



Safety Committee Meeting

May 24, 2023

**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 24, 2023

TIME: 2:30 p.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 January 25, 2023 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 2023 Training Calendar

7. Consider an Informational Report on the "Safety Has No Quitting Time" (SHNQTT)

Program

8. Consider Review of Employee Injuries, Vehicle Accidents, and Safety Reports (If Necessary)
9. Consider a Report on February – May 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: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE JANUARY 25, 2023
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. Note that the scheduled March Safety Committee meeting was cancelled due to lack of agenda items, therefore, the January minutes still require approval and there are no March minutes to approve.



Memo

Date: May 24, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE JUNE/JULY 2023 TRAINING CALENDAR**

Attached is the June/July training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
June/July 2023**

June:

Tailgate Topics:

- Crane, Hoists, and Rigging Safety (SDRMA)
- Office Ergonomic Self-Assessment (OMWD)

Events:

- CPR/AED training

July:

Tailgate Topics:

- Trenching Safety (SDRMA)
- Ultraviolet Safety (OMWD)

Memo

Date: May 24, 2023
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 2019-2023; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2019-2023.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in 2022 was 3.3 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 Preventable Injury Rates (Based on the 3-year avg of 86 employees)

2020 - 1.13, 2021 - 3.7, 2022 - 3.3, **3-year avg = 2.7 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2019 - 5.1, 2020 - 2.1, 2021 - 2.6 **3-year avg = 3.3 injuries**

The National Injury / Illness Rate for 2022 will be available by the Bureau of Labor Statistics in October 2023.

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
September 13, 2022**

**INJURY AND LOST TIME COUNT AS OF
May 24, 2023**

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

OMWD SAFETY RECOGNITION PROGRAM 2023

NUMBER OF PREVENTABLE INJURIES IN 2023 = 0
NUMBER OF PREVENTABLE LOST DAYS IN 2023 = 0
(Recordable OSHA Injuries "OSHA 300 Log" in 2023 = 0)
(Recordable OSHA Lost Days "OSHA 300 Log" in 2023 = 0)

Year-to-Date 2023 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2023 = **\$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

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

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
Total	\$0.00	\$68.00

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
Total	\$0.00	\$0.00

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

\$0.00

Memo

Date: May 24, 2023
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.

Injuries:

- None at this time

Vehicle related property damage:

- None at this time

Staff will be available to answer any questions.

Memo

Date: May 24, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON FEBRUARY - MAY SAFETY/RISK COMPLIANCE ACTIVITIES**

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

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities February - May 2023

February:

- Assisted hosting Association of California Water Agencies (ACWA) representatives during an initial risk assessment.
- Conducted the annual safety audit of the water treatment plant.
- Facilitated Backhoe training for necessary staff.
- Met with outside consultants regarding their safety protocols for the water treatment plant condition assessment work.

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

March:

- Coordinated Trenching and Shoring training for Construction staff.
- Facilitated Asbestos Awareness training for necessary field staff.
- Co-hosted the OMWD Safety Recognition Luncheon.
- Provided new employee safety orientation for the new Customer Service Representative.
- Scheduled the annual fire extinguisher certification and recharge event.

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:

- Facilitated Confined Space Entry Training for necessary staff.
- Met with the SDCWA Right of Way Coordinator to discuss the WTP mitigated property brush clearing.
- Attended the 2nd quarter Water Utility Safety Management Association meeting.
- Chaired the Safety Sub-Committee meeting.

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:

- Facilitated Forklift training for relevant staff.
- Attended a Liebert Cassidy Violence in the Workplace training.

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 24, 2023
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

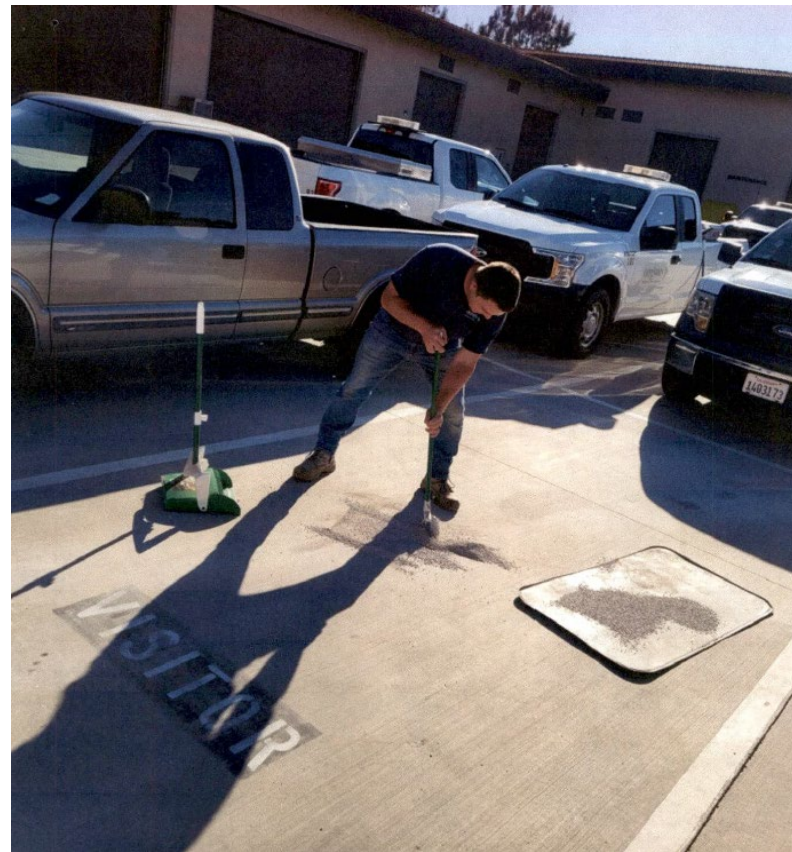
Safety Meeting Date	Discussion/Agenda Item	Assigned To	Deadline/Timeline	Completed	Additional Comments
10/26/2022	(SHNQT) Revisit the dollar \$ amount for preventable damage to District vehicles/property; and the language for preventable accidents and/or vehicle incident damage annually in October or November.	Tim Schuette	11/22/2023	Annually	Oct 26, 2022, the committee voted to keep the \$10,000 cap.
Standing Item	Caught Being Safe (CBS) Program.	Tim Schuette	Report at Meeting	As needed	Two Caught Being Safe Awards (See attached)
10/29/2020	Conduct review for vegetation brush clearing requirements for fire mitigation around the DCMWTP with local fire department.	Tim Schuette	Ongoing	Annually	Received approval from SDCWA to continue with project. RECON Environmental Inc. is performing a review for project feasibility.
Ongoing	Safety Suggestions	Tim Schuette	Ongoing	As needed	No new suggestions.

Caught Being Safe #1

Paul witnessed oil stains in one of the visitor parking spaces. Paul immediately jumped into action and covered it with kitty litter to let it soak and came back later and swept to dispose of it. His eye for safety would make “Dolphin Steve” very happy.



Paul Zamora
Field Services Technician I



Caught Being Safe #2

Gano Is a 6 MG concrete reservoir located off Artesian Road, and supplies water to the Fairbanks area. The reservoir washout was required per SWRCB schedule. The access inside is through the roof, down a flight of stairs to a landing, and then down a 25-foot ladder. The stairs and landing are not an issue, but upon transition to the ladder all participants are required to be harnessed and connected to fall arrest equipment. Groups were formed, each with their own gas monitor and air horn to alert the others if anything went awry. A confined space permit was properly filled out and was in the Entrant Supervisor's possession for the duration of the job. With only six climbing harnesses there was a lot of work between entry and exit. Everything went as planned with no reportable incidents. A big thank you to all involved!

- Marcus Barard
- Justin Fichtelman
- Jeff Fuchs
- Ernesto Fuentes
- Jeff Herrmann
- Mike Keller
- Kris Kuenzi
- Omar Martinez
- Bryan Rickards
- Devin Rodriguez
- Jose Rodriguez
- Mike Salazar
- Gio Santana
- Jaime Tovar
- Paul Zamora
- Isaiah Zapata



Permit Required Confined Space:

Under the rules of the Title 8 of the California Code of Regulations, specifically in General Industry Safety Orders, Section 5157, a permit-required confined space is defined as a confined space that has one or more hazardous characteristics or potential hazards that may pose risks to the health and safety of workers.

A confined space is an enclosed or partially enclosed space with limited means of entry or exit, not designed for continuous human occupancy. To identify a permit-required confined space, certain criteria must be met. These criteria include the presence of hazardous substances, the potential for engulfment, an atmosphere that could be harmful or oxygen-deficient, or other recognized health and safety hazards.

A permit, in this context, refers to a written authorization or document issued by the employer or responsible entity that allows workers to enter and work in a permit-required confined space. It is a crucial tool for ensuring the safety of workers because it provides specific instructions and controls to mitigate the risks associated with the confined space.

Completing a permit is essential for several reasons. First, it helps identify the potential hazards present in the confined space and the necessary precautions to mitigate those risks. Second, it ensures that workers and supervisors involved in the entry are aware of the hazards and have the necessary training and equipment to safely perform their tasks. Third, the permit serves as a communication tool, allowing everyone involved to understand the scope of work, procedures, and emergency response measures.

Examples of permit-required confined spaces can include, but are not limited to:

- Storage tanks: These may contain toxic substances or flammable materials, posing risks of exposure, fire, or explosion.
- Sewers and manholes: These spaces may have limited ventilation, potentially leading to hazardous atmospheres or the risk of engulfment.
- Underground vaults: These areas may contain electrical equipment, toxic gases, or lack of oxygen, requiring precautions for safe entry.

- Silos or hoppers: These confined spaces can present the hazard of engulfment due to the presence of flowing materials or unstable structures.
- Tunnels or underground chambers: These areas may have poor air quality, the potential for collapses, or other hazards related to excavation work.

All employees should be aware of the location of the Confined Space Entry Program because it contains vital information and guidelines for safely working in confined spaces. The program, which can be found on the employee portal, specifically within the District Manuals - Job Safety and Disaster Preparedness Manual - Environmental Safety and Health section, provides crucial details on identifying confined spaces, the hazards associated with them, proper entry procedures, and emergency response protocols. Having access to this program ensures that employees have the necessary knowledge and guidance to protect themselves and others when working in confined spaces, promoting a safe and healthy work environment.



Memo

Date: May 24, 2023
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: May 24, 2023
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 **JULY 26, 2023**