



SAFETY COMMITTEE MEETING  
DECEMBER 19, 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: DECEMBER 19, 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 October 31, 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 January/February 2020 Training Calendar

7. Consider an Informational Report on the “Safety Has No Quitting Time” (SHNQT) Program
8. Consider Approval of the Suggested Employee Recognition of the Safety Subcommittee if the Employees Reach the 5,000 Days Without a Preventable Lost Time Injury
9. Consider Review of Employee Injuries, Vehicle Accidents, and Safety Reports (If Necessary)
10. Consider a Report to Review Both Payroll (W-2) and Non-Payroll (Form 1099) Injuries to Determine if Additional Training is Necessary
11. Consider a Report on November and December Safety/Risk Compliance Activities
12. Consider Discussion on the District’s Smoking Policy
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: Cienamon Bailey, Recorder  
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE OCTOBER 31, 2019  
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 19, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE JANUARY/FEBRUARY 2020 TRAINING CALENDAR**

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Attached is the January/February training calendar.

Attachment(s): Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
January/February 2020**

**January:**

Tailgate Topics:

- Fire Prevention - Special Districts Risk Management Authority (SDRMA)
- Ladder Safety - OMWD

**February:**

Tailgate Topics:

- Avoiding Slips, Trips, and Falls - SDRMA
- Respiratory Hazards - OMWD

# Memo

Date: December 19, 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**

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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.

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](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**

**May 8, 2006**

**INJURY AND LOST TIME COUNT AS OF**

**December 19, 2019**

**OSHA 300 COUNT RECORDS**

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

**4973 CONSECUTIVE NUMBER OF DAYS**

**OMWD SAFETY RECOGNITION PROGRAM 2019**

NUMBER OF PREVENTABLE INJURIES IN 2019 = 3

NUMBER OF PREVENTABLE LOST DAYS IN 2019 = 0

(Recordable OSHA Injuries "OSHA 300 Log" in 2019 =4)

(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 = \$9651.94** see attached

- 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	
<b>TOTAL</b>	<b>\$2,491.46</b>	

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	
<b>TOTAL</b>	<b>\$6,373.61</b>	

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	
<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
JUNE - HIGHLINE TRAILER (TOOLBOX)	\$357.77	\$0.00
AUGUST - Flatbed #45 (Mirror)	\$793.98	\$0.00
November - #70 (Tail Shelf, Bumper)	\$3,600.19	\$0.00
NOVEMBER - # 66 ( bumper & Citizen Vehicle)	\$4,900.00	Pending
<b>Total</b>	<b>\$9,651.94</b>	<b>\$0.00</b>

# Memo

Date: December 19, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE SUGGESTED EMPLOYEE RECOGNITION OF THE SAFETY SUB-COMMITTEE IF THE EMPLOYEES REACH THE 5,000 DAYS WITHOUT A PREVENTABLE LOST TIME INJURY**

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At the October 31, 2019 Safety Committee Meeting, Chair Thorner requested the Safety Sub-Committee to suggest how to celebrate the employees reaching the goal of 5,000 days with no preventable lost time injuries.

The Safety Sub-Committee met on November 25, 2019 and provided three options for review.

1. Allocate an approved amount of money (\$100) per employee to be used during an off hours departmental teambuilding event. Rules to be established.
2. Take an "All-Hands District Employee" picture to place in a commemorative picture frame and provide employees with a \$75 gift card (Amazon or Visa).
3. Commemorative party on site with events such as a rock climbing wall, Velcro wall, dunk tank, and food.

# Memo

Date: December 19, 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)**

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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 19, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER A REPORT TO REVIEW BOTH PAYROLL (W-2) AND NON-PAYROLL (FORM 1099) INJURIES TO DETERMINE IF ADDITIONAL TRAINING IS NECESSARY**

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At the October 31, 2019 Safety Meeting, Committee Chair requested discussion of this matter at today's meeting.

Attachment(s): Payroll (W-2) and Non Payroll (form 1099) Injuries for the past three years

## Payroll and Non-Payroll Injuries

**2017 - 2019**

<b>NUM</b>	<b>DATE</b>	<b>INJURY</b>	<b>Injury Type (minor/Medical)</b>	<b>OSHA Recordable</b>	<b>PAYROLL/NON- PAYROLL</b>	<b>POSSIBLE TRAINING NEEDS</b>
1	11/15/2019	Bee Sting	Minor	No	Payroll	Working Outside
2	8/21/2019	Pinch Arm – Arm caught in the tailgate door of a dump truck	Medical	Yes	Non-Payroll	Pinch point awareness
3	8/21/2019	Dog Bite to the leg	Medical	Yes	Payroll	Dog hazards awareness
4	6/5/2019	Finger cut with knife – cutting away plastic from vent	Minor	No	Payroll	Proper blade use and PPE
5	5/9/2019	Hazardous Material Exposure – Bleach in the eyes	Medical	No	Payroll	Handling of Hazardous Material
6	3/11/2019	Tick Bite	Medical	Yes	Payroll	Working Outdoors – Insect Borne Illnesses
7	3/5/2019	Muscular Skeletal Injury - Vehicle Collision side swiped by citizen vehicle	Medical	Yes	Payroll	Defensive Driving
8	2/26/2019	Ankle Sprain – Stepping off the back of a duty truck	Medical	Yes	Payroll	Vehicle dismounting Awareness
9	2/21/2019	Muscular Skeletal Injury - Vehicle Collision, rear ended by citizen vehicle	Medical	Yes	Payroll	Defensive Driving

<b>NUM</b>	<b>DATE</b>	<b>INJURY</b>	<b>Injury Type (minor/Medical)</b>	<b>OSHA Recordable (Yes/No)</b>	<b>PAYROLL/NON- PAYROLL</b>	<b>POSSIBLE TRAINING NEEDS</b>
10	10/12/2018	Laceration to finger when using box cutter	Minor	No	Payroll	Proper blade use and PPE
11	9/5/2018	Wrist Sprain while picking up debris	Medical	Yes	Payroll	Proper lifting Techniques
12	8/26/2018	Finger Laceration from pressure sprayer	Medical	Yes	Payroll	PPE Training
13	6/6/2018	Contusion to neck from meter box lid	Minor	No	Payroll	Proper lifting Techniques
14	4/24/2018	Laceration to Ear from metal hose	Medical	No	Payroll	Proper lifting Techniques
15	11/17/2017	Laceration to finger while unloading flatbed	Medical	No	Payroll	Material Handling and lifting
16	10/26/2017	Chemical Burn to arm	Medical	No	Payroll	Hazardous Material Handling/SDS Review
17	7/24/2017	Lumbar Strain	Medical	Yes	Payroll	Proper lifting Techniques
18	7/3/2017	Lumbar Strain	Medical	Yes	Payroll	Proper lifting Techniques
19	5/24/2017	Abrasion to knee after tripping	Minor	No	Payroll	Tripping Hazards
20	4/6/2017	Head Laceration from t-post driver	Medical	Yes	Payroll	T post driver Use - Impact safety
21	3/29/2017	Bee Sting	Medical	Yes	Payroll	Working Outdoors

# Memo

Date: December 19, 2019  
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 2019. Staff will be on hand to answer questions.

Attachment(s): List of Safety / Risk Compliance Activities

## **Safety/Risk Compliance Activities November/December 2019**

### **November:**

- Visited the Field Services and Construction Departments' tailgate meetings to identify all methods of delivery and areas for enhancement
- Facilitated and Attended a CPR/AED/First aid Training class

#### General Duties

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

### **December:**

- Visited the Water Reclamation Facility's tailgate meeting to identify all methods of delivery and areas for enhancement
- Ensured 100 completion of the OSHA Water Hazards Training was completed

#### 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
- 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



# Memo

Date: December 19, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Via: Tom Wood, Human Resources Manager  
Subject: **CONSIDER DISCUSSION ON THE DISTRICT'S SMOKING POLICY**

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At the District's February 13, 2019 Board meeting, revisions to Article 5, Section 5.19, Smoking Rules of the Administrative and Ethics Code were presented to the Board of Directors. The new policy complies with Government Code §§7596-7597 that smoking is prohibited in District buildings and vehicles and only permitted in designated areas at least 20-feet away.

The Board of Directors approved the revisions to Article 5, Section 5.19, Smoking Rules via Ordinance 463; however, there was a request from a board member to ask that the General Manager evaluate the new policy to see if additional language on designated smoking areas and smoking times is warranted. Specifically, offsite smoking in remote areas was raised as a concern.

The General Manager asked the District's General Counsel to review this issue. The General Counsel opined that the District should be able to prohibit all smoking on its premises, including parking lots and structures, even when the smoking is conducted by employees on a break or lunch period within privately-owned vehicles. However, there is a risk of legal liability if the District prohibits employees from smoking off-premises and an employee can leave to smoke on their break. If an employee is offsite for their break the district cannot restrict their smoking.

The committee will discuss any policies changes and make recommendations to the General Manager.

<b>OLIVENHAIN MUNICIPAL WATER DISTRICT</b>  <b>ADMINISTRATIVE AND ETHICS CODE</b>	Article No. 5	Page 12 of 53
	Title: <b>WORKING HOURS – EMPLOYEE BENEFITS</b>	
	Latest Revision Date January 16, 2019	Ordinance No. 462

**ARTICLE 5. WORKING HOURS, EMPLOYEE BENEFITS**

The HEART Committee will select styles for both male and female use for both styles of shirts selected on an annual basis. Short pants, to be provided by the employee, will be permitted for those jobs and at times considered appropriate by the General Manager.

*Sec. 5.19. revised via Ordinance No. 320 / July 27, 2005*

**Sec. 5.19. Smoking Rules.** Smoking **and vaping** of tobacco, or any other weed, plant, or other combustible matter, is a danger to health and a cause of material annoyance, inconvenience, discomfort and a health hazard to those who are present in confined places. In order to serve public and employee health, safety, and welfare, the declared purpose of these rules is to prohibit the smoking **and vaping** of tobacco or any other weed, plant, or other combustible material in confined places on District property or in District vehicles except in designated smoking areas.

~~A. Prohibition of Smoking in Undesignated Areas. Smoking in any enclosed area under the control of the Olivenhain Municipal Water District which employees or the general public frequent during the course of employment and/or conducting business with the District, including but not limited to, work areas, employee lounges, employee cafeteria areas, restrooms, public assembly rooms, conference rooms, meeting rooms, offices, board rooms, and vehicles is prohibited.~~

~~B. Designation of Smoking Areas. Smoking areas may include the out of doors, or certain areas designated by the General Manager of the District where the existence of physical barriers and ventilation systems are adequate to prevent smoke from entering non-smoking areas.~~

~~• Per Government Code §§7596-7597, smoking is prohibited in District buildings and vehicles, only permitted in designated areas at least 20-feet away.~~

*Section 5.20. revised via Ordinance No. 320 / July 27, 2005*

<b>OLIVENHAIN MUNICIPAL WATER DISTRICT</b>	Article No. 5	Page 12 of 51
	Title: <b>WORKING HOURS – EMPLOYEE BENEFITS</b>	
	Latest Revision Date February 13, 2019	Ordinance No. 463
<b>ADMINISTRATIVE AND ETHICS CODE</b>		

**ARTICLE 5. WORKING HOURS, EMPLOYEE BENEFITS**

*Sec. 5.19 revised via Ordinance No. 463 / February 13, 2019*

*Sec. 5.19. revised via Ordinance No. 320 / July 27, 2005*

**Sec. 5.19. Smoking Rules.** Smoking and vaping of tobacco, or any other weed, plant, or other combustible matter, is a danger to health and a cause of material annoyance, inconvenience, discomfort and a health hazard to those who are present in confined places. In order to serve public and employee health, safety, and welfare, the declared purpose of these rules is to prohibit the smoking and vaping of tobacco or any other weed, plant, or other combustible material in confined places on District property or in District vehicles except in designated smoking areas.

- Per Government Code §§7596-7597, smoking is prohibited in District buildings and vehicles, only permitted in designated areas at least 20-feet away.

*Sec. 5.20 revised via Ordinance No. 463 / February 13, 2019*

*Section 5.20. revised via Ordinance No. 320 / July 27, 2005*

**Sec. 5.20. Employee Rules.** In order that the rights and safety of all employees and efficient operation of the District are protected, employee activities are governed by reasonable rules of conduct. The following acts are illustrative, and not exhaustive, of acts which are grounds for disciplinary action and/or termination of employment with the District for cause. Any of the following, alone or in combination, may result in discipline or termination of employment with the District for cause:

1. Falsification of an employment application or physical examination questionnaire.
2. Membership in any party or organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of California by force or violence or other unlawful means.
3. Absence, or early departure from duty without informing your supervisor.
4. Inefficient or careless performance of job duties.



**TO:** Alfred Smith  
**FROM:** D. Barclay Edmundson  
**DATE:** May 8, 2019  
**RE:** Restricting Employee Smoking on Breaks  
150152-0005

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Olivenhain Municipal Water District (“OMWD”) has recently enacted premises smoking rules consistent with Government Code §§ 7596-7597. Government Code § 7597(b) specifically permits OMWD to adopt and enforce additional, more restrictive, smoking rules. OMWD has asked whether it can prohibit employees from smoking on breaks and, specifically, from smoking in their personal vehicles on breaks. There is no statute or case directly on point and the answer may depend on whether the vehicle is parked on a lot owned or leased by the client.

## DISCUSSION

California Wage Orders require employers, *inter alia*, to provide one meal break of at least half-an-hour in the middle of an eight hour work day and two ten minute breaks. In *Augustus v. ABM Security Systems, Inc.*, 2 Cal.5th 257 (2016), a class of guards argued that they were not provided uninterrupted rest breaks because they had to carry pagers and remain on-call during their rest breaks. *Id.* at 270. The Supreme Court ruled that both meal periods and rest breaks must be

interval(s) of time free from labor, work, or any other employment-related duties. And employees must not only be relieved of work duties, but also be freed from employer control over how they spend their time.” *Id.*

The Court did not explain what “freed from employer control over how they spend their time” means although it noted that employees should be able to take a walk on break, suggesting that the employer could not prohibit employees from leaving the premises. I located no published case applying this decision to prohibiting smoking on breaks.

Labor Code § 96(k), which became law in 1999, provides that the California Labor Commissioner may assert claims on behalf of employees for loss of wages that may occur as the result of demotion, suspension, or discharge from employment for lawful conduct occurring during nonworking hours away from the employer's premises. Smoking is, of course, a “lawful activity.” Because the California Supreme Court has determined that an employer may have no control over employee activity on break or lunch, those periods are arguably “nonworking hours.” But this statute only prohibits disciplining employees for activity “away from the employer’s premises.” A parking lot or structure that is owned or leased by the employer is part of the “employer’s premises,” and this suggests strongly that the employer may prohibit employees from smoking in such lots or structures, even in their own vehicles. On the other hand, disciplining employees for smoking (in or out of their vehicles) while off the employer’s premises probably violates Labor Code § 96(k).

## **CONCLUSION**

While it is not free from doubt, OMWD should be able to restrict all smoking on its premises, including owned or controlled parking lots and structures, even when the smoking is conducted by employees on break or lunch period within privately-owned vehicles. On the other hand, prohibiting employee smoking off the employer premises at any time likely violates Labor Code § 96(k).<sup>1</sup>

DBE/hs

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<sup>1</sup> Although not addressed in this memorandum, if the employees are members of collective bargaining units, there may be an obligation to bargain about the imposition of this new rule.



# Memo

Date: December 19, 2019  
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 current status.

Attachment(s): 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	10/29/2020	<b>ANNUALLY</b>	Oct 31, 2019, the committee voted to keep the \$10,000 cap.
<b>06/27/2019</b> <b>Agenda Item #8</b>	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	<b>All remaining employees by 12/31/19</b>	Completed	All require personnel have complete this training.
<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>		The District will continue to submit innovative methods or tools to ACWA/JPIA when applicable.
<b>10/31/2019</b> <b>Agenda Item #12</b>	County Hazmat Inspections were completed at District HQ and the Firehouse Pump Station; the California Environmental Reporting System (CERS) site map to be updated with construction zone; Spill Prevention Control Countermeasure Plan (SPCC) updated every 5-yrs now under revision.	Tim Schuette	<b>11/16/2019</b>	<b>11/15/2019</b>	The CERS Hazardous Material Business Plan updated to include Hazardous Material inventory, facility map, and facility information. Updated SPCC submitted.
<b>Standing Item</b>	Caught Being Safe (CBS) Program.	Tim Schuette	<b>Report at Meeting</b>		There were no employees recognized for the CBS program.



# Memo

Date: December 19, 2019  
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 19, 2019  
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 27, 2020



## Safety Committee Meeting Schedule for 2020

Meetings are scheduled for the last Thursday of every other month beginning in February and thereafter, starting at 8:00 a.m. Please watch your emails for specific details or changes.

<b>Safety Committee Dates</b>	<b>Time</b>	<b>Location</b>
<b>2020</b>		
Thursday, February 27	8:00 a.m.	Boardroom
Thursday, April 30	8:00 a.m.	Boardroom
Thursday, June 25	8:00 a.m.	Boardroom
Thursday, August 27	8:00 a.m.	Boardroom
Thursday, October 29	8:00 a.m.	Boardroom
Thursday, December 17	8:00 a.m.	Boardroom
		