



**MINUTES OF A REGULAR  
SAFETY COMMITTEE MEETING**

**JUNE 27, 2019**

MEMBER REPRESENTATIVES

Co-Chair:

Co-Chair:

Board Directors:

Bargaining Unit Members Association (BUMA):

Customer Services Department:

District Employees Association (DEA):

DCM Water Treatment Plant:

Engineering Department:

Finance Department:

Operations Department:

Telemetry and Information Technology:

Water Reclamation Facility:

Safety SUB-Committee:

*Adam Calm, Dan Nevitt, Kevin Gerken, Tong Tang*

Additional Employee Attendees:

Recorder:

ATTENDEES

Joseph Mackey, Safety/Risk Compliance Administrator

Tom Wood, Human Resources Manager

Robert F. Topolovac

Robert M. Kephart (absent)

Jason Emerick, Water Reclamation Operator Level III

Jeff Anderson, Park Supervisor

Cathy Collier, Project Accountant II

Tom Arellano, Water Treatment Facilities Supervisor

None

Rainy Selamat, Finance Manager

Dave Smith, Operations Manager

Dan Nevitt, Instrument Control Tech I

John Onkka, Water Reclamation Facilities Supervisor

Adam Calm, Systems Operator II

Tong Tang, Field Services Technician I

Joseph Randall, Assistant General Manager

Dan Bean, Operations Construction Supervisor

Leslie Naritelli, Records & Contracts Coordinator, HR Dept.

Committee Co-Chair, Joseph Mackey, called the meeting to order at 8:00 A.M. and called the roll; Director Topolovac was present; Director Kephart was absent.

3. ADOPTION OF AGENDA

Joseph Randall moved to adopt the Agenda, seconded by Jason Emerick and carried.

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE APRIL 25, 2019 REGULAR SAFETY COMMITTEE MEETING

Tom Wood moved to approve the minutes of the April 25, 2019 Regular Safety Meeting, seconded by Dave Smith and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE MAY/JUNE 2019 TRAINING CALENDAR

Joseph Randall moved to approve the Consent Calendar, seconded by Jeff Anderson and carried.

7. CONSIDER AN INFORMATIONAL REPORT ON THE "SAFETY HAS NO QUITTING TIME" (SHNQT) PROGRAM

Co-Chair Mackey reported on the injury, vehicle, and property statistical information provided in the Safety packet.

He stated that the safety sub-committee discussed recognizing the District's employees for their safety record for the first 6-months of 2019 and recommended that each employee receive a \$50 Amazon card.

Director Topolovac asked Co-Chair Mackey to review when the cards are issued and what goals are expected to be achieved to obtain the Amazon cards. Co-Chair Mackey stated that if approved by the Committee, the employees would receive a \$50 gift card in recognition of being safe for the first 6-months of 2019 which ends June 30<sup>th</sup>.

The following is a breakdown of the program:

From January 1 through June 30, \$50 to keep Injury Incident Rate (IIR) below the National 3-year average and keep less than 40 hours of lost time due to preventable injury/accident.

From January 1 through December 31, \$50 keep Injury Incident Rate (IIR) below the National 3-year average and keep less than 40 hours of lost time due to preventable injury/accident; \$50 for keeping vehicle incident and/or vehicle related property damage below \$10,000; and a \$100 bonus for continuing the record of no preventable lost time injuries since the date of 5/08/2006. A safety luncheon is also provided to the employees at which time the gift cards are distributed.

Tom Wood moved that if employees continue to meet the standard for the SHNQT program through June 30, 2019, that a \$50 Amazon gift card be presented to all eligible employees as recommended by the sub-committee, seconded by Director Topolovac and carried.

8. CONSIDER A REPORT BY THE SAFETY AND RISK COMPLIANCE ADMINISTRATOR (SRCA) ON THE SAFETY RECOMMENDATIONS THE DISTRICT RECEIVED FROM THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) INSPECTION

Co-Chair Mackey reported that SDRMA is the District's worker's compensation insurance. He stated that SDRMA provides the District with Target Solutions for employee training at no cost to the District; this is a great benefit that saves the District approximately \$9,000 per year.

He also reported that SDRMA provides its members with the services of a safety consultant to inspect the District's facilities and to provide positive recommendations. A SDRMA safety consultant visited the District's Main Yard, the Water Treatment Plant (WTP) and the Wastewater Reclamation Facility (WRF). The SDRMA safety consultant made two recommendations: 1) Provide water safety training to employees working around bodies of water; and 2) place guards on upper shelving at all District facilities to prevent items from falling during a catastrophic event. All personnel at both plants (WTP and WRF) have completed the "Drowning and Water Hazards" training as recommended; work continues to complete the placement of guards on the upper shelving.

9. CONSIDER REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)

Co-Chair Mackey stated that he had three (3) accidents/incidents to report today:

- 1) On May 9<sup>th</sup>, a temporary employee picked up a pressurized mix of chlorine and water in a handheld pressurized sprayer. He mistakenly squeezed the trigger and the wind blew the solution into a District employee's eyes who was working in a trench. The employee was treated with first aid at the jobsite and taken to the clinic. The doctor flushed his eyes and cleared him to return to work immediately with no lost time. Co-Chair Mackey stated that he determined this incident to be preventable.

There was discussion with regard to the use of handheld pressurized sprayers with a chlorine and water mix. It was stated that this practice has been changed to using a traditional "pump" spray bottle.

Co-Chair Mackey stated that if the District changed what we were doing following an incident, it indicates that the injury was preventable, even though it will not be recorded on the OSHA 300 Log.

Director Topolovac moved that this injury was preventable, seconded by Joseph Randall and carried.

- 2) On June 5<sup>th</sup>, a District employee cut himself while removing some temporary plastic from a piece of equipment with a pocket knife. He was treated with first aid and received three (3) stitches. There was no lost time; this injury was determined to be preventable. The committee concurred.

- 3) A District employee was attempting to get a trailer out of the mud and placed a strap across the front of the trailer, underneath of the tool box, and with the backhoe lifted it and tried to pull it out of the sand. During this process, the aluminum tool box received substantial damage from the straps pulling on it. Another factor in this incident is that it was not reported for five (5) days which could have caused another employee to use the trailer and not notice the damage. Co-chair Mackey determined this incident to be preventable; also, not reported properly. The committee concurred.

10. CONSIDER A REPORT ON MAY AND JUNE 2019 SAFETY/RISK COMPLIANCE ACTIVITIES

Co-Chair Mackey highlighted some of the items in his report and stated that he met with the Zenith Group, a public JPA, to review their program and make a determination if the District would benefit by changing carriers for its Worker's Comp Insurance. Following an assessment of their program, it was determined that the District would stay with Special District's Risk Management Authority (SDRMA). (In the process, SDRMA also gave the District a 5% rate deduction.)

He also reported that he had attended an SDG&E Business Services/Water Agency Public Safety Power Shutoff (PSPS) Workshop along with Tom Arellano, Jason Emerick, and Erik Harp. SDG&E presented their protocol on power outages both planned and unplanned. Most businesses will receive a 24-hour notice; however, water agencies will receive a 48-hour notification.

Co-Chair Mackey also attended his last Water Utility Safety Managers Association (WUSMA) meeting as the District's Safety/Risk Compliance Administrator.

11. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Co-Chair Mackey had no additional items to add to the Safety Action Items list.

12. CONSIDER FUTURE AGENDA ITEMS

There were no additional items added to what was already discussed to be placed on the August Agenda.

At this time, Tom Wood, HR Manager, thanked Co-Chair Joseph Mackey, Safety/Risk Compliance Administrator, for his service at the District and on the Safety Committee. Joseph Mackey stated that he has never missed a Safety meeting. He was thanked and congratulated on his upcoming retirement by all in attendance.

13. CLOSED SESSION (If Necessary):

There was no Closed Session.

14. ADJOURNED

Co-Chair Mackey adjourned the meeting at 9:08 A.M. The next Safety Committee meeting is scheduled for Thursday, August 29, 2019 at 8:00 A.M.

ATTEST:

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Robert F. Topolovac  
Board Director  
Olivenhain Municipal Water District

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Kimberly Thorner, Safety Committee Chair  
General Manager  
Olivenhain Municipal Water District