

## MPWMD SAFETY INSPECTION REPORT

Date: 03/09/2007 Time: 9:15 pm  
 Names of inspectors: Boles, Dickhaut, Lyons, Orver, Schmidlin  
 Inspector's signature: Cynthia Schmidlin  
 Area inspected: District Offices at 5 Harris Court, Monterey

EVALUATION RATING:  
 S = SATISFACTORY  
 U = UNSATISFACTORY  
 NA = NOT APPLICABLE

	RATING	COMMENTS
<b>1. GENERAL WORK ENVIRONMENT</b>		
1.1 Adequate and proper storage for tools and materials: _____	S	
1.2 All flammable liquids stored in approved containers: _____	S	
1.3 All waste materials deposited in metal containers and labeled: _____	N/A	No waste materials stored.
1.4 Spillages and broken glass properly handled and disposed of: _____	N/A	
1.5 Electric tools properly grounded: _____	N/A	
1.6 Steps and stairways equipped with safety treads: _____	S	
1.7 Proper tools for each job: _____	S	
1.8 General work sites clean and orderly: _____	S	Boxes containing computer equipment have begun to pile up in a haphazard manner in the ASD area near the computer room. They are not directly blocking the walk way, but they do not present the image of an ordered work area. This is not a long-term storage area and should not be used in this manner.
1.9 Storage and equipment rooms neat and orderly: _____	U	The Garage - is still used for storage of unused materials and equipment that needs disposal. A table is set up in front of the storage racks, partially blocking entrance to the garage from the outside hall. Approximately 25 boxes of empty 4-inch binders are sitting in storage boxes on top of and behind this table. These binders have been in storage for 1 and one-half years and will not be used by District staff. Cynthia will look into auctioning them on E-Bay. Also, there are a large number of unusable computer monitors that also need disposal. They should be taken to the Last Chance Mercantile. Team Safety will schedule a garage clean up after the next Staff Meeting on March 22 <sup>nd</sup> . Other housekeeping issues noted were an unused generator and waders lying on the floor. The generator can be moved to the Carmel Valley Shop for storage and the waders checked for usability and either stored neatly or discarded. A kayak being stored on top of the shelves is a hazard. Michael Boles will look into a pulley system from the ceiling that could be used to secure the kayak. Mops, brooms, and other tools were propped up against the wall, blocking access to the electrical panel. These were moved last year and need to be kept in another location. The Engineering File Room still has boxes of folders that are stacked on top of the file drawers and on the floor. These are both trip and earthquake hazards that have been noted in prior inspection reports. They need to be evaluated for removal to the archives. Some boxes of files could be retained if securely placed in shelves bolted to the wall above the bookcases. Team Safety recommends that Planning

## RATING

## COMMENTS

and Engineering staff take 90 days to go through the files and determine what should be stored at 5 Harris Court and what can be moved to the archives. They have promised to complete this process previously, but have had other priorities interrupt them. Team Safety believes that this issue must be prioritized for them by the General Manager.

1.10 Floor and ground opening covered: \_\_\_\_\_ S

1.11 Lighting and ventilation adequate: \_\_\_\_\_ S

1.12 Noise levels in all facilities at acceptable levels: \_\_\_\_\_ S

1.13 Electrical cords secured safely: \_\_\_\_\_ U The cord to the Water Cooler near the first floor rest rooms should be secured.

1.14 Electrical and gas connections positioned safely: \_\_\_\_\_ S

1.15 Other (fill in): The hall on the first floor, beyond the lobby, on the way to the rest rooms was partially blocked by a number of boxes. Michael Boles, who works on the first floor in the Water Demand Division, noted that boxes can sit for days after delivery. This creates a definite trip hazard and hallway blockage was a contributing factor in the only District accident during the current fiscal year. An employee injured her knee, bumping it into the side of a cart that had been stored in the hall and protruded into the walkway. Fortunately, it was not a serious injury, but that might not have been the case. Boxes can likewise be a hazard. Team Safety recommends any boxes that are delivered should be retrieved and the contents put away as soon as possible, and within a maximum of 2 business days. If the recipient is not immediately available, deliveries can be placed against the door to the lobby where the hall is widest near the entrance to the Conference Room. They should be placed one box deep only, to prevent encroachment on the walk way. If the recipient is away from the office for a period of time exceeding 2 business days, the Administrative Services Mgr. should be notified and the boxes moved to the Garage for temporary storage.

## 2. FIRE PREVENTION

2.2 Fire prevention equipment in working order: \_\_\_\_\_ S

2.3 Fire extinguishers recharged regularly and noted on inspection tag: S All fire extinguishers have been serviced, including the one in the elevator room. The fire extinguisher near the copy machine in the Water Resources Division area should be mounted.

2.4 "No Smoking" procedures followed: \_\_\_\_\_ S

2.5 Other (fill in): \_\_\_\_\_

## 3. EMERGENCY RESPONSE

3.1 Emergency telephone numbers posted: \_\_\_\_\_ S

3.2 Exit signs posted: \_\_\_\_\_ S

3.3 First Aid supplies stocked: \_\_\_\_\_ S

3.4 Emergency supplies stocked (First Aid kit, flashlight, portable AM radio, water): \_\_\_\_\_ S

3.5 FM radios and cellular telephones operational: \_\_\_\_\_ S

3.6 Other (fill in): Proper signage is posted in all areas noted previously.

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	RATING	COMMENTS
<b>4. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING</b>		
4.1 Safety clothing and equipment provided:	S	
4.2 Safety clothing worn when required:	S	
a) Hard hats		
b) Safety glasses or goggles		
c) Water waders, gloves, footwear		
4.3 Safety equipment maintained in a sanitary condition:	S	
4.4 Other (fill in):		
<b>5. MACHINE OPERATORS</b>		
5.1 Machines used only by authorized, trained employees:	N/A	
5.2 Machinery turned off when not in use:	N/A	
5.3 Correct speed and feed used when operating equipment:	N/A	
5.4 Safety guards in place on all equipment:	N/A	
5.5 Machinery and equipment clean and properly maintained:	N/A	
5.6 Other (fill in):		Office machinery is used with proper safety precautions. No safety guards necessary.
<b>6. HAND TOOLS AND EQUIPMENT</b>		
6.1 Tools and equipment in good working condition:	S	
6.2 Tools stored in a dry, secure location:	S	
6.3 Hand protection utilized when using cutting tools:	N/A	Not maintained at Harris Court.
6.4 Hand trucks maintained in safe operating condition:	S	
6.5 Electro-fishing apparatus, attachments, battery in good repair:	N/A	Not maintained at Harris Court
6.6 Compressors and pumps in good repair and fully fueled:	N/A	Not maintained at Harris Court
6.7 Other (fill in):		
<b>7. VEHICLE OPERATION AND SAFETY</b>		
7.1 Restraining devices for use in rough terrain in working condition:	N/A	
7.2 Autocrane in working condition:	N/A	
7.3 Cable on winch in good condition:	N/A	
7.4 Operator vehicle inspection every six months:	S	
7.5 Professional vehicle inspection/maintenance based upon mileage:	S	
7.6 Other (fill in):		

ADDITIONAL ITEMS COVERED:

None

COMMENTS:

Most office areas were neat and orderly, meeting all safety standards and providing a professional environment.

AREAS REQUIRING IMPROVEMENT:

The principal safety issues at 5 Harris Court concern housekeeping issues in the garage and storage areas. We should continue to designate and dispose of unused materials and equipment through District procedures.

OVERALL EVALUATION:

  x   SATISFACTORY

       UNSATISFACTORY

# HR MEMO

**To:** David Berger, General Manager  
Rick Dickhaut, Administrative Services Manager  
Andy Bell, Planning and Engineering Manager  
Darby Fuerst, Water Resources Manager  
Stephanie Pintar, Water Demand Manager

**Cc:** Inder Osahan, Information Technology Officer

**From:** Cynthia Schmidlin

**Date:** May 2, 2007

**Re:** Safety Inspection Report

On March 9, 2007 Team Safety performed its annual inspection of the 5 Harris Court Office Building. Attached is the inspection report. Please respond by the end of the day on May 11, 2007, regarding how the hazards described in the areas that fall within your responsibility have been eliminated, or how you plan to remedy them.

Responses to the report should be in formal memo format. They will be attached to the March 9, 2007 Team Safety Minutes, which describe the inspection report findings, and placed in the May 21, 2007 Board Packet. These minutes are due no later than May 14, 2007, hence the May 11<sup>th</sup> due date for your response memos.

Thank you for your prompt attention to this matter.

Monterey Peninsula Water Management District

Memorandum

**To:** Cynthia Schmidlin, Human Resource Analyst  
**From:** Darby Fuerst, Water Resources Manager *DWF*  
**Subject:** March 9, 2007 Safety Inspection Report  
**Date:** May 15, 2007

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This memorandum is in follow-up to your memorandum dated May 2, 2007, in which you requested responses to how the safety hazards identified by Team Safety during their March 9, 2007 inspection of the District's office building at 5 Harris Court have been eliminated or how these hazards will be remedied. This memorandum is limited to hazards described in the areas that fall within the District's Water Resources Division responsibility.

1. General Work Environment, Number 1.9, *Storage and equipment rooms neat and orderly*: The garage was cleaned up on March 22, 2007. As part of the clean up, an air compressor (erroneously identified as a generator in the inspection report) was moved to the District's workshop in Carmel Valley and the condition of all the waders were checked. All waders in good condition were stored neatly and the waders in poor condition were discarded. In addition, the mops, brooms, and other tools that were blocking access to the electrical panel were moved. It is my understanding that Michael Boles is looking into a pulley system to secure the kayak that is presently being stored on top of the shelves.
2. Fire Prevention, Number 2.3, *Fire extinguishers recharged regularly and noted on inspection tag*: The fire extinguisher near the copy machine in the Water Resources Division area will be mounted on the wall above the light switch by May 18.

If you have any questions regarding the responses, please let me know.

**Cc:** Joe Oliver  
Greg James  
Michael Boles

# MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

## MEMORANDUM

**DATE:** June 5, 2007

**TO:** David A. Berger, General Manager

**CC:** Team Safety

**FROM:** Andrew Bell, Manager of Planning and Engineering Division *AB*

**SUBJECT:** Remedy of Deficiencies Noted in May 2, 2007 Safety Inspection Report

### BACKGROUND

Team Safety conducted inspections of District facilities on March 9, 2007 and transmitted their report by memo dated May 2, 2007. The report includes the notations of a deficiency that is the responsibility of the Planning and Engineering Division (P&E Division). Below is a restatement of the noted problem, followed by a description of the proposed remedy.

### NOTED PROBLEMS AND PROPOSED REMEDIES

- 1.9 Storage and equipment rooms. *The Engineering File Room* still has boxes of folders that are stacked on top of the file drawers and on the floor. These are both trip and earthquake hazards that have been noted in prior inspection reports. They need to be evaluated for removal to the archives. Some boxes of files could be retained if securely placed in shelves bolted to the wall above the bookcases. Team Safety recommends that Planning and Engineering staff take 90 days to go through the files and determine what should be stored at 5 Harris Court and what can be moved to the archives.**

Most of the boxes of files noted in the Safety Inspection Report, as well as other materials, are documents related to P&E Division functions, although many belong to the Water Resources and Administrative Services Divisions. P&E Division staff will do the following not later than August 17, 2007: (1) in consultation with Water Resources and Administrative Services Divisions staff, sort through these materials and dispose of unnecessary documents; (2) organize and consolidate the remaining documents; (3) identify, box, and label documents that may be stored in District Archives.

# Memorandum

**To:** Team Safety  
**From:** Cynthia Schmidlin, Administrative Services CJS  
**Date:** June 7, 2007  
**Re:** March 9, 2007 Field Safety Inspections

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Regarding the following notation:

*Administrative Services/Information Technology - Boxes containing computer equipment have begun to pile up in a haphazard manner in the ASD/IT area near the Computer Room. They are not directly blocking the walk way, but they do not present the image of an ordered work area. This is not a long-term storage area and should not be used in this manner.*

- a) Some of the boxes noted in the report contained new IT equipment that has been removed from the shipping boxes and distributed. A few computer hard drives and cables have been neatly stored against a file cabinet, out of the walk way. According to the IT Manager, they will be used within the next few weeks, leaving the floor area clear.