

## Change-of-Season Safety Meeting; Fall 2020 November 19<sup>th</sup> 2020

### **Vehicles:**

- Driving with a heavy load or towing heavy trailers- decreased braking abilities. Brake check prior to heading out of maintenance yard.  
The gain on your trailer brake controller must be set every time your trailer's weight changes. The gain is what adjusts the amount of braking force that the electric brakes provide. If not set correctly, it could create a dangerous situation.
- Driving on roads slick with rain or ice or snow- decreased braking abilities. Drive with extreme caution. Reduce speed. Use hazard lights when needed.  
What are our options when roads are slick? Apply Ice-melt, sand, re-routing, etc. Use Hanington Road via the Highlands – key is required. This is recommended as a safe alternative route if Bear Mountain Parkways is closed.
- Ensure vehicles have adequate winter tires- we are waiting for the Suzuki non dump for new tires. The rest of the service truck tires have been approved.
- Add weight to vehicles if needed; ex. Putting sandbags in the box of the Pickup trucks. The “approved sand” will be located at the sand yard off the Bear Mountain Extension near 6 MTN. we need to purchase sandbags.
- Course marshals use head lights in poor visibility conditions. Drive with caution, reduce speeds, and be aware of hard surface conditions before starting shift.
- On Course service drive with caution. Be aware of cart path conditions before starting shift. Drive with caution, reduce speeds.
- Tennis utility vehicles, use head lights, drive with caution, reduce speed and be aware of hard surface conditions before starting shift.
- What equipment gets retired for the winter? What vehicles are deemed unsafe during winter weather? Unsafe in snow - Irrigation van, Yamaha's, and Toro 2110. Kubota skid steer is not licensed to be on public areas, roadways, or parking lots.

### **Foul Weather & Freezing Temperatures:**

- Heavy rain: At what point does the crew get pulled from work? This will depend on temperature and direction of rain and quantity of rain. Possible of 25 mm, very low temperatures – around 3 degrees , blowing sideways wind.
- Wind: Pulling crew from work when wind gusts are powerful enough that there is large debris falling from trees.
- On snowy days, team members can park personal vehicles at Home Depot for pick up if Bear Mountain Parkway doesn't allow for safe passage with smaller vehicles, and if the maintenance service yard access grade is not passable we can park personal vehicles at Corporate office parking lot and shuttle down the service road using company vehicles.
- City spec to apply ice-melt is 3°C or lower
- Never apply ice melt to bridge decks. Only sand is approved.
- Review thunder and lightning protocol when applicable. Buildings are approved for lightning safety if they have power and water services. Therefore, if on the Valley course please drive to the Agronomy maintenance shop.

### **Working in the Dark/Low Visibility:**

- Extra awareness of other drivers on roadways, and cart paths. When working on roads, use ample signs, cones, high-vis clothing, and keep your head on a swivel
- Decreased visibility during fog and before sunrise- wear high-vis clothing, and or head lamps. The service yard is dark, we wear dark rain gear, we arrive at staggering start time. Be sure you are visible to others.
- Use headlamps when it is dark out to see obstacles; potholes in the yard can be a trip hazard especially if you cannot see
- Reschedule work if on roadways when visibility is less than 300 feet.

### **Emergency Protocol:**

- Ensure everyone knows the address to give to the 911 operator, where gate access is, who has gate keys, radio emergency channel, etc.  
Our emergency address and primary meeting location is 2050 Country Club Way, in addition we will place crew along the way to guide EMS to the exact location. We are a large property and guidance, and time is crucial in an emergency.

### **First Aid:**

- K-drive is open to all department heads; it is their responsibility to keep their first aid contact list up to date

### **COVID-19 Protocol:**

- What is the lunchroom maximum occupancy? 24 people when eating.
- What is the total number of winter staff?  
Agronomy – 20  
Horticulture – 7  
Tennis –  
Golf shop –  
On course service –  
Course Marshals –
- All employees continue to sanitize lunchroom surfaces after use
- Agronomy and Horticulture are staggering lunches to reduce the number of bodies in the lunchroom at a time
- Masks required when a physical distance of 6 feet between people cannot be met (such as inside enclosed vehicles)
- As per Dr. Bonnie Henry PHO “Follow provincial recommendations for travel and personal hygiene such as washing hands often and personal protection and social distancing while out in public”.
- Continuing to follow our business Coronavirus COVID-19 protocols for all missed work due to health reasons. Calling 811 for clearance before returning to work.
- Updating, printing, and posting Coronavirus COVID-19 literature in each department.