

The aim of these policies is to establish a safe working environment for volunteers, performers and stage crew while working at Key City Theatre.

### **PLEASE READ AND BE FAMILIAR WITH THESE POLICIES**

“Work” consists of

- a. moving sections of the stage and flooring
- b. operating stage machinery
- c. working on ladders or at heights
- d. working in the grid
- e. plugging or unplugging electrical equipment

Technical Director

1. All work on the Key City Theatre is to be supervised by the Theatre’s Technical Director or appointed supervisor. No work shall commence without technical director present in the auditorium.
2. It is the Technical Director’s responsibility to determine level of risk for onstage work activities.
3. The TD approves any persons accessing the grid. Persons not explicitly approved by the TD may not have access.

General Safety

4. All persons performing work must use appropriate Personal Protective Equipment (PPE) for each job.
5. Persons not covered under WCB or with waivers may not perform any work activities.
6. Persons working with electricity must be LPEC certified or supervised.
7. Stage Crews working for third party organizations must supply proof of WCB coverage before commencing work on stage.

Students and Minors

8. Students may be able to perform work when with supervision and when indemnification forms signed by guardian have been received.
9. Minors will only be permitted backstage or in the auditorium when an Adult Supervisor is present.

Restricted Activities

10. The use of saws are not permitted in the auditorium
11. No open flame or pyrotechnics is permitted without venue approval

12. Pets are not permitted in the auditorium

13. The cyclorama must be protected at all times – no objects including hands may touch it