



Safety Committee Meeting

January 24, 2024

**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
VIA TELECONFERENCE ONLY AND IN PERSON**

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: January 24, 2024

TIME: 2:30 p.m.

PLACE: HYBRID REGULAR MEETING VIA TELECONFERENCE AND IN PERSON

The meeting is being held virtually as a convenience to the public. The meeting will not stop or suspend its in-person meeting should a technological interruption occur with respect to the Zoom or call-on options listed on the agenda.

For Zoom Participation:

www.zoom.us/join
Meeting ID: 885 8120 0276
Password: 187984

For Zoom Call-in Only:

Call: (669) 444-9171
Meeting ID: 885 8120 0276
Password: 187984

Public Participation/Comment: Members of the public can participate in the meeting by emailing your comments on an agenda item to the Safety/Risk Compliance Administrator at tschuetter@olivenhain.com or address the committee directly in real-time under the public comments section. If you do not receive a confirmation email that your comment has been received, please call (760) 632-4217 or address the committee under the public comments section to ensure that your comments are heard in real-time. The subject line of your email should clearly state the item number you are commenting on and should include your name and phone number. All comments will be emailed to the safety committee.

*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 September 27, 2023 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 February/March 2024 Training Calendar

7. Consider an Informational Report on the “Safety Has No Quitting Time” (SHNQT) Program and the Recommendation Proposed by the Safety Sub-Committee Following Annual Review of the Benchmark for District Employees with Regard to Preventable Damage to District Vehicles
8. Consider Review of Employee Injuries, Vehicle Accidents, and Safety Reports (If Necessary)
9. Consider a Report on October, November, December, and January Safety/Risk Compliance Activities
10. Consider the Safety Action-Items Assigned/Completed
11. Consider Future Agenda Items
12. Closed Session (If Necessary)
13. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE SEPTEMBER 27, 2023
REGULAR SAFETY COMMITTEE MEETING**

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: January 24, 2024
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE FEBRUARY/MARCH 2024 TRAINING CALENDAR**

Attached is the February/March training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
February/March 2024**

February:

Tailgate Topics:

- Bloodborne Pathogens Awareness (SDRMA)
- Vehicle Backing (OMWD)

Events:

- Respiratory Fit Testing
- Respiratory Protection Program Training
- Forklift Training
- Backhoe Operator Training

March:

Tailgate Topics:

- Portable Ladder Safety
- Power Tool Safety (OMWD)

Events:

- Fires Extinguisher Annual Inspections

Memo

Date: January 24, 2024
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 AND THE RECOMMENDATION PROPOSED BY THE SAFETY SUB-COMMITTEE FOLLOWING ANNUAL REVIEW OF THE BENCHMARK FOR DISTRICT EMPLOYEES WITH REGARD TO PREVENTABLE DAMAGE TO DISTRICT VEHICLES**

Attached is the current report for the number of injuries for years 2020-2024; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2020-2024.

On an annual basis, the Safety Committee and the Safety Sub-Committee discuss the ceiling dollar amount for preventable vehicle and property incident damage.

The Safety Sub-Committee met on October 19, 2023 to discuss the benchmark and recommended that the benchmark remain at \$10,000 for CY 2024. Staff will be available to answer any questions.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2023 was 3.2 recordable injuries** based on OSHA's IIR Formula:

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

OMWD Injury Rates (Based on the 3-year avg of 88 employees)
2021 - 3.7, 2022 - 2.1, 2023 - 3.2 **3-year avg = 3 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)
2020 - 2.1, 2021 - 2.6, 2022 - 2.1 **3-year avg = 2.3 injuries**

The National Injury / Illness Rate for 2023 will be available by the Bureau of Labor Statistics in October 2024.

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 National Injury / Illness Rate can be found at the Bureau of Labor Statistics (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
September 13, 2022

INJURY AND LOST TIME COUNT AS OF
January 24, 2024

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

OMWD SAFETY RECOGNITION PROGRAM 2023

NUMBER OF PREVENTABLE INJURIES IN 2023 = 1
NUMBER OF PREVENTABLE LOST DAYS IN 2023 = 0
(Recordable OSHA Injuries "OSHA 300 Log" in 2023 = 3)
(Recordable OSHA Lost Days "OSHA 300 Log" in 2023 = 3)

OMWD SAFETY RECOGNITION PROGRAM 2024

NUMBER OF PREVENTABLE INJURIES IN 2024 = 0
NUMBER OF PREVENTABLE LOST DAYS IN 2024 = 0
Recordable OSHA Injuries "OSHA 300 Log" in 2024 = 0
Recordable OSHA Lost Days "OSHA 300 Log" in 2024 = 0
CURRENT Injury Illness Rate (IIR) = 0.0

Year-to-Date 2023 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2023 = **\$2,307.70** See Attached

Year-to-Date 2024 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2024 = **\$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

2020		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - # 97	\$1,882.00	\$0.00
APR - HIT MAIL BOX	\$0.00	\$81.98
NOV - #39 BACKED INTO #91	\$466.00	\$0.00
Total	\$2,348.00	\$81.98

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

\$2,429.98

2021		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - #26	\$515.50	\$0.00
MAR - #95 (DENTED TAILGATE)	\$2,377.24	\$0.00
DEC - #63	\$0.00	\$1,645.72
Total	\$2,892.74	\$1,645.72

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2021

\$4,538.46

2022		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
DEC - #46 (LICENSE PLATE MOUNT - PRIUS)		\$68.00
Total	\$0.00	\$68.00

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2022

\$68.00

2023		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUN - #112 (PASSENGER SIDE FENDER)	\$2,307.70	
Total	\$2,307.70	\$0.00

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE YEAR TO DATE

\$2,307.70

2024		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
Total	\$0.00	\$0.00

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE YEAR TO DATE

\$0.00

Memo

Date: January 24, 2024
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)**

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.

Injuries:

- None

Vehicle related property damage:

- One item to discuss.

Staff will be available to answer any questions.

Memo

Date: January 24, 2024
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON OCTOBER, NOVEMBER, DECEMBER, AND
JANUARY SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of October, November, December, and January. Staff will be available to answer questions.

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities October/November/December 2023 and January 2024

October:

- Attended a WebEOC webinar facilitated by the County of San Diego.
- Attended the fourth quarter Water Agency Emergency Collaborative meeting.
- Conducted new employee safety orientations for the new Operations Manager, two new Utility I's, two temporary staff members, and a new SDCWA intern.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

November:

- Facilitated forklift training for required staff.
- Conducted a safety inspection of the water treatment plant.
- Met with District leadership to review the ACWA/JPIA commitment to excellence criteria.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

December:

- Facilitated the ACWA/JPIA site appraisal of critical infrastructure.
- Hosted the San Diego Department of Environmental Health, Hazardous Material Division, inspection of various District pump stations.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

January:

- Facilitated forklift training for necessary San Elizo Joint Powers Authority staff.
- Hosted an Emergency Operation Center (EOC) informational review meeting with all required staff.
- Met with the ACWA/JPIA Senior Risk Advisor to discuss the potential claim associated with the recent water main break.

General Duties

- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections



Memo

Date: January 24, 2024
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

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

Attachment: Safety Meeting Action Items

SAFETY MEETING ACTION ITEMS

Safety Meeting Date	Discussion/Agenda Item	Assigned To	Deadline/Timeline	Completed	Additional Comments
10/26/2022	(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 or November.	Tim Schuette	1/24/2024	Annually	Oct. 26, 2022, the Safety committee voted to keep the \$10,000 cap. The Safety sub-committee met on Oct. 19, 2023 and recommended the benchmark remain at \$10,000 for CY 2024.
Standing Item	Caught Being Safe (CBS) Program.	Tim Schuette	Report at Meeting	As needed	One Caught Being Safe Award.
10/29/2020	Conduct review for vegetation brush clearing requirements for fire mitigation around the DCMWTP with local fire department.	Tim Schuette	Ongoing	Annually	Ongoing, waiting on Fire Department and requesting environmental impact study info.
Ongoing	Safety Suggestions	Tim Schuette	Ongoing	As needed	No new suggestions.

CBS Award

On Wednesday, 9/20 Director Hahn witnessed Jeff go out of his way to help a student struggling with a wheel that had come off her bike near Rancho Santa Fe Rd. and La Posta. Director Hahn witnessed Jeff in his OMWD truck when he passed this student, did a U-turn at the light to safely pull over and lend a helping hand. Jeff was able to get the wheel back on so the student could get home from school. Director Hahn wanted to recognize Jeff for being safe and going above and beyond to lend a helping hand.





Memo

Date: January 24, 2024
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER FUTURE AGENDA ITEMS**

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



Memo

Date: January 24, 2024
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CLOSED SESSION DISCUSSION (If Necessary)**

It may be necessary to go into a Closed Session.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING
WILL BE HELD ON **MARCH 27, 2024**