

**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: JUNE 28, 2018

TIME: 8:00 A.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 April 26, 2018 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 2018 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 May and June 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: Leslie Naritelli, Recorder
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE APRIL 26, 2018 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 28, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE JULY/AUGUST 2018 TRAINING CALENDAR**

Attached is the July/August training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
July/August 2018**

July:

Tailgate Topics; Stairs and Ladders & Heat Illness Prevention

First Aid/CPR/AED Training Classes

AFIF Ammonia Training for Plant Employees

August:

Tailgate Topics; Ergonomics & Stretch Before Work

First Aid/CPR/AED Training Classes (if needed)

Memo

Date: June 28, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2015, 2016, 2017, and 2018.

Staff will be available to answer any questions.

Attachment(s): SHNQT Report; 2015-2018 Vehicle/Property Damage



The Incidence Rate (IR) for OMWD in 2017 was 2.5 recordable injuries based on the 200,000 hours worked formula for 100 employees.

Olivenhain Municipal Water District Rates (Based on this 3 yr avg of 85 employees)

2014 - 1.2 injuries, 2015 - 2.4 injuries, 2016 - 1.2 injuries: **3 yr avg = 1.60 injuries**

NAICS - Code 22131 rates:

2014 - 5.1 injuries, 2015 - 4.4 injuries, 2016 - 4.2 injuries: **3 yr avg = 4.56 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 2017 rate will be available late 2018]

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 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 28, 2018

OSHA 300 COUNT RECORDS

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

4434 CONSECUTIVE NUMBER OF DAYS

SAFETY RECOGNITION PROGRAM 2018

NUMBER OF RECORDABLE INJURIES IN 2018 = 0

NUMBER OF LOST DAYS IN 2018 = 0

Year-to-Date 2018 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in 2018 = \$2,742.79

- The amount of any preventable vehicle incident damage (District or public property) must be less than \$10,000.00 inclusive of materials, labor and parts costs when calculated. Staff time is not included.
- 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

2015		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
MAR - #51 DUMP TRUCK DMG	\$68.95	NONE
APR - #40 REPLACE DMGD TAIL LIGHT	\$110.18	
MAY - #64 TRUCK SIDE DOOR	\$320.04	
JUNE - #52 TRUCK	\$49.77	
JUNE - #51 DUMP TRUCK DMG	\$1,942.52	
TOTAL	\$2,491.46	

2016		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
FEB - #12 DUMP TRK FEND	\$1,743.47	NONE
MAR - #66 TRUCK BMPR	\$1,961.28	
SEPT - #84 DUTY TRUCK	\$2,668.86	
TOTAL	\$6,373.61	

2017		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
JUNE - #40 REPLACED WINDSHIELD	\$288.16	
JUNE - #63 REPLACED/PAINTED FRONT BUMPER	\$1,029.17	\$1,753.96
JULY - #93 REPLACED PASSENGER MIRROR	\$183.42	
SEPT - #47 REPAIR TOOL CABINET FRAME	\$3,743.56	
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	NONE
TOTAL	\$2,742.79	

Memo

Date: June 28, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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 28, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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 2018. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities May/June 2018

May:

Member Area Communication System (MACS) Radio Test

SRCA Cross-Training

Employee Forum Safety Presentation

800 MHz Radio Test with the Elfin Forest Recreational Park, 4S Ranch Water Reclamation Facility, and the Safety Office

New Employee Safety Orientation

Employee Fit Testing

General Duties

- Employee Forum Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

June:

Member Area Communication System (MACS) Radio Test

800 MHz Radio Test with the Elfin Forest Recreational Park, 4S Ranch Water Reclamation Facility, and the Safety Office

International Public Management Association (IPMA) Ergonomics Meeting with HR Manager

Water Utility Safety Managers Association (WUSMA) Meeting at Sweetwater

First Aid Class Scheduling

Temporary Employee Safety Orientations

Business Continuity Plan (BCP) Consultant Final Meetings (Phone)

General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Safety Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

Memo

Date: June 28, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

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

Attachment: Safety Meeting Action Items

SAFETY MEETING ACTION ITEMS

Safety Meeting Date	Discussion/Agenda Item	Note Location in Minutes	Assigned To	Deadline/Timeline	Completed	Additional Comments
10/25/2018	(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.		Joe Mackey	10/25/2018	ANNUALLY	Oct 26, 2017, the committee voted to keep the \$10,000 cap; also, approved the language for the term preventable.
6/29/2017	A Business Continuity Plan (BCP) will be updated to today's business practices.	11.e	Joe Mackey	4/26/2018	Completed	A Sub-committee was formed to work with the consultant; the BCP was presented to the Safety Committee in Closed Session at the 4/26/18 mtg.
8/31/2017	Following two back injuries, Joe Mackey determined that it would be beneficial for all employees to attend a "Back Injury Prevention" training class.	8	Joe Mackey	6/2018	Completed	Joe Mackey provided a Tailgate session for the prevention of back injuries for all employees in May 2018. He will provide an additional Tailgate on the subject in the near future.
02/22/2018	Front Desk to receive capability to use the MSA Altair 5X Confined Space Monitor.	10	Joe Mackey Adam Calm	8/30/2018		The GM requested that the Front Desk also have the equipment installed to monitor an employee entering a vault/confined space.
Standing Item	ACWA/JPIA LaBounty Award for invented or fabricated better/safer methods or tools to complete a task are presented at ACWA Spring or Fall Conference.		Dept. Managers	02/22/18		Dave Smith submitted the District's fabricated valve key to exercise the overflow valve at 4S WRF Wet Weather Storage Pond for the LaBounty Award.
Standing Item	Caught Being Safe (CBS) Certificate.		Joe Mackey	Report at Meeting		Employees who received a CBS Certificate – list attached.



EMPLOYEES CAUGHT BEING SAFE (CBS)

At the May 1st Employee Forum, the following employees were recognized with a \$25 Home Depot gift card for their efforts during an IT phish test in keeping the network safe:

Teresa Chase – Staff Analyst

Pierre Dreher – WTP Operator Level III

Lisa Maxwell – Accountant I

Leslie Naritelli – Records & Contracts Coordinator

Sean Peterson – Backflow & Cross Connection Coord I

At the June 12th Employee Forum, the following employees were recognized with a \$25 Home Depot gift card for their efforts during an interior cleaning of the Gaty II Reservoir and safely following District protocol:

Adam Calm – Systems Operator II

Kelvin Ku – Utility I

Morgan Ferguson – Field Services Tech I

Justin Fichtelman – Valve Maint Tech I

Dan Gomez – Utility II

Don Hussey – Operations Supervisor (Systems)

Mike Keller – Systems Operator II

Roberto Martinez – Systems Operator II

Phillip Reed – Utility II

Jose Rodriguez – Valve Maint Tech I

Mike Salazar – Systems Operator I

Tong Tang – Field Services Tech I

Jay Turman – Field Services Tech I

Cesar Vigil – Utility I



Memo

Date: June 28, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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 28, 2018
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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 AUGUST 30, 2018