



Safety Committee Meeting

September 27, 2023

**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: SEPTEMBER 27, 2023

TIME: 2:30 p.m.

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

For Zoom Participation:

www.zoom.us/join

Meeting ID: 819 5462 6520

Password: 394839

For Zoom Call-in Only:

Call: (669) 444-9171

Meeting ID: 819 5462 6520

Password: 394839

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 26, 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 October/November 2023 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 an Informational Report on the ACWA JPIA Proposed Two Year Service Plan
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 JULY 26, 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: September 27, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE OCTOBER/NOVEMBER 2023 TRAINING
CALENDAR**

Attached is the October/November training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
October/November 2023**

October:

Tailgate Topics:

- Fire Extinguishers – When and how to use (SDRMA)
- (OMWD) Earthquake Preparedness

November:

Tailgate Topics:

- Employee Wellness and Stress Management (SDRMA)
- (OMWD) Compressed Air Safety

Memo

Date: September 27, 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.

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
September 27, 2023**

**CONSECUTIVE NUMBER OF WORK DAYS WITHOUT
A PREVENTABLE LOST TIME (Days Away from Work) INJURY
379 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 = 3)
(Recordable OSHA Lost Days "OSHA 300 Log" in 2023 = 3)
CURRENT Injury Illness Rate (IIR) = 3.2

Year-to-Date 2023 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in CY 2023 = **\$2,307.70** 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
JUN - #112 (PASSENGER SIDE FENDER)	\$2,307.70	
Total	\$2,307.70	\$0.00

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

\$2,307.70

Memo

Date: September 27, 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:

- Three items to discuss in closed session.

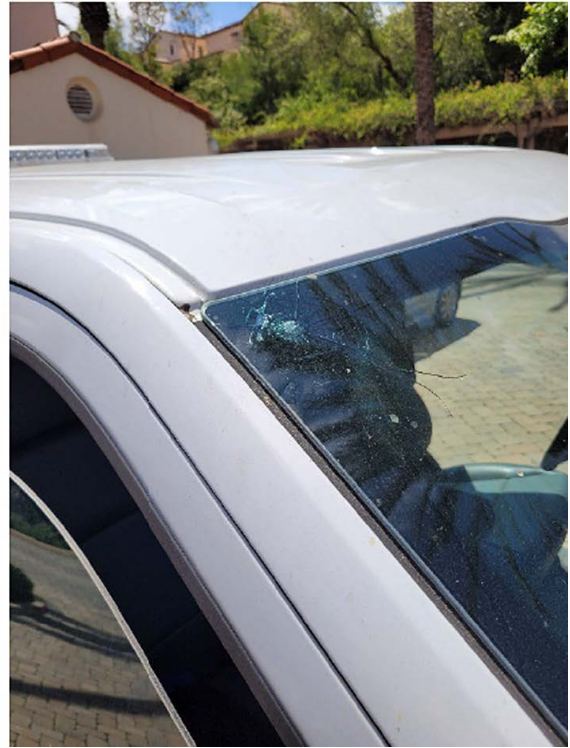
Vehicle related property damage:

- One item to discuss.

Staff will be available to answer any questions.

June 8, 2023

Windshield and radio antenna damage



Memo

Date: September 27, 2023
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 questions.

Attachment: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities

August - September 2023

August:

- Facilitated the Boot Truck event for field staff to select their safety boots.
- Held backhoe operator training for necessary employees.
- Facilitated on-site audiometric testing for employees affected by the hearing conservation program.

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

September:

- Met with Operations staff to coordinate the 4S WRF reservoir dam Emergency Action Plan.
- Coordinated the insurance adjuster and engineering forensics team assessment of the 4S WRF blower damage.
- Met with the ACWA JPIA Senior Risk Control Advisor for an orientation on ACWA JPIA's Risk Control services and website resources.

General Duties

- Project Heartbeat – Automatic Emergency Defibrillator (AED) Monthly Check List
- Facilitated tailgate training to all departments
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- Completed fire extinguisher inspections
- Completed emergency shower/eye wash station inspections

Memo

Date: September 27, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER THE SAFETY ACTION-ITEMS ASSIGNED / COMPLETED**

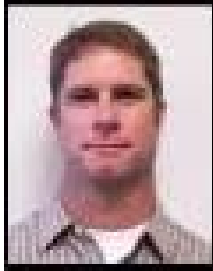
Attached is the list of action items assigned and their current status.

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	One item to discuss, see below.
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.

Caught Being Safe – Rudy Petrovski



While performing motor testing and panel maintenance, Rudy made sure to wear the proper PPE for entering an energized panel in order to take voltage and current readings. He demonstrates that a good technician does not have to fear electricity but respect it by protecting yourself and the people you work with. Great Job.

Memo

Date: September 27, 2023
To: Olivenhain Municipal Water District Safety Committee
From: Tim Schuette, Safety / Risk Compliance Administrator
Subject: **CONSIDER AN INFORMATIONAL REPORT ON THE ACWA JPIA PROPOSED TWO YEAR SERVICE PLAN**

Staff met with the ACWA JPIA Risk Management representative and were provided with a proposed two year service plan.

Staff will provide a brief overview of the service plan (attached) and be available to answer any questions.

Attachments:

- Proposed Two Year Service Plan
- Commitment to Excellence Resolution

OLIVENHAIN MUNICIPAL WATER DISTRICT
Service Plan Draft 9-11-2023

FIRST-YEAR SERVICE PLAN AND RISK MANAGEMENT ONBOARDING OUTLINE

PROPOSED TWO YEAR SERVICE PLAN

This Service Plan was designed to help **Olivenhain Municipal Water District** complement its safety and risk management program with JPIA resources. It also provides JPIA Risk Management with a method to ensure the efficiency of our services.

The Service Plan will be implemented from **September 2023 – August 2025** It involves periodic full and half-day District visits (virtual or in-person); and includes risk management assessments, loss prevention training, and safety program consultations. Training session topics will be coordinated with the District's designated staff.

AGENDA

DATE	EVENT
July - December 2023	<ul style="list-style-type: none">• Meeting to discuss JPIA Commitment to Excellence (C2E). Provide a copy of the C2E certificate for Board adoption.• Provide sample Volunteer Resolution, obtain copy or OMWD to adopt a resolution,• Review JPIA Risk Control Manual,• Review Risk Control publications and resources,• Review C2E best practices resources,• Review the Human Resources webpage resources and Training webpage,• Ensure District staff contacts are listed in Blue Sheet, and initial contact has been made by Claims and Training,• Follow up on the completion status of the JPIA Employee Manual review and suggested revisions.
January – June 2024	<ul style="list-style-type: none">• Receive the District's signed C2E certificate.• Receive District's Volunteer Resolution.• Review OMWD's Hazard Inspection/Correction forms, frequency, process, and assigned individuals. Visit sites will review the results of the completed periodic, scheduled worksite inspections.• JPIA Consultative visit to Elfin Forest Recreational Reserve to assess public posting(s) of its rules and regulation notice(s).• Review OMWD's Driving and Vehicle Program/Policies.• Driver Policy - Cell Phone/Electronic Use• DMV Pull Program/Review• Driver Responsibility Acknowledgement

OLIVENHAIN MUNICIPAL WATER DISTRICT
Service Plan Draft 9-11-2023

July – December 2024	<ul style="list-style-type: none">• Review OMWD's training calendar (conducted and scheduled). Emphasis on OMWD's staff Defensive Driving.• Review At fault Accident Investigation Process• Review Vehicle Inspection Form and Frequency• Introduce JPIA's Drone Resources.• Introduce JPIA Risk Control Grant and HR LaBounty Safety Award Programs.
January - June 2025	<ul style="list-style-type: none">• Review OMWD's SSO response plans.• Review OMWD's Risk Assessments and Emergency Response Plans related to the JPIA C2E program elements and primary loss drivers.• If applicable, review FERC RMP.• JPIA to conduct Defensive Driver Course (DDC) training when course measurements are provided. OMWD to supplement JPIA instructor-led training with Vector Solutions courses.• JPIA to conduct annual Risk Assessment visits, with focus on JPIA loss reduction best practices and Cal OSHA most frequently cited violations and exposures.



Commitment to Excellence

Olivenhain Municipal Water District

and the ACWA JPIA in mutual support for ensuring the most consistent, cost effective, and broadest possible affordable insurance coverage and related services, and in partnership with all JPIA members, and in the interest of reducing **Olivenhain MWD's** insurance costs, commit to a program of excellence that through the implementation of "best practices" reduces the potential and frequency of:

- **Vehicle Losses**
- **Infrastructure Related Losses**
- **Construction Related Losses**
- **Employment Practices Claims**
- **Ergonomic (Musculoskeletal) and Fall Injuries**
- **Wildfire Prevention**

and fully support the goal of implementing effective preventative measures that work to achieve these loss reductions.

Walt "Andy" Sells (CEO, ACWA JPIA)
Signature

Signature (General Manager)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

Signature (Board Member)

Memo

Date: September 27, 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: September 27, 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 **NOVEMBER 22, 2023**