

October 2020 OHS Meeting Minutes

Meeting Held November 4, 2020

Manager: Connie Rose, Matt Mamone

Associates: Amelia, Gus, Julie; Golf and Marshals did not attend

Start Time: 1pm

End Time: 230pm

Location: Agronomy lunchroom

Agronomy Updates:

- Still need to replace light covers in lunchroom
- Must determine muster points for workers on both Mountain and Valley course
- Adding fire extinguishers to select utility vehicles
- Posted maps of both golf courses in the lunchroom
- Dedicating additional time to OHS tasks every other week
- Reiterating COVID-19 protocol to employees frequently, sanitizing lunchroom after use
- Some employees will be undergoing first aid training this month and next
- Two employees have called 811 due to concerns over COVID-19; one was instructed to continue work, the other was tested and then returned to work after receiving a negative result

Horticulture Updates:

- No incidents or accidents in the month of October
- Going over safety every morning for fall and winter activities, such as irrigation blow-out and tree planting
- Working on roads more often than usual- reviewing safety daily, detailing need for high visibility clothing, cones, signs and being aware of surroundings

- Machine operation- Reviewing safety for both the operator and employees working on the ground near machines; make eye contact, wear high-vis, ear protection, steel toe boots

Current machine operator needs to review and sign-off on safety literature regarding the equipment they are using

- Planting trees- reviewing proper lifting techniques and communication with teammates to prevent strain
- Working in the dark- all employees have a headlamp for starting work in the dark, and are required to wear high-vis in the morning until sunrise (and at all times on roads & municipal properties)
- Staggering lunch times with Agronomy team to reduce the amount of people in the lunchroom & sanitizing after use
- Still need to update Emergency Preparedness Plan contact list
- Team needs to be trained on fire suppression on the golf course- this will happen in the spring with PAs

Tennis Updates:

- 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 work space 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

All Departments:

- Agronomy and horticulture have agreed on a new protocol for working in times of high wind- instead of basing it off of km/h, employees will be called off a worksite if wind gusts are powerful enough to cause branches and debris to fall from trees
- Change-of-Season Safety Meeting will be held on November 19/2020 in the agronomy lunchroom

Next Meeting: December 9, 2020. 1pm @ the Agronomy Lunchroom