

RAT JOINT HEALTH & SAFETY COMMITTEE
Minutes of the Thursday, February 17, 2022 Meeting
3.00 pm – 4.00 pm

Attendees: Ahmed Manzoor, Lisa Sheaves, Ana Miranda, , Emily Knight, Brianne Gwartz, Kim Cassiram, Liz Morales, Nora Hassaan, Mark Lavaway, Guy Guialtieri, Tom Kituku

Absent: Kevin McCarthy, Chris Prideaux, Nora Hassan

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 CFA
2. Employee Concerns

NEW BUSINESS

1. Covid 19
2. Reopening
3. AOB
4. Date of Next meeting

1. WELCOME

Check in: Emily welcomed everyone to the meeting, introduced Tom Kituku who will be taking over her responsibilities in the JHSC.

2. OLD BUSINESS

- a .Review of last meeting's minutes
 - Covid 19
Mirvish will continue with the same Covid 19 procedures; requiring proof of vaccination even after March 1st when the proof of vaccination mandate is dropped by the province
 - No Rapid Antigen Screening (RAS) for children less than 12 years
 - Rapid Antigen Screening (RAS) for vaccinated patrons who forgot their IDs to be determined.

b. Post mortem of the Rapid Antigen Screening

- Liz Morales said RAS for FOH went well despite a few fussy kids
- Lisa Sheaves said the RAS was sketchy at first especially handing out masks while trying to maintain sanitary standards
- Guy reported RAS for BOH went well

3. INSPECTIONS

- FOH inspection to be completed before “Boys Falls from the Sky” show which starts on April 19th.

NEW BUSINESS

1. Covid 19

- Mirvish Covid 19 procedures remain in place

2. Reopening

- Mark said an announcement for the new line up of shows for the remaining season to be communicated in a week’s time.
- In June, Mirvish will announce the shows for next season.
- Box office opening for the RAT to be determined

3. AOB

- Agenda of previous JHSC meeting to be added to the next JHSC meeting

4. Next JHSC meeting will be held on Thursday, May 19, 2022.

RAT JOINT HEALTH & SAFETY COMMITTEE
Minutes of the Thursday, May 19, 2022 Meeting
3.30 pm – 4.30 pm

Attendees: Ahmed Manzoor, Lisa Sheaves, Ana Miranda, , Brianne Gwartz, Kim Cassiram, Liz Morales, Becky Loi, Mark Lavaway, Guy Guialtieri, Tom Kituku

Absent: Kevin McCarthy, Chris Prideaux, Nora Hassan

AGENDA

WELCOME

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

OLD BUSINESS

1. Covid 19
2. Reopening
3. AOB (Any Other Business)

NEW BUSINESS

1. Employee Concerns
2. Date Of Next Meeting

1. Welcome

Check in: Mark welcomed everyone to the meeting. The members also welcomed Becky Loi to the meeting.

2. Review of last meeting's minutes

Covid 19

- Proof of vaccination will still be required from Mirvish employees. Aine and Brianne will continue to receive and file the proof of vaccination records.

b.Reopening

- Because EMT is blocked for Harry Potter, RAT and POW will host most of the shows
- In 2 weeks Mirvish will announce the shows for the new season

3. Inspections

- FOH Inspection report from Becky received. There is a need to streamline and standardize the inspection report and use one template. Tom to follow up on this. BOH inspection not yet done. I followed up with Kevin McCarthy and he said he is not responsible for the BOH RAT inspection

- Moths spotted. Mark to follow up with Kevin McCarthy
- Missing signs. Mark to follow up with Kevin McCarthy
- The steel grid that holds the plastic frame that covers/holds bulbs is falling apart. Liz Morales to follow up with John

OLD BUSINESS

1.Covid 19

- **Mirvish** dropping vaccine inspections for patrons effective May 31, 2022
- Masking mandate to remain in place for patrons

2.DiversiPro

- Mark reminded the members that Mirvish is keen on setting up a diversity committee for all Mirvish locations. HR considers this a big challenge and brainstorming is still on-going.

NEW BUSINESS

1.Employee Concerns

- Lisa brought up the issue of location and number of First Aid kits at RAT. Tom to follow up with Kevin McCarthy about the correct number and location of First Aid kits at RAT.

Next JHSC meeting will be held on **Thursday, July 14, 2022 at 4 p.m. at the Royal Alexandra Theatre**

RAT JOINT HEALTH & SAFETY COMMITTEE
Minutes of the Thursday, July 15, 2022 Meeting held at the RAT CAA Lounge at
3 p.m. – 4 p.m.

Attendees: Ahmed Manzoor, Lisa Sheaves , Brianne Gwartz, Kim Cassiram, Becky Loi, Guy Guialtieri, Kevin McCarthy, Tom Kituku

Absent: Mark Lavaway, Liz Morales, Chris Prideaux, Ana Miranda,

Chair: Becky Loi

AGENDA

WELCOME

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

OLD BUSINESS

1. Inspections template
2. BOH. inspections
3. Diversipro
4. Location and number of First Aid Kits at RAT

NEW BUSINESS

1. Employee Concerns
2. Date Of Next Meeting

1. Welcome

Becky welcomed everyone to the meeting.

2. Review of last meeting's minutes

First Aid Kits (number and location)

- Kevin McCarthy in response to Lisa concerns about extra First Aid Kits suggested the old First Aid Kits that are not being used to be stored and out of view because they may not have all the proper supplies that are needed in case of an emergency. In addition, there needs to be a distinction between usable First Aid Kits and expired or extra ones to avoid confusing the user.
- Kevin McCarthy said he would order a First Aid Kt for RAT Wardrobe Dept.

Inspections

- Wires hanging on Box G in the Dress Circle. Kevin suggested they be left alone because they pose no risk.

OLD BUSINESS

1. Inspections Template

- Brianne will send me the Inspection Template the combines both FOH and BOH inspections. We plan to have the template on One Drive so it can be filled online

2. BOH inspections

- Guy Guialteri to conduct BOH inspections

3. DiversiPro

- Tom updated the committee on plans to set up a Diversity committee. This initiative is in progress and the committee will be updated accordingly.

4. Location and number of First Aid Kist at RAT

- Kevin McCarthy clarified the number and location of First Aid Kits at the RAT. The extra ones Lisa talked about should not be in view. They should be stored away.

NEW BUSINESS

1. Employee Concerns

- There was a fire drill at the RAT on May 18th. It went well.
- The RAT Fire committee will be revived. It went into a hiatus during Covid.
- There is a sign (from Adet) at Stagedoor for an AED with a pager number. The sign is obsolete and should be discarded. We don't use AEDs from Adet company. Kevin to update committee in the next meeting
- Oxygen tank used as a doorstopper for the Stagedoor not ideal or safe. Kevin to install a proper door stopper.
- Lisa raised concerns about the Oxygen kit/cylinder. It is stored in a very old looking case. Kevin McCarthy assured the committee the Oxygen cylinder is operational and Mirvish pays for the servicing of Oxygen cylinders found in BOH and FOH.

Next JHSC meeting will be held on **Thursday, October 20th, 2022 at 3 p.m. at the Royal Alexandra Theatre YSL lounge**

RAT JOINT HEALTH & SAFETY COMMITTEE
Minutes of the Thursday, October 20, 2022 Meeting#4 held at the RAT
3 p.m. – 4 p.m.

Attendees: Ahmed Manzoor, Lisa Sheaves , Kim Cassiram, Guy Gualtieri, Tom Kituku, Karen Ho, Mark Lavaway, Chris Prideaux

Absent: Liz Morales, Kevin McCarthy, Pinar Ovali

Location: RAT YSL Lounge

Chair: Mark Lavaway

Vice chair:

AGENDA

WELCOME

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

OLD BUSINESS

1. Employee Concerns

NEW BUSINESS

1. Fall Protection anchors and installation

1. Welcome

Mark welcomed everyone to the committee. We welcomed Karen Ho to the committee. She replaced Becky Loi who has a new assignment in Audience Services

2. Review of last meeting's minutes

- First Aid Kit situation was addressed and resolved
- To follow up with Kevin McCarthy to confirm the old Adet sign with a pager number contact is removed from the wall
- RAT Fire Committee- Lisa Sheaves said she had not attended any fire committee in years. Chris Prideaux told the committee that Ron Jacobson is trying to keep the RAT Fire committee going. Mark Lavaway will follow up with Ron Jacobson and update the committee on who are the members of the RAT Fire Committee.
- The oxygen tank used as a door stopper at stagedoor is longer the case.

3. Accidents and Incidents

- This will be a standard agenda item from now on.
- Workplace injury reporting mechanisms have not been effective. There is a need to remind heads of departments and members of the committee of the process following late reporting of workplace injuries to HR and subsequently to Workplace Safety Insurance Board (WSIB)
- Tom explained the EMEL workplace injury internal reporting process. The EMEL incident/accident reporting form should be filled and sent to Tom (HR). Mark Lavaway and heads of departments and managers should be copied on it.
- The EMEL accident/injury reporting form should be filled by the respective manager, however the injured worker can also fill it out if they are able to do it.
- It is important that HR is informed as soon as possible when there is a workplace injury, if possible, within 3 days not unless it is a critical injury which should be reported to HR immediately.
- Chris Prideaux will remind IATSE crew about the EMEL incident/workplace reporting process in a memo and remind IATSE crew to copy Production when reporting workplace injuries to HR.
- Tom will update the EMEL workplace injury/accident/incident form and make sure it is at the portal. The intention is to have any injured worker fill out only ONE form (The EMEL one) and not have to fill out the Form 7 as well, which is the current process. Tom will also upload WSIB Form 7, 8, 6 on the portal.
- Mark explained the importance of filling both the EMEL workplace injury/incident/accident form and how the information on that form is used on Form 7.
- Tom told the committee it is advisable to fill out the EMEL and Form 7 if one is not sure whether it is a reportable injury or not.

4. Inspections

- October RAT H&S inspection was not carried out.
- The inspection will be carried out simultaneously with the walk through of the RAT theatre by Jessica Lagoda, Tom Kituku, Chris Prideaux, Karen Ho, and Guy Guialtieri on the week of October 24th
- The reason for the walkthrough is to revamp and update the current inspection template.

NEW BUSINESS

1. Fall Protection anchors and installation (Rescue and Retrieval Plan)

- Chris Prideaux told the committee that he had started on working on implementing the POW Fall protection, rescue, and retrieval plan. Chris told the committee there is a written plan/procedure in place and plans are underway to have it implemented in all the theatres. POW is first.

2. Employee concerns

a. Covid Masking Policy – Lisa told the committee there is a need to reiterate the Covid masking policy backstage because she had observed a few staff in the Green Room were not masked.

- Committee heard that Brenley, the Mirvish Covid manager, sent out a companywide memo remind staff on the need to be masked backstage.

b. Security Concerns-

- Committee heard about the intruder who broke into the theatre and went on the set of the “Shark is Broken”.
- Lisa wanted to know why the intruder was not apprehended by Mirvish Security.

- Mark told the committee FOH and BOH security are Level 1, meaning they don't touch anyone and considering the size of the intruder it would have taken 3 security guards to subdue him.
- Mark told the committee the security guard did the right thing by not forcefully handling the intruder. Instead, he chose to deescalating the situation and calling for assistance.
- Mark told the committee that after a meeting between Mirvish and Toronto Police, two police officers, will patrol the King Street theatres in the evenings as a deterrence.
- Mark told the committee that Mirvish Productions takes the security of its workers and patrons very seriously.
- Chris Prideaux told the committee security procedures would be enhanced following the recent security incidents. Mirvish ID credentials or show credentials will be required by Security before being allowed into the theatres.
- Lisa asked why Mirvish had not had any active shooter training for staff backstage.

c.RAT Fire assembly point

- Lisa wanted to know the location of the RAT fire assembly point. There seemed to be a confusion about the location. Mark said the fire assembly point was at the corner of King and the Ed Mirvish Way. Mark said he would reach out to Ron to confirm.
3. Next JHSC meeting will be held on **Thursday Feb 9, 2023 at 3 p.m. at the Royal Alexandra Theatre YSL lounge**