

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Minutes for Thursday March 27th, Meeting #1

3.00 p.m. to 4.00 p.m.

Location: Balcony Boardroom 4th floor

Co-Chairs: Dave Pelley and Karen Leighton

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
3. Hazard Reports
 - a. No hazards reported
4. Inspections
 - a. Update Nelia on the H&S boards
 - b. Expiry date on eye wash
 - i. There should be a date on the eye wash, but maintenance also checks this regularly and is in charge of updating as necessary
 - c. Medical Masks
 - i. Aine and Mark have some extra; can continue to supply as needed

OLD BUSINESS

1. Health & Safety Excellence Program
2. PCI-DSS
3. Employee Concerns
 - a. IT: Little pebbles crumbling down from ceiling
 - i. The person who originally brought up this issue is no longer working here, so have not heard any updates as of late; Dave will check in
 - b. Flies in the kitchen
 - i. Seasonal issue it seems!
 - ii. We have traps, they just are not currently being used
 - c. Power outages--Mark spoke with Kevin regarding accessible washroom door and automatic flush following our last meeting. Kevin says:
 - i. Yes, the door will unlock when the controller loses power
 - ii. Yes, the automatic flush will continue to work as it is battery powered.

NEW BUSINESS

1. Health & Safety Excellence Program

- a. A reminder that we work with WSPS (Workplace Safety and Prevention Services) on the program with WSIB (Workplace Safety and Insurance Board)
 - b. We have completed the following policies, which have been approved by our WSPS representative:
 - i. Injury, Illness & Incident Reporting Policy
 - ii. Incident Investigation Analysis Policy
 - iii. Competency Policy
 - iv. Health and Safety Training Policy
 - v. Emergency Prevention and Preparedness Policy
 - c. We are submitting everything and should have an update by our next meeting if we passed!
 - d. Thanks for your help with the program 😊
2. PCI-DSS
- a. Set of policies required for anyone who deals with credit cards; Karen mentioned that some staff don't want to do it, but to reiterate this training is mandatory for staff who handle credit card data.
 - b. Staff will not be permitted to work unless the training has been completed
 - i. There are very few staff members who have yet to complete this training
 - c. Most staff have completed this training, and we are working towards compliance with the 4.0 version of the standard
 - d. No new updates on the latest version as of late
3. Fire Drill (Occurred December 16th, 2024)
- a. Overall successful, though some were reluctant about participating and meeting at the mustering point
4. Employee Concerns
- a. Issues with people at reception (Aine)
 - i. There are people coming to the 4th floor, who are likely unwell, and Aine mentioned that there are sometimes when it does not feel safe or is uncomfortable to pick up a cell phone to call for security
 - 1. Is there a discreet way we can alert security to help?
 - a. Can see about finding a button to press that automatically calls security? And can security be told to respond if they receive a 'ghost call' from the office?
 - ii. There is access to the building via Starbucks, as well as through the convenience store; we are looking into solutions
 - 1. Going to be putting up signs and installing new locks to prevent people from entering at these points

NEXT MEETING: JUNE 26th, 3PM

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Agenda for Thursday June 26th, Meeting #2

2.00 p.m. to 3.00 p.m.

Location: Balcony Boardroom 4th floor

Co-Chairs: Dave Pelley and Karen Leighton

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
 - a. Nothing to report
3. Hazard Reports
 - a. Nothing to report
4. Inspections
 - a. 3rd floor
 - i. H&S Committee Members List to be updated on H&S board
 - ii. Vent above Suzy's desk blowing cold air - spoken to Kevin
 - iii. Men's washroom door not closing properly – sending note to Kevin
 - iv. Cockroach in the library freezer – disposed of
 - b. 4th floor
 - i. Pest control – solution in action
 - ii. H&S Committee Members List to be updated on H&S board

OLD BUSINESS

1. Health & Safety Excellence Program
2. PCI-DSS
3. Employee Concerns
 - a. Flies in the kitchen
 - i. Not as much of an issue
 - b. Pebbles in IT
 - i. Plastic placed over ceiling has solved the issue
 - c. Issues with people at reception (Aine)
 - i. Hasn't been an issue since
 - ii. Reaching out to Kevin to run a test of security system

NEW BUSINESS

1. Health & Safety Excellence Program

- a. Completed for the year – passed
 - b. 5 topics have been posted on physical Employee boards
- 2. PCI-DSS
 - a. No updates
 - b. Retraining in October 2025
- 3. Use of spray air fresheners on 3rd floor
 - a. Air fresheners are gone, not an issue anymore
 - b. VECTAIR system: asking Kevin when the last time the fans/filters were checked and/or replaced
- 4. Velocity SDS sheets
 - a. Chemical data sheets for chemicals found in the workplace
 - b. Used to be a physical binder, there is now a QR code linking to online version located on H&S boards
 - c. We will discuss how to update the e-binder when employees bring in chemicals to the office
- 5. Employee board website
 - a. Employee portal will now be the employee board website
 - b. All information on physical boards can also be found here
 - c. Website will also hold other resources for employees
 - d. To be sent out in the coming weeks
- 6. New member voting
 - a. Mel is no longer able to attend meetings in person and a new member needs to be voted in
 - b. Worker representatives to elect a person to fill the spot
 - c. Spot should be filed before the next meeting
- 7. Employee concerns
 - a. Fire drill
 - i. Get clarification on when drill is happening so managers downstairs know
 - ii. Jim has passed his Fire Warden duties to Blair, including the items needed
 - iii. Fire station is moving from Adelaide to where the Nursery is in the Metrocentre

Next Meeting: Thursday, October 9, 2025, at 2:00PM

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Agenda for Thursday October 9th, Meeting #3

2.00 p.m. to 3.00 p.m.

Location: Balcony Boardroom 4th floor

Co-Chairs: Dave Pelley and Karen Leighton

Mark, Karen L, Karyn, Daniella Susie aine

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
3. Hazard Reports
4. Inspections
 - a. Ticket has been put in for shelves in room across from Alans office
 - b. Closet is now accessible and oxygen tanks are stored in there, chairs cannot be placed in front of artwork
 - c. AC Vents on the 3rd floor, 3 of the vents don't have the covers for the vents to control air. Tony looked at them, but nothing was done. Aine will put in a ticket to Kevin and keep in contact for a resolution
 - d. Light fixture will be replaced

OLD BUSINESS

1. Health & Safety Excellence Program
2. PCI-DSS
3. Use of spray air fresheners on 3rd floor
 - a. Seems to have been resolved and there is a spray that was found that does not cause any scent
 - b. It is very expensive so it is kept on Karyn's desk for her to use as needed
 - c. Air freshener in the 3rd floor women's bathroom has a lemony scent in the vectair
4. Velocity SDS sheets
5. Employee board website
6. New Worker Rep voting

NEW BUSINESS

1. PCI-DSS
2. New member voting

3. Fire Drill

- a. Went smoothly this year, we will re convene next year for the next drill

4. Noise levels on 3rd floor – Aine

- a. Direct communications regarding rehearsal booking on the 2nd floor and phone room managers. Especially on weekends it is quite loud. Young should connect with Desiree for notice of laugh rehearsals. Mark will speak with Productions about this.

5. Employee concerns

- a. Personal grooming at desks should be done in the bathroom or at home.
Conversations can be add with specific individuals
- b. AC is still on and has been asked to be a little warmer in office. Aine will ask Kevin.
 - i. Temp through the summer was also too cold and asked if it could be up a degree during the warmer months
- c.

Next meeting: