

Ecoasis Golf & Resort LLP

January 15 2021

OHS Meeting Minutes

November 2020

Meeting Held December 9, 2020

Manager: Connie Rose

Attendance:

Agronomy – Angus, Bill

Horticulture – Amelia, Connie

Golf

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

Tennis - did not attend

Start Time: 1pm

End Time: 2pm

Location: Agronomy Lunchroom

Agronomy Updates:

- No incidents or accidents in the month of November
- Lights in Agronomy lunchroom were replaced on Dec.9
- Muster points have been determined—For employees on Mountain Course, muster point is Comfort 10. For employees on Valley Course, muster point is agronomy lunchroom
- Fire extinguishers not yet added to utility vehicles
- Fire Safety Plan is complete and expected to arrive on-site soon
- Some employees received Level 1 First Aid in November, two more will be receiving Level 2 Training this month
- Department holds a safety meeting every Wednesday; Gus chooses a topic each week to review. Ex. Working in cold weather, hearing protection, types of first aid courses. These topics are included in the weekly meeting minutes that are posted on their safety board & included in SWP binder
- Plan to update first aid kits & hopefully receive some instruction on use of contents
- Repainting yellow lines in the mechanic's shop and designating an accessible 'safety area' where all PPE, safety documentation and first aid supplies will be kept. This area will also include checklists for vehicle inspection and daily sanitization

- Yellow paint will also be used on the cart path to create 2 lanes on the blind corner @ Mountain 16 Tee, to stop drivers from cutting the corner & prevent a head-on collision
*Ensure proper safety equipment is worn while using this industrial caution paint
- Regularly checking sanitizer bottles in lunchroom to ensure they are full and functional

Horticulture Updates:

- No incidents or accidents in the month of November
- Moved all gas-powered equipment out of Sea can and into Agronomy's equipment bay on Dec. 7
- Machine operator signed off on required safety literature
- Updated Emergency contact list and posted in the horticulture office for employees to access

Golf Shop Update:

- Did not attend and nothing was brought to our committee attention

Golf Services Update:

- Did not attend and nothing was brought to our committee attention

Course Marshals Updates:

- No incidents or accidents in November
- PAs have expired first aid. They currently have few enough employees that they do not require a first aid attendant- only a first aid kit on hand

On Course Service Update:

- Did not attend and nothing was brought to our committee attention

Tennis Updates: *Did not attend this meeting; need updating on the following info from last month's OHS Meeting*

- The key to access the AED in the tennis bubble has been kept in the Westin, but it will now be kept inside the bubble with the first aid kit, effective November 4/2020
- What is the date on the AED? How long is it good for (testing and replacement)?
- Tennis needs to receive an updated contact list for all Ecoasis employees with First Aid- this can be found on the K-drive Occupational Health and Safety folder and can be printed for employees to access
- Need to implement a working alone policy- employees need to check in with someone after finishing shifts as late as 11pm alone. Golf employees finish around sunset, so there is a tennis employee working completely alone for several hours in the dark
*This was not addressed in yesterday's meeting, but after consideration we have realized that there also must be interval check-ins during shift
- Employees could use a logbook to communicate with each other, as they typically work alone and will need updates on events that transpired during previous shifts
- Job description for tennis employees- can they fill in when single tennis players request a partner?
- Thorough training & orientation needed for employees, including training on using radios, emergency protocol, safe work practices
Literature on radio usage and emergency protocol are posted in the workspace but employees must read these thoroughly and ensure they understand
- Sanitizer, gloves and paper towel provided for employees to clean all touch points between every tennis rotation- they need time to sanitize everything before new players enter the bubble
- Please confirm that employees have access to staff COVID-19 safety protocols
- No hot water in tennis bathrooms or at hand-washing station in the bubble. Is cold water adequate for hand washing during the pandemic?
- Please confirm tennis employees receive a complete orientation with Safe Work Practices for all tasks; including running equipment such as the tennis roller and machinery used for scarification; and ensure employees are aware of required PPE for all equipment (ear protection, steel toe boots)
- Please confirm ear protection is available for all employees when using equipment
- **On December 11, a worker from tennis has expressed a need for a permanent lighting solution outside of the tennis facilities. They are pleased with the current lighting that is provided by seasonal decorations, but they are requesting additional lighting after holiday lighting is removed**

All Departments:

- All employees are required to sign a daily COVID-19 check-in stating that they are not experiencing any symptoms, have not travelled in the last 14 days, and that they have not been exposed to anyone with COVID-19
- Horticulture and agronomy received hearing tests in November
- Horticulture and agronomy plan to update all SDS by the end of the year. What other departments possess SDS? Do they need updating?
- A first aid attendant may be required for the Golf shop, because in the evenings there is no one on site with first aid training after Horticulture and Agronomy depart
- Inspections due for Golf, Horticulture, Agronomy
- Departments whose staff have staggered start times, such as Golf and Tennis, may benefit from a communication book where employees can write important information/updates for others to access when they come in for their shifts
- All employees are expected to follow public health & safety orders and stay updated regarding COVID-19 protocol, particularly during the holiday season

Next Meeting: January 6/2020, 1pm @ Agronomy Lunchroom