



SAFETY COMMITTEE MEETING

APRIL 25, 2019



**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: APRIL 25, 2019

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 28, 2019 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 2019 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 OSHA and What Constitutes Lost Time
10. Consider a Report on the Cost to Replace the Outdated Automatic Emergency Defibrillators (AEDs) Located at all District Facilities and the Redundancy of AEDs at the Satellite Facilities
11. Consider a Report on March and April Safety/Risk Compliance Activities
12. Consider the Safety Action-Items Assigned/Completed
13. Consider Future Agenda Items
14. Closed Session (If Necessary)
15. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Leslie Naritelli, Recorder
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE FEBRUARY 28, 2019
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 25, 2019
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MAY/JUNE 2019 TRAINING CALENDAR**

Attached is the May/June training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
May/June 2019**

May:

Tailgate Topics; Heat Stress, Reducing the Threat of Customer Violence

Trench and Shore Refresher (All-hands)

June:

Tailgate Topics; Customer Service – Stretch Before Work

Heat Illness Prevention (All-hands)

Memo

Date: April 25, 2019
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 - 2018, and 2019.

Staff will be available to answer any questions.

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



The Injury Incident Rate (IIR) for OMWD in 2018 was 2.4 recordable injuries based on the 200,000 hours worked formula for 100 employees.

OMWD Preventable Injury Rates (Based on this 3-year avg of 85 employees)

2015 - 2.4 injuries, 2016 - 1.2 injuries, 2017 - injuries 2.4: **3-year avg = 2.00 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2015 - 4.4 injuries, 2016 - 4.2 injuries, 2017 - 3.2 injuries: **3-year avg = 3.93 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 2018 rate will be available in late 2019]

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 as agreed by the Safety Committee 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

April 25, 2019

OSHA 300 COUNT RECORDS

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

4735 CONSECUTIVE NUMBER OF DAYS

OMWD SAFETY RECOGNITION PROGRAM 2019

NUMBER OF PREVENTABLE INJURIES IN 2019 = 0

(Recordable OSHA Injuries "OSHA 300 Log" in 2019 = 0)

NUMBER OF LOST DAYS IN 2019 = 0

Year-to-Date 2019 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2019 = \$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		
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	
TOTAL	\$2,491.46	

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	
TOTAL	\$6,373.61	

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	
TOTAL	\$5,244.31	\$1,753.96

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	\$0.00
SEP - FORKLIFT DMG TO BODY/FLAT TIRE	\$557.78	\$0.00
SEP - #79 & #62 TRUCKS/FENDER DMG	\$1,651.22	\$0.00
OCT - #92 TRUCK / P/S FRONT BUMPER	\$432.94	\$0.00
OCT - CITIZEN VEHICLE REPAIR / RENTAL	\$0.00	\$2,582.73
TOTAL	\$5,384.73	\$2,582.73

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

\$7,967.46

2019		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
NONE AS OF 4/25/2019		

Memo

Date: April 25, 2019
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)**

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: April 25, 2019
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON OSHA AND WHAT CONSTITUTES LOST TIME**

At the February 28th Safety Committee Meeting, Committee Chair Thorner requested that this item be placed on the April Agenda to discuss the differences between OSHA and the District and what constitutes a lost time injury.

Currently, OMWD maintains a program called “Safety has no Quitting Time” (SHNQT) that tracks the injury and accident damage amounts related to the year’s activities. This program uses similar data to the OSHA 300 Log, but allows a definition of Preventable or Non-Preventable to determine if the District is at fault for the accident/injury. OSHA does not allow a similar determination for the 300 Log. All injuries that are not first aid only are logged on the 300 log regardless of who is determined to be at fault.

OSHA considers lost time to be any time away or restricted from normal working activities because of an injury at work. Lost time is considered to begin on the second day after the injury and includes any modification of duties upon return.

If an employee is scheduled for vacation during their industrial leave or during modified/light duty assignment, OSHA still considers it lost time unless it overlaps the release to full duty by the treating physician.

Staff will be available to answer questions.

Memo

Date: April 25, 2019
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON THE COST TO REPLACE THE OUTDATED
AUTOMATIC EMERGENCY DEFIBRILLATORS (AEDs) LOCATED AT ALL
DISTRICT FACILITIES AND THE REDUNDANCY OF AEDs AT THE SATELLITE
FACILITIES**

At the February 28th Safety Committee meeting, it was reported that the life of the AED is seven (7) to ten (10) years; however, the District's AEDs are reaching 13 years.

Committee Chair Thorner requested that this item be placed on the April Agenda to discuss the replacement of the existing AEDs and other areas that may be warranted for placement of an AED.

A comprehensive report on the current status of all AEDs and the requests for additional AEDs at satellite facilities is attached. A timeline for the normal useful life of the AEDs and replacement dates are included in the recommendations to the Committee.

The SRCA will report on the requests for additional AEDs for the Water Treatment Plant and the Water Reclamation Facility.

The cost of a replacement Cardiac Science G3 AED is currently \$1450.00

Attachment: AED Spread Sheet

OMWD AEDs as of 4/2019

Location	Serial Number	Manufacture Date	Battery Date	Replace Y/N	Notes
Parks Truck - 92	4021975	6/1/2006	2/19/2023	Y	New Bat and Pads
4S WRF	4021941	6/1/2006	2/19/2023	Y	New Bat and Pads
OMWD Admin	4021926	6/1/2006	2/19/2023	Y	New Bat and Pads
Parks Truck 94	4514182	1/1/2019	1/1/2023	N	Unit replaced 2/19
Interpretive Center	5124826	8/1/2011	6/23/2022	N	New Pads
Building J Store Room	4145248	9/1/2017	10/1/2020	N	New Pads
Parks Truck 100	4021953	6/1/2006	11/16/2023	Y	New Pads
Wellness Center	4279402	9/1/2009	2/19/2023	N	New Pads
Ops. Building B	4279368	9/1/2009	2/19/2023	Y	New Bat and Pads
Water Treatment	4022000	6/1/2006	2/19/2023	Y	New Bat and Pads
*4S WRF II					
*Water Treatment II					

* Additional AEDs have been requested

The approximate cost of the Cardiac Science G3 AED is \$1450

Memo

Date: April 25, 2019
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 2019. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities March/April 2019

March:

Member Area Communication System (MACS) Radio Test

Safety Inspections (All Facilities)

Lockout/Tagout Training &
Traffic Control Class with San Elijo Joint Powers

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

DHS 2019 Regional Resiliency Assessment Meeting @ County EOC

General Duties

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

April:

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 Agency Emergency Collaborative (WAEC) Meeting

General Duties

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

Memo

Date: April 25, 2019
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
10/31/2019	(SHNQT) 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	10/31/2019	ANNUALLY	Oct 25, 2018, the committee voted to keep the \$10,000 cap.
02/28/2019	The GM requested that the SRCA take a comprehensive look into the AEDs and the redundancy at the satellite facilities; also, to budget for the replacement of all AEDs that have past their life expectancy.	10	Joe Mackey	4/25/2019		The SRCA will look at replacing all AEDs past the expected life span; review the current locations and possible additional areas where an AED may be warranted. He will present the costs for the upcoming budget process.
02/28/2019	The GM requested that the SRCA review what OSHA classifies as lost time.	7	Joe Mackey	4/25/2019		The SRCA will provide a report of what OSHA categorizes as lost time.
Standing Item	The ACWA/JPIA LaBounty Award (now called the Safety Award) for invented or fabricated methods or tools that are better and safer to complete a task is presented at ACWA Spring or Fall Conference.		Dept. Managers	12/20/18		The District will continue to submit innovative methods or tools to ACWA/JPIA when applicable.
Standing Item	Caught Being Safe (CBS) Certificate.		Joe Mackey	Report at Meeting		Eight (8) CBS Awards Given - See Attached



EMPLOYEES CAUGHT BEING SAFE (CBS)

At the April 2nd Employee Forum, the following employees were recognized with a \$25 Home Depot gift card.

Shane Sullivan – Water Treatment Plant Operator Level III

Sean Stevenson – Water Treatment Plant Operator Level III

Jose Rodriguez – Valve Maintenance Technician I

Mike Salazar – Systems Operator I

Brian Keeler – Instrument Control Technician I

Justin Fichtelman – Valve Maintenance Technician I

Evan DeWindt – Water Treatment Plant Operator Level IV

Adam Calm – Systems Operator II

During a WTP scheduled shutdown event on January 30th, several Systems operations and WTP operations staff organized and executed a plan to remove the WTP Ammonia injection mixing paddle for maintenance and refurbishment. This plan involved isolation of nearly 3 miles of the 42" pipeline between the WTP and just beyond the AFIF vault as well as entry in an underground confined space in order to complete. Careful and detailed coordination, safety and job planning was required and proved successful as the work was completed without incident and according to schedule from beginning to end. The crew worked the entire day utilizing all necessary safety equipment including full-face respirators, fall retrieval systems, and several air blowers and MSA atmospheric sensors to continuously refresh and monitor any potentially dangerous air inside the vault during the work. The removal of the mixing paddle itself proved to be a challenge as it was heavily coated with a dense, engine-sized calcified ammonium salt mass which required several improvised tools to completely and safely remove it from the pipeline. The crew worked like a well-oiled machine to get it done for OMWD and should be recognized for this huge team effort!



Memo

Date: April 25, 2019
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: April 25, 2019
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CLOSED SESSION DISCUSSION (If Necessary)**

It may be necessary to go into a Closed Session.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING
WILL BE HELD JUNE 27, 2019

