



Safety Committee Meeting

July 23, 2025

**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 AND IN PERSON**

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: July 23, 2025

TIME: 2:30 p.m.

PLACE: HYBRID REGULAR MEETING VIA TELECONFERENCE 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-in options listed on the agenda.

For Zoom Participation:

www.zoom.us/join

Meeting ID: 815 7381 7468

Password: 994358

For Zoom Call-in Only:

Call: (669) 444-9171

Meeting ID: 815 7381 7468

Password: 994358

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 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 May 28, 2025 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 August/September 2025 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 June and July Safety/Risk Compliance Activities
10. Consider the Safety Action-Items Assigned/Completed
11. Consider Future Agenda Items
12. Adjournment

Memo

To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE MAY 28, 2025 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: July 23, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE AUGUST/SEPTEMBER 2025 TRAINING CALENDAR**

Attached is the August/September training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
August/September 2025**

AUGUST:

Tailgate Topics:

- Wildfire Smoke (SDRMA)
- Vehicle Backing Safety (OMWD)

Events:

- Audiometric Safe Hearing Testing

SEPTEMBER:

Tailgate Topics:

- Ergonomics – Office and Safe Lifting (SDRMA)
- Safety Data Sheets (OMWD)

Events:

- None

Memo

Date: July 23, 2025
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 2021-2025; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2021-2025. On June 9, 2025 staff achieved the milestone of 1,000 consecutive days without a preventable lost time injury.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2024 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)

2022 - 2.1, 2023 - 3.2 2024 - 3.2 **3-year avg = 2.8 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2021 - 2.6, 2022 - 2.1, 2023 - 2.2 **3-year avg = 2.3 injuries**

The Survey of Occupational Injuries and Illnesses data for 2024 are scheduled to be released in November 2025.

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

July 23, 2025

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

1044 Days

OMWD SAFETY RECOGNITION PROGRAM 2025

NUMBER OF PREVENTABLE INJURIES IN 2025 = 0

NUMBER OF PREVENTABLE LOST DAYS IN 2025 = 0

Recordable OSHA Injuries "OSHA 300 Log" in 2025 = 0

Recordable OSHA Lost Days "OSHA 300 Log" in 2025 = 0

CURRENT Injury Illness Rate (IIR) = 0

Year-to-Date 2025 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2025 = **\$9,009.46** 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

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)	\$0.00	\$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
JUN - #112 (PASSENGER SIDE FENDER)	\$2,307.70	
NOV - BACKHOE HIT SUBSURFACE INSTALLATION	0.00	\$3,631.30
Total	\$2,307.70	\$3,631.30

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
APR - #115 BACKED INTO CONTRACTOR VEHICLE	\$0.00	\$1,150.61
NOV- #75 HIT LARGE ROCK IN DECORTIVE ISLAND	\$5,500.00	\$0.00
Total	\$5,500.00	\$1,150.61

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2024

\$6,650.61

2025		
OMWD VEHICLE DAMAGED	OMWD VEHICLE DAMAGE \$ AMT	OTHER PROPERTY DMG \$ AMT
TRUCK # 90 HIT GOLF COURSE RETAINING WALL	\$7,724.98	\$0.00
FB#04 REAR ENDED A CITIZEN'S VEHICLE	\$1,284.48	\$0.00
Total	\$9,009.46	

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

\$9,009.46

Memo

Date: July 23, 2025
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:

- 2 items to discuss

Staff will be available to answer any questions.

Memo

Date: July 23, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON JUNE AND JULY SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of June and July. Staff will be available to answer any questions.

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities

June/July 2025

June:

- Hosted two on-site CPR/first aid training sessions for employees.
- Achieved the 1,000-day safety milestone of no preventable lost time injuries.
- Completed the Air Pollution Control District emissions inventory for several pump station sites.
- Conducted new hire and safety orientations for four new Utility I employees and a new IT Systems Administrator.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Conducted Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

July:

- Presented OMWD's Wildfire Preparedness information at the Racho Santa Fe Fire District Town Hall Meeting.
- Attended the Noth Zone Earthquake Tabletop Exercise.
- Facilitated pressure vessel inspections at various facilities.
- Hosted the Boot World truck for field staff foot protection selection.
- Met with an outside vendor to discuss potential additional perimeter security and fencing options at remote sites.
- Conducted training with duty staff on the Remote Site Security Response Plan.

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: July 23, 2025
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
9/25/2024	(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	11/26/2025	Annually	September 25, 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	See nominations below.
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.
5/28/2025	Review the Workplace Violence Prevention Plan (WVPP).	Tim Schuette	5/27/2026	Annually	Plan to be reviewed on an annual basis.

CAUGHT BEING SAFE



These seven employees demonstrated exceptional awareness, responsibility, and dedication to safety in the workplace. From Evan's quick action to prevent fume exposure, to Shane's expert detection of a subtle equipment issue by sound alone, each individual demonstrated proactive decision-making that prevented potential hazards. Jesus acted swiftly to report and isolate a leak, while Phil's attention to a missing fire extinguisher tag upheld safety compliance. Sean showed that even brief, routine tasks deserve full PPE, and George & Jarod went above and beyond to ensure chemical safety through careful verification and teamwork. Together, their actions reflect a strong safety culture, vigilance, and a shared commitment to protecting staff and equipment.

Memo

Date: July 23, 2025
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.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING
WILL BE HELD ON **SEPTEMBER 24, 2025**