

CAA JOINT HEALTH & SAFETY COMMITTEE

Minutes for Meeting #1 on Thursday, March 20th, 2025

2.00 pm – 3.00 pm

Location: CAA Theatre

Co-Chairs: Ashton & Jamin

Attended: Ashton, Jamin, Angelo, Kevin, Jason, Chad, Katelyn, Mark, Jessica, Nicole

Not attended: Zach

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 1 incident—stuck their head, but no lost time
 - b. No other incidents!
3. Inspections
 - a. FOH: The foam on the corner of the fan in the walk-in fridge is coming off. Jamin has put in a ticket already
 - b. BOH: Need inspection report
4. Hazard Reports
 - a. No hazards reported

OLD BUSINESS

1. PCI-DSS
 - a. See new business
2. Health & Safety Excellence Program
 - a. See new business
3. Importance of submitted reports and/or tickets in a timely manner
4. First Aid Training
 - a. Last training took place at the EMT on November 12th, 2024
 - b. NOTE: We will be conducting more training in the summer (June/July)
 - i. Have posted a list of the First Aid trained employees at the theatres, and Jessica will also send the live excel spreadsheet, so employees can be updated in real time; can print and post as needed at the theatres
 - ii. Will also coordinate with BOH to ensure that we have a trained BOH member on site

NEW BUSINESS

1. PCI-DSS
 - a. Training has pretty well wrapped up; only 3 staff left to complete at the CAA/EMT
 - b. For any recovered credit cards, try to alert box office staff so they can find them in the system and contact them as soon as possible.
 - i. If not claimed after a month, they are properly discarded
 - ii. We will check that there is no other procedure in place at the next PCI-DSS meeting and will provide updates if necessary
2. Health & Safety Excellence Program
 - a. We are wrapping everything up—files have been submitted to our WSPS Health and Safety Excellence Program consultant
 - b. Should hear back within the next week or two
 - c. Will update as needed
 - d. Thanks all for your help with the program!
3. Elevator Entrapment Procedure (Jason)
 - a. Duty managers have been trained in this procedure
 - b. The same procedure applies to the freight elevator (though it should not be used by people...)
 - c. If you have any issues, you can ask FOH or reach out to Kevin/ Kevin's team as they are well versed in the protocol
4. TPH Safe Injection Sites (Jason)
 - a. On April 1st, the safe injection site near the EMT is closing
 - i. Jason will send a map of the locations that are open, as well as community police in case someone needs assistance
 - ii. There is a new site opening at Charles St., so there may be more people around the theatre who may need assistance
 1. Be sure to use contacts and resources as necessary!

Next meeting: June 5th, 3-4PM

CAA JOINT HEALTH & SAFETY COMMITTEE

Minutes for Meeting #2 on Thursday, June 5th, 2025

3.00 pm – 4.00 pm

Location: CAA Theatre

Co-Chairs: Ashton & Jamin

Attended: Ashton, Angelo, Kevin, Chad, Katelyn, Mark, Jessica, Ricardo

Not attended: Zach, Jamin, Nicole, Jason, Nadine

WELCOME

1. Check In
2. Accidents and Incidents
 - a. No incidents!!
3. Inspections
 - a. FOH Inspection—Kevin mentioned that Paul would be completing any of the outstanding items listed on the report
 - b. Reminder that as per Nicole's email, BOH will be doing monthly reports--In addition to monthly BOH inspections we will also be arranging for a management rep to attend each BOH inspection that falls directly before a JHSC quarterly meeting. This may be a member of the production department or HR department.
4. Hazard Reports
 - a. No hazards reported!!

OLD BUSINESS

1. PCI-DSS
 - a. See new business
2. Health & Safety Excellence Program
 - a. See new business
3. Elevator Entrapment Procedure – Elevator was down the other day, so good to review!
 - a. Duty managers have been trained in this procedure
 - b. The same procedure applies to the freight elevator (though it should not be used by people...)
 - c. If you have any issues, you can ask FOH or reach out to Kevin/ Kevin's team as they are well versed in the protocol

NEW BUSINESS

1. PCI-DSS
 - a. New addition to our PCI team—Vishnu; they've recently joined the IT team, so you may receive updates from them as we work through compliance with version 4.0
 - b. No new updates as of now, but a reminder that this training is part of onboarding, and we will continue to ensure that all staff that handle credit card information are completing training
2. Health & Safety Excellence Program
 - a. We have wrapped up the program
 - b. We passed again! Had a couple notes but overall passed with flying colours! We want to say thank you again for all your help
 - c. We will be taking a break to reevaluate
 - i. They have updated some of their criteria for the program so we are not sure if we will qualify next year
3. Employee Concerns
 - a. None!
4. Any other business
 - a. First Aid Training
 - i. Ashton to send updated First Aid training for Paul and James; HR will then update the training list
 - ii. We will be doing another training in July/August and will send updates once a date has been determined

Next meeting: September 25th, 3PM – 4PM

CAA JOINT HEALTH & SAFETY COMMITTEE

Meeting #3 Minutes on Thursday, Oct 16th, 2025

3.00 pm – 4.00 pm

Attendees: Jessica, Becky, Mark, Nicole, Jason, Jamin, Kevin

Location: CAA Theatre

WELCOME

1. Check In
2. Accidents and Incidents
 - a. FOH
 - i. No serious one minor popcorn, info sent out to tackle this issue
 - b. BOH two
 - i. One twist
 - ii. One struck, in the alley in a truck
3. Inspections
 - a. Paul to look at both main bar ice subs – has a leak underneath
 - b. Backdoor not fully closing – been adjusted
 - c. Front little ramp cemented – broken, likely being done tomorrow
 - i. Quick fix is the ramp – expensive to full redo
 - d. BOH not done
4. Hazard Reports
 - a. Nothing

OLD BUSINESS

1. PCI-DSS
 - a. Tomorrow is deadline for refresher
 - b. All FOH from past due in 2024 have been sent the refresher to be completed
2. Health & Safety Excellence Program
 - a. We have wrapped up successfully, waiting to hear about the rebate

NEW BUSINESS

1. New bathroom policy
 - a. Mandated requirements – just doing BOH, having two most recent bathroom cleanings
 - b. It is legal requirement as of January 1st, we are implementing it now
 - c. Consensus on change tables for adults
 - i. Need to add information about it to the website
 - ii. We have purchased a mobile one that lives at POW, if a patron at another theater requests it, Kevin's team has to move it once it is reserved

iii. We are looking into permanent ones, but it is difficult

2. First Aid training

- a. Went well, 27 people across RAT and EMT were certified
- b. We will hold another for POW once they are back from layoff
- c. On all physical health and safety boards both FOH and BOH

3. Employee concerns

- a. None

4. Any other business

- a. None

Next Meeting: Nov 27, 2025