



# Safety Committee Meeting

May 22, 2024

**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: May 22, 2024

**TIME: 2:30 p.m.**

PLACE: HYBRID REGULAR MEETING VIA ZOOM AND IN PERSON

The meeting is being held virtually as a convenience to the public. The meeting will not stop or suspend its in-person meeting should a technological interruption occur with respect to the Zoom or call-on options listed on the agenda.

**For Zoom Participation:**

[www.zoom.us/join](http://www.zoom.us/join)

Meeting ID: 891 0079 5189

Password: 809028

**For Zoom Call-in Only:**

Call: (669) 444-9171

Meeting ID: 891 0079 5189

Password: 809028

**Public Participation/Comment:** Members of the public can participate in the meeting by emailing your comments on an agenda item to the Safety/Risk Compliance Administrator at [tschuetter@olivenhain.com](mailto:tschuetter@olivenhain.com) or address the committee directly in real-time under the public comments section. If you do not receive a confirmation email that your comment has been received, please call (760) 632-4217 or address the committee under the public comments section to ensure that your comments are heard in real-time. The subject line of your email should clearly state the item number you are commenting on and should include your name and phone number. All comments will be emailed to the safety committee.

*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 March 27, 2024 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 June/July 2024 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 April – May Safety/Risk Compliance Activities
10. Consider an Informational Report on the Draft Workplace Violence Prevention Plan
11. Consider the Safety Action-Items Assigned/Completed
12. Consider Future Agenda Items
13. Adjournment



# Memo

To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE MARCH 27, 2024 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: May 22, 2024  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE JUNE/JULY 2024 TRAINING CALENDAR**

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Attached is the June/July training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
June/July 2024**

**June:**

Tailgate Topics:

- Workplace Violence (SDRMA)
- Reducing the Threat of Customer Violence (OMWD)

Events:

- CPR/AED Training

**July:**

Tailgate Topics:

- Heat Illness Prevention (SDRMA)
- Ultraviolet Safety (OMWD)

Events:

- Boot World Truck

# Memo

Date: May 22, 2024  
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**

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Attached is the current report for the number of injuries for years 2020-2024; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2020-2024.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2023 was 3.2 recordable injuries** based on OSHA's IIR Formula:

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

OMWD Injury Rates (Based on the 3-year avg of 88 employees)  
2021 - 3.7, 2022 - 2.1, 2023 - 3.2 **3-year avg = 3 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)  
2020 - 2.1, 2021 - 2.6, 2022 - 2.1 **3-year avg = 2.3 injuries**

The National Injury / Illness Rate for 2023 will be available by the Bureau of Labor Statistics in October 2024.

**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](http://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**  
**September 13, 2022**

**INJURY AND LOST TIME COUNT AS OF**  
**May 22, 2024**

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

**OMWD SAFETY RECOGNITION PROGRAM 2024**

NUMBER OF PREVENTABLE INJURIES IN 2024 = 0  
NUMBER OF PREVENTABLE LOST DAYS IN 2024 = 0  
Recordable OSHA Injuries "OSHA 300 Log" in 2024 = 0  
Recordable OSHA Lost Days "OSHA 300 Log" in 2024 = 0  
CURRENT Injury Illness Rate (IIR) = 0.0

**Year-to-Date 2024 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2024 = **\$0.00** 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

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
<b>Total</b>	<b>\$2,348.00</b>	<b>\$81.98</b>

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	\$0.00
MAR - #95 (DENTED TAILGATE)	\$2,377.24	\$0.00
DEC - #63	\$0.00	\$1,645.72
<b>Total</b>	<b>\$2,892.74</b>	<b>\$1,645.72</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2021

**\$4,538.46**

2022		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
DEC - #46 (LICENSE PLATE MOUNT - PRIUS)		\$68.00
<b>Total</b>	<b>\$0.00</b>	<b>\$68.00</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2022

**\$68.00**

2023		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUN - #112 (PASSENGER SIDE FENDER)	\$2,307.70	
NOV - BACKHOE HIT SUBSURFACE INSTALLATION		\$3,631.30
<b>Total</b>	<b>\$2,307.70</b>	<b>\$3,631.30</b>

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2023

**\$5,939.00**

2024		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

**\$0.00**

# Memo

Date: May 22, 2024  
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)**

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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.

Injuries:

- None at this time

Vehicle related property damage:

- One Item to Discuss

Staff will be available to answer any questions.

# Memo

Date: May 22, 2024  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER A REPORT ON APRIL - MAY SAFETY/RISK COMPLIANCE ACTIVITIES**

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Attached is a list of safety/risk compliance activities for the months of April - May. Staff will be available to answer questions.

Attachment: List of Safety / Risk Compliance Activities

## **Safety/Risk Compliance Activities**

### **April - May 2024**

#### **April:**

- Attended an ACWA/JPIA site visit at the Elfin Forest Recreational Reserve.
- Facilitated trench and shoring competent person training, traffic control and flagger training, and rattlesnake relocation safety training for required staff.
- Hosted a Department of Environmental Health (DEH) site inspection at Neighborhood 3 and Firehouse Pumpstations.

#### 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

#### **May:**

- Attended the spring Water Agency Emergency Coordinators meeting.
- Composed the draft Workplace Violence Prevention Plan (WVPP).
- Hosted the Department of Environmental Health (DEH) site inspection at Neighborhood 1 and Midpoint Pumpstations.

#### 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

# Memo


Date: May 22, 2024  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER INFORMATIONAL REPORT ON THE DRAFT WORKPLACE  
VIOLENCE PREVENTION PLAN**

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Attached is the draft Workplace Violence Prevention Plan. This plan was developed in accordance with Section 6401.9 of the Labor Code and is based on the model plan developed by Cal/OSHA for non-health care settings. The plan is legally required to be established by July 1, 2024. Staff is seeking committee input on the draft plan prior to implementation. Please review before the meeting.

Staff will be available to answer any questions.

Attachment: Workplace Violence Prevention Plan

 <p><b>OLIVENHAIN</b> Municipal Water District</p>	<b>JOB SAFETY AND DISASTER PREPAREDNESS MANUAL</b>	
	<b>Workplace Violence Prevention Plan (WVPP)</b>	
	<b>Latest Revision Date: DRAFT May 2024</b>	<b>Page 1 of 26</b>

**PURPOSE**

This workplace violence prevention program serves multiple purposes aimed at safeguarding employee safety and well-being, preventing incidents of violence, ensuring compliance with legal requirements, maintaining productivity and morale, and protecting organizational reputation. With this document Olivenhain Municipal Water District aims to implement preventive measures, promote awareness, and define training requirements in order to ensure a secure work environment where employees feel protected from potential acts of violence or aggression.

Olivenhain Municipal Water District’s Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

**DEFINITIONS**

**Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.


**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The Violent Incident Investigation Log required by LC section 6401.9, as found in Appendix A.

**Plan** - The Workplace Violence Prevention Plan (WVPP) required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

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**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following are the four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.


**Type 2 violence** - Workplace violence directed at employees by customers, clients, students, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

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## RESPONSIBILITIES

Job Title/Position	WVPP Responsibilities
General Manager	Overall responsibility for the plan; approves the final plan and any major changes.
Human Resources Manager	Responsible for employee involvement and training; organizes safety meetings and handles any reports of workplace violence.
Customer Services Manager	Responsible for emergency response, hazard identification, and coordination with the Safety and Risk Compliance Administrator regarding workplace violence or threats thereof at the HQ front desk.
Safety/Risk Compliance Coordinator	Record, investigate, and report on workplace violence to the HR Manager and the General Manager, and updates training materials.
<b>Remote Facilities</b>	
Water Treatment Plant Supervisor	Responsible for emergency response, hazard identification, and coordination with the Safety and Risk Compliance Administrator regarding workplace violence or threats thereof at the DCMWTP.
Water Reclamation Facility Supervisor	Responsible for emergency response, hazard identification, and coordination with the Safety and Risk Compliance Administrator regarding workplace violence or threats thereof at the 4S WRF.
Park Supervisor	Responsible for emergency response, hazard identification, and coordination with the Safety and Risk Compliance Administrator regarding workplace violence or threats thereof at the Elfin Forest Recreation Reserve, its facilities, and office spaces.


All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

## EMPLOYEE ACTIVE INVOLVEMENT

Olivenhain Municipal Water District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees to participate in:



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- Identifying, evaluating, and determining corrective measures to prevent workplace violence incidents.
- Management will include workplace violence topics in their tailgate safety meetings with employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
- Designing and implementing training by proving relevant scenarios that employees may be exposed to in the workplace.
- Reporting and investigating workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all WVPP directives, policies, and procedures, and assist in maintaining a safe work environment.

This plan shall be in effect at all times, in all work areas, and be specific to the hazards and corrective measures for each work area and operation.

### **EMPLOYEE COMPLIANCE**

Olivenhain Municipal Water District’s policy to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, this will be accomplished by the following means:

- Training employees, supervisors, and managers in the provisions of the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by highlighting their achievement in the employee forums, through the Caught Being Safe Program or other recognition deemed to be appropriate.

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## **COMMUNICATION WITH EMPLOYEES**


We recognize that open, two-way communication between the management team and staff, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled tailgate meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns either through email, verbal discussions or anonymously via the safety suggestion boxes.
- Posted or distributed workplace violence prevention information.
- Employees can report a violent incident, threat, or other workplace violence concern to their supervisor, manager, the Safety/Risk Compliance Administrator (SRCA), or law enforcement without fear of reprisal or adverse action.
- Employees can anonymously report a violent incident, threat, of other violence concerns using the safety suggestion boxes.

Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken, including:

- Updates on the status of investigation and,

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- Updates on corrective actions.

## **WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

All threats or acts of workplace violence should be reported immediately to an employee’s supervisor, manager, or the Safety/Risk Compliance Administrator (SRCA), who will then inform the Human Resources Manager, and General Manager while recording the incident on the Workplace Violence Incident Investigation Log Form, found in Appendix A. This includes threats and acts of violence from employees, customers, and members of the public.

A strict non-retaliation policy is in place, and any instances of retaliation for reporting workplace violence are dealt with swiftly and decisively.


## **EMERGENCY RESPONSE PROCEDURES**

The following specific measures to handle actual or potential workplace violence emergencies are as follows:

- Alert employees of the presence, location, and nature of workplace violence emergencies through any means possible including, but not limited to:
  - Phone paging system
  - Cell phones
  - Panic alarm button (see the Panic Alarm Procedure for details)
  - Verbal alert

The use of these alert methods are aimed to obtain help from staff, security personnel, or law enforcement. Procedures for contacting local authorities and responsible staff will be posted in common areas.

In the event of an emergency, including a Workplace Violence Emergency, contact your supervisor, manager, or the SRCA immediately. If the incident involves a threat or use of a firearm or other dangerous weapons, any available employee should be instructed to contact 911 immediately.

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## **WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION**

The following policies and procedures are established and required to be conducted to ensure that workplace violence hazards are identified and evaluated:


- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

All submitted/reported concerns of potential hazards will be reviewed on the Workplace Violence Prevention Hazard Assessment & Correction Form found in Appendix B.

### **Periodic Inspections**

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Inspections for workplace violence hazards include assessing:


- The exterior and interior of the workplace for open or unsecure doors and hatches.
- The need for violence surveillance measures, such as mirrors and cameras.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Escape routes from the workplace are free of obstructions.
- Verify that employees know the designated safe area where they can go to in an emergency. (See Fire Prevention Plan for further detail regarding egress rounds and assembly locations).
  - Headquarters: Assemble in the building J parking lot.
  - DCMWTP: Assemble at the entrance gate to the property.
  - 4SWRF: Assemble by the front gate to the property.

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- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment. Review workplace violence logs.
- The use of work practices such as the "buddy" system for specified potentially violent events reported to District Staff. If aware of prior threats or violent acts from customers, staff should initiate the buddy system requiring two employees to respond to service calls to their property.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees. Review workplace violence logs.
- No personal information left out in public areas.

The types of workplace violence hazards that may be encountered in an Olivenhain Municipal Water District workplace can include:

- Interactions with the public - Employees who interact with the public, especially in customer service roles, may be at risk.
- Handling money or valuables - Jobs that involve handling money, or valuables. For example, the front desk customer service representatives.
- Working in Isolated Areas - Employees working alone or in isolated areas may be at increased risk.
- Working late at night - The time of day and location of work, such as working late at night, are risk factors.

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- Workplace bullying or harassment - This can include aggressive gestures or expressions, verbal abuse, intimidating physical behavior, and online harassment.
- Substance abuse - Excessive use of alcohol or drugs by employees can also be a warning sign of potential workplace violence.
- Emotional distress - Unexplained absenteeism, change in behavior, decline in job performance, depression, withdrawal, or suicidal comments by an employee could be indicators of potential violence.
- Any prior violent acts, threats of physical violence, verbal abuse, intentional violent property damage or other signs of strain or pressure in the workplace.

#### **WORKPLACE VIOLENCE HAZARD CORRECTION**


If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition including law enforcement.

All corrective actions taken will be documented and dated on the Workplace Violence Prevention Hazard Assessment & Correction Form found in Appendix B.


Corrective measures for workplace violence hazards will be specific to a given work area.

Corrective action may include:

- Make the workplace unattractive to potential theft by:
  - Improve lighting around and at the workplace.
  - Post signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
  - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
  - Install security surveillance cameras in and around the workplace.

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- Provide workplace violence prevention systems, such as door locks, egress windows, physical barriers, and emergency alarms and restraint systems.
- Ensure the adequacy of workplace violence prevention systems.
- Post emergency telephone numbers (911) for law enforcement, fire, and medical services.
- Control access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Install effective systems to warn others of a violent incident or to summon assistance, e.g., alarms or panic buttons. See the Olivenhain Municipal Water District’s Panic Alarm Button Procedure.
- Ensure employees have access to a telephone with an outside line.
- Provide employee training/re-training (refreshers) on the WVPP, which could include but not limited to the following:
  - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
  - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
  - Improve how well management and employees communicate with each other.
  - Procedures for reporting suspicious persons, activities, and packages.
  - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.

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- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- Provide procedures for a "buddy" system for specified emergency events. For example:
  - If aware of prior threats or violent acts from customers, staff should initiate the buddy system requiring two employees to respond to service calls to their property.

#### **PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**


After a workplace incident, the SRCA or other designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, and law enforcement.
- Review security footage of existing security cameras, if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The Violent Incident Investigation Log will be used for every workplace violence incident and will include information, such as:
  - The date, time, and location of the incident.



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- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
  - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - Threat of physical force or threat of the use of a weapon or other object.
  - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - Animal attack (dog bites).
  - Other.

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Support and resources, such as counseling services, are provided to affected employees. These resources could include referrals to counseling services, including information about the Employee Assistance Program (EAP), and time off work if necessary.

Ensure that no personally identifiable information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.


### **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Olivenhain Municipal Water District will provide staff with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures that have been implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.

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- The Violent Incident Investigation Log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities for interactive questions and answers with a person knowledgeable about the plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Training on ways to defuse hostile or threatening situations or customers.
  - How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
  - Emergency medical care provided in the event of any violent act upon an employee.
  - Post-event trauma counseling and EAP services for employees desiring such assistance.


**EMPLOYEE ACCESS TO THE WRITTEN WVPP**

This Plan shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. The plan can be found on the employee portal or with the Safety/Risk Compliance Administrator.

**RECORDKEEPING**

As required by Labor Code (LC) section 6401.9 the following record keeping practices are in place:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:

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- Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain records of workplace violence incident logs and investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
  - All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

#### **EMPLOYEE ACCESS TO RECORDS**


The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

#### **REVIEW AND REVISION OF THE WVPP**

The Olivenhain Municipal Water District WVPP will be reviewed for effectiveness:


- At least annually by the Safety Committee.
- When a deficiency is observed or becomes apparent.

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- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Olivenhain Municipal Water District's WVPP should include, but is not limited to:
  - Review of incident investigations and the Violent Incident Investigation log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review of how violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

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## Appendix A

### Violent Incident Investigation Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employee(s) who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

For confidentiality, all information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses - physical and electronic
- Telephone numbers
- Social security numbers


Types of Workplace Violence:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

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**Log Input**

Date of Incident (mm/dd/yyyy)	Time of Incident (a.m/p.m.)	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)	Location(s) of Incident

Check which of the following describes the type(s) of incident, and explain in detail:

*Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.



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Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on a separate sheet of paper if necessary.]


Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]


Circumstances at the time of the incident: [Explain what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]


Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.





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- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]


Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries.]


Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:


Did the severity of the injuries require reporting to Cal/OSHA (Yes/No)? Reporting guidelines:

- Any work-related fatality.
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- Any work-related injury or illness requiring medical treatment beyond first aid.
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums. If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.



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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.


This violent incident log was completed by:

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Appendix B**

**WORKPLACE VIOLENCE PREVENTION HAZARD ASSESSMENT & CORRECTION FORM**

<b>Assessed by:</b>	<b>Title:</b>
<b>Location(s) Assessed:</b>	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

- Step 1: Identify risk factors that may increase the District’s vulnerability to workplace violence events.
- Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.
- Step 3: Develop a corrective action plan with measurable goals and target dates.

**STEP 1: IDENTIFY RISK FACTORS**

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	



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**STEP 2: CONDUCT ASSESSMENT**

Yes	No	Building Interior	Comments:
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	



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**STEP 2: CONDUCT ASSESSMENT continued**

Yes	No	Building Interior	Comments:
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	
		<b>Building Exterior / Parking Area</b>	
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	
		Is there a system in place for testing security measures?	
		Are there personal alarm devices?	



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**STEP 2: CONDUCT ASSESSMENT continued**

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and customers)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programmed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	





# Memo

Date: May 22, 2024  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, 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 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
1/24/2024	(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 or November.	Tim Schuette	11/27/2024	Annually	January 24, 2024, the Safety Committee agreed to keep the \$10,000 cap.
Standing Item	Caught Being Safe (CBS) Program.	Tim Schuette	Report at Meeting	As needed	None at this time.
10/29/2020	Conduct review for vegetation brush clearing requirements for fire mitigation around the DCMWTP with local fire department.	Tim Schuette	Ongoing	Annually	Ongoing, waiting on Fire Department and requesting environmental impact study info.
Ongoing	Safety Suggestions	Tim Schuette	Ongoing	As needed	No new suggestions.
5/22/24	Review the draft Workplace Violence Prevention Plan (WVPP).	Tim Schuette	5/28/25	Annually	Plan to be reviewed on an annual basis.



# Memo

Date: May 22, 2024  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, 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.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING  
WILL BE HELD ON **JULY 24, 2024**