

## **February OHS meeting**

-Start Time: 1:00 pm

-Location: Agronomy lunchroom

-Manager: Connie Rose

-Next Meeting for the month of March 2022 will be email updates only, please submit department updates before Wednesday April 6, 2022. This update includes the form I sent out last month, updates from old business and any safety updates for operations.

### **Attendance**

-Agronomy – Bill, Doug attended with update

-Horticulture – Connie attended with update

-Golf front end operations:

- Golf Shop – Evan did not attend, did not send update
- Golf Services – Jason did not attend, sent update
- Course Marshals – this team is not working, no update.
- F & B On Course Service – Alexa could not attend, sent update. Met with Connie Friday March 4<sup>th</sup>, 2022.

Tennis – Fred attended, with update

BMAC – Elysia attended, with update

### **Department Updates**

#### **Agronomy:**

-Incident report, hazard report, first aid record and EIRR 1-14 completed.

Worker pinched finger using pickaxe to build fence. No missed time or medical attention.

#### **Horticulture:**

*Old business:*

-Flag stone broken and missing on the stairs at PF, needs repairing. Connie to call Jamie to repair. **We need to find another solution Jamie is not retuning text messages or voicemails.**

*New business:*

-Hazard report filled out for moisture damage (floor heave) on the floor of our RED sea can. Creates a trip hazard. We have identified this hazard with a cone.

-First Aid record was filled out, worker rolled ankle getting out of service vehicle. Ice pack was applied, ankle was wrapped, light duties offered, employee returned to work. Follow up was completed, no lost time or medical attention required. EIRR 1-14 was not filled out. No missed time or medical attention.

#### **Golf Shop:**

No update.

**Course Marshals Update:**

-This team is not working.

**Golf Services Update:**

*Old business:*

-Covid sign in sheet needs to be moved back to the outside service gate and it needs to be always kept in that location. *Was this completed?*

-Concern for this department is the golf bags becoming heavier and heavier, concerns with repetitive strain. *Has there been any changes to this situation?*

-Jason to talk to Gregory 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 applied?*

-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?*

*New business:*

-No incident reports, hazard reports, first aid records or EIRR were required. No missed time or medical attention.

**F & B On Course Service Update:**

*Old business:*

-Question regarding parking. On Course F & B was told to park their personal vehicles at tennis in the gravel area as their beverage carts are parked at tennis at the end of each shift. *We need confirmation for this team if they are allowed to park at this location.*

*New business:*

-No incident reports, hazard reports, first aid records or EIRR were required. No missed time or medical attention.

**Tennis Updates:**

*Old Business:*

-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?*

-Agronomy will be taking the tennis resort radio. Tennis concierge will now only have their department mobile phone for all communication. *Completed.*

-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?*

*New business:*

-No incident reports, hazard reports, first aid records or EIRR were required. No missed time or medical attention.

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

-Fire extinguishers to be tested. **This was completed March 2, 2022, with all other testing.**

-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”? Joe / Russ to follow up.

**BMAC: Welcome!**

-No incident reports, hazard reports, first aid records or EIRR were required. No missed time or medical attention.

**All Departments:**

-Resort communications. Interdepartmental radios were brought up as we do not have a proper radio communication system in place at the Resort.

**Department inspections:**

-Doug to complete Agronomy and Horticulture in March 2022. **This is now complete, thanks Doug.**

Please print February 2022 OHS minutes and have all employees in your department sign, then post. Reminder: OHS monthly meeting minutes need to be posted for three months.