



Safety Committee Meeting

July 26, 2023

**NOTICE OF A REGULAR MEETING
OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT'S
SAFETY COMMITTEE**

1966 Olivenhain Road, Encinitas, CA 92024

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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 26, 2023

TIME: 2:30 p.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 May 24, 2023 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 2023 Training Calendar

7. Consider an Informational Report on the “Safety Has No Quitting Time” (SHNQT) Program
8. Consider Employee Recognition for Achieving 365 Days Without a Preventable Lost Time Injury
9. Consider Review of Employee Injuries, Vehicle Accidents, and Safety Reports (If Necessary)
10. Consider a Report on June and July 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: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE MAY 24, 2023 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 26, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE AUGUST/SEPTEMBER 2023 TRAINING CALENDAR**

Attached is the August/September training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
August/September 2023**

August:

Tailgate Topics:

- Flammables & Combustibles Safe Handling (SDRMA)
- Safety Data Sheets (OMWD)

Events:

- Boot Truck

September:

Tailgate Topics:

- Ergonomics for the Non-Traditional Workstations (SDRMA)
- Vehicle Backing (OMWD)

Events:

- Hearing Conservation Training
- Annual Audiograms

Memo

Date: July 26, 2023
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 2019-2023; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2019-2023.

Note that the SHNQT half year (January 1 to June 30) goal was achieved for less than 40 hours of lost time due to preventable injury/incident.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in 2022 was 3.3 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 Preventable Injury Rates (Based on the 3-year avg of 86 employees)

2020 - 1.13, 2021 - 3.7, 2022 - 3.3, **3-year avg = 2.7 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2019 - 5.1, 2020 - 2.1, 2021 - 2.6 **3-year avg = 3.3 injuries**

The National Injury / Illness Rate for 2022 will be available by the Bureau of Labor Statistics in October 2023.

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 26, 2023**

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

OMWD SAFETY RECOGNITION PROGRAM 2023

NUMBER OF PREVENTABLE INJURIES IN 2023 = 0
NUMBER OF PREVENTABLE LOST DAYS IN 2023 = 0
(Recordable OSHA Injuries "OSHA 300 Log" in 2023 = 0)
(Recordable OSHA Lost Days "OSHA 300 Log" in 2023 = 0)

Year-to-Date 2023 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2023 = **\$0.00** 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

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	\$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
Total	\$0.00	\$0.00

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

\$0.00

Memo

Date: July 26, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER EMPLOYEE RECOGNITION FOR ACHIEVING 365 DAYS
WITHOUT A PREVENTABLE LOST TIME INJURY**

This is an opportunity to discuss presenting an employee recognition safety related award to staff for achieving 365 days without a preventable lost time injury. If achieved, the milestone will be reached on September 13, 2023. This item was recommended for inclusion by the General Manager at the May Safety Committee meeting. The Safety Subcommittee discussed potential award ideas at their July meeting. The cost for the award (proposed \$50 maximum per employee) will be off-set by our 2023/24 workers' compensation premium savings due to our low ex-mod.

Memo

Date: July 26, 2023
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:

- Two items for discussion

Staff will be available to answer any questions.

Vehicle #1
June 6, 2023
Passenger side fender damage



Vehicle #2

June 8, 2023

Windshield and radio antenna damage



Memo

Date: July 26, 2023
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 questions.

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities

June - July 2023

June:

- Met with members from ACWA JPIA to discuss claims handling procedures, also conducted a separate tour of District facilities.
- Facilitated CPR/AED/First Aid training for necessary staff.
- Facilitated Forklift Training for required staff.
- Attended the Water Utility Safety Management Association meeting.
- Held the monthly Safety Sub-Committee 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 the Operations Manager to coordinate the reservoir dam Emergency Action Plan compliance requirements.
- Conducted new employee orientation for a new Customer Service Representative.
- Held the monthly Safety Sub-Committee 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

Memo

Date: July 26, 2023
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
10/26/2022	(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	11/22/2023	Annually	Oct 26, 2022, the committee voted to keep the \$10,000 cap.
Standing Item	Caught Being Safe (CBS) Program.	Tim Schuette	Report at Meeting	As needed	None at this time.
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.

Memo

Date: July 26, 2023
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: July 26, 2023
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 **SEPTEMBER 27, 2023**