

CAA JOINT HEALTH & SAFETY COMMITTEE
Minutes of the Thursday, February 10, 2022 Meeting
3.00 pm – 4.00 pm

Attendees: Brianne Gwartz, Chris Prideaux, Jason Browning, Chad Krishnapi, Eli Jenkins, Mark Lavaway, Emily Knight, Tom Kituku

Absent: Kevin McCarthy

AGENDA

WELCOME

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

OLD BUSINESS

1. Covid-19
 - a. Rapid Antigen Screening Program
 - b. Reopening
2. Employee Concerns

NEW BUSINESS

1. Rapid Antigen Screening Program
2. Employee Concerns'
3. AOB

1. WELCOME

- a. Check in: Emily welcomed everyone to the meeting, introduced Tom Kituku who will be taking over her responsibilities in the JHSC. Last day for Jason Browning in the JHSC. He will be working on the Harry Potter production

2. OLD BUSINESS

- a .Review of last meeting's minutes
 - Street person camping at the theatre update:
Situation was resolved after authorities were involved. The homeless person will be asked to leave before showtime.
 - Inspections: Brianne and Jason conducted inspections prior to lockdown. Nothing to report.

3. NEW BUSINESS

- a.Rapid Antigen Screening Program (RAS)
 - A post mortem of the Rapid Antigen Screening :
 - Rapid Antigen Screening for children under 12 years was a challenge

- Mirvish should avoid putting on family shows during a pandemic
- Patrons were happier when nurses came to conduct the Rapid Antigen Screening
- Pace of administering Rapid Antigen Screening was tight
- Bartender complained the Rapid Antigen Screening area was too close to their working area
- RAS was moved to the admin area due to capacity
- Jason said the RAS for BOH went well
- Eli reported the RAS for staff received positive reviews
- Brianne had to remind actors coming on and off stage to keep their masks on

b: New Covid Screening Tool

- Emily updated the committee on the new and efficient Covid screening tool, HealthQ, and how it works.

c. Employee concerns:

- Eli asked when Mirvish Theatres would open again in full capacity. Mark told the committee the pandemic lockdowns have affected scheduling of shows and management is working on resuming normal operations.

4. NEW BUSINESS: Next JHSC meeting will be held on **Thursday, May 12, 2022.**

CAA JOINT HEALTH & SAFETY COMMITTEE

Minutes of the Thursday, May 12, 2022, Meeting

3.00 pm – 4.00 pm

Attendees: Mark Lavaway, Tom Kituku, Brianne Gwartz

Absent: Chris Prideaux, Chad Krishnapi, Eli Jenkins, Kevin McCarthy

Location: Balcony Boardroom 4th floor

Chair: Mark Lavaway

AGENDA

WELCOME

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

OLD BUSINESS

1. Rapid Antigen Screening Program
2. Employee Concerns'
3. AOB

NEW BUSINESS

1. No new business (Theatre is still closed)

Welcome

1. Check in: Small quorum for the meeting

2. Review of last meeting's minutes

- House lights issued to be reviewed in September 2022. Agenda item to be discussed in the next JHSC meeting in October 2022
- Composition of CAA JHSC to be reviewed. Becky Loi no longer member of CAA JHSC. No FOH and Crew reps. To be discussed in the next meeting.
- Inspections – Brianne conducted inspection and submitted report. Missing AED. The CAA AED has been transferred to 322 King. Kevin McCarthy will order a new one for CAA when the theatre is back in business later in the fall of 2022.

- Health and Safety board needs an update. Tom to coordinate this before the theatre opens in the fall.

Old business

- To be reviewed next time we have quorum, and the theatre is running

New Business

- No new business
- Next meeting to be held on **Thursday Nov 3, 2022.**

CAA JOINT HEALTH & SAFETY COMMITTEE

Minutes Meeting #3 on the Thursday, Nov 3, 2022, Meeting

3.00 pm – 4.00 pm

Attendees: Tom Kituku, Chad Krishnapi, Chris Prideaux, Ashton Vetter, Jessica Lagoda

Absent: Mark Lavaway, Kevin McCarthy

Location: CAA Theatre

Chair: Tom Kituku

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Inspections
4. Workplace Injuries and Incidents

OLD BUSINESS

1. None

NEW BUSINESS

1. Rescue and Retrieval Plan
2. EMEL Workplace Injuries and Incidents Reporting Process and WSIB workplace injury reporting
3. CAA H&S inspection template

Welcome

1. Check in: Quorum for the meeting

- Introduce Ashton Vetter as the new Lighting Technician at the theatre.

2. Review of last meeting's minutes

- House lights issue was discussed and decided no changes will be made for the time being.
- Inspections – Next inspection will take place Wednesday November 9th, 2022.
- Health and Safety board at the BOH has been updated, updates still needed for the 3rd floor board.

Old business

- None

New Business

- Rescue and Retrieval Plan will be reviewed, and an implementation plan will be discussed in meeting on November 9th, 2022.
- Incident Reporting needs to occur within 3 days on the incident. A new reporting form is currently being completed and a memo will be sent out to all staff introducing the new form and remind staff of the rules of reporting accidents. The form will also be updated on the portal.
- New inspection forms were created and will be send out as soon as possible for it to be tested in the theatre.
- Employee stated that a new big latter is needed for the theatre.

Next meeting to be held on **Thursday Dec 1, 2022.**

CAA JOINT HEALTH & SAFETY COMMITTEE

Minutes for Meeting #4 on Thursday, Dec 8, 2022

3.00 pm – 4.00 pm

Location: CAA Theatre

Attendees: Chris P, Kevin McCarthy, Jessica Lagoda, Tom Kituku, Zack Fedora, Marie Halowaty

Absent: Ashton Vetter, Chad Krishnapi

Chair: Tom Kituku

Co-Chair:

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Inspections
 - a. Now full Production team, a new inspection schedule will be put in place.
 - b. Jessica sent updated template to use for December inspection.
4. Workplace Injuries and Incidents (Tom)
 - a. Nothing to report.

OLD BUSINESS

1. Rescue and Retrieval Plan
 - a. Chris met with Ashton and Justin to introduce them to the plan.
 - b. Whole team is very onboard with plan and implementing it into our everyday working with crew on calls
2. EMEL Workplace Injuries and Incidents Reporting Process and WSIB workplace injury reporting
 - a. Need to send Chris and Kevin the updated form.
3. CAA H&S inspection template
 - a. Create fillable pdf for them to use in December.

NEW BUSINESS

1. Health and Safety Excellence Program (Mark)
 - a. We have enrolled in the program to take a deeper look at our health and safety practices.
 - b. We will be looking into 5 topics and our progress on each will each be reviewed by WSIB.

- c. We might reach out to some of you if needed to assist.
- 2. Employee Concerns
 - a. Create a document to send to FOH and BOH with Portal link and Info.
 - b. H&S board upstairs updated.
 - c. Next meeting votes new chair and co-chair.
- 3. AOB (Any Other Business)
 - a. New FOH Rep
 - i. Staff will be voting soon, and Marie will inform us as someone is elected.

Jan 26, 2022

Next Meeting: Jan 26, 2023