

Meeting Minutes

Joint Occupational Health and Safety Committee



Date: October 19 2023

Time: 10:00am

Location: BML Boardroom

Conducted By: *Rick Parton & Jenn Dickie (Employer Representatives), Lucas Smith (Worker Representative)*

Departments Represented:

Ken B (CCL 2nd Floor/F&B), Ian K (Mechanics/Worksyard), Chris F (Patrol), Liam D (Terrain/Features), Val H (Base Ops), Kia K (Snow School), Kevin (Facilities), Igor (Snowmaking), Rod (Lift Maint), Tristan (Lift Ops), Peter L (CCL 1st Floor), Peter N (Electrical), Andoni (Patrol), Morgan (Safety/Dispatch), Jeremy (Operations)

Agenda

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1019.1 Review Last Month's Meeting Minutes

Reviewed minutes from September 14 2023 – no comments
Ensure the monthly JOHSC Minutes are reviewed and posted on your safety board.

1019.2 This Month's Notes

October meeting comments:

- Rubber tire vehicle replacement plan starting – 31 and 33 will be decommissioned for winter use
- Stop work order WSBC – recent accident/incident
- WSBC Video: Disclaimer – Sensitive topic discussed, similar to recent incidents/accidents
- [Safety Is Personal: An Employer's Story - YouTube](https://www.youtube.com/watch?v=x9WthTBEKsw) (<https://www.youtube.com/watch?v=x9WthTBEKsw>)



1019.3 Safety Boards

- Please ensure safety boards are updated for 23.24 Winter Season
- OH+S Policy has been updated by OH+S and GM – input from JOHSC – waiting for signature from GM

Work-Place Inspections - Off Season

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

Due on the 5th of each month

- **June** – Missing Terrain Parks
- **July** – Missing Axethrowing/Terrain, Base Ops/PFO/BML offices, Electrical,
- **August** – Axethrowing/Terrain, GS/Marketing
- **September** – Axethrowing/Terrain /
- **October** – Patrol / Snowmaking / XC Area / Retail

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 \(office.com\)](#)

1019.4 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 \(sharepoint.com\)](#)

- **Helmet Variance submitted for renewal – waiting for approval**
- **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.

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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 completed prior to undertaking each day's tasks. - critical task meeting option
- **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.
 - Outline flows or orientations – regular and annual

Safety File Updates

In Review process, look for inconsistencies, changes and updates. Annual safety documentation & program review. Each department schedules a 1:1 time with Morgan for review and support. Outstanding Departments for review:

- Electrical
- Facilities Maint
- Mechanics
- Snow Removal
- All XC Departments/Areas

Documents for annual review/update:

- 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 \(sharepoint.com\)](#)



1019.5 Off-Season Review & Updates

OFA3

- 7am – 5:30pm First Aid Coverage in 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.

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
- CCL open to public
- Signage for machines working in area
- Funnell public traffic appropriately

1019.6 Worker Accidents

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.

Oct 27, 2023 - Employee was lifting tires (35lbsx4) out of company truck bed, did not open tailgate to remove tires from truck bed

RCA: Review physical conditioning / injury prevention

RCA Assigned: Shop Manager

Oct 27, 2023- Moving a bucket of hardware back to fit a box in the bed of the truck slipped and bucket made contact with the lower shin. No Medical aid / RTW

RCA: Review consistency of FLHA within department

RCA Assigned: Coaster Takedown Supervisor

Oct 28, 2023 – Employee pinched finger working on grips. Medical aid / RTW

RCA: Review Process and discuss PPE

RCA Assigned: Lift Maint Manager

October 3, 2023 - Heavy Equipment Rollover – Resulted in fatality

RCA: WSBC Investigation ongoing

RCA Assigned: WorkSafe BC / Jeremy Wentzel, Matt Davies

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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.

1019.7 Form S Submissions

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 \(sharepoint.com\)](#)

October 12, 2023 – employees driving work truck up collins, when turning vehicle breaks did not engage.

Employees parked vehicle and walked down to staff room

RCA: SET / Remind employees to contact anyone else on channel 1 during off season if their supervisor cannot be contacted. Mechanics to inspect vehicle (completed)

Assigned to: Base Ops Manager / Fleet 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.

1019.8 Repair Request

Employees to ensure this list is being updated regularly on SharePoint. Equipment Request for Repair is located on sharepoint for Vehicle equipment.

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

Not Started

- 10/20/2023 Outside Ticket WIndows/Pick up Boxes have our base radio antenna moved from above the ticket windows to above the new ticket pick up box enclosure, Not Assigned
- 10/20/2023 2:23 PM, Guest Services Office, Wall between lesson desk area and guest services office is coming apart/falling over McKay, Kevin
- 10/10/2023 1:04 PM, Kitchen, Roof leaking above audio equipment in F&B office., McKay, Kevin
- 9/12/2023 12:00 AM, Finance Office, The Finance door to the board room is no longer staying closed and is found ajar regularly. With the winter season coming can we find a way to secure/replace the door , McKay, Kevin
- 8/31/2023 10:14 AM, Mechanic shop, Lunchroom roof hole/ mold needs to be fixed, McKay, Kevin
- 8/10/2023 2:01 PM, Crazy Raven, Leaking Roof, McKay, Kevin
- 8/7/2023 11:42 AM, Dishpit, Leaking faucet handles ,drain under the pre wash sink, It is loose and dripping water., McKay, Kevin
- 7/3/2023 11:57 AM, Backline Kitchen - Double bin sink right of handwash sink, Hot water tap handle not working. Water does not come out when turned. , McKay, Kevin

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- 6/28/2023 11:51 AM, Eagle Express Return Station, Battery charger for the ride cart tracker tablet (ZEBRA tablet) is not working, all batteries have now run dry, cart tracking is not functioning as a result. A replacement charger or alternate way of powering the tablet from the mains will be required., Odaka, Ken;Galecki, Piotr
- 6/24/2023 3:19 PM, CCL, railings on rear staircases will need a repaint when we rebuild the slumped stairs., McKay, Kevin
- 6/24/2023 3:17 PM, CCL, Trim has fallen off where the siding meets the top of the foundation on the rear corner of the building by the EV Chargers. Trim needs to be replaced and all trim needs a coat of paint, McKay, Kevin
- 6/14/2023 4:53 PM, Cypress Creek Lodge - Men's Washroom, Tiles behind urinal dividers missing, need to be replaced. Trim on the end of urinal dividers has come off, sitting on top of shelf behind urinals., McKay, Kevin
- 6/14/2023 4:52 PM, Crazy Raven - Men's Washroom, the divider between the urinals in the men's washroom in the Crazy Raven is gone. We also need a divider installed between the RH urinal and the sink, , McKay, Kevin
- 6/5/2023 12:00 AM, BML bathroom entrance, Stairs failing. Brown bag room door glass is broken and will not close allowing animals in. Bathroom door latches do not work., McKay, Kevin
- 5/2/2023 9:55 AM, BML outside of accounting, lots of litter and crowded storage area.,
- 5/2/2023 9:53 AM, Cypress Bowl Road, pot holes, Wentzel, Jeremy
- 4/9/2023 8:37 AM, BML - Morgan's office, Leaking Ceiling/Wall in office behind desk and above power source :(I let Kevin know and he will advise the contracted roofers when they return, McKay, Kevin
- 3/21/2023 12:31 PM, rental office/front desk, 2 phone locals not working correctly. one not hooked up (local 702) , one malfunctioning (700), Koeman, Joffrey
- 2/4/2023 7:21 PM, phones at the lifts are not all compatible making it difficult to communicate from lift to lift. Odaka, Ken
- 1/19/2023 9:53 AM, Nordic Area, A piece of metal on one of our metal fences has popped out of place and is now pointing dangerously up in the air. Mills, Austin
- 11/28/2022 11:05 AM, Midway drive lift shack, Broken window on uphill side of lift shack, McKay, Kevin
- 11/2/2022 3:31 PM, Lift Maintenance offices, the entry door to the locker/storage room needs a passage set, currently have a rope in place of a doorknob, McKay, Kevin
- 11/2/2022 3:28 PM, Bottom of Lions Express, We need a new deadbolt and passage set (? doorknob) on the main front door and a passage set on the back door. Both passage sets have stopped working and have had plunger removed and the dead bolt does not lock sometimes and other times it will not lock., McKay, Kevin
- 10/26/2022 8:37 AM, Door to XC Ski School inside Base Warming Hut, Combination lock needs to be replaced and the door jam repaired as the door will not stay closed., McKay, Kevin
- 11/15/2022 12:54 PM, Black Mountain Lodge - Snow School - Locker Room, Hallway, Supervisors Office & Equipment Room, There is only 1 fire extinguisher in the equipment room and its next inspection date is ASAP even though it was inspected in Sept 2022. We are also missing fire extinguishers from the locker room, Supervisor office and hallway, McKay, Kevin

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In Progress

- 10/18/2023 12:43 PM, Eagle Express Drive Lift Hut, The lift hut roof is leaking and dripping water inside from one of the fluorescent light fixtures, Nieass, Peter;McKay, Kevin
- 10/17/2023 8:59 AM, Lift Ops Locker Room BML, Need a receptacle moved from back corner behind Tristan's office to the wall between Tristan and Morgan's office. Still need additional heaters installed. , Nieass, Peter
- 10/10/2023 6:20 PM, Gatehouse, Baseboard heater is broken, Nieass, Peter
- 10/6/2023 6:00 AM, Kitchen, Both Outdoor lights along the back of the main parking lot are out, the one above the Garbage bins and the one across Black Mountain Lodge., Nieass, Peter;McKay, Kevin
- 9/28/2023 11:09 AM, BML Lift Ops Locker Room, Need additional heaters, walls to be finished and insulated, gaps in exterior facing walls to be filled, and expansion of room to accommodate addition of ticket checking staff., Nieass, Peter;McKay, Kevin
- 9/27/2023 2:58 PM, Tuning/Repair shop, Power Stop Button malfunctioning / Manufacturer service not available for a few weeks, Nieass, Peter;Deschenes, Samuel;Graham, James
- 9/23/2023 8:33 AM, Bringing to shop, overdue for maintenance, Benson, Scott;Van Den Bos, Mark
- 9/19/2023 5:21 PM, domestic pumphouse, conventional heaters are not working., Nieass, Peter
- 9/1/2023 10:34 AM, shop area, Fuel door at fueling station needs replacing please. Construction shop door needs repairing please. Overhead light at fueling area needs replacing please., Nieass, Peter;McKay, Kevin
- 8/27/2023 9:40 AM, CCL entry pendant light, Pendant light in Front of retail lights out, McKay, Kevin;Nieass, Peter
- 8/26/2023 10:47 AM, CCL Women's Washroom 1st floor right hand side, 2 pot lights not working, Nieass, Peter; McKay, Kevin
- 8/26/2023 10:46 AM, CCL Entrance Door - Right hand side - door set 6, Door handle does not work - can't open door from outside, McKay, Kevin
- 7/4/2023 7:09 AM, shop yard, electrical outlets (open bay) and extension hoses (outside shop door-cracked) need testing and/or repairing.
timer switch/on-off switch on marked-clear diesel pumps need repairing., Nieass, Peter
- 6/8/2022 4:21 PM, Top Easy, Front glass is broken., McKay, Kevin
- 2/5/2022 1:38 AM, Kitchen Washrooms, Door handle latch is stuck and not locking, inside door handle is hanging and needs adjusting, McKay, Kevin;Mariani, Chris
- 12/29/2021 1:59 PM, Lift Ops Building, When the roof shed its snow from the last snowfall, three of the roof panels have slid down off of the roof. This has left an area over the occupied section of the offices exposed to the elements. We will probably need a roofer for this one, McKay, Kevin

[Employers' Advisers Office - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca)

The next meeting is scheduled for Thursday November 16 at 10:00am