

# Meeting Minutes

Joint Occupational Health and Safety Committee



**Date:** August 10, 2023

**Time:** 10:00am

**Location:** 2nd Floor CCL

**Conducted By:** *Morgan vdH (Safety & Sustainability)*

*Tristan (Lift Ops), Chris L (Base Ops), Ken B (F+B), Andoni (Patrol), Pete (Electrical), Austin Mills (XC Operations), Ian (Mechanics), Ken O (IT), Rod (Lift Maint), Rick (Operations)*

## **Departments Represented:**

### **Agenda**

- 0810.1 - Review Last Month's Meeting Minutes
- 0810.2 - This Month's Notes
- 0810.3 - Monthly Inspections
- 0810.4 - Summer Safety Boards
- 0810.5 - Documentation + Annual Review & Safety Program Updates
- 0810.6 - OFA Off-Season - Summer
- 0810.7 - Worker Accidents
- 0810.8 - Form S Submissions
- 0810.9 - Repair Requests

### **0810.1 Review Last Month's Meeting Minutes**

Reviewed minutes from July 13, 2023 – No comments

Ensure the monthly JOHSC Minutes are reviewed and posted on your safety board.

### **0810.2 This Month's Notes**

August meeting comments:

- ETV has been replaced with rental equipment meeting WSBC standards
- Respirator Fit tests to be scheduled – all departments to email Morgan list of employees – ACTION ITEM
- TCP training TBD – fall/winter (include base ops and snow removal)

### **0810.3 Work-Place Inspections - Off Season / Summer**

Fill out the reports on Share Point. Print a copy for your safety board.

### **Due on the 5<sup>th</sup> of each month**

- June – Missing Terrain Parks
- July – Missing Axethrowing/Terrain, Base Ops/PFO/BML offices, Electrical,
- August – Axethrowing/Terrain, GS/Marketing

**Reminder:** Any hazards that you are unable to correct within your department must be emailed to **"Request a Repair"** on the Share Point site: [Request a Repair \(office.com\)](#)

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## 0810.4 **Safety Boards**

Please ensure the Summer 2023 Committee Member List and the Summer Emergency contacts are posted on your health and safety boards

Policy update from Matt to come – Will email out updated document.

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## 0810.5 **Documentation**

You will find all form links on the home page of the SharePoint site: [Cypress Leaders Team - Home \(sharepoint.com\)](#) As always these are live documents. Please notify OH+S if you have any issues or see any errors on the files so they can be corrected. You can follow this [link](#) to find links to all your department files: [Annual Safety Updates \(sharepoint.com\)](#)

- **EDGEauditor** – Daily Equipment Checks, Dispatch and Patrol
- **Licenses** – Copy of Driver's Licenses must be on file and signed off on WTL with all required info for employees using company vehicles.
- **Form S corrective actions** - now tracked on the “Corrective Action List” located on the Sharepoint site. A manager will be assigned to the recommended corrective action and a date to be completed by. [Cypress Leaders Team - Corrective Action Tracker - All Items \(sharepoint.com\)](#)
- **Equipment Repair Requests** (Vehicles and Heavy Machinery) can now be submitted via form, located on the main page of the Sharepoint site [Equipment Repair Request \(office.com\)](#)
- **Injury Investigation Follow up Actions** - now tracked on the “Follow-up Action List” located on the Sharepoint site. A manager will be assigned to the recommended corrective action and a date to be completed by.

## **DAILY, WEEKLY, FLHA and OVERNIGHT SAFETY TALKS**

- **FLHA** - For higher risk tasks, duties outside of normal daily operation or for off-season and summer operations, please ensure Field Level Hazard Assessments are being completed prior to undertaking each day's tasks.
- **Daily SET's** - Departments with moderate risk tasks day to day, complete a Safety Talk daily with your Team
- **Weekly SET's** - Indoor Departments / departments with lower risk daily tasks to complete Safety Education talks on a Weekly basis
- **Contractor Orientations** - Please ensure these are completed annually. Check with OH+S if unsure of last date completed.

## **Safety File Updates**

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Annual safety documentation & program review. Each department to schedule a 1:1 time with Morgan for review and support. Email to be sent to all cypress.

- Worker Training Logs – are up to date and ready for use prior to onboarding/training staff
- Safe Work Procedures - are up to date and ready for use
- Risk Assessments – are up to date and ready for the department head to review them.
- Department Manuals – If you have not already, please ensure these are up to date and ready to be used. Have a page within your department manual to briefly record any updates/changes made to the document
- WHMIS & PPE – ensure your department pages are up to date for both WHMIS & PPE

You can follow this link to find links to all safety related material: [Cypress Leaders Team - Health & Safety - All Documents \(sharepoint.com\)](#)

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### 0810.6 OFA3 off-season/summer

- Reference the 2023 “Holiday Schedule” for weekly updates.
- If no OFA attendant is on site, employees should only undertake low risk work in the base area.
- Wasp/Bug season. Be aware of the procedures if someone is having an allergic reaction to a sting/bite.
- Will be returning to 7am – 5:30pm First Aid Coverage on non-operation Coaster Days in September / Fall Shoulder Season.

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### 0810.7 Worker Accidents - 7

Injury follow-up corrective actions will now be tracked on the “Injury follow-up List” located on the Sharepoint site. A manager will be assigned to the recommended corrective action and a date to be completed by.

**August 7** – Employee pinched finger in driver's side door of vehicle as they were closing the door, distracted from conversation with member of the public

- Corrective action: Review process of finishing a task at hand prior to starting a new one (ie: close the before interacting with a member of the public instead of multitasking)
- RCA assigned to: Base Operations Supervisor

**Note: Recommended Corrective Actions for Accidents have been assigned to departments for follow-up. Please ensure that Morgan has been informed when they have been completed.**

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### 0810.8 Form “S” - 10

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**NEW** - Form S corrective actions will now be tracked on the "Corrective Action List" located on the Sharepoint site. A manager will be assigned to the recommended corrective action and a date to be completed by.

[Cypress Leaders Team - Corrective Action Tracker - All Items \(sharepoint.com\)](#)

July 15 – Customer bear spray went off in bag

- RCA:
- RCA assigned to:

July 16 – Guest screamed as safety bar was put down

- RCA: review guest interaction at bottom of lift prior to loading chair
- RCA assigned to: Lift ops

August 1 – Guest attempted to take dog on chairlift – security incident (verbal)

- RCA: Review Security Incident Response and summer security needs
- RCA assigned to: M Davies / J Wentzal

August 5 – Children nervous about riding coaster stopped on track and had to be retrieved by staff

- RCA: For guests scared to ride coaster and may impact operation, offer download ticket
- RCA assigned to: Lift Ops

August 5 - Non Verbal Child did not sit on chair at loading station, was pushed off the deck by the chairlift onto yellow pad

- RCA: Review loading procedures with staff. Review how we ask customers if they need extra support when loading.
- RCA assigned to: Lift Ops

July 1- After a misloaded passenger at the unloading (bottom) station, the lift was stopped and there was a backup of carts on deck. A coaster cart was slid onto a dolley at the end of the track, but no pins were done up. The seat was put down so the break was open. The lift attendants responsible for the carts left that cart sitting on the dolley and left to load another cart onto the lift. A cart was sent down from the break station and hit the unpinned cart at high speed causing it to launch forwards and crash onto the deck. The cart was picked up and put aside on the deck. Supervisors later tagged the cart DNS

- RCA:
- RCA assigned to: Lift Operations

**Note: Recommended Corrective Actions for Form "S" have been assigned to departments for follow up. Please ensure that Morgan has been informed when they have been completed.**

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### 0614.9 **Repair Request**

Employees to ensure this list is being updated regularly on SharePoint

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[Cypress Leaders Team - Repair Requests - All Items \(sharepoint.com\)](#)

## **Not Started (24)**

Oct 26/22 - XC Ski School door repairs –Assigned to Kevin (Facilities)  
Nov 2/22 - Lions drive bottom hut door repairs – Assigned to Kevin (Facilities)  
Nov 2/22 - Lift maint. Hut door repairs – Assigned to Kevin (Facilities)  
Nov 28/22 - Midway Drive Lift Shack window repair – Assigned to Kevin (Facilities)  
Dec 10/22 - Roof at Lions Return Station – Assigned to Kevin (Facilities)  
Jan 19 - Nordic metal fence – Assigned to Austin  
Jan 23 - GMC rubber mats need replacing – Assigned to Kevin (Facilities)  
Feb 4 - Phones not all connected – Assigned to Ken (IT)  
Mar 21 – 2 phone locals not working – Assigned to Joffrey  
April 9 – BML OH+S office leaking (rain and high winds)  
May 2 – Potholes on road outside BML  
May 2 – BML outside accounting garbage and crowded storage area  
June 2 – Manhole cover in front of Shop rolling door requires replacement - Unassigned  
June 5 – BML Upgrades (stairs/brown bag room door, bathroom door latches – Assigned to Kevin  
June 14 – Crazy Raven Urinals in men's washroom needs dividers and a divider between urinal and sink – Assigned to Kevin  
June 14 - Crazy Raven Urinal tiles missing – assigned to Kevin  
June 24 CCL trim needs replacing – assigned to Kevin  
June 24 – railings on wheelchair ramp at BML – assigned to Kevin  
June 24 – railings on rear staircase need repaint – assigned to Kevin  
June 28 – Battery for tablet at eaglechair not working  
July 3 – F&B handwash sink hot water not functioning – assigned to Kevin  
July 3 – Dishpit Drain requies unclogging – assigned to Kevin  
July 3 – Replace flourecent lights in DH F&B kitchen – Assigned to Electrical  
July 4 – Shop yard electrical outlets need testing/repair  
July 14 – Snow Removal ABS lights on/Check Engine light on, low tire pressure – Assigned to mechanics

## **In Progress (6)**

Oct.21/21 - BML snow school poor ventilation – Assigned to Kia  
Dec.29/21 - Lift Ops Building – Roof repair – Assigned to Kevin (Facilities)  
Feb.5/22 - Kitchen washroom door handle needs repair – Assigned to Chris  
June 8/22 - Easy front glass broken – Assigned to Kevin (Facilities)  
Nov 19/22 - Armature current gauge panel at Lions – Assigned to Pete  
Dec 9/22 - Snowshoe thermostat needs front plate – Assigned to Pete

[Employers' Advisers Office - Province of British Columbia \(gov.bc.ca\)](#)

**The next meeting is scheduled for Thursday September 14 at 10:00am**