

I was able to meet with Clay McCafree at the District office to review safety policies and procedures.

Each day starts with a morning meeting in the break room (board room) where tasks for the day are discussed and assigned. Safety procedures are discussed generally at each morning meeting, depending on the scheduled events for the day. Regularly scheduled tasks for the day will generally result in safety topic discussion from the 'Let's Talk Safety' handbook. On days where a particular task to be performed presents specific safety concerns, the topic is adjusted to one that is more relative to that days activities. Ex: The planned event for the day calls for a water line be excavated requiring the use of a trench box. The safety subject matter would change from the next handbook subject (example hypothermia) to trench box safety. This approach involves nothing more than some basic common sense which I found to be consistent throughout my visit with Clay and his explanations regarding the CWDBH safety program.

Every safety meeting requires all attendees to sign in upon presentation of the subject matter. This exercise generally takes place in the office but can also include field meetings depending on the subject matter and the particular field activity taking place.

Safety meeting materials including sign-in sheets are in Clays possession in a binder he generally keeps in his work truck. Additional records are kept in 3-ring binders in the break room specifically for each trenching activity—see Daily Trench Log form attached. Safety meetings are well documented.

Specific records are also kept for all service line repairs using the 'Service Line Repair Work Order' form attached. It is apparent that every detail related to each service call are very well documented.

In the event that Clay is not available to be the 'Competent Person' to present a safety meeting, then another field employee is assigned the job; again it is documented.

I did not ask how long records for safety meetings, trenching activities and service line repairs are kept on file.

Safety meetings are documented and filed in a file drawer in Peyton's office.

I found the safety procedures and policies of the CWDBH field crew to be consistent, very thorough and well documented. Clay and Peyton can elaborate on the finer details of safety meetings and their documentation.

I believe safety review of the policies and procedures of the CWDBH should be performed on a bi-annual or annual basis. Because of the detailed manner in which the safety program is managed, I do not believe it needs to be micro-managed on a weekly or even a monthly basis.