



SAFETY COMMITTEE MEETING
DECEMBER 15, 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: DECEMBER 15, 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 October 27, 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 January/February 2017 Training Calendar

7. Consider an Informational Report on the "Safety Has No Quitting Time" (SHNQT) Program
8. Consider a Report on November and December Safety/Risk Compliance Activities
9. Consider the Safety Action-Items Assigned / Completed
10. Consider Future Agenda Items
11. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Leslie Naritelli, Recorder
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE OCTOBER 27, 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: December 15, 2016
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE JANUARY /FEBRUARY 2017 TRAINING CALENDAR**

Attached is the January/February training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
January/February 2017**

January:

Tailgate Topics; Slip, Trip and Fall Prevention, Compressed Air Safety

First Aid and CPR Training for New Employees

February:

Tailgate Topics; Housekeeping, Hearing Conservation

Driving Defensively

Memo

Date: December 15, 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.

2013-2015 - 5.4 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

[December 9, 2016](#)

OSHA 300 COUNT RECORDS

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

[3868](#) 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 - \$6,373.61

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: December 15, 2016
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 2016. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

**Safety/Risk Compliance Activities
November/December 2016**

November:

Multi-Hazard Mitigation Plan (MHMP) Committee Meetings

Dept. of Homeland Security (DHS) Meeting at Lake Murray San Diego Water Dept. (SDWD)

Member Area Communication System (MACS) Radio Test

Rural Community Assistance Corporation (RCAC) Water Class in San Marcos

Emergency Operations Center (EOC) Tabletop Drill

Legal class at Vista Irrigation District (VID)

New Employee Orientation (2)

General Duties

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

December:

Rural Community Assistance Corporation (RCAC) Class in San Diego

All-hands Training

General Duties

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



Memo

Date: December 15, 2016
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
10/2017	(SHNQT) Revisit the dollar \$ amount for preventable vehicle incident damage annually in October.	7 and 12.a	Joe Mackey	10/2017	Annually	At the Oct 27, 2016 meeting the committee voted to keep in place the \$10,000.00 marker as a cap for preventable damage to District vehicles/property.
10/27/16	Homeland Security Representative, Kelly Wilson, will complete a walk-through with Joe Mackey; Ms. Wilson will address the Committee with regard to the District's critical infrastructure at a future meeting.	12.b	Joe Mackey	1/18/2017		GM reported that the District is now ready to move forward with a coordinating committee for the critical infrastructure of the District. The walk-through with Kelly Wilson has been postponed to 1/18/17
10/27/16	Employee training for gun violence/terrorism in the workplace is expected to be provided by Homeland Security at no cost to the District.	12.c	Joe Mackey	2/2017		Homeland Security "Active Shooter" training is expected in 2017.
10/27/16	Chemical spill training for First Responders at the "awareness" level was completed.	12.d	Joe Mackey	2/24/2016	Completed	Joe Mackey received an estimate from Industrial Safety Professionals for two 24-hr classes and an 8-hr refresher each year for first responders.
10/27/16	Annual chemical spill training each year for first responders at both the DCMWTP and the 4S WRF.	12.d	Dave Smith	10/2017	Annually	Industrial Safety Professionals will provide two 24-hr classes and an 8-hr refresher class annually for first responders.
10/27/16	The construction of the District's lobby will begin in early January 2017.	10 and 12-e	George Briest	2/2017		This work will be done during evenings and weekends to avoid disruption to the District's customers.
10/27/16	The language for the indemnity provision for contracts and purchase orders will be generated.	9	Dave Smith	10/2017		Once the appropriate language has been approved by the General Manager, the final outcome will be presented to the Safety Committee.



Memo

Date: December 15, 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 FEBRUARY 23, 2017

