

Task/Process: Traffic, Unloading and Loading Safety Policy Statement	Department: All theatres and head office
Prepared/Revised by: Michael Katamba	Approved by: Mark Lavaway
Date issued: Aug. 24, 2016	Date revised:

## **Ed Mirvish Enterprises Limited: Traffic, Unloading and Loading Safety Policy Statement**

### **Purpose:**

Ed Mirvish Enterprises Limited (EMEL) is committed to the well-being of its employees. The implementation and maintenance of a safe work environment is the collective responsibility of all employees at EMEL. EMEL acknowledges that loading and unloading may be dangerous and also potentially cause an inconvenience towards the public. Heavy loads, moving or over turning vehicles can lead to serious injuries.

### **Scope:**

This Traffic, Unloading and Loading Safety Policy Statement applies to EMEL employees at:

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

### **Guidance:**

This guidance should be followed to help avoid potential problems:

- To maintain stability, vehicles should be parked on firm level ground.
- Loads should be spread as evenly as possible in the vehicle, during both loading and unloading.
- Loads should be secured with appropriate straps and tie-downs in such a manner as to prevent accidental movement during transport.
- Ensure the vehicle has its brakes applied.
- Reversing vehicles should possess an audible-reversing alarm, when it is appropriate to do so, a Signalman may also be used to maintain safety and traffic flow.
- Management will obtain Street **Occupational** Permits for incoming production vehicles when it is deemed necessary and appropriate to do so.
- The area surrounding the Loading Zone shall be demarked using high visibility traffic pylons when appropriate.

- Management will engage a Paid Duty Officer in instances when it is necessary to: maintain the flow of traffic, protect workers or equipment engaged in loading/unloading vehicles, or to improve the overall security and safety of the work area.
- All employees performing work in or around the loading zone (ie Pushers, Loaders, Forklift Operators) shall wear appropriate Personal Protective Equipment (PPE's), including: High Visibility Apparel and Steel Toed boots. Hardhats may be required in some cases.

### **Traffic Control:**

All required permits must be in place. Police officers may be obtained to direct oncoming traffic near areas where the loading or unloading of production equipment is taking place. Traffic control devices (such as barricades or hi-vis cones) must be put in place if warranted, these controls should also be used to demarcate equipment temporarily stored on the shoulders or roadway surface itself. When placing traffic control devices, ensure that it is not obscured by other objects, and is otherwise properly positioned. Traffic controls must provide cyclists, motorists and pedestrians with adequate advance warning.

All conditions described in the temporary street occupational permit provided by the Toronto transportation services shall be met.

### **Using a Fork Lift:**

The Head Carpenter (or other suitable Supervisor) shall be responsible for ensuring that the person operating the equipment is adequately trained and in possession of appropriate accreditation. The crew-Supervisor on site must request the Forklift license of the driver prior to pre-startup inspection taking place. Mirvish Productions requires that Forklift Operator licenses bear: the name of the Operator, the signature of the issuing person or company, a stamped date-of-issue no older than 5 years.

The Head Carpenter (or other appropriate crew-Supervisor) is also responsible for advising the production department of non-compliance and informing the Operator of the pre-start inspection protocol:

- A pre-operational check must be conducted prior to using a forklift.
- Loads must be carried as close to the ground or floor as the situation allows.
- Only trained personnel, with a signed and dated forklift license no more than 5 years from issuing date, will be allowed to operate a forklift,
- Operators are required to wear Steel Toed Boots, Hardhats and High Visibility Vests.
- Other personnel required to work in proximity of the Forkift must also wear appropriate PPE's as noted above.

***NOTE: Pre-start inspection clipboard will be stored with the House Technician at The Panasonic Theatre and at Stage door for all other venues within the scope of this Policy Statement.***

**NOTE:** EMEL will provide appropriate safety gloves, safety glasses and a leak detector in all propane storage areas for propane handling.

**Evaluation:**

Management will evaluate EMEL Traffic, Unloading and Loading Policy Statement from time to time, 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:

Name and Title	Signature	Date
Mark Lavaway, Director of Labour Relations		
Scot Witham, Director of Production		