

**Meeting Held July 7, 2021****Start Time: 1pm****End Time: 145pm****Location: Agronomy Lunchroom****Manager: Connie Rose****Next Meeting: Email only – All departments please send a July summary by Tuesday, August 3, 2021. No meeting will be held in person.****Attendance:****Agronomy – Bill and Gus****Horticulture – Amelia****Tennis – Fred****Golf**

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

**Agronomy Updates:**

- First aid kits are brought with first aid attendants each day; superintendents have them in their personal utility vehicles, while Angus brings a kit with him in whichever vehicle he uses each day. First aid forms will be left in the first aid room
- Back to a single morning meeting with employees practicing social distancing and wearing masks
- Purchased sunscreen and sunhats for all employees to use during hot weather
- Employees made aware of bee/wasp nests throughout golf courses
- Pro-blower will have a plexiglass barrier installed to reduce noise levels, because employees have expressed concerns about it being too loud even when doubling-up on ear protection
- 3 incidents in the month of June: one neck injury, one general back injury, and one lower back injury. First aid forms were completed for all, and one case has been resolved. Two cases have required EIIRs which are complete and ready for submission. These two employees are seeking medical attention and are on reduced work duties
- Employees encouraged to stretch before beginning their work to reduce strain injuries
- Safety reps in the department plan to implement a folder to communicate safety related occurrences to one another, in case anyone is off-shift and misses significant events
- Confirmed that oxygen tanks are in good order and do not have an expiration date. What is the reason we have 2 tanks? Bill to follow up with Emily Swann and supplier.

**Horticulture Updates:**

- 1 incident in the month of June: Employees walked past a wasp nest and two workers were stung. One was stung once in the face; the other was stung five times in various locations. The employee with multiple stings suffered an allergic reaction and was taken home after receiving first aid. First aid records were filled out as well as an EIRR.
- In the process of creating a departmental communicable disease prevention plan
- Continuing same COVID-19 protocols
- All department first aid kits were restocked
- Tested all gate keys and distributing them to seasonal employees
- Notified through departmental inspection that sea cans are dark- employees possess head lamps to remedy this
- Also found in dept. inspection: the blocks that the Hort office stand on are decaying and appear unstable. Department heads have brought this to the attention of upper management and waiting on update.
- Connie to follow up with Pacific Coast Fire regarding our service vehicle fire extinguishers to be sure they were inspected / tested in March 2021.

**Golf Shop Update:**

No updates

**Golf Services Update:**

No updates

**Course Marshals Update:**

No updates

**On Course Service Update:**

No updates

**Tennis Updates:**

- Concerns regarding manhole behind tennis courts with no cover. Horticulture will place safety cones indicating this is a no parking area around the manhole. To be completed 07/09/2021.
- Tennis has been provided a hard hat for employees to use when driving anywhere with risk of golf balls. This includes the service road around the driving range and driving to the Agronomy location to dump trash and recycling.

- Fire extinguishers due to be tested in July

**All Departments:**

- Security now operating on golf courses and bike park to prevent non-golfers from utilizing the property. This reduces workers' risk of encountering dogs, pedestrians and bikers while working and driving on the courses
- Horticulture and Course Marshals will receive training in fire suppression on the golf course
- Which departments possess fire extinguishers? Those who do, when are they due to be updated?
- All employees are required to wear a hardhat when driving on the gravel service road unless they are in an enclosed vehicle. Employees are also encouraged to avoid this service road, instead taking the cart path along 18 Valley. Are all employees provided this PPE in every department?
- Workers reminded to use caution when working around the new Shadow Creek development next to 12 Mountain. This is an active construction site. Department heads will access the schedule for blasting and drilling at this location, and employees will be made aware of blasting signals