

POW JOINT HEALTH & SAFETY COMMITTEE
Minutes#1 for Thursday, March 3, 2022 Meeting
3.00 pm – 4.00 pm

Attending: Mark Lavaway, Tom Kituku, Emily Knight, Jason Powell, Karl Tinczak, Ana Miranda,
Robert Ashley

Brianna Gwartz, Kevin Harrison, Kevin McCarthy,

Absent: Kevin Dixon

Date: *Thursday, March 3 @ 3:00pm*

AGENDA

WELCOME

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

OLD BUSINESS

1. Covid-19
 - a. Patron Immunization Checks
 - b. Rapid Antigen Screening Program
 - c. Full Reopening with JCS

NEW BUSINESS

1. Reopening
2. MLTSD Field Visit Report
3. JHSC Employee Rep replacement (To replace Karren Hindson)
4. Employee Concerns

Meeting

1 Check in

First in person JHSC in two years since the pandemic. Mark welcomed everyone to the meeting.

2.Review of Last Meeting's Minutes

- **Falls Steps Rest** – Brianna updated the committee on the plan in place to put anchors to protect stage crew from fall hazards. Brianne to update committee when installation is complete

3. Inspections

No updated inspection report due to the closure of the theatre because of Covid. Inspections to ramp up once the shows begin (Hopefully before *Room*) Matt will be taking over inspections.

OLD BUSINESS

1.COVID 19

a. Patron Immunization Checks

- Mirvish requires patrons, staff, and, contractors to be double vaccinated.(2 doses)
- Contact tracing for patrons no longer required (Toronto Public Health guidelines)
- Signage for vaccination to remain in place
- Check in app still in use at Mirvish for now. Mark Lavaway to update committee whether the check in app will be in use for *ROOM* show which starts April 5th. Position of Mirvish on use of the check in app in review.
- Children vaccination certificates can now be checked.

b. Rapid Antigen Screening Program (RAS)

- Recarp of RAS and Lessons learned: Jason reported RAS was a time consuming exercise and more manpower was needed. A few patrons missed the start of the shows because they were being screened for Covid, some patrons had forgotten their IDs, and roughly 1 to 7 patrons tested positive after RAS per performance. The private suite was ideal as a Covid screening location.

c. Full Reopening with JCS

- Chance of JCS returning to Toronto in the summer of 2022

NEW BUSINESS

1. Reopening

- The first show since the second lockdown, *ROOM* will open in April, 2022 and Mirvish is reassessing all Covid Protocols
- Mirvish's medical advisory team under the guidance of Dr. Alan Detsky has been spot on in helping Mirvish craft Covid protocols for the last 2 years since the pandemic started.
- Mirvish needs to have a clear patron protocol for the consumption of drinks and this should be communicated to patrons before they buy their tickets
- Patrons should be reminded of parking info last minute as well
- Sale of tickets to Mirvish shows starts March 4, 2022

2. MLTSD (Ministry of Labor Training and Skills Development) – Field Visit Report

- Requirement to report over 5 Covid cases to Toronto Public Health and MOL.
- JCS Show had 5 Covid cases
- MOL got in touch with Mirvish to know what Covid protocols Mirvish had in place.
- Mirvish undertook all necessary and reasonable Covid protocols to keep everyone safe
- MOL wanted to speak to a JHSC worker rep. Kevin Dixon volunteered. Kevin was never interviewed by MOL.

- The MOL report is now posted on the H&S board and the case is closed

2. JHSC Employee Rep Replacement.

- Karren Hindson no longer a POW JHSC member. Karren's replacement is underway

3. Employee Concerns

- Contact tracing at Mirvish under review. Emily to update the committee
- Some patrons not masked when they come to park at the garage and they touch the stick with the mounted credit card machine
- Training: Now that Mirvish is gearing up for opening, required training for employees should be ramped up. First Aid and HR Downloads. Tom to work on this.
- JHSC members requested to review January 2020 minutes#1 before the next JHSC meeting.

4. Date of Next Meeting is set for **June 9th, 2022 @ 3 p.m.**

POW JOINT HEALTH & SAFETY COMMITTEE
Minutes#2 for Thursday, July 21, 2022 Meeting
3.00 pm – 4.00 pm

Attending: Mark Lavaway, Tom Kituku, Ana Miranda, Brianna Gwartz, Kevin Dixon, Chanel Hunt, Matt Costin, Jenny Fraser

Absent: Kevin Harrison, Chris Prideaux, Jason Powell, Robert Ashley, Ana Miranda, Kevin McCarthy

Location: *POW Green Room*

Chair: Matt Costin

AGENDA

WELCOME

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

OLD BUSINESS

1. Reopening
2. MLTSD Field Visit Report
3. JHSC Employee Rep replacement (To replace Karren Hindson)
4. Employee Concerns
5. Date for next meeting

Meeting

1 Check in

First meeting in the POW Green Room. Matt sitting in for Jason Powell welcomed everyone. Jenny Fraser was welcomed to the committee.

2.Review of Last Meeting's Minutes

- **Falls Steps Rests/Anchors**– Brianna updated the committee on the plan in place to install fall protection anchors. The installation as it stands is incomplete. Brianne took Tom and Mark for a brief tour of the theatre to show them where fall anchors should be installed. Mark to follow up and report to the committee when the installation would be completed and why there is such a delay.
- **Covid** – Masking policy in the wintertime was had its challenges both from FOH staff and patrons but the consensus was most patrons followed the masking policy. Mark said the masking policy might be re-introduced in the winter depending on how Covid infections rates.

3. Inspections

- Chanel and Matt did the H&S inspection. Chanel submitted them electronically. Tom asked Chanel to forward the findings of the inspection so he could escalate to the relevant personnel.
- Mark said HR is working to have an inspection template to be used for all theatres and the need to have uniformity when it comes to Health and Safety inspections.

OLD BUSINESS

1. Reopening

- The first show since the second lockdown, *ROOM* opened in April 2022. It was a rough time due to the number of reasons: new staff, the vaccination requirement was still in force, and the subject matter of the show was heavy.
- Patrons responded positively to reopening of live shows after a previous lockdown.
- Matt reported that 30% patrons are still wearing masks
- Chanel observed patrons are happy to bring their drinks back into the auditorium.
- Matt said there were less complaints about the masking policy.

2. MLTSD (Ministry of Labor Training and Skills Development) – Field Visit Report

- The MOL report is now posted on the H&S board and the case is closed

3.JHSC Employee Rep Replacement.

- Jenny Fraser joined the POW JHSC committee.

2. Employee Concerns

a.Training: Tom and Mark updated the committee about JHSC and Working at Heights certifications. JHSC members who are grandfathered do not have to recertify. JHSC members who want to extend their certifications for a year can now do so. How to apply for an extension was communicated by our HR intern to all JHSC members.

b.Working at Heights training will be organized by IATSE. Mark updated the committee that he had been in touch with a union rep on the need to schedule training at one of our theatres because most Mirvish heads of departments and other staff Working at Heights certification training had expired. IATSE would invite its members for the training.

c.Covid

- Issue was raised how does Mirvish know if all the casual laborers sent to work at our theatres have a current Working at Heights certification.
- Sick pay for staff when they are down with Covid was raised by Chanel. Mark said all FOH staff that have passed probation are entitled to paid sick days.
- Committee heard that Employees get worried when they contract Covid but they are respectful and follow the laid down Mirvish Covid policies.

- Jenny reported that she has heard complaints from her crew feeling dizzy after 10 hours of masking. Jenny said she recommends her staff to take breaks and go outside and change masks at least after every 3 hours.

d. Haze

- Kevin Dixon wanted to know if there was any available research on the effects of long-term exposure to haze; for more than 12 hours and what chemicals are in the haze.
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e. Rescue and Retrieval Plan

- Kevin Dixon wanted to know why the rescue and retrieval plan has never been completed since 2018. Kevin told the committee there has been an almost work refusal due to lack of the plan. He stopped someone from climbing to access the perimeter light ring. Kevin told the committee there is a self-rescuing gear, but it has not been used. Kevin felt 5 years without a plan was unacceptable because there are hazards that need to be tackled. Mark promised to follow up and update the committee next time.

3. Date of Next Meeting is set for **Oct 13th, 2022 @ 3 p.m.**

POW JOINT HEALTH & SAFETY COMMITTEE
Minutes#3 for Thursday, October 13, 2022 Meeting
3.00 pm – 4.00 pm

Attending: Mark Lavaway, Tom Kituku, Jason Powell, Ana Miranda, Kevin Dixon, Chanel Hunt,
Jenny Fraser, Chris Prideaux,

Absent: Robert Ashley, Kevin McCarthy, Ewa Mundy

Location: *POW Green Room*

Chair: Jason Powell

AGENDA

WELCOME

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

OLD BUSINESS

1. Reopening
2. MLTSD Field Visit Report
3. JHSC Employee Rep replacement (To replace Karren Hindson)
4. Employee Concerns
5. Date for next meeting

NEW BUSINESS

1. Fall Protection anchors installation
2. Employee Concerns
3. Date of Next Meeting

Meeting

1 Check in

Jason Powell welcomed everyone to the meeting. Kevin Dixon and Mark Lavaway joined the meeting by conference call.

2. Accidents and Incidents

- Accidents and Incidents will be a standard agenda item for the JHSC meetings. There is a need to explain to department heads and managers the Mirvish internal reporting process and the Workplace Safety and Insurance Board.
- There have been cases of EMEL workplace injury forms being left at stagedoor and the paperwork not getting to HR on time. Tom received a workplace injury report weeks after *& Juliet* show had finished its run at POW.
- Mark reiterated that accidents and incidents should be reported to HR as soon as possible to facilitate timely reporting to WSIB (workplace injuries should be reported to **WSIB within 3 days**)
- Mark will send out a memo to heads of department to reiterate the Mirvish accident and injury reporting procedure and the management of the paperwork.
- Chris Prideaux will also send out a memo to house crew to remind them of the accident reporting procedure, where to find forms and whom to send forms to
- Kevin Dixon asked HR update the Mirvish portal to ensure the EMEL Accident/Injury reporting form is uploaded. Tom will follow up.
- Tom will be revising the EMEL Accident and Injury form in the coming weeks

3. Inspections

- Chanel and Matt did the H&S inspection. Matt submitted inspection electronically. There were a couple of findings: FOH will report the findings to the relevant personnel for action
 - a. The balcony carpet buckling is a tripping hazard
 - b. The stalls in the men's washroom are loose
- Tom told the committee that plans are underway to revamp the inspection template and have it stored on One Drive.

OLD BUSINESS

1. MILTSD (Ministry of Labor Training and Skills Development)

- Mark told the committee that the new name for the Ministry of Labour is **Ministry of Labour, Immigration, Training and Skills Development (MLITSD)**

2. JHSC Employee Rep Replacement.

- There is a need for a security representative to join the POW JHSC. Mark will follow up with Ron

3. Employee Concerns

- Upcoming POW Fire drill to be conducted this month (October 2022)
- Kevin Dixon suggested that the fire drill should be conducted when all the staff are in the building including electricians. This has not been the case in the past.
- Committee heard the need for house crew to hit the lights during evacuation
- Stage 2 alarm could be a challenge for house crew. Mark will follow up with Ron Montgomery about the house lights.

- Security Protocols to be re-evaluated after a Mirvish employee's unauthorized entry into the downstairs hallway. The employee was heard saying, "He likes dancers", referring to the cast members of SITR. It turns out the employee gained access through the garage door. The issue was resolved by the respective department.
- Mark to talk to Steve Rebbeck about the usher door and garage door access protocols to the theatre.
- Committee heard that 3 department heads have access fobs to the smoking area.

NEW BUSINESS

1. Fall Protection and anchors installation

- Chris Prideaux shared a copy of the Fall Protection Plan. Tom will distribute it to the members of the JHSC.
- The FPP will be rolled out on all the theatres
- Chris Prideaux will meet with Mike and Kevin McCarthy to start working on the logistics of rolling out the plan including identifying the location of drilling the holes to anchor the fall protectors.
- Chris Prideaux will organize a house call and show them how the fall protection works
- Chris Prideaux will reach out to Rubicon, the H&S consultancy firm, to come and inspect the Mirvish FPL.
- Mark Lavaway told the committee the FPL is part of the wider Rescue and Retrieval plan where anchor points are installed/allocated in the theatre in case an employee working at heights needs to be evacuated

Date of Next Meeting is set for Thursday **Nov 24th, 2022 @ 3 p.m.**

POW JOINT HEALTH & SAFETY COMMITTEE
Minutes of the Thursday, November 24, 2022, Meeting #4
3.00 pm – 4.00 pm

AGENDA

Attendees:
Chair: Jason Powell
Location: POW Green Room

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents (Tom)
4. Inspections (Jessica)

OLD BUSINESS

1. Fall Protection anchors installation & FA/RR (Mark)
2. Employee Concerns

NEW BUSINESS

1. Load in/out Stickers (Jessica)
2. Fire Assembly (Mustering Point) Signs (Jessica)
3. Date of next meeting

MEETING

1. Check In
2. Review of last meeting's minutes
 - a. Security Rep:
 - i. Denis is interested
 - ii. Mark has reached out to Ron J regarding this
 - b. Fire Drill:
 - i. Include backstage in fire drill, it has not yet happened,
 - ii. Mark has reached out to Ron M to figure this out for next time,
 - iii. Kevin suggests a written in stone procedure for if Ron is not available that day and someone needs to run the drill in BOH. (Unrelated and unofficial Ronny might be looking at retiring soon, end of next TIFF)
 - c. Portal:
 - i. Edits to the Portal will be coming including having the new incident report form on it.
 - ii. We are also looking to make the Portal mobile friendly
 - d. Incident report:
 - i. only major/critical injuries need to be reported with in min 3 days.

- ii. Minor injuries should still be reported to tom but if not needed for wsib purposes more time can be taken.
- iii. Very minor bumps and scrapes do not need to be reported

3. Accidents and Incidents (Tom)

- a. Employee during scene change suffered lower back injury, no lost time

4. Inspections (Jessica)

- a. FOH and BOH templates will be updated, Jessica and Tom are attending walkthroughs and will finalize updates by the end of this year
- b. Jess and Tom to join FOH Inspection next week

OLD BUSINESS

1. Fall Protection anchors installation & FA/RR (Mark)

- a. Kevin said starting this load out (Mean Girls) there will be a safety meeting to introduce the FA/RR and all hazards to the crew and we should be good going forward to only bring this up

2. Employee Concerns

- a. The Fire Evacuation policy requires clear hallways, Jenny was not listened to when she asked heads from the show to clear it.
 - i. When it was moved, it was eventually moved back, and jenny was very rudely spoken to when she brought the concern up multiple times.
 - ii. It wasn't until threats to include management were brought up the second time that the concerns were listened to.
 - iii. Kevin suggested going to the head road Carp on the team and usually they are good with regulations.
- b. We had a health inspector come in on Monday and we PASSED!
- c. Ewa asked: how much are clerks expected to check that the gates are locked?
 - i. they should check first thing they are locked
- d. A poster was stolen from the pillars in front of the theatre. The plexiglass was broken off and then it was stolen.
 - i. If staff notices suspicious behavior, they need to report it to security first it is then reported to Kevin
- e. Security
 - i. Are not checking the entire perimeter but instead are just sticking their head out the doors and looking around.
 - ii. Syncro needs to be contacted and informed of not qualified guards
 - iii. On Sundays the east parking lot door was locked, and it needs to be brought up with security that they need to make sure it is unlocked
- f. BOH asking for more active shooter training along with the FOH.
 - i. Jason does his own training for FOH.
 - ii. Jason explained that BOH is alerted of a shooting either by PA or by Security.
 - iii. Mark will reach out to Ron J for another active shooter training since one hasn't formally been done since pre covid.

NEW BUSINESS

1. Load in/out Stickers (Jessica)
 - a. Prior to every load in, Aine prints her Master Vaccine List and brings to Stage Door which they then compare with the list from Nelson.
 - b. Those who aren't on the vaccine list get their vaccine are check by security then are given a neon sticker which allows them access to the theatre.
 - c. The vaccine list is then updated with people who gave the vaccine card in person in prep for next time.
 - d. The stickers with change colour for every day of the load in and are delivered by Jessica the night before.
2. Fire Assembly (Mustering Point) Signs (Jessica)
 - a. Mustering point changed to John and Adelaide for FOH, signage will be put around the theatre.
3. Need to elect a co-chair
 - a. Non-management, will be elected when we get new members in ne meeting
 - b. Perhaps Chantal or Denis
4. Date of next meeting
 - a. Feb 2, 2023