

## **JOINT HEALTH AND SAFETY COMMITTEE MEETING MINUTES**

**Production:** Broadway Immersive Films Inc. - "On Broadway"  
**Date/Time/Location:** Monday, September 14, 2026 – 1100-1200 ET – Via Zoom  
**Committee** Nicole Lane – Production Manager (Employer Co-Chair)  
**Members:** Richard Cimini – JHSC Co-Chair (Worker Co-Chair)  
**Guests attended:** Rob Warren (Production Safety Rep), Karla Trujillo Villon (Production Coordinator), Jessica Kirec (1<sup>st</sup> AD), Lianne Seal (Production Accountant), Barbara Agbaje (Supervising Art Director), Robert Valeriotte (Construction Coordinator), Kelly Sullivan (Costume Supervisor), Jake Guglielmello (Electrics), Adam McDonald (Key Grip), Robert Jones (Studio Manager), Mike Kavanaugh (SPFX)

### **MEETING MINUTES**

#### **General Introductions & Committee Overview**

The meeting was opened by Richard Cimini, who welcomed members and emphasized the JHSC's role in promoting a safe, supportive, respectful, and compliant workplace. The committee reviewed its responsibilities, including:

- Identifying workplace hazards
- Supporting preventative safety measures
- Conducting inspections and investigations
- Addressing work refusals and critical injuries
- Making recommendations to the employer
- Reviewing workplace hazards and injuries
- Supporting ongoing workplace safety improvements

The committee also reviewed the general composition requirements under Section 9 of the Occupational Health and Safety Act (OHSA), including the requirement that at least half of the committee members be workers who do not exercise managerial functions. It was noted that participation on the JHSC does not require special training or certification, and that the committee is not an enforcement body; supervisors remain responsible for addressing issues within their departments.

#### **Review of Previous Meeting**

- Previous meeting minutes have been incorporated into the safety records.
- Safety hotline number has been posted.
- Emergency Action Plan (EAP) and Medical Emergency Action Plan are in place. Both uploaded to the portal.
- Company Safety Policy and Workplace Violence Program have been signed and implemented.
- PPE procurement has been completed with the vendor and PPE costs are being billed to production.
- Two-way radios are available in each studio and at first aid stations.
- The medic is assigned to Channel 16.
- Information regarding radio/medic communication has been posted near the radios.
- **Pinewood Traffic Control Memo remains outstanding and still needs to be completed.**

#### **Hazard & Injury Reporting**

The committee reviewed the hazard and injury reporting functions available through the production's online safety portal. Reports can be submitted anonymously, with an option for the reporter to receive BCC copies regarding the resolution process. Reports are time-stamped and sent to the appropriate Department Supervisor / Safety Representative for follow-up.

**Safety Concerns** - Workers can report safety concerns by scanning the designated QR code located throughout the studios and at safety stations. Photographs and additional contact information can also be included. Notifications are sent to the Department Supervisor, Department Safety Representative, and JHSC. The JHSC will review injuries to determine whether Ministry of Labour (MOL) or WSIB reporting is required and will follow up with the injured worker.

The committee emphasized the importance of documenting all injuries and maintaining a clear paper trail, particularly for WSIB claims. One WSIB claim relating to a driver injury was reviewed as an example. The claim had been approved, and supporting documentation was maintained through the portal.

#### **Workplace Violence & Harassment Training**

Two workplace violence and harassment training sessions are planned. Dates are to be announced. The training video has been uploaded to the safety portal. Department Supervisors are responsible for reviewing the applicable policies and training information with their workers and having workers sign the required acknowledgement form.

## PPE & Construction Areas

The committee reviewed PPE requirements and the importance of compliance as activity increases in the stages and construction areas.

- Departments requiring PPE should contact Richard Cimini.
- The JHSC will maintain an inventory of PPE available for distribution.
- Special PPE requirements should be communicated to the JHSC.
- If the JHSC is unable to source a required item, the Department Supervisor may be asked to purchase it.
- Supervisors should monitor PPE compliance and address any instances where required PPE is not being used.
- As stage activity increases, departments should remain aware that certain areas continue to operate as construction sites and must comply with applicable construction safety requirements.

## Risk Assessments & Department Safety Meetings

Supervisors are completing risk assessments through the established JHSC forms. Risk assessment forms are to be distributed to Department Heads as required. The committee noted that departments are currently conducting weekly safety meetings and using the QR-code system to document attendance and meeting information. The digital system allows meeting details, attendees, signatures, and discussion topics to be securely recorded and retrieved when required.

## Safety Portal / eOHS System (Safety Portal available at [www.brdway.eohs.tv](http://www.brdway.eohs.tv))

The committee received an overview of the production safety portal and its administrative functions. Department Supervisors have administrative access to manage their respective departments. Access can also be delegated to a Department Safety Representative. The system is intended to replace paper-based meeting sign-in forms where possible and provides a centralized digital record of safety documentation. Meeting records can be saved, retrieved, and generated as PDFs for printing or posting.

The portal provides access to:

- |                                    |                                                                   |
|------------------------------------|-------------------------------------------------------------------|
| • Safety meetings                  | • PPE information                                                 |
| • Injury reports                   | • WSIB resources                                                  |
| • Safety concerns/Safety resources | • Electrical Safety Authority resources/ Hazard-control resources |
| • Equipment inspections            | • Rescue plans                                                    |
| • Government regulations           | • SDS information                                                 |
| • Forms and templates              | • Certification information                                       |

## Medic Coverage & Emergency Response

The committee discussed medical coverage as production activity increases and identified a potential risk if the sole medic is attending to one incident while another occurs elsewhere. The JHSC discussed a recommendation for additional medic coverage as production increases. It was confirmed that once rehearsals begin, there will be an on-set medic and a prep medic. Production has been made aware of the potential need for additional coverage, and a formal recommendation may be submitted as required.

The existing emergency response protocol was also reviewed. Studios have walkie-talkies for contacting the medic, who carries a radio throughout the day. In an emergency, the medic coordinates the response, including assigning someone to call 911 and another person to meet and direct emergency responders at the gate. **Action Item:** Conduct a test run to determine the medic's response time between the primary medic location and active stages.

## Next Meeting

The next JHSC meeting is tentatively targeted for the third week of October 2026. The exact date will be confirmed closer to the meeting.

## Adjournment

The meeting was adjourned at 11:45 AM. An opportunity for additional questions was provided following the formal adjournment, during which the committee continued discussion regarding medic coverage, PPE compliance, department representation, and use of the safety portal.

Nicole Lane:  09.14.26

Richard Cimini:  09.14.26