

Task/Process: Protective Footwear Policy	Department: All theatres, head office
Prepared/Revised by: James Sandham	Approved by: Mark Lavaway
Supersedes: Policy of Aug. 22, 2013	Date Issued: Jun. 12, 2015

Ed Mirvish Enterprises Limited – Protective Footwear Policy

Purpose:

This policy outlines the use of protective footwear for all EMEL employees, interns, actors, musicians, and any other person working on any EMEL property. It is the duty of all EMEL employees to use protective footwear as required. Those who are in the backstage areas of EMEL venues must wear appropriate footwear while work is in progress (including technical work, maintenance, rehearsals, and performances) in order to prevent injury. Those who are located in the main office and TicketKing must also wear appropriate footwear.

Scope:

The EMEL Protective Footwear Policy applies to all areas at:

- The Princess of Wales Theatre – 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The Ed Mirvish Theatre – 244 Victoria St.
- The Panasonic Theatre – 651 Yonge St.
- Mirvish Productions/TicketKing – 284 King St. W.

Policy:

Shoes must be worn on EMEL premises at all times, excepting bare feet required by actors in a specific rehearsal or performance. All others working in the backstage areas must wear shoes with closed toes at all times while work is in progress; no open toed shoes or sandals may be worn. Where there is risk of impact, compression or puncture, appropriate footwear must be worn. Those employees working at TicketKing and EMEL’s main office must also wear appropriate footwear at all times, taking into consideration workplace culture.

For those working in any of our theatres, the EMEL Protective Footwear Policy applies to all front of house employees, stage management, stage crew, wardrobe attendants, wigs and makeup staff, children’s supervisors, and any others who may be in the backstage and front of house areas while work is in progress. For sake of clarity, backstage includes the stage, adjacent corridors, wings, storage areas, dressing rooms, fly floors and workshops. CSA Approved Steel Toed Boots are required for ALL personnel in designated construction areas for the entire duration of the construction/deconstruction phase of the load-in and load-out.

Evaluation:

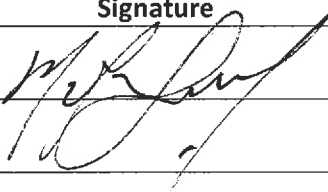
Management will evaluate the Protective Footwear Policy annually, and monitor and ensure the ongoing compliance of staff.

Revisions:

Revision Made	Revision Made By	Date
Seamless Costumes added to scope; HSCs removed from "Evaluation"; Mucci and Whitham removed from "Approvals"	Mark Lavaway	Jun. 12, 2015
Seamless Costumes removed from "Scope" – shop closed 2016	Mark Lavaway	Jun. 13, 2016
Evaluation Process: changed from annually	Mark Lavaway	June 23, 2017

Approvals:

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway Director of Labour Relations		June 23, 2017