

BACK OF HOUSE POLICIES & PROCEDURES

The Northern Alberta Jubilee Auditorium is required to be in accordance with Federal and Provincial regulations regarding Occupational Health and Safety. The intention is to reduce the risk of injury to those working with the Auditoria, including Auditoria staff, International Association of Theatrical Stage Employees (IATSE) stagehands, volunteers, venue licensees and their workers. In accordance with Federal and Provincial regulations, the Auditoria have adopted a series of Safe Work Practices. These practices apply to everyone granted access to the Auditoria.

The licensee including its employees, agents, contractors, (and where practical, any of its patrons, guests and other invitees who access Back of House) shall comply with the policies and procedures of the Auditoria.

VENUE ACCESS

Stage Access

House Technician presence is required for stage access. No Access will be granted to the stage or auditorium seating areas outside House Technician call time.

Backstage Entry and dressing room access

The Stage Door has a Commissionaire on duty from 07:00-23:00 daily. Back of House access outside these times is available by prior arrangement. Credentials or Identification are required for entry to Backstage Areas. Key cards may be signed out at stage door for those requiring access between FOH and BOH - \$50 fee for lost cards.

RESPECTFUL WORKPLACE POLICY

The Government of Alberta is committed to ensuring a strong, inclusive, healthy, and respectful workplace that is free of harassment, violence, and discrimination.

The Government of Alberta will not tolerate harassment or violence in the workplace from anyone and is committed to eliminating and doing everything reasonably practicable to prevent this inappropriate and unacceptable behaviour.

Allegations of violence and harassment will be appropriately investigated and appropriate corrective action will be taken to address this conduct in accordance with the Government of Alberta's Respectful Workplace Policy. The complete Respectful Workplace policy is available upon request.

IMPAIRMENT IN THE WORKPLACE

All individuals working at the Jubilee Auditorium (including volunteers and contractors) are expected to be "fit for duty" when reporting to work and must be able to perform their assigned duties safely.

Workers are expected to report or disclose to their supervisor if they are impaired, if they suspect that a co-worker may be impaired (e.g. because of behavioral cues or unsafe work practices), or if they become aware of an unsafe work situation.

For further information, please request the Workplace Impairment Prevention Policy.

OCCUPATIONAL HEALTH AND SAFETY

The Jubilee Auditoria have hazard assessments in place related to tasks performed by individuals working backstage at the Auditoria. These hazard assessments are available for review by any individual working at the Auditoria. Show specific hazards will be discussed in the toolbox meeting held prior to the start of any booking at the Auditoria.

Personal Protective Equipment (PPE)

Hard Hats

During all work calls when there are workers on the Grid or overhead, *everyone* working, supervising or visiting the stage must wear a CSA approved hard hat (CSA Standard Z94, Class E) regardless of task and duration on stage. Failure to comply may result in an eviction from the stage.

Steel Toed Footwear

During all work calls it is ***strongly recommend*** that CSA approved footwear with safety toe caps, shanks (Class 1, green “patch” triangle) and electrical shock resistance (white rectangle with orange Omega symbol) be worn at all times.

Clothing

It is ***strongly recommended*** that long pants be worn at all times while working on the stage.

Fall Protection

When any work is being performed in the Front of House catwalks, box booms, balcony rails, side bridges, or any other location as designated by Auditoria staff, the worker shall wear and use a safety harness and fall protection as directed in Alberta Jubilee Auditoria instructions.

When any work is being performed on a man lift, if the lift must be moved or adjusted while at elevation, for example when focusing light fixtures, the worker must wear a safety harness and fall arrest as per the *100% Tie-off to Batten Procedures*. In addition, whenever the man lift is in operation all outriggers must be fully deployed. If the lift must be moved or adjusted then the worker shall be tied off to an approved external point.

A safety harness is not required for the operation of the drivable scissor lift provided it is being used on a level surface.

When any work is being performed overhead outside of the catwalk guard rails, the worker shall wear and use approved harness and fall arrest equipment as directed in Alberta Jubilee Auditoria instructions.

Any worker supplying their own Personal Protection Equipment (“PPE”), e.g. harness, lanyard and shock absorber, is responsible for ensuring that the PPE meets CSA standards and may be subject to a visual inspection by the House Technicians.

Forklift/Manlift Operation

All lift operators must have a valid certification for the forklift, scissor lift or upright lift equipment they operate.

Electrical Tie-Ins

All electrical connections and all bare wire disconnections, must be performed by a Certified Electrician (CE) with a valid Journeyman Ticket. The disconnection of Cam-Lok connectors may be done by the House Lighting Technician. If the client’s rider information or crew call requests a CE, then one will be booked for the disconnection. A CE must be supplied through the IATSE Local and the cost for the CE will be added to your IATSE crew bill.

Connections that are of a multiple pole plug type of 50 amperes or less with a “first make, last break” grounding pole may be connected by Jubilee Auditorium staff.

FIRE ALARM SYSTEM

The Jubilee Auditorium has a **2 STAGE FIRE ALARM**. This system, designed for public assembly buildings, allows time to investigate the cause of the alarm prior to evacuation. It is not necessary to evacuate during the first stage. In the second stage all persons **MUST** exit the building through the nearest safe exit and meet at the Muster Point(s). Evacuation maps are posted in all back of house spaces.

FIRST STAGE ALARM indicated by:

- *intermittent* loud ring
- strobe lights

First Stage Alarm is not seen or heard inside the audience chamber or on stage.

First Stage Alarm is seen and heard in FOH and backstage areas. It is a warning phase and may last 5 minutes or longer.

In the event of a First Stage Alarm:

- House Technicians notify Crew and Show Personnel/Stage Management of First Stage Alarm.
- House Technicians, Crew and Cast prepare for second stage alarm, as possible, without adversely affecting the scheduled operations.
- During non-performance situations, workers at height (grid, load floor, fly floor, spot booth, FOH catwalks) should make their way to stage level.

SECOND STAGE ALARM indicated by:

- *constant* very loud ring
- strobe lights

In the event of a Second Stage Alarm:

- Evacuate the building immediately and meet at muster points.
- NAJA staff and House Technicians will complete a sweep of all building areas to ensure everyone has exited.

Muster Points:

BACKSTAGE – far side of surface parking lot against building with yellow stripe.

FRONT OF HOUSE – cobblestone sidewalk toward Butterdome.



PYROTECHNICS, OPEN FLAME, FIREARMS, SMOKING

Pyrotechnics, Open Flame and Firearms

Any licensee who wants to use pyrotechnics special effects must obtain authorization from the Auditoria and a permit from the Fire Department of the City. Details on the type of effects, sequence of firing and a stage layout will be requested. Fees will apply. In addition, the operator will have to hold the proper level of certification from the Explosive Regulatory Division of Natural Resources Canada.

Flame effects are not defined as explosives under the Explosive Act. Flame effect devices will have to be approved for use by the Technical Coordinator of the Auditorium. Detailed information on the device will be requested and on-site testing may be required. Fees may apply.

Without valid permits and certification, the Auditoria will not authorize the use of any pyrotechnics or flame effects.

All firearms, including replica firearms used at the Auditoria must be handled in accordance with Federal legislation.

No Smoking

In accordance with The City of Edmonton Bylaw 14614 "Public Places Bylaw" and The Alberta Tobacco and Smoking Reduction Act, the Jubilee Auditorium is a non-smoking facility and the Lessee must ensure there is no smoking in the Back of House and Stage areas. E cigarettes, personal vaporizers (PVs), and electronic nicotine delivery systems (ENDS) are all considered smoking devices; they are prohibited in all areas of the facility.

Outdoor smoking areas are available near Stage Door. Any fines incurred will be the responsibility of the client.

Fire Curtain

The Fire Curtain line must remain clear of obstructions at all times and shall be able to travel freely to the permanent stage deck at all times.

Atmospheric effects & Smoke Detectors

For events utilizing atmospheric effects (haze, smoke or fog machines), the venue smoke detectors must be disabled in the stage and auditorium. Please ensure the House technicians are given advance warning before atmospheric effects are used.

ORCHESTRA PIT LIFTS & NET

PIT Railings and Pit Net

The orchestra pits may be used at stage level, audience level, orchestra level, or at custom levels as needed. All lifts may travel from stage level to a depth of 8'10" below the stage. Railings must be installed for pit moves below 47".

The orchestra pit shall not move with performers on it.

If the pit(s) are utilized at orchestra/lower level NAJA's pit net, covered with a pit scrim, must be installed. The Lessee is responsible for the costs to set and strike the pit net and scrim and/or the costs to seat and restore the pit.

PIT SEATING at Auditorium level

118 additional seats may be added to the Main floor seating by lowering the orchestra pits to audience level and installing portable seating. The Lessee is responsible for all labour costs for installation of the pit seats and removal of seats following their event.

BACK OF HOUSE SUPPLIERS

Jubilee Auditorium does not supply or arrange for runners, towels, catering, additional security, AV/projectors, backline, merch sellers, or CO2/Dry Ice. A local suppliers list is available upon request.

VENUE SECURITY

1 FRONT OF HOUSE (FOH) and 1 STAGE DOOR COMMISSIONAIRE are on duty at all times when building is open, to safeguard the building and monitor venue access. These 2 Commissionaires are included in venue rental.

Lobby and Audience Chamber Open Times:

- **Weekdays** – Lobby open to the public from 07:00, unless special arrangements are made in advance. Ticketmaster outlet is open weekdays from 10:00-14:00, 14:30-16:30 & 1 hr prior to every show.
- **Weekends** – Lobby open 90 minutes prior to the scheduled show time, unless special arrangements are made.
- **Audience Chamber** - Chamber Doors are typically opened at 30 minutes to scheduled show time.
- Lobby to Theatre Doors and the Link Hallway door (in corridor between FOH and backstage) are typically locked all day. Anyone requiring access through these areas should sign out a key card from the Stage Door Commissionaire. (eg. Merch sellers, FOH engineers, Promoter Reps, etc)

Events with underage performers, Events using Green Room Fire Exit and/or Events with Bussed Audiences:

- A minimum of 1 Commissionaire will be added, at the discretion of the venue, to act as roaming security, monitor parking and/or to monitor Green Room Fire exit. Additional Commissionaires will be charged back to the client on the venue settlement.

Events requiring additional security:

- Additional security personnel may be required by the incoming artist(s) or by the venue depending on the show. The Promoting Company is responsible for hiring outside security. Appropriate personnel numbers are to be discussed with venue in advance of the event.
- Approved Security Companies are **XA, Patman, Alberta Crowd Management, Benaiah Guarding**
- Commissionaires will check that each guard is carrying their licence prior to their shift. No licence, no entry.
- No handcuffs are to be used at Northern Alberta Jubilee Auditorium by event security guards.
- Once additional security is contracted, please forward the following information to naja.tech@jubileeauditorium.com:
 - *Company name*
 - *Number of guards hired (both male and female required)*
 - *Arrival time of guards & scheduled security meeting time*

Events requiring patron entry checks:

- For shows requesting **pat-downs, metal detector wand checks and/or bag checks** a minimum of **8 lobby guards** are required; 4 for Main Lobby Doors and 4 for SE Lobby Doors. (Please note - backstage security will be in addition to these 8 guards.)
- Entry Check personnel must be in place a minimum of 90 minutes before show time, with a Security Meeting scheduled a minimum of 15 minutes prior to Lobby Doors open.
- Male and Female guards are required for all events doing Entry Checks.
- Tables and stanchions may be requested from the venue based on Entry Check needs.

No large bags or backpacks are permitted in the Audience chamber; they can be checked at Patron Services
All security incidents must be reported to FOH Commissionaires by event security company.

FIRST AID & INCIDENT REPORTING

Venue Commissionaires are the primary First Aiders on site, and House Technicians and Venue Staff are certified in first aid. The Back of House First Aid room is located adjacent to Stage Door.

If an injury (beyond minor first aid) occurs, please contact Stage Door Commissionaire and ensure that the House Stage Carpenter/House Technician is notified.

Minor First Aid

If a worker requires minor first aid and can administer the first aid to themselves (ex. Band-Aids), then the worker must complete the **First Aid Record** on the front of the First Aid kit and deposit the completed form into the envelopes attached to the fronts of the first aid kits.

Incident Reporting Procedures

The following incidents must be reported:

- ✓ **Fatality/Serious Incident**

- ✓ **Lost time** (Next scheduled shift is missed)
- ✓ **Medical aid** (Same day Medical Treatment)
- ✓ **Personal property damage**

- ✓ **First aid**

- ✓ **Near Miss**

- ✓ **Damage to GOA property**

Forms:

Serious Incident, Fatality Investigation Report
Supervisor's Investigation Report
Workers Compensation Report C-040 &/or C-060

Supervisor's Investigation Report
Workers Compensation Report C-040 &/or C-060

First Aid Record

Workplace Near Miss Incident Report

Accident Loss Report
Automobile & Mobile Equipment Accident Report

Reporting Process:

1. Seek medical treatment as required.
2. Document the incident by filling out the appropriate Incident Report form(s) as listed above.
For anything beyond minor First Aid, submit a Workers Compensation Report to the appropriate employer (eg. Local Stagehands submit WCB form to IATSE.)
3. Submit completed forms to GOA Technical Coordinator.

NOTE: Do not disturb any incident sceneto allow for all elements to be documented, except to administer first aid, and/or to protect property from further loss (ex. Fire).

Near Miss Reporting Procedure

"An incident that had the potential to cause personal injury, property damage or both, but did not."

1. Inform the House Technicians and/or GoA Technical Staff immediately.
2. Document the incident by filling out a **First Aid Record** form (if required) and a **Workplace Near Miss Incident Report**.
3. Submit completed forms to GOA Technical Coordinator.