



SAFETY COMMITTEE MEETING
DECEMBER 20, 2018



**NOTICE OF A REGULAR MEETING
OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT'S
SAFETY COMMITTEE**

**1966 Olivenhain Road, Encinitas, CA 92024
Tel: (760) 753-6466 • Fax: (760) 753-1578**

Pursuant to AB 3035, effective January 1, 2003, any person who requires a disability related modification or accommodation in order to participate in a public meeting shall make such a request in writing to the District for immediate consideration.

DATE: DECEMBER 20, 2018

TIME: 8:00 A.M.

PLACE: District Office

*Note: Items On The Agenda May Be Taken Out Of Sequential Order As Their
Priority Is Determined By The Committee*

1. Call to Order
2. Roll Call (Board Members)
3. Adoption of Agenda
4. Public Comments
5. Consider Approval of the Minutes of the October 25, 2018 Regular Safety Committee Meeting
6. Consent Calendar

NOTE: ANY ITEM MAY BE REMOVED FROM THE CONSENT CALENDAR FOR DISCUSSION

C-a. Consider Approval of the January/February 2019 Training Calendar

7. Consider an Informational Report on the “Safety Has No Quitting Time” (SHNQT) Program
8. Consider Approval of Amazon Cards for the CY 2018 Employee Safety Recognition
9. Consider Review of Employee Injuries, Vehicle Accidents and Safety Reports (If Necessary)
10. Consider a Report on the Fire Drill Findings and Recommendations for the District’s Main Yard, David C. McCollom Water Treatment Plant, and the 4S Ranch Water Reclamation Facility
11. Consider a Report on November and December Safety/Risk Compliance Activities
12. Consider the Safety Action-Items Assigned/Completed
13. Consider Future Agenda Items
14. Closed Session (If Necessary)
15. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Leslie Naritelli, Recorder
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE OCTOBER 25, 2018
REGULAR SAFETY COMMITTEE MEETING**

The Safety Committee will receive a draft copy of the meeting minutes. Following committee approval, the minutes will be posted on the District's website.



Memo

Date: December 20, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE JANUARY/FEBRUARY 2019 TRAINING CALENDAR**

Attached is the January/February training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
January/February 2019**

January:

Tailgate Topics; Communication, Vehicle Backing Safety

Suspicious Package Training (New Policy)

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

February:

Tailgate Topics; Sexual Harassment – Protecting Your Hearing

AFIF Ammonia Training for Plant Employees



Memo

Date: December 20, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER AN INFORMATIONAL REPORT ON THE "SAFETY HAS NO QUITTING TIME" (SHNQT) PROGRAM**

Attached is the current report for the number of injuries; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2015 - 2017, and 2018.

Staff will be available to answer any questions.

Attachment(s): SHNQT Report; 2015-2017 Vehicle/Property Damage



The Incidence Rate (IR) for OMWD in **2017 was 2.4 recordable injuries** based on the 200,000 hours worked formula for 100 employees.

Olivenhain Municipal Water District Rates (Based on this 3 yr avg of 85 employees)
2015 - 2.4 injuries, 2016 - 1.2 injuries, 2017 - injuries 2.4: **3 yr avg = 2.0 injuries**
NAICS - Code 22131 rates:
2015 - 4.4 injuries, 2016 - 4.2 injuries, 2017 - 3.2 injuries: **3 yr avg = 4.56 injuries**

The "Safety Has No Quitting Time" award is based on the last recorded 3-year average national incident rate for Water Supply and Irrigation Systems

[The BLS 2018 rate will be available 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 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 20, 2018

OSHA 300 COUNT RECORDS

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

4609 CONSECUTIVE NUMBER OF DAYS

SAFETY RECOGNITION PROGRAM 2018

NUMBER OF PREVENTABLE INJURIES IN 2018 = 2

(Recordable OSHA Injuries "OSHA 300 Log" in 2018 = 4)

NUMBER OF LOST DAYS IN 2018 = 0

Year-to-Date 2018 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in 2018 = \$7,967.46

- 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

PENDING AMOUNTS TO BE REVIEWED AT 12/20/18 SCM	\$1,415.03	SIDE PANEL / BUMPER DMG TO TRUCK #77
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TOTAL \$1,415.03

POSSIBLE NEW 2018 TOTAL \$9,382.49

Memo

Date: December 20, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF AMAZON CARDS FOR CY 2018 SAFETY RECOGNITION**

As of 1/1/2019, the employees will be eligible for a safety recognition award for reaching 4,621 consecutive number of days with no lost time and not exceeding the \$10,000.00 in preventable vehicle damage. The Safety Sub-Committee has suggested recognizing the employees with cards from Amazon.

Staff will be available to answer any questions.

Memo

Date: December 20, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)**

If necessary, the Safety Committee will review and discuss employee injuries, vehicle accidents and safety reports since the last committee meeting occurred.

The Safety Committee will determine if the situation was “preventable” or “non-preventable.” The committee may also develop recommendations regarding the incident.

PREVENTABLE: Could a reasonable prudent employee, or the District, in a like or similar situation, have been able to avoid or prevent the accident from occurring? If the answer is yes, the accident shall be defined as preventable.

Staff will be available to answer any questions.

Memo

Date: December 20, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON THE FIRE DRILL FINDINGS AND RECOMMENDATIONS FOR THE DISTRICT'S MAIN YARD, DAVID C. McCOLLOM WATER TREATMENT PLANT, AND THE 4S RANCH WATER RECLAMATION FACILITY**

The recommendations and observations acquired from the fire drills held on October 24, 2018 are listed below:

MAIN YARD

The alarm and pull stations functioned properly. Employees did complain lightly about the volume of the actual alarm buzzer.

It is recommended that we install pull stations in Building J.

DAVID C. McCOLLOM WATER TREATMENT PLANT

The fire alarm system is three (3) separate systems that need to be linked together at the main control box.

Currently it is necessary to reset the three (3) alarms separately. It would be expedient to reset the alarm from the one (1) main control box.

The pull station keys are different than the other facilities. This could create an issue if a key is not available. We will secure multiple keys from Electronic Systems Specialties (ESS).

4S RANCH WATER RECLAMATION FACILITY

The pull stations at this location are not currently functioning. **This situation received immediate attention and was rectified.**

It is recommended that we install an audible outside alarm that can be heard in all areas of the facility.

There are continuing issues with the phone lines related to the alarm system. It is recommended to utilize cell phone lines for this system.

The main fire panel is displaying "Trouble Smoke (photo) Elec RM Smoke" and "Trouble in System Telco Line 2."

It is recommended that we set up a joint meeting between OMWD and ESS to assess remedies to the current situation and also consider additional alarm pull down stations in other buildings on site.

Current updates will be provided at the Safety Committee meeting.

Memo

Date: December 20, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON NOVEMBER AND DECEMBER SAFETY/RISK COMPLIANCE ACTIVITIES**

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

Attachments: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities November/December 2018

November:

Member Area Communication System (MACS) Radio Test

County HazMat Inspection @ Rancho Lakes P/S

DCMWTP Security Assessment Debrief

Safety Program Inspections (All Facilities)

800 MHz Radio Test with the Elfin Forest Recreational Park, 4S Ranch Water Reclamation Facility, and the Safety Office

New Employee Safety Orientations

Forklift Classes

General Duties

- Employee Forum Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

December:

Member Area Communication System (MACS) Radio Test

800 MHz Radio Test with the Elfin Forest Recreational Park, 4S Ranch Water Reclamation Facility, and the Safety Office

Water Agency Emergency Collaborative (WAEC) Meeting at Vallecitos

General Duties

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



Memo

Date: December 20, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

Attached is the list of action items assigned and current status.

Attachment: Safety Meeting Action Items

SAFETY MEETING ACTION ITEMS

Safety Meeting Date	Discussion/Agenda Item	Note Location in Minutes	Assigned To	Deadline/Timeline	Completed	Additional Comments
10/31/2019	(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.		Joe Mackey	10/31/2019	ANNUALLY	Oct 25, 2018, the committee voted to keep the \$10,000 cap.
02/22/2018	The GM requested that the Front Desk also have the equipment installed to monitor an employee entering a vault/confined space.	10	Joe Mackey Adam Calm	12/20/2018		Staff continues to explore the feasibility of the front desk being included in the notification group.
Standing Item	ACWA/JPIA LaBounty Award for invented or fabricated better/safer methods or tools to complete a task are presented at ACWA Spring or Fall Conference.		Dept. Managers	02/22/18		Dave Smith submitted the District's fabricated valve key to exercise the overflow valve at 4S WRF Wet Weather Storage Pond for the LaBounty Award.
Standing Item	Caught Being Safe (CBS) Certificate.		Joe Mackey	Report at Meeting		Employees who received a CBS Certificate – list attached.



EMPLOYEES CAUGHT BEING SAFE (CBS)

At the December 4th Employee Forum, the following employees were recognized with a \$25 Home Depot gift card.

Dan Nevitt – Instrument Control Technician II

Brian Keeler – Instrument Control Technician I

Conducted maintenance and installation of new equipment on the 50-foot tall SCADA Tower located in the Employee Parking Lot. Dan was observed with the proper protective equipment being worn and utilized during climbing and while stationary. Brian was acting in a responsible manner as the 2nd person watching to ensure that Dan was properly supported from the ground. Both personnel were observant and aware of safety issues surrounding the site.

Marvin Cohen – Facilities Coordinator

Colette Barrow – Department Assistant I

As part of the District wide security enhancements, new access fobs were issued to all staff, consultants, and contractors who access the District's buildings. Marvin and Colette have worked diligently and efficiently to ensure that all staff and other personnel have been given new access fobs. These exchanges have been handled seamlessly with a "can do" attitude and with minimal disruption to ongoing daily activities. Over 150 new access fobs and associated programming have been distributed to personnel at HQ and the remote sites. This has resulted in more secure access control for all OMWD buildings and prevented access by unauthorized personnel.



Memo

Date: December 20, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER FUTURE AGENDA ITEMS**

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



Memo

Date: December 20, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CLOSED SESSION DISCUSSION (If Necessary)**

It may be necessary to go into a Closed Session.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING
WILL BE HELD FEBRUARY 28, 2019

