

Task/Process: Personal Protective Equipment (PPE) Policy	Department: All theatres, head office
Prepared/Revised by: Laura Forgeron	Approved by: Mark Lavaway
Date issued: Apr. 10, 2014	Date revised: Jun. 13, 2016

Ed Mirvish Enterprises Limited – Personal Protective Equipment Policy

Purpose:

Ed Mirvish Enterprises Limited assumes responsibility for designing, planning and arranging work processes within the company so that safety hazards are eliminated or minimized. Where hazards cannot be completely eliminated through engineering controls and substitution of materials, management will provide the appropriate personal protection to the workers. Management will ensure that each worker is properly trained in and knowledgeable of the hazards associated with his/her work, the type of PPE required and its proper maintenance, care and use.

Scope:

The EMEL Personal Protective Equipment Policy applies to all areas at:

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

Types of Personal Protective Equipment:

- Hearing Protection
- Respiratory Protection
- Eye Protection
- Foot Protection
- Hand Protection
- Head Protection
- Body Protection
- Fall Protection

Employee Responsibilities:

According to the OHSA, Section 28 (1), the worker must use or wear the protective equipment, protective devices and clothing specified by the management of the company. The following safety guidelines should be adhered to, to maximize worker health and safety:

- Always inspect the personal protective equipment prior to use.
- Wear only the type of PPE your supervisor specifies as appropriate for the job. Inappropriate and improperly worn PPE can result in injury, illness and damage to equipment resulting in high costs to both you and the company.
- Be certain your PPE fits properly, especially in the case of hearing or respiratory protection.
- Keep personal protective equipment clean and store in a designated container or location when not in use.

- If you are uncertain as to how to wear or operate the required personal protective equipment, immediately ask your supervisor for assistance.

EMEL/ Supervisor Responsibilities:

The following will be observed and practiced when PPE is required:

- PPE used by this company will be within the requirements of Occupational Health and Safety legislation.
- PPE used by this company will be maintained in accordance with manufacturer's instructions and requirements.
- Company-issued PPE will be inspected by the supervisor at the time of issue.
- PPE that is damaged, or in need of service or repair will be removed from service immediately.
- PPE that has been removed from service will be tagged "OUT OF SERVICE." PPE tagged "OUT OF SERVICE" will not be returned to service until repaired and inspected by a qualified person.
- No piece of PPE will be modified or changed contrary to manufacturer's instructions or specifications or Occupational Health and Safety legislation.

ACT – 27(1) – Duties of the Supervisor – A supervisor shall ensure that a worker

- (a) works in the manner and with the protective devices , measures and procedures required by this Act and the regulations and
- (b) uses or wears the equipment, protective devices or clothing the worker’s employer requires to be used or worn.

Evaluation:

Management will evaluate the EMEL PPE 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"; "Types of Personal Protective Equipment" added; "Responsibilities" amended	Mark Lavaway	Jun. 11, 2015
Seamless Costumes removed from "Scope" – shop closed 2016; Lillian Siu removed from "Approvals"	Mark Lavaway	Jun. 13, 2016

Approvals:

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway Director of Labour Relations		
Scot Whitham Director of Production		
Kevin McCarthy, Maintenance Manager		
Ron Jacobson General Manager, Theatre Operations		