



# SAFETY COMMITTEE MEETING

February 23, 2022

**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:** February 23, 2022

**TIME:** **2:30 P.M.**

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

Pursuant to the Legislation AB 361, and in the interest of public health, OMWD is temporarily taking actions to mitigate the COVID-19 pandemic by holding Safety Committee Meetings electronically or by teleconference. This meeting will be a teleconference meeting.

To join this meeting via phone, please dial:  
(669) 900-9128 or (253) 215-8782  
Meeting ID: 876 4182 2816 and Password: 362835

*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 December 22, 2021 Regular Safety Committee Meeting

6. Consent Calendar

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

C-a. Consider Approval of the March/April 2022 Training Calendar

7. Consider an Informational Report on the "Safety Has No Quitting Time" (SHNQTT) Program
8. Consider Review of Employee Injuries, Vehicle Accidents, and Safety Reports (If Necessary)
9. Consider a Report on January and February Safety/Risk Compliance Activities
10. Consider the Safety Action-Items Assigned/Completed
11. Consider Informational Report on COVID Task Force Updates
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 DECEMBER 22, 2021  
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: February 23, 2022  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE MARCH/APRIL 2022 TRAINING CALENDAR**

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Attached is the March/April training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
March/April 2022**

**March:**

Tailgate Topics:

- Proactive Safety Attitudes (SDRMA)
- Nutrition (OMWD)

Events:

- Fire Extinguisher Inspection
- WTP Fire Drill
- WRF Fire Drill

**April:**

Tailgate Topics:

- Office Ergonomics (SDRMA)
- Stretch before work (OMWD)

# Memo

Date: February 23, 2022  
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 2018-2022; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2018-2022.

Staff will be available to answer any questions.

Attachments: SHNQT Report; Vehicle/Property Damage



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

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

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

2018 - 2.4, 2019 - 2.4, 2020 - 1.13 **3-year avg = 2.0 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2018 - 5.8, 2019 - 5.1, 2020 - 2.1 **3-year avg = 4.3 injuries**

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

The National Injury / Illness Rate can be found at the Bureau of Labor Statistics ([www.BLS.gov](http://www.BLS.gov)). The North American Industry Classification System (NAICS) code as agreed by the Safety Committee for OMWD is 22131 - Water Supply & Irrigation Systems

**Last Reportable / Preventable Lost-Time Injury was**  
**March 8, 2021**

**INJURY AND LOST TIME COUNT AS OF**  
**February 23, 2022**

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

**OMWD SAFETY RECOGNITION PROGRAM 2022**

NUMBER OF PREVENTABLE INJURIES IN 2022 = 0  
NUMBER OF PREVENTABLE LOST DAYS IN 2022 = 0  
(Recordable OSHA Injuries "OSHA 300 Log" in 2022 = 0)  
(Recordable OSHA Lost Days "OSHA 300 Log" in 2022 = 0)

**Year-to-Date 2022 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2022 = **\$0.00** 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

2018		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
MAR - #53 REPLACED BUMPER/FENDER	\$2,742.79	\$0.00
SEP - FORKLIFT DMG TO BODY/FLAT TIRE	\$557.78	\$0.00
SEP - #79 & #62 TRUCKS/FENDER DMG	\$1,651.22	\$0.00
OCT - #92 TRUCK / P/S FRONT BUMPER	\$432.94	\$0.00
OCT - CITIZEN VEHICLE REPAIR / RENTAL	\$0.00	\$2,582.73
<b>TOTAL</b>	<b>\$5,384.73</b>	<b>\$2,582.73</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2018

**\$7,967.46**

2019		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUN - HIGHLINE TRAILER (TOOLBOX)	\$357.77	\$0.00
AUG - FLATBED #45 (MIRROR)	\$793.98	\$0.00
NOV - #70 (TAIL SHELF, BUMPER)	\$3,600.19	\$0.00
NOV - # 66 (BUMPER & CITIZEN VEHICLE)	\$5,086.95	\$3,734.33
DEC - FORKLIFT / ROLLUP DOOR	\$0.00	\$2,710.00
<b>Total</b>	<b>\$9,838.89</b>	<b>\$6,444.33</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2019

**\$16,283.22**

2020		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB- # 97	\$1,882.00	\$0.00
APR - HIT MAIL BOX	\$0.00	\$81.98
NOV - #39 BACKED INTO #91	\$466.00	\$0.00
<b>Total</b>	<b>\$2,348.00</b>	<b>\$81.98</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2020

**\$2,429.98**

2021		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - #26	\$515.50	\$0.00
MAR - #95 (DENTED TAILGATE)	\$2,377.24	\$0.00
<b>Total</b>	<b>\$2,892.74</b>	<b>\$0.00</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2021

**\$2,892.74**

2022		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

**\$0.00**

# Memo

Date: February 23, 2022  
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.

Injuries:

- None at this time

Vehicle related property damage:

- One incident

Staff will be available to answer any questions.

# Memo

Date: February 23, 2022  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER A REPORT ON JANUARY AND FEBRUARY SAFETY/RISK COMPLIANCE ACTIVITIES**

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Attached is a list of safety/risk compliance activities for the months of January and February 2022. Staff will be on hand to answer questions.

Attachment: List of Safety / Risk Compliance Activities

## **Safety/Risk Compliance Activities January/February 2022**

### **January:**

- Conducted new employee safety orientations for the new Customer Service Representative I and three temporary support staff for the water treatment plant and Field Services.
- Conducted a thorough inspection of the Water Reclamation Facility in response to a recent Department of Environmental Health inspection to assist in correcting minor discrepancies.
- Attended a Coronavirus Task Force meeting.
- Attended a National Institute of Occupation Safety and Health Fall Protection Seminar.

### **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

### **February:**

- Attended the 1<sup>st</sup> quarter Water Utilities Safety Managers (WUSMA) meeting.
- Implemented the new Prescription Safety Glasses Program.
- Scheduled fire extinguisher inspections.
- Scheduled CPR AED Training.

### **General Duties**

- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

# Memo

Date: February 23, 2022  
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	10/27/2021	<b>Annually</b>	Oct 21, 2021, the committee voted to keep the \$10,000 cap.
<b>Standing Item</b>	The ACWA/JPIA LaBounty Award (now called the Safety Award) for invented or fabricated methods or tools that are better and safer to complete a task is presented at ACWA Spring or Fall Conference.	Dept. Managers	<b>Ongoing</b>	<b>As needed</b>	The District will continue to submit innovative methods or tools to ACWA/JPIA when applicable.
<b>Standing Item</b>	Caught Being Safe (CBS) Program.	Tim Schuette	<b>Report at Meeting</b>	<b>As needed</b>	One Caught Being Safe Award. See Below.
<b>10/29/2020</b>	Conduct review for vegetation brush clearing requirements for fire mitigation around the DCMWTP with local fire department.	Tim Schuette	<b>6/30/2021</b>	<b>Annually</b>	Met with Rancho Santa Fe Fire on October 4, ongoing.
<b>Ongoing</b>	Safety Suggestions	Tim Schuette	<b>Ongoing</b>	<b>As needed</b>	No new suggestions. Active shooter training to be scheduled for 2022. Met with potential trainers on February 22.

## Caught Being Safe Awards

Amy Hill	<p>Amy received suspicious mail. She wasn't sure what to do with it, as it could be a valid return address/logo. It wasn't addressed to anyone specific at OMWD and our name was misspelled. She reached out to Margaret to confirm what should be done.</p> <p>Inside the envelope was an embossed log printed on a flash drive, with a black and white photocopied "flyer" type insert of who to contact for updated policies through 2018. Together, Amy and Margaret determined that it was better to turn it over to IT.</p> <p>Had this been distributed to others, it may have been plugged into one of our computers. It could have spread viruses or malware.</p> <p>Great job knowing not to move forward with the mail and to turn it over to IT for review.</p>
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# Memo

Date: February 23, 2022  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER INFORMATIONAL REPORT ON COVID TASK FORCE UPDATES**

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



# Memo

Date: February 23, 2022  
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: February 23, 2022  
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 ON **APRIL 27, 2022**

\*\*\*DATE CHANGE – THE JUNE SAFETY COMMITTEE  
MEETING WILL BE HELD ON  
**JUNE 29, 2022**