

Meeting Held January 6, 2020

Start Time: 1pm

End Time: 2pm

Location: Agronomy Lunchroom

Manager: Connie Rose

Next Meeting: February 3, 2021 @ 1pm in the Agronomy lunchroom

Attendance:

Agronomy – Angus, Matt

Horticulture – Amelia, Connie

Tennis - did not attend

Golf

- 1. Golf Shop – Evan - did not attend**
- 2. Golf Services – Jason – did not attend**
- 3. Course Marshals – Ken – did not attend**
- 4. On Course Service – Summer - did not attend**

Agronomy Updates:

- First aid kits are being moved from downstairs in the mechanics' bay to upstairs in the superintendents' office. There will no longer be a "community" first aid station where employees may help themselves to supplies; any and all injuries requiring first aid must be dealt with by a certified first aid attendant and WorkSafeBC first aid forms must be filled out for all treatment
- The Foremen Yamaha carts will be stocked with Level 1 first aid kits and may also be logoed as first aid vehicles. First aid kits will contain a copy of required first aid forms so that they may be filled out on-scene

Horticulture Updates:

- Will update first aid kits in department vehicles from the current mini-kits to proper Level 1 first aid kits. Forms will be included

Golf Shop Update:

- Did not attend and nothing was brought to our committee attention

Golf Services Update:

- Did not attend and nothing was brought to our committee attention

Course Marshals Update:

- Did not attend and nothing was brought to our committee attention

On Course Service Update:

- Did not attend and nothing was brought to our committee attention

Tennis Updates:

Did not attend this meeting; need updating on the info from Octobers Meeting

All Departments:

- Plans to construct/renovate a First Aid room in the agronomy building; somewhere clean, quiet, and private for first aid attendants to attend to injured workers. Construction/renovation on this begins January 13, 2021
- Departmental inspections were not completed in December. These will be rescheduled to be completed in January 2021
- Employees who experience a sickness or injury at work that results in impairment are not allowed to drive themselves home during their shift. They must be provided with a ride home, or if they feel well at the end of their shift, they may drive themselves. If an impaired worker opts to drive themselves home within the hours of their shift, police may be contacted to stop them
- In the event of an incident requiring first aid, whichever first aid attendant is closest to the scene shall attend it. In a serious incident, if the attendant has level 1 first aid, they should contact one of the level 2 attendants to report to the scene for assistance
- Horticulture and Agronomy are updating all SDS in the month of January 2021
- Continuing with COVID-19 protocol; all employees must sign in for every shift, sanitizing all communal surfaces, social distancing and wearing masks
- Horticulture and Agronomy plan to rotate between the departments to send employees for First Aid Level 2 training. Agronomy is currently certified, and in 1.5 years horticulture will receive certification, before agronomy goes again in 3 years when theirs expire