



SAFETY COMMITTEE MEETING
AUGUST 27, 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: August 27, 2020

TIME: 8:00 A.M.

PLACE: Remote Regular Meeting VIA TELECONFERENCE ONLY

Pursuant to the State of California Executive Order N-35-20, 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: 954 0206 1484 and Password: 258895

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 June 25, 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 September/October 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 a Report on July and August 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: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE JUNE 25, 2020 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: August 27, 2020
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE SEPTEMBER/OCTOBER 2020 TRAINING CALENDAR**

Attached is the September/October training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
September/October 2020**

September:

Tailgate Topics:

- Office Ergonomics (SDRMA)
- Heat Stress (OMWD)

Training/Events

- Hearing Conservation Program Training
- Annual Audiogram Tests
- CPR/AED/First Aid

October:

Tailgate Topics:

- Powered Hand Tool Safety (SDRMA)
- Stretching (OMWD)

Memo

Date: August 27, 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**

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). 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

August 27, 2020

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

5225 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
TOTAL	\$6,373.61	\$0.00

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
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	\$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
TOTAL	\$5,384.73	\$2,582.73

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
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
Total	\$1,882.00	\$81.98

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

\$1,963.98

Memo

Date: August 27, 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)**

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: August 27, 2020
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON JULY AND AUGUST SAFETY/RISK COMPLIANCE ACTIVITIES**

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

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities July/August 2020

July:

- Completed revision to the District's Coronavirus Pandemic Response Plan.
- Generated the Building D Emergency Evacuation Plan Site Map.
- Procured 1,000 N-95 Masks for employee protection.
- Complete the Annual EPA Electronic Verification Questionnaire (eVQ)
- Conducted Safety Inspection at the DCMWTP.
- Attended SDG&E's Wild Fire Safety and Public Safety Power Shutdown webinar.

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 inspection
- Completed emergency Shower/eye wash station inspections

August:

- Conducted a New Employee Orientation for a new Utility I and Utility II.
- Distributed the Building "D" Evacuation map to all employees.
- Facilitated the Boot World Boot Truck event for field staff.
- Scheduled annual CPR/AED training for staff.
- Conducted a review and finalized AFIF Leak Report and investigation from 2017 for the Department of Environmental Health-Hazardous Material Division.
- Attended SDG&E's Business Services Public Safety Power Shutoff Update Webinar.
- Scheduled and completed the Wellness Center move to Building D.
- Finalized the Safety Has No Quitting Time employee recognition award.

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 inspection
- Completed emergency Shower/eye wash station inspections



Memo

Date: August 27, 2020
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 current status.

Attachment: Safety Meeting Action Items

SAFETY MEETING ACTION ITEMS

Safety Meeting Date	Discussion/Agenda Item	Assigned To	Deadline/Timeline	Completed	Additional Comments
10/29/2020	(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	ANNUALLY	Oct 31, 2019, the committee voted to keep the \$10,000 cap.
Standing Item	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	ONGOING		The District will continue to submit innovative methods or tools to ACWA/JPIA when applicable.
Standing Item	Caught Being Safe (CBS) Program.	Tim Schuette	Report at Meeting		There were 17 CBS awarded in June 2020. (Attached)
4/30/2020	Install forklift warning signs at all roll up doors	Tim Schuette	6/25/2020	6/15/2020	Pictures attached

Caught Being Safe Awards

<p>Cameron Adams Ceaser Vigil Collette Burrow Devin Rodriguez Eddie Rodriguez Gary Briant Jaden Arellano Jaime Tovar John McCaw Jose Rodriguez Justin Fichtelman Lance Castro Marvin Cohen Phillip Reed Vinnie Bruzzi Warren Wilson</p>	<p>The City of Carlsbad scheduled a site compliance storm water pollution prevention inspection on June 11, 2020. In preparation for the inspection, OMWD staff teamed up on a multitude of tasks and repairs to assure compliance with storm water pollution prevention before the inspection took place. These tasks include, repairing silt fence around Complex 2, clean out area and replace items around materials storage bins, properly covering material storage area, remove all broken worn out sand bags near jack shack an bio retention area, clear out all the leaves that have piled up at the eastern gate sampling site. The hard work and efforts made by OMWD staff played a pivotal role in assuring OMWD would be in violation or fined when the inspection took place. Thank you again to everyone involved.</p>
<p>Gary Briant</p>	<p>Gary has gone above and beyond during the COVID-19 pandemic to find safety resources for the employees of OMWD. This has included using unconventional vendors and resources. Examples are sourcing masks, gloves, and sanitizing materials some from unusual sources like the hand sanitizer from a brewery of all places.</p>



Memo

Date: August 27, 2020
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: August 27, 2020
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 OCTOBER 29, 2020

