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: AUGUST 31, 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 June 29, 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 September/October 2017 Training Calendar
7. Consider an Informational Report on the “Safety Has No Quitting Time” (SHNQT) Program

8. Consider Review of Employee Injuries, Vehicle Accidents and Safety Reports (If Necessary)

9. Consider a Report on July and August Safety/Risk Compliance Activities

10. Consider the Safety Action-Items Assigned / Completed

11. Consider Future Agenda Items

12. Closed Session
   • Presentation of the Multi-Hazard Mitigation Plan (MHMP) [Pursuant to Government Code Section 54957(a)]

13. Adjournment
Memo

To: Olivenhain Municipal Water District Safety Committee
From: Leslie Naritelli, Recorder
Subject: CONSIDER APPROVAL OF THE MINUTES OF THE JUNE 29, 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: August 31, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: CONSIDER APPROVAL OF THE SEPTEMBER/OCTOBER 2017 TRAINING CALENDAR

Attached is the September/October training calendar.

Attachment: Schedule for Safety Training
Olivenhain MWD
Training Calendar
September/October 2017

September:
Tailgate Topics; Emergency Evacuation Procedures, Stretching
Defensive Driving

October:
Tailgate Topics; Fire Safety, Hand Tool Safety
Dept. of Homeland Security (DHS) Active Shooter
Memo

Date: August 31, 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.

Clarification of the Incidence Rate (IR) recordable injuries based on the 200,000 hours worked formula for 100 employees was added per the committee at the June 29th meeting.

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 2016 was 1.2 recordable injuries based on the 200,000 hours worked formula for 100 employees.

Olivenhain Municipal Water District Rate (Based on this 3 yr avg of 83 employees)
2013 - 2.4 injuries, 2014 - 1.2 injuries, 2015 - 2.4 injuries, [2016 - 1.2 injuries]

<table>
<thead>
<tr>
<th>Year</th>
<th>Injuries</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>2.4</td>
</tr>
<tr>
<td>2014</td>
<td>1.2</td>
</tr>
<tr>
<td>2015</td>
<td>2.4</td>
</tr>
<tr>
<td>2016</td>
<td>1.2</td>
</tr>
</tbody>
</table>

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 2016 rate will be available late 2017]


Last Reportable / Preventable Lost-Time Injury was

May 8, 2006

INJURY AND LOST TIME COUNT AS OF

August 31, 2017

OSHA 300 COUNT RECORDS

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

4133 CONSECUTIVE NUMBER OF DAYS

SAFETY RECOGNITION PROGRAM 2017

NUMBER OF RECORDABLE INJURIES IN 2017 – 1
NUMBER OF LOST DAYS IN 2017 – 0

Year-to-Date 2017 Totals:
Preventable Vehicle Incident and/or Vehicle Related Property Damage in 2017 - $1,500.75

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

<table>
<thead>
<tr>
<th>OMWD VEHICLE DAMAGED</th>
<th>OMWD VEHICLE DAMAGE $ AMT</th>
<th>OTHER PROPERTY DMG $ AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR - #51 DUMP TRUCK DMG</td>
<td>$68.95</td>
<td>NONE</td>
</tr>
<tr>
<td>APR - #40 REPLACE DMGD TAIL LIGHT</td>
<td>$110.18</td>
<td></td>
</tr>
<tr>
<td>MAY - #64 TRUCK SIDE DR</td>
<td>$320.04</td>
<td></td>
</tr>
<tr>
<td>JUNE - #52 TRUCK</td>
<td>$49.77</td>
<td></td>
</tr>
<tr>
<td>JUNE - #51 DUMP TRUCK DMG</td>
<td>$1,942.52</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,491.46</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### 2016

<table>
<thead>
<tr>
<th>OMWD VEHICLE DAMAGED</th>
<th>OMWD VEHICLE DAMAGE $ AMT</th>
<th>OTHER PROPERTY DMG $ AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEB - #12 DUMP TRK FEND</td>
<td>$1,743.47</td>
<td>NONE</td>
</tr>
<tr>
<td>MAR - #66 TRUCK BMPR</td>
<td>$1,961.28</td>
<td></td>
</tr>
<tr>
<td>SEP - #84 DUTY TRUCK</td>
<td>$2,668.86</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$6,373.61</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### 2017

<table>
<thead>
<tr>
<th>OMWD VEHICLE DAMAGED</th>
<th>OMWD VEHICLE DAMAGE $ AMT</th>
<th>OTHER PROPERTY DMG $ AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE - #40 REPLACED WINDSHIELD</td>
<td>$288.16</td>
<td></td>
</tr>
<tr>
<td>JUNE - #63* REPLACED/PAINTED FRONT BUMPER</td>
<td>$1,029.17</td>
<td>*Approx $3,000.00</td>
</tr>
<tr>
<td>JULY - #93 REPLACED PASSENGER MIRROR</td>
<td>$183.42</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,500.75</strong></td>
<td></td>
</tr>
</tbody>
</table>
Memo

Date: August 31, 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.
Date: August 31, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: CONSIDER A REPORT ON JULY AND AUGUST SAFETY/RISK COMPLIANCE ACTIVITIES

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

Attachments: List of Safety / Risk Compliance Activities
Safety/Risk Compliance Activities
July/August 2017

July:

Dept. of Homeland Security (DHS) Security Assessment at Main Yard
Member Area Communication System (MACS) Radio Test
New Employee Safety Orientations (3)
Backhoe Training in Lower Yard
Water Agency Emergency Collaborative (WAEC) Steering Committee
Fire Alarm Inspections
Mine Safety Appliance (MSA) Confined Space Monitors Software Demo
Oroville Dam Emergency Response Presentation

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

August:

OMWD Kid’s Day
New Employee Safety Orientations (3)
Open House at the Water Reclamation Facility (WRF)
Employee Boot Day

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: August 31, 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
<table>
<thead>
<tr>
<th>Safety Meeting Date</th>
<th>Discussion/Agora Item</th>
<th>Note Location in Minutes</th>
<th>Assigned To</th>
<th>Deadline/Timeline</th>
<th>Completed</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/27/2016</td>
<td>(SHNQT) Revisit the dollar $ amount for preventable vehicle incident damage annually in October.</td>
<td>7 and 12.a</td>
<td>Joe Mackey</td>
<td>10/26/2017 AGENDA</td>
<td>ANNUALLY</td>
<td>Oct 27, 2016 the committee voted to keep the $10,000 marker as a cap for preventable damage to District vehicles/property.</td>
</tr>
<tr>
<td>6/29/2016</td>
<td>Chemical spill “Awareness Training” has been completed. The “First Responder Training” at both the DCMWTP and the 4S WRF will be completed in 2017.</td>
<td>11.a</td>
<td>Dave Smith</td>
<td>10/26/2017</td>
<td>ANNUALLY 2017</td>
<td>The “First Responder Training” for chemical spills will be scheduled soon with Industrial Safety Professionals.</td>
</tr>
<tr>
<td>06/29/2017</td>
<td>Ms. Wilson will address the Committee regarding the District’s critical infrastructure in a Closed Session; 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.</td>
<td>10 and 11.b</td>
<td>Joe Mackey</td>
<td>10/26/2017 AGENDA</td>
<td></td>
<td>Homeland Security “Active Shooter” training is a District annual goal for 2017.</td>
</tr>
<tr>
<td>06/29/2017</td>
<td>The District processed a purchase order for MSA Altair 5x Confined Space Monitors with Blue Tooth capabilities for use when entering confined spaces.</td>
<td>11.c</td>
<td>Joe Mackey</td>
<td>10/26/2017 AGENDA</td>
<td></td>
<td>Once put into practice, a presentation will be made to the Safety Committee and the Board of Directors.</td>
</tr>
<tr>
<td>10/27/2016</td>
<td>The language for the indemnity provision for contracts and purchase orders will be generated.</td>
<td>9</td>
<td>Dave Smith</td>
<td>10/26/2017 AGENDA</td>
<td></td>
<td>Following the GM’s approval of the appropriate language, the final outcome will be presented to the Safety Committee.</td>
</tr>
<tr>
<td>6/29/2017</td>
<td>Now finalized, the San Diego County Multi-Hazard Mitigation Plan (MHMP) will be presented to the Safety Committee.</td>
<td>11.d</td>
<td>Joe Mackey</td>
<td>8/31/2017 AGENDA</td>
<td>COMPLETE</td>
<td>The GM requested that the final MHMP Plan be presented in the Closed Session of the August Safety Committee.</td>
</tr>
<tr>
<td>6/29/2017</td>
<td>A Draft 2005 Business Continuity Plan (BCP) will be updated to 2017 business practices.</td>
<td>11.e</td>
<td>Joe Mackey</td>
<td>10/26/2017</td>
<td></td>
<td>A Sub-committee is expected to be formed to work with the outside consultant hired to establish a BCP.</td>
</tr>
<tr>
<td>6/29/2017</td>
<td>Fire Alarm system to be tested and patched to allow alarms to be heard from both the Main Bldg and Bldg-J to be verified that all is working.</td>
<td>11.f</td>
<td>Joe Mackey</td>
<td>8/31/2017 Report at Meeting</td>
<td>COMPLETE</td>
<td>A patch will be applied for both buildings to have working fire alarms; once the new District building is complete the fire alarms will work properly.</td>
</tr>
<tr>
<td>8/31/2017</td>
<td>Caught Being Safe “CBS” Award (SEE ATTACHED)</td>
<td></td>
<td>Joe Mackey</td>
<td>Report at Meeting</td>
<td></td>
<td>A report of those who have received CBS Award will be provided at every meeting.</td>
</tr>
<tr>
<td>8/31/2017</td>
<td>Sub-committee’s Recommendation for 2017 Mid-Year Safety Award</td>
<td></td>
<td>Joe Mackey</td>
<td>8/31/2017 Report at Meeting</td>
<td></td>
<td>Recommendation will be discussed at the August 31st meeting.</td>
</tr>
</tbody>
</table>
Memo

Date: August 31, 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

Date: August 31, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: CLOSED SESSION

The Multi-Hazard Mitigation Plan (MHMP) will be presented in the Closed Session pursuant to Government Code Section 54957(a).
WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING
WILL BE HELD OCTOBER 26, 2017