

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Minutes for Thursday January 19, 2023, Meeting#1

2.00 p.m. to 3.00 p.m.

Attendees: Jim Aldridge, Tom Kituku, Nelia Baird, Karyn King, Mel Victoria, Daniella Frustaglio, Aine Davis, Mark Lavaway,

Location: Dress Circle Boardroom 4th floor

Chair: Dave Pelley

Co-chair: Karen Leighton

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
 - a. 3rd floor sound proofing installation
 - i. Mark told the committee they had been presented with various sound proofing options and he was waiting for Young-In Turner, the new Director of Sales and Audience services to settle in her new job before discussing the various sound proofing options with other management staff ie Jim Aldridge and Camillo Casciato.
 - ii. He is reaching out to set up a meeting with Jim Young and Camillo to discuss options, including ceiling and North Wall installations to cushion sound.
 - b. Mark and Tom to reach out to Kevin McCarthy on updates regarding fluctuating temperature settings on the 4th floor.
 - i. Look into both a humidifier and dehumidifier, it seems to get very dry in the winter.
 - ii. Jim offered that if there are still issues with the fluctuating temp then he can reach out to Kevin on their behalf but the issues on the third floor seems to be fixed.
 - iii. Boardroom doors need to be kept open for circulation.
3. Accidents and Incidents (Tom)
 - a. No new Accidents or Injuries
4. Inspections
 - a. 3rd floor
 - i. Running low on band aids in First Aid Kit, we will let Kevin know so his team can update it.
 - b. 4th floor

- i. Bathroom scent issue is being addressed and scent absorbing solutions are being tried.
- ii. WC Bathroom is smelling moldy, maybe get a dehumidifier for the space to help. Kevin is aware but has not found the cause yet. There is no fan or vent in the room and the door is always closed.
- iii. Kitchen fridge cleanings are helping but 3rd floor fridge was missed in Dec.

OLD BUSINESS

- 1. Fire Drill Review
 - a. The drill report was sent to Tom, Áine will update it to one drive to have it accessible by everyone.
- 2. Employee Concerns
 - a. Continuous visitor has had multiple visits and has been in the office almost every other day in December. Jim will be meeting with Young about limiting his ability to exchange.
 - b. Adding another fridge to 3rd floor?
 - i. If the one we have is cleaned properly, one should be fine.
 - ii. If more employees are hiring another might need to be added on third

NEW BUSINESS

- 1. Health and Safety Excellence Program (Mark)
 - a. We have enrolled in the program to take a deeper look at our health and safety practices.
 - b. We will be looking into 5 topics, and they will each be reviewed by WSIB, and we will keep everyone in
- 2. Essentials Running Low on the 3rd Floor (Karen.L)
 - a. Seems to be running out of supplies consistently and Aine cannot access where the extras are stored.
 - b. Extra storage seems to only get restocked once a month and is ordered by the third-party company we work with. CNW order them
 - c. Ask the cleaners to check our supplies every two weeks and point out that the third floor has a lot more staff and therefore needs more supplies.
 - d. Get a cabinet for the Accessible third floor washroom to store extra supplies.
- 3. Monitor arms (Aine)
 - a. Shoulder and back pain from the monitor arms and the desk heights
 - b. Emily got new ones from IT supposed to help with this and her physician agreed that they are helping a lot.
 - c. *ergonomics*
 - d. Anyone's arms who are not adjustable and are experiencing back pain can put in a ticket to IT similarly to Emily.
 - e. Aine will find a share the info regarding proper desk and computer heights.
- 4. New Visitor passes (Aine)

- a. Getting new 2023 badges
- 5. AOB (Any Other Business)
 - a. PCI-DSS
 - i. Creating policies and training modules for anyone in 322 who handle credit card data.
 - b. Fruit flies in kitchen
 - i. In October there were about 30 dead fruit flies in the kitchen.
 - ii. Faucet in the sink doesn't reach the sides of the sink and the food left could cause flies to swarm,
 - o Put in ticket to Kevin to get a new faucet.

Next Meeting: April 27, 2023

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Agenda for Thursday April 27, 2023, Meeting#2

3.00 p.m. to 4.00 p.m.

Attendees: Karen Leighton, Karyn King, Nelia Baird, Aine Davis, Mark Lavaway, Jim Aldridge, Mel Victoria, Daniella Frustaglio, Dave Pelly

Location: Dress Circle Boardroom 4th floor

Chair: Dave Pelley

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
 - a. Temperature issue seems to be fixed
 - b. Bathroom scent
 - i. Filters have been added and seem to be working on 4th floor
 - ii. Perfume was being sprayed on third but seems to have stopped
3. Accidents and Incidents (Tom)
4. Inspections
 - a. Band-Aids needed in the first aid kits on the third floor, starting to run low
 - b. Some phone reps don't have proper desk chairs
 - i. Some might still be stored on the second floor
 - ii. Karen will follow up with Alan and Susie to see if everyone is comfortable
 - iii. Boardroom chairs are not ergonomically proper for all day usage

OLD BUSINESS

1. Health and Safety Excellence Program (Mark)
 - a. 2, almost 3 topics have been completed and we will be soon implementing them.
2. Essentials Running Low on the 3rd Floor (Karen L)
 - a. Bathroom cabinet seems to be helping
 - b. Nothing seems to be missing from it anymore so no lock should be required
3. Monitor arms (Aine)
 - a. Handouts for proper ergonomic positioning
 - b. Put a similar posting on the health and safety board
 - c. IT can assist with fixing/properly setting up peoples monitors
 - d. Memo sent out to office employees to let them know the proper way to sit and to reach out to help desk if they would like assistance
4. New Visitor passes (Aine)
 - a. They are working well!
5. PCI DSS

- a. All policies and procedures have been created
 - b. We are now distributing it to different departments
- 6. Fruit Flies in Kitchen
 - a. FIXED

NEW BUSINESS

- 1. New Milk Delivery protocol (Aine)
 - a. Has gotten very chaotic
 - b. Delivery times have been very inconsistent
 - c. Is it possible to get a visitor fob which only gives them access to Pearl St.?
 - i. We would have to get them bonded in order to give them a fob
 - d. Aine can give tom, Marios number to confirm
- 2. Fire Assembly Point Signs
 - a. Put them up on the back doors
 - b. Fire Drill Logs will live on OneDrive
- 3. Pigeon Poop (Dave)
 - a. Brought up by phone room employee that there is a large build-up on the HVAC by the third floor men's bathroom
 - b. Aine put in a ticket to Kevin
 - c. Outdoor windows will be cleaned in June
- 4. Health and Safety Excellence Program Updates (Mark & Jessica)
- 5. New Covid Protocols (Mark)
 - a. Update sent out by mark to whole company
 - b. If you are feeling well, stay home and tell your manager
 - c. Brenley's last day will be tomorrow
 - d. Jessica is key point person if anyone in the office needs tests
- 6. Acoustics
 - a. We have put a pause on the panels and have switched gears to look at better headphones
 - b. Everyone should try out the headphones but there are some concerns about their comfortability
 - c. Josie has been getting reviews from users and will keep us updated
- 7. Any Other Business
 - a. The third-floor accessible bathroom toilet seats are sometimes not cleaned
 - b. It is hard to get the toilet seat covers out of the box easily without them ripping
 - c. Yelling across the phone room to each other
 - i. Jim can go to Young
 - d. John St Entrance wasn't opening for Sue
 - i. Send anyone with Fob Issues to Tom

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Meeting Minutes for Thursday July 6, 2023, Meeting#3

2.00 p.m. to 3.00 p.m.

Attendees: Dave Pelly, Nelia Baird, Daniella Frustaglio, Aine Davis, Mel Victoria, Karen Leighton, Jim Aldridge, Mark Lavaway

Missing: Karyn King

Location: Dress Circle Boardroom 4th floor

Chair: Dave Pelley

Co-Chair: Karen Leighton

AGENDA

WELCOME

1. Check In
2. Review of last meeting's minutes
3. Accidents and Incidents (Jessica)
4. Hazard Reports (Jessica)
 - a. White matter on brick wall behind kitchen. It could be calcium or mold.
5. Inspections
 - a. Update the names on the health and safety board needs to be updated
 - b. First aid certifications need updated
 - c. First aid kit needs new eye wash solution and new band aids needed
 - d. Workplace Violence and Harassment inquiry and policy
 - i. The person with the inquiry will be sent to the HR team for clarification

OLD BUSINESS

1. New Milk Delivery protocol
 - a. Maintenance department has started helping a lot but there is still some issues with the milkcrates being picked up
2. Fire Assembly Point Signs
3. Pigeon Poop
 - a. Window cleaners will be coming back in because they did not do a great job.
4. Health and Safety Excellence Program Updates
5. New Covid Protocols
6. Acoustics
 - a. Headphones are not super comfortable and almost too noise canceling that it echoes your own voice back to you

NEW BUSINESS

1. Office Deep Clean (Aine)
 - a. July 15 and 16 for both 3rd and 4th floor
 - b. Deep clean all walls chairs floors and desks and get all the hard to reach places
 - c. If stuff isn't moved out of the way your desk wont be cleaned
 - d. Make sure they clean all the windows in offices
2. Health and Safety Excellence Program Updates (Mark & Jessica)
 - a. RTW Program was discussed, and policies were introduced.
3. 4th floor attendee to assist with inspections (Aine)
4. Any Other Business
 - a. People have asked to permanently lock the third floor men's bathroom window.

322 King St. JOINT HEALTH & SAFETY COMMITTEE

Meeting Minutes for Thursday October 26, 2023, Meeting #4

3.00 p.m. to 4.00 p.m.

Attended: Dave Pelley, Nelia Baird, Daniella Frustaglio, Aine Davis, Mel Victoria, Karen Leighton, Jim Aldridge, Mark Lavaway, Karyn King, Jessica Lagoda, Ashley Heng

Did not Attend: Everyone was here!

Location: Dress Circle Boardroom 4th floor

Co-Chairs: Karen Leighton and Dave Pelley

AGENDA

WELCOME

1. Check In
 - a. Ashley to Update Daniella Role on JHSC Committee Board
2. Review of last meeting's minutes
 - a. No one is using the headphones – Inspection Sheets
3. Accidents and Incidents
 - a. No accidents! Fantastic!
4. Hazard Reports
 - a. No new hazards found. Matter was found to be calcium.
5. Inspections
 - a. 4th Floor
 - i. HSA was not updated, has now updated
 - ii. Kevin has been notified for new eyewash station
 - iii. First aid kit fell off the wall
 - iv. The defibrator does not flash green or red
 1. Aine to talk to Kevin and get new one replaced
 - v. Name should be updated, Tom's name still on documents (Fire Safety)
 - vi. Fire Safety & Health and Safety – Part of onboarding process, Ashley will let Ryan know too
 - b. 3rd Floor
 - i. Noise levels always loud
 - ii. Oxygen tank beginning of the red
 - iii. Fire Hose last looked at in June, should be monthly
 - iv. Put in ticket for Kevin's department

OLD BUSINESS

1. New Milk Delivery protocol
 - a. Figured out milk situation, worked out on the suppliers end
2. Fire Assembly Point Signs
3. Pigeon Poop
4. New Covid Protocols
 - a. Identify yourself, stay at home for 48 hours.
 - b. Masks are only suggested if asymptomatic but still testing positive for a 10 day period (according to regulations by the ministry)
5. Acoustics
6. Office Deep Clean (Aine)
7. 4th floor attendee to assist with inspections (Aine)

NEW BUSINESS

8. PCI-DSS
 - a. HR Department rolling out PCI Policy and Training Modules
 - b. Show Building is the last group to train, least contact with payment
 - c. Policies for JHSC to note
 - i. Visitor Policy, sign in with Aine and get a visitor pass
 - ii. Mirvish lanyard and FOBs should be separate
 - iii. Patrons are not customers
 1. Daniella cant find HR Downloads, Ashley to look into that
 - iv. Specific to the work you guys do over the phones
 - d. Question number 9
 - i. Open office
 - ii. PCI – can whisper or hushed tone, but not allowed to write down the information.
 - e. Yearly training, will happen again annually
9. Health & Safety Excellence Program
 - a. First year almost done
 - b. 5 Topics Recognition of Hazard, risk assessment and 3 RTW policies
 - c. Started to send off evidence to WSIB
 - d. Should be done soon and then 5 more for the new year
10. Chair Situation (Aine)
 - a. Aine to keep track of number of chairs that are in meeting rooms.
 - b. Has gotten complaints about chairs.
 - c. Causing them back pain
 - d. Has offered a discussion, met with “no” but still had chairs moved and stolen.
 - e. The chairs are new but not ergonomic.

- f. Spoken to Josie with chairs in regard to order numbers
- g. Escalate it to HR so we can accommodate or keep the chair they currently have

11. Any Other Business

- a. Dishwater cleaner, one time use
 - i. But it's been used to clean plates and it is poisonous.
 - ii. It is not designed to clean plates; it should be the machine only.
 - iii. Has spoken to Anna and will bring up to the rest of cleaners.
 - iv. Not sure where they come from at the moment. Unknown source.
- b. Patrons from Starbucks come into our stairwell and loiter in there, 2 people mentioned

Next Meeting:

See you next year! 😊

Update: Next Meeting Feb 1st 2024