



# SAFETY COMMITTEE MEETING

October 27, 2021

**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**

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 27, 2021

**TIME:** 2:30 p.m.

**PLACE:** Remote Regular Meeting VIA TELECONFERENCE ONLY

Pursuant to the Legislation AB 361, and in the interest of public health, OMWD is temporarily taking actions to mitigate the COVID-19 pandemic by holding Board Meetings electronically or by teleconference. This meeting will be a hybrid of in person and teleconference. Our Boardroom will be open to the public; however, masks must be worn by unvaccinated individuals and social distancing must be followed.

To join this meeting via phone, please dial:  
(669) 900-9128 or (253) 215-8782  
Meeting ID: 827 0218 2062 and Password: 639019

*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 25, 2021 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 2021 Training Calendar

7. Consider an Informational Report on the "Safety Has No Quitting Time" (SHNQTT) 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 September and October Safety/Risk Compliance Activities
10. Consider an Informational Report on the Safety Sub-Committee Fiscal Year 2020/2021
11. Consider Discussion Of Proposed Suggestions/Updates to the 2021 Resolution Supporting the District's Safety & Wellness Programs to be Presented to the Full Board of Directors on December 15, 2021
12. Consider the Safety Action-Items Assigned/Completed
13. Consider 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 AUGUST 25, 2021  
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 27, 2021  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE NOVEMBER/DECEMBER 2021 TRAINING CALENDAR**

---

Attached is the November/December training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
November/December 2021**

**November:**

Tailgate Topics:

- Holiday Safety (SDRMA)
- Electrical Safety (OMWD)

**December:**

Tailgate Topics:

- Emergency Evacuation – Getting Out Alive (SDRMA)
- Christmas Tree Safety

# Memo

Date: October 27, 2021  
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 2017-2021; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2017-2021.

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

At the October 2020 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 2021.

The Safety Sub-Committee met on October 21, 2021 to discuss the benchmark and recommended that the benchmark remain at \$10,000. Staff will be available to answer any questions.

Attachments: SHNQT Report; Vehicle/Property Damage



**The Injury Incident Rate (IIR) for OMWD in 2020 was 1.13 recordable injuries based on OSHA's IIR Formula:**

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

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

2018 - injuries 2.4, 2019 - 2.4, 2020- 1.13 **3-year avg = 1.9 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2017 - 3.2 injuries, 2018 - 5.8: 2019 - 5.1 **3-year avg = 4.7 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 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  
March 8, 2021**

**INJURY AND LOST TIME COUNT AS OF  
October 27, 2021**

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

**OMWD SAFETY RECOGNITION PROGRAM 2021**

NUMBER OF PREVENTABLE INJURIES IN 2021 = 2  
NUMBER OF PREVENTABLE LOST DAYS IN 2021 = 9  
(Recordable OSHA Injuries "OSHA 300 Log" in 2021 = 1)  
(Recordable OSHA Lost Days "OSHA 300 Log" in 2021 = 9)

**Year-to-Date 2021 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2021 = **\$2,892.74** 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

2017		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUN - #40 REPLACED WINDSHIELD	\$288.16	\$0.00
JUN - #63 REPLACED/PAINTED FRONT BUMPER	\$1,029.17	\$1,753.96
JUL - #93 REPLACED PASSENGER MIRROR	\$183.42	\$0.00
SEPT - #47 REPAIR TOOL CABINET FRAME	\$3,743.56	\$0.00
<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
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
<b>Total</b>	<b>\$9,838.89</b>	<b>\$6,444.33</b>

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
<b>Total</b>	<b>\$2,348.00</b>	<b>\$81.98</b>

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
SEP - #97 (DENTED PASSENGER DOOR)	Pending	\$0.00
<b>Total</b>	<b>\$2,892.74</b>	<b>\$0.00</b>

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

**\$2,892.74**

# Memo

Date: October 27, 2021  
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.

Staff will be available to answer any questions.

# Memo

Date: October 27, 2021  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, 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 2021. Staff will be on hand to answer questions.

Attachment: List of Safety / Risk Compliance Activities

## **Safety/Risk Compliance Activities September/October 2021**

### **September:**

- Provided Safety orientations to the new Utility I and III in the Construction Department, two new temporary workers in the Park Department, and the new Department Assistant to the Assistant General Manager.
- Facilitated the annual Audiometric testing for employees participating in the Hearing Conservation Program.
- Performed a walkthrough of Main 18 with the Encinitas Fire Department in an effort to identify a location for the North County Fire Departments to conduct a Confined Space Entry and Rescue training.

### **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

### **October:**

- Provided Safety Orientations for two new Interns working with Systems Operations and the Water Reclamation Facility.
- Provided employees with information regarding the California Shake Out.
- Met with Rancho Santa Fe Fire to look at the brush around the DCMWTP.
- Performed a Storm Water Prevention zone inspection for the HQ facility.
- Completed the ACWA JPIA application for Workers' Compensation in order to receive a cost proposal.
- Facilitated Fall Protection Training for necessary employees.

### **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 emergency shower/eye wash station inspections

# Memo

Date: October 27, 2021  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER A REPORT ON SAFETY PROGRAM REVIEW DATES AND UPDATE SCHEDULE**

---

Attached is a list of OMWD safety programs along with their latest revision dates and schedule for next review.

Attachment(s): List OMWD Safety Programs/Plans Revision Dates and Review Schedule

**OMWD Safety Programs/Plans  
Revision Dates and Review Schedule**

<b>Program</b>	<b>Latest Revision Date</b>	<b>Scheduled Review Date</b>
<del>Confined Space Entry Program</del>	<del>2021</del>	<del>Feb-22</del>
<del>Injury and Illness Prevention Program</del>	<del>2021</del>	<del>Mar-22</del>
<del>Hazard Communication Program</del>	<del>2008</del>	<del>Apr-22</del>
<del>Respiratory Protection Program</del>	<del>2018</del>	<del>May-22</del>
<del>Emergency Response Plan</del>	<del>2012</del>	<del>Jun-22</del>
<del>Fire Prevention Plan</del>	<del>2008</del>	<del>Jul-22</del>
Hearing Conservation Program	2016	Aug-21
Lock out Tag out Program	2015	Sep-21
Excavation and Trenching Safety Program	2016	Oct-21
Personnel Protection Equipment Program	2013	Nov-21
Forklift and Backhoe Safety Program	Section 1 / 2– 2013	Dec-21

# Memo

Date: October 27, 2021  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER DISCUSSION OF PROPOSED SUGGESTIONS/UPDATES TO THE 2021 RESOLUTION SUPPORTING THE DISTRICT'S SAFETY & WELLNESS PROGRAMS TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS ON DECEMBER 15, 2021**

---

The District's Safety and Wellness Programs are reviewed each calendar year by the Safety Committee in order to discuss any suggestions or updates.

At last year's October Safety Committee meeting, there were no changes made; the Resolution was then presented to the Board of Directors.

The Board adopted Resolution 2020-25 (Exhibits A and B) on December 9, 2020. These attachments explain the District's 2021 Safety Programs. Please review both of the Exhibits prior to the meeting in order to discuss and be prepared should you have any recommended changes or additions.

Following discussion at the meeting, the proposed Resolution along with Exhibits A and B will be presented to the full Board of Directors at the December 15, 2021 meeting.

Attachments: Resolution No. 2021-XX (Exhibits A and B) Proposed Changes

RESOLUTION NO. 2021~~0~~

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 202~~2~~<sup>1</sup> (*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 ~~15~~<sup>9</sup>, 202~~1~~<sup>0</sup>.

ATTEST:

---

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

---

Robert F. Topolovac, Secretary  
Board of Directors  
Olivenhain Municipal Water District

## 202~~21~~ 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 onsite gym.
  - If requested, obtain personal trainer(s) (yoga or fitness) to instruct classes after work hours at employees' expense and allow employees to use their sick time for payment.
  - 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 trainings.



## SAFETY HAS NO QUITTING TIME (SHNQT)

### Employee Longevity 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 Employee Longevity Safety Recognition Program:

1. **Definitions:** See the District's Safety Manual for definitions of Preventable, Reasonable, Responsible Party, and Lost Time.
2. **Eligibility:** Only OMWD employees are eligible for recognition regarding preventable lost time injuries. OMWD employee and non-payroll positions (temps/interns) are eligible for recognition regarding vehicle incident and/or vehicle related property damage as seen below. Eligible personnel must have worked 1 day during the eligible period and must maintain their employment status on the day of recognition distribution.
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 OMWD employees will impact recognition status regarding preventable lost time injuries. OMWD employees, Board Members, and non-payroll positions (temps/interns) will impact the recognition status regarding vehicle incident and/or vehicle related property damage as seen below.
4. **Structure:** The annual Employee Longevity 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 **Employee Longevity Safety Recognition** will be given to all eligible personnel after the end of the calendar year if:

1. 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](http://www.BLS.gov) (Bureau of Labor Statistics) AND***
2. 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. Preventable vehicle & property damage involving Board Members, Non-Payroll Positions, and OMWD Employees will count towards the "Employee Longevity Safety Recognition Program."
  - o *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 10/2020. 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 2022~~1~~

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 <b>AND;</b> 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) Achieve 1000 days of no preventable lost time injuries from <u>3/8/21</u> <u>8/15/2020</u>	\$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 27, 2021  
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

<b>Safety Meeting Date</b>	<b>Discussion/Agenda Item</b>	<b>Assigned To</b>	<b>Deadline/Timeline</b>	<b>Completed</b>	<b>Additional Comments</b>
<b>10/29/2020</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.	Tim Schuette	10/27/2021	<b>Annually</b>	Oct 21, 2021, the committee voted to keep the \$10,000 cap.
<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>Ongoing</b>	<b>As needed</b>	The District will continue to submit innovative methods or tools to ACWA/JPIA when applicable.
<b>Standing Item</b>	Caught Being Safe (CBS) Program.	Tim Schuette	<b>Report at Meeting</b>	<b>As needed</b>	Two Caught Being Safe Awards. See Below.
<b>10/29/2020</b>	Conduct review for vegetation brush clearing requirements for fire mitigation around the DCMWTP with local fire department.	Tim Schuette	<b>6/30/2021</b>	<b>Annually</b>	Met with Rancho Santa Fe Fire on October 4, ongoing.
<b>Ongoing</b>	Safety Suggestions	Tim Schuette	<b>Ongoing</b>	<b>As needed</b>	Safety glasses program. Future item: active shooter training TBD.
<b>8/25/21</b>	Insurance Sub-committee to develop RFP for the next property/liability renewal.	John Carnegie	<b>4/20/22</b>	<b>As needed</b>	Sub-committee met on 10/5 and 10/25. Take to full board in April 2022.

### Caught Being Safe Awards

Jaden Arellano Warren Wilson	Jaden Arellano and Warren Wilson in the Construction Department were performing a pre-trip inspection and took their time checking fluids along with other vehicle items to ensure their teams would be safe on the road. This safety procedure not only helps the crews stay safe while driving vehicles, it also helps the longevity of the vehicles and makes sure that they are capable of responding to an emergency at any time. It was nice to see.
---------------------------------	--

# Memo

Date: October 27, 2021  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER INFORMATIONAL REPORT ON COVID TASK FORCE UPDATES**

---

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

# Memo

Date: October 27, 2021  
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: October 27, 2021  
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 **DECEMBER 22, 2021**