

JOINT HEALTH AND SAFETY COMMITTEE MEETING MINUTES
Tuesday March 12, 2024 @ 11 am

Committee Attendees:

Blair Magwood	Makenna Summerfeldt
Quaid McBean	Philip Valadao
Tyler Willner	Rolly Romines
Lynne Harder	John Santos

Also in attendance, on behalf of Management, were Glenn Carr and Darlene White.

Minutes taken by Lynne.

Blair reviewed the committee requirements for the new members:

- Committee meetings held twice a year
- All area managers required to perform and complete their area inspection form prior to meeting
- All area health & safety reports reviewed for issues/concerns that require attention
- Contact info must be kept current
- Lakeside Golf Club OH&S Policy and Procedures Manual must be accessible/available to all staff
- Maintenance has a board that they post all the minutes on
- Golf Ops, Restaurant/Kitchen and Admin must have a copy of the Manual, all minutes to be added to the back of the Manual upon circulation
- All incidents will be reported to committee
- Agenda for each meeting prepared by Blair one week prior to meeting for circulation with meeting reminder

Discussion Topics

- Minutes from May 19, 2022 reviewed
- Lakeside Golf Club OH&S Policy and Procedures Manual (“Manual”) Review
 - Page 10 - Contact Information reviewed, will require updating, new contact info provided to Lynne
 - Updating of Manual will be completed shortly for circulation to ensure all departments have a copy readily available for their staff
- Site Inspection Checklists for Each Department
 - Maintenance (Blair):
 - Couple kitchen light remaining to be replaced
 - Completing Inspection all electrical panels
 - Storage rooms require cleaning prior to our fire inspection
 - C/CAN being considered for additional storage needs
 - A 1 metre clear zone around all required areas will be marked in the coming days
 - All departments required to inspect their First Aid Kit contents & AED machines – please send list of needs to Blair for ordering
 - Fire Extinguishers where inspected last week in the main building – maintenance will take theirs in for inspection in the coming weeks
 - Suppression System requires inspection

- Pro Shop (Tyler)
 - One light in the track lighting requires replacement
 - Have to review the First Aid Kit contents (NOTE: list found on page 23 of Manual)
 - New AED pads need to be ordered
- Restaurant/Kitchen (John)
 - Main hood needs deep clean – Glenn to schedule
 - Seals on on-line fridge and the one out front need attention
 - Some handles on walk-in fridge/freezer need attention, a staff member was locked in last year for a short period of time
 - Fresh air return filter needs replacing
- Admin (Darlene)
 - One light remains to replace – Quaid will replace shortly

Training Schedule

- Training needs and scheduling timelines
 - First Aid schedule for this Wednesday and Thursday
 - Fire Extinguisher training is required – Blair to schedule
 - WHMIS is available on line for anyone interested
 - Blair reminded attendees that 4 hours is allotted for safety training if anyone has a specific topic they would like to take
- New board members
 - Recommend all complete a one-time HSC/HS representative training course
 - Blair is the Co-Chair, the committee requires a co-chair from the staff. Restaurant/Kitchen staff to discuss, Lynne will take position if no volunteer steps forward

Next Meeting

- September 17, 2024 @ 11:00 am

To-Do's:

- All:
 - Provide completed area inspection checklist to Lynne
 - New members to discuss Co-Chair role
- Blair:
 - Meeting Agenda one week prior to next meeting
 - Order First Aid Kit & AED requirement
 - Schedule Fire Extinguisher training
- Lynne
 - Contact information list update
 - Provide Area Inspection Checklist to Restaurant/Kitchen for completion
- Glenn
 - Schedule main kitchen hood deep clean
- Quaid:
 - Replace light in Admin



General & Administration Safety Committee Checklist

Main Office

- Doors, Locks, Windows
- Furniture (desks, chairs, cabinets)
- Lighting *(light over main desk)*
- Ceilings & Flooring
- Equipment (copier, screens, keyboards)

Repairs: _____

Staff Room

- Doors, Locks, Windows
- Furniture (sofa, tables, stand)
- Ceilings & Flooring
- Equipment (fridge, microwave, coffee maker)
- Lighting

Repairs: _____

Wayne's Office

- Doors, Locks, Windows
- Furniture (desk, chair, cabinets)
- Ceilings & Flooring
- Equipment (screen, keyboard)
- Lighting

Repairs: _____

Entrance, Stairwell, Foyer.

Washrooms

- Doors, Locks, Windows
- Furniture (chairs, stands)
- Ceiling & Flooring
- Lighting
- Stalls, toilets, sinks, counter, mirrors

Repairs: *ladies washroom vanity lights*
mens ✓
handicap ✓

Server Room

- Doors, Locks
- Furniture (cabinets, shelves)
- Fire Extinguisher *(insp 3/24)*
- Lighting
- Ceiling & Flooring
- Equipment (keyboards, etc)

Repairs: *some basic*
organization of
cords & boxes

Storage & Furnace Room

- Doors & Locks
- Lighting
- Shelving
- Ceiling & Flooring

Repairs: _____

Date of Inspection: Mar 14/2024 Inspected By: Lynne Harder

Title: Admin

Priority Repairs: _____



FRONT OF HOUSE SAFETY COMMITTEE CHECKLIST

HALFWAY HOUSE

- Door, Lock, Windows
- Cabinets & Counters
- Lighting
- Ceilings & Flooring
- Computer, Keyboard, Printer, Debit Machine
- Fridges, Hot Dog Roller, Microwave
- Toilets, Sinks, Mirrors

Repairs: _____

* POS system not set up yet *

MAIN BAR

- Cabinets, Counters, Mirrors
- Lighting
- Ceilings & Flooring
- Computer, Keyboard, Printer
- Fridges, Draft Tower, Ice Well, Pop Gun, Cup Washer

Repairs: _____

Cup Washer leaking -> EcoLab scheduled to come fix today.

SERVER STATION / COFFEE BAR

- Cabinets & Counters
- Lighting
- Ceilings & Flooring
- Computers, Keyboards, Printer, Debit Machines, Ipads
- Coffee Machines

Repairs: _____

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RESTAURANT

- Cabinets
- Lighting & Fans
- Ceilings & Flooring
- TVs, Radio, Microphone
- Tables & Chairs

Repairs: _____

Some tables need to be leveled.

PATIO

- Doors, Locks, Windows
- Lighting
- Patio Bricks
- Railings & Stairs
- Heaters & Umbrellas
- Tables & Chairs

Repairs: _____

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BANQUET ROOM & BAR

- Doors, Locks, Windows
- Cabinets & Counters
- Lighting
- Ceilings & Flooring
- TVs & Microphone
- Computer, Keyboard, Printer, Debit Machine
- Fridge, Ice Well, Pop Gun
- Tables & Chairs

Repairs: _____

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Date of Inspection: March 28, 2024

Inspected By: Makenna Summerfeldt
MS

BACK OF THE HOUSE
SAFETY COMMITTEE CHECKLIST

DISHWASHING AREA

- Ceiling & flooring
- Lighting
- Dishwasher Machine
- Counters
- Soaking station sink

Repairs: _____

LINE/MAIN COOKING AREA

- Counters.
- Line fridges. *(Need new seal)*
- Hot holding station.
- Heat lamps.
- Ovens.
- Fryers. (1, 2, 3)
- Flat Top and salamander.
- Hood Vents.

Repairs: *Need to descale
up line away.*

PREPARATION STATION

- Counters
- Lighting
- Ceiling & flooring
- 2 Pepsi Cooler Fridge
- Washroom toilets

Repairs: *Pepsi Fridge needs
NEW DOOR SEAL*

DRY STORAGE

- Shelving.
- Flooring and ceiling.

FREEZER/WALK-IN COOLER

- Door, lock.
- Flooring & ceiling.
- Temperature.

Repairs: _____

Date: *March 27/2024*
by: *ROLLY*

Inspected *RR*

Note priority
repairs:

Pepsi seal is ordered

Lakeside Golf Club – Hazard Assessment and Control

Food and Beverage Department – Kitchen

Assessment performed by: (names)

Phil/Rosely

Date of assessment:

March 27/24

Reviewed/ revised:

Tasks: (List all tasks/activities of the job/position)	Hazard: (List all existing and potential health and safety hazards)	Severity x Likelihood = Risk			Controls: (List the controls for each hazard: Elimination, Engineering, Administration, Personal Protective Equipment)	Date implemented:
		Severity	Likelihood	Risk		
Food Preparation	Cutting and Chopping Handling hot surface and liquids Handling raw meat	2	2	4	Proper training of knife handling techniques. Provide oven mittens. Train handwashing/sanitation procedures.	
		2	2	4		
Cooking	Use of open flames and hot surfaces Splattering oil Overheating appliances	2	2	4	Ensure proper ventilation for fumes/smoke. Provide heat-resistant clothing. Regular maintenance of cooking equipment.	
		2	2	4		
Cleaning	Handling chemicals Wet floors Lifting heavy objects	2	1	2	Provide personal protective equipment (PPE) Use non-slip mate for wet floor areas. Provide training on proper lifting technique.	
		2	1	2		
Dishwashing	Handling sharp utensils and broken glassware Wet floors Exposure to hot water and steam	2	2	4	Teach knife and glass handling skills. Ensure non-slip footwear is worn. Regularly maintain dishwashing equipment.	
		1	1	1		
Equipment maintenance	Handling electrical appliances Moving heavy equipment Exposure to moving parts	1	1	1	Teach electrical safety procedures. Provide lifting equipment for heavy objects. Learn about the safety mindset.	
		2	2	4		

Severity:

How Serious could the consequences be?
 3 – It could kill you or cause a permanent disability today or over time.
 2 – It could send you to the hospital.
 1 – It could make you uncomfortable.

Likelihood:

How likely is it going to happen?
 3 – Highly likely
 2 – Might happen
 1 – Unlikely

Risk:

Calculate the risk of hazards to prioritize preventive action.
 Severity x Likelihood = Risk