

	<b>GREAT LAKES SCENIC STUDIOS</b> <b>HEALTH AND SAFETY RETURN TO WORK</b> <b>SIGN OFF SHEET</b>	
	<b>Revised</b> <b>June 2nd, 2020</b>	<b>Issued</b> <b>June 4th 2020</b>

Welcome back to Great Lakes!

Since you've been gone a while, we'd like you to familiarize yourself once again with our Health and Safety Policies. We've summarized some basics below. This in no way replaces the Health and Safety procedures handbook which you've been provided with in the past. Always refer back to that book for details and a full overview of our policies. If you require an additional copy of the handbook or further details on our policies, please speak with your supervisor.

Please read and fully understand all items below and sign in the appropriate space provided.

#### **COVID 19 POLICY (new)**

- Ensure you have thoroughly read and understood our COVID 19 Policy and taken the quiz.
- Always follow required safety precautions laid out in the policy to keep yourself and others safe in the workplace

#### **REPORTING ILLNESS (new)**

- All illnesses must be reported.
- If you are at home and unable to come to work, you are required to call 905-319-9232 ext 299. Should you be experiencing flu like symptoms, please advise the person taking your call or state so in the message you leave.
- If you are at work and feel ill, report your symptoms immediately to your supervisor.

#### **PPE's (PERSONAL PROTECTIVE EQUIPMENT) (updated)**

- Safety boots, eye and ear protection must be worn at all times.
- Respirators must be worn when an MSDS of a given product recommends doing so.
- Gloves shall be worn when there is a risk of hand injury. Please choose appropriate gloves for your task.
- We urge all employees to wear non medical grade face masks throughout the workday. Note - The use of face masks is **mandatory** when physical distancing of 6' or more is not possible.
- Always ask your supervisor if you are unsure of which PPE is required for your task.

## **ACCIDENT REPORTING**

- All accidents, no matter how minor, must be reported and treated by a certified first aid trained person, where treatment is required.
- Report to your supervisor any "near misses". A "near miss" is defined as: an unplanned event that did not result in injury but had the potential to do so. Near misses should also be recorded in the near miss log book.

## **FAULTY OR DAMAGED EQUIPMENT**

- Report any faulty or damaged equipment or machinery to your supervisor. Do not attempt to repair it yourself.

## **SAFE LIFTING PROCEDURES**

- Do not attempt to lift more than forty pounds by yourself. Ask someone in the area for assistance, use your legs and not your back or ask a certified person to use a lifting device ie - crane or forklift.

## **WORKSTATIONS (updated)**

- Always sanitize your workstations prior to beginning your workday. Sanitize all touched surfaces.
- Sanitize all tools prior to use.
- Keep your workstations clean and free of any trip hazards
- Be aware of trip and slip hazards and clean up anything in question.

## **EMERGENCY EVACUATION**

- Refer to pg 29 of the Health and Safety procedures handbook.
- Employees are required to sign in at the beginning of each shift and sign out at the end of your shift or any time you leave the premises during the day.
- In the event of an emergency requiring evacuation of the building, the sign in sheet is used to take attendance at the muster point and ensure all employees have safely exited the premises.

## **CRANE AND FORKLIFT (updated)**

- Only certified persons are to operate the cranes and forklift.
- Prior to use of crane and forklift in our new building, certified persons must participate in refresher training.
- Operators must keep an open line of communication with their director.
- Cranes and forklift must be inspected at the start of each day. Prior to use of crane and forklift, the operator must ensure that the equipment has been inspected.

## **LOCK OUT PROCEDURES**

- Refer to pg 57 of the Health and Safety procedures handbook.

**EMERGENCY EXITS**

- Be aware of your closest emergency exit and keep those exits clear of debris on both the interior and exterior of the building.

**APPROPRIATE CLOTHING**

- Refer to pg 39 of the Health and Safety procedures handbook

**WALL SET UP PROCEDURE (new)**

- Refer to the Health and Safety procedures handbook
- Prior to erecting scenery in the shop, ensure there is a plan and that the head has vetted and approved it. If further consultation with the shop forman or project manager is required, this should be done prior to any lifting of the scenery.

Employee name \_\_\_\_\_

Signature \_\_\_\_\_

Supervisor name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_