



SAFETY COMMITTEE MEETING  
JUNE 25, 2020



**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 25, 2020

**TIME:** 8:00 A.M.

**PLACE:** Remote Regular Meeting VIA TELECONFERENCE ONLY

Pursuant to the State of California Executive Order N-25-20, 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:  
(253) 215-8782 or (301) 715-8592  
Meeting ID: 974 2400 6820 and Password: 414436

*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 30, 2020 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 2020 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 Informational Report on an Emergency Evacuation Drill at the New Facility
10. Consider a Report on May and June Safety/Risk Compliance Activities
11. Consider the Safety Action-Items Assigned/Completed
12. Consider Future Agenda Items
13. Closed Session (If Necessary)
14. Adjournment



# Memo

To: Olivenhain Municipal Water District Safety Committee  
From: Cienamon Bailey, Recorder  
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE APRIL 30, 2020 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: June 25, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE JULY/AUGUST 2020 TRAINING CALENDAR**

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Attached is the July/August training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
July/August 2020**

**July:**

Tailgate Topics:

- Workplace Violence (SDRMA)
- Lifting Techniques (OMWD)

All Hands Training Wild Fire Smoke Hazards (delivered via Target Solutions)

**August:**

Tailgate Topics:

- Safety Orientation (SDRMA)
- Stretching (OMWD)

# Memo

Date: June 25, 2020  
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 2016-2020; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2016-2020.

Staff will be available to answer any questions.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2019 was 3.98 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)

2016 - 1.2 injuries, 2017 - injuries 2.4, 2018 - 2.4,: **3-year avg = 2.00 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2016 - 4.2 injuries, 2017 - 3.2 injuries, 2018 - 5.8: **3-year avg = 4.3 injuries**

**The "Safety Has No Quitting Time" award is based on the last recorded 3-year average national incident rate for Water Supply and Irrigation Systems**

**[The BLS 2019 rate will be available in late 2020]**

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**

**May 8, 2006**

**INJURY AND LOST TIME COUNT AS OF**

**June 25, 2020**

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

**5162 Days**

**OMWD SAFETY RECOGNITION PROGRAM 2020**

NUMBER OF PREVENTABLE INJURIES IN 2020 = 0

NUMBER OF PREVENTABLE LOST DAYS IN 2020 = 0

(Recordable OSHA Injuries "OSHA 300 Log" in 2020 = 0)

(Recordable OSHA Lost Days "OSHA 300 Log" in 2020 = 0)

**Year-to-Date 2020 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2020 = **\$1963.98.00** 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

2016		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - #12 DUMP TRK FEND	\$1,743.47	\$0.00
MAR - #66 TRUCK BMPR	\$1,961.28	\$0.00
SEPT - #84 DUTY TRUCK	\$2,668.86	\$0.00
<b>TOTAL</b>	<b>\$6,373.61</b>	<b>\$0.00</b>

2017		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUNE - #40 REPLACED WINDSHIELD	\$288.16	\$0.00
JUNE - #63 REPLACED/PAINTED FRONT BUMPER	\$1,029.17	\$1,753.96
JULY - #93 REPLACED PASSENGER MIRROR	\$183.42	\$0.00
SEPT - #47 REPAIR TOOL CABINET FRAME	\$3,743.56	\$0.00
<b>TOTAL</b>	<b>\$5,244.31</b>	<b>\$1,753.96</b>

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
<b>TOTAL</b>	<b>\$5,384.73</b>	<b>\$2,582.73</b>

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
JUNE - HIGHLINE TRAILER (TOOLBOX)	\$357.77	\$0.00
AUGUST - Flatbed #45 (Mirror)	\$793.98	\$0.00
November - #70 (Tail Shelf, Bumper)	\$3,600.19	\$0.00
NOVEMBER - # 66 (bumper & Citizen Vehicle)	\$5,086.95	\$3,734.33
DEC -Forklift / Rollup door	\$0.00	\$2,710.00
<b>Total</b>	<b>\$9,838.89</b>	<b>\$6,444.33</b>

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
<b>Total</b>	<b>\$1,882.00</b>	<b>\$81.98</b>

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

**\$1,963.98**

# Memo

Date: June 25, 2020  
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.

Staff will be available to answer any questions.

# Memo

Date: June 25, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER INFORMATIONAL REPORT ON AN EMERGENCY EVACUATION DRILL AT THE NEW FACILITY**

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The Safety Committee will discuss the requirement for an emergency evacuation drill to test the fire safety features and emergency egress of the new facility. Per CFC 405.2, Emergency Evacuation Drills are required to be conducted not less than annually.

The SRCA proposes the date of 8/27/2020 immediately following the safety committee meeting.

# Memo

Date: June 25, 2020  
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**

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Attached is a list of safety/risk compliance activities for the months of May and June 2020. Staff will be on hand to answer questions.

Attachment: List of Safety / Risk Compliance Activities

**Safety/Risk Compliance Activities  
June/July 2020**

**May:**

- Completed an Air Pollution Control District emergency generator inspection. OMWD receive a favorable report that we are in full compliance.
- Daily submission of the Member Agency SitStat report to WebEOC
- Procured emergency cloth masks allotted by CalWARN for employee protection

General Duties

- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test

**June:**

- Conducted a New Employee Orientation for a new Utility I and Utility II
- Daily submission of the Member Agency SitStat report to WebEOC.
- Updated Hazardous Material Business Plans for eight OMWD facilities
- Installed forklift warning signs at all District roll-up doors.

General Duties

- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Member Area Communication System (MACS) Radio Test



# Memo

Date: June 25, 2020  
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 current status.

Attachment: Safety Meeting Action Items

### SAFETY MEETING ACTION ITEMS

<b>Safety Meeting Date</b>	<b>Discussion/Agenda Item</b>	<b>Assigned To</b>	<b>Deadline/Timeline</b>	<b>Completed</b>	<b>Additional Comments</b>
<b>10/29/2020</b>	(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	10/29/2020	<b>ANNUALLY</b>	Oct 31, 2019, the committee voted to keep the \$10,000 cap.
<b>Standing Item</b>	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	<b>ONGOING</b>		The District will continue to submit innovative methods or tools to ACWA/JPIA when applicable.
<b>Standing Item</b>	Caught Being Safe (CBS) Program.	Tim Schuette	<b>Report at Meeting</b>		There were no employees recognized for the CBS program. But we did award two Safety Standout Awards to Jessica Cleaver and Lance Castro for their dedication to the OMWD Safety Culture.
<b>4/30/2020</b>	Install forklift warning signs at all roll up doors	Tim Schuette	<b>6/25/2020</b>	<b>6/15/2020</b>	Pictures attached



# Memo

Date: June 25, 2020  
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.





# Memo

Date: June 25, 2020  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CLOSED SESSION DISCUSSION (If Necessary)**

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It may be necessary to go into a Closed Session.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING  
WILL BE HELD AUGUST 27, 2020

