



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Board Report

Office of Safety, Security, and Protection

• **OSSP Monthly Activities for December 2025**

Summary

This monthly report provides a summary of OSSP activities for December 2025 in the following key areas:

- Safety, Regulatory, and Training (SRT)
 - Health and Safety Programs
 - Environmental Programs
 - Apprenticeship Programs
 - Safety and Technical Training Programs
- Security and Emergency Management
 - Security Management
 - Emergency Management

Purpose

Informational

Attachments

Attachment 1: Detailed Report – OSSP Monthly Activities for December 2025

Office of Safety, Security & Protection

Monthly Activities Report for December 2025

Improve the Workplace and Promote START Values

Strengthen safety training

Safety, Regulatory, and Training


SRT Health and Safety Programs

To promote further safety awareness, the team distributed four new Safety Talks: (1) Loss and Grief, (2) Proper Workplace Hygiene, (3) Restricting Unauthorized Access to Worksites, and (4) Safety Review Requests.

Additionally, the team distributed two new resources: (1) Union Station Headquarters Emergency Action Plan Quick Guide, providing information on how to respond to different workplace emergencies; and (2) Safety Forum Rundown, a new communication that highlights key suggestions from the Safety Forum.

MWD Safety Talk

TB173 – Loss and Grief



Loss can occur suddenly, and grief is not always visible to others — yet it can be deeply painful for those experiencing it. Whether it's due to the death of a loved one, a diagnosis of a life-threatening illness, a divorce, or the loss of a home, the emotional impact can be overwhelming. At Metrolink, we are committed to supporting our employees through these difficult times.

Grief is the reaction we have in response to loss, and it can affect us in lots of ways:


- Physical – changes in sleep or appetite, upset stomach, low energy, crying, or having trouble relaxing or concentrating.
- Mental – having a hard time making decisions, frequent thoughts of happy or sad memories, worry about what will happen next, or regrets.
- Emotional – strong feelings of sadness, anger, and denial that can come and go.
- Complicated Grief – or also known as prolonged grief disorder, is described by the National Institute on Aging, for when mourning can go on for so long or be so distressing that it becomes unhealthy and can develop into a serious health condition.

Strategies to manage grief and how to reach out for assistance:

- Take care of yourself – eat healthy food, exercise regularly, meditate, and get enough sleep.
- Avoid drinking too much alcohol or smoking which can impair your natural coping mechanisms.
- Participate in your favorite activities or listen to uplifting music – this helps improve your overall mood and well-being.
- Talk to your loved ones and friends – let family and friends know when you want to talk.
- Find a support group or mental health professional for additional support and guidance.
- Metrolink also offers an **Employee Assistance Program (EAP)** through **Mindful Healthways**.
- EAP offers benefits such as counseling sessions, a digital emotional wellbeing program, suicide prevention, wellbeing coaching and a multi-feature employee website.
- Talk to your manager or Human Resources if work accommodations are needed.
- Grieving takes time – it is common to have a roller coaster of emotions for a while. Lean on others when you need help. Where possible, provide assistance when others need it from you.

MWD Safety Talk

TB175 – Proper Workplace Hygiene




Metropolitan field facilities and other work zones are considered industrial environments and inherently have varying amounts of dust, dirt, grease, grime, etc. on their surfaces. Employees working on equipment or structures that are burning, rubbing against, or in contact with any industrial surfaces can anticipate their clothing getting dirty.

The following safe work practices help prevent personal clothing from getting dirty and carrying dust/dirt to other areas, such as break rooms and office spaces:

- Wear PPE such as Tyvek coveralls, safety glasses, gloves, and boots to protect skin and eyes and keep clothing clean. This PPE should be removed before entering clean areas, such as vehicles, break areas, offices, etc.
- HEPA vacuum to remove excess dust/dirt from clothing before entering a vehicle or other clean areas.
- Wash hands and other skin areas before eating, drinking, or leaving the work zone.
- Use Hygienal wipes that are specially formulated to remove dirt, such as trace metals. This can be used on skin (such as hands), PPE, and other surfaces.
- Wipe down PPE, tools, equipment, and vehicles regularly to prevent transferring contaminants beyond the work zone.

MWD Safety Talk

TB176 – Restricting Unauthorized Access to Worksites



Ensuring a safe worksite begins with establishing a perimeter and barricading the work zone. Depending on the complexity and nature of the job, the appropriate types of barricades, signage, and PPE requirements need to be in place to restrict unauthorized access for employees and public protection.

Reminders:

- During project planning, determine the type of barricades, PPE, and signage to be used at the worksite.
- Whenever job scope changes and adjustments need to be made, managers, leads, or their designees should reassess the site to ensure all controls remain appropriate.
- Be firm. Inform visitors that they must have proper training, PPE, and guidance from a qualified staff assigned to and familiar with the worksite for them to be authorized for entry.

Setting Worksite Restrictions and Authorizing Access


Setting a perimeter and establishing rules for a construction site is an indispensable step. A sound perimeter ensures the safety of workers, visitors, and the surrounding public. Beyond utilizing legal obligations, a well-constructed perimeter serves to reduce the risk and potential liabilities associated with construction work.

Hardware Setup:

- Don proper PPE at the worksite. PPE will depend on the work performed on site.
 - General Construction PPE:
 - HIGH visibility vesting
 - Safety glasses
 - Safety helmet
 - Long pants
 - Hard hat
 - Hearing protection when loud noise is expected
 - Land or activities work requiring a respirator must have additional barricades, such as: "Caution" perimeter tape, "Hazard" signage, and "Contaminated" within the work zone. Only staff directly working in that zone should have authorized access.

MWD Safety Talk

TB177 – Safety Review Requests (SRR)



Purpose of Safety Review Requests (SRR)

SRRs can be used by all Metrolink employees to submit a safety concern (non-emergency), near miss, best practice, safety suggestion, or other requests. Identifying and communicating these topics is essential to maintaining a safe and healthy workplace. When safety concerns are reported promptly, potential hazards can be identified and corrected before they cause harm or lead to incidents.

How to Submit an SRR

- From the Metrolink home page, scroll down to "Safety Committee" and select "Safety Review Request".
- Once the SRR E-Form opens, fill out the request with all required information. The information must provide sufficient detail for the responsible (e.g., first safety committee, management, E-Form Specialist) to understand the request, conduct necessary research, and take appropriate actions. Attachments, such as photos, diagrams, and other supporting documents, are recommended to enhance the explanation of the request.
- Select the relevant local Safety Committee from the "Appropriate" dropdown to submit the E-Form.
- Add any additional requests who should receive a copy of the E-Form to the "CC" field.

Note: Questions may also go to human resources. If needed is appropriate, the E-Form must be printed and routed via interface to the appropriate local Safety Committee.

SRRs should not be used for reporting injuries or illnesses. Call the Incident Reporting (IR) Hotline at (213) 217-2716.

Review Process After Submission

- The relevant Safety Committee member distribution list and SRT team receive notification of the new SRR. Depending on the type and criticality of the SRR, the Safety Committee, Management, or SRT may prioritize and expedite action before the next formal meeting.
- Following review by either the Safety Committee members or SRT, an acknowledgment email will be sent to the Requester. SRT generally performs the "Steward" role until it is formally assigned at the next Safety Committee meeting.
- After the Safety Committee approves the SRR, a "Steward" is assigned to ensure progress is made, such as the post of control, and updates the Safety Committee on the progress.
- When the Steward reports the final resolution of the SRR, the Safety Committee will verify the corrective action and then formally notify the Requester via email.

Employees can check on the status of submitted E-Forms by visiting the SRR Dashboard or contacting the local safety committee or SRT E-Form Specialist.

New Safety Talks

EMERGENCY ACTION PLAN QUICK GUIDE

IMPORTANT NUMBERS

Police, Fire, and all life-threatening emergencies: 911
Headquarters Security Control Room: (213) 217-2716
You are located: 303 North Main Street, Los Angeles, CA 90012
Floor: Room/Workstation:

EMERGENCY RESPONSE

DISASTERS

POWER OUTAGE

SHOOTING

WOMEN'S ALC

EMERGENCY CHIEF

ACTIVE SHOOTER

MAJOR DISASTERS

WHEN CALLED 911, GIVE THE FOLLOWING INFORMATION:

Safety Forum Rundown

Safety Showcase

Top takeaways for managers to consider and evaluate in coordination with the local committees were:

1 New life rings (OSHA 1910.146) are available in the warehouse to reduce emergency response.

2 Emergency Supply Inventory (ESI) for the warehouse is being updated.

3 New life rings (OSHA 1910.146) are available in the warehouse to reduce emergency response.

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New Emergency Action Plan Quick Guide and Safety Forum Rundown

Office of Safety, Security & Protection

SRT Environmental Programs

Staff completed the 5-year Process Hazard Analysis for Jensen's chlorine operations in compliance with multiple regulations. This comprehensive study systematically identified and evaluated potential hazards associated with regulated substances such as chlorine.

In preparation for future nitrification flushing activities, staff proactively obtained a Flood Control Permit coverage between July and September 2026 to support anticipated operational needs.

Lastly, staff provided critical support for the Copper Basin Sodium Hypochlorite tank repair project by reviewing the coatings materials to ensure regulatory compliance and developing an Environmental, Health, and Safety plan to guide safe work practices during internal tank cleaning and coating operations.



Copper Basin Sodium Hypochlorite Tank Repair Project

Office of Safety, Security & Protection

Improve the Workplace and Promote START Values

Expand security capabilities

Security Management

The Security and Emergency Management Unit continues to advance one of its core objectives: modernizing Metropolitan's aging security and surveillance systems to ensure they meet current industry best practices and the expectations of federal regulatory agencies. Much of the District's existing security infrastructure was installed decades ago and no longer aligns with the performance, resiliency, or cybersecurity standards required to safeguard critical water systems.

To support this modernization effort, Security has engaged independent subject matter experts to conduct a comprehensive evaluation of our electronic security systems across the enterprise. Their work will help us prioritize upgrades, address vulnerabilities, and ensure Metropolitan remains compliant with evolving federal guidance, including standards promoted by CISA, EPA, NERC, and AWWA. This assessment will also help strengthen our readiness posture and improve the reliability of the systems we depend on for situational awareness and emergency response.

In parallel, Security is making significant strides toward integrating advanced technologies into Metropolitan's protective framework. One major focus area is drone detection, as unmanned aircraft systems continue to emerge as a growing threat to critical infrastructure nationwide. Metropolitan has now procured the equipment needed to launch a key pilot program in this space. Installation is scheduled to begin shortly, marking a major milestone in our long-term plan to detect, assess, and mitigate aerial threats to our facilities.

Together, these efforts represent a meaningful shift toward a more modern, resilient, and forward-leaning security posture that aligns with the operational needs and expectations of a 21st-century water utility.

Office of Safety, Security & Protection

Emergency Management

On November 19, Emergency Management staff attended the opening ceremony for a new HeloPod installed at the Palos Verdes Reservoir. This facility will allow Los Angeles County Fire Department helicopters and other agencies to quickly load water from a Metropolitan connection and return to the firefight within minutes.

This project was a joint effort between the City of Rolling Hills Estates, West Basin Municipal Water District, Los Angeles County Fire Department, and Metropolitan, and will offer local firefighters another valuable tool to fight wildfires.



New HeloPod at Palos Verdes Reservoir

Emergency Management staff supported staff from Metropolitan's Facilities Services, Security Management, External Affairs, and executive management by activating the Headquarters Incident Command Post (ICP) to support a special event in the Metropolitan Boardroom on November 24.

The event included numerous local and national government elected officials and special guests. Approximately 200 visitors associated with the event were processed through security screening by staff and the security contractor. The Headquarters ICP provided an area for Metropolitan staff and executives to monitor the situation and provide a central command post in case of emergency.



Staff at Metropolitan Headquarters Incident Command Post