

EMT JOINT HEALTH & SAFETY COMMITTEE
Minutes for Meeting #1 Thursday, February 27th, 2025
3.00 pm – 4.00 pm

Attendees: Nadine Skinner, Megan Burns, Mark Lavaway, Jessica Lagoda, Matthew Hallworth, Kevin McCarthy, Pam Weston, Chad Krishnapillai, Katelyn Doyle, Gerard Raju, Nathan Giles

Absent: Jason Powell

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
3. Hazard Reporting
 - a. No hazards!
4. Inspections
 - a. From BOH Inspections:
 - i. The shower in the accessible washroom is functional and safe for use again!
 - ii. Megan will speak to Kevin and Stuart about changing the project to switch all dressing room vanity light bulbs to LED
 - iii. The electrical panel is currently de energized (intentionally)
 - b. From FOH:
 - i. Liquor Room: Fire Extinguisher - not yet checked in 2025; Kevin will send someone to look
 - ii. Addition of padding to box across from entrance door. One employee scraped head on it.

OLD BUSINESS

1. Health and Safety Excellence Program
 - a. See new business
2. Employee Concerns
 - a. Nut/Peanut Free Vending Machines
 - i. Proper signage is up and is dealt with accordingly
 - b. Incident with touring wardrobe staff (Moulin)
 - i. BOH mentioned that it did not have the most ideal effect, but will keep HR in the loop should anything like this happen again with another company
 - c. No Smoking Policy
 - i. Kevin noted that there still needs to be a posting; Megan will put in a ticket
3. Any other business
 - a. A number of boxes outside of liquor room beside popcorn machine in lobby—has another option been explored for transporting popcorn?
 - i. This has been addressed and is now clear.

- b. People sneaking into the theatre during load in from the lane way
 - i. Extra security had been added during load ins/load outs. Should there be more issues, we will do this again

NEW BUSINESS

1. Health and Safety Excellence Program
 - a. Wrapping up the program now!
 - b. Meeting with FOH staff to go over the policies
 - c. Will send out any updates; We will be submitting for feedback at the end of March/ early April, and should hear back by May
 - d. Elevator Entrapment Procedure is now complete!
2. Scented Products (Megan)
 - a. This is a big problem right now!
 - b. There is a glade plug in in one of the dressing rooms
 - c. People in the company had claimed it was the hair products they were using, but BOH agrees it smells like a perfume/cologne—very strong smell!
 - d. Megan will keep note, and Mark will also reach out to the company
3. WHIMIS Training (Pam)
 - a. HR will organize something for dept. heads/ supervisors and will follow up
4. Other Business
 - a. Nadine would like to thank the housekeeping team!
 - i. They have done a wonderful job with clearing the stairs of water/wetness from the snowy weather, and Nadine noted that there have been no slips from patrons as of late!

EMT JOINT HEALTH & SAFETY COMMITTEE
Agenda for Meeting #2 - Thursday, June 19th, 2025
3.00 pm – 4.00 pm

Location: EMT – VIP Suite

Chair: Nadine

Chad, Matt, Kevin, Gerard, Jason, Pam

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 4 – 3 strikes & one repetition
3. Hazard Reporting
4. Inspections
 - a. BOH not done but will be done asap

OLD BUSINESS

1. Health and Safety Excellence Program
2. PCI-DSS
3. Employee Concerns
 - a. WHIMIS Training
 - b. Scented Products—is this still an issue?
 - i. Lavender specific scent issue, send out cast reminder with specific lavender allergy

NEW BUSINESS

1. Health and Safety Excellence Program
2. PCI-DSS
3. Employee Concerns
 - a. SDS / Velocity Updates (Nicole)
4. Any other Business
 - a. Pam –
 - i. there is a metal piece sticking out in the trap room
 - ii. DR A, water damage in drywall in the closet area
 - iii. Stage deck – dipping a bit in the middle, production looking into it
 - iv. Plywood on the floor is splintering and may need to be replaced
 - b. Nicole
 - i. Someone entered during Beetlejuice load in
 - ii. Security was in the washroom at the time they entered
 - iii. They entered through the auditorium door where the door was propped open
 - iv. We will remind people to shut the doors when they are not being used

- v. Security was told they went through the washroom but he did not go there right away
- vi. Chris went to get him from the washroom

Next Meeting Oct 2

EMT JOINT HEALTH & SAFETY COMMITTEE
Agenda for Meeting #3 - Thursday, October 2nd, 2025
3.00 pm – 4.00 pm

Location: VIP Suite

Attended: Jessica Lagoda, Mark Lavaway, Becky Rodmell, Nicole Genge, Jason Powell, Nadine Skinner, Pam Watson, Kevin McCarthy, Megan Burns, Matthew Hallworth, Chad Krishnapi, Gerard Raju

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 4 reported injuries, only one was serious and missed time
 - i. 1 Sprain
 - ii. 2 Slips/trips
 - iii. 1 Struck
 - b. Another dresser tripped on the step; stage left to the deck – not proper height
 - i. It has a light and tape, and people are aware, it is hard to notice it
 - ii. More tape was added to make it very clear
3. Hazard Reporting
 - a. Nothing to report
4. Inspections
 - a. BOH: coming today, follow up with October later into the month
 - i. Note that the water coolers backstage spill and get into the carpeting – potentially going to put in rubber tile where the cooler is
 - b. FOH
 - i. Carpets in the washroom by the sinks are not sanitary and need to be replaced
 1. Kevin – remove carpets and put in a mat that can be removed for cleaning
 - ii. First aid kit for AMEX might have been missed during recent inspection as it wasn't signed
 1. Used a lot of supply recently, might need to be refilled – ticket put in

OLD BUSINESS

1. Health and Safety Excellence Program
 - a. Successfully wrapped up, expecting a rebate to come through
 - b. Completed the program, we are taking time off might revisit another year with new topics
2. PCI-DSS
 - a. Training is going out tomorrow for all who handle credit cards, they have 2 weeks to complete
 - b. The email will be sent with a page on how to inspect terminal devices
3. Employee Concerns
 - a. SDS / Velocity Updates (Nicole)
 - i. All EMT crew have sent in SDS!!!

- ii. Moving on to how do we get this information from travelling shows
 - iii. Wigs/wardrobes/carp/props how to keep track of their chemicals – adding to the advance form traveling companies
- 4. Any other Business
 - a. Metal piece poking out in the trap room - fixed
 - b. DR A - water damage – repaired looks wonderful
 - i. Cut out drywall it wasn't wet
 - ii. Plan to go dressing room by room after shows leave to repaint
 - c. Stage deck dipping – ongoing issue – nothing new to report everything is safe
 - d. Replacing splintering plywood – has been replaced
 - e. Someone entering during Beetlejuice – tackled this issue keeping doors secure
 - i. Make safe will also be securing the building

NEW BUSINESS

- 1. New bathroom policy
 - a. Email was sent out about new policy for bathroom cleaning
 - b. Policy: we are now required to sign off when all bathrooms are cleaned and keep a record
 - c. Implementing this is in motion, signage will be Mirvish branded
- 2. Backstage passes
 - a. When we don't have a production with show specific pass – what do we want to do to have more identifiable theatre passes
 - b. The generic ones given to the crew are sometimes lost or not returned, keeping track is difficult and not everyone does
 - c. We need to be more stringent about getting theatre passes back as it has been reported that a lot of crew have old passes and could access multiple theatres
 - d. We will collect all old passes so that they are negated and new ones that are specific are circulated
 - e. The TIFF design as an option worked well - event and date specific
 - f. Running crew – no one wears their pass, they typically show it and put it away
 - i. Potentially move away from the use of lanyards
 - g. HR and Kevin will talk through options for new passes and the use of lanyards
- 3. PCI Retraining
 - a. See above PCI-DSS in Old Business
- 4. Smoking in loading areas
 - a. Ongoing issue with crew smoking in loading areas that should be smoke free
 - b. It is important for heads to remind the crew they can't smoke 9 meters from any door and window
 - c. Unsure how to further tackle this issue
 - d. Restaurant staff are starting to encroach on where ushers are passing through the laneway
 - i. Going to reach out to businesses around us, to stop this from happening

- e. For load in and out maybe conversation with all heads to be more strict
 - i. Taking this back to Steve
- 5. Any other business
 - a. Thanks, Kevin, for repaving the laneway so that there are less trips out there
 - b. Kevin - brought up at POW
 - i. Do we need to keep buying masks for employees? Yes - Jason
 - ii. If employees have more specific requirements for masks, they need to provide their own
 - iii. BOH looking into getting masks for when employees are under the weather
 - c. First Aid training
 - i. Next Friday, October 10th, 9 am – 4 pm in EMT Lobby
 - ii. Nicole email about BOH attendance

Next meeting: December 18, 2025