



H.R. LaBounty Safety Awards Nomination Form

Nomination Deadlines:

Spring Awards: February 1, 2021

Fall Awards: September 1, 2021

Agency: Walnut Valley Water District

Project/Initiative Title: Circle Check SOP

Implementation Date: 5/05/2021

Cost to Implement: \$200- purchasing additional traffic cones

Staff Time Required: 4 hours

Number of Employees/Facilities Impacted: 40 employees

Employee/Department/Committee Nominated:

Name(s): WWWD Safety Committee- Alanna Diaz (Director of HR & Risk Mgmt), John Chavez (Utility Service Wkr III/DOT), Debby Chu (Sr. Customer Service Rep), Ginger Han (Alt) (Sr. Civil Engineer), Jillian Keller (Alt) (Management Analyst), Nick Nazaroff (Instrumentation/Electrical System Technician), Manny Rodriguez (General Services and Procurement Manager), Shawna Seals (HR Coordinator)

Job Title/Department:



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.

In the past year there has been an increase in District vehicle related incidents. A majority of the incidents were due to distracted driving and backing up incidents.

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.

At our quarterly safety committee meeting we reviewed the increased vehicle related incidents and determined that the majority of the incidents were due to the drivers rushing through their daily tasks and not being fully aware of their surroundings. The Circle Check procedure was posed as a solution to ensure that each driver would slow down and complete a 360 degree check of their surroundings before moving their parked vehicle.

Prior to the SOP being implemented a meeting was held with the General Manager and management to ensure that we had buy-in from the beginning. The Circle Check SOP was then discussed at our Operations and General Services virtual Tailgate meeting (Covid procedure) since these two departments would be most affected by the change in their daily work procedure.

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 a new work procedure. The Standard Operating Procedure is as follows:

1. Operators of District vehicles will place at least one 28-inch fluorescent traffic marker at the front and rear of the vehicle and/or trailer when parking in areas other than the "home base" or "District yard" for the vehicle. The cone shall be placed immediately after parking and picked up just before leaving.
2. Operators of District vehicles will pick up the cones by making a complete circle check of the vehicle prior to driving away or backing up.
3. Operators are responsible to ensure cones are in place on the vehicle prior to starting out and returning from any assignments.

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.

What makes this nomination so special is that each department was able to work together to find a solution to reduce the likelihood of vehicle related incidents at the District. The safety committee is comprised of an employee from each department- HR/Risk Management, External Affairs, Finance/Customer Service, General Services, Operations- Field and Production, and Engineering. Each department is able to bring a different perspective to resolving a safety hazard or incident.

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.

Circle Check SOP

Nominated by: Alanna Diaz

Date: 05/21/2021

General Manager:

Eli Rothman

Date: *May 21, 2021*

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



CIRCLE CHECK

This Circle Check policy will help remind us all to establish a “circle of safety.” The walk around procedure creates a level of awareness and alertness that has been effective in preventing accidents.

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How to perform the “Circle of Safety”



