

# **POLICY AND PROCEDURE MANUAL**

Members and Volunteers

May 2021

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# **Legislative Acts and Regulations that Apply to the Northumberland Players in 2021**

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 and Staff 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 and Staff 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 and Staff 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 and Staff 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 and Staff 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 18, 2021

## 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 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/Directors/Producers 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**

#### Supervisor/Stage Manager/Director

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 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 May 18, 2021

# 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 ourselves 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 within both construction and industrial regulations. This fact was recognized many years ago and has been encompassed within the guidelines the MOL has set forward.

There has been a group of people 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 all of the standards for the performance industry. They have been brought together in a form that is easy to understand, then 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 overhead, large objects are being moved, 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 above or on platforms and where your feet are not more than 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 a way to observe and think about your work and others around you. Is this safe to do, am I safe, are others safe, is there danger? As you start your day, return from a break or see others 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 personnel 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 setup, 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 the 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 Film](#) Projects.

- Guardrails at the Best Western shall be used. The system designed by the Best Western ensures we are safe within the platform and not high enough to strike any of the lighting fixtures while moving the platform.

### **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. Workers will not be penalized for reporting an incident or participating in an investigation.

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 18, 2021.

## 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. Workers will not be penalized for reporting an incident or participating in an investigation.

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 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 18, 2021.

# 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 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.



# Health & Safety Checklist

We create one from what we learn from the Risk Assessment

## Vulnerable Sector Check

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. 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. 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.