

## ***HEALTH AND SAFETY POLICY***

Welcome to KaneffGolf.

Management of this golf course is vitally interested in the ***health*** and ***safety*** of its employees. Protection of employees from injury or occupational disease is a major continuing objective. We will make every effort to provide a safe and healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk and injury.

KaneffGolf, as employer, is ultimately responsible for worker health and safety and every reasonable precaution will be taken for the protection of all employees.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery, equipment and workplaces are safe, and that workers comply with established safe work practices and procedures. All workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by this golf course.

I wish to stress that all individuals in our organization, at all levels and functions, must accept their responsibilities in achieving the policy objectives. I expect that all of you will join me in a personal commitment to accident prevention as a way of life.

*Boris Uvakov  
Vice President  
KaneffGolf Group*

*Original reviewed and signed March 8, 2011.*

## **A. SAFETY**

As the policy clearly states on the previous page, KaneffGolf is committed to creating a safe and healthy work environment, for both employees and members. As a new employee, you are expected to hold up that same commitment.

A commitment to safety means making prevention an integral part of all activities!

Safety can be defined as “activities that prevent accident occurrence”.

### **WHAT IS AN ACCIDENT?**

An accident is an unexpected occurrence that usually involves property damage, fire and personal injury.

Current operating procedures and facilities have been designed to do business in the safest way possible, but unfortunately, accidents still happen. It is our job to create an accident-free workplace.

Accidents can be prevented by:

Following strict operational and safety standards!  
Reporting unknown hazards to your Supervisor immediately!  
Taking an active role in safety effort!

If an accident does occur, it is your primary responsibility to immediately report the incident or accident, no matter how minor it may seem.

### **WHAT ARE MY RESPONSIBILITIES?**

As a new employee, you are responsible to ensure that you:

- Comply with all company policies, procedures and safety guidelines.
- Report all hazards to your Supervisor.
- Report and seek treatment for all accidents and/or injuries, no matter how slight they may seem.
- Do not operate equipment on which you have not been fully trained.
- Do not operate equipment that is not functioning safely.
- Do not operate equipment in any way that could be hazardous to yourself or your fellow workers.
- Do not engage in any prank or unnecessary boisterous conduct.
- Carry out duties in accordance with Ontario’s Occupational Health and Safety Act.

## ACCIDENT PREVENTION

### 1. Slips and Falls

- Immediately wipe up spilled food, grease, water, oil, gas, etc.
- Immediately contain large spills with an absorbent material.
- Use “WET FLOOR” signs.
- Keep aisles clear and tools placed neatly in their proper place.
- Wear appropriate footwear (low-heeled, polyurethane sole or CSA approved steel-toed work boot, depending on your department).
- Use care and caution when walking on wet grass and rubber walking paths.

### 2. Burns

- Assume every pot, muffler, hydraulic line, radiator, cooling line, steam cleaner, and microwaved food is hot. Use caution!
- Do not deep-fry wet foods.
- Do not over-fill sauce and soup pots.
- Use strict operating procedures when filtering grease in fryers!
- Warn others of hot plates.
- Never open a hot radiator or hydraulic oil reservoir.
- Black seated equipment parked in the sun will be hot and may burn skin. Use caution.
- Locate office first aid station.

### 3. Cuts

- Keep knives and tools sharp at all times.
- Ensure all equipment safety switches and guards are operational and in place.
- Work at a steady, but safe pace.
- Do not pick up broken glass with your fingers. Discard broken glass in appropriate containers.
- Do not attempt to catch a falling knife.
- Do not attempt to remove foreign objects from reel or rotary mowers before turning off engine.
- Keep all sharp objects in their proper place after use.

### 4. Strains

- When lifting objects, use leg muscles, not your back.
- Use care when pulling or pushing large objects. A steady motion is better than a jerking motion.
- Never over exert yourself. IF NECESSARY, ASK FOR HELP!

## **FIRE PREVENTION**

Maintain good housekeeping practices at all times! Exhaust hoods and filters should be cleaned regularly. Observe ‘No Smoking’ rules. Be aware of fire evacuation procedures.

### **If you Discover a Fire:**

- Leave fire area immediately.
- Close doors.
- Sound fire alarm or verbally alert co-workers.
- Call Fire Department or call 911.
- Leave building via nearest exit.

### **If you Hear a Fire Alarm:**

- Leave building via nearest exit.
- Ensure that guests/members leave also.
- Close doors behind you.
- EVACUATE IN A CALM, ORDERLY FASHION.

## **F. SAFE FOOD HANDLING**

- DANGER ZONE 4 - 60 DEGREES - hot foods should be kept hot (60 degrees or higher). Cold foods should be kept cold (4 degrees or lower).
- HANDLE FOOD QUICKLY - in the temperature danger zone.
- USE WHAT YOU NEED - do not allow food products to sit at room temperature unnecessarily.
- NEVER THAW PRODUCTS AT ROOM TEMPERATURE - only thaw under refrigeration.
- HEAT FOODS QUICKLY - to avoid prolonged time in danger zones.
- COOL FOODS QUICKLY - by using an ice bath or placing into a shallow pan in refrigeration.
- THOROUGHLY WASH AND STERILIZE - pots, pans and other food utensils.

## **COURSE MAINTENANCE EQUIPMENT**

- Never operate any equipment without proper training. If in any doubt, ask for help.
- Familiarize yourself with the Operator's Handbook and safe operating procedures.
- Immediately shut-off and secure equipment when a warning light/buzzer/gauge indicates a problem or if a fluid leak is detectable. Notify a Supervisor immediately, i.e. (Superintendent, Assistant Superintendent, Mechanic or Foreman).
- Never unclog a stalled mower with the engine running. Always, turn off engine first!!
- Use of equipment safety features supplied by the manufacturer is mandatory. These features are for your protection.
- Notify your Supervisor immediately of any equipment defects.
- Use of hard shelled hats and CSA approved steel-toed footwear is mandatory.
- Other safety equipment is provided and must be worn when required (i.e. hearing protection, eye protection, gloves, etc.).
- When finished with equipment - refuel, clean and put away in designated location.
- You are responsible for the proper use and maintenance of all equipment you are operating on a given day.

## **REMEMBER**

Following safe operating procedures will prevent injury to yourself and others. Follow them at all times. If you are unsure of how to perform a job correctly - ASK!

- Report all injuries/accidents immediately - no matter how minor.
- Footwear should be sturdy and in good repair - oil resistant sole or CSA approved work boot, depending on your department.
- Keep workplace in a clean, neat and safe condition.
- Immediately report any equipment, shelving, flooring, etc., which is defective or unsafe.
- Horseplay, boisterous conduct and running, are not permitted.
- Go slowly through swinging doors - keep to the right.
- Handle all washing, cleaning, herbicides, insecticides and fertilizers with extreme caution to avoid splashes.
- When lifting any object, bend your knees and do not twist the body.
- When walking, be aware of the traffic and equipment around you.
- Clean up produce trimmings, meat fat, oil, gas and other spills immediately.
- Pile and stack products securely.
- When using a knife, cut away from yourself.
- Dispose of broken glass in a designated garbage container.
- "Lock-out" (unplug or shut off electrical source) equipment when cleaning or repairing.

Employees will be disciplined for infractions against unsafe operating procedures.

# WHMIS

## Workplace Hazardous Materials Information System

### Know your Symbols



Reactive – Reacts with Water to Produce a Poisonous Gas



Compressed Gas – Will take off and explode if heated or struck  
Must be secured



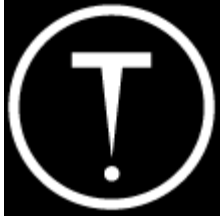
Flammable and Combustible – With catch fire if ignited sunlight  
might be enough to genet



Oxidizing – Will intensify a fire never store near flammable



Poisonous – Immediate



Toxic - Long term effect



Biohazard – Blood and Body Fluids – will cause disease in humans



Corrosive – Will cause irreparable damage if splashed on skin or eyes

Labels –

Supplier – the Supplier must supply a label for every controlled product before it is sent to the workplace

Workplace Label – When dispensing chemicals from a larger container to any other container that is not labeled you must make a workplace label. The required information is Name of Product, Precautions and MSDS sheet available.

WMHIS regulations state that no one is to use a chemical unless they are trained in WHMIS and have knowledge of the chemical (review the MSDS sheet)

A MSDS sheet must be onsite for every chemical at the workplace.

**NEVER USE CHEMICALS UNLESS YOU ARE WHMIS TRAINED AND HAVE REVIEWED THE MSDS SHEET.**

## ***BE AN ENTHUSIASTIC TEAM MEMBER!***

### ***THE “WINNING TEAM”!***

Be a TEAM PLAYER - together we are the “WINNING TEAM”!

Be AMICABLE - offer your help and be FLEXIBLE to get the job done!

Take INITIATIVE - look for ways to IMPROVE and INCREASE production!

Take PRIDE in your work - it is a reflection of you!

Speak POSITIVE about your co-workers and the organization!

Be ENTHUSIASTIC and DEVOTED to doing the best possible job!

Be REALISTIC and ask for help, remember, together we can get the job done!

Continuously CHALLENGE yourself - look for ways to stay MOTIVATED!

Be PROUD of yourself and the organization you represent!

DO NOT ASSUME. When in doubt - check it out!

Be COURTEOUS and RESPECTFUL of others.

Make EFFECTIVE and VALUABLE use of your TIME - do not waste it!

**FIRST AID** (See list of staff First Aiders on the staff bulletin board.)

**SEVERE BLEEDING**

Press with the palm of one hand on a compress of cloth over the entire area of the wound.  
Elevate area above heart.

**EYE INJURY**

Keep the victim from rubbing the eye.  
Wash hands thoroughly before examining the eye.  
Use only the corner of a handkerchief to attempt removal of foreign object from the eye.  
If the object cannot be removed, then flush the eye with water using a small cup to allow the water to flow across the surface of the eye.  
Refer the victim to a physician if an embedded object cannot be removed, or cannot be located in the eye.  
If an object penetrates the eyeball, do not attempt to remove the object or wash the eye.  
Cover both eyes loosely with a clean dressing if available, encircling the victim's head and transport him to a medical centre, preferably on his back.

**SHOCK**

Ensure breathing.  
Stop bleeding.  
Keep victim lying down.  
Cover him enough to prevent loss of body heat.  
Obtain medical help.  
If injuries of the neck or spine are suspected, do not move the victim until he is properly prepared for transportation.

**BURNS**

Minor burns are painful but seldom need medical treatment. Relieve pain by immersion in cold water.  
Do not attempt to break blisters or remove shreds of skin.  
Do not use antiseptic ointment or sprays.  
May apply a dry dressing if desired.  
Extensive second degree (blistered) burns must have medical treatment.

**SEVERE BURNS**

Elevate burned extremities.  
Keep victim still.  
Observe for breathing difficulty if facial or upper body burns.  
Do not remove particles adhered to burned skin.  
Transport to hospital.

**HEAT STROKE / HEAT EXHAUSTION**

Undress or loosen clothing.  
Give sips of salt water.  
Have victim lie down and raise feet 8-12 inches.  
Cool skin with cold packs or wet towels. If victim vomits, transport to a medical centre and stop giving oral fluids.

***EMERGENCY/FIRE/POLICE : 911  
POISON CONTROL : 1-800-268-9017***

I, \_\_\_\_\_, have read and fully understand The Policy, Safe Operating Procedures, First Aid Chart, Hazardous Symbols and Classes, In Case of Fire and To be an Enthusiastic Team Member, described in the New Employee's Orientation Guide. I also clearly understand my responsibilities as an employee and will do everything in my power to create and maintain a safe and healthy work environment for all.

I understand that failure to comply with these guidelines will result in my dismissal.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Golf Course: \_\_\_\_\_