

Meeting Held February 3, 2021

Start Time: 1pm

End Time: 2pm

Location: Agronomy Lunchroom

Manager: Connie Rose

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

Attendance:

Agronomy – Gus

Horticulture – Desiree and Sue

Tennis – Did not attend

Golf:

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

Agronomy Updates:

- The Foremen Yamaha carts will be identified with First Aid logo stickers.
- Four workers in this department reported on-the-job incidents in January, 2021. Protocols were followed and applicable forms were completed.
- Regarding first aid kits – they are being taken with workers in their vehicles in the Agronomy department and the recommendation was that forms need to be included in the first aid kits.
- See All-Departments section for additional details from this meeting.

Horticulture Updates:

- Nothing to report for the month of January 2021.
- See All-Departments section for additional details from this meeting.

Golf Shop Update:

- Evan Dycki has been appointed as the new Golf safety representative. This was his first attendance of a safety meeting.
- See All-Departments section for additional details from this meeting.

Golf Services Update:

- Jason will check the expiry date of his First Aid certification.
- Jason will have his departments emergency protocol laminated and posted on the podium.
- See All-Departments section for additional details from this meeting.

Course Marshals Update:

- Nothing to report for January 2021
- See All-Departments section for additional details from this meeting.

On Course Service Update:

- Follow-up on COVID-19 daily check-in policy – where are records kept?
- See All-Departments section for additional details from this meeting.

Tennis Updates:

- Tennis needs to review their working alone policy.
- See All-Departments section for additional details from this meeting.

All Departments:

- The newly completed First Aid room is now in the Agronomy (mechanic bay) area. The new First Aid room is for workers (employees) only. This is the location of First Aid kits. All “first aid Record” forms must go through a OFA and be filled in at the time of accident or incident. If an employee misses work or is needs medical attention all WorkSafeBC Documentation must be completed and sent within 72 hours of the incident occurring.
- Gravel has arrived for the service road and yard to repair grade and fill potholes.
- Minutes of meetings – The following associates are being forwarded the minutes – Summer, Ken, Jason and Evan. Jason noted that he posts the minutes on the podium for his staff to review.
- Communication books were recommended as a tool for other employees to receive updates on what happened while they were off shift. This has been implemented for Golf by Jason. Waiting to hear from on course service.

- COVID check-in's continuing daily for all employees.
- Discussion on highest risk areas for incidents to occur – Agronomy and Horticulture have reviewed their departments. Golf services, Marshalls, on-course and Tennis should all review their department highest risk activities. Also, familiarize with emergency protocol and access points for emergency vehicles.
- The contact address for emergencies is **2050 Country Club Way.**