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SAFE SPACES

POLICY AND PROCEDURES MANUAL

Members and Volunteers



northumberland players

January 2019

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Legislative Acts and Regulations that Apply to the Northumberland Players in 2018

The federal and provincial governments of Canada and Ontario outline acts and regulations that impact organizations and not-for-profit organizations. The following list reflects the specific documents that impact the legal responsibilities of Northumberland Players to their employees and in most cases, Members and Volunteers.

Full copies of the documents below are available electronically upon request. In addition, all legislative requirements can be accessed from the specific government websites.

Northumberland Players will endeavour to keep abreast of any legislative changes to ensure that our club aligns itself accordingly.

Current Acts & Regulations impacting Northumberland Players

Employment Standards Act 2000

Occupational Health and Safety Act 1990

Workplace Hazardous Materials Information System 2008

Integrated Accessibility Standards Regulation, Ontario 191/11

Accessibility for Ontarians with Disabilities Act 2005 (AODA)

Ontario Human Rights Code 1962

Fire Protection and Prevention Act 1997

Freedom of Information and Protection of Privacy Act 1990

Orientation Policy – Members and Volunteers

Intent

Northumberland Players has adopted this policy to ensure that active Members and Volunteers are provided with appropriate orientation that will integrate them into our organization as quickly and efficiently as is reasonably possible.

Orientation activities will be scheduled as soon as possible following the appointment. Members and Volunteers will be given the same orientation as it relates to health and safety, violence and harassment as soon as possible as they assume new roles.

Policy

Northumberland Players shall strive to provide each Member and Volunteer with orientation that best serves their new position, and provides them with the knowledge needed to work effectively and efficiently.

Policy Manuals - New Members and Volunteers will be provided with access to appropriate materials to orient them to their position and to the organization.

Health and Safety Orientation – Northumberland Players shall provide health and safety orientation in an effort to familiarize Members and Volunteers to Northumberland Players’ health and safety program and work-related hazards they face during Northumberland Players’ activities.

Job-Specific Orientation – Northumberland Players shall ensure that the new Members and Volunteers are provided with orientation regarding their roles and functions, an overview of the core competencies expected, and the resources available (including documentation, training).

Health and Safety Policy

The Northumberland Players is committed to the safety and health for all employees, members, volunteers, visitors, and patrons. Recognizing that Health and Safety is a shared responsibility, the achievement of this Policy requires the full cooperation of everyone involved in the Northumberland Players' activities.

Northumberland Players will take measures to provide and maintain a safe and healthy environment and will provide training to perform activities safely.

To achieve this goal Northumberland Players has established a Safety Program which recognizes that we will all work together to identify and correct hazards which in turn will result in a safer environment for everyone involved.

Northumberland Players is also committed to the continual improvement of the health and safety of our organization through existing program review. Northumberland Players will annually review the Health and Safety policy.

Hazards in activities can only be controlled by active involvement at all levels. Supervisors, stage managers, production leads and volunteers are required to ensure that risks are identified, processes and equipment are safe and that participants receive training in their activities. Participants, in turn, must protect their own health and safety by working within the practices that have been established and reporting any unsafe situations.

At the Northumberland Players, the safety of the public and of our personnel is of prime concern. There is no task so urgent nor any production so important that it cannot be completed safely.

Review and Approval:

The *Health and Safety Policy* was reviewed and approved by the Northumberland Players Board of Directors on May 25, 2018

Health and Safety Procedures

**Note: For the purposes of these policies and procedures, "worker" refers to all employees, members and volunteers participating in Northumberland Players activities.*

Assigning Suitable Work

Before developing or implementing any training Northumberland Players will take great care in assigning suitable work for all workers, especially young workers. The Northumberland Players will consider the following factors when considering the appropriate work for a young worker:

- Potential hazards that are in the workplace environment around the worker.
- Special work situations which may come up which could lead to new risks for this worker.

A young worker might be asked to "help out" others. Northumberland Players will ensure that any hazards associated with those jobs are reviewed with the young worker, by both the supervisor or co-worker and the young worker.

Northumberland Players managers will have communication with the new worker about the job tasks clearly and frequently, repeating and confirming this training over the first few weeks of work, as some new workers may be overwhelmed with instructions at first, and may need to hear this information repeated more than once.

Young workers are specifically required:

- Not to perform any task until they have been properly trained.
- Young workers are encouraged to ask before they do something about which they are unsure.

Responsibilities

Supervisors/Stage Manager

- Assist in developing, implementing, and enforcing Northumberland Players health and safety policies and procedures.
- Must continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- Encourage all workers, especially young ones, to alert their supervisors immediately if they see something that could endanger their safety.
- Ensure lots of time is allotted to train young workers.
- Demonstrate commitment to health and safety with their own consistent, safe work practices – and emphasize that unsafe work practices are unacceptable.
- Respond promptly to all health and safety concerns.

All workers are responsible for the following:

- Completion of required occupational health and safety training.
- Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Reporting of any incident, injury or hazard as outlined in procedures.
- Promoting a hazard-free workplace
- Reporting all hazards, illnesses and injuries immediately.
- Understand the hazards in the workplace and inform managers of any unforeseen or potential hazards.

Accident and Incident Reports

It is the responsibility of every worker to complete an Accident and Incident Report in for any health or safety violation that the worker has been part of, caused or witnessed.

Accident and Incident Reports should be filled out and submitted to management promptly to ensure the safety of other employees, and to rectify the problem as quickly as possible.

Failure to report health or safety violations will be viewed as gross negligence, and may result in disciplinary action up to, and including termination.

**Failure to comply with Northumberland Players health and safety guidelines, or engage in conduct which creates risk for an employee, member, contractor, customer or visitor, will be met with disciplinary action up to and including the severing of the relationship with the Northumberland Players.*

Communication

Northumberland Players encourages open communication on health and safety issues. It is essential to providing an injury-free and productive work environment.

Employees that voice or identify a health and safety concern will not be subject to retaliation.

Health and safety comments will be reviewed by the Board of Directors or their designate who will initiate an investigation on each reported and/or potential hazard.

Employees are encouraged to inform their supervisor of any matter they perceive to be an actual or potential workplace hazard.

Communication can be written or oral, and may be anonymous, if so desired.

Review and Approval:

The **Health and Safety Procedures** was reviewed and approved by the Northumberland Players on November 19, 2018

Northumberland Players Emergency Action Plan

Firehall Theatre
213 Second St,
Cobourg, ON K9A 2M2

FIRE, AMBULANCE OR POLICE 911

EMERGENCY CONTACT INFORMATION

Northumberland Players President
Jack Boyagian 905-396-4481

Northumberland Players Board Member - Human Resources
Sharon Anderson 905-396-2310

Northumberland Players Board Member - Health and Safety
Victor Svenningson 416-688-8554

Roles and Responsibilities - Injury or Illness

- prevent further harm to injured person by securing the area and sheltering injured person from the elements
- designate who is in charge of the other participants
- protect yourself (perform a scene survey and wear gloves to prevent contact with bodily fluids such as blood)
- Assess ABCs (ensure airway is clear, breathing is present, circulation is present; perform full body scan, checking for major bleeding or other abnormalities)
- wait by the injured person(s) until EMS arrives and the injured person(s) is/are transported to hospital
- fill in an accident report form

Supervisor/Stage Manager

- call for emergency help
- provide all necessary information to dispatch:
 - location
 - nature of injuries and number of injured persons
 - what (if any) first aid has been done
- clear any traffic from the entrance/access road before ambulance arrives
- wait by the driveway entrance to the Firehall to direct the ambulance when it arrives
- call the emergency contact person listed on the injured person's file

Roles and Responsibilities -Evacuation

- When the fire alarm sounds, ALL people are to evacuate the building. In case of fire, pull the alarm and call 911.
- The Supervisor will lead the evacuation of an audience if present in the building.
- After evacuating the building, all cast and crew will gather on Queen Street in front of the Market Building and attendance will be taken to ensure everyone is out.
- Supervisor/Stage Manager does a sweep of the building.

Health and Safety

Introduction

The Theatre world has changed in terms of Health and Safety over the past twenty years. We want to keep people safe and let them be at work or at play in a safe environment. The insurance industry also wants us to always think and act safely to protect us and themselves. The group that has led the way in gathering information and setting the standards for safety in Ontario is the Ontario Ministry of Labour (MOL). They have the resources and have taken the time to build guides and reference points. There has been one large hurdle that theatre has had to overcome. Theatre lives with in both construction and industrial regulations. This fact was recognized many years ago and have been encompassed within the guidelines the MOL have set forward.

There has been a group of peoples that have worked for many years with the MOL to bring these differences to a living document. <https://www.labour.gov.on.ca/english/hs/topics/performance.php> Here you will find were all of the standards for the performance industry. They have been brought together in a form that is easy to understand, than the, actual codes written for both Construction and Industrial industries.

There are two states of theatre, Construction and then everything else.

Construction, is a time when a production is being built or moved in or move out. Work may happen over head, large objects are being move, flats are going up and the space is being transformed for the incoming show or the show is being moved out.

This is a time where there is a higher risk of an incident. Caution plus Personal Protection Equipment (PPE) is required.

Once the show is in place, no one is working on above or on platforms and were your feet are not more that 3 meters (10 feet) above the floor. We move to another standard and PPE may not be required.

Risk Assessment

Risk Assessment is by far the best way to approach H&S. It is away to observe and think about you work and others around you. Is this safe to do, am I safe are other safe, is there danger. As you start your day, return from a break or see other within the space, see if things are safe.

Careful evaluation of all equipment, machinery, work areas and processes to identify potential hazards that workers may be exposed to and assessment of the impact of the identified hazards on those that work in the area. Assessing the risk means determining the likelihood that the hazard may lead to injury or illness and the severity of that potential injury or illness. (Based on Theatre Alberta, Hazard Assessment Safe Stages Glossary)

Footwear

During the time of load in, fit up and load out we strongly think Steel toes shoes and boots should be worn. At very least a closed leather shoe or boot. Running shoes, flip flops will not be accepted.

Once the set is in place all personal working on the project should wear sturdy footwear. Once the set has cleared a safety check for loose nails and screws and other debris, then actors will be allowed to wear footwear that is part of their costume.

Hardhats

Head protection will be required on stage while a set up, fit up or load out is happening. Hard hats shall meet all MOL standards.

Example: Head protection

Construction Projects Regulation

When an activity constitutes “construction” within the meaning of the OSHA, which involves, but is not limited to, load-ins or take-ins (fit-ups, set-ups), lighting hangs, load-outs or take-outs (tear-downs, strikes), the following requirement for head protection in section 22 of the Construction Projects Regulation applies:

- From MOL Section 22:
 - (1) Every worker shall wear protective headwear at all times when on a project.
 - (2) Protective headwear shall be a safety hat that,
 - (a) consists of a shell and suspension that is adequate to protect a person’s head against impact and against flying or falling small objects; and
 - (b) has a shell which can withstand a dielectric strength test at 20,000 volts phase to ground.

Industrial Establishments Regulation

When the activity in an industrial establishment involves, but is not limited to, work in scenery, properties or costume shops, in lighting focus sessions, rehearsals, performances, scene changes and changeovers, the following requirement in section 80 of the Industrial Establishments Regulation regarding head protection applies:

- From MOL Section 80:
 - A worker exposed to the hazard of head injury shall wear head protection appropriate in the circumstances.

Example

The Risk Assessment for a particular lighting focus session finds that an overhead hazard such as falling tools exposes a worker on the ground to the risk of head injury; therefore, the use of head protection is required to ensure the safety of the workers below. In this example, because the Industrial Establishments Regulation would apply to the focus session, the worker shall wear head protection as per section 80 of that regulation.

Ladders

For specific key requirements, refer to the Regulation for Construction Projects (sections 78-84) and the Regulation for Industrial Establishments (sections 18-19 and 73).

- Select the proper ladder for the intended use.
- Inspect all ladders prior to every use to ensure structural integrity. Damaged or defective ladders should be removed from service.
- Use ladders on firm, level surfaces. Stabilize the base of the ladder to prevent slipping and/or moving. Ensure ground surfaces, rungs and steps are clear of slippery substances.
- Keep the base of the ladder clear for access and for traffic control. When necessary, use cones, tape, or a spotter to secure high traffic areas.
- Do not leave tools or materials on top of any ladder. Ensure personal tools are secure when climbing ladders.

- Straight or extension ladders must be installed on a 3:1 or 4:1 slope, e.g. one foot out at the base, for every four feet up.
- When working above three metres (10 ft.), secure the ladder. The top of a straight or extension ladder should be secured to an independent anchorage to prevent lateral movement.
- Independent fall arrest is necessary when using a ladder as a work station above three metres (i.e. Not when using a ladder to access another level). This includes rolling A-frame ladders.
- Always face the ladder when climbing up or down. Always maintain 3-point contact and avoid reaching beyond the side-rails of the ladder.
- Follow the manufacturer's recommendations to determine which rungs of the ladder are appropriate to work from.
- Ladders made of non-conductive material should be used while working around energized wiring and equipment.
- When working in outdoor conditions extra safety measures must be taken.
- Never use ladders horizontally as scaffold planks or runways, unless they have been designed for that purpose.

Scaffolding/platforms

Scaffolding must be erected in accordance with the manufacturer's recommendations. Key requirements for scaffolding can be found in the Regulation for Construction Projects.

Working Alone

- Working alone is not permitted when these hazards exist:
 - Working at height
 - Working with power tools
 - Working with electricity
 - Working with hazardous materials
- When one of these hazards exists, there should be another worker nearby or accessible by radio who can summon assistance in case of an emergency.
- Prior to a worker working alone, the supervisor assigning the work must ensure adequate check-in contacts are arranged. The employee is responsible for following these instructions.

Harassment Policy

Northumberland Players is an environment where workplace harassment will not be tolerated from any person. Everyone in the workplace must be dedicated to preventing workplace harassment. Supervisors, workers, members, contractors and volunteers are expected to uphold this policy, and will be held accountable by the Northumberland Players.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace -- a comment or conduct that is known or ought reasonably to be known to be unwelcome.

Workers, Members, Volunteers and Contractors are encouraged to report any incidents of workplace harassment promptly.

The Board of Directors will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a fair and timely manner while respecting the complainant's privacy as much as possible.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A complainant also retains the right to exercise any other legal avenues that may be available.

Review and Approval:

The *Harassment Policy* was reviewed and approved by the Northumberland Players Board of Directors on May 25, 2018.

Harassment Program

Process for Workers to Report Incidents:

The reporting of harassment allegations is often difficult for the victim(s). Reports can be made to the Producer of the show, the Stage Manager, the President or any member of the Board of Directors. Reports can be made in writing or verbally. Victims are encouraged to report as soon as possible to assist in investigation and resolution.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that may be available.

Investigation:

The Board pledges to investigate and deal with all incidents and complaints of Harassment in a fair and timely manner, respecting the privacy of all concerned as much as possible.

At least two members of the Board will participate in the investigation. Additional third party resources may be consulted or contracted. Wherever possible, confidentiality of the parties involved will be protected. A course of action for each incident or complaint will be determined and documented. Statements will be taken from each party involved. Additional information may be sought and recorded. The timeframe for resolution of the incident will be guided by any official response, however, decisions may have to be made in the interim (for example: the employment status of a party to the incident). The Board may need to decide that the investigation is inconclusive and decide the course of action to be taken, if any, in that case. Throughout the investigation, communication will be made that balances the participants' need for information with the need to maintain confidentiality. Communication will be made to external parties will be made as required. Complete records will be kept confidentially.

Workplace Violence Prevention Policy

The Northumberland Players will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

What is workplace violence?

Under Ontario Bill 168 now known as Section 32 of the Ontario Occupational Health and Safety Act (Ontario OHSA), workplace violence is defined as:

- The exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to supervisors, workers, volunteers, contractors, members, and visitors. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

The Board of Directors pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Review and Approval:

The *Workplace Violence Policy* was reviewed and approved by the Northumberland Players Board of Directors on May 25, 2018.

Workplace Violence Program

Risk Assessment:

The potential sources of violence for all of the jobs at the Northumberland Players include co-workers, participants, members and the public. With the exception of the 'public', the group of co-workers, participants and members is small and largely known to workers. Changes in behaviour that may lead to violence are likely to be noticed more easily than in the general public. Interaction with the general public is likely. Workers should take whatever steps are necessary to ensure their safety and report the situation to their supervisor.

Workers are encouraged to identify additional sources of violence.

Summoning Immediate Assistance:

The primary concern is for the safety of the workers and others in the area. De-escalation of the violence is secondary to safety. If indicated and possible, call 911 for emergency assistance. Reports are to be made to the supervisor. A subsequent report will be required.

Process for Workers to Report Incidents, or Raise Concerns:

At the first opportunity, the supervisor must be advised of the incident. Contact information for supervisors and Northumberland Players have been provided to all workers.

Workers are encouraged to write a complete summary of the incident as soon as is practical including, the time and date of the incident, the names of others involved, a description of the incident (including details such as weather, contributing factors, location in detail), actions taken.

If a worker feels at risk in any situation, he/she should report concerns to a supervisor or to a member of the Northumberland Players. Concerns will be taken seriously.

Reports may be required to external agencies (e.g. police) Reports to the press or other media should be avoided.

Investigation:

The Board of Directors pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

At least two members of the Board of Directors will participate in the investigation. Additional third party resources may be consulted. Wherever possible, confidentiality of the parties involved will be protected. A course of action for each incident or complaint will be determined and documented. Statements will be taken from each party involved. Additional information may be sought and recorded. The timeframe for resolution of the incident will be guided by any official response, however, decisions may have to be made in the interim (for example: the employment status of a party to the incident). Throughout the investigation, communication will be made that balances the participants' need for information with the need to maintain confidentiality. Communication will be made to external parties will be made as required. Statements to media will be carefully considered and restricted. Complete records will be kept confidentially. Follow up preventative measures will be considered and implemented.

Incident and Accident Report

Staff _____ Performer _____ Crew _____ Patron/Guest/Visitor _____ Other _____

Incident and Accident Details		
Date (dd/mm/yy):	Location:	
Time (am/pm):		
Report taken by:	Phone number:	Staff ___ Volunteer ___

Victim Information	
Name:	Gender:
Address:	Under18? Yes ___ No ___ If yes, date of birth (dd/mm/yy):
	Phone Numbers:
Email:	

Parent/Guardian (if applicable)	
Name:	Relationship:
Address:	Phone Numbers:
Email:	

Witness / Victim Representative	
Name:	Relationship:
Address:	Phone Numbers:
Email:	

Pledge of Confidentiality

Personal information collected on this form is collected under the guidelines of Bill C-6 of the Federal Personal Information Protection and Electronic Documents Act (PIPEDA).

Northumberland Players

Please provide details on page 2

Description of Incident

Describe anything leading up to or contributing to the incident / accident including room conditions (i.e. water, uneven floor, debris). Do not draw conclusions; state observations and facts only.

Description of Injury and First Aid Given	
Was First Aid Given? Yes ___ No ___ First Aid Given By:	
Trained First Aider? Yes ___ No ___ Unknown ___	Phone Number:
Level of Training: Emergency ___ Standard ___ Other _____	

Emergency Services		
Was 911 Called? Yes ___ No ___	Time:	Ambulance Refused? Yes ___ No ___
If victim went to hospital, name of hospital:		
Occurrence #:	Badge Number:	
Were the police on site? Yes ___ No ___	Officer Name:	
Has victim reported visiting doctor since the incident? Yes ___ No ___		

Management Follow-up Action(s)
Please provide name, date, and action taken / needed

Report completed by _____ Date _____

The Northumberland Players members and volunteers interact with vulnerable individuals from time to time in the course of activities.

“Vulnerable Person” means a person who, because of their age, a disability or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, pursuant to the *Criminal Records Act*.

Northumberland Players requires that members and volunteers who are in direct contact with vulnerable individuals and all Board members have a Vulnerable Sector Check completed and submitted to the Players annually. Members and volunteers include the Director, Producer, Stage Manager and Child Attendant and any other member of the cast that the Producer considers has significant individual contact with a vulnerable person in the activity. Other Members and Volunteers may be required to complete a Vulnerable Sector Check by the lead of an activity should the situation warrant. The Summer Camp employees will also have an annual Vulnerable Sector Check completed.

Review and Approval:

The *Vulnerable Sector Check Policy* was reviewed and approved by the Northumberland Players Board of Directors on November 19, 2018.

Vulnerable Sector Check Procedure

In Ontario, the Police Record Checks Reform Act, governs the types of record checks that can be conducted for screening. The Northumberland Players requires that a Vulnerable Sector Check be completed annually for Members and Volunteers who interact individually with “Vulnerable Persons”.

For Members and Volunteers living in Cobourg, the Vulnerable Sector Check is completed by the Cobourg Police Department. Port Hope Police Department completes the Check for Members and Volunteers living in their area. For other Northumberland County residents, the Ontario Provincial Police complete the check.

With a letter from the Northumberland Players accompanying the completed form, the check is completed at no cost to the applicant, except for Port Hope residents. The charge for Port Hope applicants will be reimbursed upon submission of an Expense Report. The estimated time for the completion of the check is 2 weeks.

A roster of the Members and Volunteers who have completed and submitted their Checks will be maintained. Producers will be responsible for ensuring that all Members and Volunteers who are required to have a completed Check will have done so prior to their involvement with any Vulnerable Person in their activity.

Document History

Date:	Description:
various	Previous versions of Health and Safety and other related policies
January 22, 2019	Approved by NP Board of Directors