



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by [Signature]
General Manager

Date 8/14/09

DATE: August 14, 2009
TO: General Manager
FROM: Safety Manager
SUBJECT: Review of Employee Injuries and Property Loss Incidents for Fiscal Year 2008/09

SUMMARY

This report covers the period from July 1, 2008 through June 30, 2009. Previous reports were on a calendar year basis. Using a fiscal year (FY) period aligns the report with the District's budget process and with the workers compensation (WC) rating system. During FY 2008/09, there were 15 WC injuries and 19 incidents that included District property/equipment damage or third party claims

Workers Compensation Claims

Compared to previous years, this has been a good year. We have seen an improvement from a frequency and severity of injury standpoint. With the 15 injuries, only 13 days were lost (employee unable to work because of injury) and 165 days required modified duty (employee able to work with limitations) compared to 26 reportable injuries with a total of 35 lost days and 448 modified duty days in FY 2007/08. Incurred claim costs decreased from \$303,000 in FY 2007/08 to \$25,700 in FY 2008/09. Details of injury activities are included in Table 1.

Property Loss Incidents

There were 19 incidents reported during 2008/09; 17 involved District equipment or property and 2 involved third-party claims, compared to 17 District equipment incidents and 3 third-party claims in FY 2007/08. The frequency of incidents remained the same; however, the total annual cost resulting from the 19 incidents increased from \$9,600 to \$21,275. Most of the increase was due to a single incident involving damage to the shop roll-up door. Staff investigates every incident for root causes to reduce the risk of future occurrences and to focus on the goal of zero incidents. Details of incident activities are included in Table 2.

Safety Improvement Measures

Safety continues to be of the highest priority at the District. The protection of our employees is not only a requirement of the law, but is also a good business practice as employees are our greatest asset. Staff is committed to providing a safe work environment and to working closely with WC administrators to contain costs. We had success in FY 2008/09 as 11 of the 15 claims were closed by the end of the fiscal year.

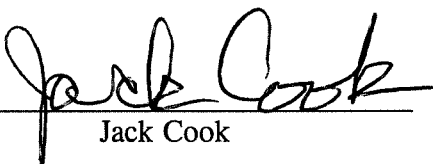
Staff efforts in providing measurable goals are ongoing and continuous. Documented benchmarks for staff include higher completion percentages of monthly safety inspections of all facilities and bi-monthly safety meetings. In order to increase accessibility of safety training, computer-based training was provided, increasing participation by 14%. The safety committee, made up of representatives from the employee groups, conducts detailed quarterly safety inspections. The safety committee meets quarterly to discuss the inspections and to bring forward other safety issues or suggestions.

Goals

The prevention of injury and illness is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that each manager and supervisor make the safety of employees an integral part of their management or supervisory function. Goals for 2009/10 include:

1. Achieve 100% completion rate for facility inspections.
2. Achieve 100% completion of safety topics by department.
3. Achieve 30% participation rate by District employees in six computer-based training modules.
4. Expand employee wellness program through exercise and stretching programs.
5. Increase frequency and quality of training and education for the prevention of strains/sprains.
6. Reinforce behaviors that support a safety culture.

It is management's responsibility to provide safe and healthy working conditions, and to establish and insist upon safe practices at all times by all employees.



Jack Cook

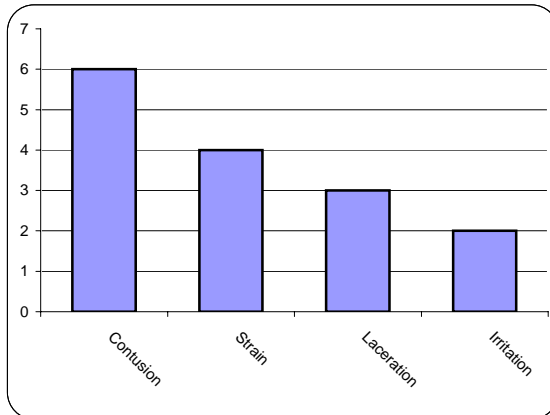
TABLE 1
Monterey Regional Waste Management District
Employee Injury Log
Fiscal Year 2008/09

	Date of Injury	Type	Body	Work Area	Lost Days	Restricted Days	WC Claim	Incurred Cost	Status	Work Activity Performing
1	07/09/08	Contusion	Eye	MRF	1	0	Yes	\$421	Closed	EE got particle in the eye while working on the S-1 shaker screen.
2	08/16/08	Strain	Finger	MRF	0	101	Yes	\$17,112	Open	EE driving loader; sprained pinky finger while turning steering wheel.
3	09/05/08	Irritation	Thigh	LFG	0	0	Yes	\$304	Closed	EE working in oil pit; bit by an insect on right thigh.
4	11/13/08	Contusion	Thumb	Admin	0	7	Yes	\$473	Closed	EE opening pull door; door pushed on other side spraining EE's thumb.
5	12/02/08	Laceration	Arm	Site	5	0	Yes	\$121	Closed	EE cut his right forearm while cutting field plastic.
6	12/09/08	Laceration	Leg	MRF	3	0	Yes	\$228	Closed	EE helping customer unload and was cut by window glass.
7	02/07/09	Sprain	Finger	MRF	0	12	Yes	\$506	Closed	EE was sorting dry wood, material caught finger and bent it back.
8	03/25/09	Contusion	Foot	LCM	0	5	Yes	\$500	Closed	EE pricing material; large piece of furniture fell on right foot.
9	04/07/09	Contusion	Leg	LCM	2	0	Yes	\$90	Closed	EE loading ewaste; TV fell over hitting EE on back of leg.
10	04/09/09	Contusion	Knee	MRF	0	6	Yes	\$1,500	Open	EE climbing onto conveyor; hit left knee on side of sort line conveyor.
11	04/10/09	Contusion	Leg	Landfill	0	4	Yes	\$500	Closed	EE lost control of door on a 40-yard box and was struck on the leg.
12	04/17/09	Laceration	Leg	MRF	0	11	Yes	\$500	Closed	EE cutting a tire with an x-acto knife; knife slipped and cut leg.
13	04/28/09	Strain	Back	MRF	0	10	Yes	\$1,500	Open	EE bending over to pick up a piece of plywood; strained back.
14	05/05/09	Irritation	Face	MRF	0	0	Yes	\$432	Closed	EE reported having a rash on face and nose at the end of his shift.
15	05/08/09	Strain	Shoulder	HHW	0	9	Yes	\$1,500	Open	EE moving 55-gallon drum; hit shoulder on a 40 yard garbage box.

Totals: 13 165 \$25,687

Summary of Injuries

Contusion	6
Strain	4
Laceration	3
Irritation	2
TOTAL	15



Summary of Work Area

Admin	1
Landfill	1
HHW	1
LCM	2
LFG	1
MRF	8
Site	1
Mech Sho	0
Scale	0
TOTAL	15

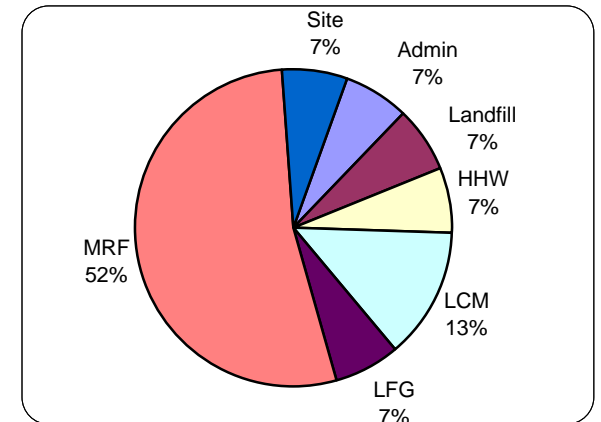


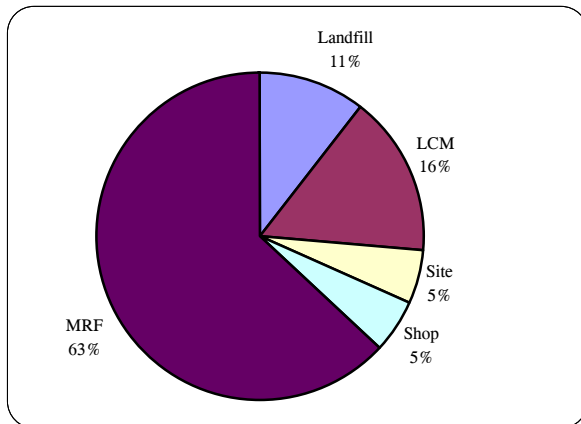
TABLE 2
Monterey Regional Waste Management District
Incident Log
Fiscal Year 2008/09

	Date of Incident	Location	Cost	Description
1	07/10/08	Shop	\$11,000	EE repairing truck using remote starter, failed to set brakes; started truck and it went in reverse causing damage to roll up door.
2	07/25/08	LCM	\$687	Due to high wind, shopping cart hit customer's vehicle.
3	08/01/08	MRF	\$100	EE was operating excavator with the radiator door open, the door must have caught on something and was bent.
4	08/06/08	MRF	\$150	EE did not cross the floor seam at an angle which resulted in the cutting edge bolts being sheared off.
5	08/11/08	LCM	\$113	Customer selecting wood for purchase from the pile, and stepped on a nail.
6	08/16/08	MRF	\$150	EE operating loader; engine access door opened and got caught on bunker wall causing damage to door.
7	09/03/08	MRF	\$250	EE drove away with hydraulic hose connected
8	09/10/08	MRF	\$800	EE operating roll off truck; entered work area of EE operating loader; loader struck the truck as it passed behind it.
9	09/15/08	Site	\$2,500	EE backed the 740 articulated truck into the 744 loader. (Mod 3 stability berm, clean dirt pile.)
10	09/16/08	LCM	\$2,500	EE driving centers van; foot slipped off the brake pedal and into LCM truck causing damage to both vehicles.
11	09/22/08	MRF	\$100	EE struck leveler arm of loader with excavator while dropping material into bucket.
12	09/22/08	MRF	\$50	EE hit the bucket of loader with the grapple of the excavator he was operating.
13	10/01/08	MRF	\$250	EE backed out with clamp too high and broke water line.
14	10/08/08	MRF	\$1,000	EE operating excavator; did not notice gap between mister plate & k-rail; grapple pinched plate breaking weld on bottom.
15	12/13/08	Landfill	\$0	EE pushed tarp-o-matic into site pick-up, breaking left turn signal light & denting hood (opted not to fix old pickup-still driveable).
16	02/24/09	Landfill	\$500	EE backing up scraper to unload cover; hit compactor.
17	04/01/09	MRF	\$0	EE damaged a Keith Day truck tire and rim while loading the truck in the wood yard (no claim filed).
18	04/21/09	MRF	\$800	Small debris fire in engine of 744 loader (smoldering woodchips).
19	04/28/09	MRF	\$325	EE pushing concrete with loader; metal pipe hit & cracked the windshield.

Total \$21,275

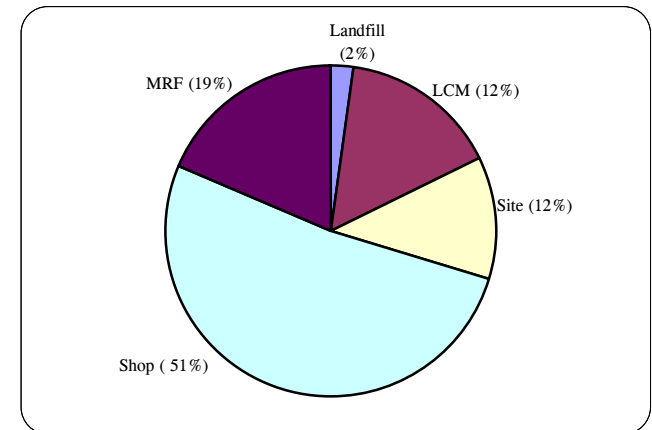
Location Summary

Landfill	2
LCM	3
Site	1
Shop	1
MRF	12
Total	19



Cost-to-Date by Department

Landfill	\$500
LCM	\$3,300
Site	\$2,500
Shop	\$11,000
MRF	\$3,975
Total	\$21,275



Monterey Regional
Waste Management District

SAFETY

IT'S MY JOB...
IT'S EVERYONE'S JOB!

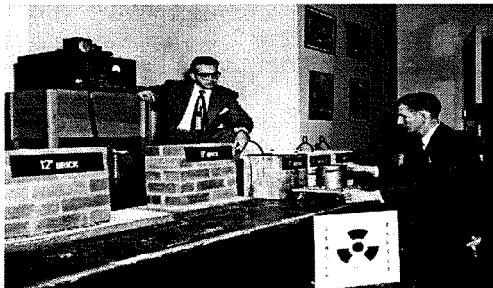
Jack Cook, Safety Manager
August 21, 2009



What Hazard?



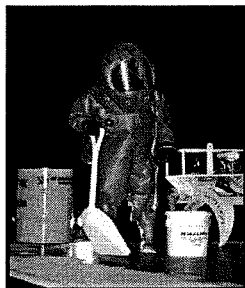
Safety Then



Who is Responsible for Safety?

- Both the employer and the employee have responsibility for safety.
- Managers and supervisors have full responsibility for the safety of their employees and the safe operation of machines and equipment.
- Each employee is required, as a condition of employment, to develop and exercise safe work habits in the course of his/her work to prevent injuries to oneself, his/her fellow workers, and conserve material resources.

Safety Now



Elements of the Program

- | | |
|--|--|
| ■ Injury, Illness Prevention Plan (IIPP) | ■ Confined Space |
| ■ Hearing Conservation | ■ Lock-Out / Tag-Out |
| ■ Respiratory Protection | ■ Safety Incentive |
| ■ Fall Protection | ■ Asbestos Awareness |
| ■ Heat Illness | ■ Haz - Com |
| | ■ Personnel Protective Equipment (PPE) |
| | ■ Waste Screening |
| | ■ Training |

Training Matrix For MRWMD Employees			
ADA	All employees	Hearing Conservation	Employees required to receive noise over the TWA of 85db
Accident Investigation	Supervisors	Heat Stress Prevention	employees exposed to heat sources
Aerial Work Platform / Boom lift	Designated users	Injury & Illness Prevention Program (IIPP)	All employees
Asbestos Control Awareness	All employees	Ladders	All employees using fixed industrial or portable ladders
Back Injury Prevention	All employees	Lifting	All Employees
Blood borne Pathogens	All employees	Lockout/Tag out	Employees performing maintenance on electrical circuits or machinery
Compressed Air & Gas	Mechanics & Maintenance workers	Machined Safeguarding	Employees performing maintenance on electrical circuits or machinery
Confined Spaces	Employees entering spaces identified to confine spaces	New Employee Safety Orientation	All Employees
CPR	Designated Employees	Office Safety	Classroom, Office Personnel
Cranes & Hoists	Mechanics & Maintenance workers	Personal Protective Equipment	All employees
Ergonomics	All employees	Respiratory Protection	Users of any type of respiratory protection other than masks
Fall protection	Employees working on unguarded surfaces more than 7 1/2' off the ground	Sexual Harassment Prevention	All Employees
Fire Extinguishers	Designated users	Sexual Harassment Prevention for Supervisors	All Supervisors
First Aid	Designated users	Slips, Trips and Fall Prevention	All Employees
Forklift	Designated users	Welding	Mechanics & Maintenance workers
Hand tools	Designated users	Hearing Conservation	Employees required to receive noise over the TWA of 85db
Hazardous Communication/Right to Know	All employees	Heat Stress Prevention	All Employees

Safety Signage

Programs to Establish or Improve Our Safety Culture

Accountability and open lines of communication are key elements in improving the District's safety culture

- Safety Committee
- Safety Inspection both monthly and quarterly
- Safety tailgate meetings
- Investigation of all incidents
- General meeting
- Report of unsafe conditions

Introduction of Safety Committee

- Committee Chair
Jack Cook
- Alternate chair
Richard Norton
- Committee Members
Sonia Fregoso
Ted Melicia
Israel Mendoza
Nancy Novoa
David Sawyer
Sten Strandberg

District Employees on the Job

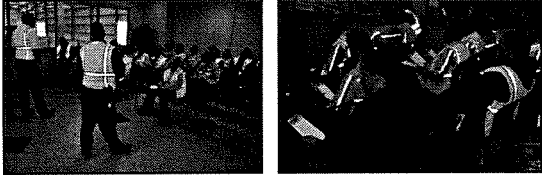
Training and Education

The training & education of our employees is a key element in safety culture.

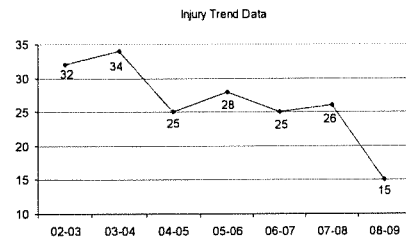
Methods of training:

- Equipment-specific operator training
- Video
- Computer-based (in English & Spanish)
- On the job mentoring

Employee Classroom Training



Injury Trends



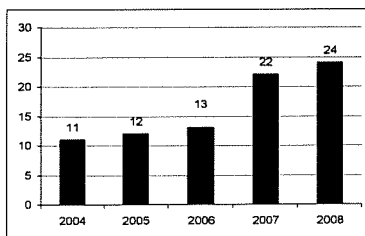
Field Training



On-Line Safety Training and Insurance Savings

- 08-09 on-line safety focus Driving Safety
- 39 employees took 17 different classes
- Total time spent on-line 71 hours
- **Net Savings on insurance premiums for participation in this program were \$15,000**

Number of SDRMA Safety Topics Provided Per Year



Other Agency Oversight

The District is not the only entity responsible for the oversight of our safety programs:

- L.E.A inspects the site monthly
- The District just completed its 18 month inspection (CIWMB)
- Cal-OSHA Title 8 can and has visited the site for an inspection

What the Future Holds



SAFETY CULTURE

- *Safety is for life not just while working*
- *Safety culture is a never ending road. The farther you are along the road, the stronger your safety culture becomes.*

