

RESOLUTION NO. 2011-36

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
OLIVENHAIN MUNICIPAL WATER DISTRICT SUPPORTING
EMPLOYEE SAFETY AND WELLNESS PROGRAMS

WHEREAS, the Board of Directors of Olivenhain Municipal Water District wishes to recognize its employees as its most valuable asset; and

WHEREAS, the Board wishes to promote safety awareness among employees and continue to recognize the significance of safe behavior; and

WHEREAS, the Board recognizes that implementing health promotion programs can reduce lifestyle related diseases among employees; and

WHEREAS, the Board believes that promoting healthy lifestyles can reduce illness and absences among employees and subsequently have a beneficial effect on the cost of sick leave and health insurance claims experience and premiums; and

WHEREAS, the Board wishes to encourage "employee ownership" of the Safety and Wellness Program and to create an atmosphere of success through teamwork; and

WHEREAS, the Board believes that providing safety and wellness incentives will encourage loss prevention efforts and result in savings on workers' compensation insurance and reduction in health insurance claims.


NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OLIVENHAIN MUNICIPAL WATER DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The Board shall continue to support the District's Safety and Wellness Program as managed by the Safety Committee (*Exhibit "A"*).

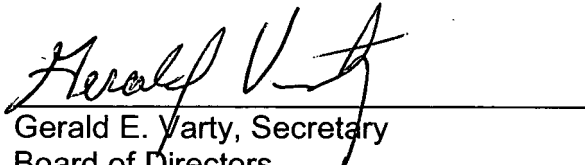
Section 2. The District remains committed to the "**Caught Being Safe**" (CBS) program, which will provide additional recognition of employees at the District's monthly Employee Forums (*Exhibit "B"*).

Section 3. The District is committed to continuing to fund the "**Safety Has No Quitting Time**" employee recognition program for calendar year 2012 (*Exhibit "B"*).

PASSED, ADOPTED AND APPROVED at a regular Board meeting of the Board of Directors of the Olivenhain Municipal Water District held on November 9, 2011.


Edmund K. Sprague, President
Board of Directors
Olivenhain Municipal Water District

ATTEST:


Gerald E. Varty, Secretary
Board of Directors
Olivenhain Municipal Water District

2012

SAFETY AND WELLNESS PROGRAM

Goal:

Emphasize the positive role safety has in the workplace by creating interactive safety and wellness programs for employees. Maintain a workplace wellness program to encourage employees to choose personal health goals and healthy lifestyles with their family members and doctors.

Elements:

- 1) Continue employee healthy lifestyle programs such as the *Health and Wellness Fair and the Healthy Heart Walk*.
- 2) Maintain the onsite Gym for use by employees and families.
- 3) Promote employees' participation in the District's Fitness Gym (onsite), retain a personal trainer to come after work hours at employee expense, and provide authorized reimbursements for offsite employees who workout at a gym four (4) times a month.
- 4) Maintain the "*Safety Has No Quitting Time*" employee recognition program and to keep the goal of no (0) lost time injuries each year.
 - Work with the employee committees to keep the program effective and avoid entitlement;
 - Retain the employee sub-committee to get accurate employee feedback about safety promotions;
 - Work with the volunteer sub-committee to determine methods to maintain a safe and rewarding work environment.
- 5) Continue the "*Caught Being Safe*" program to recognize District employees at the Employee Forum and acknowledge their safety practices.

- 6) Continue awareness campaigns and make sure that CPR and First Aid training are offered at least once per year.
- 7) Continue to promote *Injury Prevention Program* (IPP) with monthly Special District Risk Management Authority (SDRMA) tailgate training.
- 8) Offer the monthly wellness publication, "*Spice of Life*," via email as part of the District's efforts to promote healthy lifestyles on the job and at home.



“SAFETY HAS NO QUITTING TIME”

The Board of Directors has approved a Safety Resolution supporting a recognition program for all Employees and Directors. The program’s objective is to encourage safe behaviors and training resulting in zero on the job, lost time, injuries and illnesses. An employee volunteer sub-committee works with the Safety/Risk Compliance Administrator to support the recognition program and assist with identifying various methods to achieve goals.

The Safety Committee shall use the following guidelines when evaluating accidents for the purpose of the Safety Award Program:

1. Definitions:

- **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.
- **RESPONSIBLE PARTY:** If the accident was preventable, were there any steps that the injured party could have taken to avoid or mitigate the accident? Also, were there steps that the District could have taken that could have decreased the likelihood of the accident occurring? Responsibility for an accident could fall upon the individual, the District or both.
- **Lost Time:** Lost time cases are defined by OSHA as days away from work, restricted work, or job transfer as a result of job-related injury. The goal of this program is ZERO days away from work.

2. Eligibility: All District Employees and Board Members are eligible for this program. Excluded are interns, any non-payroll positions, and employees separating from District employment prior to June 30 and December 31 of each calendar year. The value of the award will depend on the job injury/illness lost time hours sustained during each six months of the calendar year and the overall lost time during the calendar year.

3. Specific: OSHA work-related injury and illness recordkeeping requirements are separate and distinct from the District’s safety award program. The fact that a given accident is recordable to OSHA Form 300 may or may not have bearing on the determination of its impact on the employee safety award program. It will take a majority vote of the Safety Committee (including agreement of both Committee Board Members) to approve the determination that a specific recordable OSHA 300 injury/illness is non-preventable. A non-preventable incident will not count towards the “Employee Recognition Award Program”.

4. Structure: The annual safety employee recognition program is structured to recognize employees and the safety record on a semi-annual basis. Every six months, the number of lost time hours will be determined and if the goal as identified below is achieved, employees will receive a recognition award. If the end-of-year goals are not achieved, there will be no luncheon and a pro-rated award.

Inclusive Dates	January 1 to June 30	July 1 to December 31	
The Goal Is:	<40 hours or <5 days of lost time	Continue January 1 to June 30 Goal and keep OMWD Injury Incident Rate (IIR) below the 3-yr national average injury/incident rate	The amount of Preventable vehicle incident damage must be less than \$10,000.00 (Not including labor)
Employees Receive:	Award	Grand Prize! Achieve Both Elements to Qualify	
Description of Awards:	\$50.00 Gift	\$150 Gift (Combination of both Goals *)	

The **Grand Prize** will be awarded to all Employees and Directors after the end of the calendar year if *the OMWD Injury Incidence Rate (IIR)* is below the previous three-year average national incident rate for Water Supply and Irrigation Systems (22131), and preventable vehicle incident damage must be less than \$10,000.00 exclusive of labor costs. (This number takes into consideration the number of miles and total vehicles driven) The value of the grand prize award is based on the approved annual budget by the Board Directors. A recognition luncheon will be held to award the Grand Prize.

The National Injury/Illness Rate can be found at BLS.gov (Bureau of Labor Statistics).

Caught Being Safe Program

The Caught Being Safe program was developed to provide an opportunity to recognize those employees who consistently demonstrate a high regard for safety on the job. Employees are nominated by peers, supervisors, managers, or the Safety Office to receive a small (\$25) award at the monthly Employee Forum.

All employees with a satisfactory or above rating and not currently on disciplinary probation are eligible for the CBS award.

*\$150 amount is contingent on continuance of breaking no lost-time injury record. A preventable lost-time injury will result in return to the \$100 level of award.

**EMPLOYEE
SAFETY
RECOGNITION
AWARD PROGRAM**