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### **Nomination Deadlines:**

**Fall Awards: September 30, 2018**

**Spring Awards: February 28, 2019**

**Agency:** Moulton Niguel Water District

**Project/Initiative Title:** Ergonomic Water Fill

**Employee/Department/Committee Nominated:**

Name(s): Todd Novacek

Job Title/Department: Director of Operations

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### **Nomination Summary**

*Write a brief summary of your project/initiative. Clearly state the problem/hazard recognized by the nominee and the specific reasons that they initiated corrective action.*

The current water filling station for the 5-gallon water coolers carried by tool trucks required employees to carry them from the parking lot, and through a hallway in order to fill. When the cooler is full of water it weighs roughly 40 pounds. Todd requested a water filling station be installed within close proximity to the

location of the parked trucks. He additionally requested that the filling station have a platform on which the water coolers could stand. This alleviates the need for employees to lift the coolers up from the ground. He also requested that temporary parking be added, next to the filling station. This allows employees to be within 10 feet of the filling station when they are parked next to it.



Describe the specific actions taken to resolve the problem(s) or challenge(s). Share the best practices that made this initiative successful for the agency and its impact. 

This project involved coordination with facilities staff in order to run a new water line to the outside of the building. A stand was also installed to support the coolers. It also required painting of the curb in order to allow for temporary parking while the cooler is being filled.

State whether the hazard was reduced with engineering controls, introduced a new administrative or work procedure, or relied on personal protective equipment to solve the problem.

The hazard was reduced with the use of engineering controls.

Describe any extraordinary circumstances that made this nominee's safety accomplishments significant. Describe whether the nominee influenced safety in the workplace, encouraged employee participation in safety efforts, obtained organizational "buy in" to implement the solution.

Todd noticed the possibility for injury and found a solution by shortening the distance between the filling station and the trucks. He influenced the workforce to be more conscientious of field ergonomics associated with lifting of heavy objects.

Describe whether the project/initiative addressed a hazard or exposure included in the JPIA Commitment to Excellence Program.

- ☒ Office/Field Ergonomics
- ☐ Vehicle Operations
- ☐ Slip/trip/falls – falls from heights
- ☐ Other:

List and attach any supporting materials that you feel are important for the reviewers to gain a complete picture of the nomination. Digital photos, supporting documentation, sample forms, etc.

**Nominated by:** Frank Graham

**Signature:** 

(Type Name)

Date: 8-28-18

**General Manager:** Joone Lopez

(Type Name)



Date:

9/6/18





**5-Gal Truck Mounted Cooler**



**Old Filling Station**





**New Filling Station**



## Terry Lofing

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**From:** Peter Kuchinsky  
**Sent:** Monday, September 17, 2018 10:10 AM  
**To:** Terry Lofing; Carol Barake  
**Subject:** Moulton Niguel WD - New Safety Award Nomination #23  
**Attachments:** MNWD 2108 Fall JUDGING CRITERIA Nom. #23.docx; MNWD, T. Novacek, Nom #23.pdf

Additional feedback on Nom. #23 from MNWD. Judging form completed and attached.

20 points.



## Peter Kuchinsky II, CSP, CEAS I, STS-C ACWA JPIA

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**From:** Trisha Woolslayer [mailto:TWoolslayer@mnwd.com]  
**Sent:** Friday, September 14, 2018 4:58 PM  
**To:** Peter Kuchinsky <[pkuchinsky@acwajpia.com](mailto:pkuchinsky@acwajpia.com)>; Todd Novacek <[TNovacek@mnwd.com](mailto:TNovacek@mnwd.com)>  
**Cc:** Carol Barake <[cbarake@acwajpia.com](mailto:cbarake@acwajpia.com)>; Terry Lofing <[tlofing@acwajpia.com](mailto:tlofing@acwajpia.com)>; Adrian Tasso <[ATasso@mnwd.com](mailto:ATasso@mnwd.com)>; Gina Hillary <[GHillary@mnwd.com](mailto:GHillary@mnwd.com)>  
**Subject:** RE: New Safety Award Nomination #23

Hi Peter,  
See comments below in red.  
Let Todd and I know if you have any other questions.  
-Trisha

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**From:** Peter Kuchinsky <[pkuchinsky@acwajpia.com](mailto:pkuchinsky@acwajpia.com)>  
**Sent:** Monday, September 10, 2018 11:20 AM  
**To:** Todd Novacek <[TNovacek@mnwd.com](mailto:TNovacek@mnwd.com)>; Trisha Woolslayer <[TWoolslayer@mnwd.com](mailto:TWoolslayer@mnwd.com)>  
**Cc:** Carol Barake <[cbarake@acwajpia.com](mailto:cbarake@acwajpia.com)>; Terry Lofing <[tlofing@acwajpia.com](mailto:tlofing@acwajpia.com)>  
**Subject:** FW: New Safety Award Nomination #23

I am reviewing your nomination, I have some follow up questions. Hopefully you can follow up by Friday Sept 14.

Can you give an estimated of the time, materials and cost to install? One of the goals is to provide an outline for other members to copy.

### **[ ] Estimated Time and Materials + Cost**

**Time: 16 hours**

1 Maintenance Worker I x 8 hours\*

1 Maintenance Worker II x 8 hours

\*8 hours includes time to run errands for materials & fabricate the materials that were repurposed.



**Repurposed Materials (extra/ small amounts of leftover material from our yard): \$0**

Angle Iron (made of aluminum)

Aluminum Diamond Plate

**Materials Purchased at a local hardware store: \$95**

Water Filter (Hi-Flow case + 1 cartridge) = \$60 (replacement cartridges = \$30)

On/ Off Valve: \$15

Fittings, 90° Elbows, and other miscellaneous parts: \$20

Between the old and new, it looks like sanitary conditions were also improved. Can you provide any additional information?

***[ ] You are absolutely correct, sanitary conditions were improved. The old filling station was co-located with the utility cleaning basin that our facilities housekeeping contractor uses for mop water and other "cleaning" related tasks.***



Do you plan to install any signage?  
such as washing down, etc

How will you prevent this from being used for other uses

***[ ] Yes. There was a sign that said potable water, but when we made some changes to the filter we forgot to put the little sticker back up. I like the picture of the sign you sent. We'll likely use one like that.***

Could this idea be expanded to other locations?

***[ ] Sure, it could. For our facility, it is not necessary, but it seems like you could do it at any potable water line where you have a covered area.***

How many employees benefit from this improvement? **[ ] 60**

Is there any slip hazards in the new location?

***No new slip hazards, if anything the slip hazards and congestion of filling water coolers at the old location has improved. It's less distance on less slippery terrain once the cooler is full. There is a drain just below the new filling station that is covered by a grate. The drain was already in place as the new location was used as a "boot wash" a long, long time ago.***

Was there a training, policy or SOP developed that highlighted the new water filling station? If so, please provide a copy.

***[ ] There was a verbal training and instruction given at our weekly Wednesday staff meeting. There was nothing extra formal so there is nothing to copy.***

***We did discuss the ergonomics of filling and carrying/ loading the full coolers onto trucks.***

***We actually probably discussed it at 2 Wed staff meetings because as the new filling station was used, minor improvements (like a better/ faster filter) were incorporated.***

Let me know if we need to write something up for you as far as an SOP, I think it might be a one-pager.

Thanks.



**Peter Kuchinsky II, CSP, CEAS I, STS-C**  
**ACWA JPIA**