



SAFETY COMMITTEE MEETING  
OCTOBER 27, 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: OCTOBER 27, 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 August 25, 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 November/December 2016 Training Calendar

7. Consider an Informational Report on the “Safety Has No Quitting Time” (SHNQT) Program and the Recommendation Proposed by the Safety Sub-Committee to Establish a New Benchmark for District Employees with Regard to Preventable Damage to District Vehicles
8. Consider Discussion of Proposed Suggestions / Updates to the 2016 Resolution Supporting the District’s Safety & Wellness Programs to be Presented to the Full Board of Directors on December 7, 2016
9. Consider a Report Regarding the Indemnity Provision for District Purchase Orders and Contracts/Agreements
10. Consider an Update on the Renovation of the District’s Lobby
11. Consider a Report on September and October Safety/Risk Compliance Activities
12. Consider the 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 AUGUST 25, 2016  
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: October 27, 2016  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE NOVEMBER /DECEMBER 2016 TRAINING CALENDAR**

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Attached is the November/December training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
November/December 2016**

**November:**

Tailgate Topics; Holiday Stress, Compressed Air Safety

Trench and Excavation Safety

Traffic Control through Construction Zones

Lockout Tagout

**December:**

Tailgate Topics; Safe Winter Driving, Lifting and Back Safety

# Memo

Date: October 27, 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 AND THE RECOMMENDATION PROPOSED BY THE SAFETY SUB-COMMITTEE TO ESTABLISH A NEW BENCHMARK FOR DISTRICT EMPLOYEES WITH REGARD TO PREVENTABLE DAMAGE TO DISTRICT VEHICLES**

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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.

Discussion of the dollar amount for preventable vehicle incident damage was tabled for this October meeting. The Safety Sub-Committee met and discussed the proposed new benchmark for preventable damage to District vehicles and will provide their recommendation at the meeting.

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](http://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**

**[October 21, 2016](#)**

**OSHA 300 COUNT RECORDS**

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

**[3819](#) 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: October 27, 2016  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER DISCUSSION OF PROPOSED SUGGESTIONS/UPDATES TO THE 2016 RESOLUTION SUPPORTING THE DISTRICT'S SAFETY & WELLNESS PROGRAMS TO BE PRESENTED TO THE FULL BOARD OF DIRECTORS ON DECEMBER 7, 2016**

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The District's Safety & Wellness Program is reviewed each calendar year in the Safety Committee to discuss any suggestions or updates.

Last year's Resolution 2015-23, Exhibit A "Safety and Wellness Program," and Exhibit B "Safety Has No Quitting Time" are attached for your review. Please take a look at the attached before the meeting and be prepared should you have any recommended changes.

Following discussion at the meeting, the proposed Resolution along with Exhibits A and B will be presented to the full Board of Directors at their December 7, 2016 meeting.

Attachment: Resolution No. 2015-23 (Exhibits A & B)

RESOLUTION NO. 2015-23

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
OLIVENHAIN MUNICIPAL WATER DISTRICT SUPPORTING  
EMPLOYEE SAFETY AND WELLNESS PROGRAMS

WHEREAS, the Board of Directors of Olivenhain Municipal Water District wishes to recognize its employees as its most valuable asset; and

WHEREAS, the Board wishes to promote safety awareness among employees and continue to recognize the significance of safe behavior; and

WHEREAS, the Board recognizes that implementing health promotion programs can reduce lifestyle related diseases among employees; and

WHEREAS, the Board believes that promoting healthy lifestyles can reduce illness and absences among employees and subsequently have a beneficial effect on the cost of sick leave and health insurance claims experience and premiums; and

WHEREAS, the Board wishes to encourage "employee ownership" of the Safety and Wellness Program and to create an atmosphere of success through teamwork; and

WHEREAS, the Board believes that providing safety and wellness incentives will encourage loss prevention efforts and result in savings on workers' compensation insurance and reduction in health insurance claims.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The Board shall continue to support the District's Safety and Wellness Program as managed by the Safety Committee (*Exhibit "A"*).

Section 2. The District is committed to continuing to fund the SHNQT (**Safety Has No Quitting Time**) employee recognition program for calendar year 2016 (*Exhibit "B"*).

Section 3. The District remains committed to the "**Caught Being Safe**" (CBS) program, which will provide additional recognition of employees at the District's monthly Employee Forums (*Exhibit "B"*).

PASSED, ADOPTED AND APPROVED at a regular Board meeting of the Board of Directors of the Olivenhain Municipal Water District held on December 9, 2015.

ATTEST:

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Edmund K. Sprague, President  
Board of Directors  
Olivenhain Municipal Water District

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Christy Guerin, Secretary  
Board of Directors  
Olivenhain Municipal Water District

2016

## SAFETY AND WELLNESS PROGRAM

**Goal:**

Emphasize the positive role safety has in the workplace by creating interactive safety and wellness programs for employees. Maintain a workplace wellness program to encourage employees to choose personal health goals and healthy lifestyles with their family members and doctors.

**Elements:**

- 1) Continue employee healthy lifestyle programs such as the *Health and Wellness Fair* and the *Healthy Heart Walk*.
- 2) Maintain the onsite Wellness Center (District's Gym) for use by employees and their families.
- 3) Promote employees' participation in the District's Gym (onsite), retain a personal trainer to instruct a fitness class after work hours at employees' expense (allow employees to use their sick time for payment), and provide authorized reimbursements not to exceed \$24.00/month for offsite employees who work-out at a non-District gym at least four (4) times a month. (An offsite employee is an employee whose primary assignment is working at the Water Reclamation Facility, the Water Treatment Plant, or the Elfin Forest Recreational Reserve.)
- 4) Maintain the SHNQT (*Safety Has No Quitting Time*) employee recognition program and to keep the goal of zero lost time injuries each year.
  - Work with employee committees HR/Employee Association Team (HEART), Bargaining Unit Members Association (BUMA), District Employees Association (DEA), Safety Sub-committee, etc. to keep the program effective and avoid entitlement;
  - Retain Employee Volunteer Safety Sub-committee to get accurate employee feedback about safety promotions;
  - Work with the Employee Volunteer Safety Sub-committee to determine methods to maintain a safe and rewarding work environment.
- 5) Continue the "*Caught Being Safe*" program to recognize District employees at Employee Forums and acknowledge their safety practices.
- 6) Continue awareness campaigns and make sure that CPR and First Aid trainings are offered at least once per year.
- 7) Continue to promote *Injury Prevention Program* (IPP) with monthly Special District Risk Management Authority (SDRMA) and OMWD in-house tailgate training.



## “SAFETY HAS NO QUITTING TIME” (SHNQT) EMPLOYEE SAFETY RECOGNITION PROGRAM

The Board of Directors has approved a Safety Resolution supporting a recognition program for all Employees. The program’s objective is to encourage safe behaviors and training resulting in zero on the job, lost time, injuries and illnesses. An employee volunteer sub-committee works with the Safety/Risk Compliance Administrator to support the recognition program and assist with identifying various methods to achieve our safety goals.

The Safety Committee shall use the following guidelines when evaluating accidents for the purpose of the Safety Award Program:

1. **Definitions:** See the District’s Safety Manual for definitions of Preventable, Responsible Party, Lost Time and Reasonable.
2. **Eligibility:** All District Employees are eligible for this program. Excluded are interns, any non-payroll positions, and employees separating from District employment prior to the end of the District’s current 6-month eligibility period.
3. **Specifics:** OSHA work-related injury and illness recordkeeping requirements are separate and distinct from the District’s safety award program. The fact that a given accident is recordable to OSHA Form 300 may or may not have bearing on the determination of its impact on the employee safety award program. It will take a majority vote of the Safety Committee (including agreement of Committee Board Member(s) present) to approve the determination that a specific recordable OSHA Form 300 injury/illness is non-preventable. Only preventable accidents will count towards lost time under the “Employee Safety Recognition Award Program.”
4. **Structure:** The annual employee safety recognition program is structured to recognize employees and the safety record on a continuous basis, with an opportunity to reach our safety goals in order to be eligible for the Safety Recognition Award. Every six months, the number of lost time hours will be determined and if the goal as identified below is achieved, employees will receive a safety recognition award. If portions of the end-of-year goals are not achieved, there will be a pro-rated award. Should a preventable lost time injury occur, the next eligibility timeframe will begin the day after the incident.

Eligibility dates:	January 1 to June 30*	July 1 to December 31*	
The goal is:	Less than 40 hours <b>or</b> Less than 5 days of lost time	Continue January 1 <sup>st</sup> to June 30 <sup>th</sup> goal and keep OMWD Injury Incident Rate (IIR) below the 3-yr national average injury/incident rate	The amount of <b>**Preventable</b> vehicle incident damage must be less than \$10,000.00 (Not including staff time)
Employees receive:	\$50.00 award	<b>Grand Prize Award!</b> Must achieve both elements above to qualify <b>\$150 award*</b> and safety luncheon	

*\*Timeframe will change if/when a lost time injury occurs.*

*\*\*Preventable damage to any vehicle and/or property (District or public) in excess of \$10,000 will result in loss of \$50 towards grand prize. The regular \$50 injury rate and \$50 record bonus will still be in effect.*

In 2011, the grand prize award was increased from \$100 to \$150 by Board approval as a “\$50 bonus”. This \$150 amount is contingent on the continuance of breaking the OMWD record (since 5/8/2006) of no preventable lost-time injuries. A preventable lost-time injury will result in return to the \$100 level of the award.

The **Grand Prize Award** will be given to all eligible program employees after the end of the calendar year if:

- The OMWD Injury Incidence Rate (IIR) is below the previous three-year average “National incident rate for Water Supply and Irrigation Systems (22131)” **AND**
- Any preventable vehicle & property incident damage (District or public) is less than \$10,000.00. (Inclusive of materials, labor, tax, and parts costs when calculated) Staff time is not included. Estimated damages also count towards this total even if it is decided not to completely repair the vehicle or property.

This \$10,000 was determined by the number of miles and total number of vehicles driven by the District each year and was agreed upon by the Safety Committee in 10/2015. The value of the grand prize award is based on the approved annual budget by the Board of Directors. A safety recognition luncheon will be held yearly to present the awards. **The National Injury/Illness Rate can be found at BLS.gov (Bureau of Labor Statistics).**

### **Caught Being Safe Program (CBS Program)**

The Caught Being Safe program was developed to provide an opportunity to recognize those employees who consistently demonstrate a high regard for safety on the job. Employees are nominated by peers, Supervisors, Managers, or the Safety Office to receive a not more than \$25 award at the monthly Employee Forum.

All employees with a satisfactory or above performance rating and not currently on disciplinary probation are eligible for the CBS award. The CBS award is shall be approved by the General Manager.

# Memo

Date: October 27, 2016  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER A REPORT REGARDING THE INDEMNITY PROVISION FOR  
DISTRICT PURCHASE ORDERS AND CONTRACTS/AGREEMENTS**

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At the August 25, 2016 Safety Committee meeting, there was discussion with regard to the District being indemnified under its purchase orders contracts/agreements with its vendors. Additional discussion on this matter was tabled to today's meeting.

# Memo

Date: October 27, 2016  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER AN UPDATE ON THE RENOVATION OF THE DISTRICT LOBBY**

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George Briest had reported at the August 25, 2016 meeting that the supplier was unable to provide the District with movable walls. The District is now revising the design using standard dry-wall that may include a glass wall to allow light into the lobby.

Mr. Briest stated that he would provide a report on the progress of the modified design and timeline of the District's lobby at this meeting.

# Memo

Date: October 27, 2016  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER A REPORT ON SEPTEMBER AND OCTOBER SAFETY/RISK COMPLIANCE ACTIVITIES**

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

Attachments: List of Safety / Risk Compliance Activities



## **Safety/Risk Compliance Activities September/October 2016**

### **September:**

Multi-Hazard Mitigation Plan (MHMP) Committee Meetings

Plant Evaluations with Consultant

Member Area Communication System (MACS) Radio Test

Confined Space Bootcamp in Garden Grove

Electrical Glove Recertification for the Information Technology (IT) Section

First Aid Class 9/28

Annual Safety Center Luncheon

General Duties

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

### **October:**

Storm Water Pollution Prevention Training

All-hands Training

National Safety Council Expo in Anaheim

Industrial Environmental Association (IEA) Training Conference

MHMP Committee Meeting

General Duties

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

# Memo

Date: October 27, 2016  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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: 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 08/25/16	(SHNQ)T Revisit the dollar \$ amount for preventable vehicle incident damage <b>annually</b> in October.	7 and 10.e 12.a	Joe Mackey	10/27/16		Will discuss dollar amount for preventable vehicle damage at the <b>October 27, 2016</b> meeting.
10/29/15 08/25/16	A Homeland Security Representative will address the Committee with regard to the District's critical infrastructure at a future meeting.	11 12.b	Joe Mackey	2016		At the 8-25-16 mtg, GM reported that the District is now ready to move forward with a coordinating committee for the critical infrastructure of the District.
12/17/15 02/25/16 04/28/16 06/30/16 08/25/16	Employee training for gun violence/terrorism in the workplace is expected to be provided by Homeland Security at no cost to the District.	10 13.d 11.b 10.b 12.c	Joe Mackey	2016		The Law Enforcement Coordination Ctr and the El Cajon Police Dept 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 08/25/16	<b>Chemical spill training for First Responders at the "awareness" level was completed.</b> Additional levels of training will continue to take place in 2017 for required employees.	12 11.c 10.a 12.d	Joe Mackey	2016  2017	<b>First Level of Training Completed</b>	Brad Prill with Industrial Safety Professionals has scheduled the next level of spill training for the District employees.
06/30/16 08/25/16	The District lobby was designed to use removable walls; however, this type of wall did not work for the lobby. The design is now being modified with traditional walls.	10.c 12.e	George Briest	2016		A new design is in progress using standard dry wall and a glass wall for light.



# Memo

Date: October 27, 2016  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, 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.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING

WILL BE HELD DECEMBER 15, 2016

