



# H.R. LaBounty Safety Awards Nomination Form

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## **Nomination Deadlines:**

**Spring Awards: February 28, 2019**

**Fall Awards: September 30, 2019**

**Agency:** Humboldt Bay Municipal Water District

**Project/Initiative Title:** HBMWD Safety Training Matrix

Implementation Date: Unknown

Cost to Implement: \$0

Staff Time Required: Ongoing

Number of Employees/Facilities Impacted: 22

## **Employee/Department/Committee Nominated:**

Name(s): HBMWD Staff

Job Title/Department: Safety staff & Supervisors

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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 main initiative was the development and implementation of the District's safety program which has been an ongoing and evolving process. The major safety challenge was how to track and document required trainings that have been completed and schedule required renewals in the future. Over the years, a training matrix was developed to track training dates for staff and how often subjects need to be revisited and revised with new regulations. Since its creation, the District's Operations training matrix has facilitated the District's employee training compliance including a wide variety of safety topic's potentially reducing risk and injury in a multitude of work environments.

*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.*

One of the biggest challenges with safety is ensuring that everyone within an organization is properly trained to perform their assigned job duties safely and efficiently. With the creation of the attached training matrix, the ability to track staff's attendance has been essential to maintaining our District's safety culture. Having a platform to use as a guideline for annual safety training scheduling and tracking has been a very important tool for the District to stay in compliance with current and ever evolving safety standards. (Note: See attached annual safety training document)

*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.*

Potential hazards and risks have been reduced with administrative documentation, implementation and tracking of personnel safety training. This matrix is used as a recording and guiding device to ensure that all staff members have received the proper training, in a timely manner, and consequently perform their jobs in the safest manner possible.

*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.*

Since this matrix was created and implemented by multiple staff members over the years, I would say that the accomplishments of the District's Safety Training Matrix has created a strong "buy in" for safety participation amongst general staff and supervisors and has contributed to the strong safety culture that exist at HBMWD. It is the baseline for which safety training is carried out within the District and will facilitate the perpetuation of safety culture in the future to come.

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

I think that the creation of this matrix has addressed and controlled exposures to a multitude of construction safety related hazards in the workplace at the District. See attached Training Matrix for the variety of safety areas addressed on an annual basis.

- Office/Field Ergonomics
- Vehicle Operations
- Slip/trip/falls – falls from heights

Other: Construction Safety

*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.*

See Training Matrix attached.

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**Nominated by:** Chris Merz

**Date:**9/24/19

**General Manager:** John Friedenbach

**Date:**9/24/19

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Please email this form with supporting documents and digital photos (jpg) to [tlofing@acwajpia.com](mailto:tlofing@acwajpia.com).

**TRAINING PROGRAM CHART 2019**

	WIIPP CODE OF SAFE PRACTICES	GENERATOR PERMIT REGULATIONS	EMERGENCY ACTION PLAN	SLIPS, TRIPS, & FALLS	Workplace Ergonomics	CHLORINE LEAK RESPONSE & CL2 B'KIT TRAINING	INTERAGENCY CL2 LEAK REPAIR TRAINING	HEARING & RESPIRATORY EXAMS	FORKLIFT SAFETY	ASBESTOS & SILICA SAFETY	RIGGING SAFETY	CONFINED SPACE & GAS MONITORS	SPILL PREVENTION CONTAINMENT and CONTROL	HEAT ILLNESS PREVENTION	8HR Hazmat Refresher Training	40hr Hazmat Training	TRAFFIC CONTROL	RESPIRATOR TRAINING & FIT TEST	ELECTRICAL SAFETY	FIRE PREVENTION & ESCAPE/FIRE EXTINGUISHER	LOCKOUT TAGOUT	MACHINE EQUIPMENT SAFETY	SIGHT AND SOUND SAFETY	TRENCH AND EXCAVATION SAFETY	LADDER AND CABLE CAR SAFETY	SEXUAL HARASSMENT	DEFENSIVE DRIVING	S D S RIGHT TO KNOW	PERSONAL PROTECTIVE EQUIPMENT	CGA Utility Locator Training	ISI AIR PACK & SPERIAN SCBA TRAINING	CPR/AED	FIRST AID	FALL PROTECTION	ARC FLASH AWARENESS	SCAFFOLDING & MANBASKET TRAINING		
9/3/2019	1 YR	1 YR	1 YR	3 YR	1 YR	1 YR	1 YR	1 YR	1 YR	1 YR	1 YR	1 YR	1 YR	1 YR	1 YR		1 YR	1 YR	3 YR	3 YR	2 YR	3 YR	3 YR	1 YR	3 YR	2 YR	4 YR	1 YR	3 YR	In-House	1 YR	2 YR	2 YR	2YR	2YR	3YR		
AHMAD, L.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Jun-16	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Mar-19	May-19	Jul-19	Aug-16	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Jun-19	Jun-19	Dec-18	Aug-17	Nov-14	Dec-18	Sep-18	Aug-18	Nov-17	Aug-18	Sep-16		
BRASHEAR, B.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Mar-18	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-17	Apr-19	Mar-19	Mar-18	May-19	Jul-19		May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17		Dec-18	Oct-18	Sep-18	Nov-17	Aug-18	Sep-16		
CHAIRES, R.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Jan-19	May-19	Aug-18	Aug-16	May-17	Aug-17	Aug-17	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17	Nov-14	Dec-18	May-18	May-18	Nov-17	Aug-17	Sep-16		
CORRAL, D.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Apr-19	May-19	Jul-19	Mar-17	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17		Dec-18	Jun-19	Jun-19	Nov-17	Aug-18			
DAGGS, K.	Jan-19	Jan-19	Jan-19	May-19		Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Dec-18	May-19	Jul-19	Aug-16	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Jun-19	Oct-15	Dec-18	Aug-17	Nov-14	Dec-18	May-18	May-18	Mar-14	Aug-18	Sep-16		
DAVIDSEN, D.	Jan-19	Jan-19	Jan-19	Oct-16	Jun-19	Feb-12	Mar-18	Feb-18	Jun-16			Apr-11	Oct-16	Oct-12		Mar-19	Jun-12	Jul-19	Aug-16	Sep-11	Aug-16	Aug-16	Aug-09	Sep-16	Aug-08	Jun-19	Jun-19	Nov-16	Nov-12	Nov-08	Dec-16	Aug-18	Aug-18		Aug-16	Sep-16		
DAVIS, K.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Mar-18	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19	Jun-19	Jun-18	May-19	Jul-19	Aug-16	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Jun-19	Jun-19	Dec-18	Aug-17	Nov-14	Dec-18	Aug-18	Sep-18	Nov-17	Aug-18	Sep-16		
FARRELL, T.	Jan-19	Jan-19	Jan-19	May-19		Feb-19	Jun-16	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19	Aug-19	Aug-18	May-19	Jul-19	Aug-16	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Nov-17	Oct-15	Dec-18	Aug-17	Nov-14	Dec-18	Apr-18	Apr-18	Nov-17	Aug-18	Sep-16		
IVEY, I.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19	Mar-19	Mar-18	May-19	Jul-19	Aug-16	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17		Dec-18	Jul-18	Jul-18	Nov-17	Aug-18	Sep-16		
JORGENSEN, P.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Jan-19	May-19	Jul-19	Aug-16	Aug-14	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17	Nov-14	Dec-18	Apr-18	Apr-18	Nov-17	Aug-18	Sep-16		
KLINGONSMITH, J	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		May-19	May-19	Jul-19	Aug-16	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17	Nov-14	Dec-18	Oct-18	Jun-18	Nov-17	Aug-18	Sep-16		
MARSHALL, S.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19	May-19	May-18	May-19	Aug-18	Aug-16	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17	Nov-14	Dec-18	Jul-18	Jul-18	Nov-17	Aug-18	Sep-16		
MERZ, C.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Dec-18	May-19	Jul-19	Aug-16	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17	Nov-14	Dec-18	Jun-18	May-18	Nov-17	Aug-18	Sep-16		
MURPHY, R.				May-19	Jan-19				Jun-19								May-19	Jul-19								Jun-19	Jan-19						Jun-19	Jun-19				
PALMERO, M.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19		Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Apr-19	May-19	Jul-19	Aug-16	May-17	Aug-17	Aug-17	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17	Nov-14	Dec-18	Sep-18	Jun-18	Nov-17	Aug-17	Sep-16		
PERKINS, D										Mar-19	Mar-19																						Jul-19	Jul-19				
RASCHEIN, L.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Mar-19	May-19	Jul-19	Aug-16	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17	Nov-14	Dec-18	Sep-18	Jun-18	Nov-17	Aug-18	Sep-16		
ROBERTS, R.	Jan-19	Jan-19	Jan-19	May-19		Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Dec-18	May-19	Jul-19	Dec-17		Aug-18	Aug-18	Oct-18	Oct-18	Dec-17		Jun-19	Dec-18			Dec-18	Sep-18	Aug-18	Dec-17	Aug-18			
SCHNEIDER, R.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19		Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Jan-19	May-19	Jul-19			Aug-18	Aug-18	Oct-18	Oct-18		Jun-19	Jun-19	Dec-18			Dec-18	May-18	May-18		Aug-18			
STONE, S.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Mar-18	Feb-18	Jun-19	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Aug-18	May-19	Jul-19			Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Jun-19	Jun-19	Dec-18	Aug-17		Dec-18	Apr-18	Apr-18	Nov-17	Aug-18	Jul-17		
WARDRIP, B.	Jan-19	Jan-19	Jan-19	May-19	Jun-19	Feb-19	Mar-18	Feb-18	Jun-18	Mar-19	Mar-19	Apr-19	Nov-18	Apr-19		Jul-18	May-19	Jul-19	Aug-16	May-17	Aug-18	Aug-18	Oct-18	Oct-18	Nov-17	Nov-17	Jun-19	Dec-18	Aug-17	Nov-14	Dec-18	Oct-18	Jul-18	Nov-17	Aug-18	Sep-16		
NEWELL, B.	Jan-19	Jan-19	Jan-19	May-19				Feb-18		Mar-19	Mar-19	Jan-00	Nov-18	Mar-18	Apr-19	Mar-18	Sep-01	Mar-18	Nov-17	Mar-18	Dec-18	Nov-17					Mar-18	Aug-17	Dec-99	Mar-18		Oct-98	Jun-18	Jun-18		Dec-18		
NEWELL, L.																												Aug-17					Jun-18	Jun-18				
Next Class:				2022															2019	2020	2020	2021	2021			2020	2019	2023		2020	NA		2020	2020	2019	2020	2019	

Grey= Annual training subjects  
Yellow= Training for current year

# Safety/Training Program 2019

This is the Safety and Training schedule for 2019. Meetings will be scheduled well in advance to prepare all personnel in order to attain maximum participation. These classes will be scheduled in the planner for 2019 for everyone's reference.

<u>Month</u>	<u>Topic</u>	<u>Instructor</u>
<b>JAN</b>	<b>Code of Safe Practices (WIIP):</b> Annual Reference Material: HBMWD Policy Class Time: 1 hour	Dale
	<b>EAP Overview-Dam Safety Plan:</b> Annual Reference Material: HBMWD Policy and procedure Class Time: ½ hour	Dale
	<b>Generator Air Quality Permit Requirement:</b> Annual Reference Material: AQMD Permits Class Time: ½ hour	Mario/Larry
<b>FEB</b>	<b>Chlorine Leak Response/Cl2 Leak 'B' Kit:</b> Annual Reference Material: HBMWD Policy and procedures. PowerPoint presentation on system & equipment. Class Time: 2 hours	Chris/Ryan/Mario/Larry
	<b>Hearing &amp; Respiratory Exams:</b> Annual Class Time: 1 hour	Becky/M.R.O.H.
<b>MAR</b>	<b>Rigging Safety:</b> Annual Reference Material: NCCCO Crane operator training handbook/PowerPoint presentation Class Time: 1 hour	Keith/Russell
	<b>Asbestos &amp; Silica Handling:</b> Annual Reference Material: Review of HBMWD safety manual policy, procedures & exposure control plan. Training video also. Class Time: 1 hour	Chris

**APR Confined Space/Gas Detectors:** Annual

Ryan/Paul/Dave

Reference Material: Review of HBMWD policy,  
& a powerpoint presentation.

Class Time: 1 hour

**Heat Illness Prevention Program:** Annual

Chris

Reference Material: Review of HBMWD policy  
& precautions. JPIA training video

Class Time: 1 hour

**MAY Traffic Control:** Annual

Ryan

Reference Material: Cal Trans Reference Book,  
powerpoint presentation and review of District equipment

Class Time: 1.5 hrs.

**Slips Trips & Falls:** 3yrs

Chris

Reference Material: Review of Districts code of safe work  
practices. Powerpoint presentation on material and short video.

Class Time: 1 hour

**JUN Forklift Safety:** Annual

Chris

Reference Material: Powerpoint presentation on forklift function,  
review of operations manual and drive test of training course.

Class Time: 2.5 hours

**JUL Respirator Safety/Fit Testing:** Annual

Mario/Larry

Reference Material: District Safety Manual & JPIA video.

Fit test for each employee.

Class Time: 2 hours

**AUG Lockout Tagout:** Annual

Paul/Dave

Reference Material: Review of HBMWD safety procedures.

Powerpoint presentation on subject along with sort video.

Class Time: 1 hour

**Electrical Safety:** 3yrs

Paul/Dave

Reference Material: Review of practices & safety procedures  
to avoid exposure. NTT training manuals. Brief video on subject.

Class Time: 1 hour

**SEP Trench and Excavation Safety:** Annual

Ryan/Chris

Reference Material: PowerPoint presentation on safe practices and procedures. Review of HBMWD shoring equipment.

Class Time: 2 hours

**OCT Fall Protection, Scaffolding & Manbasket:** 2yrs

Chris

Reference Material: District Safety manual. Powerpoint presentation and sort video.

Class Time: 1.5 hours

**NOV S.D.S./Right to Know/Spill Prevention:** Annual

Chris

Reference Materials: District safety manual & Powerpoint presentation on subject matter.

Class Time: 1 hour

**Sexual Harassment Training:** 2yrs

Mario/Larry

Reference Materials: Review of District policy. JPIA training video on subject matter.

Class Time: 1 hour

**DEC ISI/Sperian SCBA Training:** Annual

Mario/Larry

Reference Material: Powerpoint presentation on subject matter and review of District safety policy & user's manuals.

Class Time: 2 hours