



**MINUTES OF A REGULAR
SAFETY COMMITTEE MEETING**

AUGUST 30, 2018

MEMBER REPRESENTATIVES

Acting Chair:

Co-Chair:

Board Directors:

Bargaining Unit Members Association (BUMA):

Customer Services Department:

District Employees Association (DEA):

DCM Water Treatment Plant:

Engineering Department:

Finance Department:

Operations Department:

Telemetry and Information Technology

Water Reclamation Facility:

Safety SUB-Committee:

Adam Calm, Dan Nevitt, Kevin Gerken, Tong Tang

Additional Employee Attendees:

Recorder:

ATTENDEES

Kimberly Thorner, General Manager

Joseph Mackey, Safety/Risk Compliance Administrator
Tom Wood, Human Resources Manager

Robert F. Topolovac
Gerald E. Varty

Adam Calm, Systems Operator II

Jeff Anderson, Park Supervisor

None

Tom Arellano, Water Treatment Facilities Supervisor

George Briest, Engineering Manager

Rainy Selamat, Finance Supervisor

Dave Smith, Operations Manager

Dan Nevitt, Instrument Control Tech II

John Onkka, Water Reclamation Facilities Supervisor

Tong Tang, Field Services Technician I

Dan Bean, Operations Supervisor - Construction

Pierre Dreher, WTP Operator Level III

Raymond Motas, Water Reclamation Operator Level III

Leslie Naritelli, Records & Contracts Coordinator, HR Dept.

Committee Chair, Kimberly Thorner, called the meeting to order at 8:00 A.M. and called the roll; Directors Topolovac and Varty were present.

3. ADOPTION OF AGENDA

Director Varty moved to adopt the Agenda, seconded by Rainy Selamat and carried.

4. PUBLIC COMMENTS

There was no one present for public comment.

5. CONSIDER APPROVAL OF THE MINUTES OF THE JUNE 28, 2018 REGULAR SAFETY COMMITTEE MEETING

George Briest moved to approve the minutes of the June 28, 2018 Regular Safety Meeting, seconded by Director Topolovac and carried.

6. CONSENT CALENDAR:

C-a. CONSIDER APPROVAL OF THE SEPTEMBER/OCTOBER 2018 TRAINING CALENDAR

Director Varty moved to approve the Consent Calendar, seconded by George Briest and carried.

7. CONSIDER AN INFORMATIONAL REPORT ON THE "SAFETY HAS NO QUITTING TIME" (SHNQT) PROGRAM

Joe Mackey reported on the injury, vehicle, and property statistical information provided in the Board packet.

Joe Mackey stated that the District's last preventable lost time injury was in 2006; as of today the District has 4,497 days without a lost time injury.

The inspector from Special District's Risk Management Authority (SDRMA) visited ALL District facilities in July and was quite impressed with our safety program as a whole and felt the District's safety record is certainly historical.

Committee Chair Thorner stated that she would like to set another Goal or Milestone for the employees to meet for "No Lost Time" injuries. Following discussion, the committee concurred that the new Goal would be set at 5,000 days with "No Lost Time" injuries.

8. CONSIDER REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)

Joe Mackey reported that a District employee was working at the DCM Water Treatment Plant using a high-pressured power hose with a power handle. He stated that it can be very dangerous if not used properly. The employee was cleaning the interior of cones/candles and his hand moved up a bit too far on the power handle causing the forced water to cut through his leather glove cutting his hand and requiring two-stitches. Mr. Mackey recommended this incident be considered preventable as the employee has performed this task many times and may have taken his mind off of the task for a moment. Tom Arellano stated that the employee was using a leather glove and the incident should have been avoided; he suggested the District look into a better glove. Joe Mackey will search the industry for gloves used when performing tasks with a pressurized power hose.

George Briest asked if the District has specific training for using a 5,000 psi high pressured power hose. Joe Mackey said he doesn't believe there is training for that specific piece of equipment; however, there is training for high pressured air nozzles. He will look into providing this training.

Dan Bean moved to concur that this incident with the high pressured power hose was preventable and that Joe Mackey investigate a better glove for this task and provide the appropriate training, seconded by Dave Smith and carried.

9. CONSIDER A REPORT ON JULY AND AUGUST SAFETY/RISK COMPLIANCE ACTIVITIES

Joe Mackey reviewed the Safety/Risk Compliance Activities as provided in the Safety Committee Packet and added the following information:

- SDRMA came and inspected all District facilities to see if they could offer any suggestions for improvement. While he did have some suggestions, the inspector was quite impressed and stated that the District was the best he's seen within his service area which encompasses all of Southern California.
- There were five (5) CPR/AED/First Aid classes provided for all employees requiring a refresher course. Should a new employee need the initial training, the District will provide them the training through the Pacific Safety Council or the Red Cross as the cost is less than providing a full class on-site at the District. The cost of the certification cards has increased.
- Completed Safety Orientations for the San Diego County Water Authority interns. There was a new rule established that interns cannot use any District motorized equipment, no forklifts, no vehicles, etc., and remember interns cannot work over 27 hours per week.
- The Active Shooter training was presented in July with good feedback received from those who participated. The substance of things learned will be considered when building the District's new Headquarters facility.

10. CONSIDER SAFETY ACTION ITEMS ASSIGNED / COMPLETED

Joe Mackey reviewed the Safety/Risk Compliance Activities as provided in the Safety Committee Packet.

The following action items were discussed:

- a. Once the District enters into an agreement and receives an invoice from MSA (Mine Safety Appliances), the front desk will receive the capability to use the MSA Altair 5X Confined Space Monitor to observe employees entering/exiting a vault/confined space.
- b. A Caught Being Safe (CBS) certificate was presented at the August Employee Forum to Michelle Angel as she addressed the water she noticed coming from underneath a vending machine refrigerator in the District's Break Room. She placed a "Wet Floor" sign in the immediate area and informed the Safety/Risk Compliance Administrator.

Committee Chair Thorner asked about bulletproof clip boards that were mentioned during the Active Shooter Training; she stated that employees have been requesting them. Following discussion, Director Topolovac suggested to purchase a couple of bulletproof clip boards for the crew to use on a trial basis and report their findings; the committee concurred.

11. CONSIDER FUTURE AGENDA ITEMS

Tom Wood stated that at the next Safety Committee meeting we will need to discuss: 1) the Safety Program for any necessary revisions; and 2) the \$10,000 limit for preventable damage to District vehicles/equipment/property. He stated that the information will be sent with the Safety Committee Packet in October and asked everyone to please review and bring any suggestions to the October Safety Committee Meeting because this will be approved by the Board in December.

12. CLOSED SESSION (If Necessary):

There was no Closed Session.

13. ADJOURNED

Committee Chair Thorner adjourned the meeting at 8:36 A.M. The next Safety Committee meeting is scheduled for Thursday, October 25, 2018 at 8:00 A.M. in the Boardroom.

Robert F. Topolovac
Board Director
Olivenhain Municipal Water District

ATTEST:

Kimberly A. Thorner
Safety Committee Chair / General Manager
Olivenhain Municipal Water District