



SAFETY COMMITTEE MEETING

June 23, 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: June 23, 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: 874 4807 5516 and Password: 793899

*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 April 28, 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 July/August 2021 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 May and June 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 Changes to OMWD's Workers' Compensation Policy Following the Employee Injury on August 15, 2020
13. Consider Informational Report on COVID Task Force Updates
14. Consider Future Agenda Items
15. Closed Session (If Necessary)
16. Adjournment

Memo

To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE APRIL 28, 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: June 23, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE JULY/AUGUST 2021 TRAINING CALENDAR**

Attached is the July/August training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
July/August 2021**

July:

Tailgate Topics:

- Housekeeping (SDRMA)
- Heat Illness Prevention (OMWD)

Training/Events

- Boot World Boot Truck
- CPR/AED

August:

Tailgate Topics:

- Difficult Customers
- Hearing Conservation

Training/Events

- Hearing Conservation
- Annual Hearing Tests
- Respiratory Protection

Memo

Date: June 23, 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
March 8, 2021

INJURY AND LOST TIME COUNT AS OF
June 23, 2021

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

OMWD SAFETY RECOGNITION PROGRAM 2021

NUMBER OF PREVENTABLE INJURIES IN 2021 = 1
NUMBER OF PREVENTABLE LOST DAYS IN 2021 = 9
(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: June 23, 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: June 23, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON MAY AND JUNE SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of May and June 2021. Staff will be on hand to answer questions.

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities

May/June 2021

May:

- Attended a California Occupational Safety and Health Standards Board Meeting.
- Conducted a visual inspection of the headquarters building and building J.
- Acquired the new Versa Climber for the wellness center by utilizing the ACWA JPIA Wellness grant funds.
- Assisted the Water Treatment Facilities Supervisor in developing the employee re-integration plan for returning employees to their original shifts and socially distanced work stations.
- Facilitated Forklift Certification training for two employees.
- Conducted a new employee orientation for one new temporary worker.

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
- Held the monthly Safety Sub-Committee meeting

June:

- Facilitated multiple CPR/AED training sessions for required employees.
- Attended a California Occupational Safety and Health Standards Board 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 emergency shower/eye wash station inspections

Memo

Date: June 23, 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	May-21
Electrical Safety Program	2012	Jun-21
Fire Prevention Plan	2008	Jul-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 / 2– 2013	Dec-21

Memo

Date: June 23, 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: June 23, 2021
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER INFORMATIONAL REPORT ON CHANGES TO OMWD'S
WORKERS' COMPENSATION POLICY FOLLOWING THE EMPLOYEE INJURY
ON AUGUST 15, 2020**

Attached is an informational report on the impact to OMWD's workers' compensation policy following the employee injury that reset the safety record.

OMWD's Workers' Compensation Program

The employee injury, which occurred on August 15, 2020, incurred a total of \$1,700 in medical management expenses. The injury resulted in an increase to OMWD's Experience Modification (EMOD) rate by 9% to a rate of 109%. Two workers' compensation claims including the aforementioned have since been closed which has reduced our EMOD rate to 92%. The lower EMOD has resulted in a reduced premium for the 2021-22 program year.

Program Year 2020-21

Total Estimated Annual Contribution Based on Manual Rates	\$297,148.99
Contribution as Adjusted by the Experience Modification Factor of 109%	\$323,892.40
Less: *15% Credit Incentive Program Discount	-48,583.86
Estimated Annual Adjusted Contribution	\$275,308.54
Less: Longevity Distribution Credit	-17,912.00
Less: 5% Multi-Program Discount	0.00
Less: Member Plus Online RQ Bonus	-75.00
Net Estimated Annual Contribution	\$257,321.54

Program Year 2021-22

Total Estimated Annual Contribution Based on Manual Rates	\$294,898.26
Contribution as Adjusted by the Experience Modification Factor of 92%	\$271,306.40
Less: *13% Credit Incentive Program Discount	-38,336.77
Estimated Annual Adjusted Contribution	\$232,969.63
Less: Longevity Distribution Credit	-63,242.00
Less: 5% Multi-Program Discount	0.00
Less: Member Plus Online RQ Bonus	-75.00
Net Estimated Annual Contribution	\$169,652.63

Memo

Date: June 23, 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: June 23, 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: June 23, 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 AUGUST 25, 2021

