

January OHS meeting

Start Time: 1:00 pm

Location: Agronomy lunch room

Manager: Connie Rose

Next Meeting for the month of February 2022 will be in person meeting March 2, 2022

Attendance / updates

Agronomy – Bill, Doug attended

Horticulture – Connie, Sue attended

Golf front end operations -

- Golf Shop – Evan did not attend, did not send update
- Golf Services – Jason attended
- Course Marshals – Ken did not attend; email update, team is not working, no update.
F & B On Course Service – Alexa did not attend due to school, no update.

Tennis – Fred attended

Agronomy Updates:

- Continuing with all current Covid19 Health and Safety protocols
- All new and updated Covid19 literature posted in agronomy building
- Reimplementing Vital oxide sanitization program at the end of each day
- CAL log reinforcement – Mechanics holding staff accountable for equipment signoff prior to equipment use
- First aid room door – now to be kept closed to help with dust reduction in room
- Snow and ice safety discussions with team
- Working safely in Fog.
- Parkway conditions report each morning regarding snow and ice
- Reminder to team to continue or improve upon reporting near misses or any safety concerns to a OFA or supervisor
- Head lamps on in the mornings, or dark environments
- Reminder to always wear high-visibility vest when working in or around equipment's travelling 30km/h or less

Accidents or Near misses reported

- Associate stood on wooden rake head and the handle came back and struck them on the left-hand side of their head. The strike resulted in soreness and light headedness. First aid: inspection of area, continue to monitor and ice if swelling occurs. Worker RTW on light duties
- Associate was operating a chainsaw on an uneven, sloped terrain. As associate bucked the log, the log began to roll towards them. Associates lower left leg was briefly pinned between the two logs resulting in slight bruising on lower calf region. Area of leg was inspected by themselves, no first aid required. Worker RTW with regular duties.

Horticulture Updates:

- Horticulture continues with the Daily Coronavirus practices.
- There were no first aid reports filled out.
- There was no medical attention needed, there was no missed work.
- Two hazard reports were filled out
 - Flag stone broken and missing on the stairs at PF, needs repairing. Connie to call Jamie to repair.
 - Fuel station Gas specific, leak in hose and filter was broken. Replacement and repairs were made; however, the new nozzle does not have an automatic shut off – be cautious when filling up gas it will overflow. New nozzle arriving end of this week early next week.
- One incident report was filled out
 - Incident report for mechanic, gas split on his arm. Changed coveralls.
- The first aid room was cleaned. Bedding, supplies, and floor were sanitized, and washed. Door must be always closed to minimize dust and dirt build up.

Golf Shop Update: no update.**Golf Services Update:**

- No incidents, no near misses.
- There was a covid outbreak, some staff were exposed to covid, only one person tested positive.
- Covid protocols – covid sign in sheet needs to be moved back to the outside service gate and it needs to be always kept in that location.
- Concern for this department is the golf bags becoming heavier and heavier, concerns with repetitive strain.
- They have a check list for sanitizing high touch areas and use a fogger for the golf carts.
- Jason to talk to Gregory about a list for pre and post trip inspections for the golf ball picker unit on the driving range.
- 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?

Course Marshals Update:

- Nothing to report.

F & B On Course Service Update:

- No update.

Tennis Updates

- Concern - 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.
- Agronomy will be taking the tennis resort radio. Tennis concierge will now only have their department mobile phone for all communication.
 - Doug to pick up radio for Agronomy.
- Gravel needed for back of tennis unused area, it was leveled out and needs topping up.
 - Joe / Russ to follow up.

All Departments

- Fuel station Gas nozzle does not have an automatic shut off – be cautious when filling gas. New nozzle arriving end of this week early next week.
- Staff should not be parking their personal vehicles in the gravel lot at tennis.
 - Park personal vehicles under Ponds Landing or Fairways Hotel in the public parking stalls.
- Please be reminded to use a flashlight, head lamp or your cell phone light in dark areas

Department inspections

- Completed for Pro Shop, Golf Services and Tennis operations.
- Based on the following, these departments do not need a level one first aid attendant they only require a basic first aid kit. Requirements based on low staffing levels during a single shift, travel time to hospital, and level of risk.
- For all major first aid after 2:30 pm call 911 for emergency services.
- All other minor injuries such as a paper cut can be taken care of from the basic first aid kits.

Please print January 2022 OHS minutes and have all employees in your department sign.