



Safety Committee Meeting

July 24, 2024

**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: July 24, 2024

TIME: 2:30 p.m.

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

For Zoom Participation:

www.zoom.us/join

Meeting ID: 819 3811 0678

Password: 522423

For Zoom Call-in Only:

Call: (669) 444-9171

Meeting ID: 819 3811 0678

Password: 522423

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 22, 2024 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 2024 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 June – July Safety/Risk Compliance Activities
10. Consider Informational Report on the Workplace Violence Prevention Plan Updates Regarding Public Meetings
11. Consider the Safety Action-Items Assigned/Completed
12. Consider Future Agenda Items
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 MAY 22, 2024 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 24, 2024
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE AUGUST/SEPTEMBER 2024 TRAINING CALENDAR**

Attached is the August/September training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
August/September 2024**

August:

Tailgate Topics:

- Outdoor Hazards (SDRMA)
- Wildfire Smoke (OMWD)

Events:

- Annual Audiograms

September:

Tailgate Topics:

- Bloodborne Pathogens (SDRMA)
- Hazard Identification (OMWD)

Memo

Date: July 24, 2024
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 2020-2024; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2020-2024.

Staff has achieved the SHNQT half year goal of maintaining less than 40 hours of lost time due to preventable injury/accident from January 1st to June 30th.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2023 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)
2021 - 3.7, 2022 - 2.1, 2023 - 3.2 **3-year avg = 3 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)
2020 - 2.1, 2021 - 2.6, 2022 - 2.1 **3-year avg = 2.3 injuries**

The National Injury / Illness Rate for 2023 will be available by the Bureau of Labor Statistics in October 2024.

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 24, 2024

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

OMWD SAFETY RECOGNITION PROGRAM 2024

NUMBER OF PREVENTABLE INJURIES IN 2024 = 0
NUMBER OF PREVENTABLE LOST DAYS IN 2024 = 0
Recordable OSHA Injuries "OSHA 300 Log" in 2024 = 0
Recordable OSHA Lost Days "OSHA 300 Log" in 2024 = 0
CURRENT Injury Illness Rate (IIR) = 0.0

Year-to-Date 2024 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2024 = **\$1,150.61** 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

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
JUN - #112 (PASSENGER SIDE FENDER)	\$2,307.70	
NOV - BACKHOE HIT SUBSURFACE INSTALLATION		\$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
Total	\$0.00	\$1,150.61

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

\$1,150.61

Memo

Date: July 24, 2024
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

Public Report of Unsafe Driving 1st Warning

- One item to discuss

Staff will be available to answer any questions.

Memo

Date: July 24, 2024
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON JUNE - JULY SAFETY/RISK COMPLIANCE
ACTIVITIES**

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

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities June - July 2024

June:

- Completed the Workplace Violence Prevention Plan and associated training.
- Facilitated on-site CPR/AED/First Aid training sessions for necessary staff.
- Hosted prescription safety glasses fittings for required staff.
- Attended the 3rd quarter Water Utility Safety Managers (WUSMA) 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

July:

- Met with a communications company to review our current emergency communications capabilities and options for potential future upgrades.
- Facilitated the Boot World on-site visit for field staff.

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 24, 2024
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER INFORMATIONAL REPORT ON THE WORKPLACE VIOLENCE PREVENTION PLAN UPDATES REGARDING PUBLIC MEETINGS**

Staff updated the Workplace Violence Prevention Plan (WVPP) with the following language regarding public officials and public meetings.

A new definition has been added:

Public Official - All elected or appointed board members and all appointed officials, including the General Manager, General Counsel, Auditor, and other appointed positions of the board such as Assistant Secretary or Assistant Treasurer.

The following has been included in the Emergency Response Procedures section of the WVPP:

Threats Against Public Officials and Public Meetings

Workplace violence can also include threats and/or violence against public officials and is illegal. Public officials are required to complete their work in the public eye with transparency. Threats are not protected speech in any forum.

Any District employee or board member who receives any threat against an OMWD Public Official or in relation to an OMWD public meeting or event, shall report the threat to both the General Manager and the Safety/Risk Compliance Administrator immediately. If the General Manager is the one who receives the threat, they shall

report the threat to the Board President and the Safety/Risk Compliance Administrator immediately.

Action taken by the General Manager in response to a threat received regarding a public official or public meeting may include, but is not limited to:

- Contacting the individual who made the threat (if known) and placing them on notice that the threat of violence is illegal, and that action will be taken.
- Reporting the threat to local law enforcement department and the National Threat Operations Center (NTOC) via its national tip line (1-800-CALL-FBI) and online through the FBI website (<http://fbi.gov/tips>).
- Requesting law enforcement presence if the threat is surrounding an upcoming public event or meeting.
- Cancelling the public event or meeting or requiring that the meeting be moved to a virtual platform.
- Pursuing legal action and/or obtaining a restraining order against the individual(s) making the threat if the threat rises to the level that a reasonable person would fear for their safety.

If the threat is made during the public meeting, response by the Board President and/or General Manager may include, but is not limited to:

- Removing or causing the removal of individuals who are disrupting the public meeting or failing to comply with the body's reasonable and lawful rules, after the individual is first warned that they are disrupting and that failure to cease may result in removal, unless the individual uses force or credibly threatens force, in which case no warning is needed.
- The entire meeting room may be cleared out if order cannot be restored by removing the disruptive individuals.
- Requesting law enforcement presence.
- Reporting the threat to local law enforcement department and the National Threat Operations Center (NTOC) via its national tip line (1-800-CALL-FBI) and online through the FBI website (<http://fbi.gov/tips>).

- Pursuing legal action and/or obtaining a restraining order against the individual(s).



Memo

Date: July 24, 2024
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
1/24/2024	(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	11/27/2024	Annually	January 24, 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.
5/22/24	Review the draft Workplace Violence Prevention Plan (WVPP).	Tim Schuette	5/28/25	Annually	Plan to be reviewed on an annual basis.

CAUGHT BEING SAFE



Tong Tang

Tong had a service order to lock a meter. Upon arrival, Tong demonstrated safety awareness by noticing the presence of bees in the meter box. Tong removed himself from the dangerous situation and contacted OMWD's bee removal contractor. Tong met the contractor onsite, and the meter was able to be locked and the hive removed. Tong kept an open line of communication and made detailed notes on the account, which assists in keeping the team informed of the situation. For example, duty staff was given a heads up in case they received a call in the night to unlock the meter, so they would not be surprised by any remaining bees.



Ernesto Fuentes



Jeff Fuchs

Republic Services was performing the regular trash removal services at OMWD HQ lower yard on Friday 3-29-24. During the bin dumping process, a hydraulic hose blew, spraying hydraulic fluid onto the asphalt parking lot. Jeff & Ernesto did a great job helping the driver clean-up & contain the hydraulic fluid spill.



Memo

Date: July 24, 2024
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 25, 2024**