



SAFETY COMMITTEE MEETING
AUGUST 25, 2016



**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: AUGUST 25, 2016

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 June 30, 2016 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 September/October 2016 Training Calendar

7. Consider an Informational Report on the Safety Has No Quitting Time (SHNQT) Program
8. Consider an Updated Report on an Incident Regarding an Overfill Situation by a Supplier
9. Consider an Update on the Revamp of the District Lobby
10. Consider the Recommendation by the Safety Sub-Committee for the Mid-Year Safety Award
11. Consider Report on July and August Safety/Risk Compliance Activities
12. Consider Safety Action-Items Assigned / Completed
13. Consider Future Agenda Items
14. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Leslie Naritelli, Recorder
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE JUNE 30, 2016 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: August 25, 2016
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE SEPTEMBER /OCTOBER 2016 TRAINING CALENDAR**

Attached is the September/October training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
September/October 2016**

September:

Tailgate Topics; Workplace Violence, Power Tool Safety

Global Harmonized System (GHS) HazCom Updates

October:

Tailgate Topics; Fire Extinguishers, Safe Housekeeping



Memo

Date: August 25, 2016
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 2014, 2015, and 2016.

Staff will be available to answer any questions.

Attachment(s): SHNQT Report; 2014-2016 Vehicle/Property Damage



The Incidence Rate (IR) for OMWD in 2014 was 1.2 recordable injuries based on the 200,000 hours worked formula.

Olivenhain Municipal Water District Rate

2013 - 2.4 injuries

2014 - 1.2 injuries

2015 - 2.4 injuries

The Safety Has No Quitting Time award is based on a three-year average national incident rate for Water Supply and Irrigation Systems.

2012-2014 - 5.7 injuries

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 and Irrigation Systems.

Last Reportable / Preventable Lost-Time Injury was

[May 8, 2006](#)

INJURY AND LOST TIME COUNT AS OF

[August 19, 2016](#)

OSHA 300 COUNT RECORDS

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

[3756](#) CONSECUTIVE NUMBER OF DAYS

SAFETY RECOGNITION PROGRAM 2016

NUMBER OF RECORDABLE INJURIES IN 2016 – 1 Total

NUMBER OF LOST DAYS IN 2016 – 0 Total

Total Preventable Damage to District Vehicles in 2016 - \$3,760.47

Total Preventable Property Damage in 2016 - \$0.00

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)

Memo

Date: August 25, 2016
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER AN UPDATED REPORT ON AN INCIDENT REGARDING AN
OVERFILL SITUATION BY A SUPPLIER**

At the June 30, 2016 Safety Committee meeting, Dave Smith provided a report on the ammonia spill at the Ammonia Feed Injection Facility Storage Tank. Mr. Smith reported that information on the chemical overfill, caused by the supplier Hills Brothers Chemical Company (HBCC), was provided to the Environmental HazMat Regulator; however, he was still waiting to hear if there would be additional requirements.

The incident report will be completed and an update provided at the August Safety Committee Meeting.



Memo

Date: August 25, 2016
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER AN UPDATE ON THE REVAMP OF THE DISTRICT LOBBY**

George Briest had stated at the June 30, 2016 meeting that the supplier could not provide the District with removable walls as currently designed. Mr. Briest stated that he would provide a report on the progress of the modified design and timeline of the front lobby at this meeting.

Memo

Date: August 25, 2016
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER THE RECOMMENDATION BY THE SAFETY SUB-COMMITTEE FOR THE 2016 MID-YEAR SAFETY AWARD**

The Safety Sub-Committee met and discussed the Safety Award for the first six (6) months of CY 2016. The recommendation will be presented at the Safety Committee meeting.

Memo

Date: August 25, 2016
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER REPORT ON JULY AND AUGUST SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of July and August 2016. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities July/August 2016

July:

New Employee and Temp. Orientations

Final Fit Testing

Three First Aid Classes

Member Area Communication System (MACS) Radio Test

JPIA Training Seminar in Rancho Bernardo

Boot World Truck at Building J

General Duties

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

August:

New Employee Orientation (2)

Multi-Hazard Mitigation Plan Committee Meeting

General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Presentation
- Safety Sub-committee Meeting



Memo

Date: August 25, 2016
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER 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
10/29/15	(SHNQT) Revisit the dollar \$ amount for preventable vehicle incident damage annually in October.	7 and 10.e	Joe Mackey	10/27/16		Will discuss dollar amount for preventable vehicle damage at October 2016 meeting.
10/29/15	A Homeland Security Representative will address the Committee with regard to the District's critical infrastructure at a future meeting.	11	Joe Mackey	2016		The Safety Committee was directed by the GM to be the coordinating committee for the critical infrastructure of the District.
12/17/15 02/25/16 04/28/16 06/30/16	Employee training for gun violence/terrorism in the workplace to be provided by the Police/Sherriff's Dept. and the SCRA.	10 13.d 11.b 10.b	Joe Mackey	2016		The Law Enforcement Coordination Center and the El Cajon Police Department recommended "Active Shooter Training" during walk-through Feb 2016; Homeland Security has offered this training at no cost to the District.
02/25/16 04/28/16 06/30/16	Chemical spill training for First Responders at the "awareness" level was completed. Additional levels of training will take place in 2017 for required employees.	12 11.c 10.a	Joe Mackey	2016 2017	Completed	Brad Prill with Industrial Safety Professionals is expected to provide additional level spill training to District employees in 2017.
06/30/16	The District lobby was re-designed to use removable walls; however, the supplier cannot fit the design which is now being modified with expected installation in 6 – 8 weeks.	10.c	George Briest	2016		An update will be provided at the August Safety meeting.



Memo

Date: August 25, 2016
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.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING

WILL BE HELD OCTOBER 27, 2016

