

M E M O

TO: District Manager

FROM: Director of Operations

SUBJECT: LOSS CONTROL COMMITTEE MEETING MINUTES OF
JULY 19, 2005

DATE: August 12, 2005

RECOMMENDATION:

It is recommended that the District Manager review this memo and request the Board of Directors, by motion of the Board, accept and file the Loss Control Committee Minutes of July 19, 2005.

BACKGROUND:

The District's General Safety Guidelines requires the Loss Control Committee to meet on an ongoing basis. The Loss Control Committee is the primary administrative body of safety policies and activities.

On July 19, 2005 the Loss Control Committee met with the following members present: Field Services Supervisor, Water Treatment and System Supervisor, Network Specialist, District Engineer and Finance Manager. The Safety Coordinator (Director of Operations) was absent. The following matters were discussed:

Old Business

Poly Tanks-Blackstone Tank

The Water Treatment and System Supervisor voiced concerns about accessing poly water tanks. Specifically, when placing a ladder against the tank the ladder wants to slide off the tank due to the slippery surface of the poly tank creating a ladder safety hazard. It was discussed that ladder safety anchor brackets need to be installed on all poly tanks to ensure firm attachment of a ladder to the tank. The Director of Operations will research if the manufacture has such devices. On an interim basis, staff will be required to take additional ladder safety precautions by utilizing additional staff to anchor the ladder before climbing.

March 16, 2005

The Director of Operations reported that there are several styles of ladders available for ploy tanks. Each tank manufacture has a style of ladder to fit their tank. The Director of Operations

directed the Water Treatment and System Supervisor to prepare a list of tanks and manufactures that require ladders for installation.

July 19, 2004

No action on this item.

New Business

Administration Building Front Door

The Finance Manager reported that the Administration Building front door handle heat protection is worn and requires replacement. Without the protection, sunlight heats the handle hot to the touch. The Field Services Supervisor will have the protection replaced.

Ongoing Safety Education

The Network Specialist reported that ongoing safety education has been scheduled with the upcoming topics: Conflict Resolution, Back Safety and Heat Stress. Materials for these topics have been obtained from SDRMA, the District's Risk Management Insurance Authority.

Field Services Supervisor

The Field Services Supervisor reported that several safety items require replacement: Canteens, Safety Vests, Roadway Flairs, and Stop/Slow Signs. The Network Specialist was directed to purchase needed equipment.

Chemical Safety

The Water Treatment and System Supervisor reported that "Chemical Spill Response Kits" are needed at the shipping/receiving area at the Administration Building and in Truck 312, which delivers chemicals throughout the water system. These kits contain everything that is needed to clean up and protect storm water drains in the event of a chemical spill. The Water Treatment and System Supervisor will investigate and purchase the proper kits for each application.

SUMMARY:

It is recommended that the District Manager review this memo and request the Board of Directors, by motion of the Board, accept and file the Loss Control Committee Minutes of July 19, 2005.

Rick Rogers
Director of Operations

/rr