

RAT JOINT HEALTH & SAFETY COMMITTEE
Meeting #3 Minutes on Thursday, August 22nd, 2024
3 p.m. – 4 p.m.

Location: RAT YSL Lounge

Attendance: Kim Cassiram, Jessica Lagoda, Ahmed Manzoor, Ana Miranda, Lisa Sheaves, Liz Morales, Guy Gaultieri, Kevin McCarthy,

Not in Attendance: Mark Lavaway, Chris Prideaux, Nikol Pavlidou, Nora Hassan, Katelyn Doyle

Chairs: Lisa Sheaves and Nikol Pavlidou

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
3. Inspections
4. Hazard Reports

OLD BUSINESS

1. H&S Excellence Program
2. PCI-DSS
3. Employee Concerns
 - a. Mice issue seems to be improving
 - b. Garbage Liquid
 - i. Much better after e-mail was sent out
 - c. Mice
 - i. Seems to be improving

NEW BUSINESS

1. PCI-DSS
 - a. Payment Card Industry Data Security Standard
 - i. Set of policies required for anyone who deals with credit cards
 - ii. Mostly prevalent in FOH
 - iii. All been informed and will be doing a HR Downloads module; any outstanding trainings will be resent, and staff will be reminded to complete
2. Health & Safety Excellence Program
 - a. A reminder that we work with WSPS (Workplace Safety and Prevention Services) on the program with WSIB (Workplace Safety and Insurance Board)

- b. We have completed the following policies, which have been approved by our WSPS representative:
 - i. Injury, Illness & Incident Reporting Policy
 - ii. Incident Investigation Analysis Policy
 - iii. Competency Policy
 - iv. Health and Safety Training Policy
- 3. 'No Open Flame' Stickers
 - a. Jason is organizing this. These will go in the dressing rooms to say no smoking or candles
- 4. Power Outages (Temporary Emergency Transfer Switch Procedure)
 - a. Kevin created an handout for the power outage procedure for Security or Maintenance to follow to turn on the back-up power
 - b. The bypass switch is very stiff but will turn, it is just heavy.
- 5. Fire Drill (Useful and productive!)
- 6. Employee Concerns
- 7. Any Other Business

RAT JOINT HEALTH & SAFETY COMMITTEE
Agenda for Meeting #1 on February 15th, 2024
3 p.m. – 4 p.m.

Location: RAT YSL Lounge

Chairs: Lisa Sheaves and Nikol Pavlidou

Attendance: Kim Cassiram, Ashley Heng, Jessica Lagoda, Ahmed Manzoor, Ana Miranda, Lisa Sheaves, Liz Morales, Guy Gaultieri, Kevin McCarthy,

Not in Attendance: Mark Lavaway, Chris Prideaux, Nikol Pavlidou, Nora Hassan,

AGENDA

WELCOME

1. Check In
 - a. Update the names on the JHSC list
2. Review of last meeting's minutes
3. Accidents and Incidents
 - a. 2 Reports, both minor
 - i. One was a cut finger on the popcorn machine metal flap
 1. Kevin has since fixed it
 - ii. One was a fall, an accident
4. Inspections
 - a. FOH Inspections
 - i. Working on the wall, need to be sanded primed and painted
 - ii. Automatic faucet has been installed
 - iii. Liz will double check railings tonight and let Graham know and CC Kevin
 - b. BOH Inspections
5. Hazard Reports
 - a. When cleaning staff get the bags, we have changed that they double bag the bags and carry them straight outside.
 - i. Do not lay or lean it on the floor inside, take it out immediately
 - ii. Reminder not to walk across the stage with the bags
 - b. Disposal for toxic pickup
 - i. Desiree has passed it on to Zach for other theatres, not sure for RAT
 - ii. Reach out to Chris on what the procedure for toxic chemical waste
 - iii. Wardrobe needs to be aware to the toxic pile that already exists with the BOH

OLD BUSINESS

1. Auditorium Haze Concerns
 - a. No issues, all accepted
 - b. All of those reports were posted on the FOH Health & Safety Boards
 - c. One will be printed for BOH as well
2. Policy Review
 - a. Policy Reviews were done, 3 were sent out for you guys to review

NEW BUSINESS

1. H&S Excellence Program
 - a. Wrapped up the first year of the program at the end of November
 - b. We have passed all 5 of our topics, thank you for your help
 - c. Will set up a meeting to find out what we can improve on
 - d. In April will start to pick new topics and start another year of the program
2. PCI-DSS
 - a. Payment Card Industry Data Security Standards
 - b. Continuing to enforce PCI in our workplace
 - c. We have finished 3.0 but are now making the changes for the new 4.0
 - d. HR now has meetings with Company Management and SM when they arrive about PCI and our House Seat Orders Process
 - e. Trainings went out smoothly last year, will find a time to resend them so that everything is updated annually
3. Employee Concerns
 - a. Garbage Liquid
 - i. Addressed at Hazards
 - b. Keys that are signed out should not be left unattended
 - c. Mice
 - i. Housekeeping is now vacuuming overnight
 - ii. It has slowed down Front of House
 - iii. Nikol noted that they had found 5 dead mice in auditorium
 - iv. Kevin has noted that the mice like the popcorn machines
 1. Challenge is to find a cloth or layer to cover that they can't chew through
 - d. Live Flame Policy – Will speak to Mark and Production have the policies in writing and attach that to the Scent Policy
 - e. Reminder that Light and Windows should be off and closed during Lock Up
 - i. Dave is good at securing and doing it
 - ii. Making sure that the other guards are aware of such
 - iii. Previously note from Scott to not use the old Stage Door and propped open with a piece of Cardboard – The cast uses it as a side door
 1. Let Steve know
4. Any Other Business

Next Meeting: May 9th, 2024 Thursday or Friday (check week of)

RAT JOINT HEALTH & SAFETY COMMITTEE
Minutes for Meeting #2 on Thursday, May 9, 2024
3 p.m. – 4 p.m.

Location: RAT YSL Lounge

Chairs: Lisa Sheaves and Nikol Pavlidou

Attendance: Kim Cassiram, Ashley Heng, Jessica Lagoda, Ahmed Manzoor, Ana Miranda, Lisa Sheaves, Guy Gaultieri, Kevin McCarthy, Mark Lavaway, Chris Prideaux, Nikol Pavlidou, Nora Hassan

Not in Attendance: Liz Morales

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents
 - a. One
 - b. Fall, but recovered
4. Inspections
 - a. FOH Inspections
 - i. Stairs have been fixed
 - ii. Railings and door frame loose
 - iii. Box D damaged frame
 1. Do not often have wheelchairs up there, not sure of the reason for the damage yet
 - b. BOH Inspections
5. Hazard Reports

OLD BUSINESS

1. H&S Excellence Program
2. PCI-DSS
3. Garbage Liquid
4. Mice
 - i. Have not seen them in a while, but there is the smell of dead mice in the electrical room
 - ii. This room does not have patron access
5. Live Flame Policy
 - i. HR reached out to Company Management about this issue

- ii. Scent policy is posted on the Health & Safety Board – For a policy to point to
- 6. Fire Safety Training
 - i. First week of June at RAT

NEW BUSINESS

1. H&S Excellence Program
 - a. As mentioned last meeting, we finished our first year of the program last year
 - b. Passed successfully and have just started our second year last week
 - c. Currently reviewing policy's and going through what we need for this new year
 - d. If we require any assistance from the JHSCs, we will reach out
 - e. Thank you to everyone for helping to participate and assist us
 - f. All of our theatres have process to report incidents but there are no official policies
 - i. Have a policy to explain in an overall manner why we do what we do
 - ii. would like to be able to break it down further into three different types of incidences
 1. Patron Injuries – HR does not need to be informed
 2. Employee Injuries – HR is to be informed
 3. Critical Injuries – Different and much larger conversation
 - g. Will come back to the JHSC to check and review policies as they are written, and to ensure that the policies we are writing are applicable to our workplace practices and processes
2. PCI-DSS
 - a. Looking at changes needed for 4.0 version
 - b. Breaking down the difference between 3.0 and 4.0 with IT
 - c. Annual training for anyone that handles credit card information will be needed to be completed in October this Fall
 - d. Going well so far
3. Employee Concerns
 - a. Garbage Liquid
 - i. Much better after e-mail was sent out
 - ii. Kevin has spoken to the cleaning staff and team, thank you
 - b. Mice
 - i. Overnight cleaning has helped
 - ii. Extra popcorn needs to go in sealed containers Kevin has provided
 - c. Concerns regarding alcohol consumption in Dressing Rooms
 - i. FOH Has been in contact with Company Managers
 - ii. In terms of liquor license, alcohol needs to be consumed in a closed room
 - iii. We have 'Alcohol and Drug Use Policy' to point to
4. Any Other Business

Next Meeting: August 22nd, 2024 at 3PM