



Safety Procedures

Working at Home

For the purposes of this policy working remotely means that employees are working from home.

The Arts Club Theatre Company is committed to ensuring the health and wellbeing for all its employees, artists and volunteers. This policy will serve as an on-going guide for working at home. This policy outlines the rights and responsibilities of the manager/supervisor and the employee. This policy will be reviewed on an annual basis.

Managers and Supervisors

- It is the responsibility of managers and supervisors to ensure the health and safety of all workers under their direct supervision.
- It is your responsibility to let your employees know that they have the right to refuse unsafe work.
- Have your workers do a risk assessment of their space and have them report any hazards.
- Ensure that your employees have an evacuation plan for their home office in case of emergency.
- At this time during the health crisis of Covid-19 make sure that your staff are following the directives by local health authorities and are maintaining physical distancing and other health directives.
- Conduct daily check-ins with each staff member or team. This check-in can be part of a regular meeting.
- Ensure that employees know how to report an accident or injury while working from home.
- Ask your employees to provide you with current emergency contact information in-case they don't respond to the daily check-in or in case they become ill or injured.
- It is your responsibility to ensure that employees working from home have what they need to work safely in the home including any ergonomic accommodation.

Employees

- Employees working from home must provide their manager/supervisor with their cell phone or land line numbers and home emails.
- Employees are to provide their managers/supervisors with the contact information for their emergency contacts.
- In case of injury or accident the employee needs to contact their manager.
- The employee is to provide the emergency contact with their manager's contact information in case they need to be notified of illness or injury.
- Employee needs to have an evacuation plan in place for their home.

Reporting an injury or illness

To report illness at this time the employee needs to contact their manager directly by whatever means possible (via text, phone or email).

In the case of an injury that requires only first aid or is a near miss please fill in a near miss incident report.

In the case that an injury requires medical attention please complete **form 6**.