

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting Minutes #1 for Thursday, January 16th, 2025
3.00 pm – 4.00 pm

Attendees: Jason Powell, Robert Ashley, Jenny Fraser, Dennis Romanin Kevin McCarthy, Kevin Dixon, Ana Miranda, Mark Lavaway, Katelyn Doyle, Karen Ho, Steve Rebbeck, Chanel Hunt, Jessica Lagoda

Did not Attend: Ewa Mundy

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 1 illness (no workplace related)
 - b. 2 struck head
 - c. 1 finger struck
 - d. 1 struck knee
 - e. **No lost time on any of the above.**
3. Hazards
 - a. No hazards reported
4. Inspections
 - a. First stall door in men's washroom on left side is loose
 - b. 6 Lights were burnt out but Lars has since fixed this
 - c. Ceiling tiles are discolored
 - i. Want to check in on as this could be a leak or mold
 - d. **Kevin is aware of the above**
 - e. Reminder to not block the fire door—trap room west door, a rack was blocking the door
 - f. East side basement hallway, towel service has left bags blocking access to panels
 - i. Most likely to be wigs—ensure this is cleared

OLD BUSINESS

1. PCI-DSS
 - a. (See new business)
2. Health & Safety Excellence Program
 - a. Policies were sent out to be reviewed
 - b. (see new business)
3. Employee Concerns
 - a. Chairs piled at east coat check
 - i. This has been cleared but going to give another reminder to not place chairs there
 - b. Lower lounge accessible washroom
 - i. Is it being cleaned daily?—Yes!
 - ii. Has it been painted?—Not yet.
 - c. Check in on age of contents in First Aid Kit
 - i. Noted last meeting that Band-Aids in the kit were quite old and not usable

1. Kevin has not checked, however there has been no complaints and the kit is being used, so we can assume that all has been updated

NEW BUSINESS

4. PCI-DSS
 - a. Payment Card Industry Data Security Standard
 - i. Set of policies required for anyone who deals with credit cards; Karen mentioned that some staff don't want to do it, but to reiterate this training is *mandatory* for staff who handle credit card data.
 1. Staff will not be permitted to work unless the training has been completed
 - ii. Most staff have completed this training, and we are working towards compliance with the 4.0 version of the standard
 - iii. No new updates on the latest version as of late
5. Health & Safety Excellence Program – Procedure Creation / Review
 - 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
 - v. Emergency Prevention and Preparedness Policy
 - c. We are now working on a set of procedures which we will be sending out for review in the next couple of weeks and will inform the committee if any additional training needs to be completed.
 - d. The Ministry of Labour has not mentioned anything as of late that we need to follow up on in terms of the December 4th Incident inspection and report
 - i. This goes hand in hand with how we react and how these procedures will be written. Our response times were great, we are now just clarifying it in written form
6. SDS QR Code
 - a. We want to clean up our health and safety boards
 - i. We have digital storage for all our MSDS's via a third-party system called Velocity; they automatically update changes to SDS's
 - ii. Through Velocity we would like to post these as QR codes in the theatres
 1. Once posted we can remove the old binders
 - iii. Ana is to provide Kevin with an updated list of any products we may not be aware of in Velocity, as they may have only been updated physically in the binder
 - iv. Any new products with tours will be updated and input in our system
 1. These products are often common to all shows so will be an easy way to combine all products across theatres
7. Environmental Sensitivity – Scent Exposure (Kevin D)
 - a. Lots of issues backstage with scent exposure. (eyes watering, headaches, asthma)

- i. Anyone who is bothered is told to step away, but this is an issue as for hook-ups, there are few trained, so walking away from the scent could mean the show must stop
 - b. Noted that this is an *ongoing* issue; Steve to alert the team of this
 - c. Chanel mentioned that there are major scent allergies in the theatre, and even those without an allergy are finding it difficult to manage
 - i. Noted that when cast members warm up in the lounge, there is a large perfume smell
 - d. Reminder that the scent policy still applies. We have made one accommodation, but appears that it has gone beyond this one
 - i. **No scented products** unless you have reached out to make accommodation
 - e. BOH & FOH to follow up on this—let HR know if issues continue
 - f. HR is in the process of reviewing our Scent Policy, and will make sure to include verbiage around accommodation
- 8. Past initiatives – 988, Menstrual Product Signs (Kevin D)
 - a. Posters have been ordered through the official 988 website, and will be distributed throughout theatres once received
 - b. Will work on getting 6 signs to put up throughout the theatres to indicate where to go for menstrual products
- 9. Elevator Entrapment
 - a. The policy is very similar to the one posted at 322
 - b. Reminder that we have procedures and policies in place for these situations. There is constant communication during these situations that you may not be aware of, but is happening nonetheless
 - i. The Emergency Coordinator determines whether or not a 911 call is necessary
 - 1. We want to ensure we are not blocking emergency lines when it is not necessary
 - 2. The possibility of having ‘time specific’ language in the policy as to when to call 911 was discussed, however it was decided that each situation is unique, and would not make sense to place a timeline in the procedure
 - ii. By calling the emergency phone in the elevator, they are connected with the monitoring system, and/or Kevin as a fail-safe.
 - 1. We receive an ETA on when the elevator technician is coming, and are always in constant contact with those inside the elevator and with this working to coordinate help
- 10. Security Training – Elevator Mechanical Rooms
 - a. Kevin M will be sure to inform security of all important/relevant locations in the building for emergency situations (ex. Elevator Mechanical room)
- 11. Employee concerns
 - a. First aid kit is at an awkward height and difficult to open
 - i. Kevin and Jenny will connect to find a better spot for it
- 12. Any other business
 - a. Jan 17th—new plastic sconces are to be placed at balcony level
 - i. 3D printed!
 - ii. Some have broken glass ones (w/ kites), so putting plastic ones to mitigate that issue
 - b. Stage door address

- i. Concerns brought up about the stage door address—requesting a second address
 - 1. Was brought up that years ago Toronto Fire recommended just keeping one address—two addresses can cause confusion
 - a. EMT has two addresses, which has not made response to emergency situations any more efficient--in some cases this has been more confusing
 - b. Though the office building has 'multiple' addresses, this is because there are multiple tenants/businesses that operate there, so more than one address is appropriate
 - 2. Need to ensure that there is effective communication to the stage door. Clarifying to “have EMS arrive at Stage Door, located at the back entrance of the theatre on Pearl Street. Closest intersection is Pearl and John Street. Stage door signage is located above the west entrance on Pearl Street.”
 - a. Working on a checklist to post that will include this information for security at stage door, as well as putting to writing the FOH procedure that is already in place

NEXT MEETING: April 10th 3PM – 4PM

POW JOINT HEALTH & SAFETY COMMITTEE
Meeting Minutes #2 for Friday, April 25th, 2025
3.00 pm – 4.00 pm

Attended: Jason Powell, Robert Ashley, Jenny Fraser, Kevin McCarthy, Kevin Dixon, Katelyn Doyle, Karen Ho, Nicole Genge, Chanel Hunt, Jessica Lagoda

Missing: Ana Miranda, Steve Rebbeck, Mark Lavaway, Ewa Mundy, Dennis Romanin

WELCOME

1. Check In
2. Accidents and Incidents
 - a. 12 injuries
 - i. Nothing too serious-only one or two that had lost time
 - ii. One incident that was an illness
 - iii. 6 struck
 - iv. 1 repetition injury
 - v. 2 slips/trips
 - vi. 1 fall
 - vii. 1 twisted wrist – muscle
 - b. All reported to WSIB
 - c. Nothing that would have been a hazard; all accidents
 - d. We can bring cast injuries and incidents to the meetings; we are looking at looping in stage management to fill in the gaps at the JHSC meetings—stage management was invited today but was unable to join
3. Hazards
 - a. No hazards reported other than the incident that was brought up at this meeting
4. Inspections
 - a. FOH
 - i. Balcony Aisle 2 – new handrails that were installed are quite loose
 1. Kevin M is aware
 2. Removing brass handrails and tightening new ones
 - ii. Dress; first metal bar is loose
 - iii. These new handrails are quite helpful, especially during late calls and staff have mentioned that they feel safer
 - b. BOH
 - i. A lot has already been fixed
 - ii. Double doorways by Mikes office are always blocked
 1. Kevin M is happy to move the bins around (taking away blue recycle bin) and remind housekeeping to not pile stuff up
 2. Kevin D will talk to electricians as well
 - iii. Unlabeled bottles in wardrobe—Kevin D has talked to Jenny and they are now labeled
 - iv. Scaffolding
 - v. 3rd floor hallway; Batteries; Lars is aware
 - vi. Steel shelving is maybe too close to the panel

- vii. Tech level; keeps blocking the door with sandbags
 - 1. Is it possible to get magnetic release so that we can solve this?
- viii. Cardboard box in the ceiling has been requested to be moved
- ix. Roll of carpet was requested to be moved
- x. Items underneath the panel; This was moved as it was a fire hazard
- xi. 4th floor washroom was not cleaned -- Ana has been notified
- xii. Lars—cable mat in wardrobe
- xiii. There are still marks on the ceiling tile; Kevin M has mentioned it to Will
 - 1. Kevin M did mention that there is a problem with those pipes sweating as well
- xiv. For next inspection, someone in production to accompany crew in conducting them!

OLD BUSINESS

- 1. PCI-DSS (see new business)
- 2. Health & Safety Excellence Program (see new business)
 - a. Policies were sent out to be reviewed
- 3. Employee Concerns
 - a. SDS QR Code
 - i. Velocity link but requires a log in
 - ii. In conversation whether we need a universal log in or if there is another way to make it accessible
 - iii. Doing some updates to the online SDS with the help of Nicole to make sure that they are all up to date; trying to clean it up so it is more useful for those to use
 - b. Environmental Sensitivity – Scent Exposure
 - i. **No scented products** unless you have reached out to make accommodation; Karen has sent one email, and company management has been involved
 - ii. Men's changeroom backstage smelt like cologne; one of the cleaners changes and heavily sprays before leaving; Kevin M will let him know to spray off site
 - c. Past initiatives – 988, Menstrual Product Signs
 - i. 988 signs are up; any update on Menstrual Product signs?
 - 1. In the other washroom; small one by stage management
 - a. "Adjacent to the stage management office"
 - b. Could also put it on call board or H&S Board, though this would not be enough as most people do not look here

NEW BUSINESS

- 1. PCI-DSS
 - a. No new updates on this right now
 - b. Lost and found
 - i. When credit cards are turned in we try to find the person; if in our ticketing system then we can find, if not wait to hear
 - ii. We are destroying at the end of the month or first day of the month if there are no new updates on someone coming to collect their card
- 2. Health & Safety Excellence Program
 - a. Have officially submitted all our documents and are waiting to hear WSPS; once we get the all-clear then we will submit to WSIB

- b. The policies are on the H&S Boards
 - c. Working on a new employee digital board
 - i. Was working on this with SharePoint but we cannot make it publicly accessible so believe we have a solution now—we are talking to IT to see if we can make it work
 - 1. Will send out at a QR code and send to heads as a link
 - 2. Features of the site
 - a. Digital health and safety board
 - b. Suggestion box
3. Fire Drill (Jason)
 - a. 5PM today!
 - b. Stage management has been invited; this will help us to better our emergency response coordination and communication
 - c. The fire safety plan has been reviewed with SM
 - d. The parking team will also be joining
 - e. Lars is also attending as Head Electrician
4. Medical Emergency Procedures (Jason)
 - a. FOH, HR, Building Operations met together to address concerns
 - b. Have begun to train duty managers and security on our written procedure
 - i. Now JHSC's have been informed, and the next step will be to alert stage management
 - c. Thank you everyone for your hard work in developing this procedure, this was a lot of work and we are very grateful for your time and efforts in bringing this together
 - d. Will help to keep everyone organized and designating the proper folks to do tasks
 - e. Will also help to give more details to emergency responders
 - f. Our FOH emergency coordinators have consistently been doing a great job, so it has been great to document their processes to pass on to other departments
5. Parking Dept (Robert)
 - a. Show days/Blue Jay Days – Signs
 - i. Lots of foot traffic going by; Robert is asking for something to alert traffic instead of just hands
 - ii. High visibility gloves work well; will look at getting more
 - b. Emergency Lighting in parking for power outages
 - i. No light in Robert's office and right outside the door; very difficult to see
 - ii. Kevin M will put in an emergency light remote pack and will automatically come on; back up battery pack plugged in; Kevin M will also take a look at the lights coming up to Pearl; Robert said that the emergency exits did not come on—Kevin M said that he will confirm this as it should be on emergency power
 - iii. Kevin M runs monthly testing on the generator; in the case that generator does not come on, want to have a back up
 - c. Paul Silke is interested in being JHSC member
 - i. We will look into the process of bringing on a new member
 - ii. Jason believes that if it is a worker rep, then there is a vote held; if there is a consensus then they are able to join!
 - d. Office temperature
 - i. People in Dressing Room 4 are cold; can we get supplemental heat for that room, so that others are not effected and can work efficiently (i.e. baseboard heat or portable heater)

1. This would be fire safe
2. Kevin M and Jason will talk to company management; Kevin D recommends that we just install something so that there is less push back
- ii. Most areas are hot because we have to compensate for that room
- e. Parking Exit at John Street (Caution when exiting/ Pedestrians)
 - i. Just before the cars exit on the inside, could we put a sign up?
 - ii. Jason is meeting with the city next week; as well as a community meeting upcoming about the John Street corridor
 1. Employee concerns about people parking
- f. Regular cleaning schedule
 - i. Exit mirrors to John St
 - ii. Parking Booth and Parking Lunchroom
 - iii. Kevin M will talk to Ana about setting up a regular cleaning schedule; they really should be doing it every morning; Robert said that they do it when they are asked, but want to set up a schedule so that he doesn't need to ask
- g. One of the mirrors is chipped—Robert will put in a ticket to get that fixed
6. Employee concerns
 - a. Critical injuries (Kevin D)
 - i. Kevin D did not feel that our reporting of injuries covered the full scope of the theatre
 1. HR only reports on EMEL employee injuries and is not always alerted to cast injuries. Those are usually handled by Company Management/Stage management
 2. We can bring cast injuries and incidents to the meetings; we are looking at looping in stage management to fill in the gaps at the JHSC meetings—stage management was invited today but was unable to join
 - ii. Loss of consciousnesses being defined as a critical injury depends on the nature of the incident
 1. Loss of consciousness is only applicable as a critical injury (defined by the Occupational Health and Safety Act) if it is directly caused by a workplace injury/illness.
 - iii. To clarify, stage management, production, all met and discussed the reporting of these incidents and had gone over the new Emergency Procedures document, which was discussed today
 - b. First aid protocol (Kevin D)
 - i. One instance where someone was moved, but there was not an assessment done
 - ii. Kevin D noted that once trained, the first aid that they were trained on should be followed
 - iii. Kevin D is requesting additional first aid and supervision for those who are not following protocol; He mentioned that he and others are also concerned about certain individuals performing first aid
 1. We are working on rolling out the Emergency Response – Emergency Procedures document—this is the first step in getting everyone trained and retrained, as well as getting everyone up to speed on proper first aid protocols/ emergency response plans at our theatres

2. First aiders are posted at stage door, we have documentation on the response
3. We cannot request that people not perform first aid, nor can we require non-employees to complete training or recertification. But we do appreciate the concerns being brought forward and we will continue to have conversations with Company management and stage management to address this.
- c. Sending out email with Emergency Response – Emergency Procedures (Medical Emergency Policy is an appendix) as well as our internal report form; as well, making sure that injuries and incidents are reported promptly
- d. Complaints about eating fish in the green room (potent fish odor)
 - i. Emily was spoken to about this and knows what is going on there
7. Any other business
 - a. Typos on the emergency procedure—we will make the appropriate edits!

Next meeting: August 7th @ 3PM

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