



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by W/hmm Date 2/7/08
General Manager

Date: January 30, 2008
To: General Manager
From: Safety Manager
Subject: 4th Quarter Review of Employee Injuries & Property Loss Incidents for October – December 2007

Employee Injuries

In the 4th quarter there were six new claims, with an incurred cost of \$22,214. Two injuries resulted in a total of five “lost days” (employee unable to work because of the injury) and three injuries have led to a total of 111 days of “modified duty” (employee not able to perform all regular duties). Table 1 provides details of each injury.

All injuries were analyzed to determine what, if any, operational or procedural processes may be a contributing factor to the injury. For example, the December 20th injury report concluded that long heavy objects, such as metal piping, placed in the dumpster, increase the risk that objects in the load may hit employees during the unloading process. Placing such objects in the dumpster has been discontinued and these kinds of materials are handled separately.

Staff continues to work closely with the workers compensation claims administrator to expedite the disposition of the claims in order to minimize incurred costs. As a result, three of the six new claims opened in the 4th quarter were closed as of December 31, 2007.

Property Loss/Incidents

There were a total of five property loss/damage incidents, four of which involved a District employee causing damage to District equipment and/or property and one incident that involved customer property loss. Table 2 provides details of each incident.


Jack Cook

Attachments

2007 4th Quarter Injuries

Table 1								
	Date	Injury Type	Work Area	Lost Days	Modified Duty	Work Activity	Paid	Incurred
1	10/08/07	Strain	Landfill	4	21	EE was unloading at face when a wire got caught in the compactor, snagging EE causing strain to rt shoulder and sprain lt ankle.	\$1,204	\$5,257
2	10/08/07	Strain	Landfill	0	55	While climbing off loader, EE strained rt shoulder, possibly re-aggravating an old injury from 2005.	\$662	\$3,500
3	10/15/07	Other	MRF-other	0	0	While performing regular roll off truck duties, EE Felt numbness & swelling in face.	\$184	\$184
4	11/01/07	Foreign Body	Shop	0	0	EE was using scaler to prep metal for paint when a piece of metal flew in eye.	\$194	\$194
5	11/20/07	Other	Landfill	1	0	EE was operating bulldozer when it rolled over.	\$92	\$13,029
6	12/20/07	Contusion	HHW	0	6	Metal pipe struck EE in head while dumping metal bin.	\$50	\$50
Total				5	111		\$2,386	\$22,214

2007 4th Quarter Property Loss/Damage Incidents

Table 2			
	Date	Incident	Cost
1	10/02/07	District forklift operator backed into another forklift. There was minimal damage to the forklifts but the incident triggered an investigation as required by Cal/OSHA forklift regulations and additional administrative/retraining time was expended.	\$0
2	10/14/07	While employee was using an oxy-acetylene cutting torch, hot material fell on the cutting torch hoses creating a small fire. Damage was contained to the hoses.	\$75
3	11/13/07	While backing at the active face, customer drove over a buried piece of steel and it popped up and punctured truck radiator.	\$1,018
4	11/20/07	On the active landfill, the D9T bulldozer tipped over on its side due to refuse instability caused by large amount of field plastic.	\$2,369
5	12/20/07	An employee broke a sliding window on the sweeper when he used excessive force trying to open a window which was stuck due to debris in the window track.	\$185

WILLIAM MERRY, P.E., DEE
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

SAFETY COMMITTEE MEETING MINUTES OF JANUARY 31, 2008

I. CALL TO ORDER

Safety Manager Jack Cook called the meeting to order at 11:07 a.m.

II. ROLL CALL

Members Present:

Jack Cook, Rich Norton, Clyde Walkup, Molly Beasley, Curtis Marshall, Antonio Moreno, Israel Mendoza, Ron Lebda, Sonia Haro

Members Absent:

None

Others Present:

None

III. REVIEW AND APPROVE MINUTES OF DECEMBER 20, 2007 SAFETY COMMITTEE MEETING

The minutes were approved by common consent.

IV. COMMITTEE ADMINISTRATION

- a. The committee discussed committee member's term limits and agreed that the term limit would be two years for all members of the committee. Union representatives will be selected by each bargaining group, and the remaining committee members will be selected so that a "balance" of departments will be maintained. Members whose terms have expired or will expire in 2008 are Ron Lebda, Curtis Marshall, and Molly Beasley. Jack suggested having committee member recognition at the end of their term at a general meeting. The committee agreed he should make that recommendation to the General Manager to include an award of safety points (amount to be determined) and an acknowledgement letter to the personnel file.
- b. Goals and expectations for the safety committee in 2008 were discussed. Safety committee members will let other employees know that they are available to talk about safety issues or suggestions, which will then be forwarded to the appropriate person for review or action. Jack suggested introducing safety committee members at the general meeting. Other suggestions were made on how to make the committee better known and it was agreed that this topic would be discussed further at the next meeting.

V. REVIEW SAFETY INSPECTIONS

No inspections were conducted since inspections were completed in December prior to the last Safety Committee meeting. Inspections will resume as usual during the 2nd quarter.

VI. ACCIDENTS AND INJURIES

1. The Accident Review Committee (ARC) was not able to meet on January 24, 2008 because of the California Integrated Waste Management Board (CIWMB) 18-month inspection and will be rescheduled in February. The ARC intends to meet monthly. The committee reviewed and discussed total costs incurred by the District for injuries and accidents during the 4th quarter of 2007.

VII. TRAINING

1. Annual Hearing tests will be March 18, 2008 starting at 6:00 am in the administration building.
2. Training videos "Driving Defensively - 1" and "Driving Defensively - 2" are scheduled for the 1st quarter.

VIII. OTHER TOPICS/DISCUSSION BY COMMITTEE MEMBERS

1. Jack announced that the safety incentive program (SIP) committee members were Jon Houck, Israel Mendoza, George Sayre, Tim Heinle, Genaro Jaurrieta, Rosemary Perez, Rich Norton, and himself.
2. Curtis asked if an Accident Investigation Training for Supervisors could be scheduled. Rich Norton suggested a Substance Abuse/Recognition Training would be beneficial as well. Jack stated that he would set up training for both in the next few months.

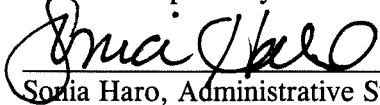
IX. SET DATE FOR NEXT SAFETY COMMITTEE MEETING

The next meeting is set for April 17, 2008.

X. ADJOURNMENT

The meeting was adjourned at 12:30 pm.

Minutes Prepared by:


Sonia Haro, Administrative Support Specialist

Minutes Reviewed by:


Jack Cook, Safety Manager

WILLIAM MERRY, P.E., DEE
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

SAFETY COMMITTEE MEETING MINUTES OF DECEMBER 20, 2007

I. CALL TO ORDER

Safety Manager Jack Cook called the meeting to order at 11:05 a.m.

II. ROLL CALL

Members Present:

Jack Cook, Rich Norton, Israel Mendoza, Antonio Moreno, Clyde Walkup, Molly Beasley

Members Absent:

Curtis Marshall, Ron Lebda, Sonia Haro

Others Present:

None

III. REVIEW AND APPROVE MINUTES OF OCTOBER 18, 2007 SAFETY COMMITTEE MEETING

The minutes were approved by common consent.

IV. COMMITTEE ADMINISTRATION

- a) Jack Cook recommended changing the schedule of meetings so they are held during the first month of each quarter. This would enable the committee to review information from the previous quarter and report its findings to the Board in a more timely manner. Recommendation approved by common consent. First meeting for 2008 set for January 31, 2008.
- b) A list of the committee member's terms will be distributed at the January meeting.

V. REVIEW SAFETY INSPECTIONS

Inspection of District operations were completed with the following results:

- Fire extinguishers in the shop lunch room, the old LCM, the new LCM, and the HHW were not tagged and/or signed off.
- All portable eye wash stations in the MRF need cleaning.
- IT office in the administration building needs bookcases attached to wall.
- Old LCM building needs housekeeping attention.
- No first aid kit in the Old LCM building; recommend installing a small kit.

Safety work orders for the above listed items will be written up, if appropriate.

SAFETY COMMITTEE MEETING MINUTES

OCTOBER 18, 2007

PAGE 2

VI. ACCIDENTS AND INJURIES

- Review was postponed to the January meeting to coincide with a review of the 4th quarter of 2007.
- The committee approved the recommendation to form an accident review committee (ARC) to review accidents/incidents on a monthly basis and report to the full committee. This committee's purpose is to analyze each incident in detail and sooner, since the full committee meets on a quarterly basis. ARC members are Jack Cook, Clyde Walkup, and Sonia Haro, with Rich Norton as an alternate and/or advisor. The first meeting of the ARC is set for January 24, 2008.

VII. TRAINING

Safety training completed this quarter:

- 100 employees attended "Back Injury Prevention" class in December.

VIII. OTHER TOPICS/DISCUSSION BY COMMITTEE MEMBERS

- The committee recommended and approved the formation of an ad-hoc committee to improve/changes the District's current Safety Incentive Program (SIP). The SIP ad-hoc will chaired by Jack Cook with Rich Norton as alternate. Jack will post an "interest" list which will be brought back to the safety committee in January for selection of SIP ad-hoc committee members.

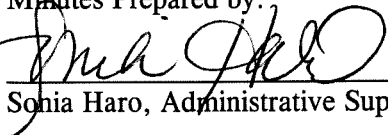
IX. SET DATE FOR NEXT SAFETY COMMITTEE MEETING

The next meeting will be on January 31, 2008.

X. ADJOURNMENT

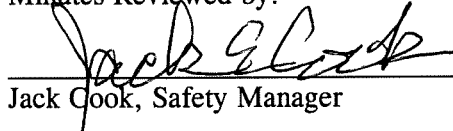
The meeting was adjourned by common consent at 12:35 p.m.

Minutes Prepared by:



Sonia Haro, Administrative Support Specialist

Minutes Reviewed by:



Jack Cook, Safety Manager