



SAFETY COMMITTEE MEETING
JUNE 29, 2017



**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: JUNE 29, 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 April 27, 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 July/August 2017 Training Calendar

7. Discussion and Information on Safety Committee Meeting Closed Session
8. Consider an Informational Report on the "Safety Has No Quitting Time" (SHNQT) Program
9. Review of Employee Injuries, Vehicle Accidents and Safety Reports (If Necessary)
10. Consider a Report on May and June Safety/Risk Compliance Activities
11. Consider the Safety Action-Items Assigned / Completed
12. Consider Future Agenda Items
13. Closed Session (If Necessary)
14. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Leslie Naritelli, Recorder
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE APRIL 27, 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: June 29, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE JULY / AUGUST 2017 TRAINING CALENDAR**

Attached is the July/August training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
July/August 2017**

July:

Tailgate Topics; Avoiding Harassment, Heat Illness Awareness

Defensive Driving

First Aid Refresher

August:

Tailgate Topics; Stretching, Ergonomics

First Aid Refresher

Memo

Date: June 29, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **DISCUSSION AND INFORMATION ON SAFETY COMMITTEE MEETING
CLOSED SESSION**

At the April 27, 2017 Safety Committee meeting, General Manager Thorner requested that the committee consider a standing “Closed Session” line item on the Safety Committee meeting agenda.

A Closed Session will be added; however, the General Counsel has advised that all employee injuries, vehicle accidents, and safety reports be reviewed in the open session as they do not cover discipline.

If the Safety Committee discusses District claims or claims against the District, those may be discussed in Closed Session. In accordance with the Brown Act, only the Safety Committee members may attend the Closed Session; sub-committee members, standing employees, and the recorder must be excused.

Staff will be available to answer any questions.

Memo

Date: June 29, 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**

At the April Safety Committee meeting, there was discussion with regard to the report on property damage. This report is current and any property damage reported under the SHNQT program is the reporting of employee safety violations to District property; there are none to date in 2017.

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

June 23, 2017

OSHA 300 COUNT RECORDS

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

4064 CONSECUTIVE NUMBER OF DAYS

SAFETY RECOGNITION PROGRAM 2017

NUMBER OF RECORDABLE INJURIES IN 2017 – 0

NUMBER OF LOST DAYS IN 2017 – 0

Total Preventable Vehicle Incident and/or Vehicle Related 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)

TOTAL PREVENTABLE DAMAGES

2015		2015	2016		2016	2017	
VEHICLE DAMAGED	VEHICLE \$ DAMAGE	PROPERTY DAMAGE	VEHICLE DAMAGED	VEHICLE \$ DAMAGE	PROPERTY DAMAGE	VEHICLE	PROPERTY DAMAGE
MAR - (#51 DUMP TRUCK DMG)	\$68.95	NONE	FEB- (#12 DUMP TRK FEND)	\$1,743.47	NONE		
APR - (#40 REPLACE DMGD TAIL LIGHT)	\$110.18		MAR- (#66 TRUCK BMPR)	\$1,961.28			
MAY - (#64 TRUCK SIDE DR)	\$320.04		SEP - (#84 DUTY TRUCK)	\$2,668.86			
JUNE - (#52 TRUCK)	\$49.77						
JUNE - (#51 DUMP TRUCK DMG)	\$1,942.52						
TOTAL	\$2,491.46		TOTAL	\$6,373.61			

Memo

Date: June 29, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)**

If necessary, the Safety Committee will review and discuss employee injuries, vehicle accidents and safety reports since the last committee meeting occurred.

The Safety Committee will determine if the situation was “preventable” or “non-preventable.” The committee may also develop recommendations regarding the incident.

Staff will be available to answer any questions.

Memo

Date: June 29, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON MAY AND JUNE SAFETY/RISK COMPLIANCE ACTIVITIES**

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

Attachments: List of Safety / Risk Compliance Activities

**Safety/Risk Compliance Activities
May/June 2017**

May:

Employee Fit Testing

Member Area Communication System (MACS) Radio Test

New Employee Orientation for AGM Assistant

County HazMat Inspection at Main Yard

National Public Works Week (NPWW) Luncheon

General Duties

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

June:

DHS Security Assessment at Water Reclamation Facility and Main Yard

Employee Fit Testing

New Temporary Employee Safety Orientation

Outdoor Bugs and Snakes Training Class

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: June 29, 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	10/26/2017	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	10/26/2017	ANNUALLY	Industrial Safety Professionals will provide two 24-hr classes and an 8-hr refresher class annually for first responders.
04/27/2017	Ms. Wilson will address the Committee regarding the District's critical infrastructure; 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.	10.b 10.c	Joe Mackey	10/26/2017		Homeland Security "Active Shooter" training is a District annual goal for 2017.
04/27/2017	The District processed a purchase order for real time monitors using blue tooth when entering confined spaces.	10.d	Joe Mackey	8/31/2017		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	8/31/2017		Following the GM's approval of the appropriate language, the final outcome will be presented to the Safety Committee.
4/27/2017	Once finalized, the San Diego County Multi-Hazard Mitigation Plan (MHMP) will be presented to the Safety Committee.	10.e	Joe Mackey	8/31/2017		The GM requested that the final MHMP Plan be presented in a Closed Session of the Safety Committee.
4/27/2017	Kelly Wilson with DHS, has provided examples and listed questions necessary to establish a Business Continuity Plan (BCP) .	10.f	Joe Mackey	10/26/2017		Information provided by DHS was submitted to the GM for review. A Sub-committee is expected to be formed to develop a BCP.
4/27/2017	Fire Alarm system in Bldg-J to be verified that all is working.	7	Joe Mackey	6/29/2017		Following the March 15 th fire drill; verify that the alarm system and all alarms are working.
4/27/2017	Caught Being Safe "CBS" Award (SEE ATTACHED)	9	Joe Mackey	Report at Safety Mtg		A report of those who have received CBS Award will be provided at every meeting.

CBS WINNER

- **“Bruno” Brunozzi**



Nominated by:
Joe



On 5/10/17, Bruno was CAUGHT BEING SAFE!!!!
Bruno provided training and inspection on the fall protection equipment (including harnesses, tripod, winches, also portable ventilation fan). Bruno takes a lead role in performing the inspection/ PM maintenance on the fall protection equipment at the 4S Ranch WRF; which includes inspecting the tripod for any loose bolts (and making sure they are torqued to a specific pressure), inspecting the equipment for defects or anything that could take the equipment out of service. When inspecting the fall arrestor or retrieval winches, he inspects the cable for fraying or areas that have kinks in the line, he also checks the latches to make sure that they're operating as intended. When working with or around Bruno you can see that he recognizes the safety aspect of each task and also takes the time to go out of his normal areas of responsibility to provide training to others.





Memo

Date: June 29, 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.



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CLOSED SESSION**

It may be necessary to go into a Closed Session.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING

WILL BE HELD AUGUST 31, 2017

