

**RAT JOINT HEALTH & SAFETY COMMITTEE**  
**MINUTES Agenda for Meeting #1 on Thursday, March 6<sup>th</sup>, 2025**  
**3 p.m. – 4 p.m.**

**Location:** RAT YSL Lounge

**AGENDA**

**WELCOME**

1. Check In
2. Accidents and Incidents
  - a. One allergic reaction
3. Inspections
  - a. No issues, much cleaner this time around
4. Hazard Reports

**OLD BUSINESS**

1. PCI DSS Training
2. Health and Safety Excellence Program Policies
3. Employee Concerns
  - a. Mice
  - b. No an issue anymore!
4. 'No Open Flame' Stickers
  - a. Not as many issues with candles compared to SIX
  - b. Open Flame policy on H&S boards would be more helpful (as well as the intranet)
5. Power Outages (Temporary Emergency Transfer Switch Procedure)
  - a. Circuit board arrived yesterday and will be installed today. Everything will be backed up as usual. It will be located in the Trap room.

**NEW BUSINESS**

1. PCI-DSS
  - a. Camera coverage for 90 days in Secure locations
  - b. More storage on the Cameras have been requested
  - c. Including Kevin in the conversation with Camillo and the rest of the team
2. Health and Safety Excellence Program
  - a. Wrapping up
3. Updated and signed policies on H&S Boards
  - a. 2025 policy review will be going up
  - b. First aid list to be updated at all theaters
    - i. Lisa asked who is responsible for calling emergency contacts
    - ii. It is something management is looking into and will continue to discuss

4. Shoe Policy Backstage
  - a. Closed toes for shoes backstage
  - b. Are croc and soft slippers with open heels
  - c. We may need to update the policy for appropriate footwear backstage
  - d. Production and HR will look into the policy
5. Employee Concerns
  - a. Emergency exit out the back is not lit up properly
    - i. Production and maintenance will discuss putting up a light
  - b. Running carpets in green room and upstairs that are taped down, it starting to peel up in the edges
    - i. Kevin is looking into it
  - c. More grip tape on Stagedoor stairs
    - i. Kevin will look into it
  - d. Backstage has been quite dark in the wings after the show
    - i. They are being told to walk around with their flashlights
    - ii. Chris is going to ask Steve about keeping the lights on and having security turn them off once everyone has left instead of John Still.
  - e. After 3 pm security has not at stage door a couple times
    - i. Lisa has had 3 instances and (it is the same person) talked to the guard about locking the doors and office
    - ii. They were told by stagehands to leave the doors unlocked but Lisa told them to always lock it when they are not at the door
  - f. 5<sup>th</sup> floor in this building
    - i. Is being used as a warmup room but should not be
    - ii. It needs to remain locked due to a instruction from the Ministry of Labour

Next Meeting: May 1, 2025

**RAT JOINT HEALTH & SAFETY COMMITTEE**  
**Minutes for Meeting #2 on Thursday, May 1st, 2025**  
**3 p.m. – 4 p.m.**

**Attended:** Kim Cassiram, Jessica Lagoda, Mark Lavaway, Katelyn Doyle, Ahmed Manzoor, Ana Miranda, Lisa Sheaves, Liz Morales, Chris Prideaux, Kevin McCarthy, Lucas Wynne, Jason Powell  
**Not in Attendance:** Guy Gaultier, Nikol Pavlidou

*Co-Chairs: Lisa Sheaves, Nikol Pavlidou*

**WELCOME**

1. Check In
  - a. This is Liz's last meeting! Thank you so much for all you have contributed to the theatre, you'll be missed!!
2. Accidents and Incidents
  - a. None reported!
3. Inspections
  - a. Everything that was noted has been fixed
4. Hazard Reports
  - a. No-Smoking Memo is now posted at old stage door as well as has been sent internally
  - b. 2 reports of folks smoking at old stage door
  - c. This has also been reported to the Property Manager at the building next door
  - d. Kevin has also spoken with the security guard and let them know that if he is smoking out there again, he will contact his management
  - e. team
  - f. So far, the memo etc., has been working and there have not been any recently reported incidents

**OLD BUSINESS**

1. PCI DSS Training (See new business)
2. Health and Safety Excellence Program Policies Training (See new business)
3. Updated and signed policies on H&S Boards
  - a. 2025 policy review will be going up
  - b. First aid list to be updated at all theaters
4. Employee Concerns
  - a. Shoe Policy Backstage
    - i. During construction, load out, etc., this has not been so much of a problem, but during the run of a show there seems to be an issue with people wearing slippers/crocs as they are technically 'closed toe' shoes
    - ii. We do have a policy, however we will make updates to reflect the fact that open heeled shoes are also not appropriate footwear
  - b. Emergency exit out the back is not lit up properly
    - i. Have been turning on the flood light at the exit; this is working for now
    - ii. Will eventually work on getting automatic LED lights at that exit
  - c. After 3 pm security has not at stage door a couple times; Have this been resolved—Yes!

- d. 5<sup>th</sup> floor of this building needs to remain locked due to an instruction from the Ministry of Labour
  - i. This is resolved—the person going up there just did not realize they couldn't be there, so it was an easy resolution
  - ii. Security is continuing to check on this

## **NEW BUSINESS**

1. PCI-DSS
  - a. Lost credit cards (Jason)
  - b. When credit cards are turned in we try to find the person; if in our ticketing system then we can find, if not wait to hear; they were being kept at stage door, but have now been moved to the safe
  - c. We are destroying any unclaimed cards on the first day of the month if there are no new updates on someone coming to collect their card
2. Health and Safety Excellence Program
  - a. Have officially submitted everything to WSIB!
  - b. Thank you all for your help with the program
  - c. The policies are posted on the H&S Boards
3. SDS QR Code (Jessica)
  - a. Safety Data Sheets (SDS's)--provide information about the hazards of a chemical, its properties, and safety precautions for handling, storage, and disposal, etc.
  - b. We have created a QR code so that anyone can easily access the SDS's without having to flip through the large binder; we will also be attaching an instruction set on how to use the system
  - c. Velocity regularly updates the SDS; Production, Building Maintenance and HR are all cross-referencing the products we have on file so that everything is up to date
  - d. The QR code will be posted in the theatre, and also sent out via email
4. Emergency Medical Procedures (Jason)
  - a. FOH, HR, Building Operations met together to develop a formal, written procedure for our medical emergency procedures
  - b. Have begun to train duty managers and security on our written procedure
    - i. Now JHSC's have been informed, and the next step will be to alert stage management
  - c. Thank you everyone for your hard work in developing this procedure, this was a lot of work and we are very grateful for your time and efforts in bringing this together
  - d. Will help to keep everyone organized and designating the proper folks to do tasks; will prove helpful as we have touring companies come through as well
  - e. Will also help to give more details to emergency responders
  - f. Our FOH emergency coordinators have consistently been doing a great job, so it has been great to document their processes to pass on to other departments
5. Employee Concerns
  - a. None!
    - i. & Mice have become less of a problem
  - b. Everyone has been doing a great job—thanks especially to Kevin's team for responding to requests quickly!!

**NEXT MEETING: August 21<sup>st</sup>, 3PM**

**RAT JOINT HEALTH & SAFETY COMMITTEE**  
**Minutes for Meeting #3 on Thursday, August 21<sup>st</sup>, 2025**  
**3 p.m. – 4 p.m.**

**Attended:** Lisa Sheaves, Jessica Lagoda, Becky Rodmell, Kevin McCarthy, Mark Nuttall, Manzoor Ahmed, Kim Cassiram

**Not in Attendance:** Guy Gualtieri, Chris Prideaux, Nicole Genge, Ana Miranda, Jason Powell

*Co-Chairs: Lisa Sheaves*

**WELCOME**

1. Check In
2. Accidents and Incidents
  - a. None reported
  - b. Moving forward we are hoping to be notified of cast injuries and/or having company representative on the JHSC for long term shows
3. Inspections
  - a. Report about the cupboard door, hardware is on order, for now the door has been removed
  - b. Backstage forwarder to George and Greg?**
  - c. Nicole and Guy did BOH Inspection and will be sending it tomorrow
4. Hazard Reports
  - a. None

**OLD BUSINESS**

5. PCI-DSS
  - a. Got note from Toronto Police Department about a new fraud
    - i. A patron will bring their own machine and swapping Mirvish one out for their own
    - ii. This is mostly an issue for rovers so make sure if they hand device, they get the same one back
    - iii. We already make sure numbers from the machines are reconciled
    - iv. When Jason is back looking into a sticker, there might be stickers on the machines, we will check and let PCI team know at the next meeting
6. Health and Safety Excellence Program
  - a. Wrapped up in May, we passed and should get rebate this month
  - b. For now, we are not doing this again but will revisit in the future if it could be beneficial
7. SDS QR Code (Jessica)
  - a. Active and up on all Health and Safety boards
  - b. Production is still getting updated lists of active materials from BOH
  - c. Looking to use these lists to update Velocity and clean up the site
  - d. Asked if we should dispose of the old binders, talking to Mark
  - e. Online automatically updates and the program is searchable so it is acceptable and if needed security has computer that can access
8. Emergency Medical Program
  - a. This is a policy Jason introduced for first response procedure in the theatres

- b. No one has questions
  - c. The procedure seems to be implementing well
- 9. Employee Concerns
  - a. In regard to the shoes issue on Come From Away
    - i. Not an issue currently on Great Comet, that does not mean it won't be an issue in the future
    - ii. We are checking and updating the policy to ensure safe shoes are worn backstage

## **NEW BUSINESS**

- 10. Garbage juice on Stairs (Lisa)<sup>1</sup>
  - a. Pictures below are of the stairs up to stage door, the picture taken the next day
  - b. Also, an issue when the bag sits and they drip, creating a puddle
  - c. Needs to be cleaned when it happens, because it is getting on costumes
  - d. If it is noticed in the moment, contact Kevin
- 11. Employee concerns
  - a. TIFF
    - i. Last year they used dressing rooms on second floor and left a mess
    - ii. Used costuming materials (steamer and folding table)
    - iii. Talking to TIFF about what space/things they are and are not allowed to use
    - iv. Talk to Jason about this again and talk to Production about assigning rooms and that they should only use those areas
- 12. Any other business
  - a. First Aid training second or third week of October
    - i. Confirming dates currently with production as BOH also will be trained
  - b. Stage door with fans
    - i. Has been busier and fans are spilling on the street, security confident with their current system
    - ii. Tactical is sent back when necessary
    - iii. Suspected that Juliet will have a big crowd, will have to discuss further ideas for safety at stage door

**NEXT MEETING: Thursday, October 23<sup>rd</sup> at 3:00 pm YSL**

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**RAT JOINT HEALTH & SAFETY COMMITTEE**  
**Minutes for Meeting #4 on Thursday, October 23<sup>rd</sup>, 2025**  
**3 p.m. – 4 p.m.**

**Attended:** Precious, Ana g Miranda, Jessica Lagoda, Mark Nuttall, Mark Lavaway, Lisa Sheaves, Jason Powell, Kim Cassiram, Nicole Genge, Becky Rodmell, Kevin McCarthy

**Not in Attendance:** Chris, Guy

*Co-Chair: Lisa Sheaves, Mark Nuttall*

**WELCOME**

1. Check In
  - a. No issues with last meetings minutes
2. Accidents and incidents
  - a. None that were serious
    - i. Two ankle rolls
    - ii. One cast injury - fall
3. Inspections
  - a. No inspections
  - b. All inspections will be on employee board
4. Hazard reports
  - a. None

**OLD BUSINESS**

1. Garbage juice on stairs
  - a. Improved
  - b. Cleaned up immediately now
2. TIFF concerns with dressing rooms and materials used
  - a. No issues this year
  - b. Doors to dressing rooms were locked this year
3. First aid training
  - a. First aid training ran October 10<sup>th</sup>
  - b. Went well, 27 people trained between RAT/EMT
  - c. All first aid training lists are on the physical health and safety boards
4. Fans at stage door
  - a. From last minutes – safety issues with people on the street
  - b. Barricades for & Juliet potentially as needed

**NEW BUSINESS**

1. PCI DSS
  - a. Training has gone out for annual refresher
  - b. Make sure employees are checking terminals to ensure they aren't tampered with
  - c. There was a walk through today to map out where more cameras are going in at the theatre
  - d. Plan is that this building gets install by the end of the week

2. New bathroom policy
  - a. Any employee bathrooms in any workspace needs a sign off for past 2 cleanings
  - b. Not in front of house patron washrooms
  - c. This is a labour law meaning it is for the health and safety of employees not patrons
  - d. Dressing room washrooms are included
  - e. Signage not going into bathrooms at RAT as they are patron washrooms
    - i. Mark L is going to look into what an employee designated washroom is in order to ensure we are complying with the law
  - f. As a note for maintenance, bathrooms can get bad with so much crew during load-ins and outs
    - i. Not much that can be done with so many people in the building, bathrooms are cleaned and stocked 3 times a day
3. Employee concerns
  - a. Leak in hallway either side of the YSL lounge
    - i. Seems to be dry now, keeping an eye out
  - b. Another leak downstairs is noted and will be fixed when RAT is shut down
4. Any other business
  - a. Fire drill – pigeon droppings need to be hosed at fire exit, maintenance aware and is going to clean it
  - b. Last minutes
    - i. Question about updating the footwear policy
      1. Includes no crocs, sandals or other open shoe
  - c. Lisa Sheaves is leaving so w will need to get a new worker cochair
    - i. Send out email closer to next meeting to organize who this will be

**NEXT MEETING: January 15, 2026, at 3:00 pm**