

March OHS meeting

-Start Time: email updates only

-Location: email updates only

-Manager: Connie Rose

-Next Meeting for April 2022 in person May 4, 2022 1:00 pm, please come prepared with updates. Update include the OHS departmental form, updates from old business and any safety updates for operations.

Attendance

-Agronomy – Doug emailed update

-Horticulture – Connie provided update

-Golf front end operations:

- Golf Shop – Jordan did not update
- Golf Services – Jason sent update
- Course Marshals – this team is not working, no update.
- F & B On Course Service – Alexa did not update

Tennis – sent update

BMAC – Elysia did not update

Department Updates**Agronomy March Updates:**

- All new and updated Covid19 literature posted in agronomy building
- CAL log reinforcement – Mechanics holding staff accountable for equipment signoff prior to equipment use
- Working safely in windy conditions. Notify OFA or Supervisors of downed trees or widow makers.
- Parkway conditions report each morning regarding snow and ice
- Reminder to always wear high-visibility vest when working in or around equipment's travelling 30km/h or less
- 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

Accidents or Near misses reported

- Associate using a 4300D workman, towing Salsco roller: Associate drove down 17valley cart path exiting right onto fairway down to maintenance bridge at 17valley green. Associate then lost control of the 4300D due to wet conditions and weight pushing momentum forward when accessing bridge. Associate and all equipment fell 8 feet down off rock wall into the creek that passes under maintenance bridge. Associate was able to remove themselves from equipment and call a supervisor for help. Minor bruising on knee, thigh, and arm in case.

- 360 physical check to look for abnormalities aside from reported injuries
- Rest in first aid room with ice pack for knee and thigh
- Rest of the day given off
- Discussed light duties once returning to work
- Told to report to clinic
- Follow up reported. Full First Aid Record, EEIR, 6A, 7A completed

Horticulture: No incident or hazard reports, first aid records or EIR, no missed time or medical attention for March 2022.

Old business:

-Flag stone broken and missing on the stairs at PF, needs repairing. Flagstone located Scott Walker to install.

Golf Shop:

No update.

Course Marshals Update:

-This team is not working.

Golf Services Update: -No incident reports, hazard reports, first aid records or EIR were required. No missed time or medical attention.

Old business updates:

-Covid sign in sheet needs to be moved back to the outside service gate and it needs to be always kept in that location. *Was this completed? Yes JK*

-Concern for this department is the golf bags becoming heavier and heavier, concerns with repetitive strain. *Has there been any changes to this situation? Suggestion to email members to remove items from their golf bags to lighten up golf bags. JK*

-Jason to talk to Ryan head mechanic about a list for pre and post trip inspections for the golf ball picker unit on the driving range. *Is this pre and post trip inspection now procedure? Jason still needs to talk to mechanics. JK*

-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? *Is this AED available to us? Can we find out the last service date? Jason any up date on this?*

New business: Question - First aid requirements, do course marshals need to have first aid?

This is the formula.

#1 – is the distance to a hospital less than 20 minutes? If it is less than 20 minutes, then no first aid requirement.

#2 – is the total amount of staff on a shift less than 10 people? If the staff number is less than 10 people working at one time then no first aid requirement.

#3 – is your departmental assessment low risk? If your risk is low, then no first aid requirement.

In summary only a first aid kit is required for the course marshals.

F & B On Course Service Update: no update

Old business:

-Question regarding parking. On Course F & B was told to park their personal vehicles at tennis in the gravel area as their beverage carts are parked at tennis at the end of each shift. We need confirmation for this team if they are allowed to park at this location. Alexa reported the team is permitted to park at tennis.

Tennis Updates: -No incident or hazard reports, first aid records or EIRR, no missed time or medical attention for March 2022.

no update on; *Old Business:*

-Concern with 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. Has this been looked at?

-Gravel needed for back of tennis unused area, it was leveled out and needs topping up. Joe / Russ to follow up. Has this been looked at?

-Gravel for paths for fire exit remains an issue. Joe / Russ to follow up.

-Concern with the gate located at the BMAC. This gate was found locked when a tennis concierge finished their shift, this brought up two concerns.

- One is accessibility to the concierge in the event of a medical emergency.
- Two, the department emergency protocols for the tennis concierge, such as what number to call first in the event of an emergency. 911 or the “group of four”? Joe / Russ to follow up.

BMAC: no update

All Departments: no update

Department inspections: due in May 2022

Please print March 2022 OHS minutes and have all employees in your department sign.
Reminder: each OHS monthly meeting minutes need to be posted for three months.