



SAFETY COMMITTEE MEETING  
AUGUST 30, 2018



**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 30, 2018

**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 28, 2018 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 2018 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 (If Necessary)
13. Adjournment



# Memo

To: Olivenhain Municipal Water District Safety Committee  
From: Leslie Naritelli, Recorder  
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE JUNE 28, 2018 REGULAR SAFETY COMMITTEE MEETING**

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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 30, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE SEPTEMBER/OCTOBER 2018 TRAINING CALENDAR**

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Attached is the September/October training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
September/October 2018**

**September:**

Tailgate Topics; Public Building Safety & Hand Tool Safety

Forklift Training Refreshers

AFIF Ammonia Training for Plant Employees

**October:**

Tailgate Topics; Fire Safety & Ergonomics

Suspicious Package Training



# Memo

Date: August 30, 2018  
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**

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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, 2017, and 2018.

Staff will be available to answer any questions.

Attachment(s): SHNQT Report; 2015-2018 Vehicle/Property Damage



The Incidence Rate (IR) for OMWD in 2017 was 2.5 recordable injuries based on the 200,000 hours worked formula for 100 employees.

Olivenhain Municipal Water District Rates (Based on this 3 yr avg of 85 employees)

2014 - 1.2 injuries, 2015 - 2.4 injuries, 2016 - 1.2 injuries: **3 yr avg = 1.60 injuries**

NAICS - Code 22131 rates:

2014 - 5.1 injuries, 2015 - 4.4 injuries, 2016 - 4.2 injuries: **3 yr avg = 4.56 injuries**

**The "Safety Has No Quitting Time" award is based on the last recorded 3-year average national incident rate for Water Supply and Irrigation Systems**

**[The BLS 2017 rate will be available late 2018]**

The National Injury / Illness Rate can be found at the Bureau of Labor Statistics ([www.BLS.gov](http://www.BLS.gov)). The North American Industry Classification System (NAICS) code for OMWD is 22131 - Water Supply & Irrigation Systems

**Last Reportable / Preventable Lost-Time Injury was**

**May 8, 2006**

**INJURY AND LOST TIME COUNT AS OF**

**August 30, 2018**

**OSHA 300 COUNT RECORDS**

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

**4497 CONSECUTIVE NUMBER OF DAYS**

**SAFETY RECOGNITION PROGRAM 2018**

**NUMBER OF RECORDABLE INJURIES IN 2018 = 0**

**NUMBER OF LOST DAYS IN 2018 = 0**

**Year-to-Date 2018 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in 2018 = \$2,742.79

- 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		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
MAR - #51 DUMP TRUCK DMG	\$68.95	NONE
APR - #40 REPLACE DMGD TAIL LIGHT	\$110.18	
MAY - #64 TRUCK SIDE DOOR	\$320.04	
JUNE - #52 TRUCK	\$49.77	
JUNE - #51 DUMP TRUCK DMG	\$1,942.52	
<b>TOTAL</b>	<b>\$2,491.46</b>	

2016		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - #12 DUMP TRK FEND	\$1,743.47	NONE
MAR - #66 TRUCK BMPR	\$1,961.28	
SEPT - #84 DUTY TRUCK	\$2,668.86	
<b>TOTAL</b>	<b>\$6,373.61</b>	

2017		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUNE - #40 REPLACED WINDSHIELD	\$288.16	
JUNE - #63 REPLACED/PAINTED FRONT BUMPER	\$1,029.17	\$1,753.96
JULY - #93 REPLACED PASSENGER MIRROR	\$183.42	
SEPT - #47 REPAIR TOOL CABINET FRAME	\$3,743.56	
<b>TOTAL</b>	<b>\$5,244.31</b>	<b>\$1,753.96</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2017

**\$6,998.27**

2018		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
MAR - #53 REPLACED BUMPER/FENDER	\$2,742.79	NONE
<b>TOTAL</b>	<b>\$2,742.79</b>	

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2018

**\$2,742.79**

# Memo

Date: August 30, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER REVIEW OF EMPLOYEE INJURIES, VEHICLE ACCIDENTS AND SAFETY REPORTS (IF NECESSARY)**

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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.

**PREVENTABLE:** Could a reasonable prudent employee, or the District, in a like or similar situation, have been able to avoid or prevent the accident from occurring? If the answer is yes, the accident shall be defined as preventable.

Staff will be available to answer any questions.

# Memo

Date: August 30, 2018  
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**

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Attached is a list of safety/risk compliance activities for the months of July and August 2018. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

## **Safety/Risk Compliance Activities July/August 2018**

### **July:**

Member Area Communication System (MACS) Radio Test

SDRMA Safety Program Inspections (All Facilities)

DHS Security Presentation at SDCWA Escondido

800 MHz Radio Test with the Elfin Forest Recreational Park, 4S Ranch Water Reclamation Facility, and the Safety Office

New Employee Safety Orientation

First Aid Classes

General Duties

- Employee Forum Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

### **August:**

Member Area Communication System (MACS) Radio Test

800 MHz Radio Test with the Elfin Forest Recreational Park, 4S Ranch Water Reclamation Facility, and the Safety Office

Water Utility Safety Managers Association (WUSMA) Meeting at Sweetwater

Intern Safety Orientations

Employee Boot Day at Main Yard

General Duties

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

# Memo

Date: August 30, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

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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
10/25/2018	(SHNQ)T Revisit the dollar \$ amount for preventable damage to District vehicles/property; and the language for preventable accidents and/or vehicle incident damage annually in October.		Joe Mackey	10/25/2018	ANNUALLY	Oct 26, 2017, the committee voted to keep the \$10,000 cap; also, approved the language for the term preventable.
02/22/2018	Front Desk to receive capability to use the MSA Altair 5X Confined Space Monitor.	10	Joe Mackey Adam Calm	10/25/2018		The GM requested that the Front Desk also have the equipment installed to monitor an employee entering a vault/confined space.
06/28/18	A <b>mandatory</b> rule has been put into place that employees using the banding machine must wear leather gloves.	8	Joe Mackey		COMPLETED	All employees who use the banding machine <b>MUST</b> wear leather gloves. Joe Mackey provided a Tailgate session on this new mandatory rule.
<b>Standing Item</b>	ACWA/JPIA LaBounty Award for invented or fabricated better/safer methods or tools to complete a task are presented at ACWA Spring or Fall Conference.		Dept. Managers	02/22/18		Dave Smith submitted the District's fabricated valve key to exercise the overflow valve at 4S WRF Wet Weather Storage Pond for the LaBounty Award.
<b>Standing Item</b>	Caught Being Safe (CBS) Certificate.		Joe Mackey	<b>Report at Meeting</b>		Employees who received a CBS Certificate – list attached.



## EMPLOYEES CAUGHT BEING SAFE (CBS)

At the August 14th Employee Forum, the following employee(s) was recognized with a \$25 Home Depot gift card for noticing and addressing water coming from underneath a vending machine refrigerator in the Break Room. She placed a "Wet Floor" sign in the immediate area and informed the Safety/Risk Compliance Administrator.

Michelle Angel – Customer Service Rep I



# Memo

Date: August 30, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CONSIDER FUTURE AGENDA ITEMS**

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This is an opportunity for anyone who may have an item for consideration at a future Safety Committee meeting.





# Memo

Date: August 30, 2018  
To: Olivenhain Municipal Water District Safety Committee  
From: Joseph Mackey, Safety / Risk Compliance Administrator  
Subject: **CLOSED SESSION DISCUSSION (If Necessary)**

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It may be necessary to go into a Closed Session.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING  
WILL BE HELD OCTOBER 25, 2018

