

Task/Process: Competency Policy	Department: All theatres, head office
Prepared/Revised by: Mark Lavaway, Jessica Lagoda, Katelyn Doyle	Approved by: Mark Lavaway
Date issued: October 10th, 2024	Last reviewed:

## **Ed Mirvish Enterprises Limited – Competency 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 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. To that end, the following standards of competency have been implemented.

### **Scope:**

The EMEL Supervisor Competency 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:**

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.

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.

### **Procedure:**

*Supervisors/Managers will have at minimum the following competencies:*

- Completed a basic health and safety awareness program for supervisors as per OHSAAwareness Training regulations of July 1, 2014.
- Awareness of all actual and potential health and safety hazards in their area of responsibility.
- Diligence to provide information to workers of all actual and potential hazards in the workplace.
- Knowledge of written instructions as to the measures and procedures to be taken for the protection of a worker, and ensures workers are knowledgeable about their Health-and-Safety-related roles and responsibilities.
- If there is a decline in competency, reach out to the HR Department
  - Conduct the following as deemed necessary, or as instructed by the HR Department
    - Training Needs Assessment (Appendix A) with HR Department as deemed necessary.
    - Functional Abilities Form (FAF)
    - Performance Improvement Plan

*Workers will have at minimum the following competencies:*

- Completed a basic health and safety awareness program for workers as per OHSAAwareness Training regulations of July 1, 2014.
- Complete *all* required onboarding training as assigned by the HR Department in a timely manner.
- Complete any additional training that may be deemed necessary by the HR Department and/or Supervisors/Managers.
- Be aware of the OHSAA and its regulations. This includes but is not limited to:
  - Report all missing or defective PPE, any contravention of the OHSAA the worker becomes aware of, and the existence of any real or potential hazards they discover in the workplace to their supervisor or the company.
  - Use appropriate PPE as required.
  - Never remove or alter any PPE without providing an adequate replacement or alternative; and
  - Never operate any equipment or work in a way that could endanger themselves or another worker
- Review and abide by the Health and Safety Policies at EMEL.
- Understanding of the Joint Health and Safety Committee and its role within EMEL.
- If unsure of the procedure to follow, contact a Supervisor or Manager for Assistance.
- Awareness of the Training Needs Assessment (Appendix A).

*HR Department*

- Completed a basic health and safety awareness program as per OHSAAwareness Training regulations of July 1, 2014.
- Complete any additional training as deemed necessary by the OHSAA or other parties.
- Must be aware of all EMEL Health and Safety policies and procedures.
- The HR Department will stay in contact with Managers/Supervisors to ensure that employees have the necessary training to successfully conduct their work.
- Assign additional training if needed.

- Have an understanding of the Joint Health and Safety Committee and its role within EMEL.
- Work with the JHSC to identify and fix any gaps in employee competency.
- Understand the HR Departments respective responsibilities under each of the Health and Safety Policies and how to follow those procedures and properly conduct investigations.
- Must consider the likelihood of exposure to the hazards and risks associated with each role within EMEL, and properly assign training to ensure overall competency.
- Relay any knowledge of the hazards and risks associated with the tasks for the operations and activities for each position at EMEL.
- Conduct Training Needs Assessments (Appendix A) with Managers/Supervisors as deemed necessary.

#### *Joint Health and Safety Committee*

##### *JHSC worker representatives:*

- Completed a basic health and safety awareness program as per OHS Awareness Training regulations of July 1, 2014.
- Have an understanding of the Joint Health and Safety Committee and its role within EMEL.
- To bring forward any matters concerning actual or perceived Health & Safety issues within the workplace.
- To be informed of all recorded injury, illness and incidences at their workplace.
- Identify and discuss any competency gaps in the workplace.
- JHSC Members may also be required to cooperate during any additional health & safety trainings.
- Have an understanding of and abide by the Health and Safety Policies at EMEL.

##### *Certified JHSC Members:*

- In addition to the respective responsibilities above, Certified JHSC Members are responsible:
    - To ensure their required JHSC Certification is up to date.
- And additionally, must understand how 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.

#### **Health and Safety Certification(s) and Licenses Required:**

##### **Supervisors/Managers**

###### ***Theatres***

- Occupational Health and Safety Awareness Training for Supervisors (Ontario)
- Mirvish Workplace Violence and Harassment Training
- AODA Customer Service Standards Training (Condensed Content, Immersive)
- Fire Safety

- Active Attack Training
- Bomb Threat Preparedness and Response
- Emergency Preparedness

**322 King**

- Occupational Health and Safety Awareness Training for Supervisors (Ontario)
- Mirvish Workplace Violence and Harassment Training
- AODA Customer Service Standards Training (Condensed Content, Immersive)
- Fire Safety
- Active Attack Training
- Bomb Threat Preparedness and Response
- Emergency Preparedness

**Workers**

**322 King**

- Occupational Health and Safety Awareness Training for Supervisors (Ontario)
- Mirvish Workplace Violence and Harassment Training
- AODA Customer Service Standards Training (Condensed Content, Immersive)

**Ushers & Bar Staff**

- Occupational Health and Safety Awareness Training for Workers (Ontario)
- Mirvish Workplace Violence and Harassment Training
- AODA Customer Service Standards Training (Condensed Content, Immersive)
- Standard First Aid Training
  - Optional
  - Refresher every 3 years
- Active Attack Training
- Bomb Threat Preparedness and Response
- Emergency Preparedness
- SmartServe
  - Renewal every 5 years

**Theatres (I.A.T.S.E 58)**

- Working at Heights
  - Has refresher requirements--each member is responsible for maintaining these
- WHMIS General
  - Workplace Hazardous Materials Information System requires employer to give site specific training
- Worker Health and Safety Awareness in 4 Steps / 5 Steps

*\*\* As to other education opportunities for I.A.T.S.E 58 members that are mandatory for every member that goes through "Apprenticeship" (all members must complete) to complete Safety and skills programs related to the disciplines in Theatre. These are also offered to selected permits and then members should they want a refresher.*

- Properties
- Lighting
- Sound

- Rigging/Fly Floor
- Carpentry
- Shop Carpentry
- Customer Service
- Anti-Harassment and Diversity Training

***HR Department***

- Occupational Health and Safety Awareness Training for Supervisors (Ontario)
- Mirvish Workplace Violence and Harassment Training
- AODA Customer Service Standards Training (Condensed Content, Immersive)
- Workplace Hazards Training
- Health and Safety Committee Membership Training for Committee Members
- Incident Investigation Training
- Standard First Aid Training
- Fire Safety
- Active Attack Training
- Bomb Threat Preparedness and Response
- Emergency Preparedness

***Joint Health and Safety Committee Worker Representatives***

- Occupational Health and Safety Awareness Training for Supervisors (Ontario)
- Mirvish Workplace Violence and Harassment Training
- AODA Customer Service Standards Training (Condensed Content, Immersive)
- Workplace Hazards Training
- Health and Safety Committee Membership Training for Committee Members

***Joint Health and Safety Committee Certified Members***

*In addition to the Joint Health and Safety Committee Worker Representatives requirements:*

- JHSC Certification part 1
  - To maintain status, must take a refresher course every 3 years
- JHSC Certification Part 2
  - To maintain status, must take a refresher course every 3 years
- JHSC Certification Refresher

**Evaluation:**

Management will evaluate the Competency Policy as needed and monitor and ensure the ongoing compliance of staff.

**Revisions:**

Revision Made	Revision Made By	Date
---------------	------------------	------


**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 & Business Development		
David Mucci Managing Director		

Appendix A

Ed Mirvish Enterprises Limited  
Training Needs Assessment Form

**Employee Information**

Last Name	First Name	Job Title	Employee # (If known)
-----------	------------	-----------	-----------------------

**Needs Assessment**

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

<b>What are the required skills that team members must possess to perform at the desired level?</b>		
<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)

<b>Analysis of Training Needs Assessment and define remedial actions needed.</b>