

## **1. July 2024 Meeting information**

Meeting - In person

Location - Corporate office

Manager - Connie Rose

Next meeting – for the month of August 2024 will be held Tuesday September 3<sup>rd</sup> 2024, meeting will be in person at 1:00 pm.

Attendance for the July 2024 meeting.

- a. Agronomy - Doug
- b. Horticulture - Sue, Connie
- c. Golf operations
  1. Pro Shop - Jordan
  2. Golf Services - Jason
  3. Course Marshals - Jordan
- d. F & B – Maddy
- e. Tennis - Fred
- f. BMAC - not in attendance
- g. Maintenance – not in attendance

## **2. July 2024 Department Updates**

a. Agronomy –4 first aid records. Monthly summary submitted.

1. first aid record - Sand in workers eye, eye wash used. Follow up the next day.
2. first aid record - Wasp sting on workers eye, stinger removed. Follow up the next day.
3. first aid record - Low back pain when using fly mower. Light duties.
4. first aid record - Wasp sting on back of hand.

b. Horticulture – nothing to report. Monthly summary submitted.

c. Golf Operations -

1. Pro Shop - nothing to report. Monthly summary submitted.
2. Golf Services – 2 incident reports, 3 hazard reports. Monthly summary submitted

1.incident - worker walking up from cart barn was hit on the leg with a golf ball, no injury to worker.

2.incident - worker walking up from cart barn was hit on the shoulder with a golf ball, no injury to worker.

1.hazard – golf ball coming through cedar hedge.

2.hazard – workers are not permitted to drive on the range floor, they must use the access road. Hard hats are mandatory.

3.hazard – storing range picker in a new location. Hard hats are mandatory.

3. Course Marshals - nothing to report. Monthly summary submitted.

d. F & B - nothing to report. Monthly summary submitted

1. Lift Coffee and Juice bar
2. Driving Range
3. On course beverage cart service (MTN, Valley)

4. Comfort 10 Mountain Course
5. Comfort 11 Valley Course
6. Lift Pool Side Bar and Grill
7. Hub storage area

e. Tennis Updates – Break in at the storage shed, during off hours. No injury to workers.

Monthly summary submitted

f. BMAC - summary not submitted.

g. Maintenance workshop – summary not submitted.

### **3. July 2024 Department Inspections**

a. Agronomy – irrigation parts room needs to be cleaned and organized. Two burnt out light bulbs in mechanic area. Pat has lights to replace. First aid room needs a clean. This is completed. Cart path stop sign on Valley hole 1 to 2 is missing.

b. Horticulture – no concerns

c. Golf Operations

1. Pro Shop - no concerns
2. Golf Services – workspace #1 Driving range area. Fire extinguisher and first aid kit now on site. Page 2 of the inspection list - material storage – are materials neatly and safely piled? cart barn area was noted as needing organization. Work space area #2 HUB area. Bag storage shelves need stabilization. Electric panel needs attention items moved away from panel, items against baseboards, fridge too close to fire pull station.
3. Course Marshals – all four first aid kits have been replenished.

d. F & B

1. Lift Coffee and Juice bar – no concerns
2. Driving Range – Fire extinguisher and first aid kit has been provided. Possible hot dog cover so it can stay in location permanently. This is now completed. Thank you. Possible different service cart for moving supplies.
3. On course beverage cart service (Mountain and Valley) – first aid kits are located in the storage area (comfort 10 or the hub). They are to be removed from the carts at the end of shift and picked up at the start of each shift.
4. Comfort 10 Mountain Course – fire extinguisher needs inspection and then added to regular inspection schedule for resort.
5. Comfort 11 Valley Course – was not open for business. Tote with service items is complete and ready for business.
6. Lift Pool Side Bar and Grill – fatigue mats needed. Ice well is not attached to a pipe, possible slip hazard.
7. Hub storage area – same concern noted above in work space #2 Golf services - fridge too close to fire pull station

e. Tennis Updates – removed two empty eye wash bottles replaced with a new unopened one. AED batteries were replaced. Hole is still in the roof of the storage shed.

- f. BMAC – AED machine was changed from French to English.
- g. Maintenance workshop – fire extinguisher needs inspection and then added to resort inspection schedule. In progress of organizing space.