



SAFETY COMMITTEE MEETING
FEBRUARY 23, 2017



**NOTICE OF A REGULAR MEETING
OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT'S
SAFETY COMMITTEE**

**1966 Olivenhain Road, Encinitas, CA 92024
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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, 2017

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 December 15, 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 March/April 2017 Training Calendar

7. Consider an Informational Report on the "Safety Has No Quitting Time" (SHNQT) Program
8. Consider a Report on January and February 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 DECEMBER 15, 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: February 23, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MARCH / APRIL 2017 TRAINING CALENDAR**

Attached is the March/April training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
March/April 2017**

March:

Tailgate Topics; Diversity in the Workplace, Safety Data Sheets

Supervisors Reasonable Suspicion Training Class

April:

Tailgate Topics; Distracted Driving, Nutrition and Hydration



Memo

Date: February 23, 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 2015, 2016 and 2017.

The Incidence Rate (IR) for OMWD in 2016 will not be available until late 2017.

Staff will be available to answer any questions.

Attachment(s): SHNQT Report; 2015-2017 Vehicle/Property Damage



The Incidence Rate (IR) for OMWD in 2015 was 2.4 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

[February 17, 2017](#)

OSHA 300 COUNT RECORDS

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

[3938](#) CONSECUTIVE NUMBER OF DAYS

SAFETY RECOGNITION PROGRAM 2017

NUMBER OF RECORDABLE INJURIES IN 2017 – 0

NUMBER OF LOST DAYS IN 2017 – 0

Total Preventable Damage to District Vehicles in 2017 - \$0.00

Total Preventable Property Damage in 2017 - \$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: February 23, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON JANUARY AND FEBRUARY SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of January and February 2017. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

**Safety/Risk Compliance Activities
January/February 2017**

January:

Dept. of Homeland Security (DHS) Water Treatment Plant (WTP) Evaluation Meeting

Member Area Communication System (MACS) Radio Test

Tabletop Drill Re-cap Meeting

Traffic Control Training for Waste Water Reclamation Facility (WWRF)

SDCWA Intern Orientation (2)

First Aid Training (3) New Hires at the Pacific Safety Center (PSC)

General Duties

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

February:

Confined Space Training

General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Presentation (Hearing Conservation, Fire Extinguishers, Evacuation Procedures)
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Safety Sub-committee Meeting

Memo

Date: February 23, 2017
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	Oct 27, 2016 the committee voted to keep the \$10,000 marker as a cap for preventable damage to District vehicles/property.
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	Homeland Security Rep, 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 mtg.	12.b	Joe Mackey	1/18/2017	Walk-through Completed	The walk-through with Kelly Wilson was completed 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	2017		Homeland Security "Active Shooter" training is expected in 2017.
10/27/16	The District will enter into an agreement to purchase real time monitors using blue tooth when entering confined spaces.	11	Joe Mackey	2017		Once received and put into practice, Joe Mackey will provide a presentation to the Safety Committee.
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.
12/15/2016	Once finalized, present the San Diego County Multi-Hazard Mitigation Plan (MHMP) to the Safety Committee.	8	Joe Mackey	2017		GM requested that the final MHMP Plan be presented in a Closed Session of the Safety Committee.
12/15/2016	Director Watt inquired about the District's Business Continuity Plan under discussion of the EOC Table Top Drill.	8	Joe Mackey	2017		GM requested a future agenda item for discussion of what the District has in place and to formalize a plan.
12/15/2016	The re-construction of the District's lobby is continuing.	9.c	George Briest	2/2017		This project was further delayed and commenced in January. Completion date TBD.



Memo

Date: February 23, 2017
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 APRIL 27, 2017

