

1. April 2022 meeting

a. Start Time: 1:00 pm

b. Location: Agronomy lunchroom

c. Manager: Connie Rose

d. Next Meeting for the month of May 2022: in person June 1, 2022 at 1:00 pm

e. Attendance for April 2022 meeting:

Agronomy – Doug and Matt

Horticulture – Connie

Golf front end operations:

- Golf Shop – Jordan did not attend, no update
- Golf Services – Jason did not attend, no update
- Course Marshals – this team is not working, no update.
- F & B On Course Service – Alexa did not attend, no update

Tennis – Fred

BMAC – Elysia

2. Department Updates

a. Agronomy: No incident or hazard reports, first aid record was filled out no EIIR required, no missed time or medical attention for April 2022.

- Mechanic cut finger, did first aid recommended tetanus shot.
- WorkSafeBC unscheduled site visit – provided operational and training manuals.
- Summer start time as of May 9, 2022 5:00 am.
- On boarding new staff
- Bill and Matt to produce safety training, PPE requirements and any other information to their team as they will be assisting the Tennis department with taking down the Tennis bubble May 12, 2022. This is not a regular activity.

b. Horticulture: No incident or hazard reports, first aid records or EIIR, no missed time or medical attention for March 2022.

On boarding new staff.

Old business:

-Flag stone broken and missing on the stairs at PF, needs repairing. Flagstone located Scott Walker to repair, its on his list.

c. Golf Shop: No update.

d. Golf Services Update: No update.

Old business: still open

*-Concern for this department is the golf bags becoming heavier and heavier, concerns with repetitive strain. Has there been any changes to this situation? March update - **Suggestion to email members to remove items from their golf bags to lighten up golf bags. JK to report back***

-Jason to talk to Ryan head mechanic about a list for pre and post trip inspections for the golf ball picker unit on the driving range. Is this pre and post trip inspection now procedure? Jason still needs to talk to mechanics. JK to report back

-AED machine in the hotel are we able to use this AED in an emergency? If so, are we able to find out when it was last serviced? Is this AED available to us? Can we find out the last service date? Jason any update on this?

e. Course Marshals Update: This team is not working.

f. F & B On Course Service Update: No update.

g. Tennis Updates: -No incident or hazard reports, first aid records or EIRR, no missed time or medical attention for April 2022.

Needs OHS board to post minutes.

Old Business: still open

-Concern with dark areas behind the vent unit of the bubble for staff. Suggestion to eliminate dark areas behind the vent unit is to reuse the flood lights that were used on the path. Joe / Russ to investigate. Has this been looked at?

-Gravel needed for back of tennis unused area, it was leveled out and needs topping up. Joe / Russ to follow up. Has this been looked at?

-Gravel for paths for fire exit remains an issue. Joe / Russ to follow up.

-Concern with the gate located at the BMAC. This gate was found locked when a tennis concierge finished their shift, this brought up two concerns.

- One is accessibility to the concierge in the event of a medical emergency.
- Two, the department emergency protocols for the tennis concierge, such as what number to call first in the event of an emergency. 911 or the "group of four"? Russ reported to Fred, Fred updated the OHS committee – in the event of a medical emergency to call 911 first then to call the four numbers "group of four"? the tennis concierge team has as communication.

h. BMAC: No incident or hazard reports, first aid records or EIRR, no missed time or medical attention for April 2022.

Request for a resort Motorola radio, Matt provided BMAC with one and reviewed how to operate.

3. All Departments

a. Department inspections: due May 9TH to 13th 2022. Assigned to Connie and Doug. Doug mentioned the Comfort station MTN 10 needs the fire extinguisher tested it has expired.

b. Please print OHS minutes and have all employees in your department sign. OHS monthly meeting minutes need to be posted for three months. Please rotate.