

## **322 King St. JOINT HEALTH & SAFETY COMMITTEE**

### **Meeting Minutes for Thursday February 1, 2024, Meeting #1**

**3.00 p.m. to 4.00 p.m.**

**Attended:** Daniella Frustaglio, Aine Davis, Mel Victoria, Mark Lavaway, Karyn King, Jessica Lagoda, Ashley Heng

**Did not Attend:** Jim Aldridge, Nelia Baird, Dave Pelley, Karen Leighton,

**Location:** Dress Circle Boardroom 4<sup>th</sup> floor

**Co-Chairs:** Karen Leighton and Dave Pelley

### **AGENDA**

#### **WELCOME**

1. Check In
2. Accidents and Incidents
  - a. No accidents! Fantastic!
3. Hazard Reports
  - a. No new hazards found.
4. Inspections
  - a. 2nd Floor
    - i. If someone is injured there, it is still under our location
    - ii. There might be potential hazards such as electrical cords
  - b. 4th Floor
    - i. Fire exit sign when the door goes up at production
    - ii. Checking the doors to make sure there is space for new hazard doors
    - iii. Fire extinguisher has not been noted that inspection has been done since May 2023
    - iv. Noise – bar playing music loudly, often have to ask them to lower the volume
  - c. 3rd Floor
    - i. Back of Chairs are not comfortable
    - ii. Bathroom window in men's bathroom, people are propping it open in the winter and leaving it open and cold
      1. Start with a sign
    - iii. Tylenol and Advil
      1. Concerns that if it is in the accessible bathroom that people can easily steal it
      2. Aine has them at desk for the fourth floor
    - iv. Bathroom used to have an air freshener/filters
      1. Currently out and bathroom does not smell great, both bathrooms
  - d. Dead Mice Poison has been working at the Theatres
    - i. Letting everyone know
    - ii. Monthly checks for pest control
    - iii. If there is anything, Aine will speak to Will for Pest Control contact

- e. A lot of new ASRs, kitchen has gotten more unkempt
  - i. Aine to send a friendly reminder out to everyone
  - ii. Include a welcome to new faces in the office
  - iii. Will start to include it in the first day walkthroughs for Ryan and Ashley to let them know as we walk past the kitchen
- f. Noise Levels
  - i. More new staff
  - ii. Concerns as ASRs were having a scavenger hunt while a department had a zoom call
  - iii. For Autorenewal Subscription, people have to manually auto renew either call or online
    - 1. Mark to touch base with Young

## **OLD BUSINESS**

- 1. PCI-DSS
  - a. (See New Business)
- 2. Health and Safety Excellence Program
  - a. (See New Business)
- 3. Dishwasher Cleaner
  - a. We believe it will not happen again
  - b. We have a concise list of what products we provide and what should be used
  - c. If needed to sanitise the dishwasher cleaner, we will do it ourselves

## **NEW BUSINESS**

- 1. PCI-DSS
  - a. Everyone who needed the training in 322 and theatres have completed it
  - b. Not many changes in the new 4.0 version
  - c. The online training that has been completed is annual training
  - d. Still working out how we will be doing annual renewal and timeline for the renewal period
- 2. Health & Safety Excellence Program
  - a. We just completed our first 5 topics in Nov 28, and we passed!
  - b. We let you know what topics we choose and we will look to you guys for assistance when that comes
- 3. Annual Policy Review 2023
  - a. We have completed our Annual Policy Review, all new policies will be updated
  - b. They have been sent out to all JHSC Members to review
  - c. We have identified three main policies that you should be aware of:
    - i. Health & Safety Policy
    - ii. Health and Safety Roles and Responsibilities
    - iii. Workplace Violence and Harassment Policy
      - 1. Not many changes to these policies, most of them being grammar and spelling changes or including gender-neutral pronouns in our policies.
- 4. Fire safety Committee Meeting
  - a. We have an employee who has accessibility needs
  - b. Will look to see who is on the team and will organise a potential fire drill

Next Meeting: April 11<sup>th</sup>, 2024 at 3PM

## **322 King St. JOINT HEALTH & SAFETY COMMITTEE**

### **Meeting Minutes for Thursday April 11, 2024, Meeting #2**

**3.00 p.m. to 4.00 p.m.**

**Attended:** Daniella Frustaglio, Aine Davis, Mark Lavaway, Karyn King, Jessica Lagoda, Ashley Heng, Jim Aldridge, Nelia Baird, Karen Leighton

**Did not Attend:** Dave Pelley, Mel Victoria

**Location:** Balcony Boardroom 4<sup>th</sup> floor

**Co-Chairs:** Karen Leighton and Dave Pelley

### **AGENDA**

#### **WELCOME**

1. Check In
2. Accidents and Incidents
  - a. One trip and fall, on the front stairs of the building
  - b. It was a sudden accident, no hazards present
3. Hazard Reports
  - a. No new hazards found.
4. Inspections
  - a. 4<sup>TH</sup> Floor
    - i. Humidification Systems
    - ii. Exit Signs
    - iii. Legally what are we required to have for exit signage?
      1. Mostly for the new doors that have been installed
      2. HR will check up on this and ask Kevin
  - b. 3<sup>rd</sup> Floor
    - i. Airconditioning vents are not covered
      1. Above the admin office, facing the windows
        - a. Will put in a ticket for Maintenance

#### **OLD BUSINESS**

1. PCI-DSS
  - a. (See New Business)
2. Health and Safety Excellence Program
  - a. (See New Business)
3. Medicine
  - a. We removed all medicines from bathrooms and moved them to Aine's desks
  - b. New rules: Bring your own supply of medicine
4. Noise Levels
  - a. Noise levels are still the same
  - b. Employees are either on the phones or chatting with each other
  - c. Extra Doors installed, Insights and IT have been very happy with that

- d. Mark to have a talk with Jim and Young
  - e. Headphones previously were suggested, they did not help solve the issue
- 5. Annual Policy Review 2023
  - a. We are working on making policy information more easily accessible
  - b. UKG – Payroll & Human Resource Information System
    - i. Will keep you guys updated, no current date of completion
- 6. Fire safety Committee Meeting

## **NEW BUSINESS**

- 1. PCI-DSS
  - a. Everyone who needed the training in 322 and theatres have completed it
  - b. Not many changes in the new 4.0 version
  - c. The online training that has been completed is annual training
  - d. Still working out how we will be doing annual renewal and timeline for the renewal period
- 2. Health & Safety Excellence Program
  - a. We just completed our first 5 topics in Nov 28, and we passed!
  - b. We let you know what topics we choose and we will look to you guys for assistance when that comes
- 3. Annual Policy Review 2023
  - a. We have completed our Annual Policy Review, all new policies will be updated
  - b. They have been sent out to all JHSC Members to review
  - c. We have identified three main policies that you should be aware of:
    - i. Health & Safety Policy
    - ii. Health and Safety Roles and Responsibilities
    - iii. Workplace Violence and Harassment Policy
      - 1. Not many changes to these policies, most of them being grammar and spelling changes or including gender-neutral pronouns in our policies.
- 4. Fire safety Committee Meeting
  - a. We have an employee who has accessibility needs
  - b. Will look to see who is on the team and will organise a potential fire drill

Next Meeting: August 15<sup>th</sup>, 2024 at 3PM

**322 King St. JOINT HEALTH & SAFETY COMMITTEE**

**Minutes for Thursday August 15th, 2024, Meeting #3**

**3.00 p.m. to 4.00 p.m.**

**Attended:** Daniella Frustaglio, Aine Davis, Mark Lavaway, Karyn King, Jessica Lagoda, Katelyn Doyle, Jim Aldridge, Dave Pelley, Mel Victoria

**Did not Attend:** Karen Leighton

**Location:** Balcony Boardroom 4<sup>th</sup> floor

**Co-Chairs:** Karen Leighton and Dave Pelley

**AGENDA**

**WELCOME**

1. Check In
2. Accidents and Incidents
  - a. No accidents or incidents to report.
3. Hazard Reports
  - a. No new hazards found.
4. Inspections
  - a. 4<sup>TH</sup> Floor
    - i. Flies in the kitchen
      1. People were thinking that this may have been due to a leak; Nothing of concern has been found
    - ii. Smell of gas
      1. Some on the 4<sup>th</sup> floor were noting a smell of gas
      2. Kevin and Paul came to assess and could not find anything of concern
        - a. Consensus was that the smell most likely came from construction outside
  - b. 3<sup>rd</sup> Floor
    - i. IT: there are little pebbles crumbling down from the ceiling
      1. Not sure how long this has been going on for, but IT has been finding pebbles on their desks, etc., for some time now but did not report it until this past inspection
      2. If this continues to be a problem, we are recommending putting in a ticket

**OLD BUSINESS**

1. PCI-DSS
  - a. (See New Business)
2. Health and Safety Excellence Program
  - a. (See New Business)
3. Employee Concerns
  - a. Temperature & Humidity

- i. Finding that the temperature varies quite a bit
  - ii. Curious if the power outages may have something to do with the variation, as it is controlled manually
  - iii. Not much we can do other than recommend bringing layers if needed
  - iv. Humidity may have been due to the change in seasons; no recent complaints
- b. Sound
  - i. Much better now that there have been new doors installed
- c. Medicine/ Polysporn
  - i. Decided that this should be removed from the accessible washroom and other public places, as was Advil and other medicines.
- d. Legally what are we required to have for exit signage?
  - i. Mostly for the new doors that have been installed
  - ii. We are compliant with any signage regulations
- e. AC Vents
  - i. Last meeting found that there was concern that they were not covered
  - ii. Aine mentioned that they were cleaned, and there is nothing to note—all clear

## NEW BUSINESS

1. PCI-DSS
  - a. Everyone who needed the training in 322 and theatres have completed it
  - b. Working on being compliant with the new 4.0 version of PCI-DSS
  - c. A reminder that PCI-DSS is an annual training
    - i. Any new employee that handles credit card information is required to complete this training via HR Downloads as a part of the onboarding process
      1. Any employee who has been hired Jan 2024 and later will *not* be required to renew in the fall
      2. Any employee hired earlier than Jan 2024 will be required to renew
        - a. Expecting training roll-out in October
2. Health & Safety Excellence Program
  - a. Have been working on finalizing the first two policies (Injury, Illness, and Incident Reporting; and Incident Investigation and Analysis)
    - i. Once these have been completed and reviewed by the WSPS, we will bring them forward to the JHSC to review as well; we may be sending this prior to our next meeting if all goes smoothly
    - ii. Note that there has been a new form created: The EMEL Incident Report Form
      1. Its use is for incidents like, property damage, trespassing, etc., so will mainly be used by FOH and security to keep track of incidents that happen at our venues
        - a. This form is a part of our goal to formalize the process of reporting
3. Fire Drill
  - a. Had a Fire Safety Committee Meeting in April
  - b. Fire drills need to be conducted once every year
    - i. Last year we passed!
    - ii. Everyone was out in 8 and a half minutes
  - c. Need to schedule another drill
    - i. Preferably before it gets too cold outside
    - ii. Mark will speak with Kevin about setting this up

4. Power Outages

- a. Curious about how it affects accessibility locks
  - i. Daniella mentioned that during the last power outage, she was in the accessible washroom, and the door clicked and unlocked when the power went out. Also curious about what happens to the automatic flush.
    - 1. Mark spoke with Kevin following our meeting. Kevin says:
      - a. Yes, the door will unlock when the controller loses power.
      - b. Yes, the automatic flush will continue to work as it is battery powered.

5. Note from last meeting minutes

- a. The Annual Policy Review 2024 was record at 'Annual Policy Review 2023'
  - i. Want to note that what was conducted was 2024 *not* 2023, so we will not need to review this again until next year

**Next Meeting: November 7th, 2024 at 3PM – *Subject to change***