

Camp Otterdale **Health and Safety Committee**

Members of the Committee:

- **Jeff Brown**, Camp Owner/Director
- **Dana McDade**, Counselling Consultant, Co-Director
- Head of Maintenance
- Kitchen Manager
- Waterfront Director
- Program Director
- Leadership/Administration Team Representative

Purpose:

Camp Otterdale's Health and Safety Committee is composed of Employer and Staff representatives. Together, we are committed to improving the health and safety conditions of the Camp Community. Our primary purpose is to identify potential issues and bring them to the attention of the Camp Director and Head of Maintenance. This advisory body helps stimulate and raise awareness of health and safety issues at Camp Otterdale, recognizes, assesses and identifies any potential risks and provides information and recommendations for the Camp Director to address these risks.

Process:

- During the summer months, representatives of the committee will perform a weekly walk about inspection of the entire property including buildings to identify any issues or potential issues.
- The Health and Safety Committee will meet weekly during the summer to review all issues, resolutions, concerns.
- During the off season months, the Camp Director and Head of Maintenance will communicate daily on any issues that have arisen to find solutions. They are also responsible for shutting down all out buildings, water lines and winterizing the property.

Responsibilities:

- The Head of Maintenance maintains work plan and shares with the Camp Director.
- The Camp Director tests the water quality and system daily.
- The Kitchen Manager is responsible to communicate any equipment breakdowns or issues in the Kitchen and Dishwashing area.
- Refrigeration and Electrical support is on call for any related issues.
- All members of the Committee will maintain a watchful eye on all components of Camp Otterdale and communicate their concerns to the Camp Director, verbally and in writing.
- All staff are asked to report any issues they observe or experience to their Section Heads or Activity Heads. The Section Heads or Activity Heads will inform The Camp Director or the Head of Maintenance of the issue.

Documentation

- Incident and accident reports are completed and submitted by Camp Otterdale staff (cabins and activities) to the Leadership/Administration team.
- Administration team will inform the Camp Director and Counselling Consultant of any staff or camper related issues, and HR/personnel issues. Confidential documentation will be completed.
- Administration team will inform the Camp Director and Head of Maintenance of any property or equipment issues. A work order will be completed.