

**RAT JOINT HEALTH & SAFETY COMMITTEE**  
**Agenda for Meeting#1 on Thursday, Feb 9, 2023**  
**3 p.m. – 4 p.m.**

**Location:** RAT YSL Lounge

**Attendees:** Mark, Tom, Jessica, Kim, Liz, Lisa, Pinar, Karen, Manzoor, Lisa, Hanna, Guy

**Absent:** Kevin M, Chris P

**Chair:** Mark Lavaway

**Co-chair:**

## **AGENDA**

### **WELCOME**

1. Check In
2. Review of last meeting's minutes
  - a. Fire Committee Meetings
    - i. Mark reached out to Ron to restart the meetings
    - ii. He will be touching base with Ron to better evaluate the BOH fire drill/evac process
  - b. Oxygen tanks have been taken care of
  - c. Fire Marshaling points between Pearl and King on Simcoe
    - i. Add by fire exit plans
  - d. Portal is being updated to have a layout similar to the Sales Dashboard
3. Accidents and Incidents
  - a. Usher slip and fall coming downstairs, had lost time but is back on modified duties
4. Inspections
  - a. FOH Nothing to note
  - b. BOH give to Guy

### **OLD BUSINESS**

1. Fall Protection anchors installation
  - a. Chris will be updating Guy.

### **NEW BUSINESS**

1. 1.Health and Safety Excellence program
  - a. Every year we will be taking 5 topics to develop and work on as a company
  - b. First will be recognition of hazards
  - c. A rep from BOH and FOH from every venue to assist in recognizing hazards
2. Becky's replacement in the RAT JHSC
  - a. Co-Chair workers rep to be decided on before next meeting.
3. BOH First aid

- a. Working to find dates that work for all theatres.
- 4. Covid protocols updated.
  - a. For both FOH and BOH
- 5. Employee Concerns
  - a. Updates to the H&S Board Fire Plan
  - b. Harassment and Discrimination policies are posted on H&S Boards but the unions are responsible to informing their members on the Harassment and Discrimination policy.
  - c. Any harassment threats need to be escalated to higher management
- 6. Date for next meeting
  - a. July 13, 2023

**RAT JOINT HEALTH & SAFETY COMMITTEE**  
**Meeting Minutes #2 on Thursday, July 13, 2023**  
**3 p.m. – 4 p.m.**

**Location:** RAT YSL Lounge

**Chair:** Mark Lavaway

**Co-chair:** Lisa Sheeves

**AGENDA**

**WELCOME**

1. Check In / Welcome Ashley!
2. Review of last meeting's minutes
3. Accidents and Incidents
4. Inspections
5. Hazard Reports

**OLD BUSINESS**

1. Health and Safety Excellence program
2. Becky's replacement in the RAT JHSC
3. Union Harassment Concerns
  - a. Previously had to attend harassment training when starting
  - b. We will have a conversation with Desiree
  - c. Once crew gets down to running crew, will check everyone's files for who needs training
  - d. UKG will allow us to put more employee information on file
1. Fire Committee Meetings
  - a. Has not happened yet
  - b. Check with Jacob? Jason? And Rob
2. Mask Policy in Theatres
  - a. Up to discretion of audience member
  - b. POW & EMT had in May
  - c. 2 weeks of Harry Potter required
  - d. Wig & Wardrobe required due to interaction with actors when they are not able to protect themselves (no current expiration)
3. Accidents
  - a. None at the moment
4. Inspections
  - a. Has only been open one week

- b. Nothing stood out or brought up
- c. When completed please update

## **NEW BUSINESS**

1. Co-Chair Voting
  - a. Thank you, Lisa Sheeves and Nikol! Our new co-chair!
2. PCI DSS Training (Mark and Jessica)
  - a. Payment Card Industry Data Security Standards
  - b. Taking care of credit card information and processes with information
  - c. Everyone in the world who handles credit card payment information should follow these rules to take care of these information
  - d. HR Downloads Manual to break down policies, forms, rules, responsibilities.
    - i. We have taken the policies and broken them down for different roles that handles this information in different capacities
    - ii. Specified for theatre and their experiences to apply to everyday work
      1. Credit Card collection – goes against the PCI policy
      2. Physical security – ID, visitor check ins, passes, cards
3. Health and Safety Excellence Program Policies (Jessica and Mark)
  - a. WSIB & WSPS
    - i. Submissions due November
    - ii. Hazard Report & Recognition
      1. Similar to incident reports
  - b. Incident – something that happens to employee, hazard something more permanent and recurring (e.g working in the dark, something that can't be eradicated but can be controlled)
  - c. Thank you to help for previous hazards, will review and revise
  - d. Hazard reports will be brought to meetings and discussed
    - i. Physical hazards
    - ii. Complains from staff that don't seem to go away
      1. Step hazard – staff member
  - e. Where do you go to complete that?
    - i. Working on a couple of platforms – SharePoint (Microsoft 365 suite) and
    - ii. Have given them access to test as theatre opened
    - iii. IT department will get in touch to set up access
    - iv. We will sit and walkthrough where to find everything
  - f. Risk & Hazards, Return to work program
    - i. Injured and return to work
    - ii. Can be return to job, modified job, depends on severity and complexity in a position they are able and comfortable to do
1. Return to work
  - a. Definitions, procedures, best solution

- b. Need to be prepared for worst case scenarios
  - c. Laying out a plan that everyone is comfortable with
  - d. WSIB will also send a representative to help us work through solutions
- 2. Roles and responsibilities
  - a. Different roles in helping to go back to work
  - b. Expectations from different roles, including unions and insurance
    - i. Everyone on the health and safety committee, we have a duty to let people that we represent know about this
    - ii. We will be working on the best way to inform everyone of such information (sharepoint, h&s boards meetings, FOH, etc)
- 3. Accommodation and return to work plans
  - a. Details accommodations and specific of return to work plans
  - b. Guidelines management to follow and employees aware of
    - i. Type of accommodations and approvals
    - ii. Process of purchases or payments
- 4. Amy has worked with us at EMT to slowly roll out the plan
  - a. What we ask of you
    - i. Take this away, read it
    - ii. Let us know what you think of these policies
    - iii. We will circle back with your part in these and how is being rolled out to everyone else
    - iv. Reminder: can be found in your old emails
- 5. Employee concerns
  - a. Nut Allergy concern (Liz)
    - i. FOH Report last night, patron had allergic reaction to own granola bar brought in
    - ii. Generally have notices if our product may have traces of nuts in stores
    - iii. In the first have offered nut free bar kept separate
    - iv. Cookies are made in a special factory and packaged individually
      - 1. Have a conversation with Jason in regards to this
      - 2. Jessica to respond and we will discuss
  - b. Lisa – Wardrobe
    - i. Two touring people showed up with dogs that have been wandering the building – an actor and wig
    - ii. No notification of such
    - iii. Dressing Room 8
      - 1. What we would normally do, they should reach out and check with us and we sit down and discuss the possibility of having the dog before
  - c. Nicole
    - i. Glad to have security at FOH, feel much safer

- ii. When transporting money, security to help escort
  - iii. Reality is that it isn't a serious concern but the physical presence might help since there are 2 security guards
- d. Karen
  - i. Scent policy signs – no signs but has information on boards
  - ii. When we meet management that come in, scent, violence and injury

6. Any Other Business

- a. none

20<sup>th</sup> August Hadestown ends

23<sup>rd</sup> September Six opens

October 12<sup>th</sup> – next meeting

December - last one for the year

**RAT JOINT HEALTH & SAFETY COMMITTEE**  
**Agenda for Meeting #4 on Friday, December 1, 2023**  
**3 p.m. – 4 p.m.**

**Location:** RAT YSL Lounge

**Chairs:** Lisa Sheeves and Nikol Pavlidou

**Attendance:** Kim Cassiram, Nora Hassan, Ashley Heng, Karen Ho, Jessica Lagoda, Mark Lavaway, Ahmed Manzoor, Ana Miranda, Nikol Pavlidou, Chris Prideaux, Lisa Sheaves, Liz Morales,

**Not in Attendance:** Kevin McCarthy, Guy Gaultieri,

**AGENDA**

**WELCOME**

1. Check In
  - a. Double check names in attendance (Nora's name twice)
2. Review of last meeting's minutes
3. Accidents and Incidents
  - a. Nothing to report!
4. Inspections
  - a. Previous inspections still remain from the last meeting, Nikol please put a ticket for Kevin to get on that
  - b. Water marks & stains, in the ceiling has marks
  - c. West stairwell towards the balcony, below the wall sconce
    - i. Kevin is aware of it
  - d. BOH
    - i. Guy normally does it, last one october
    - ii. Has been off for two weeks
5. Hazard Reports
  - a. New Business – Haze refer to New Business

**OLD BUSINESS**

1. PCI DSS Training
  - a. Have provided all employees with trainings if necessary
  - b. RAT employees – those necessary have completed their HR Downloads Trainings
2. Health and Safety Excellence Program Policies (Jessica and Mark)
  - a. Thank you everyone, we have submitted it
  - b. All the trainings and support have helped
  - c. We have completed it in a year
  - d. next year we will look at another set of 5 topics

3. Employee concerns
  - a. Wigs and Wardrobe masking Concern Update
    - i. No current masking policy, still 15-minute contact rule
  - b. SIX Company Management JHSC Rep
    - i. Mark will reach out to Lisa
  - c. Non-Slip Mats at Entry Area
    - i. They are in! Thank you Nikol and Kevin.
4. Any Other Business

## **NEW BUSINESS**

1. Auditorium Haze Concerns
  - a. Someone called the Ministry of Labour over concerns about haze from stage
  - b. Inspector came in, Jason was here and provided all documentation
  - c. Have sent documents with components for FOH and haze
  - d. They reached out to have a meeting next week
2. H&S Excellence Program
  - a. We will be continuing to work with WSIB and WSPS to review policies
3. PCI-DSS
  - a. Training module, we are looking into it
  - b. No worries about the deadline
4. Policy Review
  - a. Annual Review Policies
  - b. Will be sending back the Workplace Violence and Harassment Policy
  - c. Will repost those as well
5. New Concerns
  - a. Heading into flu season, be safe, mask up if needed

Next Meeting: February 15<sup>th</sup> 2024 3PM



**RAT JOINT HEALTH & SAFETY COMMITTEE**  
**Meeting Minutes #3 on Thursday, October 12, 2023**  
**3 p.m. – 4 p.m.**

**Location:** RAT YSL Lounge

**Chairs:** Lisa Sheaves and Nikol Pavlidou

**Attendance:** Kim Cassiram, Guy Gaultieri, Nora Hassan, Ashley Heng, Karen Ho, Jessica Lagoda, Mark Lavaway, Ahmed Manzoor, Ana Miranda Nikol Pavlidou, Chris Prideaux, Lisa Sheaves

**Missing:** Nora Hassan, Liz Morales, Kevin McCarthy

**AGENDA**

**WELCOME**

1. Check In
2. Review of last meeting's minutes
  - a. Fire Drill – August 8<sup>th</sup>
  - b. Attendance to be put on the minutes
  - c. Record who has chaired on the minutes
3. Accidents and Incidents
  - a. 2 Injuries
    - i. A burn and a collision with head injuries
    - ii. Both have recovered
  - b. Incident where patron jumped onto the stage
    - i. HR has considered a hazard since we do not currently get customer incidence reports
4. Inspections
  - a. We get reports before next JHSC meeting
  - b. Kevin does have access to all of them, he can look and address
5. Hazard Reports
  - a. Patron last week, written in show reports
    - i. Up on-stage taking photos and playing in confetti
    - ii. John putting up the ghost light and check on the stage, no ushers at the front of stage, asked to leave and they left
    - iii. Ushers told to clear up instead to make sure all patrons are out of the house before they leave
    - iv. Control put in successfully

**OLD BUSINESS**

1. Co-Chair Voting

2. PCI DSS Training
3. Health and Safety Excellence Program Policies (Jessica and Mark)
4. Employee concerns
  - a. Nut Allergy concern (Liz)
    - i. Liz enquiring about nuts
  - b. Hadestown Service Animals
    - i. Six Loading in, touring sound had smuggled in their bag
    - ii. Are dogs pre-cleared, allergies for RAT? Process?
    - iii. HR works with Production to ensure documentation if required
    - iv. If tech rider notes that they travel with animals, Chris notes
    - v. When Chris encounters, will ask for documentation
5. Any Other Business

## **NEW BUSINESS**

1. PCI DSS Training
  - a. Payment Card Industry Data Security Standard
    - i. Set of policies required for anyone who deals with credit cards
    - ii. Mostly prevalent in FOH
    - iii. All been informed and will be doing a HR Downloads module
      1. Physical Access Policies
        - a. Holding credit card data, ensuring physical spaces are secure
        - b. Mirvish Photo IDs
        - c. IDs kept separate from access FOBs
        - d. Visitor/3<sup>rd</sup> Party Vendor/Guest Policy
          - i. Make sure to check in with security with visitor badge
          - ii. We need to be aware of everyone in the building at all times
          - iii. Guests should be with Mirvish employee at all times
        - e. HR gets notified with big load in and load outs
          - i. Stickers to track those staff
2. Health and Safety Excellence Program Policies
  - a. Last meeting, we went through all of the policies in detail
  - b. Updates: Close to submission deadline to submitting to WSIB for their review
  - c. Rolled out policies, all posted on Health & Safety Boards
  - d. Available to review and for staff who might ask
  - e. Workplace Hazard Recognition Trainings along with PCI
3. Employee concerns
  - a. Staff that brought up an issue to have a standing mat
    - i. Might be a tripping hazard in the dark
      1. Alternatively, different footwear as suggestion
    - ii. Jason has already been informed

- b. Covid-19 Policy
  - i. Company Management has sent out previous policy
  - ii. Sound, Wigs and Wardrobe still has to wear masks (BOH)
    - 1. They felt singled out to have to be the only ones with masks
    - 2. All other protocols
      - a. If you are spending more than 15 minutes with close contact, we recommend masking up
      - b. Housekeeping and Security were informed via Kevin directly
      - c. Perhaps miscommunication between BOH and Company Management
- c. Stage Door
  - i. No security at door when entered today
  - ii. Security office door left unlocked
  - iii. Mark & Jess to let Kevin know
- d. SIX Longer running show
  - i. Should we have someone from SIX team on the JHSC? Company Management?
  - ii. This is a Mirvish and longer time show
  - iii. Mark to talk to Company management
- e. Non-slip Mats at Entry Area
  - i. Ana to let Nikol know when Kevin has put them there

#### 4. Any Other Business

Next Meeting: December 1<sup>st</sup>, 2023 at 3pm