

HEALTH AND SAFETY POLICY

PTIRU Institution #4423 | DLI #O266418531812

Policy Title: HEALTH AND SAFETY POLICY

Institution: Story Institute

Effective Date: September 25, 2026

Revision Date: September 25, 2026

Responsibility: Senior Educational Administrator and designated safety personnel

Applies To: All Story Institute students, instructors, staff, contractors, volunteers, guests and other persons participating in Story Institute activities.

1. PURPOSE

Story Institute is committed to providing a healthy and safe educational and working environment for students, employees, contractors, visitors and guests. Safety requirements apply to Story Institute premises, activities, productions, classes, work experience activities where applicable, and other institution-related activities.

2. GENERAL SAFETY RESPONSIBILITIES

- Follow reasonable health and safety directions and emergency procedures.
- Report hazards, injuries, unsafe conditions, threats, or other serious safety concerns as soon as reasonably possible.
- Do not engage in conduct that creates an unreasonable risk to another person.
- Use equipment, facilities and production spaces only as instructed and for authorized purposes.
- Maintain clear emergency exits and do not interfere with fire, first-aid, security, or emergency equipment.

3. INCIDENT REPORTING

An Incident Form will be completed for medical incidents, significant injuries, safety incidents, serious hazards, or other events that reasonably require documentation. The record will be maintained securely and access will be limited to authorized persons.

4. FIRST AID

Story Institute will maintain reasonable first-aid resources and identify persons responsible for responding to incidents. Where an injury or illness appears serious or life-threatening, emergency services should be contacted immediately.

5. EMERGENCY PROCEDURES

In an emergency, call 911 where appropriate, remain with the affected person where it is safe to do so, and notify the Senior Educational Administrator or designated administrator as soon as reasonably practicable. During an evacuation, students and staff must follow instructor or designated safety personnel directions and proceed to the designated assembly area.

Story Institute will maintain and communicate applicable fire, evacuation, emergency and safety procedures and may update them when operational circumstances require.

6. SAFETY DURING PRODUCTIONS AND PRACTICAL ACTIVITIES

Where classes, productions, demonstrations, filming, stage activities, movement work, equipment use, or other practical activities create additional risk, Story Institute may establish activity-specific safety rules, supervision

requirements, equipment restrictions, or participation conditions.

7. IMPAIRMENT AND SUBSTANCES

Students, employees, contractors and guests must not participate in an activity while impaired in a manner that creates a safety concern. The Cannabis & Substance Use Policy applies.

8. REPORTING AND RESPONSE

1. Immediate Safety Assessment

Story Institute will assess whether immediate action is reasonably necessary to protect people, property, evidence, or the learning environment.

2. Interim Measures

Reasonable temporary measures may include restricting access to an area, changing participation arrangements, stopping an activity, or directing a person to leave a safety-sensitive environment.

3. Investigation or Review

Where appropriate, Story Institute will document the incident and review relevant information, witnesses, records, and other evidence.

4. Corrective Action

Where a policy breach is substantiated, Story Institute may implement education, corrective measures, restrictions, suspension, dismissal, or other proportionate action under the applicable policy.

9. NO RETALIATION

No person will be retaliated against for making a good-faith safety report or participating in a safety investigation.

10. PRIVACY AND RECORDS

Personal and medical information collected in connection with an incident will be handled in accordance with applicable privacy requirements and will be shared only where reasonably necessary or legally authorized.

11. EXTERNAL AUTHORITIES

Nothing in this policy prevents Story Institute from contacting emergency services, police, medical services, WorkSafeBC where applicable, or another authority where required or reasonably necessary.