

SECTION H: HEALTH AND SAFETY

POLICY NUMBER: 1

POLICY NAME: Inclement Weather (minimizing time for hourly employees)

APPROVAL DATE:

REVISION DATE:

1.01 When the revenue stream slows, expense control is needed as labour usage is directly proportional to the amount of traffic. One avenue to profitability is strict management of expenses, labour in particular.

Procedure

The following guidelines should be adhered to regarding inclement weather days:

1. During periods of inclement weather (rain, snow, frost), the Superintendent or other department management staff will be at the maintenance shop 30 minutes before starting time.
2. Seasonal staff will be notified if they are not required to work.
3. The Superintendent or other department staff to notify the golf shop regarding course conditions.
4. The Superintendent will notify the GM as to recommended course closures due to rains, floods, frost, or hazardous conditions. Only the GM can overrule a Superintendent's recommendation regarding course closure or golf car restrictions. The GM will contact the President to discuss any disagreement.
5. In the event of lightening, the Superintendent or other department staff will notify the Pro shop. The Pro shop is responsible for warning golfers and suspending play. Always do whatever possible to keep the golfers and staff safe.

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POLICY NUMBER: 2

POLICY NAME: Equipment Safety Health & Safety Procedures

APPROVAL DATE:

REVISION DATE:

2.01 Each employee is expected to obey safety rules and to exercise caution in all work activities.

Procedure

1. Employees must immediately report any unsafe condition to the appropriate supervisor.
2. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

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POLICY NUMBER: 3
POLICY NAME: Accident/Incident Reports
APPROVAL DATE:
REVISION DATE:

3.01 Accidents and incidents may occur and need to be responded to quickly and with sensitivity.

Procedures

It is also very important that accidents are documented properly – what happened and what was done. Acting in a timely, professional manner (and documenting it) can be the difference between being negligent or not being negligent.

1. Every employee involved in or a witness to the accident is responsible for accurately filling out an Accident Report. If the accident/incident reports are filled out in a consistent, professional manner and the AGCC is forced to appear in court, a judge and jury will clearly see that the staff is a welltrained, responsive team who does what they can to protect the public that we are attracting to our facility.
2. All accidents or incidents should be reported immediately to the department head and the GM.

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POLICY NUMBER: 4

POLICY NAME: Smoking

APPROVAL DATE:

REVISION DATE:

4.01 The AGCC will follow the municipality by-laws for smoking in a public place.

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POLICY NUMBER: 5

POLICY NAME: Use of Marijuana (Employee)

APPROVAL DATE:

REVISION DATE:

5.01 The AGCC will follow the municipality by-laws for use of marijuana in a public place. Employees are not allowed to use marijuana in any form while working. Employees not complying will be subject to disciplinary measures.