

**SAFETY AND
OPERATIONS MANUAL**

(Your Club Name Here)



To our new and existing employees:

This safety and operations manual has been developed to be part of a comprehensive orientation and ongoing training program.

Direct any questions that you may have to your Supervisor.

Please work safely.



NO CELLPHONES



NO HORSEPLAY



NO HARRASEMENT

TABLE OF CONTENTS

Topic	Page
Purpose and Scope	4
Grounds Operations	5
Personal Conduct	5
Safety & Health Objectives	6
Health & Safety Responsibilities	7
Inspections & Meetings	8
Record Keeping	9
Disciplinary Procedure & Violence	9
Personal Protective Equipment	10
Dress Code	11
Safety on the Green.....	11
Safety Orientation & Training	11
Safety Rules By Department.....	12
Basic Grounds Equipment Safe Operation	19
Ergonomics	26
Irrigation System.....	31
Emergency Response Plans	32
Golfer & Staff Health Risks.....	35
Cross Section – Quick Coupler Valve	40
Safety Policy Statement	42
Authorization	43

PURPOSE

The purpose of this program is to provide the hourly employees and staff of the (Your Club Name Here) with procedures that will ensure a safe and healthy work environment. This will be managed through safe work practices and on-the-job training. This program will outline an emergency response plan to be used in the event of an injury to an employee, to any of our clientele, and to contractors.

SCOPE

In any job it is conceivable that accidents can happen. By raising awareness it is our hope that potential hazards in your working environment can be prevented. We, at the (Your Club Name Here) have committed to initiate and maintain Occupational Health and Safety standards that will keep our employees and our clientele safe and healthy throughout their experience with the golf club.

In the event that an accident does occur it is equally important that each employee knows how to effectively handle an emergency situation. With respect to the Occupational Health and Safety Act for Ontario and its Regulations (Your Club Name Here) will develop and incorporate a program with the intention to save all persons from harm while working at or visiting this club.

(Your Club Name Here) recognizes that it has responsibilities under legislation at the Federal, Provincial and Municipal levels.

OPERATIONS

Included in this manual are general work and golf course operational procedures to help you work more safely, effectively and serve our customers better. Many of the questions that new employees have are answered in this text.

In addition to this booklet we have formed a **Safety Policy Manual**. The Safety Policy Manual was developed to ensure compliance to applicable legislation, establish work rules and standards, and ensure fair and consistent treatment to all employees.

It is accessible at 2 locations –

1. In the kitchen area.
2. In the maintenance shop.