



SAFETY COMMITTEE MEETING  
FEBRUARY 27, 2020



**NOTICE OF A REGULAR MEETING  
OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT'S  
SAFETY COMMITTEE**

**1966 Olivenhain Road, Encinitas, CA 92024  
Tel: (760) 753-6466 • Fax: (760) 753-1578**

Pursuant to AB 3035, effective January 1, 2003, any person who requires a disability related modification or accommodation in order to participate in a public meeting shall make such a request in writing to the District for immediate consideration.

DATE: FEBRUARY 27, 2020

**TIME: 8:00 A.M.**

PLACE: District Office

*Note: Items On The Agenda May Be Taken Out Of Sequential Order As Their  
Priority Is Determined By The Committee*

1. Call to Order
2. Roll Call (Board Members)
3. Adoption of Agenda
4. Public Comments
5. Consider Approval of the Minutes of the December 19, 2019 Regular Safety Committee Meeting
6. Consent Calendar

*NOTE: ANY ITEM MAY BE REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION*

C-a. Consider Approval of the March/April 2020 Training Calendar

7. Consider an Informational Report on the “Safety Has No Quitting Time” (SHNQT) Program
8. Consider Informational Report on Roll Up Door Incident
9. Consider Review of Employee Injuries, Vehicle Accidents, and Safety Reports (If Necessary)
10. Consider Informational Report on Dog Bite Training
11. Consider a Report on January and February Safety/Risk Compliance Activities
12. Consider the Safety Action-Items Assigned/Completed
13. Consider Future Agenda Items
14. Closed Session (If Necessary)
15. Adjournment



# Memo

To: Olivenhain Municipal Water District Safety Committee  
From: Cienamon Bailey, Recorder  
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE DECEMBER 19, 2019  
REGULAR SAFETY COMMITTEE MEETING**

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The Safety Committee will receive a draft copy of the meeting minutes. Following committee approval, the minutes will be posted on the District's website.



# Memo

Date: February 27, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE MARCH/APRIL 2020 TRAINING CALENDAR**

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Attached is the March/April training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
March/April 2020**

**March:**

Tailgate Topics:

- Work Place Violence (SDRMA)
- Compressed Air Safety

**April:**

Tailgate Topics:

- Safety Orientation (SDRMA)
- Safety Housekeeping and Saving Time

OSHA Wild Fire Smoke Hazards (all hands)

# Memo

Date: February 27, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER AN INFORMATIONAL REPORT ON THE “SAFETY HAS NO QUITTING TIME” (SHNQT) PROGRAM**

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Attached is the current report for the number of injuries for years 2016-2020; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2016-2020.

Staff will be available to answer any questions.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2019 was 3.98 recordable injuries** based on OSHA's IIR Formula:

**(Number of injuries and illnesses X 200,000) / Employee hours worked = Injury Incidence rate)**

OMWD Preventable Injury Rates (Based on this 3-year avg of 85 employees)

2016 - 1.2 injuries, 2017 - injuries 2.4, 2018 - 2.4,: **3-year avg = 2.00 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2016 - 4.2 injuries, 2017 - 3.2 injuries, 2018 - 5.8: **3-year avg = 4.3 injuries**

**The "Safety Has No Quitting Time" award is based on the last recorded 3-year average national incident rate for Water Supply and Irrigation Systems**

**[The BLS 2019 rate will be available in late 2020]**

The National Injury / Illness Rate can be found at the Bureau of Labor Statistics ([www.BLS.gov](http://www.BLS.gov)). The North American Industry Classification System (NAICS) code as agreed by the Safety Committee for OMWD is 22131 - Water Supply & Irrigation Systems

**Last Reportable / Preventable Lost-Time Injury was  
May 8, 2006**

**INJURY AND LOST TIME COUNT AS OF  
February 27, 2020**

**CONSECUTIVE NUMBER OF WORK DAYS WITHOUT  
A PREVENTABLE LOST TIME (Days Away from Work) INJURY  
5043 Days**

**OMWD SAFETY RECOGNITION PROGRAM 2020**

NUMBER OF PREVENTABLE INJURIES IN 2020 = 0  
NUMBER OF PREVENTABLE LOST DAYS IN 2020 = 0  
(Recordable OSHA Injuries "OSHA 300 Log" in 2020 = 0)  
(Recordable OSHA Lost Days "OSHA 300 Log" in 2020 = 0)

**Final 2019 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2019 = **\$15,048.89** See Attached

**Year-to-Date 2020 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2020 = **\$0.00** See Attached

- Estimated damages will also count in this total if decided not to repair the vehicle.
- This \$10,000 was determined by the number of miles and total number of vehicles driven by the District each year.



TOTAL PREVENTABLE DAMAGES

2016		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - #12 DUMP TRK FEND	\$1,743.47	\$0.00
MAR - #66 TRUCK BMPR	\$1,961.28	\$0.00
SEPT - #84 DUTY TRUCK	\$2,668.86	\$0.00
<b>TOTAL</b>	<b>\$6,373.61</b>	<b>\$0.00</b>

2017		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUNE - #40 REPLACED WINDSHIELD	\$288.16	\$0.00
JUNE - #63 REPLACED/PAINTED FRONT BUMPER	\$1,029.17	\$1,753.96
JULY - #93 REPLACED PASSENGER MIRROR	\$183.42	\$0.00
SEPT - #47 REPAIR TOOL CABINET FRAME	\$3,743.56	\$0.00
<b>TOTAL</b>	<b>\$5,244.31</b>	<b>\$1,753.96</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2017

**\$6,998.27**

2018		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
MAR - #53 REPLACED BUMPER/FENDER	\$2,742.79	\$0.00
SEP - FORKLIFT DMG TO BODY/FLAT TIRE	\$557.78	\$0.00
SEP - #79 & #62 TRUCKS/FENDER DMG	\$1,651.22	\$0.00
OCT - #92 TRUCK / P/S FRONT BUMPER	\$432.94	\$0.00
OCT - CITIZEN VEHICLE REPAIR / RENTAL	\$0.00	\$2,582.73
<b>TOTAL</b>	<b>\$5,384.73</b>	<b>\$2,582.73</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2018

**\$7,967.46**

2019		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUNE - HIGHLINE TRAILER (TOOLBOX)	\$357.77	\$0.00
AUGUST - Flatbed #45 (Mirror)	\$793.98	\$0.00
November - #70 (Tail Shelf, Bumper)	\$3,600.19	\$0.00
NOVEMBER - # 66 (bumper & Citizen Vehicle)	\$5,086.95	\$2,500.00
DEC -Forklift / Rollup door	\$0.00	\$2,710.00
<b>Total</b>	<b>\$9,838.89</b>	<b>\$5,210.00</b>

Approximate

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2019

**\$15,048.89**

2020		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2020

**\$0.00**

# Memo

Date: February 27, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER INFORMATIONAL REPORT ON ROLL UP DOOR INCIDENT**

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At the December 19, 2019 Safety Meeting, Director Kephart requested an update regarding hazard mitigation to prevent future hits to roll up doors at today's meeting.

The Committee is requested to discuss the pros and cons of each of the Engineering and Administrative controls and make a recommendation to the General Manager.

On 12/17/19 at approximately 11:00 a.m., while operating a forklift, an employee was moving large filter cassette frames from inside the DCMWTP to the staging area outside. The employee was moving the forklift in reverse with the mast of the forklift at an elevated position level with the bottom of the roll up door. The mast cage impacted the bottom of the roll up door immediately causing the door to bend and be forcefully removed from the track. No structural damage has been observed on the forklift, however, a small amount of paint has been scraped off the cage. There are no injuries to report and the door is currently shut and locked-out until the repairs can be made.

The total cost to repair the rollup door came to \$2,710.00.

An assignment regarding hazard mitigation for this incident was assigned to the Employee's supervisor. The following are his recommendations:

1. Engineering Control - Install a proximity alarm adjusted to the height of the roll up door that is placed at least six feet from the roll up door. When

activated the alarm will alert the forklift operator that their load exceeds the height of the roll up door. The alarms would require future maintenance.  
COST = Approximately \$5,000.00 per roll up door (x 25 doors = \$125,000)

2. Administrative Control - Place signage at each door indicating the height limit when fully opened and require each employee to open door fully before entering or exiting with the forklift.  
COST = Approximately \$100.00 per roll up door
3. Administrative Control - Implement a policy for all roll up doors to either remain fully open or fully closed at any time. This would ensure that operators know what the general height limit is at all times as it should never be partially closed. In addition include signage stating this requirement at each roll up door control mechanism.  
COST = Approximately \$100.00 per roll up door
4. Administrative Control - Place overhead warning signs next to all roll up doors on both sides as well as inside and outside for forklift operators to be observant to potential overhead hazard. Operators would still be required and responsible for checking their clearances at all times while operating the forklift.  
COST = Approximately \$100.00 per roll up door

**The District has approximately 25 roll up doors.**

# Memo

Date: February 27, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)**

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If necessary, the Safety Committee will review and discuss employee injuries, vehicle accidents and safety reports since the last committee meeting occurred.

The Safety Committee will determine if the situation was “preventable” or “non-preventable.” The committee may also develop recommendations regarding the incident.

**PREVENTABLE:** Could a reasonable prudent employee, or the District, in a like or similar situation, have been able to avoid or prevent the accident from occurring? If the answer is yes, the accident shall be defined as preventable.

Staff will be available to answer any questions.

# Memo

Date: February 27, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER INFORMATIONAL REPORT ON DOG BITE TRAINING**

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At the October 31, 2019 Safety Meeting, Assistant General Manager Randall requested a discussion on additional dog bite training be brought back at a future meeting.

A discussion of which training would be best, pros and cons, as well as the number of employees to attend will lead to a recommendation from the Safety Committee to the General Manager.

The Bulli Ray Bite Training was investigated and there are two options:

- 1) Computer Based Training: Self-paced and can be done anytime; all employees could take the training for less than \$3,000.
- 2) Onsite Training: 2 hour training offered between May 18-22, 2020; limited to 40 employees per \$3,750 training.  
(Please see attachments which breaks down cost per employee)

Please note that this training was not budgeted for FY 2019-2020 but could be added in due to the minimal cost or could be budgeted for FY 2021.

Attachments: Bulli Ray Dog Bite Training Quotes.

## Bulli Ray Dog Bite Training

### Computer Based Training

**When:**

Anytime

**Duration:**

Self-Pace

**Cost:**

Students (MIN)	Students (MAX)	Price	Approximate Totals
1	4	\$ 55.00	\$220.00
5	9	\$ 49.00	\$441.00
10	19	\$ 45.00	up to \$855.00
20	29	\$ 39.00	up to \$1,131.00
30	49	\$ 34.00	up to \$1,666.00
50	99	\$ 30.00	up to \$2,970.00

**Training Topics:**

Bulli Ray's Occupational Dog Bite Prevention online video training consists of **ten** 5-6 minute modules

- Canine/Human Postures
- Employee interaction w/ customers & dogs
- I-Messages
- Site evaluation
- Entering the yard
- Approaching the front door
- While in the home
- Making a safe exit
- Defense against a single dog attack
- Defense against a pack attack

## Bulli Ray Dog Bite Training

### Onsite Training

**When:**

Available in California May 18 – 22, 2020

**Duration:**

2 Hours

**Cost:**

Students (MIN)	Students (MAX)	Price
1	40	\$3,750

**Training Topics:**

- Canine statistics
- Self-defense methods
- Volunteers will be suited up for “Live Canine Bites”
- Learn the differences between the defensive and the predatory dogs
- Canine behavior
- Keep some distance between you and the dog
- Interactive class scenarios
- Explanation of canine and human posturing
- Explanation of human/pack and/or K9 pack
- Direct eye contact and a dominate stance when approaching the yard.
- Why dogs bite? (Fear, puppies, dominance or pain)
- Fence & Barrier
- Human/canine ‘teams’
- 2 Dogs present for training

# Memo

Date: February 27, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER A REPORT ON JANUARY AND FEBRUARY SAFETY/RISK COMPLIANCE ACTIVITIES**

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Attached is a list of safety/risk compliance activities for the months of January and February 2020. Staff will be on hand to answer questions.

Attachment: List of Safety / Risk Compliance Activities



## **Safety/Risk Compliance Activities January/February 2020**

### **January:**

- Facilitated the Fit Testing of employee required by the Respiratory Protection Plan
- Facilitated CPR/AED/First aid training class for Customer Service employees
- Participated in a compliance inspection by the Department of Environmental Health at the DCMWTP upon invitation from the DCMWTP Supervisor
- Implemented and distributed new Employee Injury Reference Checklists for Managers and Supervisors
- Attended a Field Ergonomics training conducted by Joint Powers Insurance Authority

### General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Safety Presentation: Vehicle Backup Safety
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- 800 MHz Radio Test with the Elfin Forest Recreational Park, 4S Ranch Water Reclamation Facility, and the Safety Office

### **February:**

- Facilitated second round of Fit Testing of employees required by the Respiratory Protection Plan
- Attended a Water, Power & Fire: Coordination, Resiliency and Liability training provided by Nossaman LLP

### General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Safety Presentation: Hand Washing / Safety Standout Awards / CBS Awards
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- 800 MHz Radio Test with the Elfin Forest Recreational Park, 4S Ranch Water Reclamation Facility, and the Safety Office



# Memo

Date: February 27, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

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Attached is the list of action items assigned and current status.

Attachment: Safety Meeting Action Items

**SAFETY MEETING ACTION ITEMS**

<b>Safety Meeting Date</b>	<b>Discussion/Agenda Item</b>	<b>Assigned To</b>	<b>Deadline/Timeline</b>	<b>Completed</b>	<b>Additional Comments</b>
<b>10/29/2020</b>	(SHNQT) Revisit the dollar \$ amount for preventable damage to District vehicles/property; and the language for preventable accidents and/or vehicle incident damage annually in October.	Tim Schuette	10/29/2020	<b>ANNUALLY</b>	Oct 31, 2019, the committee voted to keep the \$10,000 cap.
<b>Standing Item</b>	The ACWA/JPIA LaBounty Award (now called the Safety Award) for invented or fabricated methods or tools that are better and safer to complete a task is presented at ACWA Spring or Fall Conference.	Dept. Managers	<b>ONGOING</b>		The District will continue to submit innovative methods or tools to ACWA/JPIA when applicable.
<b>10/31/2019</b> <b>Agenda Item #12</b>	County Hazmat Inspections were completed at District HQ and the Firehouse Pump Station; the California Environmental Reporting System (CERS) site map to be updated with construction zone; Spill Prevention Control Countermeasure Plan (SPCC); updated every 5-yrs now under revision.	Tim Schuette	<b>11/16/2019</b>	<b>11/15/2019</b>	The CERS Hazardous Material Business Plan was updated to include Hazardous Material inventory, facility map, and facility information. Updated SPCC submitted.
<b>Standing Item</b>	Caught Being Safe (CBS) Program.	Tim Schuette	<b>Report at Meeting</b>		There were 18 awarded, see attached.



February 2020 "Caught Being Safe" Awards

1. Brandon Barnick
2. Jay Turman
3. Mark Wilson
4. Don Hussey
5. John McCaw
6. Cesar Vigil
7. Mike Keller
8. Adam Calm
9. Mike Salazar
10. Jeffery Herrmann
11. Dan Bean
12. Lance Castro
13. Phillip Reed
14. Dustin Bourgeois
15. Bryan Rickards
16. Morgan Ferguson
17. Jose Rodriguez

An emergency condition occurred on a late Friday afternoon that all of these employees assisted. Many stayed over 16 hours with incredible dedication and without injury with the successful removal of a lodged electromagnetic pipe inspection device.

18. Lance Castro

Lance discovered a three car accident at the intersection of La Costa & Ranch Santa Fe and utilized his duty truck and cones to help the fire department and police secure the scene and traffic during the emergency.



# Memo

Date: February 27, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER FUTURE AGENDA ITEMS**

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This is an opportunity for anyone who may have an item for consideration at a future Safety Committee meeting.



# Memo

Date: February 27, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CLOSED SESSION DISCUSSION (If Necessary)**

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It may be necessary to go into a Closed Session.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING  
WILL BE HELD APRIL 30, 2020

