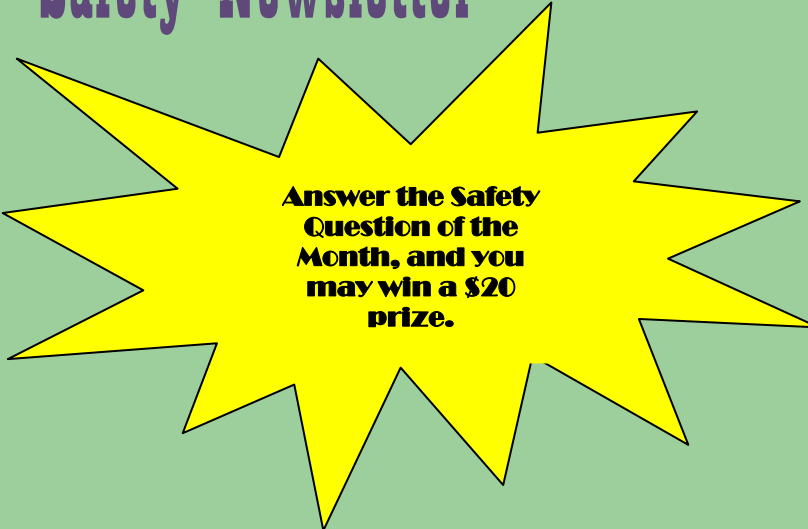


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DECEMBER INCIDENTS

As a large shoring jack was being removed from an excavation with a backhoe, an employee attempted to center the load on the bucket with his gloved hand when his finger was caught in between the cylinder and the rail, causing a severe contusion. Though finger guards had been placed on most of shoring jacks, the jack that was being used had none. Finger guards have been installed on all shoring jacks. *Keep your fingers and hands away from pinch points!*



An employee strained his shoulder after removing approximately ten 85-lb concrete utility boxes per day over a period of two weeks. Another employee had been assisting the injured employee with the lifts. The Meter Shop took the initiative to develop a training video clip on proper ergonomic technique of handling utility boxes. Engineering is evaluating possible changes to the box design to minimize repetitive lifting injuries.



Driving in the Rain

According to National Highway Traffic Safety Administration, nearly one million vehicle accidents a year occur in wet weather. Many of these rainy-day wrecks are caused by motorists failing to appreciate the difference between driving in wet and dry conditions. More attention to the road and different driving techniques are needed when driving in the rain.

(continued on page 2)



CCWD Safety Clocks

147 days without a lost time incident

147 days is the all time record number of days without a lost time incident!

43 days without a recordable incident*

*Injury incident that requires continuing medical treatment beyond first aid. The longest streak without an injury since CCWD started keeping records in 1997 is 110 days, set June 22, 2011. Please check the Safety Website for the latest tally.

Driving in the Rain

(continued from page 1)

Tips for Driving in the Rain

- Slow down! It takes longer to stop or adjust in wet weather.
- Stay toward the middle lanes - water tends to pool in the outside lanes.
- Maintain proper following distance (3 Second Rule). This needs to be increased in wet weather.
- Drive in the tracks of the vehicle ahead of you.
- Don't follow large trucks or buses too closely. The spray created by their large tires reduces your vision. Take care when passing them as well; if you must pass, do so quickly and safely.
- Be more alert when driving in wet or slippery conditions. Watch for brake lights in front of you.
- Turn your headlights on even in a light rain. Not only do they help you see the road, but they'll help other drivers see you. If your car has daytime running lights you still should put them on, so vehicles behind you can see you better. It's also the LAW!
- Before it starts to rain, replace old or brittle wipers.

How are your tires? - Check your tires on a regular basis. Bald tires significantly reduce your traction on wet roadways, and offer little resistance to hydroplaning. When your tires run over water, the water is displaced and it needs somewhere to go. The best place is between the treads of your tires. If your tires are bald, the water has no place to go and you end up riding on a layer of water, like a boat.

Oily deposits - Watch for intersections because of the oil spots in the road. Rain is most dangerous when it falls after a long, dry spell on to roads that have become polished and smooth: the rain blends with oil and rubber-dust deposits on the road surface to form a highly dangerous skid mixture. That mixture builds up at intersections, where cars stop and start frequently. Be extra careful immediately after it starts raining because it takes a while for the worst of the dirt and oil to get washed off the road.

Safety Recognition & Committee News

Seven employees were recognized for safety this past month. Please congratulate them and commend them for their efforts!

Gina Oltman, Public Information Specialist, 12/9

Gina took the lead in establishing the CCWD Safety Suggestion program. Gina developed the safety suggestion tracking system that is posted on the Safety website. Gina is ensuring a response for each suggestion is sent out

Mitch Hinks, Construction Liaison, 1/6

Mitch noticed two contractor employees working in the trash pits at Rock Slough Fish Screen and recognized a hazardous situation. One of the employees was working near the operating conveyor with their back turned, which created an impingement risk. Mitch immediately asked the employees to stop work, and then demonstrated to the employees how the conveyor should be locked out when working in close proximity to any moving parts.

Jake Wallin, Maintenance Mechanic, 1/20

Jake observed a large tractor trailer drive through the roadway to the Port Costa Reservoir, a dead end. Jake stopped to talk to him and found out that the truck driver



was lost. Jake took the time to help the driver get out of the dangerously narrow roadway safely.

Chuck Gehrke, Senior Meter Technician; Jason Kranz and John Elliot, Meter Technicians; Jim Freschi, Public Information Specialist; 1/20

Chuck, Jason and John showed leadership and initiative when they put together an instructional video, "[Safe Meter Box Removal and Installation](#)". The idea was initiated when another employee was injured removing a meter box. The District's contract ergonomist reviewed the CCWD work procedure, interviewed the meter shop employees and suggested that a demonstration of the correct meter box handling procedure would be valuable. The crew took the responsibility to video the procedure for future safety orientations. Jim Freschi assisted in editing and producing the video, and posted it on the CCWD Employee website.

Safety Metrics

Safety Training: January - December 2011, District employees received 3336 hours of safety training. Total safety training hours for this period is 0.5% of the total hours worked. CCWD's goal of 100% training compliance equates to about 0.7% training hours of total hours worked. The goal was not achieved but the District anticipates the improved safety training program for 2012-2013 will achieve this safety training goal.

Safety Inspections: During 2011, 14 of 14 (100%) field/plant supervisors and 26 of 26 (100%) office-based supervisors have conducted documented safety inspections. The goal is 100% per quarter for field supervisors and 100% per year for office supervisors. The goal was achieved.

All departments implemented performance evaluation safety goals for at least some of their employees in 2011. However, two departments did not meet the goal of having safety performance goals for 100% of their employees. It is anticipated this goal will be met in 2012 given this year will provide a full year for compliance.

Key Performance Measure - Recordable Lost-time Accidents

The frequency rate goal for lost-time accidents in 2011 was set at 2.2. The actual rate for 2011 was 1.2, beating the goal. The rate is based upon four incidents involving lost workdays occurring from January 1 through December 31, 2011. The District's frequency rate for 2011 was the lowest injury rate in the recorded history.

The frequency rate for 2011 was 1.2, as calculated using the frequency rate formula:

$$\text{Frequency Rate (FR)} = \frac{\# \text{ of Accidents} \times 200,000}{\# \text{ of Hours Worked}}$$

Normally, a frequency rate goal is established each year by averaging the frequency rates for the past five years. The resulting average frequency goal rate is used to measure the effectiveness of efforts to reduce accident frequency. However, using this method would result in a higher goal rate for 2011. Instead, the goal rate for 2011 will again be held at 2.2. The actual frequency rate for 2011 is 1.2, well below the rate goal of 2.2.



The number of lost workdays, the frequency rates, goals, and the changes in the frequency goals for the past five years are set out below:

YEAR	NUMBER OF ACCIDENTS	FREQUENCY RATE	FREQUENCY RATE GOAL	CHANGE IN GOAL FROM PRIOR YEAR
2006	8	2.3	4.3	(20.4%)
2007	11	3.3	3.7	(14.0%)
2008	5	1.5	3.1	(16.2%)
2009	6	1.6	2.8	(9.7%)
2010	10	2.9	2.2	(21.4%)
2011	4	1.2	2.2	0%

Key Performance Measure - Severity of Recordable Accidents

The severity rate goal for accidents in 2011 was set at 69.8. The actual rate for 2011 was 7.5, well below the 2011 goal rate of 69.8. The rate is based upon 25 lost work days incurred from January 1 through December 31, 2011. The District's severity rate for 2011 was the lowest severity rate in the recorded history.

The actual severity rate for 2011 was 7.5, as calculated using the severity rate formula:

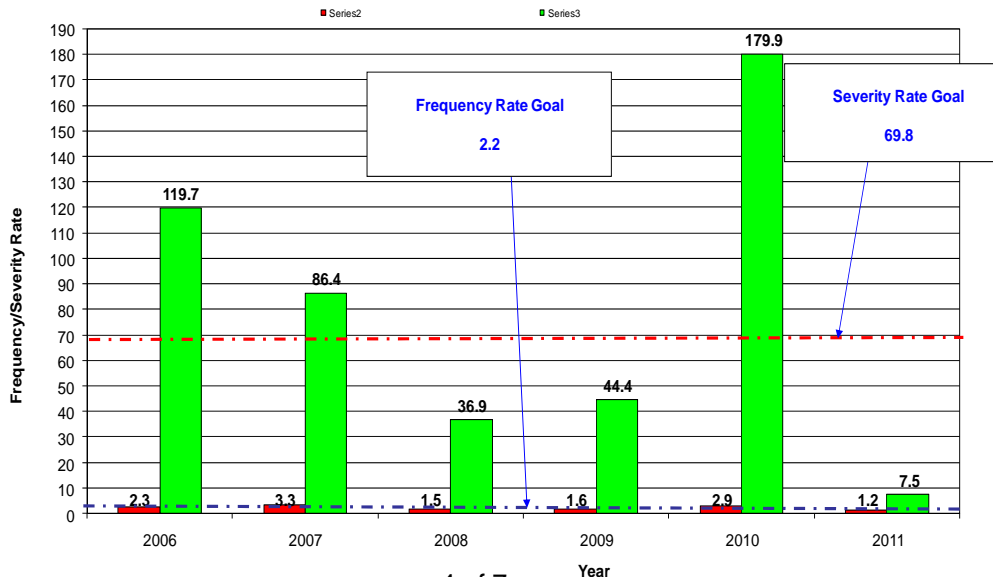
$$\text{Severity Rate (SR)} = \frac{\# \text{ of Lost Workdays} \times 200,000}{\# \text{ of Hours Worked}}$$

Normally, a severity rate goal is established each year by averaging the severity rates for the past five years. The resulting average severity goal rate is used to measure the effectiveness of efforts to reduce accident severity over time. However, using this method would result in a higher goal rate for 2011. Instead, the goal rate for 2011 will again be held at 69.8. The actual severity rate for 2011 is 7.5, well below the severity rate goal of 69.8. The number of lost workdays, the severity rates, goals, and the changes in the severity goals for the past five years are set out below:



Year	LOST WORKDAYS	SEVERITY RATE	SEVERITY RATE GOALS	CHANGE IN GOAL FROM PRIOR PERIOD
2006	409	119.7	77.7	(31.8%)
2007	290	86.4	77.7	0%
2008	125	36.9	77.7	0%
2009	162	44.4	77.7	0%
2010	611	179.9	69.8	(10.2%)
2011	25	7.5	69.8	0%

Annual Incident Rates
CY 2006 - 2011



There were six avoidable vehicle accidents in 2011. *Keep driving safely!*

Note: You can now review safety incident reports to identify safety lessons and improvements. Check it out @ <http://www.ccwater.com/safetyfile/SafetyInvestigation.asp>

District Safety Committee News

Highlights of discussions during the last District Safety Committee meeting:

Management stated their commitment to visit East County staff more often to alleviate any miscommunication and mistrust between management and staff.

The revised Safety Recognition Program Administrative Procedure was approved by the GM. The elements of the enhanced program will be reviewed at a series of informational sessions that are scheduled at the end of January.

New rain gear and safety glasses as identified through the Safety Committee will soon be available in Stores.

Following are recent safety-related suggestions which have been received and are being evaluated:

- Safety stickers for hard hats for those who have not had any injury during a specific period of time, e.g. a year. This suggestion will be further evaluated and discussed due to the safety perspective of having too many stickers on the hard hat, which could hide defects such as cracks in the hard hat.
- Provide an overhead crane instead of a hoist at the treated water pump stations. A crane would provide more clearance than a hoist. Safety Committee will evaluate this option for consideration in future projects.
- Add markers and barriers near the canal, along Christen Ln in Pleasant Hill. The City of Pleasant Hill will add a road warning sign.
- A drainage ditch at a location in the East County is not visible, and needs markers to identify the ditch. East County maintenance has taken action.

As a result of a suggestion for Committee members' term limits, the members discussed and voted on four potential options that would set new term limits. Majority voted for a one year minimum term with option to renew; and option to re-apply. The Safety Committee Administrative Procedure (AP IX-2) will be amended to reflect the change.

An overview of the FY12 Safety Projects was provided by the Construction department Associate Engineer James Larot. Several small high-priority safety projects at various District facilities have been combined into a single construction contract to expedite implementation. This approach also results in reducing implementation costs. Several safety improvements will be implemented by mid-year.

As always, employees are encouraged to discuss safety concerns with their supervisor first, and if unresolved, approach any of the safety committees with the issue. Going through the chain of command can expedite the resolution of a safety concern. A communications coach has been procured by the District to provide training in the next several months on tools and techniques for safety-related communication.

Due to John Nies' recent retirement, there is a vacant slot to represent East County Maintenance on the safety committee. If you are an East County Maintenance employee and would like to apply to join the District Safety Committee, please contact Greg Dixon at 240-2368.

You can also be part of a Site Safety Committee to work on more local safety initiatives, please contact the Site Committee Chairpersons (Jeanie Linden – District Center/Bisso, Jason Schneider – Central County, Lance Hartung – East County).



District Safety Committee

Distribution Maintenance: Jonathon Hackett, Matt Fowler
Central Maintenance: Ken Swenson
East Maintenance: vacant
Canal Maintenance: Alfredo Ibarra
Construction: Peter Stabb (Co-Chair)
Engineering/Planning: Chris Hentz
Office: Leah Orloff
Finance: Pam Gibson
Operations: Rene Romiski
Watershed and Lands: Greg Dixon (Chair), Marco Siragusa
Safety Officer: Spiro Zapantis

Check the Safety Website for the Committee's latest meeting minutes. Please use the District's safety kiosks to increase your safety awareness and knowledge. The CCWD Safety website is: <http://www.ccwd-staff.com/Safety.asp> The Committee is working on many safety improvements, and your feedback and support is always welcome to further improve District safety.

The Committee's charter is to promote a safe workplace environment for all by reducing workplace injuries, and fostering health and safety activities as an integral part of the District's operating procedures, culture, and programs.

Upcoming Safety Events

- 24 Hour HAZWOPER Training, @ Concord Maintenance, 7:30 AM, February 2, 3 and 6.
- Spill Control Training, February 2, 11:30 AM – 3:30 PM, @ Los Vaqueros Watershed
- Lock and Tag Training (rescheduled), @ Bollman WTP, February 9; @ Randall-Bold WTP, February 16, 7:30 AM – 9:30 AM.
- Forklift Training, February 21, @ Concord Maintenance
- CPR-1st Aid-AED Training, Feb-March 2012
- Confined Space Entry Awareness Training, March 2012
- District Safety Committee meeting, February 9, 12:45 PM, Delta CR

Excerpt from the CCWD Safety Procedures

This month's excerpt comes from the District's **Safe Practices Handbook**. The Safety & Health Manual and the Safe Practices Handbook can be found on the CCWD employee website <http://www.ccwd-staff.com/safetymanual/> ; <http://www.ccwd-staff.com/files/SafePracticesHandbook.pdf> and on the G drive under Safety.

Conduct a safety check prior to driving the vehicle:

- a. Walk around the vehicle to check its condition including the tires. Check for possible obstructions around the vehicle. Document your inspection when required.*
- b. Be sure you have good visibility all around. Adjust side and rear view mirrors.*

Safety Question of the Month

Answer correctly this safety question and you can have a chance to win a drawing prize valued at \$20. Respond to Amelia Berumen by phone at 688-8072, email aberumen@ccwater.com, or interoffice mail mailstop ADM8.

What are three safety tips for driving in the rain?

(Hint: find the correct answer in this newsletter)

Doug Beckstrand is the winner of a \$20 gift certificate for answering last month's question: When is it safer NOT to wear gloves?

Answer: It is not recommended to wear gloves, jewelry or loose-fitting clothing near larger equipment with in-running nip points (such as bench grinders) or large rotating shafts to prevent getting caught in the equipment.



Doug Beckstrand's name was randomly selected from this list of correct responders:

Cheryl Martinez

Mary Neher

Huan Nguyen

Kim Lin

Marlina Wagoner

Kurt Ladensack

Doug Beckstrand

Ray Cardwell

Marie Valmores

Michelle Hulse

Cary Richardson Merkle

Faith Martinez

Elia Bamberger

Jonathon Marshall

Richard Morton

Emily Corwin

Jerry Brown

Tony Lindberg

Dino Angelosante

Shawn Kelly

Richard Broad

Donnella Smigiel-Amdahl

Steve Bow

Gayle Ross

Margaret Ramirez

Kim Nies

Andrew Lee

Peter Colby

Carlos Benitez

Laura Alas

Rick Drury