

**EMT JOINT HEALTH & SAFETY COMMITTEE**  
**Meeting Minutes #1 Thursday, March 2, 2023**  
**3.00 pm – 4.00 pm**

**Location:** EMT- Harry Potter Lounge

**Chair:** Megan Burns

**Vice-chair:** Marie Holowaty

**Absent:** Mark Lavaway, Gerard Raju

**Attendees:** Chris Prideaux, Amy Myers, Matt Hallworth, Tom Kituku, Jessica Lagoda, Megan Bruns, Kevin McCarthy, Chad Krishnapi, Pam Weston,

## **AGENDA**

### **WELCOME**

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents (Tom)
  - a. 8 accidents since last meeting
4. Hazard Reporting
5. Inspections
  - a. No red flags to note.

### **OLD BUSINESS**

1. Placement for the new BOH defibrillator
2. 2.First Aid training for EMT IATSE house heads.
3. Health and Safety Excellence Program
4. Prayer room:
  - a. Still waiting on a pull handle to install on the door, then it will be in use.
5. Fire mustering signs
  - a. will be put up today.
6. Working at height training

### **NEW BUSINESS**

1. Health and Safety Excellence Program-Topic 1- Recognition of Hazards and Topic 2- Risk Assessment
2. First Aid Training at the EMT- Friday March 10
  - a. 6 people
  - b. 12 spots to fill.

3. Employee Concerns

- a. The increase in security has been very helpful
- b. Wardrobe team had some wrist issues with the Umbridge costumes, but modifications have been made and will be observed

4. Any Other Business

- a. Portal being redesigned, updates will be given at the next meeting

**Next meeting: June 4<sup>th</sup>, 2023 @ 3pm**

**EMT JOINT HEALTH & SAFETY COMMITTEE**  
**Minutes for Meeting#2 Thursday, June 15, 2023**  
**3.30 pm – 4.30 pm**

**Location:** EMT- Harry Potter Lounge

**Absent:** Mark Lavaway, Chris Prideaux, Megan Burns

**Attendees:** Amy Myers, Matt Hallworth, Tom Kituku, Jessica Lagoda, Kevin McCarthy, Chad Krishnapi, Pam Weston,

## **AGENDA**

### **WELCOME**

1. Check In
2. Review of last meeting's minutes
  - a. Prayer room, still waiting for a handle
3. Accidents and Incidents (Tom) (15)
  - a. 6 Stuck
  - b. 4 falls
  - c. 2 slips and trips
  - d. 2 Back Injuries From repetition
  - e. 1 Wrist Injury From repetition
4. Hazard Reporting
  - a. Stage left stairwell, moisture coming up through the landing.
    - i. Kevin has been looking into it but once show ends, they will replace the emergency exit stairs and sidewalk which should help from water getting in (new doors and handles will be installed as well to hopefully deter pigeons)
5. Inspections
  - a. A couple of light bulbs need to be changed but no major callouts

### **OLD BUSINESS**

1. Health and Safety Excellence Program-Topic 1- Recognition of Hazards and Topic 2- Risk Assessment
2. First Aid Training at the EMT- Friday March 10
  - a. Naloxone training? Nasal vs injectables
  - b. Nasal at all stage doors
  - c. Syncro does not have training
  - d. OBN security is trained
  - e. The works free training (Jason)
3. Increase in security
4. Wardrobe Team experiencing issues with the Umbridge Costume
5. Employee Portal updates
  - a. Sharepoint will be coming!

## **NEW BUSINESS**

1. Health and Safety Excellence Program
  - a. Topic 3 - Return-to-work Program Requirements, Forms and Tools
  - b. Topic 4 - Return-to-work Roles and Responsibilities
  - c. Topic 5 - Return-to-Work and Accommodation Plans
  - d. All topics will be covered in more detail and will be posted on portal when finalized and approved
2. Employee Concerns
3. Any other business
  - a. Victoria st doors are getting wedged open to far where it becomes difficult to close it
    - i. Amy will check with regular staff who use it to ensure they don't overextend the door
    - ii. Kevin will check the cameras to see if its anyone in particular who is causing it
    - iii. Could cause damage overtime
4. HR Team Updates
  - a. Tom will be leaving end of June, you can direct and JHSC inquiries or concerns to Jessica and/or Mark.

**Next Meeting: October 12<sup>th</sup>, 2023**

**EMT JOINT HEALTH & SAFETY COMMITTEE**  
**Meeting Minutes #3 Thursday, October 5th, 2023**  
**3.00 pm – 4.00 pm**

**Location:** EMT- VIP Suite

**Chair:** Megan Burns

**Attendees:** Jessica Lagoda, Gerard Raju, Kevin McCarthy, Megan Burns, Chad Krishna Pillai, Matthew Hallworth, Pam Weston, Marie, Nathan Giles, Ashley Heng

**Not Attended:** Mark Lavaway, Amy Myers

## **AGENDA**

### **WELCOME**

1. Check In
2. Review of last meeting's minutes
  - a. Prayer Room is complete.
3. Accidents and Incidents
  - a. All recovered injuries,
  - b. Number of incidences have gone down
4. Hazard Reporting
  - a. Catwalk replacement, will be done soon
  - b. Will want to wash the stairs and waterproofed and new staircase
  - c. Eliminate moisture
5. Inspections
  - a. Megan will get on that this month
  - b. Marie has put it in OneDrive
  - c. Make sure Kevin has access to the OneDrive
    - i. Marie will open tickets for Kevin rather than wait for H&S Meeting
    - ii. Concerns had been fixed from Matt's ticket last round
  - d. Toilet sprays excess water explosion
    - i. Kevin to shut down at 12am
    - ii. Will not be a big issue once the weather is cooler
6. First Aid
  - a. Naloxone Training, Jessica to look into that
  - b. Will had used the Naloxone to help someone that was overdosing in the alley way
    - i. They had an aggressive reaction when they woke up
    - ii. Reach out to security if Naloxone is need
  - c. Nasal over injectables
    - i. Jess to reach out to Jason (Works Training)
    - ii. Worth putting it out to see if people are interested
    - iii. For this building might be used more than others
    - iv. Box Office doors are now locked, have to ring the buzzer for customers to get in

- v. Security only does move them if there is a show happening
  - vi. Quotes for gates, maybe 2024
  - vii. They are overused
- 7. Security
  - a. Three guards now
- 8. Employee Portal Updates
  - a. Sharepoint and UKG
  - b. Payroll and HR Employee Management
  - c. Those will be the new portal, no more third party sites
  - d. Policies and health & safety updates will be there
  - e. Likely in the new year (2024)
- 9. Victoria Street Door
  - a. Amy has a photo?
  - b. Seems okay

## **OLD BUSINESS**

1. Health and Safety Excellence Program-
  - a. Topic 1- Recognition of Hazards
  - b. Topic 2- Risk Assessment
  - c. Topic 3 - Return-to-work Program Requirements, Forms and Tools
  - d. Topic 4 - Return-to-work Roles and Responsibilities
  - e. Topic 5 - Return-to-Work and Accommodation Plans
2. HR Team Updates
3. Employee Concerns
4. Any other business

## **NEW BUSINESS**

1. Accidents and Incidents
  - a. 3 since the last meeting
  - b. Made it through Load out safely
  - c. First two have seemed to recovered, both stagehands
    - i. New incidence at In Dreams
      1. The actor walked into FLYING OBJECT
      2. Mild Concussion
      3. Happened with Friday, off Sat Matinee, was back Saturday night
      4. Megan to forward report over to HR Department
2. Health and Safety Excellence Program
  - a. Almost wrapped up
  - b. All 5 policies and signed off on
  - c. Wrapping up collecting evidence to submit evidence by end of Oct
  - d. Will get feedback from WSIB and WSPS
  - e. Thank you all very much for your help and support and helping to create policies and roll them out

- f. New policies are on H&S Boards, and will be on employee portals when live, hopefully in 2024
- 3. Employee Concerns
  - a. Nothing at the moment
- 4. PCI
  - a. Payment Card Industry Data Seci
  - b. HR & IT working on
  - c. Anyone using credit card companies be complaint with policies
  - d. Managers are currently
  - e. Will be rolled out slowly
    - i. Physical security
      - 1. Not sharing Photo ID or FOBs
      - 2. Sharing of FOBs is okay between employees
      - 3. Not same lanyard
      - 4. Guests or vendors or 3<sup>rd</sup> party company, sign in withs security
      - 5. Someone on Mirvish team with them at all times
        - a. Usher Captain and Stage Captain and security is meant to check
        - b. Security does check, they have been very regular
          - i. Marie needs a new FOB, check email with Jason and Kevin
          - ii. Ensure 24/7 access, Jess to doublecheck with Camillo

Next Meeting: December 21<sup>st</sup> 3pm

**Update: 4<sup>th</sup> meeting is on December 12<sup>th</sup> 3pm**

Next step for JHSC Training

**EMT JOINT HEALTH & SAFETY COMMITTEE**  
**Meeting Minutes #3 Thursday, October 5th, 2023**  
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**Attendees:** Jessica Lagoda, Gerard Raju, Kevin McCarthy, Megan Burns, Chad Krishna Pillai, Matthew Hallworth, Pam Weston, Marie, Nathan Giles, Ashley Heng

**Not Attended:** Mark Lavaway, Amy Myers

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