

# Meeting Minutes

Joint Occupational Health and Safety Committee



**Date:** September 14 2023

**Time:** 10:00am

**Location:** 2nd Floor CCL

**Conducted By:** *Morgan vdH (Safety & Sustainability) & Lucas Smith (Worker Representative)*

## Departments Represented:

*Michael T (XC), Andoni P (Patrol), Chris F (Patrol), Ian K (Vehicle Maint), Preston W (Snow Removal), Rick P (Operations), Peter L (CCL), Austin M (XC), Peter N (Electrical), Igor G (Snowmaking), Rod G (Lift Maint), Val H (Base Ops), Kevin M (Facilities)*

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### **0914.1 Review Last Month's Meeting Minutes**

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Reviewed minutes from August, 2023 – No comments

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

### **0914.2 This Month's Notes**

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September meeting comments:

- Full-face helmets with visor recommended for snowmaking department

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## 0914.3 Safety Boards

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- Please ensure the Injuries in the workplace document is posted on your safety board to reflect off-season first aid procedures
- Policy updates from Matt to come – Will email out updated document.

## Work-Place Inspections - Off Season

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
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**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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## 0914.4 Documentation

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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 \(sharepoint.com\)](#)

- **NEW – Helmet Variance submitted for renewal**
- **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.
- **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 \(office.com\)](#)
- **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 \(sharepoint.com\)](#)
- **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

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- **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 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

Annual safety documentation & program review. Each department schedule a 1:1 time with Morgan for review and support. **Department Safety Documentation updates due: September 30<sup>th</sup> 2023**

- 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
- Training Outlines – Outline all components of your departments training program
- 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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## 0914.5 Off-Season Review & Updates

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### OFA3

- Reference the 2023 “Holiday Schedule” for weekly updates.
- Will be returning to 7am – 5:30pm First Aid Coverage on non-operation Coaster Days in September / Fall Shoulder Season.
- 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.

### Summer safety for next year

Please speak with departments and relay any input on summer operations to department head

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## Helicopter Safety

- SWP Helicopter landing zone
- End of September / Early October 2023

## Coaster Takedown / Winter Preparation

- Be mindful of all the machines / crews / vehicles in and around the base area, parking lots
- Machine operators to be mindful of public/hikers etc
- Will guest services be open once coaster closes
- Signage for machines working in area
- Funnell public traffic appropriately

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## 0914.6 Worker Accidents

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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 29 – Employee was struck by public vehicle during a security incident

Corrective Action: Injury/Incident Investigation

RCA Assigned to: OH+S, Fleet Manager

September 14 – Employee cut finger while moving wood – RTW following day, outside medical

- Corrective action: Gloves (PPE) while working with construction materials / Discuss in SET
- RCA assigned to: XC Operations Manager

**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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## 0914.7 Form S Submissions

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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 \(sharepoint.com\)](#)

August 18 – Employee moving host station form breezeway to inside, pinched finger

- RCA: Review storage procedures and change as necessary
- RCA assigned to: Peter Lim

Aug 27 – Cart was loaded onto carrier without front pin – slid off dolly and was caught under carrier

- RCA: Incident Investigation
- RCA assigned to: Lift Operations Manager

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August 29 – Children nervous about riding coaster stopped on track and had to be retrieved by staff

- RCA: Review security Incident Response SWP / Review needs for BST Level 1 training
- RCA assigned to: Operations Director, Fleet Manager

September 7 - unpinned toboggan fell off cart lift carrier onto deck

- RCA: Incident Investigation (continued)
- RCA assigned to: Lift Operations Manager

**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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### 0914.8 Repair Request

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Employees to ensure this list is being updated regularly on SharePoint  
[Cypress Leaders Team - Repair Requests - All Items \(sharepoint.com\)](#)

#### **Not Started**

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

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 5 – BML Upgrades (stairs/brown bag room door, bathroom door latches – Assigned to Kevin

June 14 – Crazy Raven Urinals in men's washroom needs divider between urinal and sink – Kevin

June 14 - Crazy Raven Urinal tiles missing – Kevin) Facilities

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 requires unclogging – assigned to Kevin

July 3 – Replace fluorescent 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

Au 7 – Leaking faucet CCL dishpit

Aug 10 Leaking Roof Crazy raven

Aug 27 – CCL entry pendant light

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Aug 31 – mechanic lunchroom roof hole

Sept 12 – finance door in BML

## **In Progress**

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 \(gov.bc.ca\)](http://gov.bc.ca)

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