



Safety Committee Meeting

January 25, 2023

**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 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 25, 2023

TIME: 2:30 p.m.

PLACE: HYBRID REGULAR MEETING VIA TELECONFERENCE AND IN PERSON

Pursuant to the State of California Executive Order, and in the interest of public health, OMWD is temporarily taking actions to mitigate the COVID-19 pandemic by holding Safety Committee Meetings electronically or by teleconference. This meeting will be a hybrid of in person and teleconference. Our Boardroom will be open to the public.

To join this meeting via phone, please dial:

(669) 900-9128 or (669) 444-9171

Meeting ID: 836 2050 4535 and Password: 669612

*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 October 26, 2022 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 2023 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 a Report on November, December, and January Safety/Risk Compliance Activities
10. Consider an Informational Report on the Safety Sub-Committee
11. Consider an Informational Report on the Status of OMWD's Key Capital Improvement Projects and Contractor Safety for Calendar Year 2022
12. Consider the Safety Action-Items Assigned/Completed
13. Consider an Informational Report on COVID Task Force Updates
14. Consider Future Agenda Items
15. Closed Session (If Necessary)
16. Adjournment

Memo

To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE OCTOBER 26, 2022
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 25, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE FEBRUARY/MARCH 2023 TRAINING
CALENDAR**

Attached is the February/March training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
February/March 2023**

February:

Tailgate Topics:

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

Events:

- Backhoe Operator Training

March:

Tailgate Topics:

- Portable Ladder Safety
- Power Tool Safety (OMWD)

Events:

- Asbestos Awareness
- Fires Extinguisher Annual Inspections
- Trench and Shoring Training

Memo

Date: January 25, 2023
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**

Attached is the current report for the number of injuries for years 2019-2023; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2019-2023.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2022 was 3.3 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 Preventable Injury Rates (Based on the 3-year avg of 86 employees)

2020 - 1.13, 2021 - 3.7, 2022 - 3.3, **3-year avg = 2.7 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2019 - 5.1, 2020 - 2.1, 2021 - 2.6 **3-year avg = 3.3 injuries**

The National Injury / Illness Rate for 2022 will be available by the Bureau of Labor Statistics in October 2023.

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 25, 2023

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

OMWD SAFETY RECOGNITION PROGRAM 2023

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

Year-to-Date 2023 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2023 = **\$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

2019		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUN - HIGHLINE TRAILER (TOOLBOX)	\$357.77	\$0.00
AUG - FLATBED #45 (MIRROR)	\$793.98	\$0.00
NOV - #70 (TAIL SHELF, BUMPER)	\$3,600.19	\$0.00
NOV - # 66 (BUMPER & CITIZEN VEHICLE)	\$5,086.95	\$3,734.33
DEC -FORKLIFT / ROLLUP DOOR	\$0.00	\$2,710.00
Total	\$9,838.89	\$6,444.33

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

\$16,283.22

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
Total	\$0.00	\$0.00

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

\$0.00

2023		
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 25, 2023
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:

- One item to discuss in closed session

Vehicle related property damage:

- Two items to discuss

Staff will be available to answer any questions.

Memo

Date: January 25, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON NOVEMBER, DECEMBER, AND JANUARY
SAFETY/RISK COMPLIANCE ACTIVITIES**

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

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities

November/December 2022 and January 2023

November:

- Attended a Hazard Mitigation Planning meeting at Santa Fe Irrigation District (SFID).
- Completed the 5-year review and update of the District's Spill Prevention and Countermeasures Control Plan.
- Facilitated Confined Space Entry Training, Respiratory Protection Training, and Fall Protection Training for DCMWTP staff.
- Provided Safety Orientations for two temporary workers.

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:

- Met with staff from San Elijo Joint Powers Authority (SEJPA) to discuss shared safety training for 2023.
- Facilitated the 2022 Wildfire Emergency Operations Center (EOC) tabletop exercise.
- Conducted a new employee safety orientation for the new Operations Coordinator.

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 Annual Respiratory Fit Testing for employees that require respiratory protection.
- Provided Respiratory Protection Training.
- Held the 1st quarter Safety Sub-Committee meeting.
- Conducted a new employee safety orientation for the new Utility I.

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 25, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER AN INFORMATIONAL REPORT ON THE SAFETY SUB-COMMITTEE**

The Safety Sub-Committee meets at least quarterly to bring safety issues and suggestions from the employees to the group for consideration. Safety ideas and suggestions may be implemented immediately or referred to the full Safety Committee for consideration and approval. The sub-committee also makes recommendations to the full committee for safety recognition, performs safety inspections and other safety related duties as assigned.

Members of the sub-committee are voluntary employees that provide valuable information and are extremely beneficial in keeping the District the safest place to work. Safety sub-committee members typically serve two-year terms. The current members are composed of staff from the main headquarters facility as well as the water reclamation facility and water treatment plant.

The Safety Sub-Committee members are as follows:

Paul Zamora – Term Ends 12/1/24	Phillip Reed – Term Ends 12/1/24
Joe Jansen – Term Ends 12/1/24	Tim Sheppard – Term Ends 12/1/24
Marcela Novy – Term Ends 12/1/24	Gary Briant – Term Ends 12/1/23

Memo

Date: January 25, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Steve Weddle, Engineering Services Supervisor
Via: Lindsey Stephenson, Engineering Manager
Subject: **CONSIDER AN INFORMATIONAL REPORT ON THE STATUS OF OMWD'S KEY CAPITAL IMPROVEMENT PROJECTS AND CONTRACTOR SAFETY FOR CALENDAR YEAR 2022**

Purpose

The purpose of this agenda item is to provide the Safety Committee with an update on the status of OMWD's key Capital Improvement Projects (CIP) in construction during calendar year 2022 and any contractor safety incidents on each.

Recommendation

This is an informational item only. No action is required.

Alternatives

No alternatives are being presented for consideration as this is for information only.

Background

During the 2022 calendar year, staff has been working on the following key Capital Improvement Projects (CIP) in construction, with no contractor safety incidents to report. Within the OMWD standard contract documents, General Provisions require contractors to maintain their own safety programs and ensure compliance with all state and federal regulations. OMWD staff and their representatives do not direct the contractor or review contractor safety measures, but have the authority to provide direction in a situation demanding immediate action.

- Manchester Avenue Potable Water Pipeline Replacement Project (D120049) – 2022 Annual Objective No. 5; **No contractor safety incidents to report.**
- Lone Jack Pressure Reducing Station Replacement Project (D120178) – 2022 Annual Objective No. 6; **No contractor safety incidents to report.**
- DCMWTP pH Control System Project (D120068); **No contractor safety incidents to report.**
- Harris Cathodic Protection Replacement Project (D120038); **No contractor safety incidents to report.**
- Manchester Avenue/South El Camino Real Recycled Water Pipelines Project (D120040) – 2022 Annual Objective No. 12; **No contractor safety incidents to report.**
- DCMWTP ERT Refurbishment Project (D120115); **No contractor safety incidents to report.**
- 4S Ranch Neighborhood 1 Sewer Pump Station Replacement Project (D700004) – 2022 Annual Objective No. 13; **No contractor safety incidents to report.**
- Valve Replacement Project (D120075); **No contractor safety incidents to report.**

Fiscal Impact

No fiscal impact as item is informational only.

Discussion

Updates for each project will be presented via the attached PowerPoint Presentation, and Staff is available for any questions.

Attachments:

CIP Safety Update PowerPoint Presentation

Capital Improvement Project Safety Updates

OMWD Safety Committee Meeting
January 25, 2023



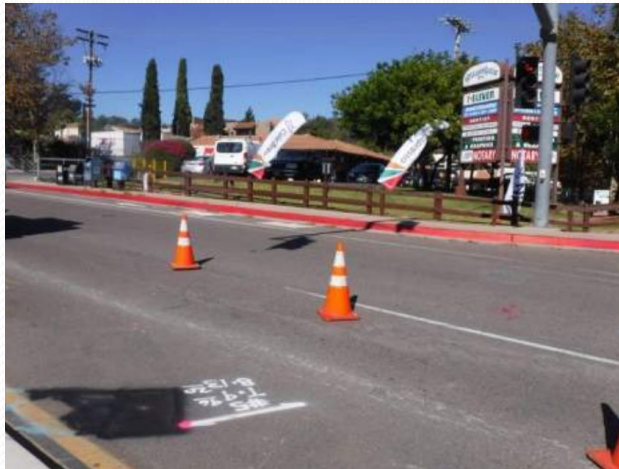
Objective

- Update on the status of OMWD's key Capital Improvement Projects (CIP) in construction during calendar year 2022
- OMWD General Provisions, Article 7-10 SAFETY
 - Safety and compliance with all state and federal regulations shall be the sole responsibility of the Contractor.

MANCHESTER AVENUE POTABLE WATER PIPELINE REPLACEMENT

(Project No. D120049, 2022 Annual Objective No. 5)

Construction Start	Construction Completion	Contractor Safety Incidents
August 2021	April 2022	None



LONE JACK PRS REPLACEMENT

(Project No. D120178, 2022 Annual Objective No. 6)

Construction Start	Construction Completion	Contractor Safety Incidents
April 2022	October 2022	None



DCMWTP pH CONTROL SYSTEM PROJECT

(Project No. D120068)

Construction Start
February 2022
Construction Completion
Anticipated February 2023
Contractor Safety Incidents
None



HARRIS CATHODIC PROTECTION REPLACEMENT PROJECT

(Project No. D120038)

Construction Start	Construction Completion	Contractor Safety Incidents
October 2022	Anticipated February 2023	None



MANCHESTER AVENUE/SOUTH EL CAMINO REAL RECYCLED WATER PIPELINES

(Project No. D120040, 2022 Annual Objective No. 12)

Construction Start	Construction Completion	Contractor Safety Incidents
October 2022	Anticipated February 2023	None



DCMWTP ERT REFURBISHMENT PROJECT

(Project No. D120115)

Construction Start	Construction Completion	Contractor Safety Incidents
February 2022	In Progress	None



4S RANCH NEIGHBORHOOD 1 SEWER PUMP STATION REPLACEMENT

(Project No. D700004, 2022 Annual Objective No. 13)

Construction Start	Construction Completion	Contractor Safety Incidents
April 2022	In Progress	None



VALVE REPLACEMENT (Recurring)

(Project No. D120075)

Construction Start	Construction Completion	Contractor Safety Incidents
July 2022	In Progress	None



Questions?

Memo

Date: January 25, 2023
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
10/20/2021	(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 November.	Tim Schuette	11/22/2023	Annually	Oct 20, 2022, the committee voted to keep the \$10,000 cap.
Standing Item	Caught Being Safe (CBS) Program.	Tim Schuette	Report at Meeting	As needed	One (Sean Peterson)
10/29/2020	Conduct review for vegetation brush clearing requirements for fire mitigation around the DCMWTP with local fire department.	Tim Schuette	Ongoing	Annually	Met with RSF Defensible Space Officer on January 19, 2023 to discuss brush clearing around DCMWTP and the AFIF, suggestions being reviewed.
Ongoing	Safety Suggestions	Tim Schuette	Ongoing	As needed	No new suggestions.

Caught Being Safe Award (Cyber Security)

On 10/20 at 2:00 PM, Sean Peterson used the Phish Alert button to report a suspicious email. The email appeared to be from a document signing service similar to DocuSign. The email was sent from a spoofed OMWD address (docs@olivenhain.com) that does not exist. KnowBe4 triaged the email as a threat. Further analysis using VirusTotal revealed 24 separate threats including malicious Javascript, Trojans, malicious downloaders, uncategorized malware, and phishing. Running this file would have been very bad. At a minimum, Sean's PC would have been severely compromised. The potential for a much wider impact is clear from the indicators. Sean's safe action prevented an incident from becoming a breach and potentially saved the District significant expense and embarrassment.



Sean Peterson

Backflow & Cross Connection Coordinator II

Memo

Date: January 25, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER AN INFORMATIONAL REPORT ON COVID TASK FORCE
UPDATES**

Any COVID Task Force updates will be provided orally at the Safety Committee meeting.

Memo

Date: January 25, 2023
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 25, 2023
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 22, 2023**