

September 2020 OHS Meeting Minutes

Meeting Held October 7, 2020

Manager: Connie Rose, Matt Mamone, Bill Quin

Associates: Amelia, Gus, Ken, Tennis and Golf did not attend

HR Consultant: Vicki Gannon

Start Time: 1pm

End Time: 2pm

Location: Agronomy Lunchroom

Agronomy Updates:

- Light covers in lunchroom still need replacing
- Building maintenance needs to be addressed- this used to be done by the hotel maintenance team, but it needs to be taken over
- Employees have been tasked with keeping the recycling area clean & tidy, and calling for garbage bin pickup when needed
- Members who own personal golfcarts drive on the course outside of open hours; Employees must anticipate them- expect someone around every blind corner or hill. Is there a way to block/fence access points to the course? Or a way to notify members of the safety hazard this creates? *This is especially concerning during aeration activities, as employees are driving large equipment and towing heavy loads, resulting in decreased braking capabilities
- An incident occurred involving the pro-blow and a mechanical error. The employee experienced some bruising, a first aid report was filled out, no missed work.
- A janitor service is contracted to clean the bathrooms on the golf courses once a week, but it would be beneficial to have additional sanitization schedules during COVID-19 to protect both employees and golfers
- Need copies of golf course maps
- Holes 5 and 10 on the valley and mountain courses have fire suppression boxes- horticulture team still needs training on these
- Greens to determine muster points for workers on both mountain and valley courses
- Adding fire extinguishers to Bill and Matt's utility vehicles. Possibly mechanic's vehicle as well

- Employees instructed to avoid wooden bridges on golf courses when they are slick with frost. Sand can be laid down if required

Horticulture Updates:

- Still need to update Emergency Preparedness Plan; just waiting for seasonal employees to depart next week so their contact info can be removed
- One incident in which an employee was using a push mower and the equipment dropped onto a metal utility box while the blades were engaged. This resulted in the equipment being damaged. The employee was not injured but an incident report was filled out
- Hort team to be trained on golf course Fire Suppression

Course Marshal Updates:

- Starters should remind golfers when there is dense fog in the course to use extra caution- cannot see where their balls land or if there are employees working in front of them
- A PA believed they had exposure to someone with COVID 19 outside of work. They phoned the 811 hotline and were instructed to monitor their condition and follow social distancing, mask and sanitization protocols
- Picker cage with brittle, flaking metal has been reinforced with cardboard and zap-straps to protect the operator. This is deemed adequate for the time being. Ken noticed the front piece of plexiglass has a chip in the corner- this will mean the barrier is compromised
- Workman unit that does not have the mesh barrier now always has a hardhat in it for the operator to wear for protection from golf balls
- When an employee is working alone, they are required to carry a radio so they can be in contact with the Pro-shop in case of emergency. A check-in procedure should be implemented to know this employee is safe throughout their shift
- Sanitization products are available in each starter shack, kept in box below counter
- Floater picks up first aid kit at the beginning of shift to have on-hand while driving the course

All Departments:

- Keeping gate to service road closed at all times. Employees only beyond the gate; no public access.

- Connie, Bill, and Matt will discuss first aid training for employees
- Remind employees about fog in the mornings. Drive slower during times of low-visibility and turn on vehicle lights
- Employees are concerned when driving on the service road about golf balls hitting them from the driving range. A suggestion was for golfers to only hit irons from the range.
- Gus will do departmental inspections for Horticulture and F&B this month
- Employees are encouraged to communicate with community members that it creates a safety concern having them hiking on the private property of the golf course – please note this will be included in our change of season safety meeting * Proposed date for this meeting is November 18/2020

Next Meeting: November 4, 2020. 1pm @ the Agronomy Lunchroom