



SAFETY COMMITTEE MEETING
APRIL 27, 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: APRIL 27, 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 February 23, 2017 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 May/June 2017 Training Calendar

7. Consider Discussion of the Fire Drill held on March 15, 2017 at the District's Headquarters
8. Consider an Informational Report on the "Safety Has No Quitting Time" (SHNQT) Program
9. Consider a Report on March and April Safety/Risk Compliance Activities
10. Consider the Safety Action-Items Assigned / Completed
11. Consider Future Agenda Items
12. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Leslie Naritelli, Recorder
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE FEBRUARY 23, 2017
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: April 27, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MAY / JUNE 2017 TRAINING CALENDAR**

Attached is the May/June training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
May/June 2017**

May:

Tailgate Topics; Back Safety, Reducing Customer Violence

Defensive Driving

June:

Tailgate Topics; Heat Illness Prevention, Protecting Your Hearing

First Aid Refresher Training

Memo

Date: April 27, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER DISCUSSION OF THE FIRE DRILL HELD ON MARCH 15, 2017 AT THE DISTRICT'S HEADQUARTERS**

Tom Wood added this item under "Future Agenda Items" at the February meeting for discussion of the District's fire drill at today's meeting.

On March 15, 2017, a fire drill was held at the OMWD Main Yard at 9:00 A.M.

The later morning time was chosen so a majority of the Administration staff would be present. All 37 employees present at the time were active in the drill process. Once all of the employees were evacuated to the Flagpole area of Building A (administrative building), a head count was conducted and supervisors were asked to see if any of their employees were missing. A sweep of all campus buildings found that no employees stayed in the buildings during the drill. All of the alarm and testing procedures functioned properly. Additional drills will happen at least annually from this point.

Comments from participants included the possibility of moving the staging area across the street and adding signage for members of the public that may be at the building during an alarm.

A fire drill for those employees on the earlier work schedule in the Main Yard is planned for later during the summer. There will also be drills at both the Water Treatment Plant and the Waste Water Reclamation Plant in the next quarter.

Memo

Date: April 27, 2017
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

[April 20, 2017](#)

OSHA 300 COUNT RECORDS

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

[4000](#) 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: April 27, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON MARCH AND APRIL SAFETY/RISK COMPLIANCE ACTIVITIES**

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

Attachments: List of Safety / Risk Compliance Activities

**Safety/Risk Compliance Activities
March/April 2017**

March:

Los Pinos Circle Main Break 3/6

Member Area Communication System (MACS) Radio Test

Water Utility Safety Managers Association (WUSMA) Meeting @ SFID

Dept. of Homeland Security (DHS) Assessment Dashboard Training

Fire Alarm Drill

Fall Prevention Training (3) New Hires at the Pacific Safety Center

Consultant Meeting for Business Continuity Plan

General Duties

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

April:

Employee Fit Testing

New Temporary Employee Safety Orientation

Safety Sub-Committee Meeting

Employee Audiometric (Hearing) Testing

General Duties

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

Memo

Date: April 27, 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
10/27/2016	(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.
10/27/2016	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.
02/23/2017	Ms. Wilson will address the Committee regarding the District's critical infrastructure at a future mtg; she has been assigned to Oroville due to excessive rain.	9.b	Joe Mackey	2017	Walk-through Completed	The walk-through with Homeland Security Rep. Kelly Wilson was completed 1/18/17.
02/23/2017	Employee training for gun violence/terrorism in the workplace is expected to be provided by Dept. Homeland Security (DHS) at no cost to the District.	9.c	Joe Mackey	2017		Homeland Security "Active Shooter" training is expected in 2017; this action will be coordinated with the line above.
02/23/2017	The District processed a purchase order for real time monitors using blue tooth when entering confined spaces.	9.e	Joe Mackey	2017		Once put into practice, a presentation will be made to the Safety Committee and the Board of Directors.
10/27/2016	The language for the indemnity provision for contracts and purchase orders will be generated.	9	Dave Smith	10/2017		Following the GM's approval of the appropriate language, the final outcome will be presented to the Safety Committee.
02/23/2017	Once finalized, the San Diego County Multi-Hazard Mitigation Plan (MHMP) will be presented to the Safety Committee.	9.g	Joe Mackey	2017		The GM requested that the final MHMP Plan be presented in a Closed Session of the Safety Committee.
02/23/2017	Kelly Wilson with DHS, has provided examples and listed questions necessary to establish a Business Continuity Plan.	9.f	Joe Mackey	2017		Information provided by DHS was submitted to the GM for review. A Sub-committee is expected to be formed to develop a plan.
02/23/2017	The re-construction of the District's lobby is nearing completion.	9.d	George Briest	2/2017		The glass to be placed in front of receptionist's desk is expected to be installed in February.
02/23/2017	A Sub-committee will be formed to consider award for 4,000 days of safety, if met.	7	Joe Mackey	2017		If employees reach 4,000 days w/o a preventable lost time injury, they will receive a special award.



Memo

Date: April 27, 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 JUNE 29, 2017

