

EMT JOINT HEALTH & SAFETY COMMITTEE
Meeting Minutes #1 Thursday, January 25, 2024
3.00 pm – 4.00 pm

Location: EMT - VIP Suite

Co-Chairs: Megan Burns and Amy Myers

Attendees: Jessica Lagoda, Gerard Raju, Kevin McCarthy, Chad Krishna Pillai, Matthew Hallworth, Pam Weston, Marie, Ashley Heng,

Not Attended: Megan Burns, Mark Lavaway, Amy Myers, Nathan Giles

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 2 since last meeting
 - b. One was a cut by glass, one was a slip and trip
 - c. Reported and went through WSIB, all good
3. Hazard Reporting
4. Inspections
 - a. Fire Extinguishers have now been checked since yesterday

OLD BUSINESS

1. First Aid – Naloxone Training
 - a. No need for training
 - b. Just tactical guards to administer
 - c. Go straight to security if you feel that naloxone is needed
2. Annual Policy Updates
 - a. Go to new Business
3. First Aid Boxes
 - a. Have all been updated

NEW BUSINESS

1. Health and Safety Excellence Program Updates
 - a. We have passed!
 - b. Thank you for all your assistance
 - c. Passed with 100% Completion Rate

- d. Has been included in annual review policies and is on all health and safety boards
 - e. Will be looking to do new topics for this year
- 2. PCI-DSS
 - a. We have finished 3.0 but are now making the changes for the new 4.0 version
 - b. Biggest change – password parameters
 - c. Kevin reminds us that he has gotten quotes for extra cameras and
 - i. Joshua Fagu – change access and he should not be allowed to enter the EMT anymore
 - ii. Just a note - John K lost his CAA FOB
 - 1. PCI is now part of conversations when Company Managers/Stage Managers come, ensure that we let them know for house seats to not have any confidential card information written down
- 3. Annual Policy Review and Updates
 - a. Not major changes, mostly grammatical or gender neutral pronouns
- 4. Employee Concerns
 - a. Vomitorium, to access under the seats
 - b. If they are opened and not secured, chance that patrons can open the door and if not closed and get injured
 - c. Megan, please let the crew know if they need to secure the door
- 5. Any other business

Next meeting: May 23rd 2024 at 3PM

EMT JOINT HEALTH & SAFETY COMMITTEE
Minutes for Meeting#2 Thursday, June 15, 2023
3.30 pm – 4.30 pm

Location: EMT- Harry Potter Lounge

Absent: Mark Lavaway, Chris Prideaux, Megan Burns

Attendees: Amy Myers, Matt Hallworth, Tom Kituku, Jessica Lagoda, Kevin McCarthy, Chad Krishnapi, Pam Weston,

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
 - a. Prayer room, Door still waiting for a handle
3. Accidents and Incidents (Tom) (15)
 - a. 6 Stuck
 - b. 4 falls
 - c. 2 slips and trips
 - d. 2 Back Injuries From repetition
 - e. 1 Wrist Injury From repetition
4. Hazard Reporting
 - a. Stage left stairwell, moisture coming up through the landing.
 - i. Kevin has been looking into it but once show ends, they will replace the emergency exit stairs and sidewalk which should help from water getting in (new doors and handles will be installed as well to hopefully deter pigeons)
5. Inspections
 - a. A couple of light bulbs need to be changed but no major callouts

OLD BUSINESS

1. Health and Safety Excellence Program-Topic 1- Recognition of Hazards and Topic 2- Risk Assessment
2. First Aid Training at the EMT- Friday March 10
 - a. Naloxone training? Nasal vs injectables
 - b. Nasal at all stage doors
 - c. Syncro does not have training
 - d. OBN security is trained
 - e. The works free training (Jason)
3. Increase in security
4. Wardrobe Team experiencing issues with the Umbridge Costume
5. Employee Portal updates
 - a. Sharepoint will be coming!

NEW BUSINESS

1. Health and Safety Excellence Program
 - a. Topic 3 - Return-to-work Program Requirements, Forms and Tools
 - b. Topic 4 - Return-to-work Roles and Responsibilities
 - c. Topic 5 - Return-to-Work and Accommodation Plans
 - d. All topics will be covered in more detail and will be posted on portal when finalized and approved
2. Employee Concerns
3. Any other business
 - a. Victoria st doors are getting wedged open to far where it becomes difficult to close it
 - i. Amy will check with regular staff who use it to ensure they don't overextend the door
 - ii. Kevin will check the cameras to see if its anyone in particular who is causing it
 - iii. Could cause damage overtime
4. HR Team Updates
 - a. Tom will be leaving end of June, you can direct and JHSC inquiries or concerns to Jessica and/or Mark.

Next Meeting: October 12th, 2023

EMT JOINT HEALTH & SAFETY COMMITTEE
Minutes for Meeting #3 Thursday, July 25th, 2024
3.00 pm – 4.00 pm

Location: EMT - VIP Suite

Absent: Gerard Raju, Nathan Giles

Attendees: Amy Myers, Megan Burns, Mark Lavaway, Jessica Lagoda, Matthew Hallworth, Kevin McCarthy, Pam Weston, Chad Krishnapillai, Katelyn Doyle, Jason Powell

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 1 fall
 - b. Psychological incidents reported
 - i. Mark and Jason are working on ways to mitigate the issue
3. Hazard Reporting
 - a. None reported
4. Inspections
 - a. Water damage noted at SR stairwell
 - i. This has been flagged by Kevin to fix after Tina, the current show closes.
 - b. Filed a complaint with the city about the oil/grease in the alley on O'Keefe
 - i. Chad went out with a degreaser but with trucks tracking grease/oil and the recent rainfall, it did not do much
 - ii. Jason mentioned he would send a note to the BIA to see if that is more successful

OLD BUSINESS

1. Health and Safety Excellence Program Updates
2. PCI-DSS
3. Employee Concerns (Bike Rack)
 - a. The bike rack that Megan and Kevin looked at was not available for outdoor use
 - i. The bike rack has not been in high demand for this show so there are few updates on this business
 - ii. May try installing another bar just south of the stage door, like the one at the north entrance—the other outdoor racks were not as secure so this may be the best option for the location

NEW BUSINESS

1. Health and Safety Excellence Program Updates
 - a. Not much to report since last meeting; completed last year's program with great success—as of May have been working on our new program plan
 - b. Currently working through the 1st and 2nd chosen topics; *Injury, Illness, and Incident Reporting* and *Incident, Investigation, and Analysis*
 - i. Keep an eye out for the updated physical copies to review
 - c. Reminder that we are sponsored by WSIB, so not only does this help with revision and review of policies and procedures, but also provides us with a tax rebate if successfully completed
 - i. Shout-out to Megan for her hard work with last year's program
2. PCI-DSS
 - a. Everyone who works with credit card information has been trained on PCI-DSS in the past year
 - b. Reminder about the house seat order program for companies requesting house seats
 - i. It is a secure, encrypted site meant to hold credit card information
 - c. Currently working on reviewing the new 4.0 version updates and subsequent compliance
 - d. Employees will need to be trained annually on this information
 - i. We will be reaching out about retraining in October of this year
3. Employee Concerns
 - a. Safe Injection Site
 - i. City is looking for a new location but no updates yet
 1. The last Jason had heard was 6 months ago, that it was supposed to be moved in 2 years' time
4. Any other business

Next meeting: October 24th, 2024 – 3PM-4PM

EMT JOINT HEALTH & SAFETY COMMITTEE
Agenda for Meeting #4 Thursday, November 28th, 2024
3.00 pm – 4.00 pm

Location: EMT - VIP Suite

Chair: *Megan Burns*

Absent: Mark Lavaway, Katelyn Doyle

Attendees: Gerard Raju, Ricardo de La Torre, Megan Burns, Jessica Lagoda, Matthew Hallworth, Kevin McCarthy, Pam Weston, Chad Krishnapillai, Jason Powell, Nathan Giles

AGENDA

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 6 total
3. Hazard Reporting
 - a. Uneven laneway pavement
 - i. Jason updates on the laneway:
 1. Increased cleaning from once a year to 4 times a year
 2. Oli drums provided to restaurants to aid in spills
 3. Toronto Hydro is looking into lighting the laneway
4. Inspections
 - a. Note: Include Kevin McCarthy on any inspections
 - b. Pops are being stacked too high but there is not enough space to stack them lower
 - i. They should be stacked flat, and not on their sides
 - ii. Maybe can store in a separate room with assistance from BOH

OLD BUSINESS

1. Health and Safety Excellence Program Updates
2. PCI-DSS
3. Safe Injection Site
 - a. Relocate

NEW BUSINESS

1. New Co-Chair
2. PCI-DSS
 - 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; any outstanding trainings will be resent, and staff will be reminded to complete
- 3. 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
 - c. We are waiting on clarification on other written emergency procedures to complete the Emergency Prevention and Preparedness Policy
 - d. Asking that the JHSC review these policies and let us know their thoughts and/or questions
- 4. Employee Concerns
 - a. Nut/Peanut Free Vending Machines BOH (Pam Weston)
 - i. There is an airborne allergy in Mamma Mia; We would like to implement Nut/Peanut Free vending machines across all our theatres
 - b. No Smoking Policy (Megan Burns)
 - i. Look into providing no smoking signage around the exits
 - ii. Will also circulate the smoking policy to all Heads of Department and BOH
 - c. Inappropriate behaviour from dressers on Moulin
 - i. Jessica will escalate this to the appropriate people
 - ii. Reminder of the Workplace Violence and Harassment Policy
- 5. Any other business
 - a. Kevin mentioned the number of boxes outside of the liquor room and beside the popcorn machine in the lobby
 - i. Look for options for transporting popcorn instead of fuji boxes
 - b. From Nate
 - i. No longer doing box calls during pre-show / if audience is in the theatre
 - ii. People are sneaking into the theatre during load in from the lane way (someone also tried to steal a road case...)
 - 1. Maybe hire security for those load-in/out days
 - c. Megan mentioned that confetti is a lot to clean up between shows
 - i. A second blower is coming in to help

NEXT MEETING: Feb 6th @ 3PM