duties of certified members. Similarly, if more than one management member of the committee is certified, the company must designate one or more as being able to exercise the rights and duties of certified members. Certified members hold special responsibilities in the workplace, one of which allows, under certain circumstances, the certified member to order the company

to stop work that is dangerous to a worker or workers. The “Right to Stop Work” is covered in Section 5 of the Occupational Health and Safety Act, R.S.O. 1990, c. O.1.

EMEL is responsible for ensuring that JHSCs have certified members. Each committee must have at least two certified members, one representing management and one representing the workers.

Responsibilities:

Management:

- Read, understand, and comply with the EMEL Health and Safety Policy;
- Post the names and work locations of JHSC members in the workplace in a conspicuous place;
- Ensure that JHSCs have certified members. Each committee must have at least two certified members, one representing management and one representing the workers;
- Ensure JHSC meetings are held at least 4 times per year;
- Ensure at least one management representative attends the aforementioned meetings – the member of a JHSC who represents management will be appointed by management and, where possible, the management members should be employed at the workplace where the JHSC resides; management represents the employer;
- Ensure the meetings are co-chaired by one member representing management and one representing workers;
- Ensure meeting minutes are kept and available, upon request, to a Ministry of Labour, Immigration, Training and Skills Development inspector;
- Communicate information from the company to JHSCs about any existing or potential hazards in the workplace, or about the health and safety experience and work practices and standards in other workplaces of which the company is aware, or about any workplace testing that is being carried out for occupational health and safety purposes;
- Receive recommendations from JHSCs concerning ways to improve workplace health and safety;
- Respond in writing to any written recommendations from the JHSCs within twenty-one calendar days; if the company agrees with the recommendations, a timetable for implementation must be included; if the company disagrees with recommendations, then the company’s response must include the reason for disagreement;
- Investigate work refusals and serious accidents;
- Post in the workplace any Workers’ Safety Insurance Board (WSIB) reports requested by the JHSCs;
- Conduct annual inspections of all certified equipment.

Workers:

- Read, understand, and comply with the EMEL Health and Safety Policy;
- Choose JHSC worker representatives (JHSC Worker representatives must be selected by the workers they are to represent, or by their trade union if applicable, and at least half the members of a JHSC must represent workers);
- Make recommendations via JHSC worker representatives to the company concerning occupational health and safety;

JHSC worker representatives:

- Select one or more of their group to conduct monthly workplace inspections alongside a management representative, to identify workplace hazards (while not mandatory, this person should be a certified member); where it is not practical to carry out monthly inspections, the JHSC will establish an inspection schedule that ensures at least part of the workplace is inspected monthly and the entire workplace is inspected at least once per year;
- Attend quarterly JHSC meetings;
- Be consulted about workplace testing that is being carried out for occupational health and safety purposes – one worker representative can be present at the beginning of testing to validate procedures and/or results;
- Make recommendations to the company concerning occupational health and safety;
- Select one or more of their group to be present at the investigation of a work refusal;
- Select one or more of their group to assist in conducting investigations where a worker is killed or critically injured;

Certified JHSC Members:

- In addition to the respective responsibilities above, Certified JHSC Members are responsible to:
 - Investigate any complaint from anyone in the workplace that a “dangerous circumstance” exists;
 - Initiate and assist in the investigation of a bilateral work stoppage;
 - Assist in the investigation of a work refusal;
 - Investigate a critical injury or fatality.

In the event of a situation other than work stoppage or a dangerous circumstance, where the certified worker member is not available to attend without delay, another worker JHSC member shall be asked to attend in their place. In any case, the certified worker member shall be notified of the situation immediately.

All members of JHSCs must observe the rules of confidentiality under the Act. Except where allowed under the Act, committee members must not disclose information about workplace tests or inquiries conducted under the Act or regulations, reveal the name of any person from whom information is received, disclose any trade secret information or disclose the results of any medical examinations or tests of workers except in a way that does not identify anyone.

Procedure:

Through training and communications strategies such as, but not limited to, safety talks, pay stub reminders, worker wellbeing boards, online portals and seminars, as well as regular consultation with the JHSCs, Management will ensure that the health and safety of all is prioritized and specific hazards are responded to in a timely fashion.

Evaluation:

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

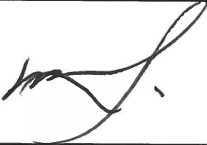

Revisions:

Revision Made	Revision Made By	Date
Canon Theatre changed to Ed Mirvish Theatre	James Sandham	Jan. 2, 2012
Seamless Costumes added to scope	Mark Lavaway	Jun. 11, 2015
Brian Sewell removed from “Approvals”, David Mucci added instead Seamless Costumes removed from scope	Mark Lavaway	Jun. 13, 2016
Changed Panasonic to CAA Theatre	Mark Lavaway	June 18, 2018
Removed office address	Hannah Clark Gomez	October 1, 2019
Adding “CAA” to the “CAA Ed Mirvish Theatre” Renaming our Head Office, adding our address and including the option for remote working Change language to gender neutral pronouns	Mark Lavaway, Jessica Lagoda & Ashley Heng	November 14, 2023
Change JHSC meetings are held ‘once every three months’ to ‘at least 4 times per year’ Title change from ‘Ministry of Labour’ to ‘Ministry of Labour, Immigration, Training and Skills Development’ Change ‘one worker representative must be present’ to one worker representative can be present’ Change ‘intranet’ to ‘online portals’	Mark Lavaway, Jessica Lagoda, Katelyn Doyle	January 24 th , 2025

Change 'EMEL Health and Safety Policy section 3.4' to Section 5 of the Occupational Health and Safety Act, R.S.O. 1990, c. O.1. Basic spelling and grammar changes		
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Approvals:

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway Director of Labour Relations		2.5.2025
David Mucci Managing Director		2.5.2025

