



Safety Committee Meeting

September 24, 2025

**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 AND IN-PERSON**

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: September 24, 2025

TIME: 2:30 p.m.

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

For Zoom Participation:

www.zoom.us/join

Meeting ID: 881 2195 8791

Password: 551109

For Zoom Call-in Only:

Call: (669)900-9128

Meeting ID: 881 2195 8791

Password: 551109

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 July 23, 2025 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 October/November 2025 Training Calendar

7. Consider an Informational Report on the "Safety Has No Quitting Time" (SHNQTT) Program
8. Consider Review of Employee Injuries, Vehicle Accidents, and Safety Reports (If Necessary)
9. Consider a Report on August and September Safety/Risk Compliance Activities
10. Consider the Safety Action-Items Assigned/Completed
11. Consider Informational Update on Potential Additional Perimeter Security and Fencing Options at Remote Sites
12. Consider Rescheduling the November Safety Committee Meeting
13. Consider Future Agenda Items
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 JULY 23, 2025 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: September 24, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE OCTOBER/NOVEMBER 2025 TRAINING
CALENDAR**

Attached is the October/November training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
October/November 2025**

October:

Tailgate Topics:

- Earthquake Readiness (SDRMA)
- Electrical Safety (OMWD)

Events:

- None

November:

Tailgate Topics:

- Employee Wellness (SDRMA)
- Fire Prevention at Home (OMWD)

Events:

- None

Memo

Date: September 24, 2025
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 2021-2025; consecutive number of days since the last preventable injury; and the vehicle/property damage amounts for years 2021-2025.

Attachments: SHNQT Report; Vehicle/Property Damage



The Injury Incident Rate (IIR) for OMWD in **2024 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)

2022 - 2.1, 2023 - 3.2 2024 - 3.2 **3-year avg = 2.8 injuries**

NAICS OSHA Recordable Injury Rates (Based on Code 22131)

2021 - 2.6, 2022 - 2.1, 2023 - 2.2 **3-year avg = 2.3 injuries**

The Survey of Occupational Injuries and Illnesses data for 2024 are scheduled to be released in November 2025.

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

September 24, 2025

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

1107 Days

OMWD SAFETY RECOGNITION PROGRAM 2025

NUMBER OF PREVENTABLE INJURIES IN 2025 = 0

NUMBER OF PREVENTABLE LOST DAYS IN 2025 = 0

Recordable OSHA Injuries "OSHA 300 Log" in 2025 = 1

Recordable OSHA Lost Days "OSHA 300 Log" in 2025 = 0

CURRENT Injury Illness Rate (IIR) = 1.07

Year-to-Date 2025 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2025 = **\$10,083.46** 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

| 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) | \$0.00 | \$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 | 0.00 | \$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 |
| NOV - #75 HIT LARGE ROCK IN DECORTIVE ISLAND | \$5,500.00 | \$0.00 |
| | | |
| | | |
| Total | \$5,500.00 | \$1,150.61 |

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2024

\$6,650.61

| 2025 | | |
|--|----------------------------|---------------------------|
| OMWD VEHICLE DAMAGED | OMWD VEHICLE DAMAGE \$ AMT | OTHER PROPERTY DMG \$ AMT |
| MAR - #90 HIT GOLF COURSE RETAINING WALL | \$7,724.98 | \$0.00 |
| APR - #04 REAR ENDED CITIZEN'S VEHICLE | \$1,284.48 | \$0.00 |
| JUL - #94 DENTED REAR BUMPER | \$1,074.00 | \$0.00 |
| | | |
| Total | \$10,083.46 | |

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

\$10,083.46

Memo

Date: September 24, 2025
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

Vehicle related property damage:

- None at this time

Staff will be available to answer any questions.

Memo

Date: September 24, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON AUGUST AND SEPTEMBER SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of August and September. Staff will be available to answer any questions.

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities

August/September 2025

August:

- Attended the California Special Districts Association (CSDA) Conference to accept the McMurchie Excellence in Safety Award on behalf of OMWD.
- Facilitated audiometric testing for staff in the hearing conservation program.
- Worked on various liability and property damage claims.
- Met with a vendor to review new Automated External Defibrillator (AED) options.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
- Conducted Member Area Communication System (MACS) Radio Test
- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

September:

- Presented the McMurchie Excellence in Safety Award to the Board.
- Worked on various liability and property damage claims.

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: September 24, 2025
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 |
|---------------------|--|--------------|-------------------|-----------|---|
| 9/25/2024 | (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 November. | Tim Schuette | 11/26/2025 | Annually | September 25, 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 | None at this time. |
| | | | | | |
| Ongoing | Safety Suggestions | Tim Schuette | Ongoing | As needed | No new suggestions. |
| | | | | | |
| 5/28/2025 | Review the Workplace Violence Prevention Plan (WVPP). | Tim Schuette | 5/27/2026 | Annually | Plan to be reviewed on an annual basis. |

Memo

Date: September 24, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER INFORMATIONAL UPDATE ON POTENTIAL ADDITIONAL PERIMETER SECURITY AND FENCING OPTIONS AT REMOTE SITES**

The purpose of this item is to provide an informational update on potential additional perimeter security and fencing options at remote sites.

Staff will be available to answer any questions.

Memo

Date: September 24, 2025
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER RESCHEDULING THE NOVEMBER SAFETY COMMITTEE MEETING**

The November Safety Committee meeting is scheduled for Wednesday, November 26, the day before the Thanksgiving holiday. In anticipation of low attendance that day, staff suggests changing the meeting date to the afternoon on Thursday, November 20 or the morning of Tuesday, December 2.

Memo

Date: September 24, 2025
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 DETERMINED BY THE
COMMITTEE