



SAFETY COMMITTEE MEETING

April 28, 2021



**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
VIA TELECONFERENCE ONLY**

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 28, 2021

TIME: 2:30 p.m.

PLACE: Remote Regular Meeting VIA TELECONFERENCE ONLY

Pursuant to the State of California Executive Order N-35-20, and in the interest of public health, OMWD is temporarily taking actions to mitigate the COVID-19 pandemic by holding meetings electronically or by teleconference. The Boardroom will not be open to the public for this meeting.

To join this meeting via phone, please dial:
(669) 900-9128 or (346) 248-7799
Meeting ID: 853 5794 4517 and Password: 530597

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 25, 2021 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 2021 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 March and April Safety/Risk Compliance Activities
10. Consider a Report on Safety Program Review Dates and Update Schedule
11. Consider the Safety Action-Items Assigned/Completed
12. Consider Informational Report on COVID Task Force Updates
13. Consider Future Agenda Items
14. Closed Session (If Necessary)
15. Adjournment



Memo

To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE FEBRUARY 25, 2021
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 28, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MAY/JUNE 2021 TRAINING CALENDAR**

Attached is the May/June training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
May/June 2021**

May:

Tailgate Topics:

- Housekeeping (SDRMA)
- Vehicle Backing (OMWD)

June:

Tailgate Topics:

- Slips, Trips, and Falls (SDRMA)
- Lifting Safety (OMWD)

Memo

Date: April 28, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, 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 for years 2017-2021; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2017-2021.

Staff will be available to answer any questions.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2020 was 1.13 recordable injuries** based on OSHA's IIR Formula:

(Number of injuries and illnesses X 200,000) / Employee hours worked = Injury Incidence rate)

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

2018 - injuries 2.4, 2019 - 2.4, 2020- 1.13 **3-year avg = 1.9 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2017 - 3.2 injuries, 2018 - 5.8: 2019 - 5.1 **3-year avg = 4.7 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 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

August 15, 2020

INJURY AND LOST TIME COUNT AS OF

April 28, 2021

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

256 Days

OMWD SAFETY RECOGNITION PROGRAM 2021

NUMBER OF PREVENTABLE INJURIES IN 2021 = 0

NUMBER OF PREVENTABLE LOST DAYS IN 2021 = 0

(Recordable OSHA Injuries "OSHA 300 Log" in 2021 =1)

(Recordable OSHA Lost Days "OSHA 300 Log" in 2021 = 9)

Year-to-Date 2021 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2021 = **\$2,892.74** See Attached

- 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

| 2017 | | |
|---|----------------------------|---------------------------|
| OMWD VEHICLE DAMAGED | OMWD VEHICLE DAMAGE \$ AMT | OTHER PROPERTY DMG \$ AMT |
| JUN - #40 REPLACED WINDSHIELD | \$288.16 | \$0.00 |
| JUN - #63 REPLACED/PAINTED FRONT BUMPER | \$1,029.17 | \$1,753.96 |
| JUL - #93 REPLACED PASSENGER MIRROR | \$183.42 | \$0.00 |
| SEPT - #47 REPAIR TOOL CABINET FRAME | \$3,743.56 | \$0.00 |
| | | |
| 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 |
| JUN - HIGHLINE TRAILER (TOOLBOX) | \$357.77 | \$0.00 |
| AUG - FLATBED #45 (MIRROR) | \$793.98 | \$0.00 |
| NOV - #70 (TAIL SHELF, BUMPER) | \$3,600.19 | \$0.00 |
| NOV - # 66 (BUMPER & CITIZEN VEHICLE) | \$5,086.95 | \$3,734.33 |
| DEC - FORKLIFT / ROLLUP DOOR | \$0.00 | \$2,710.00 |
| | | |
| Total | \$9,838.89 | \$6,444.33 |

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2019

\$16,283.22

| 2020 | | |
|---------------------------|----------------------------|---------------------------|
| OMWD VEHICLE DAMAGED | OMWD VEHICLE DAMAGE \$ AMT | OTHER PROPERTY DMG \$ AMT |
| FEB - # 97 | \$1,882.00 | \$0.00 |
| APR - HIT MAIL BOX | \$0.00 | \$81.98 |
| NOV - #39 BACKED INTO #91 | \$466.00 | \$0.00 |
| | | |
| | | |
| Total | \$2,348.00 | \$81.98 |

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2020

\$2,429.98

| 2021 | | |
|----------------------|----------------------------|---------------------------|
| OMWD VEHICLE DAMAGED | OMWD VEHICLE DAMAGE \$ AMT | OTHER PROPERTY DMG \$ AMT |
| FEB - #26 | \$515.50 | |
| Mar - #95 | \$2,377.24 | |
| | | |
| | | |
| Total | \$2,892.74 | \$0.00 |

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE YEAR TO DATE

\$2,892.74

Memo

Date: April 28, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, 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 28, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, 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 2021. Staff will be on hand to answer questions.

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities March/April 2021

March:

- Participated in the California Water Environmental Association Plant of the Year tour at the Water Reclamation Facility.
- Provided Confined Space Entry Training to DCMWTP employees in preparation for the membrane cassette change-out procedure.
- Completed a compliance review of the Confined Space Entry Program and the Injury and Illness Prevention Plan.
- Completed the annual fire extinguisher inspections at headquarters, DCMWTP, and WRF.
- Completed the APCD emissions inventory for the WRF wastewater processing, sludge processing, site emergency generator, and Firehouse pump station emergency generator.
- Conducted new employee orientations for three new employees and two new temporary workers.
- Completed the California Air Resources Board Large Entity One-Time Report.

General Duties

- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

April:

- Conducted a new employee orientation for one new temporary worker.
- Completed the APCD emissions inventory for emergency generators located at RSF Lakes, Del Dios Pumpstations, Headquarters, DCMWTP, Rancho Cielo, Neighborhood #1, Neighborhood#3, Camino Sin Puente, Del Dios, and RSF Farms.
- Facilitated the annual inspection for all District fire extinguishers.
- Replaced all pediatric pads in District AEDs.

General Duties

- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test
- Completed emergency shower/eye wash station inspections

Memo

Date: April 28, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON SAFETY PROGRAM REVIEW DATES AND UPDATE SCHEDULE**

Attached is a list of OMWD safety programs along with their latest revision dates and schedule for next review.

Attachment(s): List OMWD Safety Programs/Plans Revision Dates and Review Schedule

**OMWD Safety Programs/Plans
Revision Dates and Review Schedule**

| Program | Latest Revision Date | Scheduled Review Date |
|---|-----------------------------|------------------------------|
| Confined Space Entry Program | 2021 | Feb-22 |
| Injury and Illness Prevention Program | 2021 | Mar-22 |
| Hazard Communication Program | 2008 | Apr-21 |
| Respiratory Protection Program | 2018 | Jun-21 |
| Electrical Safety Program | 2012 | Jul-21 |
| Fire Prevention Plan | 2008 | Aug-21 |
| Hearing Conservation Program | 2016 | Aug-21 |
| Lock out Tag out Program | 2015 | Sep-21 |
| Excavation and Trenching Safety Program | 2016 | Oct-21 |
| Personnel Protection Equipment Program | 2013 | Nov-21 |
| Forklift and Backhoe Safety Program | Section 1 – 2013 | Dec-21 |
| Forklift and Backhoe Safety Program | Section 2 – 2014 | Dec-21 |



Memo

Date: April 28, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

Attached is the list of action items assigned and their current status.

Attachment: Safety Meeting Action Items

SAFETY MEETING ACTION ITEMS

| Safety Meeting Date | Discussion/Agenda Item | Assigned To | Deadline/Timeline | Completed | Additional Comments |
|----------------------------|---|--------------------|--------------------------|------------------|--|
| 10/29/2020 | (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. | Tim Schuette | 10/29/2021 | Annually | Oct 22, 2020, the committee voted to keep the \$10,000 cap. |
| | | | | | |
| 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 | Ongoing | As needed | The District will continue to submit innovative methods or tools to ACWA/JPIA when applicable. |
| | | | | | |
| Standing Item | Caught Being Safe (CBS) Program. | Tim Schuette | Report at Meeting | As needed | None |
| | | | | | |
| 10/29/2020 | Conduct review for vegetation brush clearing requirements for fire mitigation around the DCMWTP with local fire department | Tim Schuette | 6/30/2021 | Annually | On going |

Memo

Date: April 28, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER INFORMATIONAL REPORT ON COVID TASK FORCE UPDATES**

Any COVID Task Force updates will be provided orally at the Safety Committee meeting.

Memo

Date: April 28, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, 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 28, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, 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 ON JUNE 23, 2021

