



Safety Committee Meeting

August 31, 2022

**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 31, 2022

TIME: 2:30 p.m.

PLACE: HYBRID REGULAR MEETING VIA TELECONFERENCE AND IN PERSON

Pursuant to the State of California Executive Order, and in the interest of public health, OMWD is temporarily taking actions to mitigate the COVID-19 pandemic by holding Safety Committee meetings electronically or by teleconference. This meeting will be a hybrid of in person and teleconference. The Boardroom will be open to the public; however, masks must be worn if unvaccinated.

To join this meeting via phone, please dial:
(669) 900-9128 or (253) 215-8782
Meeting ID: 842 3547 5685 and Password: 068261

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 29, 2022 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 2022 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 Informational Report on COVID Task Force Updates
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 JUNE 29, 2022 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 31, 2022
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE SEPTEMBER/OCTOBER 2022 TRAINING CALENDAR**

Attached is the September/October training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
September/October 2022**

September:

Tailgate Topics:

- Ladder Safety
- Hearing Protection

Events:

- Respiratory Protection Program Training
- Respiratory Fit Testing

October:

Tailgate Topics:

- Safe Lifting
- Electrical Safety

Events:

- CPR/AED/First Aid Training

Memo

Date: August 31, 2022
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 2018-2022; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2018-2022.

Staff will be available to answer any questions.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2021 was 3.7 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 the 3-year avg of 85 employees)

2019 - 2.4, 2020 - 1.13, 2021 - 3.7 **3-year avg = 2.4 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2018 - 5.8, 2019 - 5.1, 2020 - 2.1 **3-year avg = 4.3 injuries**

The National Injury / Illness Rate for 2021 will be available by the Bureau of Labor Statistics in October 2022.

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

March 8, 2021

INJURY AND LOST TIME COUNT AS OF

August 31, 2022

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

541 Days

OMWD SAFETY RECOGNITION PROGRAM 2022

NUMBER OF PREVENTABLE INJURIES IN 2022 = 0

NUMBER OF PREVENTABLE LOST DAYS IN 2022 = 0

(Recordable OSHA Injuries "OSHA 300 Log" in 2022 = 1)

(Recordable OSHA Lost Days "OSHA 300 Log" in 2022 = 1)

Year-to-Date 2022 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2022 = **\$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

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
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
Total	\$0.00	\$0.00

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

\$0.00

Memo

Date: August 31, 2022
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:

- One item to discuss in closed session

Vehicle related property damage:

- None at this time

Staff will be available to answer any questions.

Memo

Date: August 31, 2022
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 2022. Staff will be on hand to answer questions.

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities July/August 2022

July:

- Met with a representative from the Carlsbad Fire Department to discuss the potential installation of the AlertWILDFIRE and HPWREN systems at Denk Reservoir.
- Facilitated backhoe training for two staff members.
- Facilitated forklift training for five staff members.

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

August:

- Facilitated the Boot World Boot Truck event at District headquarters for field staff to select safety boots.
- Conducted new employee/temp safety orientations for the new Engineering Technician I, Engineering Technician III, Equipment Technician, and the front desk temporary staff member.
- Met with representatives from the Carlsbad Fire Department, University of California San Diego, and the San Diego County Office of Emergency Services at Denk Reservoir to assess the site for AlertWILDFIRE and HPWREN systems.
- Hosted Safe Hearing America for on-site audiometric testing for necessary staff.
- Attended a Fall Protection "Train the Trainer" Course at Pacific Safety Center.

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: August 31, 2022
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
10/29/2020	(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	10/26/2022	Annually	Oct 27, 2021, the committee voted to keep the \$10,000 cap.
Standing Item	Caught Being Safe (CBS) Program.	Tim Schuette	Report at Meeting	As needed	One Caught Being Safe Award.
10/29/2020	Conduct review for vegetation brush clearing requirements for fire mitigation around the DCMWTP with local fire department.	Tim Schuette	6/30/2021	Annually	Met with RSF Defensible Space Officer on June 22, 2022 to discuss brush clearing around DCMWTP and the AFIF, suggestions being reviewed.
Ongoing	Safety Suggestions	Tim Schuette	Ongoing	As needed	No new suggestions.

Caught Being Safe

Marlo Reed

Upon approaching the exit/entry gate of the WRF, Marlo found two individuals taking pictures of the gate and entry keypad. When approached, the individuals said they were taking photos of gates for advertising with their installation company. Marlo immediately noticed this activity as suspicious and was able to take photos of the individuals and their vehicle for forward to law enforcement. He immediately reported the situation to his supervisor and WRF staff to be on the lookout for any additional suspicious behavior. Great job Marlo for being situationally aware of things out of the ordinary!



Memo

Date: August 31, 2022
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER INFORMATIONAL REPORT ON COVID TASK FORCE UPDATES**

Any COVID Task Force updates will be provided orally at the Safety Committee meeting.

Memo

Date: August 31, 2022
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 31, 2022
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 **OCTOBER 26, 2022**