

CAA JOINT HEALTH & SAFETY COMMITTEE

Meeting #1 Minutes for Thursday, February 8, 2024

3.00 pm – 4.00 pm

Co-Chairs: Marie and Ashton

Attendees: Jessica, Ashley, Marie, Angelo, Mark, Kevin, Ashton, Chad,

Not attended: Zach,

Location: CAA Theatre

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents
 - a. One fall in the Admin Office
 - b. While they were trying to check the raccoon cage, had fell off the ladder
 - c. Employee understands that he did not follow proper ladder procedure
 - d. Hasn't needed medical assistance
4. Inspections
 - a. FOH – holes for cable passthroughs, Ashton recommends capping them
 - i. Kevin to cap them.
 - b. Wooden Skid at Biscuit Lane
 - c. Cases in the basement hallway is an issue in all theatres
 - i. Keep the minimum clearance in hallways
 - d. TV Screen – Balcony TV on the right, the actual screen itself gets hot on the right
 - i. Make sure to turn off when not in use
 - ii. When the power is turned off, it automatically gets turned off
 - iii. Marie will contact Tristan to check on screens on the top of the first floor
 1. They don't turn off automatically, have to manually switch off
 - iv. No program sound on the third floor
 1. Kevin will check on it
 - e. Box Office does not have access to First Aid Kit
 - i. Kevin will pick up a small kit
5. Hazard Reports
 - a. No new hazards have been reported.

OLD BUSINESS

1. PCI-DSS
 - a. (See new business)

NEW BUSINESS

1. PCI-DSS
 - a. It is ongoing process, we will be working on this annually
 - b. Everyone across the company that deals with credit card data has been trained
 - c. Working on newest version 4.0
 - d. Will start rolling out new version after we look at the changes
 - e. Will figure out the onboarding process for annual hiring
2. Health & Safety Excellence Program
 - a. We have completed our first year with 5 topics
 - b. Thank you for all of your help getting this accomplished
 - c. We have managed to use our Return to Work and apply it to our work practices
 - d. Will be reviewing that annually
3. Annual Policy Review 2023
 - a. We have completed our Annual Policy Review, all new policies will be updated
 - i. They have been sent out to all JHSC Members to review
 - b. We have identified three main policies that you should be aware of:
 1. Health & Safety Policy
 2. Health and Safety Roles and Responsibilities
 3. Workplace Violence and Harassment Policy
 - c. Not many changes to these policies, most of them being grammar and spelling changes or including gender-neutral pronouns in our policies.
4. First Aid Kit
 - a. Reminder that we do not keep medicine in our First Aid Kits
5. Naloxone
 - a. There are tactical guard during shows, guards will carry Naloxone
6. Employee Concerns
7. Others

Next meeting: April 12th, 2024 Friday

CAA JOINT HEALTH & SAFETY COMMITTEE

Meeting #2 Minutes for Thursday, April 12, 2024

3.00 pm – 4.00 pm

Co-Chairs: Marie and Ashton

Attendees: Ashley, Marie, Angelo, Kevin, Ashton, Chad,

Not attended: Zach, Mark, Jessica

Location: CAA Theatre

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents
 - a. Previous accidents have all recovered and returned to work, no loss time
 - b. Twisted ankle during load out
4. Inspections
 - a. FOH
 - i. Angelo has opened tickets
 - ii. Will has fixed carpet
 - iii. Gap or crack in floor of property right at the entrance of the CAA Building
 - iv. Right above the stars at the entrance
 - v. Kevin, Marie and Ashley to have a look after the meeting
 - vi. Kevin will get Will to fill it in
 - vii. Flickering washroom lights
 - viii. Metal step moves from BB13-16
 - ix. Vinyl Strip (Same)
 - x. Are appreciative of having 1/2 security guards at the theatre, is great
 - b. BOH
 - i. Deliveries came in and full bottles were left out?
 - ii. Temperature Thermometer
 1. Depends on what the show asks for
 2. theatre often gets cold during the winter
 3. does not have an automated system like other theatres
 4. might affect haze in theatre as it is harder for it to stay
 - iii. Thank you to Kevin as Kevin completes tickets when opened
5. Hazard Reports
 - a. No new hazards have been reported.

OLD BUSINESS

1. PCI-DSS
 - a. (See new business)

NEW BUSINESS

1. PCI-DSS
 - a. PCI-DSS = Payment Card Industry Data Security Standard
 - b. Working on being compliant with the new 4.0 version of PCI-DSS
 - c. Retraining date has been set for October
 - d. All employees that handle credit card data will be required to complete training modules again in October this year
2. Health & Safety Excellence Program
 - a. Successfully completed our first year of the Health and Safety Excellence Program
 - b. A reminder that this program is something that we would like to continue this year as well as we are working with WSPS (Workplace Safety and Prevention Services) on the program with WSIB (Workplace Safety and Insurance Board)
 - c. Will let JHSC know when assistance may be required
 - d. Working on choosing 5 topics for this year to build on last year's program
3. Employee Concerns
4. Others

Next meeting: July 26th, 2024 3PM Friday (Subject to Change)

CAA JOINT HEALTH & SAFETY COMMITTEE

Meeting #3 Minutes for Thursday, April 12, 2024

3.00 pm – 4.00 pm

Co-Chairs: Ashton and Jamin

Attendees: Mark, Jessica, Katelyn, Amy, Jamin, Angelo, Kevin, Chad, Zach

Not attended: Ashton, Jason

Location: CAA Theatre

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents
 - a. One trip outside
 - i. Crack in pavement caused employee to fracture their foot, but is in recovery and looking to return to work when the EMT is back up and running
 - ii. Prior to this accident, Kevin had filled in the crack, but has gone in again after and filled it again
4. Inspections
 - a. FOH
 - i. Angelo has opened tickets; all items have been responded to
 1. Carpet in aisles is coming away from top runner
 2. Box office is finding temperature fluctuates quite a bit
 - a. No complaints from patrons; Temp control is on the same system in theatre and lobby, so when cooling the lobby, the theatre is also cooled
 3. The ceiling insulation has fallen down a bit on both levels (Main lobby and Balcony lobby/bar)
 4. Black dust found around usher room vent
5. Hazard Reports
 - a. No new hazards have been reported.

OLD BUSINESS

1. Health and Safety Program updates
 - a. (See new business)
2. PCI-DSS
 - a. (See new business)

3. Employee Concerns
 - a. (See new business)

NEW BUSINESS

1. PCI-DSS
 - a. PCI-DSS = Payment Card Industry Data Security Standard
 - i. All companies who take credit card information, must be compliant with their standards
 - b. Working on being compliant with the new 4.0 version of PCI-DSS
 - c. Retraining date has been set for October
 - d. All employees that handle credit card data will be required to complete training modules again in October this year
2. 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. Will let JHSC know when assistance may be required
 - c. Have been working on finalizing the first two policies (Injury, Illness, and Incident Reporting; and Incident Investigation and Analysis)
 - i. Once these have been completed and reviewed by the WSPS, we will bring them forward to the JHSC to review as well
3. Co-Chair
 - a. Jamin will co-chair for CAA
 - b. Amy will co-chair for EMT
 - i. Mentioned that they will try to stay consistent with this set up but there may be some shifting if needed
4. Employee Concerns
 - a. Kevin has worked on fixing the sticky/slippery floors (Gazillion Bubble Show)
 - i. Has installed some carpet in aisleways
 - ii. Installed grit on stairs
 - iii. Using signage and wet floor signs to inform guests of the slippery floors
 - iv. Note that housekeeping has been incredible in keeping up with the bubble clean up; Dry mop and vinegar rinse
 - b. In terms of the fan shut off in the theatre due to the bubbles, we have received no complaints about temperature
 - c. Providing ponchos to the first 3 rows of the Gazillion Bubble Show; If other guests require ponchos, we have noted that there should be enough for anyone else who wants one
5. Others

Next meeting: Thursday, October 17th @ 3PM (Subject to Change)

CAA JOINT HEALTH & SAFETY COMMITTEE

Meeting #4 Minutes for Thursday October 17th, 2024

3.00 pm – 4.00 pm

Co-Chairs: Ashton and Jamin

Attendees: Chad, Katelyn, Jamin, Angelo, Kevin, Jason, Ashton

Not attended: Mark, Jessica, Zach

Location: CAA Theatre

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents
 - a. Nothing to report
4. Inspections
 - a. BOH
 - i. Ashton reported a broken conduit on house work light (stage left next to audio racks)
 1. Kevin is aware and will be fixing this as soon as possible
5. Hazard Reports
 - a. No new hazards have been reported.

OLD BUSINESS

1. Health and Safety Program updates
 - a. (See new business)
2. PCI-DSS
 - a. (See new business)
3. Employee Concerns
 - a. Re: The Gazillion Bubble show
 - i. Shout-out to Kevin and the team for their hard work on this show!!
 1. Though not possible with this show as they did not alert us about the H&S concerns this caused (in regard to the bubbles specifically causing slippery floors etc.), making sure with future shows to keep a proactive rather than reactive approach to health and safety

NEW BUSINESS

1. PCI-DSS

- a. PCI-DSS = Payment Card Industry Data Security Standard
 - i. All companies who take credit card information, must be compliant with their standards
- b. Working on being compliant with the new 4.0 version of PCI-DSS
 - i. HR has become aware of some policy changes that need to be made, and will be working on updating that in the coming days
 - ii. IT is looking at if training modules need to be updated for our retraining date
- c. Retraining date has been set for October, so will likely be hearing from HR very soon
- d. All employees that handle credit card data will be required to complete training modules

2. 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)
 - i. We have completed the following policies, which have been approved by our WSPS representative:
 - 1. Injury, Illness & Incident Reporting Policy
 - 2. Incident Investigation Analysis Policy
 - 3. Competency Policy
 - 4. Health and Safety Training Policy
 - ii. Asking that the JHSC review these policies and let us know their thoughts and/or questions

3. Employee Concerns

- a. Kevin mentioned the importance of submitted reports and/or tickets in a timely manner
 - i. Make sure that inspection reports are Health and Safety related
 - ii. If it is a cosmetic concern, submit a ticket; if it is health and safety related, follow reporting procedures and/or include it as a part of Inspection reports

4. Other

- a. First Aid Training
 - i. A date has yet to be set; Katelyn will follow up on the status
 - ii. Would like maintenance and more front of house staff involved in the training
 - 1. Jamin will let Katelyn know which staff have mentioned an interest

2. Katelyn will also reach out to Gerrard regarding Box Office Staff at the CAA Theatre

Next meeting: TBD