



## SAFETY COMMITTEE MEETING

February 25, 2021



**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 25, 2021

**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 (346) 248-7799  
Meeting ID: 896 1162 0749 and Password: 249417

*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 17, 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 March/April 2021 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 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 DECEMBER 17, 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: February 25, 2021  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE MARCH/APRIL 2021 TRAINING CALENDAR**

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Attached is the March/April training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
March/April 2021**

**March:**

Tailgate Topics:

- Communication (SDRMA)
- Be Rattlesnake Safe presented by Shawnn Schaub (OMWD)

**April:**

Tailgate Topics:

- Workplace Violence (SDRMA)
- Incident Investigations Play Your Part (OMWD)

Training Events

- Job Hazard Analysis

# Memo

Date: February 25, 2021  
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 2017-2021; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2017-2021.

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 this 3-year avg of 85 employees)

2018 - injuries 2.4, 2019 - 2.4, 2020- 1.13 **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**

**February 25, 2021**

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

**194 Days**

**OMWD SAFETY RECOGNITION PROGRAM 2021**

NUMBER OF PREVENTABLE INJURIES IN 2021 = 0

NUMBER OF PREVENTABLE LOST DAYS IN 2021 = 0

(Recordable OSHA Injuries "OSHA 300 Log" in 2021 = 0)

(Recordable OSHA Lost Days "OSHA 300 Log" in 2021 = 0)

**Year-to-Date 2021 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2021 = **\$515.50** 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

| 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                   | \$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                   |                           |
|                      |                            |                           |
|                      |                            |                           |
|                      |                            |                           |
| <b>Total</b>         | <b>\$515.50</b>            | <b>\$0.00</b>             |

# Memo

Date: February 25, 2021  
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: February 25, 2021  
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 2021. Staff will be on hand to answer questions.

Attachment: List of Safety / Risk Compliance Activities

## **Safety/Risk Compliance Activities January/February 2021**

### **January:**

- Conducted a Job Hazard Analysis for the DCMWTP membrane cassette change-out procedure in coordination with the DCMWTP employees and assigned contractor.
- Provided Confined Space Entry Training to DCMWTP employees in preparation for the membrane cassette change-out procedure.
- Secured a contract for electrostatic sanitation spraying services for employee protection against COVID-19.

### **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:**

- Conducted a New Employee Orientation for one new employee.
- Attended the first Covid Task-force meeting.
- Attended an Update on COVID-19 Vaccination for Essential Workers 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 inspection
- Completed emergency Shower/eye wash station inspections

# Memo

Date: February 25, 2021  
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: February 25, 2021  
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> | 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>  | On going   |



## Caught Being Safe Awards

|  |  |
|--|--|
| <p>John Carnegie<br/>Leo Mendez<br/>Cathy Collier<br/>Tammi Bowman</p> | <p>On 1/12/2021 Leo was alerted by Cathy Collier of an unidentified driver on District Property. Instead of leaving the property, her vigilance resulted in her contacting her supervisor. Without hesitation Leo responded to the scene at OMWD HQ to investigate the unidentified driver. Keeping safety first, Leo contacted John Carnegie, as he was onsite at HQ, to report and request assistance in approaching the driver. He quickly thought to use non-invasive actions such as shining lights into the vehicle and tapping on the windows to alert the driver and request that he leave. They found the driver unconscious and unresponsive. Leo then called the authorities for help. It was also noted that Tammi noticed the vehicle before leaving the District and decided to remain onsite before leaving to ensure the employee parking gate closed and the driver could not access District property. Leo, Cathy, Tammi and John's timely response and highest regard for safety exemplified the OMWD safety core value, "Safety Has No Quitting Time."</p> |
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# Memo

Date: February 25, 2021  
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 25, 2021  
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 APRIL 28, 2021 (tentative)

