



SAFETY COMMITTEE MEETING
DECEMBER 21, 2017



**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: DECEMBER 21, 2017

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 October 26, 2017 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 January/February 2018 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 November and December 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: Leslie Naritelli, Recorder
Subject: **CONSIDER APPROVAL OF THE MINUTES OF THE OCTOBER 26, 2017
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: December 21, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF THE JANUARY/FEBRUARY 2018 TRAINING CALENDAR**

Attached is the January/February training calendar.

Attachment: Schedule for Safety Training

**Olivenhain MWD
Training Calendar
January/February 2018**

January:

Tailgate Topics; Slip, Trip and Fall & Vehicle Backing

Confined Space Refresher

February:

Tailgate Topics; HazCom, & Hearing Protection

Hearing Conservation



Memo

Date: December 21, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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, 2016, and 2017.

Staff will be available to answer any questions.

Attachment(s): SHNQT Report; 2015-2017 Vehicle/Property Damage



The Incidence Rate (IR) for OMWD in 2016 was 1.2 recordable injuries based on the 200,000 hours worked formula for 100 employees.

Olivenhain Municipal Water District Rate (Based on this 3 yr avg of 83 employees)
2013 - 2.4 injuries, 2014 - 1.2 injuries, 2015 - 2.4 injuries, [2016 - 1.2 injuries]

The Safety Has No Quitting Time award is based on a three-year average national incident rate for Water Supply and Irrigation Systems: 2013-2015 - 5.4 injuries

[The 2016 rate will be available late 2017]

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 for OMWD is 22131 - Water Supply and Irrigation Systems.

**Last Reportable / Preventable Lost-Time Injury was
May 8, 2006**

**INJURY AND LOST TIME COUNT AS OF
December 21, 2017**

**OSHA 300 COUNT RECORDS
RECORD & CONSECUTIVE NUMBER OF WORK DAYS WITHOUT
A PREVENTABLE LOST TIME (Days Away from Work) INJURY
4245 CONSECUTIVE NUMBER OF DAYS**

SAFETY RECOGNITION PROGRAM 2017

NUMBER OF RECORDABLE INJURIES IN 2017 – 2
NUMBER OF LOST DAYS IN 2017 – 0

Year-to-Date 2017 Totals:

Preventable Vehicle Incident and/or Vehicle Related Property Damage in 2017 - \$6,998.27

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 DR	\$320.04	
JUNE - #52 TRUCK	\$49.77	
JUNE - #51 DUMP TRUCK DMG	\$1,942.52	
TOTAL	\$2,491.46	

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	
TOTAL	\$6,373.61	

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	
TOTAL	\$5,244.31	\$1,753.96

TOTAL PREVENTABLE VEHICLE INCIDENT AND/OR VEHICLE RELATED PROPERTY DAMAGE IN 2017

\$6,998.27

Memo

Date: December 21, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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: December 21, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER A REPORT ON NOVEMBER AND DECEMBER SAFETY/RISK COMPLIANCE ACTIVITIES**

Attached is a list of safety/risk compliance activities for the months of November and December 2017. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities

Safety/Risk Compliance Activities November/December 2017

November:

Board Meeting Closed Session Presentation on Dept. of Homeland Security (DHS) Assessments

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

Employee Safety Orientations

EOC Tabletop Exercise (Relocating EOC to WWRF)

Business Continuity Plan (BCP) Consultant Meetings

General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Presentation
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

December:

Member Area Communication System (MACS) Radio Test

New Employee Safety Orientation

General Duties

- Staff Leadership Meeting (SLM) Claims Presentation
- Employee Forum Presentation (Internal 411 info line, Company Nurse, Safety Tailgates Importance, Target Solutions Mandatory Training)
- Project Heartbeat - Automatic Emergency Defibrillator (AED) Monthly Check List

Memo

Date: December 21, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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
10/25/2018	(SHNQT) Revisit the dollar \$ amount for preventable damage to District vehicles/property; and the language for preventable vehicle incident damage annually in October.		Joe Mackey	10/25/2018	ANNUALLY COMPLETED 2017	The committee voted to keep the \$10,000 cap; approved the language for the term preventable at the October 26, 2017 meeting.
10/27/2016	The language for the indemnity provision for contracts and purchase orders will be generated.	9	Dave Smith	02/22/2018		Following the GM's approval of the appropriate language, the final outcome will be presented to the Safety Committee.
6/29/2016	24-hour chemical spill training will be provided at both the DCMWTP and the 4S WRF to be completed in 2017.	11.a	Dave Smith Joe Mackey	12/21/2017	ANNUALLY COMPLETED 2017	The chemical spill training will be provided soon with Industrial Safety Professionals.
6/29/2017	Joe Mackey addressed the Board of Directors regarding the District's critical infrastructure in the Closed Session of the November 8 th Board meeting.	10 and 11.b	Joe Mackey	12/21/2017	COMPLETED	Joe Mackey provided a presentation to the full Board of Directors at their November meeting.
6/29/2017	A Business Continuity Plan (BCP) will be updated to 2017 business practices.	11.e	Joe Mackey	02/22/2018		A Sub-committee was formed to work on the BCP with the consultant.
8/31/2017	Following two recent back injuries, Joe Mackey determined that it would be beneficial for all employees to attend a "Back Injury Prevention" training class.	8	Joe Mackey	02/22/2018		Joe Mackey will schedule a training class for the prevention of back injuries for all employees.
10/26/2017	The District has received the MSA Altair 5x Confined Space Monitors. A presentation will be provided.	11.c	Joe Mackey	12/21/17 AGENDA		The crew has put the confined space monitors into practice; a presentation will be made at the December 2017 Safety meeting.
Standing Item	Caught Being Safe (CBS) Certificate (12 issued since 10-26-17 attached)		Joe Mackey	Report at Meeting		Employees who have received a CBS Certificate.

OLIVENHAIN
Municipal Water District

**“Caught Being Safe”
Safety Award Program
Nomination Form**

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: ~~Jose Rodriguez~~ **Justin Fichtelman**

Department/position: Sys Ops / Valve Turners

Date & time of event: 11/1/17 1335

Detailed description of events and/or actions that deserve the award:

At the 4S WRF Wet Weather Storage Pond we have a dam valve that is inspected annually by the state. This is a very large gate valve that requires 2 people with a 48" pipe wrench to exercise. There are 125 turns to open the valve and 125 turns to close it back down. It is a physically strenuous job with uneven surfaces around the site. Jose was cross training with us and was there to assist with the state inspection. After his cross training stint, Jose and Justin fabricated a valve key that allows them to hook up their valve turning truck and with a touch of a button can exercise this valve. This saves the operators at the plant time and more importantly removes the potential for injury from this task. We are very thankful to Jose and Justin for utilizing their knowledge and skills to assist our department.

Nominated by:

Signature: Raymond L. Motas
Digitally signed by Raymond L. Motas
Date: 2017.11.22 07:44:53 -08'00'

Date: 11/22/17

Safety Section Approval signature: John Wood Hays Date: 11/27/17

Award presented on: 12/5/17 Exp Form Amount of award \$ 25 HD gift card

Recipient Signature: [Signature] Date: 12/5/17

(Gift cards are subject to tax withholding)

original
to Lisa Raymond
12/6/17
John Wood
Hays



OLIVENHAIN
Municipal Water District

**"Caught Being Safe"
Safety Award Program
Nomination Form**

To: Joe Mackey, Safety/Risk Compliance Administrator

COPY
Amulya P. Gurnea
11/27/17

I would like to nominate the following employee for a \$25 gift card regarding the "Caught being safe" program.

Name: Jose Rodriguez and Justin Fichtelma

Department/position: Sys Ops / Valve Turners

Date & time of event: 11/1/17 1335

Detailed description of events and/or actions that deserve the award:

At the 4S WRF Wet Weather Storage Pond we have a dam valve that is inspected annually by the state. This is a very large gate valve that requires 2 people with a 48" pipe wrench to exercise. There are 125 turns to open the valve and 125 turns to close it back down. It is a physically strenuous job with uneven surfaces around the site. Jose was cross training with us and was there to assist with the state inspection. After his cross training stint, Jose and Justin fabricated a valve key that allows them to hook up their valve turning truck and with a touch of a button can exercise this valve. This saves the operators at the plant time and more importantly removes the potential for injury from this task. We are very thankful to Jose and Justin for utilizing there knowledge and skills to assist our department.

Nominated by:

Signature: Raymond L. Motas
Digitally signed by Raymond L. Motas
Date: 2017.11.22 07:44:53 -0800

Date: 11/22/17

Safety Section Approval signature: Juliod Henry Date: 11/27/17

Award presented on: 12/5/17 Emp Forum Amount of award \$ 25 HD gift card

Recipient Signature: Jose Rodriguez Date: 11-5-17

(Gift cards are subject to tax withholding)

original to
USA, 12/6/17
Juliod Henry





**“Caught Being Safe”
Safety Award Program
Nomination Form**

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To: Joe Mackey, Safety/Risk Compliance Administrator

Ⓛ

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: Adam Schmidt

Department/position: Operations, Systems Administrator

Date & time of event: 10/4/17 approx. 12:30pm

Detailed description of events and/or actions that deserve the award:

During this year's Health & Wellness Expo, a gust of wind picked up the EZ-Up canopy into the air bending the frame backwards. In that moment several employees jumped up from their seats to grab the canopy to ensure the EZ-Up did not fly away. These employees did not hesitate to grab the canopy and had it put away within a minute. The sharp metal legs went flying as the canopy lifted into the air and could have really injured someone. The quick action of Jason G, Adam S, Eddie, Nate, Morgan, Margaret, Adam C (and anyone else we were unable to identify in the video) prevented a huge safety hazard. Thank you!

Nominated by:

Signature: *Kimberly J. Shover* Date: 10/26/17

Safety Section Approval signature: *John H. Hryg* Date: 10/24/17

Award presented on: 11/07/17 Amount of award \$ 25 Home Depot *gift card*

Recipient Signature *Adam Schmidt* Date: 10-7-17

(Gift cards are subject to tax withholding)

*original to
Lisa -
11/8/17
Ⓛ*



**“Caught Being Safe”
Safety Award Program
Nomination Form**

copy file
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To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: Kelvin Ku

Department/position: Utility I

Date & time of event: 10/4/17 approx. 12:30pm

Detailed description of events and/or actions that deserve the award:

During this year's Health & Wellness Expo, a gust of wind picked up the EZ-Up canopy into the air bending the frame backwards. In that moment several employees jumped up from their seats to grab the canopy to ensure the EZ-Up did not fly away. These employees did not hesitate to grab the canopy and had it put away within a minute. The sharp metal legs went flying as the canopy lifted into the air and could have really injured someone. The quick action of Jason G, Adam S, Eddie, Nate, Morgan, Margaret, Adam C (and anyone else we were unable to identify in the video) prevented a huge safety hazard. Thank you!

Nominated by: _____
Signature: *Kimberly A. Hoern* Date: 10/26/17

Safety Section Approval signature: *John Wood HMY* Date: 10/26/17

Award presented on: 11/07/17 Amount of award \$ 25 Home Depot gift card

Recipient Signature: *Kelvin Ku* Date: 11/07/17

(Gift cards are subject to tax withholding)

original to Lisa 11/17/17
②



**“Caught Being Safe”
Safety Award Program
Nomination Form**

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To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: Adam Calm

Department/position: Operations, Systems Operator II

Date & time of event: 10/4/17 approx. 12:30pm

Detailed description of events and/or actions that deserve the award:

During this year's Health & Wellness Expo, a gust of wind picked up the EZ-Up canopy into the air bending the frame backwards. In that moment several employees jumped up from their seats to grab the canopy to ensure the EZ-Up did not fly away. These employees did not hesitate to grab the canopy and had it put away within a minute. The sharp metal legs went flying as the canopy lifted into the air and could have really injured someone. The quick action of Jason G, Adam S, Eddie, Nate, Morgan, Margaret, Adam C (and anyone else we were unable to identify in the video) prevented a huge safety hazard. Thank you!

Nominated by:

Signature: *Kimberly M. Horner* Date: 10/26/17

Safety Section Approval signature: *Juliod Henry* Date: 10/24/17

Award presented on: 11/07/17 Amount of award \$ 25 Home Depot gift card

Recipient Signature: *[Signature]* Date: 11/2/17

(Gift cards are subject to tax withholding)

*original
to Lisa,
11/8/17*



**“Caught Being Safe”
Safety Award Program
Nomination Form**

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To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: Morgan Ferguson

Department/position: Customer Services, Field Services Technician I

Date & time of event: 10/4/17 approx. 12:30pm

Detailed description of events and/or actions that deserve the award:

During this year's Health & Wellness Expo, a gust of wind picked up the EZ-Up canopy into the air bending the frame backwards. In that moment several employees jumped up from their seats to grab the canopy to ensure the EZ-Up did not fly away. These employees did not hesitate to grab the canopy and had it put away within a minute. The sharp metal legs went flying as the canopy lifted into the air and could have really injured someone. The quick action of Jason G, Adam S, Eddie, Nate, Morgan, Margaret, Adam C (and anyone else we were unable to identify in the video) prevented a huge safety hazard. Thank you!

Nominated by: _____
Signature: *Kimberly K. Thorne* Date: 10/26/17

Safety Section Approval signature: *John H. Hry* Date: 10/26/17

Award presented on: 11/07/17 Amount of award \$ 25 Home Depot gift card

Recipient Signature: *[Signature]* Date: 11/7/17

(Gift cards are subject to tax withholding)

original
to Lisa
11/8/17
[Signature]



**“Caught Being Safe”
Safety Award Program
Nomination Form**

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To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: Margaret Douglas

Department/position: Customer Services, C.S. Representative I

Date & time of event: 10/4/17 approx. 12:30pm

Detailed description of events and/or actions that deserve the award:

During this year's Health & Wellness Expo, a gust of wind picked up the EZ-Up canopy into the air bending the frame backwards. In that moment several employees jumped up from their seats to grab the canopy to ensure the EZ-Up did not fly away. These employees did not hesitate to grab the canopy and had it put away within a minute. The sharp metal legs went flying as the canopy lifted into the air and could have really injured someone. The quick action of Jason G, Adam S, Eddie, Nate, Morgan, Margaret, Adam C (and anyone else we were unable to identify in the video) prevented a huge safety hazard. Thank you!

Nominated by:

Signature: *Kimberly J. Hoover* Date: 10/20/17

Safety Section Approval signature: *Juliod Hany* Date: 10/24/17

Award presented on: 11/07/17 Amount of award \$ 25 Home Depot gift card

Recipient Signature *M Douglas* Date: 11/7/17

(Gift cards are subject to tax withholding)

*original to
USA, 11/8/17
1*



**“Caught Being Safe”
Safety Award Program
Nomination Form**

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To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: Nate Naugles

Department/position: Operations, Equipment Technician

Date & time of event: 10/4/17 approx. 12:30pm

Detailed description of events and/or actions that deserve the award:

During this year's Health & Wellness Expo, a gust of wind picked up the EZ-Up canopy into the air bending the frame backwards. In that moment several employees jumped up from their seats to grab the canopy to ensure the EZ-Up did not fly away. These employees did not hesitate to grab the canopy and had it put away within a minute. The sharp metal legs went flying as the canopy lifted into the air and could have really injured someone. The quick action of Jason G, Adam S, Eddie, Nate, Morgan, Margaret, Adam C (and anyone else we were unable to identify in the video) prevented a huge safety hazard. Thank you!

Nominated by:

Signature: *Kimberly J. ...* Date: 10/20/17

Safety Section Approval signature: *Inwood Hwy* Date: 10/24/17

Award presented on: 11/07/17 Amount of award \$ ^{25 Home Depot} gift card

Recipient Signature: *[Signature]* Date: 11/7/17

(Gift cards are subject to tax withholding)

original to us in 11/7/17
①



**“Caught Being Safe”
Safety Award Program
Nomination Form**

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To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: Eddie Rodriguez

Department/position: Customer Services, Field Services Tech III

Date & time of event: 10/4/17 approx. 12:30pm

Detailed description of events and/or actions that deserve the award:

During this year's Health & Wellness Expo, a gust of wind picked up the EZ-Up canopy into the air bending the frame backwards. In that moment several employees jumped up from their seats to grab the canopy to ensure the EZ-Up did not fly away. These employees did not hesitate to grab the canopy and had it put away within a minute. The sharp metal legs went flying as the canopy lifted into the air and could have really injured someone. The quick action of Jason G, Adam S, Eddie, Nate, Morgan, Margaret, Adam C (and anyone else we were unable to identify in the video) prevented a huge safety hazard. Thank you!

Nominated by:

Signature: *Kimberly J. Horner* Date: 10/20/17

Safety Section Approval signature: *J. Wood* ^{HRM} Date: 10/24/17

Award presented on: 11/07/17 Amount of award \$ 25 Home Depot gift card

Recipient Signature *Eddie Rodriguez* Date: 11/7/17

(Gift cards are subject to tax withholding)

*original
to Lisa
11/9/17*



**“Caught Being Safe”
Safety Award Program
Nomination Form**

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To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: Roberto Martinez

Department/position: Systems Operator II

Date & time of event: 10/4/17 approx. 12:30pm

Detailed description of events and/or actions that deserve the award:

During this year's Health & Wellness Expo, a gust of wind picked up the EZ-Up canopy into the air bending the frame backwards. In that moment several employees jumped up from their seats to grab the canopy to ensure the EZ-Up did not fly away. These employees did not hesitate to grab the canopy and had it put away within a minute. The sharp metal legs went flying as the canopy lifted into the air and could have really injured someone. The quick action of Jason G, Adam S, Eddie, Nate, Morgan, Margaret, Adam C (and anyone else we were unable to identify in the video) prevented a huge safety hazard. Thank you!

Nominated by: _____
Signature: [Signature] Date: 10/26/17

Safety Section Approval signature: [Signature] Date: 10/26/17

Award presented on: 11/07/17 Amount of award \$ 25 Home Depot gift card

Recipient Signature: [Signature] Date: 11/7/17

(Gift cards are subject to tax withholding)

original
to USA
11/9/17
TW



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up file
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**“Caught Being Safe”
Safety Award Program
Nomination Form**

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: Jose Rodriguez

Department/position: Valve Maintenance Technician I

Date & time of event: 10/4/17 approx. 12:30pm

Detailed description of events and/or actions that deserve the award:

During this year's Health & Wellness Expo, a gust of wind picked up the EZ-Up canopy into the air bending the frame backwards. In that moment several employees jumped up from their seats to grab the canopy to ensure the EZ-Up did not fly away. These employees did not hesitate to grab the canopy and had it put away within a minute. The sharp metal legs went flying as the canopy lifted into the air and could have really injured someone. The quick action of Jason G, Adam S, Eddie, Nate, Morgan, Margaret, Adam C (and anyone else we were unable to identify in the video) prevented a huge safety hazard. Thank you!

Nominated by:
Signature: Kathy Hoover Date: 10/24/17

Safety Section Approval signature: In Word Hwy Date: 10/24/17

Award presented on: 11/07/17 Amount of award \$ 25 Home Depot gift card

Recipient Signature: Jose Rodriguez Date: 11-8-17

(Gift cards are subject to tax withholding)

original to
Lisa 11/8
JM



6077

emp file
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**“Caught Being Safe”
Safety Award Program
Nomination Form**

To: Joe Mackey, Safety/Risk Compliance Administrator

I would like to nominate the following employee for a \$25 gift card regarding the “Caught being safe” program.

Name: Jason Gray

Department/position: Operations, Instrument Control Tech I

Date & time of event: 10/4/17 approx. 12:30pm

Detailed description of events and/or actions that deserve the award:

During this year’s Health & Wellness Expo, a gust of wind picked up the EZ-Up canopy into the air bending the frame backwards. In that moment several employees jumped up from their seats to grab the canopy to ensure the EZ-Up did not fly away. These employees did not hesitate to grab the canopy and had it put away within a minute. The sharp metal legs went flying as the canopy lifted into the air and could have really injured someone. The quick action of Jason G, Adam S, Eddie, Nate, Morgan, Margaret, Adam C (and anyone else we were unable to identify in the video) prevented a huge safety hazard. Thank you!

Nominated by:

Signature: *Kennedy Howell* Date: 10/26/17

Safety Section Approval signature: *Inwood Hany* Date: 10/24/17

Award presented on: 11/07/17 Amount of award \$ 25 Home Depot 5 ft card

Recipient Signature: *[Signature]* Date: 11/8/2017
(Gift cards are subject to tax withholding)

original to
LISA 11/8
JM



Memo

Date: December 21, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, 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: December 21, 2017
To: Olivenhain Municipal Water District Safety Committee
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CLOSED SESSION DISCUSSION**

It may be necessary to go into a Closed Session.

WE ARE NOW ADJOURNED

THE NEXT SAFETY COMMITTEE MEETING

WILL BE HELD FEBRUARY 22, 2018

