

Contact Report

Occupational Health and Safety

Occupational Health and Safety Contact Centre 1-866-415-8690 (24 hrs)

Legal Name: 645622 ALBERTA LTD. operating as 645622 ALBERTA LTD.	Employer Representative/Title: Blair Magwood / Superintendent
Work Site Party Name Provided: LAKESIDE GOLF CLUB	Phone Number: (403) 991-4885
Work Site Address: 555 LAKESIDE GREENS DRIVE, CHESTERMERE, ALBERTA	Email Address: bmmagwood@hotmail.com
Site Name / Description: Work site - golf course	Completed By: Curtis Pidhorney

Contact Activities

Item	Details	Date
Inspection	On September 26, 2024, the OHS officer conducted a walkthrough inspection of the clubhouse areas of the work site. The Employer Representative noted above and a worker attended the inspection. The work site areas inspected included pro shop, cart barn, club repair room, golf club storage, members area, front of house/back of house (restaurant/bar) and administration. During the inspection, the Employer Representative stated that the Employer currently has 65 workers but will reduce to approximately 8 workers (all management) in early November when the golf season ends.	September 26, 2024
Re-inspection	After the above mentioned inspection, the OHS officer conducted a re-inspection to determine compliance to Compliance Orders issued to the Employer on August 30, 2024. As a result of the re-inspection, all Orders were complied (see details in Orders Issued section below).	September 26, 2024

Order Issued

ORDERS ARE ISSUED UNDER THE AUTHORITY OF THE OCCUPATIONAL HEALTH AND SAFETY ACT AND TAKE EFFECT IMMEDIATELY ON ISSUANCE.

Item	Details	Date
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<p>Order Compliance 01</p>	<p>REASON FOR DEACTIVATION: The Employer demonstrated that current electronic copies of the Alberta OHS Act, Regulation and Code are readily available for reference by workers and the joint health and safety committee on the Employer's website employee section.</p> <p>OBSERVATION(S)/FINDING(S): The Employer had not ensured that a copy of the Alberta OHS Act, Regulation and Code were readily available at the work site.</p> <p>REQUIREMENT:</p> <p>The Employer shall ensure that current paper or downloaded or stored electronic copies of the Alberta OHS Act, Regulation and Code are readily available for reference by workers and the joint health and safety committee, as required by Alberta OHS Act subsection 3(5).</p> <p>The Employer will demonstrate compliance to the Order during a re-inspection by the OHS officer.</p> <p>APPLICABLE OHS LEGISLATION: General Obligations-Obligations of employers 3</p>	<p>Compliance Achieved Date September 26, 2024</p> <p>Compliance Date September 30, 2024</p>
<p>Order Compliance 02</p>	<p>REASON FOR DEACTIVATION: The Employer demonstrated that it had drafted terms of reference for the committee to review, revise, approve and implement at its next meeting.</p> <p>OBSERVATION(S)/FINDING(S): The Employer had not ensured that the joint health and safety committee developed written terms of reference.</p> <p>REQUIREMENT:</p> <p>The Employer must ensure that the joint health and safety committee develops written terms of reference (a) outlining the process to select co-chairs, (b) outlining the process for selecting worker members to the committee to ensure worker members are representative of the workers for the Employer, (c) establishing a term of office for committee members, (d) outlining the frequency for regular committee meetings and how meeting records will be maintained, (e) outlining processes for conducting meetings, and forwarding health and safety concerns to the attention of the Employer, (f) establishing a process to replace a member during the member's term of office, (g) establishing a dispute resolution process for when the committee cannot agree on a recommendation to the employer, and (h) outlining processes to address circumstances where committee members are not fulfilling their duties, as required by Alberta OHS Code section 197.</p> <p>The Employer will demonstrate compliance to the Order during a re-inspection by the OHS officer.</p> <p>APPLICABLE OHS LEGISLATION: Joint Health and Safety Committees and Health and Safety Representatives-Terms of reference 197</p>	<p>Compliance Achieved Date September 26, 2024</p> <p>Compliance Date September 30, 2024</p>

<p>Order Compliance 03</p>	<p>REASON FOR DEACTIVATION: The Employer described the plan established to ensure that all current committee members are trained no later than mid-November 2024.</p> <p>OBSERVATION(S)/FINDING(S): The Employer had not ensured that the joint health and safety committee members are trained.</p> <p>REQUIREMENT: The Employer must ensure that members of a joint health and safety committee are trained in the following: (a) the roles and responsibilities of co-chairs and members on joint health and safety committees, (b) the obligations of work site parties, and (c) the rights of workers, as required by Alberta OHS Code section 201.</p> <p>The Employer will demonstrate compliance to the Order during a re-inspection by the OHS officer.</p> <p>APPLICABLE OHS LEGISLATION: Joint Health and Safety Committees and Health and Safety Representatives-Training 201</p>	<p>Compliance Achieved Date September 26, 2024</p> <p>Compliance Date September 30, 2024</p>
<p>Order Compliance 04</p>	<p>REASON FOR DEACTIVATION: The Employer described the plan established to ensure that all workers receive WHMIS training at the start of the 2025 golf season.</p> <p>OBSERVATION(S)/FINDING(S): The Employer had not ensured that workers received training regarding hazardous products in the work site (i.e. – WHMIS).</p> <p>REQUIREMENT: The Employer must ensure that workers receive training regarding hazard products in the work site (i.e. – WHMIS) as required by Alberta OHS Code subsection 397(1).</p> <p>The Employer will demonstrate compliance to the Order during a re-inspection by the OHS officer.</p> <p>APPLICABLE OHS LEGISLATION: Workplace Hazardous Materials Information System (WHMIS)-Training 397</p>	<p>Compliance Achieved Date September 26, 2024</p> <p>Compliance Date September 30, 2024</p>

This Contact Report was delivered electronically to: Blair Magwood & Eric Flathammer on September 26, 2024

Issued by Occupational Health and Safety

The Alberta Occupational Health and Safety Act requires that orders issued be brought to the attention of all affected workers at the work site as soon as the orders have been received, and posted for so long as the orders remain in effect.

Section 45 of the Occupational Health and Safety Act allows for orders and some decisions to be appealed. Visit [Occupational Health and Safety](#) or call 1-866-415-8690 for more information. The initiation of an appeal does not suspend the order or decision unless a stay is granted. Requests for an appeal must be initiated within 30 days of the initial date of service.

Government of Alberta is committed to ensuring that the OHS Code is regularly reviewed and updated to address health and safety in modern workplaces. For more information on the OHS Code updates, visit alberta.ca/ohs-code-review.aspx or email sfhwimploffice@gov.ab.ca.

To obtain a copy of Alberta's Occupational Health and Safety legislation, visit: www.alberta.ca/alberta-kings-printer.aspx