



SAFETY COMMITTEE MEETING  
DECEMBER 17, 2020



**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:** December 17, 2020

**TIME:** 8:00 A.M.

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

Pursuant to the State of California Executive Order N-35-20, and in the interest of public health, OMWD is temporarily taking actions to mitigate the COVID-19 pandemic by holding meetings electronically or by teleconference. The Boardroom will not be open to the public for this meeting.

To join this meeting via phone, please dial:  
(669) 900-9128 or (253) 215-8782  
Meeting ID: 896 6120 2006 and Password: 338959

*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 29, 2020 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 January/February 2021 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 and December Safety/Risk Compliance Activities
10. Consider a Report on Safety Program Review Dates and Update Schedule
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: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE OCTOBER 29, 2020  
REGULAR SAFETY COMMITTEE MEETING**

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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: December 17, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE JANUARY/FEBRUARY 2021 TRAINING CALENDAR**

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Attached is the January/February training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
January/February 2021**

**January:**

Tailgate Topics:

- Communication (SDRMA)
- Vehicle Backing (OMWD)

Training/Events

- CPR/AED/First Aid

**February:**

Tailgate Topics:

- Four Generations of Safety (SDRMA)
- Hearing (OMWD)

# Memo

Date: December 17, 2020  
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**

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Attached is the current report for the number of injuries for years 2016-2020; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2016-2020.

Staff will be available to answer any questions.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2019 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)

2017 - injuries 2.4, 2018 - 2.4, 2019 - 1.0 **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**

**August 15, 2020**

**INJURY AND LOST TIME COUNT AS OF**

**December 17, 2020**

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

**124 Days**

**OMWD SAFETY RECOGNITION PROGRAM 2020**

NUMBER OF PREVENTABLE INJURIES IN 2020 = 1

NUMBER OF PREVENTABLE LOST DAYS IN 2020 = 8

(Recordable OSHA Injuries "OSHA 300 Log" in 2020 = 1)

(Recordable OSHA Lost Days "OSHA 300 Log" in 2020 = 8)

**Year-to-Date 2020 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2020 = **\$2,429.98** 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

2016		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - #12 DUMP TRK FEND	\$1,743.47	\$0.00
MAR - #66 TRUCK BMPR	\$1,961.28	\$0.00
SEPT - #84 DUTY TRUCK	\$2,668.86	\$0.00
<b>TOTAL</b>	<b>\$6,373.61</b>	<b>\$0.00</b>

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	
<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**

# Memo

Date: December 17, 2020  
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)**

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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: December 17, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER A REPORT ON NOVEMBER AND DECEMBER SAFETY/RISK COMPLIANCE ACTIVITIES**

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Attached is a list of safety/risk compliance activities for the months of November and December 2020. Staff will be on hand to answer questions.

Attachment: List of Safety / Risk Compliance Activities

## **Safety/Risk Compliance Activities November/December 2020**

### **November:**

- Finalized the District Business Continuity Plan.
- Completed 4<sup>th</sup> quarter DOT driver random testing.
- Completed San Diego Department of Environmental Health permit renewal for Sin Puente Pump Station.
- Completed San Diego Department of Environmental Health permit renewal for District Headquarters.

### 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:**

- Conducted a New Employee Orientation for two new temporary workers.
- Completed the AWIA Risk and Resilience Assessment and submitted the EPA Certification.

### 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 inspection
- Completed emergency Shower/eye wash station inspections

# Memo

Date: December 17, 2020  
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**

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Attached is a list 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>
Confined Space Entry Program	2016	Feb-21
Injury and Illness Prevention Program	2016	Mar-21
Hazard Communication Program	2008	Apr-21
Respiratory Protection Program	2018	Jun-21
Electrical Safety Program	2012	Jul-21
Fire Prevention Plan	2008	Aug-21
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 – 2013	Dec-21
Forklift and Backhoe Safety Program	Section 2 – 2014	Dec-21



# Memo

Date: December 17, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

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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	10/29/2021	<b>ANNUALLY</b>	Oct 22, 2020, 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>	None at this time.
<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>	On going





# Memo

Date: December 17, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER FUTURE AGENDA ITEMS**

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



# Memo

Date: December 17, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CLOSED SESSION DISCUSSION (If Necessary)**

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It may be necessary to go into a Closed Session.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING  
WILL BE HELD FEBRUARY 25, 2021

