

June 2020 OHS Meeting Minutes

Meeting Held July 8, 2020

Manager: Connie Rose

Associates: Amelia, Angus, Ken

Tennis and Golf did not attend

Start Time: 1pm

End Time: 2pm

Location: Agronomy Lunchroom

Agronomy Updates:

- All greens First Aid Kits updated on July 8, 2020
- No missed work from any workers in the month of June, apart from injury the occurred in May is still off work
- Department is now accumulating garbage and recycling from the golf course and food & beverage because it can no longer be disposed of at the hotel- need to implement a disposal plan
- New COVID-19 literature has been posted throughout the lunchroom and bathrooms to raise awareness and remind employees to wash hands
- Planning to do some clean-up and rearranging in the yard- machines may be parked in unusual locations- everyone should be aware of this and use extra caution while driving around the yard
- Plan to delegate employees to sanitize the lunchroom has been neglected- need to enforce this and ensure that communal surfaces are being cleaned regularly

Horticulture Updates:

- One incident in the month of June involved an employee being poked by a Berberis thunbergii 'William Penn' thorn and injuring their shoulder as a result of their reflexive reaction and pulling their arm backwards
- Vehicle insurance was renewed in June. Toro Workmans are allowed on sidewalks but not roadways. The Gator is no longer insured and can only be driven on the private property of the golf course

- Continuing to follow the same COVID-19 procedures; sanitizing tools and vehicles at end of day, limiting the number of people in the office at a time, wearing masks in enclosed spaces- not wearing them in Toros
- One employee received two wasp stings while gardening next to a wasp nest. There is a high volume of nests around the property- if found, let someone know from Agronomy and they can spray the nest after dusk

Course Marshal Updates:

- Team has 5 new PAs, all with fire suppression training
- Two anchored tents have blown away in times of high wind in the past month and become damaged. Now marshals must sit in direct sun for hours at a time with no shelter and increased risk of heat exhaustion. They are currently waiting to receive or borrow a replacement tent from Golf for Kids Dale Douglas
- Lacking radios- also waiting to receive more so all employees can have one
- Some golfers at the range are not respectful of the social distancing guidelines- they will remove the signs that have been posted to block off certain areas and proceed to golf in these spots, as well as coming too close to employees to access balls
- Policing is needed to ensure that golfers are social distancing and sanitizing
- Employees need keys for all access gates in case of emergency and to prevent getting locked inside at the end of the day- ideally one for every employee (30 keys)
- Marshals sign out their first aid kits daily, do they need updating?
- Picker working late needs a working alone procedure- he is out at the practice facility alone at night in a machine and needs to be checked in on throughout his shift –

Safe Work Practices

30b Working Alone

Hazards: No one is there to assist if worker is injured

Equipment: Radio, cell phone

PPE: N/A for working alone *Does someone wear steel toe boots for this job? Do they wear ear protection for this job?

Training Required: Orientation and on-the-job training

Legal Requirements: Section 4.20.2 of the OHS Regulation

Safe Work Practices

-Check in with a designated person at regular intervals. This can be as simple as having a brief conversation to confirm you are safe and secure

-Carry the radio and/or cell phone with you at all times and when working on your own, if applicable

4.20.1 Definition

In sections 4.20.2 to 4.23, "*to work alone or in isolation*" means to work in circumstances where assistance would not be readily available to the worker

- (a) in case of an emergency, or
- (b) in case the worker is injured or in ill health.

[Enacted by B.C. Reg. 318/2007, effective February 1, 2008.]

4.20.2 Hazard identification, elimination and control

- (1) Before a worker is assigned to work alone or in isolation, the employer must identify any hazards to that worker.
- (2) Before a worker starts a work assignment with a hazard identified under subsection (1), the employer must take measures
 - (a) to eliminate the hazard, and
 - (b) if it is not practicable to eliminate the hazard, to minimize the risk from the hazard.
- (3) For purposes of subsection (2) (b), the employer must minimize the risk from the hazard to the lowest level practicable using engineering controls, administrative controls or a combination of engineering and administrative controls.

[Enacted by B.C. Reg. 318/2007, effective February 1, 2008.]

4.21 Procedures for checking well-being of worker

- (1) The employer must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation.
- (2) The procedure for checking a worker's well-being must include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue.
- (3) A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person.
- (4) In addition to checks at regular intervals, a check at the end of the work shift must be done.

- (5) The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the joint committee or the worker health and safety representative, as applicable.
- (6) Time intervals for checking a worker's well-being must be developed in consultation with the worker assigned to work alone or in isolation.

[Amended by B.C. Reg. 318/2007, effective February 1, 2008.]

Note: High risk activities require shorter time intervals between checks. The preferred method for checking is visual or two-way voice contact, but where such a system is not practicable, a one-way system which allows the worker to call or signal for help and which will send a call for help if the worker does not reset the device after a predetermined interval is acceptable.

All/Multi-Departmental:

- Steel toe boots are required at all times inside the Mechanics shop at the Agronomy building. Do not enter the building without boots- call the mechanic outside to talk if needed
- Fire extinguishers for Horticulture and Marshals need to be updated ASAP. Marshals have 6 extinguishers. Does tennis need theirs updated?
- All employees must be reminded to drive extra slow around the yard, especially in summer, to prevent dust clouds
- Goal is to have all access gates using the same key for ease and convenience
- Horticulture and Agronomy will continue to run the safety meetings because they are the departments with the highest risk and the most incidents. Other departments can attend whenever possible
- Notes will be taken at every safety meeting and distributed to every department to be printed off and displayed for employees. It will be the responsibility of each Safety Rep to have their employees sign off on each month's meeting notes.
- Amelia needs to complete online training for WorkSafe.

Departmental Inspections:

Gus and Amelia completed departmental inspections for Agronomy, Horticulture and Golf on July 8. Inspection of Tennis completed July 9.

Next Meeting: August 5 at 1pm

Location: Agronomy Lunchroom