

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting Minutes #1 for Thursday, January 18, 2024
3.00 pm – 4.00 pm

Attendees: Ashley Heng, Jason Powell, Robert Ashley, Jenny Fraser, Dennis Romanin, Ewa Mundy, Kevin McCarthy, Kevin Dixon, Jessica Lagoda, Steve Rebbeck, Chanel Hunt
Did not Attend: Mark Lavaway, Ana Miranda,

AGENDA

Co-Chairs: Jason Powell and **Chanel Hunt**
Location: POW Green Room

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 4 injuries
 - i. 3 struck or caught incidents
 - ii. One serious, slip and fall
 1. Not something that could've been prevented
 - a. Lost footing
 - b. Serious injury
 - i. Accidentally cut themselves
 - ii. Shoutout to Kevin Dixon for first aid, helped the healing process
3. Hazards
 - a. No new hazards reported
4. Inspections
 - a. Last FOH inspection done on Boxing Day
 - i. Panel in women's stall, panel connected to the wall
 1. Check for inspection sheet, Inspection to be done after this meeting
 2. Will check with Matt
 - ii. Sink loose in all gender washroom
 - b. BOH – Kevin Dixon to do BOH Inspections

OLD BUSINESS

1. Hazard – Carpet in Box Office
 - a. Picked a selection with votes
 - b. Has to be during a downtime, FOH, Box Office and Sellers area
 - c. Kevin McCarthy to give them the go and get a date
2. Health & Safety Excellence Program
 - a. Refer to new Minutes
3. PCI-DSS
4. Fire Drill
 - a. Went well

NEW BUSINESS

1. Annual Policy Review
 - a. Ed Mirvish Enterprises Limited – Health & Safety Policy
 - b. Ed Mirvish Enterprises Limited – Health and Safety Roles and Responsibilities
 - c. Ed Mirvish Enterprises Limited – Workplace Violence and Harassment Policy
 - i. Policies have been reviewed and are now up to date
 - ii. Ashley will put them up and will be uploaded onto the portal
 - iii. Ashley will send out 3 policies for you to review
 - iv. If you have any edits or changes, please let us know so we can update and make changes quickly
2. Health & Safety Excellence Program
 - a. Last meeting – were just about to submit, and we have submitted it
 - b. We have passed successfully 100%
 - c. Thank you everyone for your help
 - d. WSIB is happy and we have been able to put our RTW program to use
 - e. As the year starts, will get things started for the new year and new program
3. The POW Pit Net
 - a. The POW pit net has been in service since 2015. Over that time regulations have changed and the materials the pit net system is constructed from have been aging. Can we investigate if the pit net is still fit for purpose? Does it require refurbishment or replacement?
 - i. Material ages out over time, check if it's still compliant
 - ii. Previously put in by Scott
 - iii. Recommendation from Steve's contact, will try and get
 - iv. General meeting with Brian and David and what needs to be updated
 1. Process started, stay tuned for updates
4. Stagedoor Sign out/in sheet for AED & AED prep kit (to ensure all items are returned).
 - a. Prep kit did go missing, being replaced
 - b. Better to have documentation when it is being used and returned
 - i. Sign in sheet right beside
 - c. Will move the AED into storage instead
 - d. Sign to say when it is being taken out and at FOH
 - i. Just so BOH know where it is
 - e. Cloak room, west coat check
5. 2- Stagedoor clean up / remove tank holders & dollies.
 - a. Kevin McCarthy spoke with Ron previously, moving boxes to cage
 - b. Take two boxes and put them side by side where the water cooler (short wall coming into the hallway) and put a counter
 - c. Table has to be high enough and out the box on wheels
 - d. Franca will help assist with foldup chairs at stage doors
 - e. Move the Dollies away from Stage Door
 - f. H&S Boards – make everything smaller
 - i. Jess will recheck the legislation for what needs to be on the boards
 - ii. Squeeze it down

- iii. SDS sheet binder – no longer getting up to date
 - 1. *What if we put a QR Code*
 - 2. Screen tablet there to have things
 - 3. There is an employee access computer in the shop
 - 4. Access to Mirvish intranet
 - a. Having SharePoint or UKG access when that system is available in the future
 - g. Punch in punch out for cleaners
 - i. Suggesting moving it up by Ana's office
 - 1. Company often takes over this room – Green Room
 - 2. Stage door is where they sign in and out
 - 3. It's hard to get in and out of the door
 - h. Kevin will take the Transformer box off
 - i. Consolidate everything together
 - i. Will get together look at the space and redesign
 - j. SOS Tank
 - k. Co2 tanks
 - i. We don't need all 8, reduce it to 4
 - l. Mask Box
 - i. We need to get rid of them
 - ii. EMT FOH do not want it there anymore
- 6. Wardrobe
 - a. Mice
 - i. We have changed cleaning procedures at all theatre
 - ii. Vacuuming and garbage disposal is done immediately
 - iii. New poison blitz, takes less time for effect
 - iv. Immediately takes effect
 - v. Dehydration, might have flies
 - vi. Steel wool
 - 1. Mice had gotten into the laundry and chewed the underwear of cast
- 7. Random persons at BOH
 - a. Dressers were not sure who was there at the back with lockers
 - b. Newer incident was security, not sure who was there at the back mid show
- 8. First Aid Kit
 - a. Some supplies are old and ripped and don't work very well
 - b. Kevin McCarthy will check and replace
 - c. They are dried out
 - d. The fabric band aids branded ones will be better and last longer than plastic
 - i. Tape used to always go missing, less first aid, people often use it for the back of their heels
 - ii. Booboo kit – Just Band-Aids
 - iii. ASA for heart attacks is the only one
 - iv. NARCAN available with security guards only
 - v. Halls Candy – classify as mint or gum so it should be okay
- 9. Accommodation for people behind the stage requesting for chairs to sit

- a. For some shows we can and have the space, but some we can't. Often due to the lack of space or request from the production specifically
- b. Reminder that we can't block fire escape routes
 - i. Requests are starting to get specific, and Kevin has only been accommodating for those with genuine concerns
 - ii. If employees need formal accommodations, reach out to HR and provide a note signed by a doctor and fill out a Functional Abilities Form

10. Washroom

- a. Why do we not have electrical hand dryers
 - i. Will be required to install power and electrical
- b. We spend a lot of money on hand towels, a lot of waste
 - i. We pay for paper, pay to get rid of garbage paper
- c. But theoretically the hand dryer might push the dirt around
- d. The way they are dispensed – causes a lot of waste
 - i. Replacing single fold dispenser to the rolls
- e. Kevin is in the talks with Kimberly Clark for automatic dispenser
- f. Battery (EMT) but they don't last a very long time, can also use voltage power
 - i. Same for soap dispenser
 - ii. Look at changing sensors with sensors on the floor
 - 1. Machine can do options
 - 2. Sound levels might be noisy
 - a. Will be a further discussion
 - b. Will have initial cost, but cheaper in the long run
 - c. We want to keep the look as much the same as possible to its original condition, this is David's request
- g. Riser for sink for in wardrobe, will have to change plumbing. Something that can be done but they tend to be lower for washing and shorter people
- h. Lower lounge east toilet motion sensor does not work well
 - i. Previously reported to Kevin, will need to check if it has been resolved

11. Ventilation in Box Office for when popcorns are being used for shows

- a. Would need to install a vent to the outside in order to properly solve the issue
- b. We did do an air quality test years ago – it was deemed to be safe
- c. Pop for an hour at a time was recommended

12. Load In and Load Outs

- a. IATSE worker sticky tags
- b. They stick it on, they fall off and it doesn't work
- c. Recommendation of Wristbands, and change the colour of them for different days
- d. Ensure they are disposable
- e. Have a sheet ready when their attendance

13. Clarification for Overnight – Parking

- a. We need to know how much to charge if they have permission to get in
- b. Robert and Dennis and Jason to chat, Robert has it ready to go
- c. Everything is laid out in a book of what to do, and actions that need to be done, will happen at all theatres

14. Free feminine products, already available for FOH and to have easy access for all washrooms
BOH

- a. It is legislation to have them available in every public washroom
- b. Little station somewhere, for people to know where to access them
- c. Jason recommends it should be in all the washrooms
- d. Kevin to get a quote for all the theatres
 - i. Kevin will have it free of charge on the machine
 - 1. At EMT you pay for them, 50 cents each
 - 2. That function could also be disabled as well

15. Construction – trucks or vehicles have fumes coming in

- a. Physically made people feel sick
- b. Air vent is taking the fumes into vents

Next Meeting Date: April 18th 2024 at 3PM

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting Minutes #2 for Thursday, April 18, 2024
3.00 pm – 4.00 pm

Attendees: Jason Powell, Robert Ashley, Jenny Fraser, Dennis Romanin, Ewa Mundy, Kevin McCarthy, Kevin Dixon, Jessica Lagoda, Steve Rebbeck, Chanel Hunt, Mark Lavaway, Ana Miranda,
Did not Attend: Ashley Heng :(

AGENDA

Co-Chairs: **Jason Powell** and Chanel Hunt
Location: POW Green Room

WELCOME

1. Check In
2. Accidents and Incidents
3. Hazards
4. Inspections (Production managers will be circulating docs to head after meeting)
 - a. Stage door cylinder storage, Ron's cart might need to be stored at stage door, possibly mounting it to the wall, Kevin will look into it
 - b. Also we will be looking into ways to better clear the halls in case of fires when shows are going on
 - c. Masonite on stage deck is crumbling
 - d. Fume hood needs fixing
 - e. Pipe storage on the grid should be looked at
 - f. Phone in green room not working, it ticket will be put in
 - g. Actors leaving food open in dressing rooms, company management will be informed
 - h. Any first aid kits that are not Mirvish owned should be removed
 - i. FOH Kevin will be putting a metal backsplash behind the sink to stop the drywall from deteriorating

OLD BUSINESS

1. Health & Safety Excellence Program
2. PCI-DSS
3. The POW Pit Net
4. Stagedoor AED & AED Prep Kit
5. Stagedoor Clean Up
6. Mice Concerns – Wardrobe
 - a. Mice are better but cockroaches in green room
7. Unauthorised individuals found at BOH
8. First Aid Kit
9. Ventilation in Box Office for when popcorns are being used for shows
10. Load In and Load Outs
11. Free Feminine Products available both FOH and BOH

- a. There is now a hygiene dispensers in the BOH
- b. Signs will be put up to direct people to the

NEW BUSINESS

1. PCI-DSS
2. Health & Safety Excellence Program
3. Load In and Load Outs - Wristbands
4. Backstage washroom cleanliness
 - a. Bathroom By dressing room 1 should be more frequently cleaned
5. Green Room Roach Problem
 - a. Kevin has been looking into this
6. Protocol for Person trapped in Elevator – How long before we call the fire department?
 - a. Someone was stuck in the elevator and we discussed when the fire department should be called
 - b. It is up to Kevin's discretion to manage the situation as he sees fit
7. Fall Rescue Device – When will we get one?
 - a. Steve and Chris to look into
8. Rescue Retrieval Training. When can we be trained?
 - a. Steve and Chris to look into
9. Handling BOH Inspection Reports, assigning corrective actions
10. POW Safety Station Up and Running, for SDS Database Access
 - a. A Computer has been set up in the shop that access the SDS, DocuSign and Mirvish portal
 - b. Create a QR code for stage door to direct to SDS site
11. Vacuscape
 - a. Some front of house staff has been trained on how to use it and it will also be used at 322
12. Employee concerns
 - a. Ewa asked for chairs to be moved from the east coat check area as they are a hazard
 - b. Also asked to repaint the downstairs accessible washroom
 - c. Parking attendants are banging their heads on the window frame because it is too small, Kevin will look into solutions
 - d. Jenny brought up Pam's fall which was caused by how dark it is
 - e. Jenny requested any safety requests be communicated to Jenny then she will pass them onto the other heads
 - f. Working in the dark training refresher requested

Next Meeting: July 18th, 2024 at 3PM

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting Minutes #3 for Thursday, July 18, 2024
3.00 pm – 4.00 pm

Attendees: Jason Powell, Robert Ashley, Jenny Fraser, Dennis Romanin, Ewa Mundy, Kevin McCarthy, Ashley Heng, Jessica Lagoda, Steve Rebbeck, Chanel Hunt, Mark Lavaway, Ana Miranda, Karen Ho
Did not Attend: Kevin Dixon

AGENDA

Co-Chairs: **Karen Ho** and Chanel Hunt
Location: POW Green Room

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 4 Incidences, all minor
 - b. 2 Trips 1 Slip 1 Cut
 - c. All returned to work with no time loss
3. Hazards
 - a. Nothing new has been reported
4. Inspections
 - a. FOH
 - i. Lots of tickets have been put in and Kevin McCarthy has resolved them efficiently
 - ii. Main concerns with bathrooms have been brought up, stalls and seats are reported to be loose, and broken toilet paper holders have been noted and new ones ordered
 - iii. Carpets having issues with bunching and bubbling up, Kevin McCarthy has replaced some and will be looking to replace more as the theatre goes dark for two weeks
 - iv. For seat issues, concerns will go to Production
 1. Steve will let Kevin Dixon know

OLD BUSINESS

1. Health & Safety Excellence Program
 - a. See New Business
2. PCI-DSS
 - a. See New Business
3. The POW Pit Net
 - a. Awaiting Pit Net at RAT to be installed and tested first
4. Stagedoor AED & AED Prep Kit
5. Stagedoor Clean Up
6. Mice Concerns – Wardrobe
7. Unauthorised individuals found at BOH
8. First Aid Kit

- a. Does the booklet inside the First Aid Kits have to be updated? The current booklet is from 2016. The JHSC did not think so.
 - b. Will double check when new trainings will be happening
- 9. Ventilation in Box Office for when popcorns are being used for shows
 - a. New Popcorn machine has been great!
- 10. Load In and Load Outs
 - a. Wristbands have been great! They are easy to work with.
- 11. Free Feminine Products available both FOH and BOH
- 12. Vacuscape

NEW BUSINESS

- 1. PCI-DSS
 - a. Currently working on retraining schedule for October
 - b. All staff required to redo credit card payment trainings
 - c. Updating policies with the 4.0 version
 - d. If any further changes, we will let you guys know
- 2. Health & Safety Excellence Program
 - a. Working on new policies for this new cycle
 - i. Injury, Illness and Incident Reporting
 - ii. Incident Investigation and Analysis
 - b. Post-covid. increase in incidences at our theatres
 - c. For serious injuries, the HR Department would like to ensure that we have proper trainings and procedures with processes to event them in the future
 - d. We are working with WSPS (Workplace Safety & Prevention Services) in order to build as an extension of the 5 topics that we created last year, and all of this goes to WSIB (Workplace Safety Insurance Board)
 - e. We passed with flying colours last year, and are looking to do the same this year
- 3. North American wide suicide prevention helpline – 988
 - a. As part of Kevin Dixon's Mental Health First Aid Training, a new resource is a new North American wide Suicide Prevention Help Line
 - b. The number is 988
 - c. HR will add the 988 posters on the Health & Safety Boards
 - d. Resource can also supply posters, stickers, magnets and other materials free of charge
 - e. Hope is to spread awareness of 988 for mental emergencies to become a common place as 911 for physical emergencies
- 4. First Aid Kit – Wicked
 - a. Left Wide Open, fully stocked with medicines – very different from our kits that don't provide any medicine
 - b. Karen and Jason will speak to them – We don't want to be responsible
 - c. Located right outside the Management office
- 5. Scaffolding Notice
 - a. Big Scaffolding will be built next week in the Orchestra to replace lights before TIFF
 - b. Will be there for 10 days

Next Meeting: November 21st, 2024 at 3PM

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting Agenda #4 for Thursday, November 21, 2024
3.00 pm – 4.00 pm

Attendees: Jason Powell, Robert Ashley, Jenny Fraser, Dennis Romanin, Ewa Mundy, Kevin McCarthy, Kevin Dixon, Ana Miranda, Mark Lavaway, Katelyn Doyle, Karen Ho, Nicole Genge (in place of Steve Rebbeck)

Did not Attend: Steve Rebbeck, Chanel Hunt, Jessica Lagoda

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 2 injuries since the last meeting; *no lost time on either.*
 - i. One pulled muscle
 - ii. One jammed finger
3. Hazards
 - a. No Hazards reported
4. Inspections
 - a. Be sure to send these to Kevin

OLD BUSINESS

1. PCI-DSS (see new business)
2. Health & Safety Excellence Program (see new business)
3. North American wide suicide prevention helpline – 988

NEW BUSINESS

4. 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
5. 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
 - c. We are waiting on clarification on other written emergency procedures to complete the Emergency Prevention and Preparedness Policy

- d. Asking that the JHSC review these policies and let us know their thoughts and/or questions
- 6. Employee concerns
 - a. Chairs piled at east coat check
 - i. This has been noted and should be moved
 - b. Lower lounge accessible washroom
 - i. Noted that this washroom needs cleaning—This should be cleaned *daily*
 - ii. Washroom will also be getting painted
 - c. Robert is curious about hand signs for parking (stop and slow)
 - i. Further discussion needs to be had on what can be done
 - ii. Want something more than just hand signals to cars
 - d. Temperature in theatre
 - i. Two actors have been noted to have been overwhelmed by heat.
 - 1. Important to have people trained in first aid so that proper procedures are followed when helping those who need assistance—will alert when we do our next first aid training session
 - 2. Dressers have fans to keep performers cool
 - e. Need to check the age of contents in First Aid Kit
 - i. Noted that Band-Aids in the kit were quite old and not usable
- 7. Any other business
 - a. Have added hand rails in the centre aisles of balcony
 - b. Dennis has restocked N-95 masks
 - i. Multiple sizes available
 - ii. Let HR know when more are needed!

Next meeting: January 16th 2025, 3PM – 4PM