



H.R. LaBounty Safety Awards Nomination Form

Nomination Deadlines:

Spring Awards: February 3, 2025

Fall Awards: September 2, 2025

Agency: Sacramento Suburban Water District

Project/Initiative Title: Job Hazard Analysis – Customer Leak Investigation

Implementation Date: 1/16/2025

Cost to Implement: \$0

Staff Time Required: 5 hours

Number of Employees/Facilities Impacted: 5 / 70,000 (Customers)

Employee/Department/Committee Nominated:

Name(s): Vicki Sprague

Job Title/Department: Water Conservation Technician II

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.

Vicki developed a JHA for investigating customer water leaks to complete her PDP steps. This is a very common process performed by the District Water Conservation group and has many elements and hazards that require focus to properly complete. In the past, there have been dog bites and other serious risk exposures; the goal is to document and review the JHA with staff to identify risks and avoid future injuries.

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.

The District Interim Safety/Risk Officer worked with Vicki to fully document the JHA of the Customer Leak Investigation process. Each step was documented and photographed through the process with tasks, risks, and controls. This detailed process review brought to light several steps that were not being regularly performed and clarified potential hazards while performing the process. These were further improved during the review of the JHA with staff. Their input and engagement during Vicki's presentation led to 16 valuable edits and additions to the final JHA.

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 JHA is an administrative control that can be periodically reviewed with staff and also used for training new hires. Good process documentation has significant potential to reduce incidents in the field, both inside customer dwellings and outdoors.

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.

Vicki is a significant contributor to our safety hazard recognition program and the senior technician in her department. She has identified many other issues we have addressed to improve overall employee safety at the District. She realized customer leak investigations were one of our most common risk tasks and a detailed review of the process via a JHA could lead to improved safety.

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

The JHA for customer leak investigations addresses several exposures and practices including ergonomics, equipment inspection and storage, customer interaction, and pet and other critter exposures to name a few. Her review of this process will encourage other staff to perform JHAs and continue to build our proactive safety culture.

- Office/Field Ergonomics
- Vehicle Operations
- Slip/trip/falls – falls from heights
- Emergency Readiness/Wildfire Prevention

Other: Safety Culture Development; Hazard Recognition

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.

JHA, training PowerPoint with photos of JHA steps, JHA staff review with staff including recommended edits and additions, and attendance sheet for JHA review/training.

Nominated by: Greg Bundesen

Date: 1/16/2025

General Manager: Dan York



Date: 1/24/2025

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

**Sacramento Suburban Water District
Job Hazard Analysis (JHA)**

JHA By: **Vicki Sprague; Coworker - Ben Harris**

Location: 3642 Bellinger Ct. (4-plex)

Job or Activity: Customer Leak Investigation

Date: 12/19/2024

Department: Water Conservation



NO.	STEPS Sequence of Basic Job Steps	Potential Job Hazards	CONTROLS Recommended Actions and/or Procedures	NOTES
1	Have necessary PPE for task	Proper PPE helps prevent injury or exposures	safety boots, high visibility shirt, work gloves, safety glasses, high visibility vest & hard hat, booties (for indoor)	
2	Gather tools needed for task; Meter box lid hook, Conservation Kit (for customer), noise amplifier, shovel, ground probe	Overexertion strain reaching and collecting tools from vehicle; dropping tools striking lower extremities causing injury	Pre work stretch recommended; make as many trips needed between vehicle and work area to avoid carrying too much at once	
3	Remove existing meter box lid and access meter valve	Kneeling, bending, lifting, twisting struck by tool, wildlife exposures.	practice proper lifting and body position to avoid strains. Change between kneeling and squatting as needed, use proper removal tool, visually sweep meterbox for wildlife and treat as required	
4	Meter box not visible	Shoveling, kneeling, bending, lifting, twisting, tripping, awkward, struck by tool	be cautious when digging to minimize jarring impacts with gravel and roots. Avoid over reaching or strain when prying out spoils. Be aware of trip hazards	
5	Close meter valve (optional) / open meter valve	Twisting, strain	keep body in proper position to avoid twisting at waist, maintain contact with valve key to avoid slippage	
6	Indoor Leak investigation - Entering premisis	Aggressive occupant and pets could cause injuries; trip hazards	If occupant is aggressive, leave premisis. If pets are an issue have occupant control them. Eyes on path to avoid trips NOTE - must wear booties inside premisis and don protective gloves	
7	Checking inside infrastructure for leaks	kneeling, twisting, bending and lifting. Exposure to chemicals, wildlife and cut hazard	Be cautious when inspecting - eyes on hands, proper ergonomics, identify hazards before reaching into unknown spaces	
9	Outdoor leak inspection - survey outside premisis	Aggressive occupant and pets could cause injuries; trip hazards	If occupant is aggressive, leave premisis. If pets are an issue have occupant control them. Eyes on path to avoid trips. Don protective gloves	
9	Checking outside infrastructure for leaks	kneeling, twisting, bending and lifting. Exposure to chemicals, wildlife and cut hazard	Be cautious when inspecting - eyes on hands, proper ergonomics, identify hazards before reaching into unknown spaces	
9	Collect tools.	Overexertion strain reaching and collecting tools returng to vehicle; dropping tools striking lower extremities causing injury	Make as many trips needed between work area and truck to avoid carrying too much at once	

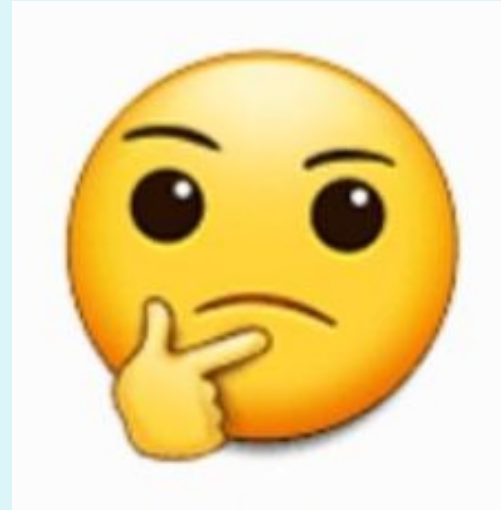
JHA - WATER CONSERVATION CUSTOMER LEAK INVESTIGATION

By Vicki Sprague-Water Conservation Tech II
CLIA, Water Use Practitioner Grade1, D02



PLANNING A SITE VISIT & THE KEY CONSIDERATIONS

1. SEQUENCE OF BASIC JOB STEPS
2. POTENTIAL JOB HAZARDS
3. CONTROLS - RECOMMENDED ACTIONS and/or PROCEDURES



SEQUENCE OF JOB STEPS

- ❖ Have necessary PPE for task
- ❖ Gather tools needed for task
- ❖ Locate & remove existing meter box lid
- ❖ Accessing meter box
- ❖ Customer contact – access inside premises
- ❖ Indoor leak investigation
- ❖ Checking outdoor - survey outside premises
- ❖ Checking outside infrastructure for leaks
- ❖ Collect tools

HAVE NECESSARY PPE FOR TASK



Potential job hazard - Exposure to injury:

- Proper PPE helps prevent injury and exposure, **unauthorized tamper with vehicle while at property**

Controls - Recommendations & Procedures:

- Safety boots, high visibility vest & shirt, hard hat, gloves, safety glasses
- Indoor; add shoe covers, rubber gloves
- **Put vehicle in park and lock**

GATHER TOOLS NEEDED FOR TASK

Potential Job Hazards:

- Overexertion strain while reaching, collecting, carrying and dropping tools. Striking lower extremities causing injury

Controls & Recommended Actions/Procedures:

- Pre work stretch
- **Gather appropriate tool for task**
- Make as many trips as needed between vehicle and work area to avoid carrying too much at once.



LOCATE & REMOVE EXISTING METER BOX LID

Potential job hazards:

- Kneeling, bending, lifting, twisting, shoveling, tripping, awkward tool angle, recoil of tool

Controls-Recommended Actions/Procedures:

- Use proper removal tool
- Practice proper lifting & body position to avoid strains.
- Be cautious when digging to minimize jarring impacts with gravel and roots.
- Avoid overreaching or strain when prying out spoils.
- Be aware of trip hazards.



ACCESSING METER BOX

Potential Job hazard:

- Bending, needle prick, twisting, biting critters, muscle strain

Controls-Recommended Actions/Procedures:

- Open box slowly and cautiously
- **Use flashlight**
- Visually scan inside box for hazards before reaching in
- Stand on a solid surface
- Use a kneeling pad when needed.
- When safe, use tool and gloves to clear register



CUSTOMER CONTACT

Potential job hazards:

- Biting dogs & other pets, aggressive occupant, indoor trip hazards, **unexpected additional occupants**

Controls-Recommended Actions/Procedures:

- Make customer contact prior to visit
- Ask customer to restrain or put up pets
- Use buddy system, A second staff member is required when entering indoor
- Cautiously enter building and workspace



INDOOR LEAK INVESTIGATION

Potential job hazard

- Biological/chemical exposure, bending, lifting, trip hazard, twisting, kneeling

Controls-Recommended Actions/Procedures

- Be cautious when entering and inspecting
- Eyes on hands, proper ergonomics
- Identify hazards before reaching into unknown spaces
- Use proper PPE for indoor
- Properly remove & discard soiled gloves and shoe covers
- Use respirator if needed or do not enter when there is a strong chemical presence



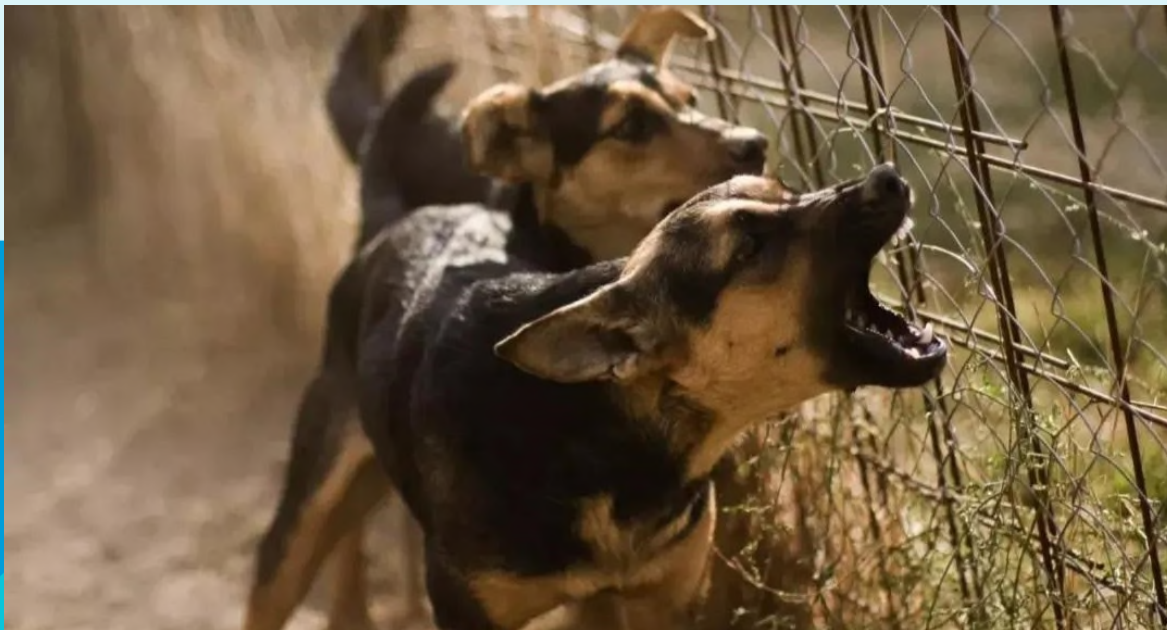
CHECKING OUTDOOR-SURVEY OUTSIDE PREMISES

Potential Job Hazard:

- Aggressive occupant or pets or hidden dangers

Control-Recommended Actions/Procedures:

- Contact customer prior to visit
- **Scan outdoor before entering property**
- If customer aggressive, leave premises
- **Ask and confirm that pets are put up and secured**



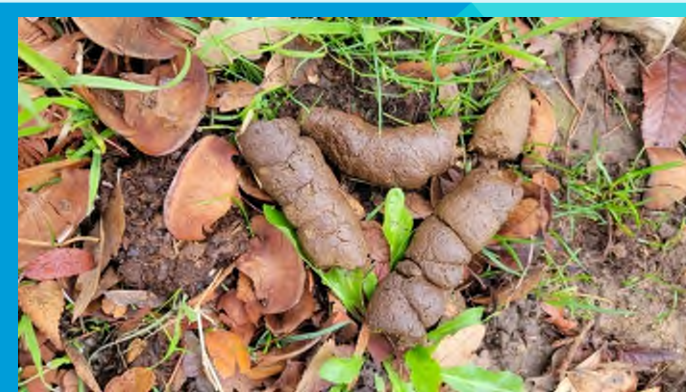
CHECKING OUTSIDE INFRASTRUCTURE FOR LEAKS

Potential Job Hazards:

- Kneeling, twisting, bending & lifting, uneven surfaces & hardscape features causing trip & slip hazards. Overhead instability

Controls Recommended Actions/Procedures:

- Proper ergonomics
- Scan area to identify landscape & overhead hazards
- Walk cautiously, pay attention to your path and slip hazards
- Eyes on hands when reaching into unknown spaces
- Use hardhat where needed if overhead dangers ; such as falling branches & ripened fruit from trees



COLLECT TOOLS

Potential Job Hazard:

- Overexertion strain reaching & collecting tools; returning to vehicle, loose tools becoming injury hazard while driving

Controls-Recommended Actions/Procedures:

- Make as many trips as needed between work area and vehicle
- Secure tools in appropriate spot in vehicle to avoid movement while driving



SUMMARY & FINAL THOUGHT

1. Steps: Consider Task prior to visit
2. Potential Job Hazards: Think about hazard prevention prior to visit
3. Controls: Bring tools, wear PPE needed for task, consult your supervisor and/or Safety Officer if unsure of danger. Use common sense

