

**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: Thursday, December 15, 2011

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 27, 2011 Regular Safety Committee Meeting

6. Consider Informational Report on Safety Has No Quitting Time Program
 - Current Injury Numbers
 - Days Since Last Preventable Injury
 - Current Vehicle Damage Amount
7. Update on Safety/Risk Compliance Activities
8. Consider Approval of Training Calendar
9. Update on On-going Projects
 - AA Pipeline
 - LT2 Project
10. Consider Safety Sub-Committee Topics for Discussion
 - 2011 Safety Award Recommendation
11. Consider Future Agenda Items
12. Adjournment

Safety Committee Meeting Schedule for 2011-12

Meetings are scheduled for the last Thursday of every other month beginning in February thereafter, starting at 8:00 a.m. Please watch your e/mails for specific details or changes.

Accident Review Committee (ARC) meetings will immediately proceed the Safety Committee

Safety Committee Dates	Time	Location
2011		
Thursday, December 15	8:00 a.m.	Boardroom
2012		
Thursday, February 23	8:00 a.m.	Boardroom
Thursday, April 26	8:00 a.m.	Boardroom
Thursday, June 28	8:00 a.m.	Boardroom
Thursday, August 23	8:00 a.m.	Boardroom
Thursday, October 25	8:00 a.m.	Boardroom
Thursday, December 20	8:00 a.m.	Boardroom
		



**Regular Safety Committee Meeting Minutes
Thursday, October 27, 2011
8:04 a.m. – 9:22 a.m.**

Members:

Board Member:	Director Topolovac
Board Member:	Director Guerin
General Manager:	Kim Thorner
Committee Chair:	Joe Mackey
Committee Co-chair:	Tom Wood
Recorder:	Cynthia Gray
Finance:	Karen Mortensen
Engineering:	George Briest
Operations:	Tom Kennedy, Dan Bean
DCMWTP Rep:	Dave Smith
WRF Rep:	John Onkka
Parks Rep:	Jeff Anderson
Safety Sub-Committee:	John Gonzales, Bill Forquer, Rudy Petrovski
BUMA Rep:	Ray Motas
DEA Rep:	Lorrie Smith

Committee Chair Joe Mackey called the meeting to order at 8:04 A.M. and called the roll. Director Robert Topolovac was present.

Absent: Director Guerin, Karen Mortensen, Bill Forquer, John Gonzales, Ray Motas, and Tom Wood.

Minutes by: Cynthia Gray

3. **ADOPTION OF AGENDA**

Lorrie Smith moved to adopt the agenda, seconded by George Briest and carried.

4. **PUBLIC COMMENTS**

No members of the public were in attendance.

5. **CONSIDER APPROVAL OF THE MINUTES OF THE AUGUST 25, 2011
REGULAR SAFETY COMMITTEE MEETING**

Joe Mackey moved to adopt the minutes from the August 25, 2011 Regular Safety Committee Meeting, seconded by John Onkka and carried. George Briest requested a minor change to item #10 and Director Topolovac asked that the Safety Sub-Committee item be

placed back on the agenda.

6. CONSIDER INFORMATIONAL REPORT ON SAFETY HAS NO QUITTING TIME PROGRAM

Dan Bean reported on the current injury numbers, OSHA 300 count records: Consecutive days since the last preventable lost time injury is 1998. The number of recordable injuries to date in 2011 is one with zero lost days. The total preventable damage to District vehicles stands at \$782.63. Incident rate for OMWD in 2010 was 2.6 recordable injuries per 200,000 hours worked. Dan added that the 2011 OSHA numbers have not been published.

7. UPDATE ON SAFETY/RISK COMPLIANCE ACTIVITIES

- a) Joe Mackey reported on September and October activities and classes held: Building J roofing inspection, county-wide power outage, WAEC (Water Agency Emergency Committee) meeting, MACS radio testing, Special District Risk Management Authority (SDRMA) ergonomics evaluation, Emergency Operations Committee (EOC), Water Utility Safety Manager Association (WUSMA) meeting at Safety Council Office and Automated External Defibrillator (AED) electrode replacement.
- b) Jeff Anderson asked if Joe could look into installing an AED at the Interpretive Center.

8. CONSIDER APPROVAL OF TRAINING CALENDAR

Director Topolovac moved to approve the Training Calendar, seconded by Jeff Anderson and carried.

9. CONSIDER APPROVAL OF 2012 SAFETY RESOLUTION

- a) Joe Mackey stated that the Regular Safety Committee will be reviewing the 2012 Safety Resolution. He asked that all members of the committee examine the changes to the Safety Has No Quitting Time (SHNQT) attachment and respond with any suggestions or modifications. Tom Kennedy added that he found the numbers reflected on this item do not add up and should be recalculated.
- b) Director Topolovac stated that it is important to keep in mind the

savings to the District for maintaining our outstanding safety record (\$80,000 a year). He is therefore asking that the award amount be raised from \$100.00 to \$150.00 in honor of recognizing our employees' diligence in sustaining this exemplary record. He added that if the safety goal is not met the award amount should revert back to \$100.00. Kim Thorner asked that a brief description of the program be added. George Briest moved to adopt the resolution with the stated changes and proposed the details be clearly stated in the footnotes, seconded by Kim Thorner and carried. Director Topolovac stated that when taking this before the Board for approval the importance of safety should be strongly stressed.

10. UPDATE ON EMERGENCY OPERATIONS CENTER COMMITTEE RECOMMENDATIONS

- a) Joe stated a District EOC Committee meeting was held in early October in order to collect suggestions regarding any needed adjustments. Jeff Anderson asked if the battery powered radio mentioned in the memo is an 800 MH. Joe replied that it is not. Jeff suggested we might want to look into the Mutual Aid Radio System which is free of charge; however outgoing transmissions cannot be made. Still, it is possible to hear all radio activity and pertinent information.
- b) Rudy Petrovski commented that he did not see the generators for the Supervisory Control and Data Acquisition (SCADA) site referenced in the attachment. Tom Kennedy stated they are presently working on this item. Dan Bean suggested that they be run at maximum load which should help in projecting consumption time. Director Topolovac asked if we had any issue getting our generator at the District offices up and running. Kim Thorner replied that it did take two employees with years of expertise to do so. Director Topolovac asked what proactive measure the District is taking in training employees on how to run this equipment. George Briest and Tom Kennedy stated that they are discussing running annual tests.
- c) George Briest added that the propane fuel storage may need to be reevaluated. Joe Mackey stated that he is putting together a load chart for the WTP and Conamera Pump Station. Rudy Petrovski requested plant fuel tanks be kept at full capacity or close to it at all times if possible. George Briest asked that his name be added to the EOC relocation issue.

11. ONGOING PROJECT UPDATE

Joe Mackey asked if there was anything to report on the AA pipeline and LT2 project. Tom Kennedy reported that they will start laying pipe Monday, October 31 and activity will increase on Via Ambiente therefore additional signs will be posted.

12. UPDATE ON BOOT PURCHASE PROGRAM

Joe Mackey reported that he and Tom Wood discussed the suggestion the Safety Committee made previously regarding mandating all boot purchases be made through Steeltoeboots.com, but found it to be logistically difficult. Tom Wood made the recommendation to Kim that the program be left as-is for now. Kim Thorner added that the program is in the MOUs and any changes in the structure will have to go through negotiations with the bargaining units.

13. CONSIDER INFORMATION REPORT ON ERGONOMICS EVALUATION PER LAST SAFETY MEETING

Joe Mackey reported that Dennis from SDRMA arrived at the District offices on the morning of September 27th for the evaluation. Some suggestions were made regarding desks, chairs, standing work stations and some simple modifications to work stations. Kim Thorner stated that in the evaluation there are quite a few work station adjustments noted and the cost of installation is not quoted. She asked that the list be refined, prioritize, and updated to include costs before it is brought before the Board of Directors.

14. CONSIDER ACTION ITEM CALENDAR

No remarks or changes were requested by the committee member for this item.

15. CONSIDER FUTURE AGENDA ITEMS

No future agenda items were added.

16. ADJOURNMENT

The next Safety Committee meeting is scheduled for Thursday, December 15, 2011 at 8:00 a.m. in the Boardroom.

*Olivenhain Municipal Water District
Regular Safety Committee Meeting
October 27, 2011*

Robert F. Topolovac
Board Vice President
Olivenhain Municipal Water District

ATTEST:

Kimberly Thorner
Assistant Secretary to Board of Directors
Olivenhain Municipal Water District

Memo

Date: December 15, 2011
To: Olivenhain Municipal Water District Board of Directors
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER INFORMATIONAL REPORT ON SAFETY HAS NO QUITTING TIME PROGRAM**

Please find attached the current injury numbers, days since last preventable injury, and current vehicle damage amount.

Attachments: List of dates and numbers for; current injury, days since last preventable injury, and current vehicle damage amount.



The Incidence Rate (IR) for OMWD in 2010 was 2.6 recordable injuries per 200,000 hours worked.

The Safety Has No Quitting Time award is based on a three-year average national incident rate for Water Supply and Irrigation Systems. The Water Supply and Irrigation Systems previous rates are 3 year average: (2008 – 2010) 4.3 injuries

2008 – 4.6 injuries

2009 – 4.1 injuries

2010 – 4.2 injuries

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 8, 2011

OSHA 300 COUNT RECORDS

RECORD & CONSECUTIVE NUMBER OF WORK DAYS WITHOUT
A PREVENTABLE LOST TIME (Days Away from Work) INJURY
2040 DAYS

SAFETY RECOGNITION PROGRAM 2011

NUMBER OF RECORDABLE INJURIES IN 2011 – 3 total

NUMBER OF LOST DAYS IN 2011 – 0

Total Preventable Damage to District Vehicles - \$ **782.63**

(Bonus program is based on less than \$10,000 damage excluding labor)

Memo

Date: December 15, 2011
To: Olivenhain Municipal Water District Board of Directors
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **UPDATE ON SAFETY / RISK COMPLIANCE ACTIVITIES**

Please find attached a list of safety/risk compliance activities for the months of November and December 2011. Staff will be on hand to answer questions.

Attachments: List of Safety / Risk Compliance Activities for November and December 2011

Safety/Risk Compliance Activities November/December 2011

November:

Respiratory Fit Testing

- Scheduled medical evaluations and questionnaires
- Scheduled and provided fit testing at OMWD (Two Days)

Safety Sub-Committee Meeting

- Previous Safety Award feedback
- Recommendations for 2011 Safety Award

Eagle Scout Volunteer Safety Orientation

Personal Injury Claim Investigation at 4S1 (Garwood)

MACS Radio Testing

- Participated in live radio test and received confirmation of test

General Duties

- WAEC Steering Committee Meeting
- HazMat Labeling
- AED Electrode Replacement (Plants)

December:

EOC Committee

- Scheduled meeting of EOC Committee

Water Utility Safety Manager Association (WUSMA) Meeting @ Helix Water District

- Board Elections
- End of Year Wrap-up

General Duties

- AED Maintenance
- Building Inspections
- Fire Extinguisher/Eyewash Station Inspections

Memo

Date: December 15, 2011
To: Olivenhain Municipal Water District Board of Directors
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER APPROVAL OF TRAINING CALENDAR**

Please find attached the November/December training calendar. Additional items may be added and discussed at the meeting.

Attachments: Schedule for November/December Safety Trainings

**Olivenhain MWD
Training Calendar
November/December 2011**

November:

Tailgate Topics; Holiday Stress & Workplace Security

Fit Testing (Annual)

December:

Tailgate Topics; Winter Safety & Protecting your eyes

Respiratory Protection/Confined Spaces

Forklift Certification Treatment Plant

Memo

Date: December 15, 2011
To: Olivenhain Municipal Water District Board of Directors
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **UPDATE ON ON-GOING PROJECTS**

A verbal report will be given by the appropriate department heads, recapping current Districts projects and safety-related instructions, training, activities, and concerns related to each.

Staff will be on hand to answer questions.

Memo

Date: December 15, 2011
To: Olivenhain Municipal Water District Board of Directors
From: Joseph Mackey, Safety / Risk Compliance Administrator
Subject: **CONSIDER SAFETY SUB-COMMITTEE TOPICS FOR DISCUSSION**

Topics discussed at the November sub-committee meeting included:

- Feedback on Mid-year safety award
- Grand Prize safety award recommendations for CY 2011
- Possible changes to PPE Policy regarding eye protection

The Safety Sub-Committee would like to formally recommend the Von's gift cards in the amount of \$150 for the 2011 Safety Award.

The next sub-committee meeting is scheduled for February 2012. Input on topics to be discussed by the sub-committee may be provided to me verbally or in writing.