

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting #1 Agenda for Thursday, Feb 2, 2023
3.00 pm – 4.00 pm

AGENDA

Attendees: Chanel, Ewa, Kevin D., Jason, Tom, Denis, Kevin M., Mark, Jessica, Jenny

Missing: Chris P, Robert Ashley

Chair: Jason Powell

Location: POW Green Room

WELCOME

1. Check In
 - a. Welcome Dennis!
 - b. Covid Policy Update, no masks or vaccines required.
 - i. Hamilton's company seems to be on board with the new policy as well.
2. Review of last meeting's minutes
 - a. Mark will be touching base with Ron on the Fire Policy walkthrough
 - b. HR will be meeting with our web designer to update the portal with a better health and safety portal.
3. Accidents and Incidents (Tom)
 - a. Kevin D on Dec 22, 2022 the prop camel fell on him and he injured his knee.
4. Inspections (Jessica)
 - a. Bathroom stalls are loose, Kevin to fix.
 - b. Carpet pulled up in DC, Kevin to fix.
 - c. Kevin is looking to update handicap washroom to better match EMT.
 - d. Current POW Bathrooms are not water friendly, tend to waste water due to their design but also not very user friendly as many patrons do not know where the sensor is.
 - e. New toilet seats in backstage women's washrooms

OLD BUSINESS

1. Load in/out Stickers (Jessica)
 - a. No longer requiring vaccination check.
 - b. If crew member is not on list provided, get confirmation from either the PM or Dept Head.
2. Fire Assembly (Mustering Point) Signs (Jessica)
3. Employee Concerns
 - a. Gates by Box office must be locked at all times, employees seem to be on board with that policy.
 - b. Kevin trying to source a new type of lock for the gates. Either a button at the box office or an access code lock for FOH to get through easily.

NEW BUSINESS

1. Health and Safety Excellence Program
 - a. 5 topics HR Department is working on, Hazard recognition is Topic number 1
 - b. Working with both FOH and BOH team members help us identify hazards.
2. Any Other Business
 - a. Dennis:
 - i. Worker standing on small platform between car and booth to hand the POS Machine between the car and the booth.
 - ii. One person was hit and knocked over by a car while in that position but was not seriously hurt.
 - iii. Th incident was not originally reported to HR.
 - b. Accessible bathrooms are very dark and dull, Kevin will bring up to Ron.
 - c. General Lighting in the Auditorium is looking a little dark, Rom M asked to brighten it.
3. Next Meeting
 - a. May 4th, 2023

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting Minutes #2 for Thursday, May 4, 2023
3.00 pm – 4.00 pm

Attendees: Tom, Mark, Jessica, Jason, Kevin D, Ewa, Chanel, Robert, Ana
Missing: Dennis, Kevin M, Chris P. Jenny

AGENDA

Chair: Jason Powell

Location: POW Green Room

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents (Tom)
 - a. Trip and fall
 - b. Finger injury
 - c. No lost time or wages
4. Hazards (Jessica)
5. Inspections (Jessica)
 - a. Aisle 1 on balcony carpet pulled up
 - b. Bathroom stalls in men's washroom stall
 - c. Accessible Lounge washrooms sink loose

OLD BUSINESS

1. Health and Safety Excellence Program
 - 2 of 5 topics done
 - Next 3 are return to work focused
 - Hazard Report form introduced
 - UKG and SharePoint briefly mentioned
2. Any Other Business
3. Next Meeting

NEW BUSINESS

1. Updated Covid Protocols (Mark)
 - a. Brenley has left and we have relaxed our covid protocols
2. Fog and Haze (Jack Banks concern)
 - a. Kevin has shared the SDS information with Jack but he does not believe the sds sheets are accurate
 - b. Independent research was done to disagree with the sds sheets
 - c. Productions has been informed and reached out to the manufacturer (Air Magic) to send us further information

3. Smart Serve Recertification(Jason)
 - a. Ontario government changed requirements for smart serve
 - b. Anyone trained before 5 yrs. needs to recertify
 - c. All FOH Staff needs to be certified
 - d. Prices for the certification have raised
 - e. All needs to be done by June 1
 - f. Smart serve for department heads?
4. POW BOH Inspection Walkthrough (Jessica)
5. Any other Business
 - a. We need a Vice Chair voted on next meeting
 - b. Ewa asked for the accessible bathrooms to be cleaned a little better, the floors are going to be cleaned deeper, Kevin has been informed that it might need a bit of a refresh on paint. This all became clearer when the lighting was fixed
 - c. Kevin: Police incident with the “Device” outside, finding better ways to communicate situations like this with staff
 - i. Slack for theatres?
 - ii. Third party app for emergencies (For active shooters?)
 - iii. Communication policy for emergency situations?

Next Meeting:
Aug 3, @3pm

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting Minutes #3 for Thursday, Aug 3, 2023
3.00 pm – 4.00 pm

Attendees: Kevin Dixon, Jessica Lagoda, Ashley Heng, Chanel Hunt, Steve Rebbeck, Jason Powell, Robert Ashley, Jenny Fraser, Kevin McCarthy, Dennis Romanin
Did not Attend: Mark Lavaway, Ewa Mundy, Ana Miranda

AGENDA

Chair: Jason Powell

Location: POW Green Room

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents (Jessica)
 - None since last meeting reported
4. Hazards (Jessica)
 - Excellence program (refer to new business)
5. Inspections (Jessica)
 - BOH Inspection done
 - o all spaces are used so backstages are tight.
 - Ceiling on technical level has been a little messy – Kevin to clear store room
 - All Gender Washroom in balcony, loose sink
 - Women's washroom in west side of dress circle door gets stuck
 - Orchestra seating aisle four near aisle not in a direct tripping hazard but carpet fix (maintenance will get it done, normally production covers)
 - Lounge men washroom loose (been previously mentioned)
 - Orchestra cover missing (am awaiting order in)
 - o Ensure there are work order receipts

OLD BUSINESS

1. Updated Covid Protocols
 - Nothing to report
2. Smart Serve Recertification
 - 30th June was required to be recertified, now extended till end of august
 - 90-95% of FOH are trained and recertified,
 - Those who are not, do not serve alcohol
3. Accessible Bathrooms Cleaning
 - Hands free faucet
 - Clean up wall below soap dispenser.
 - Floor strip and waxed and repainted
 - Looked much better previously, now going back to what it was

- Sludge in the sink, marble residue
- Better thorough cleans needed
- 4. Police Device Incident
 - First step: Always listen to the police
 - Wanted to find a way for senior management to be informed but not widespread
 - Way to communicate or alert people
 - Through paging system: let staff know not to go towards the east side of building
 - For shows there are bigger plans set in place

NEW BUSINESS

1. Health and Safety Excellence Program (Jessica)
 - a. Return to Work Program
 - Previously mentioned Risk Assessment and Recognition of Hazards
 - These are available attached in email
 - General overview of RTW Program
 - o Best way to streamline a process and keep track of progress
 - o Defines key topics and lays out
 - b. Roles & responsibilities
 - o Roles and what each individuals are responsible for
 - c. Accommodation
 - o Temp or Permanent job roles
 - o And who is responsible for accommodations
 - o Aim to have open communication between all departments
 - o And to have the best way of accommodating to injured person
 - Aging injuries
 - o Jenny has helped to offer suggestions to help accommodate, and how far that goes
 - o Have confirmed with Chris and stacking for on deck
 - o Meeting with HR and Chris to see production allowed (Will Speak to Mark)
 - o Dixon – Needs to store well
 - o Links that Chris have sent are stackable and they have to be the same to stack
 - o Standard pit chair with different blocks – is what production does for musicians
 - Broken wheely chair with sign for 'pregnant woman only' with name on it
 - o Someone on Jenny's crew and wasn't malicious?
2. PCI DSS (Jessica)
 - Payment Card Industry Data Security Standard
 - Created a set of standard for all credit card using businesses to follow
 - 2018 IT Department and HR have been working on this
 - Finished and starting to distribute to all departments
 - o This includes physical security
 - Training for FOH Parking Security will be through HR Downloads
 - How to keep information secure
 - And broad policies and security and information
 - o There is a free public wifi, passwords should not be given out

- Will be laid out in the front of house trainings
- Will be giving SparkNotes version for polices relevant to departments

3. Fog and Haze (Steve)

- Brought up for the first time in Feb a member of 58 wrote to Dixon
- Research brought up that materials in fog and haze are dangerous and toxic and unsafe
 - o American National Standards Institute (ANSI)
 - o Mark sits on (Ministry of Labour, Immigration, Training and Skills Development)
- Glycol material is what we use in fog– water based
- Haze is used to create atmosphere on stage
 - o No conclusions and no recommendations
 - o Risk assessment and plans
- Not specific its about being careful and assessing what might be needed
 - o Masks available, for people who tend to have reactions,
 - o Short term reactions according to studies which are sore throats etc
 - o Waiting to be ratified by the ministry now and will distribute if interested
 - o Down to the individual and to us to assess and take precautions
- Haze more of an issue
 - o Will be assessing for more
 - o Dixon will pass it on to Jack and that it is in the process and will chat about it

4. Co-Chair Voting

- Chanel! Congratulations! Will hope to work on Thursdays or move meetings to a day that works on (currently works on Wed and Fri)

5. Any other Business

- Kevin found a crack pipe on Pearl exit stairs
- Someone urinating outside Robert's office
- Too bright in the parking booth, McCarthy to put a gel in to tone it down, but to still have the light show that someone else is in, Ron for density intensity to lower it down, McCarthy to work with that material
- Forklift (Dixon) master lift used a lot
 - o Normally use checklist and don't want to put load in at halt
 - o Operator supposed to and putting them in unsafe
 - o Indoor forklifts have switches that don't work and oil leak
 - o Check if they are not before load in
 - o Steve has spoken to them since Hadestown
 - o Do inspection with delivery person there and on the spot in order to get a new one ASAP if it is not up to standard
 - o Steve to come up with something
- Stage Door with stickers for load out
 - o We did not for load in
 - o For both POW and RAT
 - o Stickers and iatse crew list
 - o To confirm: not checking for ID and covid anymore

- For next round of stickers we will remove EMEL and heavier duty stickers and
 - larger for big obvious date recommendation by Dixon
 - most of them are one-time use, new sticker new day ideally discord stickers to swap out for new days, previously had ones with colours
 - will work with Franca to have a sticker guy with better quality
 - and will see what works best for us
-
- Kevin McCarthy and Jason met senior logistics manager TIFF
 - In terms of Logistics and security
 - Confident that standards is where it needs to be
 - Cleaning up corner in king and john
 - Head office and keeping access

Next Meeting:

- November Friday 10th 2023 3pm

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting Minutes #4 for Friday, November 10, 2023
3.00 pm – 4.00 pm

Attendees: Ashley Heng, Jason Powell, Robert Ashley, Jenny Fraser, Dennis Romanin, Mark Lavaway, Ewa Mundy, Ana Miranda, Kevin McCarthy, Kevin Dixon
Did not Attend: Jessica Lagoda, Steve Rebbeck, Chanel Hunt

AGENDA

Co-Chairs: **Jason Powell** and Chanel Hunt (Did not attend)
Location: POW Green Room

WELCOME

1. Check In
2. Accidents and Incidents (Ashley)
 - a. One Incident, Sudden incident with fall
 - b. HR made sure to track their return to work progress and they have made a full recovery
3. Hazards (Ashley)
 - a. Carpet in box office
 - i. Bumps and ripples from fridge flooding and defrosting
 - ii. Talking to Kevin about proposing change to floor
 - iii. Looking to redo areas all at one shot
 - iv. Jason said to fill out ticket
 - v. Someone has tripped and hurt their should
 - vi. Jason will try and sped this process up and speak to Kevin
 1. Kevin has a quote for carpet for Jason and Ewa
 2. Ewa will speak to Kevin about changes to desk.
 - b. New TIFF barriers with triangle bases with bases tripping
 - i. They are unsafe, we have notified them
 - ii. Will only use it for street barricades during TIFF
 - iii. Tip of triangle facing the public
4. Inspections (Ashley)
 - a. FOH
 - i. Loose panels at balcony
 - ii. Same in dress circle
 - iii. Locker room door sticks
 - iv. Orchestra dress circle railing loose
 - b. BOH
 - i. BOH reports – Mark to speak to Ron

OLD BUSINESS

1. Previously loose taps for men's bathroom
2. Health & Safety Excellence Program
3. PCI-DSS
4. Fog and Haze (Steve)
 - a. Brought to Jack
5. Co-Chair Voting
6. Stage Door Stickers for Load Out

NEW BUSINESS

1. Health & Safety Excellence Program
 - a. Continue to talk and roll out
 - b. WSIB and implemented by WSPS
 - c. Work on excellence program
 - d. Days from wrapping this up
 - e. Submit through the portal and audit us
 - f. 5 topic and policies and procedures
 - i. Hazard recognition, Risk Assessment, Return to Work (RTW) Program, RTW Role & Responsibilities, RTW Accommodation
 - g. Talked about to all our JHSC members
 - i. Training module rolled out – Hazard Recognition
2. PCI-DSS
 - a. Standards for anyone with credit card information
 - i. Box office, bartender, parking, etc. traditional cards
 - ii. We have rolled out training
 - iii. Now have met everyone companywide that handles cc data or access to data servers
 - iv. And then we are done and move onto the next version
 1. Keeping people's information safe and important
 - b. Ashley to Email Robert about parking attendants training
 - i. Jason will talk to Robert about paying people for your time
3. Mice dropping situation has improved
 - a. We stopped selling popcorn – did that help?
 - b. Everyone should be mindful of what we are bringing into our theatres
4. Reminder to everyone that you as a representative on the JHSC are representing people
 - a. If there is information we feel is important, you must relay information
 - b. Information can be found on the H&S boards
 - c. HR at the forefront of keeping people safe, but it is everyone's part to play
5. Fire Drill on coming Tuesday at 5pm
 - a. Wanted to speak to Steve
 - b. Vivian currently replacing Ron
 - c. Jason will like to have someone involved in the house
 - i. Lights are off during performances, would like to have crew member to turn on the lights and ensure
 1. EMT on Thursday

- d. Think through duties, announcement will be made
 - i. Parking Fire Drill? Add them to the sheet
 - 1. What happens if there is a fire in the parking lot
 - a. If there is a fire in the POW they can hear it at the parking lot
 - i. First stage investigating
 - ii. Second stage evacuating
 - iii. Attendant stay and make sure cars don't go in
6. Employee concerns
 - a. Its very cold in wardrobe despite getting a heater, actors very cold
 - b. Company says its hot in other room
 - i. Dressing room 1
 - 1. Needs consistent message through stage management
 - 2. Crew and show are saying different things
 - 3. Steve Rebbeck is in the loop
 - a. Vivian also said BOH saying it was cold
 - 4. Temperatures look good the same - 20.5
 - ii. Requests should come from stage management
 - iii. Security can feel cold but can be adjusted
 - iv. Jason will pay a visit with Kevin to stage management
 - c. Someone cranked the heat to 28 and it had a smell burnt smell, no real danger but the room is warm
 - i. Dressing room, lots of stickies in between shows, it was not caught but we see droppings
 - ii. Poison in the walls
 - iii. Dennis saw mice on the ledge too
 - 1. One chewed its way into the balcony
 - 2. Traps have been placed under the bars
 - 3. People see mice here and there
 - d. Flies
 - i. Small and tiny
 - ii. Often they come in during the weather cooling down

Date for 2024
January 18th 3pm THURSDAY
