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GENERAL MANAGER/
DISTRICT ENGINEER

TIMOTHY S. FLANAGAN
ASST. GENERAL MANAGER

RICHARD SHEDDEN, P.E.
SENIOR ENGINEER

RICHARD NORTON
ADMIN. SERVICES MGR.

ROBERT WELLINGTON
COUNSEL



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Home of the Last Chance Mercantile

DISTRICT SAFETY COMMITTEE MEETING MINUTES OF DECEMBER 7, 2006

I. CALL TO ORDER

The meeting was called to order by Gary Metzler at 11:45 am.

II. ROLL CALL

Members Present:

Gary Metzler, Clyde Walkup, Rich Norton, Ron Lebda, Curtis Marshall, Antonio Moreno

Members Absent:

Tom Rice, Molly Beasley

Others Present:

Jack Cook

III. REVIEW AND APPROVE MINUTES OF SEPTEMBER 21, 2006 SAFETY COMMITTEE MEETING

The minutes were approved by common consent.

IV. COMMITTEE ADMINISTRATION

- a) Tom Rice has been on an extended absence and his return date is uncertain. After discussion, Curtis Marshall moved that Operations management appoint a replacement for the unexpired term – the Shop or Scales are representative examples of departments that could be appointed. Motion was seconded by Rich Norton and carried with unanimous vote.
- b) Jack Cook has joined the Safety Committee as an ad-hoc member. In discussion, it was noted that he would not have a vote on Committee business but that his participation in training, inspection, and other safety related activities would be of benefit to the Committee.

V. REVIEW SAFETY INSPECTION STATUS REPORT

Gary Metzler reported that the rolling summary that replaced the work order system continues to work well and is integrated into the weekly Operations staff meetings. A report was not updated in time for the December meeting but will be provided at the first meeting of 2007.

VI. INCIDENTS AND INJURIES

- a) The Property Loss/Accident Log was reviewed by the committee. During discussion, it was noted that the log has some typographical errors and some incidents are not listed that were known to have happened. Gary and Rich advised that they are aware of these shortcomings and have been working toward improved administrative procedures regarding record keeping and timely incident reporting. Further discussion indicated that there are conflicting views as to what should be reported as an incident and that some departments have different interpretations of what and when to report incidents. It was discussed that training was provided to all supervisors and managers in 2005 and it was taken under advisement that follow up training should be considered.
- b) The Employee Injury Log was reviewed by the committee. It was noted by Rich Norton that the current statistics indicate that this may be one of the best years experienced by the District with regard to a reduction in lost time injuries.

VII. RESULTS OF CURRENT SAFETY COMMITTEE SITE INSPECTIONS

The Site inspections were discussed with reports for each area. Gary Metzler will review the reports and post appropriate findings to the inspection summary for action by management. During discussion, Gary advised that one of the purposes of the Committee inspections is to assure that monthly inspections are taking place. Rich indicated that the monthly inspection report system and monthly safety meetings have not been monitored by support staff due to turnover but that improvements are being implemented.

VIII. OTHER TOPICS/DISCUSSION BY COMMITTEE MEMBERS

- a) Training: The Committee was updated by Gary Metzler on the status of: MRF N95 Respirator Training, Asbestos Awareness Training, Emergency Response Team Training and Traffic Control Training.
- b) N95 Program: Jack Cook reported that the N95 medical evaluations (~40) have been scheduled with Pinnacle. They will do the evaluations on-site. Jack is coordinating the OSHA medical questionnaire requirement.
- c) Merchant Card Policy – Safety Incentive Program: Gary Metzler reported to the Committee that he acted on the recommendation to create a policy to add merchant redemption cards to the Safety Incentive Program (1000 points = \$50.00). A policy has been approved by the General Manager; Rich Norton reported that the implementation of the policy has been delayed until January 2007 to allow added input from employees at next General Meeting. Gary Metzler advised that this completes the MOU requirement to make recommendations regarding the Safety Incentive Program and thanked the Committee for helping to move this forward.
- d) Roundtable and Open Discussion:
 1. Safety Vests: Gary reported that all reflective safety vests will be replaced with Class 3 vests to meet the higher standards imposed by regulations for traffic control and will be stenciled with MRWMD on the back. During discussion, the issue of putting employee names on the vests should be considered – Gary said he will look at the practical aspects of this suggestion.

2. Dress Code: It was discussed that issues have arisen from a suggestion that office staff wear some type of identifying uniform and that this has evolved into a larger policy issue of mandatory wearing of traffic vests in operations not currently designated in District policy. Gary Metzler opined that management and supervision should be able to impose reasonable safety rules as a general duty to provide a safe workplace. Rich Norton remarked that this general issue of PPE and Dress Codes is being considered for review and updating.

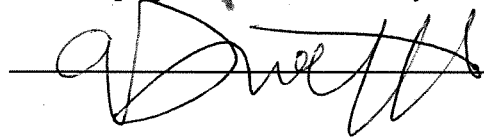
IX. SET DATE FOR NEXT SAFETY COMMITTEE MEETING

Next meeting scheduled for March, 2007, Date TBD.

X. ADJOURNMENT

The meeting was adjourned by common consent at 1315 hrs.

Minutes prepared and reviewed by:



Gary Metzler, Safety Manager