

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting Agenda #3 for Thursday, August 7th, 2025
3:00 pm – 4:00 pm

In Attendance: Becky Rodmell, Jessica Lagoda, Mark Lavaway, Kevin McCarthy, Kevin Dixon, Steve Rebbeck, Nicole Genge, Dennis Romanin, Karen Ho, Chanel Hunt, Jenny Faser, Robert Ashley

Absent: Ewa Mundy, Jason Powell, Ana Miranda

Minutes

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 3 burns – 2 from popcorn machines, Nadine has created and distributed a safety guide
 - b. Couple trips and falls
 - c. Couple struck
 - d. 2 repetition injuries – causing sprain/strain
 - e. Update now including cast
 - i. 1 struck
 - ii. 1 knee injury
 - f. No serious or critical injuries
3. Hazards
 - a. Fire extinguisher report
 - i. Fire extinguishers up the spiral staircase in the fly deck are now secured using a holder with a strap, previously just on a hook which was not secure enough.
 - ii. There is still an extinguisher sitting on the floor as it is safer on the ground
 1. It is going to be mounted lower than the mid rail, roughly, an inch off the ground
 2. To be mounted using the previously remove mount
4. Inspections
 - a. Kevin D and Steve: BOH
 - i. Inspections completed for the meeting is completed with a management representative
 - ii. Double doors by Mike's office have trash cans blocking them again, Kevin M is going to bolt the trash to the wall
 - iii. There is too much on floor in the shop area carpentry room on stage left and the guard cannot get to door controls, the carps have been informed to clean the floor
 - iv. The ladders in the tech level in the ceiling are not stored properly and also need to be chained to the wall, this is on a list to get done
 - v. On fly floor, the lock rings, used to ensure accidents do not occur, are not being used, Daniel is complying and Tom will be informed when he returns
 - vi. The tall ladder in the upper loading area is not strapped to the wall, the current plan is to get a(n) E Track, chain or strap
 - vii. The overhead light in the grid on down stage right closest to the down stage ladder is out, Lars has been given a note to change the bulb

- viii. The second sink in dressing room 5 is dripping, a ticket has been put in and this seems to be fixed
- ix. In the trap room (Wardrobe shop) there are bottle son the floor that were alcohol cleaning products now have sharpie labelling them as “Plain Water”, this is a WHMIS violation and has since been fixed as well, the department has been informed not to label jogs in this manor
 - 1. If you put something poisonous in a bottle it must be labeled accordingly, if it has both labels someone could get hurt
- x. On the sound side of the trap room there was a stack of bins falling over, this has since been fixed
- xi. There are two new stains near the vent in the Men’s washroom, a ticket has been put in to solve this issue
- xii. The inside handle of the women’s washroom by locker room handle is wobbly
- xiii. There is a stain on the ceiling tiles of the musician room tiles this is an on going issue due to sweaty pipes
- b. Karen FOH
 - i. Orchestra row GG does not have an arm rest light because it is a removeable row and therefore not wired
 - ii. The men’s usher locker room has a strong odor, a few solutions were discussed, landed on Kevin M putting in a deodorizer similar to the one in head office

OLD BUSINESS

- 1. PCI-DSS
 - a. See New Business
- 2. Health & Safety Excellence Program
 - a. Wrapped last year’s perfectly, getting rebate this month
- 3. Fire Drill
 - a. With Parking and Stage management
 - i. Everyone was involved in the last fire drill
 - ii. The fire drill went well
 - iii. It was noticed that when the house light system would goes into panic, only place it lights go up is the lower lounge, alarm does not light up the auditorium
 - iv. Requested that when the house system enters stage 2 the house lights come up immediately and automatically in case no one can get to the button
 - 1. Kevin M is looking into this request
- 4. Medical Emergency Procedures
 - a. Updated documentation, no questions
- 5. Parking Dept
 - a. Traffic Control on Game days
 - i. This is going well
 - b. Emergency Lighting in parking for power outages
 - i. Battery pack is being put into Robert’s office
 - c. Paul Silke is interested in being JHSC member
 - i. Was nominated and 2 others confirmed, so he will be in on the next meeting
 - d. Cleaning Exit Mirrors
 - i. Exit Mirror is still in bad shape, Kevin M noted and is going to look into it.

NEW BUSINESS

6. PCI-DSS
 - a. Clover Machine security
 - i. Notified by Toronto Police that Clover payment machines are being switched out for their own machine
 - ii. Applicable for when ushers are selling concessions in the auditorium and passing patrons the machine
 - iii. The procedure stands that ushers at intermission and at the end of the shift need to go through all transactions
 - iv. Important for all to be aware about this scam taking place
 - v. Ushers need to be the only ones that are inputting information into the clover machine
 - vi. For security it is important for ushers to continue physical inspections of the Clover machines before their shifts
7. Mice in Box Office areas
 - a. It is common for people to see mice in various places in the theatre now and then
 - b. A poison blitz is done by Kevin M's team every month
 - c. Sticky pads are given as an option people don't want them, agreed to continue with poison blitz
 - d. Corey found traces of a mouse while vacuuming the dress circle, found piles of popcorn
8. First Aid Training
 - a. We are looking into holding more trainings this time for both FOH and BOH
 - b. We are hoping to hold multiple sessions in September, likely after TIFF
 - c. POW will be closed at this time, if there are FOH or BOH interested trainings will be reschedule for November, will continue communications about this
 - d. Due to frequent turn over we are no longer printing the certificates but an excel sheet that FOH and security have of names with trainings and the date the training expires.
9. Employee Board
 - a. We have an updated portal, new website that has a lot more information about health and safety
 - b. There are QR codes on the physical boards that lead to the website, which includes injury report forms, lists of JHSC members, JHSC minutes, JHSC inspections, the office Calander, all Mirvish Productions policies, and more
 - c. The new website is not restricted or private, so there is not a directory on the website anymore
10. Employee concerns
 - a. Looking for updates on the new procedures being written for active shooter situations
 - b. After shootings in the area this feels like more of a priority
11. Any other business
 - a. No other business

NEXT MEETING: Thursday, December 11 at 3:00 pm