



SAFETY COMMITTEE MEETING  
FEBRUARY 28, 2019



**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 28, 2019

**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 20, 2018 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 2019 Training Calendar

7. Consider an Informational Report on the "Safety Has No Quitting Time" (SHNQT) Program
8. Consider Review of Employee Injuries, Vehicle Accidents and Safety Reports (If Necessary)
9. Consider Report on Three (3) Day Training Held January 2019 at Elfin Forest Recreational Reserve with Rancho Santa Fe Fire Protection District Personnel
10. Consider a Report on January and February Safety/Risk Compliance Activities
11. Consider the Safety Action-Items Assigned/Completed
12. Consider Future Agenda Items
13. Closed Session (If Necessary)
14. Adjournment



# Memo

To: Olivenhain Municipal Water District Safety Committee  
From: Leslie Naritelli, Recorder  
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE DECEMBER 20, 2018  
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 28, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE MARCH/APRIL 2019 TRAINING CALENDAR**

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Attached is the March/April training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
March/April 2019**

**March:**

Tailgate Topics; Working Outdoors, Safety Data Sheets (SDS)

Suspicious Package Training (New Policy)

**April:**

Tailgate Topics; Diversity – Nutrition

Injury and Illness Prevention Program (All-hands)



# Memo

Date: February 28, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2015 - 2018, and 2019.

Staff will be available to answer any questions.

Attachment(s): SHNQT Report; 2015-2018 Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2018 was 2.4 recordable injuries** based on the 200,000 hours worked formula for 100 employees.

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

2015 - 2.4 injuries, 2016 - 1.2 injuries, 2017 - injuries 2.4: **3-year avg = 2.00 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2015 - 4.4 injuries, 2016 - 4.2 injuries, 2017 - 3.2 injuries: **3-year avg = 4.56 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 2018 rate will be available in late 2019]**

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 28, 2019**

**OSHA 300 COUNT RECORDS**

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

**4679 CONSECUTIVE NUMBER OF DAYS**

**SAFETY RECOGNITION PROGRAM 2018**

**NUMBER OF PREVENTABLE INJURIES IN 2018 = 2**

**(Recordable OSHA Injuries "OSHA 300 Log" in 2018 = 4)**

**NUMBER OF LOST DAYS IN 2018 = 0**

**End of CY 2018 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in **CY 2018 was \$7,967.46**

**Year-to-Date 2019 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in **CY 2019 = \$0.00**

- The amount of any preventable vehicle incident damage (District or public property) must be less than \$10,000.00 inclusive of materials, labor and parts costs when calculated. Staff time is not included.
- 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

| 2015                              |                            |                           |
|-----------------------------------|----------------------------|---------------------------|
| OMWD VEHICLE DAMAGED              | OMWD VEHICLE DAMAGE \$ AMT | OTHER PROPERTY DMG \$ AMT |
| MAR - #51 DUMP TRUCK DMG          | \$68.95                    | NONE                      |
| APR - #40 REPLACE DMGD TAIL LIGHT | \$110.18                   |                           |
| MAY - #64 TRUCK SIDE DOOR         | \$320.04                   |                           |
| JUNE - #52 TRUCK                  | \$49.77                    |                           |
| JUNE - #51 DUMP TRUCK DMG         | \$1,942.52                 |                           |
|                                   |                            |                           |
| <b>TOTAL</b>                      | <b>\$2,491.46</b>          |                           |

| 2016                    |                            |                           |
|-------------------------|----------------------------|---------------------------|
| OMWD VEHICLE DAMAGED    | OMWD VEHICLE DAMAGE \$ AMT | OTHER PROPERTY DMG \$ AMT |
| FEB - #12 DUMP TRK FEND | \$1,743.47                 | NONE                      |
| MAR - #66 TRUCK BMPR    | \$1,961.28                 |                           |
| SEPT - #84 DUTY TRUCK   | \$2,668.86                 |                           |
|                         |                            |                           |
| <b>TOTAL</b>            | <b>\$6,373.61</b>          |                           |

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

# Memo

Date: February 28, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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 28, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Jeff Anderson, Park Supervisor  
Via: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER REPORT ON THREE (3) DAY TRAINING HELD JANUARY 2019 AT ELFIN FOREST RECREATIONAL RESERVE WITH THE RANCHO SANTA FE FIRE DEPARTMENT DISTRICT PERSONNEL**

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Jeff Anderson will provide a power point presentation to the Committee showing highlights of the training held at the Elfin Forest Recreational Reserve.

# Memo

Date: February 28, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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 2019. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

## **Safety/Risk Compliance Activities January/February 2019**

### **January:**

Member Area Communication System (MACS) Radio Test

County HazMat Inspections @ Midpoint, Neighborhood I and WRF

Safety Program Inspections (All Facilities)

Forklift Class Coordination

General Duties

- Employee Forum Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

### **February:**

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

Water Agency Emergency Collaborative (WAEC) Meeting at Vallecitos

General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Safety Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

# Memo

Date: February 28, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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

| Safety Meeting Date  | Discussion/Agenda Item  | Note Location in Minutes | Assigned To             | Deadline/Timeline        | Completed       | Additional Comments   |
|----------------------|---|--------------------------|-------------------------|--------------------------|-----------------|---|
| <b>10/31/2019</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.           |                          | Joe Mackey              | <b>10/31/2019</b>        | <b>ANNUALLY</b> | Oct 25, 2018, the committee voted to keep the \$10,000 cap.   |
|                      |   |                          |                         |                          |                 |   |
| <b>02/22/2018</b>    | The GM requested SRCA look into the feasibility that the Front Desk also have equipment installed to monitor an employee entering a vault/confined space (MSA Altair 5X Confined Space Monitor).    | <b>10</b>                | Joe Mackey<br>Adam Calm | <b>02/28/2019</b>        | <b>COMPLETE</b> | The Safety Sub-Committee and SRCA delivered all necessary information to the Safety Committee and the GM. If the equipment is eventually installed at the front desk the SRCA will inform the Safety Committee.                             |
|                      |   |                          |                         |                          |                 |   |
| <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>12/20/18</b>          | <b>COMPLETE</b> | The District's fabricated valve key to exercise the overflow valve at 4S WRF Wet Weather Storage Pond submitted for the LaBounty Award did not win. Staff will continue to submit innovative methods or tools to ACWA/JPIA when applicable. |
|                      |   |                          |                         |                          |                 |   |
| <b>Standing Item</b> | Caught Being Safe (CBS) Certificate.  |                          | Joe Mackey              | <b>Report at Meeting</b> |                 | None to Report this Month.  |



# Memo

Date: February 28, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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 28, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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 25, 2019

