



**NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

**SAFETY COMMITTEE MINUTES  
Date: May 17, 2018  
Bayshore Regional Sewerage Authority**

The New Jersey Utility Authorities Joint Insurance Fund Executive Safety Committee Meeting was held on May 17, 2018, at the Bayshore Regional Sewerage Authority. The following members and professionals were in attendance:

<b>AUTHORITY</b>	<b>NAME</b>
Bayshore Regional SA	J. Michael Broyles
Bernards SA	Chris Lalicato
Evesham MUA	Richard Foley
	Chris Vandenberg
Hamilton MUA	Stephen Blackenship
Hanover SA	John Adamsky
Hillsborough MUA	Dan Reiter
Jackson MUA	Michael Janusz
Jersey City MUA	Dave Wissen
	Richard Maytas
Lacey MUA	Darren Coraggio
Manasquan River Regional SA	Patrick O'Donnell
Middletown SA	George Nole
	Amanda Young
Monroe MUA	Joe McGrail
North Bergen MUA	Lonnia Simmons
Passaic Valley Water Commission	George Lewis
	Clemenza Goglucci
Secaucus MUA	Joe Marchese
Somerset-Raritan Valley SA	Dennis Smith
	Michael Ruppert
Two Rivers Water RA	Nick Gizzi
Western Monmouth UA	Matt McCann
	Robert Smith
Connor Strong & Buckelew	Mike Avalone
J. A. Montgomery Risk Control	Liam Callahan
	Matt Genna
	Brian Maitland

**MEETING COMMENCEMENT:** The NJUA Executive Safety Committee meeting began at 12:00 PM

**APPROVAL OF MINUTES:** Minutes for March 15, 2018, NJUA Executive Safety Committee meeting were approved.

**SAFETY DIRECTOR'S REPORT:**

- ***MEL Safety Bulletins (Available on the NJ MEL App)***
  - April 10 - Safety Director Bulletin – Chipper Safety
  - April 13 - CPR, AED and First Aid Training
  - April 16 - Reminder - Executive Safety Committee Meeting - April 19, 2018
  - April 23 - Reminder - CPR, AED and First Aid Training
  - April 25 - Did You Know? – MSI Training Schedule – NJUA JIF, May 2018
  - April 30 - Executive Safety Committee Meeting - May 17, 201
  - April 30 - CPR, AED and First Aid Training (Change in Location)

- ***MSI Quarterly Report***

We review the MEL Safety Institute training summary for NJUA JIF. The summary was broken down by member for the period covering January through March 2018. During the first quarter, 869 employees were trained in the classroom and an additional 185 online.

- ***Safety Incentive Program***
  - 2018 SIP available at <http://www.njuajif.org/safety/safeyincentiveprogram.html>
- ***CNA Newsletter***

CNA is the property carrier for the NJUA JIF. They are looking to provide a newsletter starting this year. Topics and distribution are still being finalized. Once more detailed are available, they will be shared with the committee.

**LOST TIME ACCIDENT FREQUENCY:**

The LTAF Report for month-ending March 31, 2018, was reviewed. The NJUA JIF had an LTAF of 0.59 which is ranked 1<sup>st</sup> out of the 15 MEL JIFs. The 2018 LTAF average of the 15 MEL JIFs is 1.69.

The NJUA JIF 3 year LTAF average as of February 28, 2018, is 2.27. 14<sup>th</sup> of 15 MEL JIF's.

**PEOSH ADVISORY REPORT:**

Information presented is contained in PEOSH activity reports from 1/1/18 through 3/31/18.

**5 Most frequently cited violations during this period**

The full list of most frequently cited violations from DOH and DOL are attached.

1. Portable Fire Extinguishers – Mounted and accessible
2. Portable Fire Extinguisher Monthly Inspection
3. Ripsaw/non-kickback dogs
4. Damaged electrical equipment
5. GFCI receptacles required

Failure to maintain injury/illness recordkeeping logs continues to be frequently cited as a regulatory hazard, not a serious hazard.

**Programmed inspections**

According to the information presented, this is the fifth year of the strategic plan. However, they will continue to monitor data based on the North American Industry Classification System (NAICS) to determine the focus for the next strategic plan. The PEOSH staff conducted seven (7) programmed inspections. Five at fire departments and two at transportation facilities.

The five-year plan will continue with additional emphasis on Trenching Safety and Lockout/Tag Out and Work Zone Safety.

### **On-Site Visits**

Between January 1, 2018, and through March 31, 2018, PEOSH conducted 45 general inspections at 40 municipal, two county and three state facilities. These inspections resulted in the identification of 521 violations with 35 orders to comply issued. There were 10 “No Hazard” letters issued for the visited facilities.

There were 60 on-site visits for general inspections, complaints and accident inspections. The northern portion of the state received 18 inspections; the central portion had 15 inspections, and southern portion had 27 inspections. The majority of PEOSH activities focus on the northern and southern portion of the state. The greatest activity this period was in Essex (4), Middlesex (7), Burlington (8) and Gloucester (9) Counties.

### **Penalty cases - Penalties Collected for this Quarter: \$8750.00\***

\*(penalties part of a larger previously settled violation)

There were seven open penalty cases.

Three open penalty judgment Dockets\*

\*(penalties referred for collection due to non-payment).

### **Complaints**

In addition to the general inspections, PEOSH responded to eleven employee complaints which identified sixty-seven (67) violations with nine (9) orders to comply and two (2) “No Hazard” letters.

DOH/PEOSH reported 73 complaints. Of those received, 51 were Indoor Air Quality (IAQ) / sanitation complaints. Eleven (11) were from municipalities, twelve (12) from State Agencies, twenty (20) from schools, sixteen (16) from fire departments and nine (9) from police departments, and five (5) were from Colleges. The PEOSH program also conducted 22 initial on-site inspections, three monitoring inspections, two follow-up inspections and closed 8 cases.

Complaints consisted of:

- 39 Indoor Air Quality / Bio aerosol; 2 AQ-HVAC; 7 IAQ- General
- 12 Sanitation

### **MEETING TOPIC COMMITTEE**

#### ***Upcoming Events:***

- May 22, 2018 CPR Class at Deptford Municipal Building 8:30 am to 12:30 pm
- June 29, 2018 Middlesex Safety Expo
- July 19 & 26, 2018 10 Hour OSHA General Industry (Must attend both days) at Two Rivers
- August No meeting
- September 28, 2018 Camden Safety Expo
- November TBD
- December 20, 2018 Environmental Update at Evesham MUA

***If you would like to host a meeting, please let your consultant know***

## **SAFETY EXPO UPDATES**

The Safety Expo tracks for 2018 are:

- **Supervisor Roles & Responsibilities in a Changing Environment (Full Day)**
  - Succession Planning
  - Ethics
  - Diversity
- **Safety Fast Track**
  - Blood Borne Pathogens
  - Lockout/Tagout
  - Fire Safety
  - Hazardous Communication with GHS
- **Work Zone Safety Track**
  - Work Zone Traffic Control
  - Excavation Safety
  - Utility Mark-outs
- **Focus Four Track (Full Day)**
  - Electrocution
  - Falls
  - Struck-by
  - Caught-between

## **WEBSITE/ SAFETY MANUAL**

We will be working to update the website and the discussing replacing the safety manual with written program templates. Funding is being requested to upgrade the current website this month.

## **OLD BUSINESS**

### ***Recent Events:***

- January 26, 2018                      Workplace Injury & Illness Recording Webinar  
[https://connerstrong.adobeconnect.com/recordkeeping/event/event\\_info.html](https://connerstrong.adobeconnect.com/recordkeeping/event/event_info.html)
- February 28, 2018                      Safety Breakfast
- March 15, 2018                          Tank Truck Deliveries Safety at Deptford MUA
- April 19, 2018                          Back to Basic: Regulatory Issues at Rockaway Valley Regional SA
- May 17, 2018                              Plant tour at Bayshore Regional Sewerage Authority

**NEW BUSINESS:** None

**COMMENTS FROM THE MEMBERS:** None

**NEXT MEETING:** TBD

**ADJOURNMENT:** The meeting adjourned at 12:35 PM