



NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND

SAFETY COMMITTEE AGENDA

Date: April 17, 2014

Passaic Valley Water Commission

The regular meeting of the New Jersey Utility Authorities Joint Insurance Fund Safety Committee was held on April 17, 2014 at the Passaic Valley Water Commission. The following members and professionals were in attendance:

MEMBER	NAME
Bayshore Regional SA	J. Michael Broyles
Brick Township MUA	Drew Duddy
Evesham MUA	Jim Higgins
Evesham MUA	Tom Schmitt
Hackettstown MUA	Michael Snyder
Hackettstown MUA	Charles Volkert
Hanover SA	John Adamsky
Jackson MUA	Richard Quigley
Lambertville MUA	Thomas Horn
Little Egg Harbor MUA	John Viteritto
Manasquan River RSA	John Cascone
Manasquan River RSA	Jerry Thomas
Merchantville-Pennsauken WC	Sean Fitzgerald
Monmouth County Bayshore OA	Jonathan Mannarino
Monroe MUA	Joseph Mc Grail
Mount Holly MUA	Anthony Stagliano
Musconetcong SA	Nick Barbato
Musconetcong SA	James Schilling
North Bergen MUA	Thomas Mahan
Northwest Bergen County UA	Andrew Agugliaro
Passaic Valley WC	Joseph Aldighieri
	Andy Bisesi
	Clemenza Goglucci
	Tom Leonard
	George Lewis
	Kevin Mc Kay
	Michael O'Brien
	Craig Stoepker
Readington-Lebanon SA	Jill Plesnarski
Rockaway Valley RSA	Maria Brush
Secaucus MUA	Steve Bronowich
Two Rivers WRA	Gregory Seaman
J. A. Montgomery	Joanne Hall
J. A. Montgomery	John Zengel
PERMA	Cate Kiernan

Thank you from the NJUA Executive Safety Committee and J. A. Montgomery to George Lewis for hosting and providing the refreshments.

TECHNICAL TRAINING:

Technical training was provided by Justin Baker of NJ Department of Labor PEOSH and Eric Weren NJ Department of Labor PEOSH. The contact numbers for Justin Baker are: phone 609-292-2832, cell 609-743-1291, fax 609-943-3326, and email baker.justin@dol.gov. The contact numbers for Eric Weren are: phone 609-984-6556, cell 215-884-1084, fax 609-984-2779, and email eric.weren@doh.state.nj.us.

Justin Baker presented a PowerPoint program regarding how PEOSH operates, how entities are chosen for inspections, how many inspectors PEOSH presently has available, etc. There are currently 8 compliance inspectors, 2 trainers and 1 PEOSH consultant on staff due to budget cuts.

He outlined the process followed by PEOSH when they arrive unannounced at your front door to do an inspection from beginning to end. PEOSH may also show-up as a targeting inspection when there has been a fatality, a complaint, a referral from another regulatory agency, a focused enforcement, or as a state performance plan where PEOSH has a 5-year plan to inspect all wastewater, water, DPW and fire departments.

He outlined the monetary fines that PEOSH can levy, including willful violations for disregard and indifference to safety rules and regulations, repeat violations, serious violations, regulatory violations such as not having an OSHA 300A log posted, and *de minimus* violations for minor infractions. He emphasized the fines are per diem, or per day until the infraction is corrected, and that there is no longer any 90% reductions in fines. Most fines are for Failure to Abate.

Justin then reviewed the Permit Required Confined Space Entry Program with the required Rescue Team. A hand-out was provided outlining what needs to be done to comply.

He then reviewed the Excavation/Confined Space Entry requirements. If you are doing repairs to an underground system you need to comply with the OSHA 1926 Construction Standards. You first need to do a utility mark-out. Any hole or trench over 5ft deep needs shoring with a means of egress every 25ft. Any hole or trench over 20ft deep needs a professional engineer on-site. A competent person for trenching and shoring must be provided whenever the hole or trench is over 5ft deep. The competent person needs to have the authority to shut the job down if needed. Spoil piles must be at least 2ft from the trench or hole. Each cubic yard of earth weights about 2,700 pounds or the weight of a Volkswagen.

Justin then reviewed the 10 most cited PEOSH infractions, including Lockout – Tagout, Emergency Action Plan, Electrical, Fire Extinguishers, Material Handling, PPE, Fire Prevention Plan, Abrasive Equipment, OSHA 300A posting, etc.

Eric Weren is from the Health Side of PEOSH. He reviewed the requirements of BBP Program, Indoor Air Quality, RTK and Haz-Com/Global Harmonization and the NJ RTK 5-year Chemical Inventory. Currently, the NJ RTK has not finalized whether the 2013 chemical inventory needs to be completed and sent in electronically or not.

Handouts were provided including Requirements for Employers Who Designate Outside Rescue & Emergency Service as Their Permit-Required Confined Space Rescue Team, a Quick Card for Permit Required Confined Spaces in General Industry and Trench Safety, a PEOSH flyer on On-Site Consultations, a Course Catalog on PEOSH Safety Training and a Registration Form is you wanted to sign-up for a PEOSH Consultation.

At this time George Lewis thanked the PEOSH presenters for their participation in helping to keep the NJUA membership aware of current regulations and what PEOSH can provide. George then invited all to quite a spread of terrific food for lunch. Thank you George and Joel!

MEETING COMMENCEMENT

The regular NJUA Executive Safety Committee Meeting began at 12:30 p.m. with Chairman Anthony Stagliano opening the meeting with the Pledge of Allegiance.

APPROVAL OF MINUTES

The meeting Minutes from the January 16, 2014 Executive Safety Committee were reviewed and approved.

OLD BUSINESS

Anthony commented that the NJUA Safety Awards Breakfast went off very well and thanked J. A. Montgomery and the NJUA Committee members involved for organizing the affair.

The NJUA 2014 SIP was sent out to all members and is available on the NJUA website. New for 2014 is that the structure of points earned has changed. There is now earned points available for participation in the Safety Expo, Committee Service, etc. For the 2013 SIP Final there were 43 members that qualified and received engraved qualifier plates for their perpetual award plaques.

The first quarter NJUA SIP report is due by April 30th, 2014.

SAFETY DIRECTOR'S REPORT

Joanne Hall commented that a full report of the Safety Director activities is provided in the NJUA JIF Agenda. All required Loss Control Surveys were completed in 2013 and all required hours of service were completed.

The 2013 MSI training program showed 3,452 instructor led learning events and 145 on-line courses. 92 NJUA employees from 14 Authorities attended the Safety Fast Track Training Programs.

Two Safety Expo's were held with the help of the NJUA Safety Expo Committee Members. More than 800 learning events were completed. Each Safety Expo featured 4 learning tracts with a total of 10 classes each. Safety vendors and equipment demonstrations along with blood pressure screening by Qual-Care Staff was also provided.

Monthly NJUA Technical Training was provided in 2013 including BBP Train-the-Trainer, Haz-Com/GHS, Workers Compensation Claims Panel, Tech Tools for Safety, E-JIF Update, Infra-Red Testing and Supervisory Training.

In 2013 J.A. Montgomery conducted 14 workers compensation accident/injury investigations for some of the more serious WC claims. Thus far in 2014 there have already been 7 Focus WC accident investigations by J.A. Montgomery.

In 2013 there were 162 workers compensation claims in the NJUA, the lowest in 5 years. The costliest WC claims were for strains/strains/back injuries. These WC incidents make up 31% of the WC claim frequency and 40% of the WC cost. Slip-trip-fall WC claims were 19% of the WC claims and 31% of the WC cost. In 2013 56 of the 74 members had NO lost time accident frequency.

In the property/liability side, vehicle backing claims have been high over the past 6 months. This may be due to the severe winter of 2013 – 2014 where there has been quite a few snow and ice events compared to other winters.

The Loss Control Service Plan for 2014 includes reducing workers compensation claims, promoting regulatory compliance, encourage SIP participation, encourage use of the MSI training and on-line training, re-invigorating NJUA sub-committees and providing suggestions for improvement to members.

LOST TIME ACCIDENT FREQUENCY:

Cate Kiernan distributed the NJUA lost time accident frequency report and lost days report as of March 31, 2014. There have been 17 LTAF incidents so far in 2014 with a current LTAF of 3.57.

In 2013 at this same date the NJUA had a LTAF of 0.59. The severe and long winter of 2013 – 2014 has attributed to the dramatic rise in LTAF across the state.

The lost days report indicates the member number of WC claims, number of lost work days and the average lost work days per employee per member, along with a 3-year average. Also provided were the Loss Ratio Analysis and Claim Activity Report for the NJUA for 2010 thru 2014 to date.

MEETING TOPIC COMMITTEE:

The tentative schedule for the technical training is under development; Announcements to follow

Please Hold the following dates:

June 19 – Toms River MUA
July 17 – TBD
Aug 21 – Rockaway
Sept 26 – Camden Safety EXPO
November 7 – Middlesex Safety EXPO
December 18 – Evesham MUA

REGULATORY INSPECTION UPDATES/INSPECTIONS/SAFETY MANUAL

There is no Chairman as yet. George Lewis and James Schilling on board to assist.

Safety Expo's:

Bernie commented that the September Expo in Camden has been scheduled and the November Expo on Middlesex is in the process of being scheduled.

Communication/Website:

Cate commented that NJ Law indicates each member must have its own website. PERMA can post items on the NJUA website, but any re-design of the website is beyond the capabilities of PERMA. Bernie commented that the NJUA website is very user friendly.

Members should visit the NJUA and the MEL websites regularly and become aware of what is available.

Strategic Planning:

Anthony commented that the NJUA Executive Safety Committee needs more member support and participation.

At the last meeting he asked Brad to appeal to the NJUA Executive Board and Fund Commissioners to allow more time for the members to participate in the in-house safety committees and in the various executive safety committee activities. Cate indicated she will forward the request at the next NJUA FC Meeting.

National Safety Stand Down Program:

Joanne provided a hand-out on the National Safety Stand – Down Program to prevent falls. The Stand-Down Program is targeted for June 2nd to June 6th of 2014. Joanne indicated that 20% of the workers compensation injuries are attributed to falls with a very high cost.

To help lower the incidence of falls, the committee could elect to assist in providing information, posters, wallet cards, fact sheets and safety videos to members. A simple tool box talk of 5 to 10 minutes to work crews can go a long way in lowering injury rates of employees.

Each member could do it on an individual basis or as a group in the JIF.

Joe Aldighieri of PVWC commented that he has already instituted such a program at his location. Joe will forward info to Joanne on what he is already doing at PVWC.

Maria Brush commented that maybe the Committee should consider changing the June technical training topic to slip-trip-fall with Stand-Down to prevent slip-trip-fall injuries. The indoor air quality topic may be changed to August. George to check with the PEOSH trainer to see if his schedule is flexible. Anthony will get back to members if a change takes place.

2014 JIF Safety Resources Disk

Anthony asked if the NJUA members can get a copy of the MSI 2014 JIF Safety Resources disk. Joanne indicated the disk has some safety resources along with model regulatory templates that can be downloaded in Word and modified or changed to fit the member. The NJUA does have its own Safety Manual that was distributed a few years back on a flash drive and is also available on the NJUA website.

Joanne commented that several municipalities have given testimonials whereby the MSI 2014 Safety Resources disk has been very beneficial to satisfy PEOSH citations during inspections. Municipalities need to modify any of the template model programs to fit their entity. Programs need to be dated.

Anthony, James Shilling, and Jack volunteered to review the MSI disk and see if it can be modified to fit the NJUA. John Z. provided discs to Anthony, Jack, George Lewis, Joe Aldighieri and Maria Brush.

COMMENTS FROM THE MEMBERS:

Bernie commented that Toms River is applying for the PEOSH SHARP Program. The Department of Labor comes on-site for a full 3 days and does a walk through, checks training records and required programs and checks work crews. So far, Toms River has had no discrepancies or violations and is 100% acceptable. If you get the SHARP designation PEOSH will leave you alone for 3 years unless there is a fatality or serious incident.

Bernie commented that if you have any dealing with the Board of Public Utilities, be careful. Toms River had been cited by the BPU. The email address for the BPU may not be correct, and the organization is very disjointed.

Trying to deal with the BPU is a very frustrating experience, and the BPU is not an easy entity to deal with. The BPU is out to fine entities to finance their organization.

Anthony commented that the DEP is also a very hard entity to deal with. They had cited the Mount Holley MUA for not shutting down the head works while maintenance repairs were being done, which is pretty much impossible. The DEP is apparently also fining and citing to finance their organization.

NEXT MEETING:

The next meeting is scheduled to be at Toms River MUA on June 19th, 10:30 a.m.

ADJOURNMENT:

With no further business to address, Anthony adjourned the meeting at 1:45 p.m.