



SAFETY COMMITTEE MEETING
OCTOBER 31, 2019



**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 31, 2019

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 29, 2019 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 2019 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 with Regard to Temp Injuries and How it will Effect the District’s Safety Has No Quitting Time (SHNQT) Program
10. Consider Discussion of the District’s Liability with Regard to Preventable Vehicle Incident and/or Vehicle Related Property Damage Caused by Temps and How it will Affect the District’s Safety Has No Quitting Time (SHNQT) Program
11. Consider Discussion of Proposed Suggestions/Updates to the 2019 Resolution Supporting the District’s Safety & Wellness Programs to be Presented to the Full Board of Directors on December 11, 2019
12. Consider a Report on September and October Safety/Risk Compliance Activities
13. Consider the Safety Action-Items Assigned/Completed
14. Consider Future Agenda Items
15. Closed Session (If Necessary)
16. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Leslie Naritelli, Recorder
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE AUGUST 29, 2019
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 31, 2019
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE NOVEMBER/DECEMBER 2019 TRAINING CALENDAR**

Attached is the November/December training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
November/December 2019**

November:

Tailgate Topics:

- Recognizing Drug and Alcohol Abuse - Special Districts Risk Management Authority (SDRMA)
- Fire Prevention "At Home"

The required "Drowning and Water Hazards" training has been expanded to each department for employees working around open water, basins and reservoirs. The following department employees are listed as follows: Construction Employees, Systems Operators, Park Rangers, Pump/Motor Techs, and Instrument Control Techs.

Respiratory Protection Training/Fit testing

December:

Tailgate Topics:

- Bloodborne Pathogens
- Hazard Communication

Memo

Date: October 31, 2019
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 2015-2019; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2015-2019.

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

At the October 2018 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 2019.

The Safety Sub-Committee met October 1, 2019 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 Injury Incident Rate (IIR) for OMWD in **2018 was 2.4 recordable injuries** based on the 200,000 hours worked formula for 100 employees.

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

2015 - 2.4 injuries, 2016 - 1.2 injuries, 2017 - injuries 2.4: **3-year avg = 2.00 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2015 - 4.4 injuries, 2016 - 4.2 injuries, 2017 - 3.2 injuries: **3-year avg = 3.93 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 2018 rate will be available in late 2019]

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

May 8, 2006

INJURY AND LOST TIME COUNT AS OF

October 31, 2019

OSHA 300 COUNT RECORDS

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

4924 CONSECUTIVE NUMBER OF DAYS

OMWD SAFETY RECOGNITION PROGRAM 2019

NUMBER OF PREVENTABLE INJURIES IN 2019 = 2

NUMBER OF PREVENTABLE LOST DAYS IN 2019 = 0

(Recordable OSHA Injuries "OSHA 300 Log" in 2019 = 3)

(Recordable OSHA Lost Days "OSHA 300 Log" in 2019 = 0)

Year-to-Date 2019 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in **CY 2019 = \$357.77** see attached **pending \$793.98**.

- 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	\$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
TOTAL	\$5,384.73	\$2,582.73

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
JUNE - HIGHLINE TRAILER (TOOLBOX)	\$357.77	\$0.00
August - Flatbed #45 (Mirror) Pending Committee Comments	\$793.98	\$0.00
Total	\$1,151.75	\$0.00

Memo

Date: October 31, 2019
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)**

Further discussion following the August 2019 Safety Committee Meeting:
The committee requested additional information and continued discussion of an incident regarding an employee that had been bitten by a dog on August 21st in the Village Park area. Further investigation was completed and a verbal report will be provided at the meeting. The committee will need to determine if this incident was preventable or non-preventable.

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 31, 2019
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER DISCUSSION WITH REGARD TO TEMP INJURIES AND HOW IT WILL EFFECT THE DISTRICT'S SAFETY HAS NO QUITTING TIME (SHNQT) PROGRAM**

This item was placed on today's Agenda following discussion at the August 2019 Safety Committee Meeting. The committee would like to establish the guidelines for injuries of Temps and the effect it will have on the District's SHNQT Program (see example below and next page highlights). Additional information will be provided at the meeting.

Following discussion, the committee will need to determine if the pinched arm injury (caught in the tailgate) on August 21, 2019 was preventable or non-preventable.

Last Reportable / Preventable Lost-Time Injury was
May 8, 2006

INJURY AND LOST TIME COUNT AS OF
October 31, 2019

OSHA 300 COUNT RECORDS

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

4924 CONSECUTIVE NUMBER OF DAYS

OMWD SAFETY RECOGNITION PROGRAM 2019

NUMBER OF PREVENTABLE INJURIES IN 2019 = 2

NUMBER OF PREVENTABLE LOST DAYS IN 2019 = 0

(Recordable OSHA Injuries "OSHA 300 Log" in 2019 = 3)

(Recordable OSHA Lost Days "OSHA 300 Log" in 2019 = 0)



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.
 - 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 10/2017. 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 2019

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 31, 2019
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER DISCUSSION OF THE DISTRICT'S LIABILITY WITH REGARD TO PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE CAUSED BY TEMPS AND HOW IT WILL EFFECT THE DISTRICT'S SAFETY HAS NO QUITTING TIME (SHNQT) PROGRAM**

This item was placed on today's Agenda following discussion at the August 2019 Safety Committee Meeting. The committee would like to establish the guidelines for preventable vehicle incident and/or vehicle related property damage caused by Temps and the effect it will have on the District's SHNQT Program (see example below and next page highlights). Additional information will be provided at the meeting.

Following discussion, the committee will need to determine if the incident on August 15, 2019 which caused damage to the passenger side mirror on Truck #45 was preventable or non- preventable.

Year-to-Date 2019 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in **CY 2019 = \$357.77**

- 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.



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 2019

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 31, 2019
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER DISCUSSION OF PROPOSED SUGGESTIONS/UPDATES TO THE 2019 RESOLUTION SUPPORTING THE DISTRICT'S SAFETY & WELLNESS PROGRAMS TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS ON DECEMBER 11, 2019**

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

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

The Board adopted Resolution 2018-22 (Exhibits A & B) on December 12, 2018. These attachments explain the District's 2019 Safety Programs. Please take a look at the Exhibits before the meeting and be prepared should you have any recommended changes or additions.

Please see the proposed tracked changes submitted by the SRCA attached.

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 11, 2019 meeting.

Attachment: Resolution No. 2018-22 (Exhibits A & B)

RESOLUTION NO. ~~2018-22~~ 2019-

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 2019 (*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"*).

RESOLUTION NO. ~~2018-22~~ 2019- continued

PASSED, ADOPTED AND APPROVED at a regular Board meeting of the Board of Directors of the Olivenhain Municipal Water District held on December ~~12, 2018~~ 11, 2019.

ATTEST:

~~Lawrence A. Watt, President~~
~~Edmund K. Sprague, President~~
Board of Directors
Olivenhain Municipal Water District

Kimberly A. Thorner, Assistant Secretary
Board of Directors
Olivenhain Municipal Water District

2019-2020 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)~~, onsite gym.
 - If requested, retain-obtain a personal trainer(s) (yoga or fitness) to instruct a fitness classes after work hours at employees' expense and ~~(allow employees to use their sick time for payment); and,~~
 - ppProvide 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 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:** 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 lost time injuries involving Board Members, Interns, any Non-Payroll Positions and Full-Time Employees will count towards lost time under the "Employee Longevity Safety Recognition Program."
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 **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. Preventable vehicle & property damage involving Board Members, Interns, any Non-Payroll Positions, and Full-Time Employees will count towards the "Employee Longevity Safety Recognition Program."
 - *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 20192020

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;	\$50
	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 31, 2019
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 2019. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities September/October 2019

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.

Attended the San Diego Project Heart Beat Administrator's Orientation.

Responded to a gasoline leak emergency at the fuel farm.

General Duties

- Staff Leadership Meeting (SLM) Claims Presentation.
- Employee Forum Presentation.
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List.
- Visited the Systems Operations, Water Treatment Plant, Elfin Forest Recreational Reserve (EFRR), and Field Services Departments' tailgate meetings to identify all methods of delivery and areas for improvement.

October:

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

Created On-Board and Off-Board Checklists for New Employees, Temporary Workers, and Interns to Supplement the Safety Orientation Packets

Scheduled a CPR/AED/First Aid class.

Assigned the OSHA Drowning and Water Hazards Safety Training.

General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Safety Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- County Hazmat Inspection



Memo

Date: October 31, 2019
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 current status.

Attachment: Safety Meeting Action Items

SAFETY MEETING ACTION ITEMS

Safety Meeting Date	Discussion/Agenda Item	Assigned To	Deadline/Timeline	Completed	Additional Comments
10/31/2019	(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	10/31/2019	ANNUALLY	Oct 25, 2018, the committee voted to keep the \$10,000 cap.
06/27/2019 Agenda Item #8	After the SDRMA Safety Consultant's inspection of District facilities, it was required that "Water Safety Training" be provided to employees at the WTP and WRF. The Safety Consultant agreed that all employees working around open water, basins, and reservoirs now complete this training.	Park Rangers Construction Emps Systems Operators Pump/Motor Techs Instrument Control Techs	All remaining employees by 12/31/19	All WTP & WRF employees have completed this training in June 2019	The required "Drowning and Water Hazards" training has been expanded to each Dept. that has employees working around open water, basins & reservoirs.
Standing Item	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	ONGOING		The District will continue to submit innovative methods or tools to ACWA/JPIA when applicable.
Standing Item	Caught Being Safe (CBS) Program.	Tim Schuette	Report at Meeting		Seven (7) Employees were recognized for being safe at the October Employee Forum (see attached).



EMPLOYEES CAUGHT BEING SAFE (CBS)

At the October Employee Forum, the following employees were recognized for being safe and received a \$25 Home Depot gift card.

Jason Gray – Instrument Control Technician I

On August 21st, Jason received a Securence notification of a blocked email from a rental company that the District regularly does business with, so emails are expected. He wasn't sure why it went into Securence and released the email. Once opened, he became suspect of the email and reached out to IT to confirm if this was legitimate. We instructed him to mark it as "Phish." We contacted the rental company and discovered that a former employee had access to their email system and had been sending out malicious emails. Thank you Jason for being cyber-safe!

Stephanie Kaufmann – Executive Secretary

Jesica Cleaver – Education Conservation Coordinator

Gary Briant – Purchasing Warehouse Clerk

Stephanie witnessed a gas spill that splashed over an attendant delivering gas and called Jesica who was quick to put an absorbent material from a spill kit to prevent gas from going into the storm drain/run off. Jesica also rinsed the attendant's eyes. Gary drove him to the showers and provided him with a change of clothes.

Adam Calm – Systems Operator II

Mike Salazar – Systems Operator I

Marvin Cohen – Facilities Coordinator

During the gas spill event, Adam, Mike, and Marvin diligently and expertly assisted in the safe isolation, notification, and containment of approximately 40 gallons of unleaded gasoline that spilled from the delivery pump of the tanker truck. Their efforts ensured the safety of the affected attendant driver, OMWD personnel, and the environment.



Memo

Date: October 31, 2019
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 31, 2019
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 DECEMBER 19, 2019

