

CAA JOINT HEALTH & SAFETY COMMITTEE

Minutes for Meeting #1 on Thursday, January 26, 2023

3.00 pm – 4.00 pm

Location: CAA Theatre

Attendees: Angelo Tonogbanua, Chad Krishna Pillai, Mark Lavaway, Tom Kituku, Kevin McCarthy, Marie Holowaty

Missing: Zack Fedora, Chris Prideaux, Ashton Vetter

Chair:

Vice Chair:

AGENDA

WELCOME

1. Check In
 - a. Welcome Angelo!
2. Review of last meeting's minutes
3. Inspections
 - a. Angelo, Workplace inspection completed Jan 25, 2023
 - b. Updates to Inspection form from Marie
4. Workplace Injuries and Incidents
 - a. Nothing to report.

OLD BUSINESS

1. Health and Safety Excellence Program (Mark)
 - a. Mark filled Angelo in on the Health and Safety Excellence Program
 - b. We will send a link to the portal to Angelo.
2. Employee Concerns
 - a. Send out all updated Incident Reporting forms.
 - b. Until portal is updated, one drive will be updated.

NEW BUSINESS

1. Fire Mustering Point

- a. Biscuit Lane and Isabella Street (Across from Artful Dodger)
- 2. Water damage in Admin Hall
 - a. Damage Corkboard for Kevin to look at.
- 3. Covid Policies being updates.
 - a. Masks will be recommended but not mandatory in.
 - b. No longer requiring Proof of Vaccination
- 4. Voting on new Chair Next meeting

Next meeting: April 20th, 2023

CAA JOINT HEALTH & SAFETY COMMITTEE

Meeting #2 Minutes for Thursday, April 20, 2023

4.30 pm – 5.30 pm

Attendees: Marie, Ashton, Kevin, Angelo, Tom, Jessica, Mark

Missing: Chris, Zack, Chad

Location: CAA Theatre

Chair: Marie

Vice Chair:

AGENDA

WELCOME

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

OLD BUSINESS

1. Fire Mustering Point
 - a. Signs printed and will be posted
2. Water damage in Admin Hall
 - a. New board will be put up but is likely just age, not water damage
3. Covid Policies being updated.
 - a. 70% still wearing masks
 - b. Mostly masked in public spaces
 - c. Brenley will be leaving the company soon
 - d. Updated policies will be sent out
4. Voting on new Chair
 - a. Marie Co-Chair
 - b. Ashton Co-Chair

NEW BUSINESS

1. Introduce Hazard Recognition
2. Send Marie Ashton and Angelo Roles and Responsibilities

Next meeting: TBD

CAA JOINT HEALTH & SAFETY COMMITTEE

Meeting #3 Minutes for Thursday, October 20, 2023

3.30 pm – 4.30 pm

Co-Chairs: Marie and Ashton

Attendees: Angelo, Jessica, Mark, Zach, Amy, Kevin, Ashton, Ashley

Not attended: Marie, Chad

Location: CAA Theatre

AGENDA

WELCOME

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

OLD BUSINESS

1. Fire Mustering Point
2. Water damage in Admin Hall
 - a. Has been taken care of
3. Covid Policies being updated.
 - a. Covid Manager position is no longer with us
 - b. Mask policy is the same, masks are not mandatory
 - c. But masking backstage has been mandatory when covid breakouts
 - i. EMT has 3 full boxes
 - ii. We will keep the boxes at the theatres
 - iii. FOH and BOH not have much interaction with cast & crew for long periods of time (15 minutes contact needed)
 - iv. EMT VIP Room will need masks
 - v. Take EMT covid tests for CAA
 1. There are some in the green room in CAA
 2. We were told that covid tests can be used longer than expiry dates printed on the kits
4. Introduce Hazard Recognition
 - a. Refer to New Business

NEW BUSINESS

CAA Lasting Impressions closing early this weekend.

1. Accident
 - a. Someone struck on wrist
 - b. Nothing serious, recovered completely
2. Incidences
 - a. EMT can't get the last few details of the form – Ashley will help Kevin
 - i. Missing last little bit on online form
 - b. 3 patron injuries in Orchestra pit, Kevin has noted to fix
 - i. Gear in on Dec 11
 1. Orchestra seats cleared out
 2. Will have to replace lots of chair studs
3. Hazard Reporting
 - a. Nothing new reported
 - b. As mentioned in our previous JHSC Meeting:
 - i. Hazard is something long-term that needs to be fixed
4. H&S Excellence Program
 - a. Return to Work Policies
 - i. Posted on the Health & Safety
 1. Program
 - a. RTW if there is more serious injury in or outside of workplace where employee requires assistance or accommodation
 - b. Forms in place for employee to have safe return
 - c. Communication departments with HR, managers and anyone else relevant
 2. Roles & Responsibilities
 - a. Lays out in detail for everyone what everyone's roles are in detail
 - b. What employee is required to do if requires to return to role
 3. Accommodations
 - a. Processes when returning to work
 - b. Modified duties
 - c. Go through with HR and manager
 - d. And long-term accommodations if needed on an ongoing basis
 - b. Each year we choose 5 topics to discuss
 - i. Safe workplace
 - c. Next step for us is to upload evidence and start the next process
 - d. We appreciate your time and following these policies

5. PCI-DSS

- a. Payment Card Industry Data Security Standard
 - i. A giant 140 page document IT and HR working on for the last 3 years
 - ii. Required by all credit card companies to have these in place to protect patron credit card data
 - iii. Policy for security for this building
 - iv. Servers located holding credit card data
- b. Access Card Policy
 - i. Don't share your access cards or FOBs with anyone
 - ii. If lost, let us know and we can get you a new one and deactivate lost one
- c. Mirvish Photo ID and FOB not together on same lanyard
 - i. FOB should not be on have anything identifiable to Mirvish
- d. 3rd party guest policy
 - i. Mirvish Employee has to be there with them all the time
 - ii. Security cameras exist, but we are preventing the need for such measures
- e. Important to know who is in your building
 - i. Crew Calls – email from Nelson
 - ii. More one time, example plumber or maintenance person to fix
 - iii. Camera at IT Room
 - iv. Camera on 3rd floor outside office
 - v. Charles is aware
 - vi. More intensive PCI Training for FOH and ASRs, HR Training to come

Next meeting: December 22nd 3PM

CAA JOINT HEALTH & SAFETY COMMITTEE

Meeting #4 Minutes for Friday, December 22, 2023

3.00 pm – 4.00 pm

Co-Chairs: Marie and Ashton

Attendees: Angelo, Ashley, Marie

Not attended: Jessica, Mark, Zach, Kevin, Ashton,

Location: CAA Theatre

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents
 - a. No new Accidents or Incidents reported
4. Inspections
 - a. FOH – Sharp edges and a Crack on the ceiling in admin room (right near Rear House Left)
 - b. Stains on ceiling
 - i. Tickets have all been opened
 1. Shoutout to Kevin! You and your team do an amazing job!
5. Hazard Reports
 - a. No new Hazards have been reported

OLD BUSINESS

1. H&S Excellence Program
 - a. Return to Work Policies
2. PCI-DSS

NEW BUSINESS

1. PCI-DSS
 - a. Company Ordering Tickets
 - b. We have been informing all tour companies that we are working on being PCI Compliant
 - c. Explained to them new procedures for companies purchasing house seats
 - i. Do not leave credit card numbers written down
 - ii. If written down, to be destroyed completely
 - d. Box Office Managers are aware of this
 - e. Will assist with purchasing house seats in person

Next meeting: To be decided

Update: February 8th, 2024 at 3PM