

**EMT JOINT HEALTH & SAFETY COMMITTEE**  
**Minutes for Thursday, March 17, 2022 Meeting**  
**3.00 pm – 4.00 pm**

**Attendees:** Mark Lavaway, Emily Knight, Tom Kituku, Marie Holowaty, Nigel Romeril, Gerard Raju, Kevin McCarthy, Chad Krishnapi, Brianne Gwartz,

**Absent:** Pam Weston, Chris Prideaux

## **AGENDA**

### **WELCOME**

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

### **OLD BUSINESS**

1. Employee concerns

### **NEW BUSINESS**

## **Meeting**

Note: Some committee members joined the meeting via Zoom

### **1. Check in**

- a. Everyone is doing well. Tom Kituku was introduced to the EMT JHSC members.
- b. Pam Weston will be the JHSC rep for 822
- c. Nigel Romeril taking a leave of absence from the committee

### **2. Review of last Meeting's Minutes**

- a. Previous meetings
  - Members asked to look at previous meetings pre and post covid (lockdowns) to identify or flag items that need to be relooked at, now that Mirvish is resuming operations
  - Some previous items to be reviewed again include: Security and Ergonomics for Front of House

b. Covid Update

- Mandatory masking requirement at 322 King St Location (Head Office) to be dropped. Masking will be optional starting March 21, 2022.
- Mirvish looking into a mask recycling program when shows kick off. Emily to update the committee.
- Covid policies for patrons, back stage and front stage crews being reviewed weekly
- Mirvish aligning their Covid policies with Broadway Covid policies. Masking and vaccination requirements for patrons remain until May 1, 2022
- Performers will continue to be subjected to Rapid Antigen Screening (RAS) once a week
- Stage managers will be responsible for handing out RAS kits to the stage crew
- “Stop” posters highlighting the symptoms of Covid and what actions to take should one suspect they have Covid will be placed on all Mirvish locations. The “Stop” poster has a QR code that directs a person to Toronto Public Health website for more information.

c. Activity in the alley way

- Due to the limited activity at the EMT theatre during the pandemic the drug users went back to the alley.

d. DiversiPro

- The program will be revived now that Mirvish is resuming normal operations.

3. Inspections

- Inspections to be ramped up before opening of the theatre

**OLD BUSINESS**

**1. Employee Concerns**

a. Drug use in the alley

- Drug use in the alley is not so rampant because of the frequent activity (renovations at the theatre in progress)

b. EMT reduction in capacity – Staff numbers

- Despite the reduction of the EMT in capacity, staff requirements will remain the same

**4. Next Meeting: Tuesday, June 28, 2022 @ 3p.m.**

**EMT JOINT HEALTH & SAFETY COMMITTEE**  
**Minutes for Meeting#2 Tuesday, Oct 25, 2022 Meeting**  
**3.00 pm – 4.00 pm**

**Attendees:** Mark Lavaway, Tom Kituku, Marie Holowaty, Gerard Raju, Kevin McCarthy, Ron Jacobson, Pam Weston, Chris Prideaux

**Absent:** Chad Krishnapi

**Location:** 322 King St.

**Chair:** Marie Holowaty

**Vice-chair:**

**AGENDA**

**WELCOME**

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

**OLD BUSINESS**

1. None

**NEW BUSINESS**

1. Security Concerns
2. Rescue and Retrieval Plan (fall protection and anchors)
3. Employee concerns
4. Date for Next meeting

**1. Check in**

- Mark welcomed everyone to the meeting and told the committee the next meeting will be held at the EMT. It had been quite a while since our last meeting in the spring.
- Marie Holowaty brought along Sarah Strong, to be the temporary EMT FOH JHSC representative until a new one is elected.

- Pam Weston reminded members that the committee needed a replacement for Nigel Romeril the local 58 JHSC representative who retired. Mark told the committee he would reach out to the heads of department for local 58 to request for a new representative.
- Mark Lavaway told the committee a vice-chair will be chosen once the committee has full representation.

## **2.Review of last Meeting's Minutes**

- a. Covid Update
  - Committee heard that updated Covid Backstage protocols memo was send out on September 8<sup>th</sup>
  - Marie told the committee that Mirvish needed to increase the supplies of masks because there was a sudden demand for masks from patrons.
  - Committee heard that too many FOH are calling in sick due to Covid and severe flu. This has caused a shortage of FOH staff. Sometimes Marie has had to borrow box office crew to help when there is a shortage of FOH crew.
- b. Activity in the alley way
  - Committee heard adding more security guards at O'keefe laneway has been helpful.
  - FOH staff have been asked to come in through the Yonge St. entrance then head down to the clock in.
  - Gerard mentioned the box office staff come in to punch the clock using the alley way. Gerard will request Reg to have another clock installed in another safe and accessible location at EMT.
- c. DiversiPro
  - Mark told the committee we are still working through DiversiPro
- d. Ergonomics
  - Committee heard of the many trips FOH crew go through carrying cases of water up and down and there have been questions by some FOH crew if there is a better way to carry the bottles without putting their health and safety at risk.
  - Committee heard that FOH help each other. The strong ones help the ones who can't do it for various health and disability reasons.

## **3.Workplace Injuries and Incidents**

- **Workplace Injuries and incidents** will be a standard agenda item for future JHSC meetings
- **Mark** told the committee there has been a spike in workplace injuries since the beginning of the year attributed to the large number of new employees. He briefed the crew on a serious incident recently at the EMT where a fan fell on stage and injured an Assistant Stage Manager. She suffered a nose and face injury.

- Tom informed the committee the EMEL internal workplace reporting process and how it ties to the WSIB reporting process.
- Any workplace injury must be reported to HR and to respective managers. If someone is not sure whether it is a workplace injury they should report it.
- The first thing is to ensure the injured person is attended to before doing paperwork.
- Tom told the committee the EMEL workplace injury reporting form will be updated in the coming weeks so that managers don't have to fill **Form 7**.
- The updated EMEL workplace injury reporting form when ready will be uploaded on the Mirvish portal in addition to Form 7, Form 6, and Form 8. A memo will be sent out by HR to inform everyone once this is done.
- Tom informed the committee the importance of passing along the EMEL workplace injuries form and Form 7 to HR as soon as possible.
- WSIB requires workplace injuries to be reported within 3 days. Late reporting attracts a fine. Mirvish was fined \$250 for reporting a workplace injury late. The information required took too long to get to HR.

#### **4. Inspections**

- Inspection report was not ready. Marie will hand it to Tom the following week. She had a problem using the current inspection template. Tom informed the committee that plans are underway to standardize the H&S inspection templates for all theatres. CAA theatre inspection template is complete. RAT, POW and EMT inspection templates are next in that order.
- It was decided that only findings that are pertinent to Health and Safety should be reported on the inspection report.
- Work orders from FOH crew should be directed to Kevin McCarthy and work orders from production (backstage crew) should be forwarded to Chris Prideux.

### **NEW BUSINESS**

#### **1. Security Concerns**

- Ron informed the committee following a spate of security incidents at Mirvish Theatres there is an urgency to re-examine the security protocols put in place.
- At the EMT the security buzzed in a stranger who did not provide any form of identification. The intruder ended up stealing wallets. At RAT, a shirtless man who seemed intoxicated made his way to the RAT stage. Over at the CAA there was an intruder.
- Sidewalks on Dundas Square are not safe.
- Ron told the committee Mirvish top management met with Toronto Police to request for more police patrols at Mirvish theatres. The Toronto Police understand the security concerns Mirvish has raised but police in the city are understaffed.
- Some of the proposed security protocols are:

- Staff accessing any of the Mirvish Theatres **must** have an Mirvish ID and be prepared to present it to security.
- Any person/outsider accessing Mirvish theatres should have some permission or escorted by a Mirvish staff.
- FOH, BOH, and box office staff working at EMT should enter the theatre through Victoria Lane when it is dark.
- Staff should leave in pairs when leaving the theatre.
- Ushers can exit on Yonge St. and leave in groups of two.
- FOH staff should avoid accessing and leaving the theatre through O'Keefe lane.
- If anyone observes any of the security guard not checking IDs or being lax, they should inform Ron Jacobson right away.
- BOH staff should enter and exit the theatre through Victoria St. Chris Prideux will pass this message along to BOH crew (Production).
- Housekeepers and all cleaners must have some identification
- Ron told the committee Mirvish will increase the number of security guards to **four**.
- We currently have level 1 security guards. Mirvish has requested for level 2 security guards. Level 2 security guards wear tactical gear and carry handcuffs and have a stronger presence than level 1.
- There are currently **three level 1** security guards at the EMT. One is located at the desk, one on O'Keefe Lane, and another at the Victoria Street lobby.
- Since Mirvish plans to upgrade to level 2 security guards it means we will require **four** level 2 security guards.

## 2. Rescue and Retrieval Plan (fall protection and anchors)

- Chris Prideaux told the committee there is a written Fall Protection plan and good rescue procedures.
- Plans are underway to roll out the Rescue and Retrieval plan at the POW theatre which will become a template to be used in the other theatres.
- There are plans to have the Rescue and Retrieval plan documented for each theatre.
- At the next JHSC meeting Chris Prideaux will have something to report on the progress of the Rescue and Retrieval roll out.

## 3. Employee Concerns

- Gerard told the committee of a patron who likes to pray before the HPCC show starts and this person does this on Saturday evenings. This is a paying customer.
- The committee heard that this is not unusual at the EMT for patrons requesting for a place to pray. Mark told the committee he would follow up with Ron Jacobson and report back.
- Sarah Strong told the committee HPCC show is a challenging show for FOH staff due to the long show days (2 shows per day) especially moving products and shifting items from one place to another coupled with the staffing challenges.

## 4. Next Meeting: **Tuesday, November 15, 2022 @ 3p.m. at the EMT.**

**EMT JOINT HEALTH & SAFETY COMMITTEE**  
**Minutes for Meeting #3 Tuesday, November 15, 2022**  
**3.00 pm – 4.00 pm**

**Attendees:** Mark Lavaway, Tom Kituku, Marie Holowaty, Gerard Raju, Kevin McCarthy, Pam Weston, Chris Prideaux. Megan Burns, Nigel Romeril, Jessica Lagoda, Chad Krishnapi, Sara Strong

**Location:** EMT- Harry Potter Lounge

**Chair:** Marie Holloway

**Vice-chair:** Megan Burns

## **AGENDA**

### **WELCOME**

1. Check In
2. Review of last meeting's minutes
  - a. Mask Uptick
    - a. Last meeting Marie asked for an increase in masks due to more patrons asking for them
    - b. There has been an increase of people asking but there has not been an increase in ordering needed
  - b. Ergonomics
    - a. Study was done at the theatres, but Mark, Tom and Jessica will touch base with Emily who spearheaded the project to learn more about the outcome and what we can do going forward
    - b. Marie points out the carrying the water is not a high-level issue because the team has found a way to make it work
    - c. There don't seem to be any pressing issues in the EMT, but HR will still discuss.
3. Accidents and Incidents
  - a. Has been a large increase in injuries in the past year and HR is concerned
  - b. The show itself seems to be higher risk than others rather than a culture issue in the theatre
  - c. There is a document in the works to have contingency plans for common incidents throughout the theatre. There is information on contingencies regarding the In Show risks from department heads and production. We are working on contingencies for prop and wardrobe departments which have lower risks. Training on contingencies is consistently happening for cast and crew, it is just writing them down and organizing them.

- d. Marie: FOH incidents seems to be common issues on the stairs involving ankles but don't seem to be systematic and the team works together to mitigate these as best as possible
- e. New reporting form is ready, no longer requiring a form 7 to be filled out. This needs to be filled out within 3 days of the incident.
- f. Form 8 is when someone goes to hospital and the doctor needs to fill out the form in the case of a workplace injury. Ensure the injured brings a form 8 with them to receive and tell the doctor they see that it is a workplace injury.
- g. Form 6 is filled by the injured employee only if WSIB requires more info
- h. Recent Injuries
  - a. Usher bumped into another usher and hurt their ankle
  - b. Jenn was hit in the face during a backstage stunt, Kenny and her are rigging something so Jenn's face doesn't have to be so close.

## **OLD BUSINESS**

### **1.Security Concerns**

- a. Gerard asked Reg to get another punch clock on the other side of the alleyway (O'Keefe Lane) for safety purposes
- b. There is an increase in security issues around all the theatres due to increase is homeless population in the area and understaffing in the police created a higher risk in some areas
- c. Mark and other management met with the Police, and they explained that due to an uptake in shelters around the area there is an increased risk in the city center. The police also seem to be understaffed at this time.

### **2.Rescue and Retrieval Plan (fall protection and anchors)**

- a. Chris is meeting with POW crew this week to go over the draft template and hopefully will be able to copy over to other theatres soon.
- b. Chris is not ready to present anything for this venue yet but would like to start discussions with the EMT to prep for the new year
- c. Rig-able stretcher was recommended for the theatre

### **3.Employee concerns**

- a. Prayer room will be at the rear auditorium emergency exit to Victoria St for patrons to use once the new handle for the door comes in.
- b. Pam: Fire evacuation sign needs to be updated around the theatre, specifically wardrobe door.
- c. Gerard: Staff member had bike seat stolen during their shift on O'Keefe Lane, bikers should be reminded to bring things inside that may be easily taken to mitigate theft risk.
- d. Training
  - i. Getting first aid certified for house crew, as well as any other health and safety training that might be beneficial
  - ii. Megan needs to take the JHSC training



- iii. Mark will be setting up another working at heights training for department heads who have not been certified
- e. Defibrillator
  - i. Request to add a defibrillator backstage as well as in the house
- 4. Inspections
  - a. Marie needs to submit the template for the inspection on Oct 24th and another one will be done at the end of this month.
  - b. We need to review what is required of us in terms of monthly inspections (Megan might be able to give some insight when JHSC Course is taken)
  - c. Templates are being updated and Jessica will send new CAA template to Marie to go through.
  - d. Jessica will walk through with Marie during their inspection at the end of the month.
  - e. Jessica and Tom will walk through BOH with Chris and Megan next week

## **NEW BUSINESS**

### **1. WSIB Health and Safety Excellence Program**

- a. HR will be going through this program and selecting 5 topics to work on this year. We will dive deep into those 5 sections of our company and provide evidence to WSIB who will certify us in those topics. We will continue to do this every year to increase our knowledge in health and safety as well as ensure our current practices are as beneficial to us as possible.

### **2. Date for Next meeting: Dec 15, 2022, 3pm-4pm**

**EMT JOINT HEALTH & SAFETY COMMITTEE**  
**Meeting Minutes #4 Thursday, December 15, 2022**  
**3.00 pm – 4.00 pm**

**Location:** EMT- Harry Potter Lounge

**Chair:** Megan Burns

**Vice-chair:** Marie Holowaty

**Attendees:** Mark Lavaway, Tom Kituku, Marie Holowaty, Gerard Raju, Kevin McCarthy, Pam Weston, Megan Burns, Jessica Lagoda, Chad Krishnapi, Matt Hallworth

**Missing:** Chris Prideaux, Amy Myers

## **AGENDA**

### **WELCOME**

1. Check In
2. Review of last meeting's minutes
  - a. Ergonomics study:
    - i. It will be on our radar, and we will be reaching out to theatres in the new year if any updates occur
    - ii. EMT staff isn't too concerned about ergonomics in the workplace and have found their own ways to adapt. If the study continues more FOH staff should be included for updates
    - iii. Actual solutions might be along the lines of creating elevators or moving the storage rooms to be more accessible.
    - iv. Machinery can be investigated to help with people having to carry inventory up staircases.
3. Accidents and Incidents
  - a. Was a large increase due to the nature of the show as well as new workers
  - b. New form is working well for reporting
4. Inspections

### **OLD BUSINESS**

1. Health and Safety Excellence Program (Mark)
2. Security concerns
  - a. New punch clock, Gerard is to email Reg and CC mark
  - b. Security has been asked by staff member to walk them down the lane to Queen St but the security should not be leaving their post, staff should leave through Victoria St or cross over onto Young St.

- c. A few homeless people have taken camp in the ally way, and one seemed to be unresponsive. it took a few calls to get paramedics for him to be assisted
  - d. All ushers are now entering through Young St and so far, has made staff feel more safe. A usher comes early to man the door and let people in prior to their shift
- 3. Rescue and retrieval plan
  - a. Being worked on by Chris P and he is organizing its set up
- 4. Prayer Room
  - a. Only used during intermission or Pre show
  - b. Mark and Tom will bring up prayer rooms with other organizations and how they have adapted or if they are getting requests from them.
- 5. Fire mustering signs
  - a. Made and put up on emergency exits
  - b. Old signs will be removed
  - c. Jessica will bring 10 signs over
  - d. Set up a meeting with company management to go over fire and safety protocols with cast and crew in new year
- 6. Training
  - a. Working at Heights training
    - i. Mark is communicating with Morgan about setting up another one
- 7. Inspections
  - a. Inspection was done Tuesday but it will be submitted tonight
  - b. New draft will be sent to Marie early next week

## **NEW BUSINESS**

- 1. Placement for the new BOH defibrillator
  - a. Thank you, Kevin for new one!
  - b. Can it be put in the stage left stairwell to have it been closer to backstage
  - c. Do we get a secure case for the new one, for someone to turn off the alarm during a show?
- 2. First Aid training for EMT IATSE house heads.
  - a. Bring in BOH for First Aid Training
    - i. Some FOH people to join as well
    - ii. Ask AED if we can do half days of training instead of one full day
    - iii. Tuesdays might be best if a full day is needed
- 3. Health and safety excellency program
  - a. HR has started on the first topic looking though policies and procedures around Recognition of Hazards
  - b. We will be coming to some people to ask about how chemical hazards are identified and updated and tracked.
  - c. MSDS Digital Binder is being investigated by Jessica

4. Incident report
  - a. Crew maintained an arm shoulder injury but no lost time
  - b. Common injury, may need to rehearse sequences more
5. Inspection
  - a. Megan did one today, only needing to replace a few lightbulbs in wig room
  - b. FOH has nothing to report
  - c. Inspections should be posted on portal for the year, mark and tom will discuss with Jennifer

Next Meeting: Thus, March 2<sup>nd</sup>