

322 King St Health and Safety Committee - #1 January Minutes 2022

Attendees: Nelia Baird, Emily Knight, Dave Pelley, Daniella Frustaglio, Mark Lavaway, Karyn King, Karen Leighton, Jim Aldridge

Absent: Desiree Proveau

Date: January 20, 2022 @ 3:00 pm

Agenda:

Welcome

1. Check In
2. Review of last meeting's minutes
3. Inspections

Old Business

4. DiversiPro
5. Covid-19

New Business

6. Employee Concerns
7. Date of Next meeting

Note: This meeting is taking place via Zoom and partially in person due to the ongoing Covid-19 Pandemic.

Meeting:

1. Check in
 - a. Everyone is mostly back working remotely and doing okay given the ongoing pandemic
2. Review
 - a. Subscribers coming onsite
 - i. 3-4 subscribers were coming up to the call centre a day
 - ii. Covid Compliance worked with ASR team to put procedures in place to ensure everyone's safety
 - iii. Covid Compliance Team to have a debrief with Mike about how the procedures were working before we reopen the front row to subscribers again
 - b. Bathroom doors
 - i. The lock is off the doors right now
 - c. Employee Burnout
 - i. A reminder that we do have mental health resources in the form of coverage with Manulife and Humanacare EAP
 - ii. Mark to send a reminder about the Humanacare EAP via email
 - d. 3rd Floor Sound
 - i. Production, 3rd Floor Managers and HR to assess the sound reaching the 3rd floor from the rehearsal spaces above and below
 - ii. We have yet to have the call centre operate at a normal volume level

- e. John St Door
 - i. Emily to check with Camillo the status on this
- f. Heat
 - i. Kevin has identified the quirks of the system and has developed his work arounds
- g. Internal Survey
 - i. The survey was put on pause as Mark and David did not want to give the impression to staff that we are lacking in our responsibilities when we are doing above and beyond what public health is requiring and the recommendations of the Telus MAC team.
 - ii. We will continue to communicate what our efforts are as the pandemic continues to develop and change
- 3. Inspections
 - a. To be sent next week
- 4. Covid -19
 - a. We are switching to a different Covid Screening Check In called Health HQ
 - i. This new system is more user friendly, remembers participants information, and gives the Covid Compliance team a live look at everyone who has screened including sending push emails about people who fail the screening
 - ii. When we are closer to reopening all the theatres we will go up to the next tier which allows us to have multiple locations
 - b. Boosters
 - i. Right now the Provincial government is not changing requirements on definition of "fully vaccinated"
 - ii. We recommend that everyone go get their booster but we realize availability is hard right now
 - iii. If you get your booster please send us your updated vaccination receipt
- 5. DiversiPro
 - a. We were aiming to restart this work in January when we were fully operational again and now we have stopped
 - b. Mark to talk to David Mucci about restarting the work with creating the diversity committee at 322
 - c. David Mirvish to send out a letter talking about what points he wants to focus on based on the recommendations from DiversiPro
- 6. Employee Concerns
 - a. n/a
- 7. Date of Next Meeting: Feb 24th @ 2pm

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Minutes of the Thursday, February 24, 2022 Meeting

2.00 p.m. – 4.00 p.m.

Attendees: : Nelia Baird, Emily Knight, Dave Pelley, Daniella Frustaglio, , Karyn King, Karen Leighton
Jim Aldridge, Tom Kituku

Absent: Desiree Proveau, Mark Lavaway

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Inspections

OLD BUSINESS

1. Employee Concerns
2. Date of Next meeting

NEW BUSINESS

1. Salt and snow at the Pearl St. elevator entrances

MEETING

1. Check in
 - a. Emily welcomed everyone to the meeting, introduced Tom Kituku who will be taking over her responsibilities in the JHSC.
2. Review of Last Meeting's Minutes
 - a. 3rd Floor Open to Subscribers
Jim Aldridge updated the members on the action plan. The 3rd floor doors will be opened from 10 a.m to 5 p.m. A phone extension will be set up for subscribers to call and a few people will be assigned the new phone extension. The person who picks up the phone call will go round the back and pick up the subscriber/customer and bring them up to the 3rd floor and escort the subscriber/customer back out. Emily updated the committee how this is in line with one of the PCI-DSS compliance requirements HR and IT are working on.

b. Bathroom doors

- JHSC agreed to have the washroom touch pad locking mechanism activated
- There is still a concern that anybody from the street can access the washrooms
- With reopening of the office to staff and subscribers, more people are likely to use the washrooms hence the need for Mirvish staff to be more vigilant
- Suggestion was made for Mirvish staff to direct subscribers to a particular washroom
- 4th floor washroom access should be reviewed as well. Tom to follow up.

c. Employee Burnout

Mirvish employees are making good use of EAP- HumanaCare

d. 3rd Floor Sound

- To be discussed further in detail with Mark Lavaway and members updated accordingly
- First rehearsal in the building is scheduled for March 21
- Noise will be an issue once rehearsals begin thus affecting the Call Centre staff

e. John St. Door

- The wheelchair access door does not open from the outside, only from the inside.
- Tom to follow up with Camillo

f. Heat

- Heating problem in the building was fixed

g. Internal survey

- Survey not going ahead

3. Inspections

- Karen L. to follow up on the storage of items in front of the electrical panel highlighted in the Inspection report. Karen L. to have the boxes reduced in size

4. Covid 19

- Mirvish is sticking to its current Covid protocols until further notice. For now, 2-dose vaccination recommendation is in place, 3-dose vaccination requirement to be reviewed as the province updates its policies, Covid screening to remain in place (HealthQ)
- JHSC members informed where to get Covid supplies if running low, masks from Tom and Emily, wipes and sanitizer from Aine
- Staff kitchens busy in the morning and lunchtime, masking to remain in place
- Staff allowed to come back to work right after travel; to follow Federal Covid travel guidelines, staff encouraged to stay safe while travelling, and report any Covid like symptoms or if anyone in their household tests positive for Covid.

- Emily to remain the Covid Compliance Officer for now

5. DiversiPro

- Mark Lavaway drafting a document which David Mirvish will sign off on. More to come.

6. New Business

- a. Salt and snow at the Pearl St. elevator entrances
 - Wet floor on the wood and rubber floors occasioned by staff coming into the building. A staff member raised the issue as a potential slipping hazard. Committee members felt it was not an actual hazard, but a legitimate concern. An update expected.
- b. Volunteer interested in joining the JHSC. Mark Lavaway aware and will make a decision before next JHSC meeting

7. Next meeting will be held on **Thursday, March 24th, 2022 at 2 p.m.**

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Minutes of the Thursday, March 24, 2022 Meeting

2.00 p.m. – 3.00 p.m.

Attendees: : Mark Lavaway, Tom Kituku, Nelia Baird, Karyn King, Karen Leighton, Jim Aldridge, Mel Victoria

Absent: Desiree Proveau, Dave Pelley, Daniella Frustaglio

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Inspections

OLD BUSINESS

1. Salt and snow at the Pearl St. elevator entrances

NEW BUSINESS

1. Employee Concerns

MEETING

1. Check in
 - Mel Victoria was welcomed to the JHSC
 - Tom to let JHSC members know who is chairing the JSHC meeting when the Agenda is sent out
 - Training for JHSC members to be reviewed
 - First Aid Training due for some members. There is a backlog due to the disruption of normal Mirvish business activities because of Covid
 - Roles and responsibilities of a JHSC worker rep to be sent out to new members
2. Review of Last Meeting's Minutes
 - a. 3rd Floor Open to Subscribers

As part of the PCI-DSS compliance requirement, there is a new procedure for subscribers/visitors coming into the building. They will call the number posted on the doors downstairs. The telephone line will be manned by Scott, Allan, Suzy, and Mike. The person who picks up the subscriber/guest will bring them up to the 3rd floor and also escort them out once their business is finished in the building.

- b. Aine (4th floor receptionist), will direct members to the 4th floor

- c. Bathroom doors
 - Locks on the bathroom doors were removed during the Covid pandemic because employees were afraid of touching surfaces
 - The bathroom doors should not have been locked. Not responsibility of JHSC members to make such decisions
 - Bathroom door codes for men and women should be different

- d. 3rd Floor Sound
 - Ambient noise created by staff in the call center especially when everyone is working.
 - Members recommended Mirvish engage sound engineers/consultants to find a suitable solution
 - Members recommended the sound engineers/consultants come in to test sound levels when it is busy especially on Mondays
 - The building has wooden floors which vibrate

3. Inspections

- It was agreed that inspection responsibility should not be left entirely to Kevin, Paul, and Will. Members of JHSC should also conduct inspections
- Karyn King and Karen Leighton volunteered to assist with inspections on the 3rd floor
- Tom will inspect the noticeboards
- Desiree Proveau and Aine Davis to conduct inspections on the 4th floor.

OLD BUSINESS

1. Salt and snow at the Pearl St. elevator entrances

- Now that winter is over, the problem has been mitigated

NEW BUSINESS

1. Employee Concerns

- A "No Smoking Sign" missing from the main entrance of the building. To be reviewed
- A list of who is trained in the use of the AED and who needs to be trained to be reviewed

2. Next meeting will be held on **Thursday,, April 21, 2022 at 2 p.m.**

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Minutes of the Thursday, April 21, 2022 Meeting

2.00 p.m. – 3.00 p.m.

Attendees: : Mark Lavaway, Tom Kituku, Nelia Baird, Karyn King, Karen Leighton, , Mel Victoria, Daniella Frustaglio, Aine Davis

Absent: Jim Aldridge

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Inspections

OLD BUSINESS

1. Employee Concerns

NEW BUSINESS

1. First Aid Training
2. AED for 4th floor

MEETING

1. Check in
 - Aine Davis was welcomed to the JHSC
2. Review of Last Meeting's Minutes
 - a. JHSC training and certification
 - 322 King St. JHSC members list to be updated and list posted on the noticeboard.
 - Tom to keep a list and update the members of who is a certified JHSC member. Karen, Dave , and Tom are certified JHSC members. Tom to update on recertification of JHSC members post Covid.
 -

b. Bathroom doors

- Bathroom door codes on the 3rd floor bathrooms to be taken down.

c. 3rd Floor Sound

- Noise levels to be evaluated. Mark to follow up with Kevin McCarthy and top management.

3. Inspections

- It was agreed that Karen Leighton and Karyn King will conduct 3rd floor inspection
- Karen Leighton talked about a reorganization of 3rd floor inspection
- Aine Davis will conduct 4th floor inspection.
- Tom to send out inspection report for April to members before the next JHSC
- Tom and Mark to talk about emergency procedures for 322 King St vis a vis Aine's concerns for various risks such as intruder, Fire, etc. Emergency Operations Manual for 322 King St to be looked into and updated.
- Aine Davis will be the 2nd fire warden on 4th floor. Mark is the other 4th floor fire warden.
- Mark to reach out to Kevin McCarthy about fire drills.
- Fire Assembly point for 322 King St. employees is at the corner of Duncan St. and King St.
- Fire wardens need a refresher on their responsibilities during an actual fire such as keeping a headcount of employees on their floor.
- Important to have a list of who is in the building in case of an evacuation
- Aine Davis asked about a Covid safety plan as part of the inspection. Employees to follow latest Mirvish Covid policy such informing your manager when you are sick, and not coming to work if you are sick
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OLD BUSINESS

1.No smoking signs

- No need for a no smoking sign outside the main office entrance. It is not a popular smoking location for the public and employees.

EMPLOYEE CONCERNS

1. Female bathroom

- Constant flushing problem in the 3rd floor female bathroom has been fixed
- Plunger needed for individual bathrooms
- Toilet brush and holder needed for all individual bathrooms
- Scent free odor eliminator needed for all bathrooms. Aine Davis to look into it.

NEW BUSINESS

1. First Aid Training

First Aid Training scheduled for June 30. Only 4 members need to recertify.

2.AED for the 4th floor

- AED for 4th floor should be mounted on the wall
- Tom to follow up with Emily to ensure a functional AED is mounted on the 4th floor next to the lunchroom near the First Aid kit.

Next meeting will be held on **Thursday, May 26, 2022 at 2 p.m.**

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Minutes of the Thursday, May 26, 2022 Meeting #5

2.00 p.m. – 3.00 p.m.

Attendees: : Dave Pelley, Tom Kituku, Nelia Baird, Karyn King, Karen Leighton, Mel Victoria, Daniella Frustaglio, Aine Davis

Absent: Mark Lavaway, Mel Victoria

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Inspections

OLD BUSINESS

1. First Aid Training
2. AED for 4th floor

NEW BUSINESS

1. Employee Concerns

1. Check in

Meeting started on time.

2. Review of Last Meeting's Minutes
 - a. JHSC training and certification
 - 322 King St. JHSC members list to be updated and list posted on the noticeboard. Tom and Jessica Lagoda to have the current list of JHSC members posted before next JHSC
 - b. 3rd Floor Sound
 - Mirvish management will be meeting with a sound expert to hear recommendations of how to fix the noise problem on the 3rd floor. Mark will update committee in the next meeting.

3. Inspections

- Tom to find out if there are any Fire courses in HR Downloads for the Fire committee members to take
- Mark to update committee members on the Emergency Operations Manual
- Fire committee to meet to finalize the Fire Assembly points in anticipation of the Fire Drill to be held in June at unknown date.
- Aine ordered scent free smell absorbers and toilet bowl brush for the bathrooms

OLD BUSINESS

1. First Aid Training

- To be held on June 30 at the Princess of Wales Lobby. The committee felt that the space will not be adequate for 30 employees to take the training. Tom to reach out to the Adet, the company that facilitates First Aid training and recommend splitting the class into two

2. AED FOR 4TH Floor

- Kevin to mount the AED in the 4th floor kitchen area right next to the First Aid Kit location

NEW BUSINESS

1. Employee concerns

- Accessible washroom emergency procedure – questioned raised about what happens when someone in the washroom presses the emergency alert button. Committee to investigate.
- Busy Bathroom Use contingency plan – Issue of a spike in subscriber and visitor numbers in the coming weeks. Aine asked for the bathroom codes to share with visitors and subscribers if the other toilets are occupied
- Elevator entrapment procedures – What is the communication procedure and action plan procedure when this happens. Who should be informed?
- Fire Drill for June – Members felt the fire drill in June should be moved to July because June will be a very busy month.
- Inspection report to be turned into a shareable document for all Mirvish committees. This will ease access and use for the JHSC members doing the inspections. Aine to follow up with IT.

Next meeting will be held on **Thursday, July 28, 2022 at 2 p.m.**

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Minutes of the Thursday, July 28, 2022 Meeting #6

2.00 p.m. – 3.00 p.m.

Attendees: : Dave Pelley, Tom Kituku, Nelia Baird, Karyn King, Karen Leighton, Mel Victoria, Daniella Frustaglio, Aine Davis Mel Victoria, Mark Lavaway,

Absent: Jim Aldrige

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Inspections

OLD BUSINESS

1. First Aid Training
2. AED for 4th floor

NEW BUSINESS

1. Skills Pass- Training JHSC certifications
2. Fluctuating Temperature on 4th Floor
3. Employee Concerns

1. Check in

Meeting started on time.

2. Review of Last Meeting's Minutes
 - a. JHSC training and certification
 - 322 Joint Health and Safety Committee members (Worker Representative and Management Representative) are grandfathered. They have their certification for life. They don't have to recertify.
 - For other Mirvish locations some of the JHSC members have to apply for a one-year extension through SkillsPass.

b. 3rd Floor Sound

- Mirvish management met with a representative of a design company. Mirvish will look into some of the recommendations. Mirvish will start with the area where the Audience Services Representatives sit. One of the recommendations was using a fabric that has a higher sound absorption rate installed in the ceiling and backwall where the Inside sales representatives sit. Mirvish will go ahead with the installation and see if this alleviates the problem. Mark said partitioning 3rd floor was ruled out. Other recommendations like hanging sound absorbers in the ceiling is being considered.

c. Inspections

- Fire Safety Committee members were assigned Fire Courses on HR Downloads. They are yet to complete them.
- Mark to update committee members on Joint Health and Safety Responsibilities. Mark to send a document to committee members.
- Fire committee met and chose a Fire Assembly point in anticipation of the annual Fire Drill. Fire Assembly area was identified. It is right by Adelaide St. and John St.
- Aine reported it has been challenging to find scent free smell/odour absorbers. Mark and Aine to continue looking.

3.INSPECTIONS

- Spinning emergency exit signs in the 4th floor bathroom halls- Aine asked to put in a ticket for maintenance to fix the problem
- Blinds on one 4th floor window- Kevin McCarthy working on it
- Flushing sensors in women's toilet dysfunctional at times- Aine asked to put in a ticket with the maintenance department so they can fix it.

OLD BUSINESS

1.First Aid Training

- First Aid Training was held on July 5 at the POW Theatre. First Aid Completion certificates now available on the 3rd and 4th floor

2. AED FOR 4TH Floor

- To remind Kevin to mount the AED kit on 4th floor

3. Employee concerns

- Accessible washroom emergency procedure – When the emergency button is pressed a warning light flashes. The light is outside the washroom. This is to alert someone if somebody is stuck in the washroom.
- Busy Bathroom Use contingency plan- issue resolved
- Elevator entrapment procedures – Procedures when stuck in the elevator are posted inside the elevator

- Fire Drill for June – Fire drill will be held before the end of the year
- Inspection report to be turned into a shareable document for all Mirvish JHSC committees- Aine working on it with IT.

NEW BUSINESS

1. Skills Pass- Training

- Does not apply to the 322 location. No 322 JHSC member needs to recertify.

2. Fluctuating Temperature on 4th floor

- Nothing can be done. The HVAC system brings in air from outside and it adjusts temperature inside the building accordingly.
- Mark suggested keeping doors open (especially boardroom doors). This helps regulate the temperature inside.
- Individual thermostats control the temperature of respective areas/rooms

3. EMPLOYEE CONCERNS

- Aine asked about a dehumidifier - There is no built-in dehumidifier in the HVAC system of the building.

Next meeting will be held on **Thursday, Sept 22, 2022 at 3 p.m.**

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Minutes of the Thursday, Sept 22, 2022 Meeting #7

2.00 p.m. – 3.00 p.m.

Attendees: : Tom Kituku, Nelia Baird, Karyn King, Mel Victoria, Daniella Frustaglio, Aine Davis, Mark Lavaway,

Absent: Karen Leighton and Dave Pelley

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Inspections

OLD BUSINESS

1. Skills Pass- Training JHSC certifications
2. Fluctuating Temperature on 4th Floor
3. Employee Concerns

NEW BUSINESS

1. Fire Drill Review

MINUTES

1. Check in

Meeting started on time.

2. Review of Last Meeting's Minutes

- a. 3rd floor sound proofing installation
 - Mark told the committee they had been presented with various sound proofing options and he was waiting for Young-In Turner, the new Director of Sales and

Audience services to settle in her new job before discussing the various sound proofing options with other management staff ie Jim Aldrige and Camillo Casciato.

3. Inspections

- 4th floor inspection complete and the AED on the 4th floor has not yet been installed. Tom to follow up with Kevin McCarthy.
- 3rd Floor inspection pending. Karen Leighton will submit it before the end of the week. She was swamped with work.
- Aine can't find scent free smell/odour absorbers. The search continues.
- 4th floor accessible washroom is smelling moldy. People have been using the shower and this has contributed to the moldy smell.
- It was suggested the cleaning staff get rid of the moldy smell when they clean the bathroom.
- Aine to contact Kevin McCarthy to look into the mold situation in the 4th floor bathroom

OLD BUSINESS

1. Employee concerns

a. **Dehumidifier** – Jim suggested we ask Kevin McCarthy about a dehumidifier for the office now that the cold weather is creeping in.

b. Fluctuating temperature on the 4th floor

- It was suggested that Kevin McCarthy come to show staff on both 3rd and 4th floor how to operate the individual temperature settings on the control panels. There have been complaints of extreme cold temperatures in the offices both 3rd and 4th floors.

NEW BUSINESS

1. Fire Drill Review

- The fire drill was held on August 31st at 11 a.m.
- The drill was conducted smoothly. All the employees evacuated from the building and the fire wardens were efficient.
- The fire drill report is ready and once Aine finalizes a few queries she will post it on the H&S Mirvish portal. Plans are under way to have it stored on One Drive so that everyone on the fire committee can access it.
- There was concern from some employees walking outside of 322 King building during the fire drill (assuming it was on fire) to get to the marshalling point. Mark and Jim downplayed the fears saying not unless the building is engulfed in serious fire, the probability of that happening is highly unlikely.

3.EMPLOYEE CONCERNS

- The door sensor on the 322 King entrance had a problem on Monday Sept 19.
- Committee notified that the door locks on 322 King are open between 9.30 a.m. and 5.30 p.m.
- It was reported a visitor was wandering around the building after 5.30 p.m.
- Question about the monthly fridge cleaning. Issue of clattered and smelly fridges on both floors (the 3rd and 4th floor). Aine to follow up with the Ana, one of the cleaning staff, to have this matter resolved.
- Jim suggested another fridge be installed on the 3rd floor due to more staff working in the office now.

Next meeting will be held on **Thursday, Jan 19, 2023 at 2 p.m.**