



SAFETY COMMITTEE MEETING
OCTOBER 25, 2018



**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: OCTOBER 25, 2018

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 August 30, 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 November/December 2018 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 Discussion of Proposed Suggestions/Updates to the 2018 Resolution Supporting the District’s Safety & Wellness Programs to be Presented to the Full Board of Directors on December 12, 2018
10. Consider a Report on September and October 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 AUGUST 30, 2018
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: October 25, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE NOVEMBER/DECEMBER 2018 TRAINING CALENDAR**

Attached is the November/December training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
November/December 2018**

November:

Tailgate Topics; Handwashing, Compressed Air Safety

Forklift Training Refreshers

AFIF Ammonia Training for Plant Employees

December:

Tailgate Topics; Before You Turn the Key (Pre-trip Vehicle Inspection), Lifting and Back Safety

Suspicious Package Training (New Policy)

Big Three Training – Excavation Safety, Traffic Control and Lockout/Tagout

Memo

Date: October 25, 2018
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 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 2014-2018; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2015-2018.

At each October meeting, the committee discusses the ceiling dollar amount for preventable vehicle and property incident damage.

At the October 2017 Safety Committee meeting, comments were received from the sub-committee and following discussion among the Safety Committee, it was determined to maintain the \$10,000 ceiling for CY 2018.

The Safety Sub-Committee met October 1, 2018 to discuss the benchmark and recommended that the benchmark remain at \$10,000. Staff will be available to answer any questions.

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



The Incidence Rate (IR) for OMWD in 2017 was 2.5 recordable injuries based on the 200,000 hours worked formula for 100 employees.

Olivenhain Municipal Water District Rates (Based on this 3 yr avg of 85 employees)

2014 - 1.2 injuries, 2015 - 2.4 injuries, 2016 - 1.2 injuries: **3 yr avg = 1.60 injuries**

NAICS - Code 22131 rates:

2014 - 5.1 injuries, 2015 - 4.4 injuries, 2016 - 4.2 injuries: **3 yr 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 2017 rate will be available late 2018]

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 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

October 25, 2018

OSHA 300 COUNT RECORDS

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

4553 CONSECUTIVE NUMBER OF DAYS

SAFETY RECOGNITION PROGRAM 2018

NUMBER OF RECORDABLE INJURIES IN 2018 = 0

NUMBER OF LOST DAYS IN 2018 = 0

Year-to-Date 2018 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in 2018 = \$2,742.79

- 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	
TOTAL	\$2,491.46	

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	
TOTAL	\$6,373.61	

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	
TOTAL	\$5,244.31	\$1,753.96

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	NONE
TOTAL	\$2,742.79	

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

\$2,742.79

PENDING AMOUNTS TO BE REVIEWED AT 10/25/18 SCM
 1) \$ 557.78
 2) \$ 1,684.24
 TOTAL **\$2,242.02**

POSSIBLE NEW 2018 TOTAL
 \$4,984.81

Memo

Date: October 25, 2018
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)**

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: October 25, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER DISCUSSION OF PROPOSED SUGGESTIONS/UPDATES TO THE 2018 RESOLUTION SUPPORTING THE DISTRICT'S SAFETY & WELLNESS PROGRAMS TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS ON DECEMBER 12, 2018**

The District's Safety & Wellness Program is reviewed each calendar year in the Safety Committee to discuss any suggestions or updates.

At last year's October Safety Committee meeting, a small table was added to Exhibit "B" to better clarify the District's Safety Recognition Goals for each CY and presented to the Board of Directors at their meeting, December 13, 2017, and approved.

The Board adopted Resolution 2017-23, Exhibit A "Safety and Wellness Program," and Exhibit B "Safety Has No Quitting Time" are attached for your review. Please take a look at the attached before the meeting and be prepared should you have any recommended changes.

Following discussion at the meeting, the proposed Resolution along with Exhibits A and B will be presented to the full Board of Directors at their December 12, 2018 meeting.

Attachment: Resolution No. 2017-23 (Exhibits A & B)

RESOLUTION NO. 2017-23

RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLIVENHAIN
MUNICIPAL WATER DISTRICT SUPPORTING EMPLOYEE SAFETY AND
WELLNESS PROGRAMS

WHEREAS, the Board of Directors of Olivenhain Municipal Water District wishes to recognize its employees as its most valuable asset; and

WHEREAS, the Board wishes to promote safety awareness among employees and continue to recognize the significance of safe behavior; and

WHEREAS, the Board recognizes that implementing health promotion programs can reduce lifestyle related diseases among employees; and

WHEREAS, the Board believes that promoting healthy lifestyles can reduce illness and absences among employees and subsequently have a beneficial effect on the cost of sick leave and health insurance claims experience and premiums; and

WHEREAS, the Board wishes to encourage "employee ownership" of the Safety and Wellness Program and to create an atmosphere of success through teamwork; and

WHEREAS, the Board believes that providing safety and wellness incentives will encourage loss prevention efforts and result in savings on workers' compensation insurance and reduction in health insurance claims.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The Board shall continue to support the District's Safety and Wellness Program as managed by the Safety Committee (*Exhibit "A"*).

Section 2. The District is committed to continuing to fund the SHNQT (***Safety Has No Quitting Time***) employee recognition program for calendar year 2018 (*Exhibit "B"*).

Section 3. The District remains committed to the ***"Caught Being Safe"*** (CBS) program, which will provide additional recognition of employees at the District's monthly Employee Forums (*Exhibit "B"*).

PASSED, ADOPTED AND APPROVED at a regular Board meeting of the Board of Directors of the Olivenhain Municipal Water District held on December 13, 2017.

ATTEST:

Lawrence A. Watt, President
Board of Directors
Olivenhain Municipal Water District

Gerald E. Varty, Secretary
Board of Directors
Olivenhain Municipal Water District

2018

SAFETY AND WELLNESS PROGRAM

Goal:

Emphasize the positive role safety has in the workplace by creating interactive safety and wellness programs for employees. Maintain a workplace wellness program to encourage employees to choose personal health goals and healthy lifestyles with their family members and doctors.

Elements:

- 1) Continue employee healthy lifestyle programs such as the *Health and Wellness Fair* and the *Healthy Heart Walk*.
- 2) Maintain the onsite Wellness Center (District's Gym) for use by employees and their families.
- 3) Promote employees' participation in the District's Gym (onsite), retain a personal trainer to instruct a fitness class after work hours at employees' expense (allow employees to use their sick time for payment), and provide authorized reimbursements not to exceed \$24.00/month for offsite employees who work-out at a non-District gym at least four (4) times a month. (An offsite employee is an employee whose primary assignment is working at the Water Reclamation Facility, the Water Treatment Plant, or the Elfin Forest Recreational Reserve.)
- 4) Maintain the SHNQT (*Safety Has No Quitting Time*) employee recognition program and to keep the goal of zero lost time injuries each year.
 - Work with employee committees HR/Employee Association Team (HEART), Bargaining Unit Members Association (BUMA), District Employees Association (DEA), Safety Sub-committee, etc. to keep the program effective and avoid entitlement;
 - Retain Employee Volunteer Safety Sub-committee to get accurate employee feedback about safety promotions;
 - Work with the Employee Volunteer Safety Sub-committee to determine methods to maintain a safe and rewarding work environment.
- 5) Continue the "*Caught Being Safe*" program to recognize District employees at Employee Forums and acknowledge their safety practices.
- 6) Continue awareness campaigns and make sure that CPR and First Aid trainings are offered at least once per year.
- 7) Continue to promote *Injury Prevention Program* (IPP) with monthly Special District Risk Management Authority (SDRMA) and OMWD in-house tailgate training.



SAFETY HAS NO QUITTING TIME (SHNQT)

Employee Safety Recognition Program

The Board of Directors has approved a Safety Resolution supporting a recognition program for all employees. The program's objective is to encourage safe behaviors and training resulting in zero on the job, lost time, injuries and illnesses. An employee volunteer Sub-Committee works with the Safety/Risk Compliance Administrator to support the recognition program and assist with identifying various methods to achieve our safety goals.

The Safety Committee shall use the following guidelines when evaluating accidents for the purpose of the Safety Recognition Program:

1. **Definitions:** See the District's Safety Manual for definitions of Preventable, Reasonable, Responsible Party, and Lost Time.
2. **Eligibility:** All District employees are eligible for this program. Full time employees must have worked one (1) day during the eligibility period (shown below) to receive the achieved safety recognition. Excluded are Board Members, interns, any non-payroll positions, and employees separating from District employment prior to the end of the current 6-month eligibility period.
3. **Specifics:** OSHA work-related injury and illness recordkeeping requirements are separate and distinct from the District's safety recognition program. It will take a majority vote of the Safety Committee (including agreement of Committee Board Member(s) present) to approve the determination that a specific recordable OSHA Form 300 injury/illness is non-preventable. Only preventable accidents will count towards lost time under the "Employee Longevity Safety Recognition Program."
4. **Structure:** The annual employee safety recognition program is structured to recognize employees and the safety record on a continuous basis, with an opportunity to reach our safety goals in order to be eligible for the safety recognition. Every six months, the number of lost time hours will be determined and if the goal as identified below is achieved, employees will receive the safety recognition. If portions of the end-of-year goals are not achieved, there may be a pro-rated recognition. Should a preventable lost time injury occur, the next eligibility timeframe will begin the day after the incident.

The **Longevity Safety Recognition** will be given to all eligible employees after the end of the calendar year if:

- The OMWD *Injury Incidence Rate (IIR)* is below the previous three-year average "*National incident rate for Water Supply and Irrigation Systems (22131)*" **The National Injury/Illness Rate can be found at www.BLS.gov (Bureau of Labor Statistics) AND**
- Any preventable vehicle & property incident damage (District or public) is less than \$10,000. (Inclusive of materials, labor, tax, and parts costs when calculated.) Staff time is not included. Estimated damages also count towards this total even if it is decided not to completely repair the vehicle or property.
 - *This \$10,000 was determined by the number of miles and total number of vehicles driven by the District each year and was again approved by the Safety Committee in 10/2017. The value of the Longevity Safety Recognition is based on the approved annual budget by the Board of Directors. A safety recognition luncheon will be held yearly to present the safety recognition.*

Safety Recognition Goals CY 2018

Recognition Period	Goal	Recognition
January 1 to June 30	Less than 40 hours of lost time due to preventable injury/accident	\$50
January 1 to December 31	1) Keep less than 40 hours of lost time due to preventable injury/accident AND; 2) Keep IIR (Injury Incident Rate) below 3-year national average	\$50
	3) Keep preventable vehicle incident and/or vehicle related property damage below \$10,000	\$50
	4) CONTINUE record of no preventable lost time injuries since the date of 5/08/2006	\$100

Preventable damage to any vehicle and/or property (District or public) in excess of \$10,000 will result in the loss of \$50 towards the January 1 to December 31 safety recognition. However, the other \$50 Longevity Safety Recognition portion will still be in effect. In addition, employees will be eligible for \$100 if the record of no preventable lost time injuries is continued. Thus, the maximum end-of-year recognition is \$200.

Caught Being Safe Program (CBS Program)

The Caught Being Safe program was developed to provide an opportunity to recognize those employees who consistently demonstrate a high regard for safety on the job. Employees are nominated by peers, Supervisors, Managers, or the Safety Administrator to receive a \$25 maximum/minimum value recognition at a monthly Employee Forum.

All employees with a satisfactory or above performance rating and not currently on disciplinary action are eligible for a CBS award. A CBS award shall be approved by the General Manager.

Memo

Date: October 25, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON SEPTEMBER AND OCTOBER SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of September and October 2018. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities September/October 2018

September:

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

Temporary Employee Safety Orientation

Forklift Training Classes

US Healthworks/Concentra Merge Meeting and Coordination

General Duties

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

October:

New and Temporary Employee Safety Orientations

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 Helix Water District

Fire Drills

General Duties

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

Memo

Date: October 25, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

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
10/25/2018	(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	10/25/2018	ANNUALLY	Oct 26, 2017, the committee voted to keep the \$10,000 cap; also, approved the language for the term preventable.
02/22/2018	Front Desk to receive capability to use the MSA Altair 5X Confined Space Monitor.	10	Joe Mackey Adam Calm	12/20/2018		The GM requested that the Front Desk also have the equipment installed to monitor an employee entering a vault/confined space.
08/30/18	Investigate industry protection when using a high pressured power hose; and provide the appropriate training.	8	Joe Mackey	10/25/2018	COMPLETE	Leather gloves are not sufficient protection; all employees who use the high pressured power hose will receive appropriate training.
08/30/18	Following the Active Shooter training in July; employees have been interested in the bulletproof clipboards. The Committee concurred to purchase a couple of clipboards for a trial use.			10/25/2018	CLIP BOARDS PURCHASED AWAITING FEEDBACK	Once purchased, employees who participate in the usage of bulletproof clipboards during a trial period will report their findings.
Standing Item	ACWA/JPIA LaBounty Award for invented or fabricated better/safer methods or tools to complete a task are presented at ACWA Spring or Fall Conference.		Dept. Managers	02/22/18		Dave Smith submitted the District's fabricated valve key to exercise the overflow valve at 4S WRF Wet Weather Storage Pond for the LaBounty Award.
Standing Item	Caught Being Safe (CBS) Certificate.		Joe Mackey	Report at Meeting		Employees who received a CBS Certificate – list attached.



EMPLOYEES CAUGHT BEING SAFE (CBS)

At the October 2nd Employee Forum, the following employee(s) were recognized with a \$25 Home Depot card. These employees performed a carbon change out for the Neighborhood 3 Pump Station Odor Scrubber. The carbon that was in the odor scrubber was spent and nearing the end of its estimated product life. Spent carbon clumps into large rocks and it is difficult to remove with the vac, shovel, and digging bar. These three employees took all of the proper precautions and utilized all necessary PPE to safely and efficiently tackle this task.

Raymond Motas – Water Reclamation Operator Level III

Jason Emerick – Water Reclamation Operator Level III

William Broadhead – Water Reclamation Operator Level III





Memo

Date: October 25, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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: October 25, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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 DECEMBER 20, 2018

