



SAFETY COMMITTEE MEETING  
AUGUST 29, 2019



**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:** AUGUST 29, 2019

**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 June 27, 2019 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 2019 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 an Informational Report on the Safety Sub-Committee Fiscal Year (FY) 2019/2020
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: Leslie Naritelli, Recorder  
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE JUNE 27, 2019 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 29, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER APPROVAL OF THE SEPTEMBER/OCTOBER 2019 TRAINING CALENDAR**

---

Attached is the September/October training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD  
Training Calendar  
September/October 2019**

**September:**

Tailgate Topics; Ergonomics – Stretch Before Work, Hierarchy of Controls

OSHA Water Safety, Drowning, Hazards

**October:**

Tailgate Topics; Proactive Safety Attitudes, Hazard Identification



# Memo

Date: August 29, 2019  
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; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2015 - 2019.

Staff will be available to answer any questions.

Attachment(s): SHNQT Report; 2015-2019 Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2018 was 2.4 recordable injuries** based on the 200,000 hours worked formula for 100 employees.

OMWD Preventable Injury Rates (Based on this 3-year avg of 85 employees)

2015 - 2.4 injuries, 2016 - 1.2 injuries, 2017 - injuries 2.4: **3-year avg = 2.00 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2015 - 4.4 injuries, 2016 - 4.2 injuries, 2017 - 3.2 injuries: **3-year avg = 3.93 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 2018 rate will be available in late 2019]**

The National Injury / Illness Rate can be found at the Bureau of Labor Statistics ([www.BLS.gov](http://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 29, 2019**

**OSHA 300 COUNT RECORDS**

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

**4861 CONSECUTIVE NUMBER OF DAYS**

**OMWD SAFETY RECOGNITION PROGRAM 2019**

**NUMBER OF PREVENTABLE INJURIES IN 2019 = 2**

**NUMBER OF PREVENTABLE LOST DAYS IN 2019 = 0**

**(Recordable OSHA Injuries "OSHA 300 Log" in 2019 = 3)**

**(Recordable OSHA Lost Days "OSHA 300 Log" in 2019 = 0)**

**Year-to-Date 2019 Totals:**

Preventable Vehicle Incident and/or Vehicle Related Property Damage in **CY 2019 = \$357.77**

- 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	
<b>TOTAL</b>	<b>\$2,491.46</b>	

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	
<b>TOTAL</b>	<b>\$6,373.61</b>	

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	
<b>TOTAL</b>	<b>\$5,244.31</b>	<b>\$1,753.96</b>

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
<b>TOTAL</b>	<b>\$5,384.73</b>	<b>\$2,582.73</b>

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

# Memo

Date: August 29, 2019  
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 29, 2019  
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 2019. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

## **Safety/Risk Compliance Activities July/August 2019**

### **July:**

Turn over of Safety/Risk Compliance Administrator responsibilities from Joseph Mackey to Tim Schuette

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

#### General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments

### **August:**

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

Attended a compliance update meeting with Air Pollution Control District

Organized the Safety Shoe Truck arrival for employee PPE

#### General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Safety Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments

# Memo

Date: August 29, 2019  
To: Olivenhain Municipal Water District Safety Committee  
From: Tim Schuette, Safety / Risk Compliance Administrator  
Subject: **CONSIDER AN INFORMATIONAL REPORT ON THE SAFETY SUB-COMMITTEE FISCAL YEAR (FY) 2019/2020**

---

This Agenda Item is to provide information on the FY 2019/20 Safety Sub-Committee.

The Safety Sub-Committee meets at least quarterly to bring safety issues and suggestions from the employees to the group for consideration. Safety ideas and suggestions may be implemented immediately or referred to the full Safety Committee for consideration and approval. The sub-committee also makes recommendations to the full committee for safety recognition, performs safety inspections and other safety related duties as assigned.

In moving forward with the FY 2019/20 Safety Sub-Committee, it is proposed to add two employees for this fiscal year which will bring the number of employees to serve on the sub-committee to six (6) seats. Tom Wood, Human Resources Manager has reviewed this change and received approval from the General Manager.

Members of the sub-committee are voluntary employees that provide valuable information and are extremely beneficial in keeping the District the safest place to work.

The Safety Sub-Committee members are as follows:

Tong Tang – Term Ends 6/30/20

Chris Bumcrot – Term Ends 6/30/21

Bryan Rickards – Term Ends 6/30/20

Tammi Lile – Term Ends 6/30/21

Adam Calm – Term Ends 6/30/20

Dan Nevitt – Term Ends 6/30/20

Additional information will be provided at the meeting.



# Memo

Date: August 29, 2019  
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	Note Location in Minutes	Assigned To	Deadline/Timeline	Completed	Additional Comments
<b>10/31/2019</b>	(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	<b>10/31/2019</b>	<b>ANNUALLY</b>	Oct 25, 2018, the committee voted to keep the \$10,000 cap.
<b>Standing Item</b>	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	<b>12/20/18</b>		The District will continue to submit innovative methods or tools to ACWA/JPIA when applicable.
<b>Standing Item</b>	Caught Being Safe (CBS) Program.		Tim Schuette	<b>Report at Meeting</b>		Seven (7) Employees were recognized for being safe at the August Employee Forum (see attached).



## EMPLOYEES CAUGHT BEING SAFE (CBS)

At the August Employee Forum, the following employees were recognized for being safe and received a \$25 Home Depot gift card.

### **Gabriela Saffiote – Operations Coordinator**

### **Jeffrey Anderson – Park Supervisor**

Jeff had received signs for the Park Trails weighing 60+ lbs. Gabby offered to help carry the signs out to the truck. They lifted with their knees, in good form, to protect their backs. Together they safely delivered the signage to Jeff's truck.

### **Sandra Rodriguez – Customer Service Representative I**

On the afternoon of Friday, July 5<sup>th</sup>, Sandra discovered that the security gate lock was not working and she brought it to the attention of the Customer Services Manager. This action may have prevented a breach to the District's secured area.

### **Jason Emerick – Reclamation Operator Level III**

### **William Broadhead – Reclamation Operator Level III**

### **Nathaniel Naugles – Pump/Motor Tech I**

Cerro Del Sol Sewer Pump Station #2 has been clogging with rags being flushed down the drain at an alarming rate. 4S WRF Operators and Pump Techs have been de-ragging the three (3) pumps once a week. Until the origination of where these rags are coming from can be identified and/or replace the existing pumps with a more robust pump, Pump Techs have been conducting cross training with the 4S WRF Operators on pump removal/installation, pump disassembly/assembly, de-ragging and mobile crane use so we can have personnel coverage in case of emergency response during off business hours.

### **Mike Salazar – Systems Operator I**

Mike was headed back to the District and was taking the back route through Zumaque Creek crossing. As he came around the corner, he saw a bicyclist in pain lying down next to his bike. Mike called 911 and waited with the injured biker until the paramedics arrived.





# Memo

Date: August 29, 2019  
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 29, 2019  
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 31, 2019

