

Board Policy Committee Meeting and Special SMUD Board of Directors Meeting

Date: Tuesday, March 12, 2024

Time: Immediately following the Strategic Development
Committee meeting scheduled to begin at 6:00 p.m.

Location: SMUD Headquarters Building, Auditorium
6201 S Street, Sacramento, CA

AGENDA

BOARD POLICY COMMITTEE MEETING

AND SPECIAL SMUD BOARD OF DIRECTORS MEETING

Tuesday, March 12, 2024

SMUD Headquarters Building, Auditorium

6201 S Street, Sacramento, California

Immediately following the Strategic Development Committee and Special SMUD Board of Directors Meeting scheduled to begin at 6:00 p.m.

This Committee meeting is noticed as a joint meeting with the Board of Directors for the purpose of compliance with the Brown Act. In order to preserve the function of the Committee as advisory to the Board, members of the Board may attend and participate in the discussions, but no Board action will be taken. The Policy Committee will review, discuss and provide the Committee's recommendation on the following:

Virtual Viewing or Attendance:

Live video streams (view-only) and indexed archives of meetings are available at:

http://smud.granicus.com/ViewPublisher.php?view_id=16

Zoom Webinar Link: [Join Board Policy Committee Meeting Here](#)

Webinar/Meeting ID: 160 317 0072

Passcode: 755932

Phone Dial-in Number: 1-669-254-5252 or 1-833-568-8864 (Toll Free)

Verbal Public Comment:

Members of the public may provide verbal public comment by:

- Completing a sign-up form at the table outside of the meeting room and giving it to SMUD Security.
- Using the "Raise Hand" feature in Zoom (or pressing *9 while dialed into the telephone/toll-free number) during the meeting at the time public comment is called. Microphones will be enabled for virtual or telephonic attendees when the commenter's name is announced.

Written Public Comment:

Members of the public may provide written public comment on a specific agenda item or on items not on the agenda (general public comment) by submitting comments via email to PublicComment@smud.org or by mailing or bringing physical copies to the meeting. Email is not monitored during the meeting. Comments will not be read into the record but will be provided to the Board and placed into the record of the meeting if received within two hours after the meeting ends.

DISCUSSION ITEMS

1. Ellias van Ekelenburg Discuss the monitoring report for **Strategic Direction SD-6, Safety Leadership**.
Presentation: 15 minutes
Discussion: 5 minutes

2. Dave Tamayo Board Monitoring: **Governance Process GP-2, Governance Focus; Governance Process GP-4, Board/Committee Work Plan and Agenda Planning; and Governance Process GP-13, Core and Key Values**.
Presentation: 5 minutes
Discussion: 2 minutes

INFORMATIONAL ITEMS

3. Rosanna Herber Board Work Plan.
Discussion: 10 minutes

4. Public Comment

5. Dave Tamayo Summary of Committee Direction.
Discussion: 1 minute

Members of the public shall have up to three (3) minutes to provide public comment on items on the agenda or items not on the agenda, but within the jurisdiction of SMUD. The total time allotted to any individual speaker shall not exceed nine (9) minutes.

Members of the public wishing to inspect public documents related to agenda items may click on the Information Packet link for this meeting on the smud.org website or may call 1-916-732-7143 to arrange for inspection of the documents at the SMUD Headquarters Building, 6201 S Street, Sacramento, California.

ADA Accessibility Procedures: Upon request, SMUD will generally provide appropriate aids and services leading to effective communication for qualified persons with disabilities so that they can participate equally in this meeting. If you need a reasonable auxiliary aid or service for effective communication to participate, please email Toni.Stelling@smud.org, or contact by phone at 1-916-732-7143, no later than 48 hours before this meeting.

SSS No. E,S RES 24-02

BOARD AGENDA ITEM STAFFING SUMMARY SHEET

Committee Meeting & Date Policy – 03/12/24
Board Meeting Date March 21, 2024

TO	TO
1. Claire Rogers	6.
2. Frankie McDermott	7.
3. Farres Everly	8.
4. Brandy Bolden	9. Legal
5. Suresh Kotha	10. CEO & General Manager

Consent Calendar	<input checked="" type="checkbox"/>	Yes		No <i>If no, schedule a dry run presentation.</i>	Budgeted	<input checked="" type="checkbox"/>	Yes	No <i>(If no, explain in Cost/Budgeted section.)</i>
FROM (IPR) Ellias van Ekelenburg	DEPARTMENT Env, Safety, and Real Estate Services			MAIL STOP B209	EXT. 7475	DATE SENT 02/14/2024		

NARRATIVE:

Requested Action: Accept the monitoring report for Strategic Direction SD-6, Safety Leadership.

Summary: Report on the status of Strategic Direction SD-6, Safety Leadership (SD-6), for safety performance from July through December 2023. Report addresses safety leadership accomplishments during the second six months of the year, current Days Away Restricted Time (DART) numbers, and safety opportunities and challenges.

Board Policy: This report supports the SD-6 Core Value of Safety by providing a safety performance status.
(Number & Title)

Benefits: Provide the scheduled bi-annual monitoring report as requested by the Board of Directors and Executive Staff. The report provides an opportunity to make recommendations or policy revisions, as necessary.

Cost/Budgeted: None

Alternatives: Provide the Board monitoring report without a presentation.

Affected Parties: Board of Directors, Executive Staff

Coordination: Organization-wide

Presenter: Ellias van Ekelenburg, Director of Environmental, Safety, and Real Estate Services

Additional Links:

SUBJECT SD-6, Safety Leadership Board Monitoring Report	ITEM NO. <i>(FOR LEGAL USE ONLY)</i>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

SACRAMENTO MUNICIPAL UTILITY DISTRICT

OFFICE MEMORANDUM

TO: Board of Directors

DATE: February 28, 2024

FROM: Claire Rogers *CR 2/28/24*

**SUBJECT: Audit Report No. 28007742
Board Monitoring Report; SD-6: Safety Leadership**

Internal Audit Services (IAS) received the SD-6 *Safety Leadership* second-half 2023 Biannual Board Monitoring Report and performed the following:

- Selected a sample of statements and assertions in the report for review.
- Interviewed report contributors and verified the methodology used to prepare the statements in our sample.
- Validated the reasonableness of the statements in our sample based on the data or other support provided to us.

During the review, nothing came to IAS' attention that would suggest the items sampled within the SD Board Monitoring report did not fairly represent the source data available at the time of the review.

CC:

Paul Lau

Board Monitoring Report 3rd and 4th Quarters, 2023 Strategic Direction SD-6, Safety Leadership



1. Background

Strategic Direction SD-6, Safety Leadership states that:

Creating a safe environment for employees and the public is a core value of SMUD.

Through best practice methods and continuous improvement, SMUD will be recognized as a leader in employee safety while also assuring the safety of the public related to SMUD operations and facilities. SMUD commits to a proactive approach, including the active involvement of SMUD leadership, employees, contractors, and the community, as well as comprehensive monitoring of organizational and public safety performance.

Therefore, SMUD will continuously improve safety results related to:

- a) Workplace Safety
 - i) Reduce SMUD's injury severity incidents to 13 or less than by 2025, as measured by OSHA's Days Away Restricted Time (DART), a rate that demonstrates top quartile safety performance for similar size utilities using the Bureau of Labor Statistics (BLS) work-related safety data.
 - ii) Provide timely, quality health care for injured employees that aids their recovery while maintaining positive financial performance of the workers' compensation program.
- b) Contractor Safety
 - i) Support contractors to reduce and eliminate potential hazards for Serious Injuries and/or Fatality (SIF) when conducting high risk work.
- c) Public Safety
 - i) Track and report injuries to the public related to SMUD operations or facilities.
 - ii) Implement measures to protect the public from injuries related to SMUD operations or facilities.

2. Executive Summary

- a) **SMUD is in compliance with the SD-6 direction and is in alignment with SMUD's new 5-year strategy of working toward a zero-incident culture.**

Workplace Safety

SMUD recorded 42 OSHA Recordables injuries in 2023. Seventeen of the 42 OSHA injuries (10 Lost Time & 7 Modified Duty cases) resulted in a 0.79 DART rate. Ergonomic injuries in the field contributed to 45% of all injuries. Knee, shoulder, and back have been identified as the most common injured body parts for the field

ergonomic injuries. Although SMUD saw an uptick in workplace injuries in 2023, we remain on track to meet the 2025 target (See Appendix A).

Quality care of injured employees is measured through the Workers' Compensation program's performance, which is assessed annually by an independent actuary. SMUD continues to have a reduction in claims over the past three years, a reduction in injury frequency rates, and a reduction in indemnity benefits as presented below.

Actuarial report covers all losses as of June 30, 2023.	2019	2020	2021	2022	2023
No. of Claims (Medical & Indemnity)	85	89	59	54	46
Incident rate per 100 employees	3.6	2.3	2.4	2.2	1.8
Rates per \$100 payroll	.94	.94	.85	.67	.58

This past year continued to present challenges with COVID-19. COVID-19 has not only impacted the way SMUD is getting work done but has also resulted in new and emerging legislation surrounding paid leave and workers' compensation liabilities for COVID related injuries. Despite these challenges SMUD's program remains strong and continues to lead when compared with similarly situated organizations. No COVID-19 claims were made in 2023.

Contractor Safety

SMUD continues to utilize ISN to evaluate safety records and performance for high-risk contractors. This evaluation focuses on Contractor Fatality History, OSHA Citation History, DART, and Total Recordable Incident Rates (TRIR), Insurance Experience Ratio, Safety Culture Questions, and Safety Program Review. Currently SMUD has 110 contractors in the ISN system.

This past year we substantially increased the number of site safety evaluations for high-risk contractors to validate safety performance on the jobsites. Safety completed 454 site safety visits through the 4th Quarter of 2023 and exceeded the 2023 goal of 200 evaluations. These site visits focused on SMUD contractors who work with Power Generation, Environmental Services, Line, Substation, Facilities and Vegetation Management on projects where high-risk work is performed. This work includes high voltage work, working at heights, vegetation management, confined spaces, excavations, etc. Additionally, we have fully integrated the use of the Safety Management System (SMS) for inspections, incident tracking, reporting and investigations of SMUD contractors. This allows SMUD to verify safe working practices by our contractors to reduce the potential for serious injuries or property damage. Contractor reported incidents which required an investigation to be completed, and typically will warrant additional site safety visits to verify corrective measures have been put into place to reduce further occurrences.

In addition, SMUD Procurement and Safety have partnered to enhance contract language as it relates to contractor safety requirements, Request for Proposal (RFP)

templates for high-risk work and incorporating contractor safety as part of the onboarding process.

Public and Community Safety

SMUD tracks public and community incidents in the Safety Incident Tracking System (SITS) involving car-pole, electrical contact, dig-in incidents, and injuries to the public that are related to SMUD's operations or facilities. For the entire year of 2023, there were 253 incidents where the public struck a SMUD asset with a vehicle, with four fatalities from such events. Seventy-two dig-ins have been reported with no injuries. Two electrical contacts with one minor injury. Public safety has partnered with local agencies to expand knowledge of the dig in and electrical safety response programs.

3. Additional Supporting Information

The new SD-6 Safety Direction became effective February 2021. Our goal is to achieve the desired performance objectives by year-end 2025. This report summarizes the first half of the 2023 safety performance.

Safety Leadership. The Safety Team continues with its integration efforts to support Executive Leadership's 5-year plan that emphasizes zero incidents and injuries and a focus on a zero-incident safety culture. SMUD's Chief Executive Officer (CEO) Paul Lau, re-emphasized the need to improve safety at SMUD with a greater focus on improving our "Safety for Life" culture, reducing the risk of serious injuries and fatalities, implementing a safety management system (SMS), and improving the analysis of injury and incident trends. These goals and strategies are outlined in SMUD's Safety Road Map and Enterprise Strategy, which was revised in 2023.

Safety Management System (SMS). During 2023, Safety continued to focus on optimization of Benchmark Gensuite the new Safety Management System (SMS). The Safety team continue to enhance applications within the system to better fit SMUD needs. New processes are being automated and introduced to employees within various applications in SMS. This includes the recording of field tailboards, safety inspections, supervisor employee interactions, EMF meter loans, contractor safety audits and injuries, office, and field ergonomics, and more. Customized dashboards have been created for field tailboards and Supervisor employee interactions.

Safety Standards Development. SMUD's safety team continues to update Health & Safety Standards, as an on-going continuous improvement process, to provide a foundation for the organization's World Class Safety initiatives.

The SMUD's safety team also updated the COVID-19 IIPP Appendix, due to regulatory updates from the California Department of Public Health (CDPH) and Cal/OSHA regulations, which were minimized the COVID-19 requirements. This ensures compliance for our Injury Illness Prevention Program (IIPP) and COVID-19 protocols. Information on the updates is continuing to be provided to all SMUD personnel in various formats, including Safety Meetings, ENN's, on-site electronic monitors, and drop-in meetings.

Supervisor-Employee Interactions. Safety continues to strengthen the quality of the supervisor-employee interaction program by improving inspections and moving the

process to the Safety Management System (SMS). Emphasis is placed on field visits for work with the highest hazard potential. SMUD's safety team continues our efforts in visiting crews throughout SMUD, to assist with employee safety concerns, processes, procedures, and equipment. For office personnel, an emphasis is placed on observing personnel pertaining to ergonomic risk, and slip/trip/fall hazards in walking areas. During 2023, a total of 11,008 Supervisor-Employee interactions were complete that resulted in a 133% percentage observed.

Near Miss Reporting. Leadership continues to support and encourage near miss and positive observation/good catch reporting. The goal of this process is to identify opportunities for learning, to prevent incidents from occurring. During 2023, 180 near miss and positive observation/good catch reports were recorded in the Safety Management System (SMS).

Safely Conducted Observations Reduce Common Hazards (SCORCH). Engagement & Trending Data

Throughout the second half of 2023, a total of 2217 employees were observed under the Office & Professional process. Head/Neck posture was the top safe and at-risk behavior during this time frame. Our Behavior Highlights acknowledge the good job employees showed for keeping head in neutral postures in alignment with ears over shoulders at a high percentage. Risk Reduction Reminders stressed the importance of proper monitor height settings to avoid sustained awkward postures (chin to chest and/or chin to sky) of the head/neck area. The value of micro breaks, frequent stretching, and elevated awareness towards the later part of the day or work week was also part of the conversation.

Under the Electrical Trades and CFAS-Field process, a total of 2202 field employees were observed. Behavior Highlights were related to the high consistency employees showed for protecting their head and feet while performing job tasks. Hard Hat and Footwear tied as the top safe behaviors. Risk Reduction Reminders focused on the at-risk behavior of Situational Awareness. Guidance was provided related to the behavioral benefits of constantly updating information pertaining to surroundings for potential moving and changing hazards to the work area (e.g., stray dogs, agitated people, unlawful activity). Positively promoted how preparing for the unexpected, aids in making informed decisions to successfully address events, should they occur.

SCORCH Safety for Life promotions included the following:

- After attending Dekra's 2023 Safety in Action Conference in April. Committee members held a two-day (In-person/virtual) SCORCH Mini Conference to share best practice. Presentations were provided to all employees highlighting personal ownership and awareness for working safely. Topic shares ranged from Accountability for Yourself & Others, Stuff Happens and Fending off Fatigue. Positive feedback related to the relevancy of topics was received from employees and leadership in attendance.
- Digital Campaigns - Highlighting the ease and efficiency in which observations can be completed via the Safety Management System "7 Minutes for Safety" continued.
- SCORCH successfully expanded its behavior influencing ability through the promotion of two photo contest events. It was a fun way for employees to include family members as well as themselves showing awareness for demonstrating safe behaviors at home and at play. SMUD employees are engaged in a wide variety of activities and hobbies, with the

contest providing opportunities to showcase them combined with the safe behavior statement. This event has become an employee's favorite.

- SCORCH partnered with the Sacramento Power Academy to develop a Fatigue Awareness Training. Employees of all levels will be provided information, resources and guidance designed to elevate awareness of what fatigue is and the potential impacts to working in a fatigued state. Training is scheduled to take place 1st quarter 2024.

4. Challenges

COVID-19. The safety of our employees is of utmost importance, so we continue to monitor SMUD COVID-19 cases and manage prevention efforts. In 2023 SMUD Safety, People, Services, & Strategies, and the Communications updated the COVID-19 guidance to meet regulatory changes within the Cal-OSHA Emergency Temporary Standard for facial coverings, testing programs, quarantine, and isolation guidelines to protect employees, contractors, and the public. SMUD continues to provide employees with COVID-19 antigen testing at our EC-OC Med Services clinic. Our third-party vendor Axiom Medical continues to handle employee contact tracing and this process has been working well. In order to improve our employee experience, the Safety dept. led the roll out of a new mobile app that allows employees to log positives cases and receive guidance at any time. During Q3/Q4 2023, SMUD has received notifications of 151 COVID positive cases from staff. As required both contact tracing and notification of potential exposures have occurred with all personnel impacted.

Work-Related Musculoskeletal Disorders (WMSDs). The SMUD Safety Team continues to partner with business units to reduce all WMSD's. Ergonomic evaluations are conducted in the office, field, and virtually to meet the needs of the workforce. From July through December the Ergonomics Team conducted 186 ergonomic evaluations that were requested through Concern Reporting for a total of 369 for the year. Data collection enhancements to the Ergonomic Evaluator application went live in the 3rd quarter and will provide insight on ergo trends across SMUD. The Ergonomic Initial and Refresher Training for office employees was updated to reflect the new hybrid workforce. In addition, Safety continues to partner with SCORCH to utilize data to reduce potential soft tissue injuries.

Injury Prevention Outpost (IPO) program also known as **Field Ergo** program continues to show improve with field forces. After an initial group training during the monthly safety meetings for the various work groups to share the program details, our ergonomic experts continue to visit job sites and provide the field crew(s) with specific or personal, one-on-one assistance, covering stretching techniques; providing ergo support tools; identifying awkward postures, excessive/forceful exertions, and repetitive motions. This program originally started within Line Division and has been also requested by operational areas.

5. Recommendation

SMUD is committed to becoming a recognized leader in safety. Both SMUD's leadership team and employees recognize that to achieve success we must integrate safety into all that we do. It is recommended that the Board accept the Monitoring Report for SD-6.

6. Appendices - Business Segment Safety Program Improvement Initiatives

Energy Delivery and Operations. The SMUD's safety team started a "World Class Safety" program in 2023, utilizing the Energy Delivery & Operation Strategic Plan's Key Objectives, as the messaging, to "drive a culture of safety in pursuit of zero accidents." Utilizing the 2023 Safety and Reliability tactics, the Safety Team worked with the smaller field-based work groups (i.e., Meter Shop, Veg Management, Telecom, Haz Mat/Network/Substations, and CMI/Survey), and other teams, such as Fleet and Warehouse, to identify foundational Leading Indicators to track progress throughout the year. These included: Monthly Vehicle Inspections (ensuring a vehicle is road-worthy), Supervisor Crew Visits and Safety Team Crew Visits (putting eyes on work and having safety conversations with field crews), SCORCH observations (providing the time and support to field crews for participation and identifying barriers) and ensuring field crew members completed their annual bundled safety training, resulting in the following: 916 Monthly Vehicle Inspections completed; 469 Crew Visits; and 110 Bulk Substation Inspections being completed. In 2024, the safety team will continue to work with business units on the foundational efforts above and continue to build a World Class Safety Program. The original foundational efforts were chosen, as they reflected employee accountability and safe behaviors in which to improve on. In 2024, the safety team added activities focusing on the employee and the Supervisor working together on safety improvements and collaboration. For example, Safety Risk Assessment (SRAs) usage will be added; Supervisor and Safety Crew visits will focus on quality, not just quantity, to identify potential safety hazards, process improvements, and good catches, which will be shared during safety meetings and other communication methods. The safety team will also focus on improvements of the Lock Out/Tag Out (LOTO) Programs for each of the work groups, which requires LOTO. This will include a review of the program, ensure the proper locks are available to the employees, and the programs are being correctly adhered to.

The quarterly World Class Safety meetings with work group leadership, will continue to provide a regular cadence to review our collaborative safety efforts, seek additional opportunities and topics to focus and improve upon, and SMUD to become the leader in World Class Safety.

In continuing our collaboration with the Sacramento Power Academy, the safety team has continued to identify opportunities to improve our internal safety training and ensure continued and consistency quality. Recently, the safety team identified opportunities to include custom videos into training to enhance the end user experience. Technology continues to advance in the training spectrum and utilization of videos will provide the opportunity to include examples from Subject Matter Experts (SME's) performing work safely, in "classroom" or safety meeting presentations as well as enhance the delivery of safety content, throughout the organization.

Joint Labor Management Safety Committees (JLMSC) continue to evolve with an "All field teams' approach" which allows for the sharing of safety and equipment ideas and mitigation controls, programs, and procedures re-development within our organization. In addition, the JLMSC affords SMUD employees to review utility best practices by benchmarking and/or lessons learned.

SMUD's Flame Retardant (FR) Clothing program continues to help our employees stay safe while perform high risk task. SMUD's vendor continues to deliver on a regular basis for the field forces in our EC-OC yard, which reduces our field forces from driving to and from the vendor many store locations. This continues to provide a significant cost savings (time, gas, and driver risk reduction) for SMUD. Our safety efforts helped eliminate hundreds of individual driver trips back and forth. The Field forces feedback and response continues to be positive and appreciative.

Safety for Life. SMUD's Safety and Environmental Day returned this past year after postponing for three years during the COVID-19 pandemic. The event took place at Safety Center in the Safetyville town. The highlighted events we scheduled were pedestrian safety, bicycle safety, a driving simulator as well as a CPR class. There were over 145 attendees which included SMUD employees and their families.

Sparky's Crew continues to get families involved in safety by sending postcards and quarterly newsletters to SMUD families enrolled.

We continue to place emphasis on personal shares in our Safety for Life communications. In 2023, 23 different articles were shared across SMUD. Examples of article topics include: winter driving, heart health, eyes on path, mental health and eye protection. Quarterly Safety for Life meetings have returned to in-person with the option for Teams as well as an online meeting that can be taken at the employees' convenience.

Zero Carbon Energy Solutions (ZCES). Power Generation has continued to prioritize employee safety while ensuring critical work is completed. In addition to Power Generation employees continue with their Daily Dozen morning stretches for soft tissue injury reduction, the safety team is also working with them to revamp their Quarterly Safety Meetings, their Leadership Meetings; and their annual bundled safety training (with the SPA Team).

Currently, our OSHA Voluntary Protection Program (VPP) Site Safety Coordinator continues to work as a liaison between the contractor and the Hydro Operations crews, to ensure the findings are being addressed and completed, as a requirement to maintain the Cal/OSHA VPP status. As a reminder: VPP is designed to recognize employers and their employees who have implemented safety and health programs which effectively prevent and control occupational hazards. These programs go beyond the minimum required Cal/OSHA regulations and provide the best feasible protection at the site. Achieving this status ensures Hydro Operations will continue with safety process improvements as the annual comprehensive safety audits are performed by the third-party contractor.

VPP establishments are considered leaders in the field of workplace safety and health. The management commitment and employee participation are key elements in achieving VPP recognition. Applications within the Safety Management System are being utilized by Hydro Operations to ensure employees have a convenient avenue to participate in safety related activities and to track improvement.

Customer & Community Services (CCS). Safety continues to work closely with Customer & Community Services to maintain safe operations of the CSC lobby. Safety, Facilities, and the lobby leadership team have been collaborating on Ergonomic design improvements of the customer cashier lobby to better accommodate staff to serve our customers. CCS client support continues to be our goal, so we have increased our visibility through in-person meetings, safety walk throughs and discussions with supervisors as more staff come on campus after being fully remote to ensure we are meeting their needs. CCS leadership started entering Supervisor Interactions in SMS under ACE forms. Training was provided on how to navigate the tool and application for better quality interactions through eyes on work engagement and safety communications. CCS entered over 400 interactions since the start of this new process.

Corporate Financial and Administrative Services (CFAS). Facilities continues to support Home-Based Agent workspace installations to ensure ergonomic comfort for employees working at home. Facilities had a major project of demobilizing and demolishing the modulars at the HQ campus. This endeavor caused a mass collaboration of all of facilities as Buildings & Grounds had to move the existing occupants into their new workspace throughout the FRF and HQ. Buildings & Grounds also had to unpack and clean areas throughout the campus that had sat unoccupied to provide a refreshed and cleaned area for the new occupants. Facilities electricians and stationary engineers collaborated in shutting down fire systems, electrical, and plumbing of the modulars to prepare for the removal of the modulars. Safety observed safe lockout tagout procedures performed by electricians and FSEs as disconnections were performed. Facilities carpenters played a role in creating more storage space for the previous occupants of the modulars by building a new storage space in the HQ basement level. Facilities and Safety collaborated in holding the first Facilities Hands-On Training Hoedown which included a total of 3 stations focused on hands-on fire extinguisher training, a fall protection demonstration in partnership with one of our vendors, and a hands-on confined space rescue training. Facilities continues to support the SMUD 2030 Zero Carbon goal of supporting EV Charging infrastructure throughout SMUD campuses as a united effort with SMUD contractors.

Warehouse and Safety collaborated in rolling out electronic monthly vehicle inspections on SMS for warehouse assigned vehicles. In addition to vehicle inspections, housekeeping inspections have been added and implemented on the Inspection Tool app on SMS. For 2023, Warehouse completed 100% of their bundled training for warehouse employees. Warehouse also completed development of their standard operating procedures. Safety and Warehouse continue to collaborate on purchasing personal protective equipment and tools for all field forces while building relationships with our local vendors in discussing the latest technology in PPE and various tools.

Warehouse, Fleet, and Safety continue to collaborate in encouraging an increase in employee engagement during monthly safety meetings. Warehouse and Fleet continue to implement employee Safety for Life presentations in which employees receive the opportunity to present a personal safety share relevant to their personal lives both at work or outside of work. Warehouse, Fleet, and Safety also continue to collaborate on implementing the Injury Prevention Outpost (IPO) program with our designated vendor, ROC Physical Therapy to address employee ergonomic concerns and prevent possible

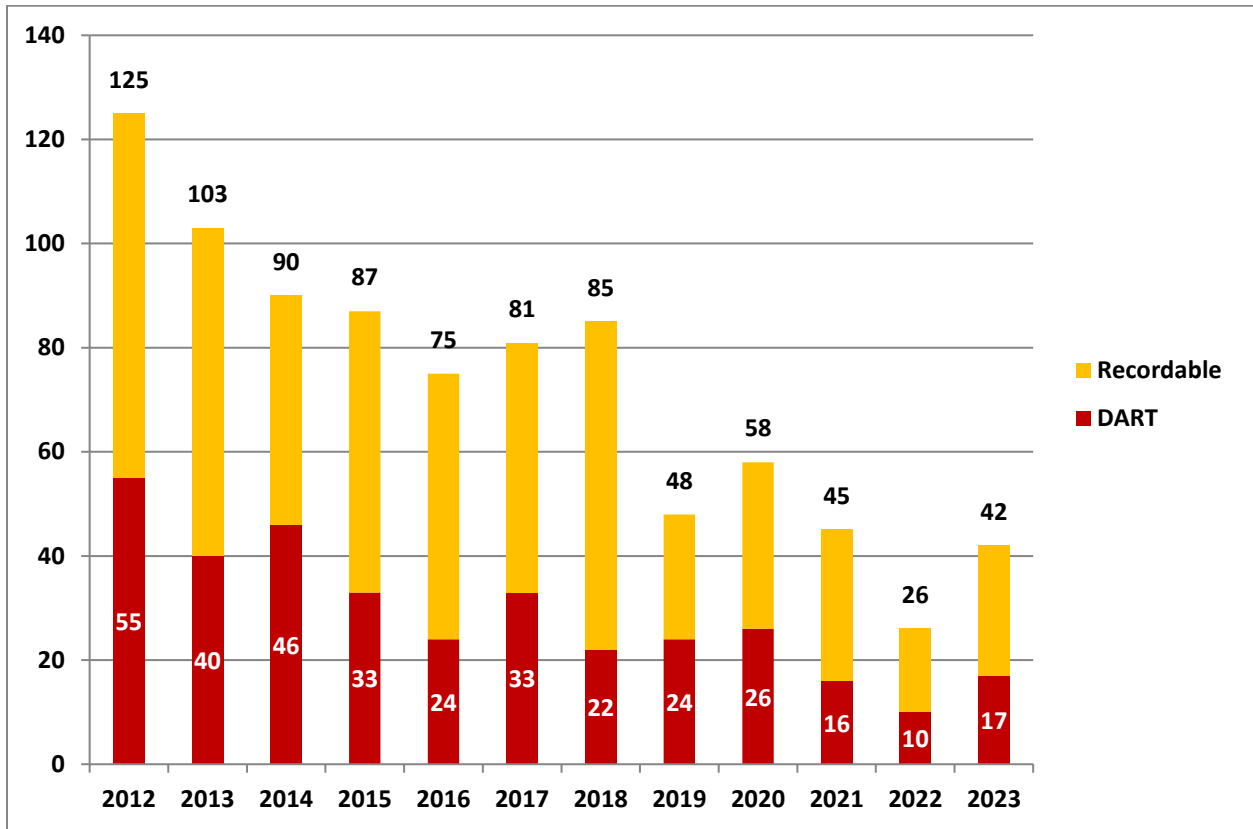
ergonomic injuries. Fleet switched to Geotab as their new fleet tracking system. To improve safe driving awareness, Fleet developed a dashboard to share metrics of assigned fleet vehicles with various business units. Fleet began electronic monthly vehicle inspections on SMS for fleet-assigned vehicles. Fleet also rolled out electronic housekeeping inspections on Inspection Tool on SMS. Fleet completed 100% of their bundled training in October. Fleet employees continue to participate in EV training courses customized to suit SMUD's needs in preparation for the transition to an all-electrified fleet by 2030.

All business units continue to partner in a consultative collaborative development of a World Class Safety program as OneSMUD with quarterly meetings addressing leading and lagging indicators and the latest safety observation trends across the enterprise.

Driver Safety. Supervisors are conducting side-by-side ride alongs to provide coaching and safe driving skills guidance. While Safety was able to provide additional in-person classroom and behind the wheel Smith System training. Driving Rodeos continue to be in high demand and the new partnership with Safety Center turned out to be a big success. In 2023 Safety hosted Driving Rodeo events for Substation, Network, Elec. Techs., and Revenue Operations. Safety has increased the sharing of driving-safety related topics at ED&O Safety meetings this year and is working on new safe-driving messaging materials for the ECOC Yard, HQ and Fresh Pond parking areas, as well as for digital displays at each location. Additionally, a refresh of the safe driving decals on Fleet vehicles is under way. Safe driving is being emphasized in vehicle reports that are provided to directors and managers who have frequent drivers. The reports are focused on speeding as well as seatbelt violations with the potential of more driving details to be added. Driving Rodeo planning for Line Division is currently underway for 2024.

Appendix A

DART Count and OSHA Recordable 2012-2023



SSS No. BOD 2024-006

BOARD AGENDA ITEM

STAFFING SUMMARY SHEET

Committee Meeting & Date Policy – 03/12/24
Board Meeting Date N/A

TO				TO							
1.	Suresh Kotha	6.									
2.	Brandy Bolden	7.									
3.	Farres Everly	8.									
4.		9.	Legal								
5.		10.	CEO & General Manager								
Consent Calendar		Yes	<input checked="" type="checkbox"/>	No <i>If no, schedule a dry run presentation.</i>		Budgeted	<input checked="" type="checkbox"/>	Yes	No <i>(If no, explain in Cost/Budgeted section.)</i>		
FROM (IPR) Dave Tamayo / Crystal Henderson				DEPARTMENT Board Office				MAIL STOP B307	EXT. 6155	DATE SENT 02/14/24	

NARRATIVE:

Requested Action: Allow the Board of Directors an opportunity to monitor existing policies: **Governance Process GP-2, Governance Focus; Governance Process GP-4, Board/Committee Work Plan and Agenda Planning; and Governance Process GP-13, Core and Key Values** as part of the Board policy monitoring process.

Summary: A schedule to monitor Board policies was agreed upon by the Policy Monitoring Ad Hoc Committee. Monitoring established policies creates a better understanding of the policies and gives the Board an opportunity to make corrections, additions, or changes, if necessary.

Board Policy: *(Number & Title)* This monitoring supports GP-2 Governance Focus which states that the "...Board will direct, evaluate, and inspire the organization through the establishment of written policies reflecting the Board's values..."

Benefits: Monitoring policies helps ensure the policies are current and in keeping with the current will of the Board.

Cost/Budgeted: Included in budget.

Alternatives: Not review these policies at this time.

Affected Parties: Board of Directors

Coordination: Crystal Henderson, Special Assistant to the Board of Directors

Presenter: Dave Tamayo, Policy Chair

Additional Links:

SUBJECT Board Monitoring of GP-2, GP-4, and GP-13	ITEM NO. <i>(FOR LEGAL USE ONLY)</i>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

SMUD BOARD POLICY



Category: Governance Process
Policy No.: GP-2
Title: Governance Focus

The Board will govern with an emphasis on: (i) outward vision rather than an internal preoccupation; (ii) encouragement of diversity in viewpoints; (iii) strategic leadership more than administrative detail; (iv) clear distinction of Board and CEO roles; (v) collaborative rather than individual decisions; (vi) the future rather than past or present; and (vii) proactive thinking.

Specifically:

- a) The Board will cultivate a sense of group responsibility. It will be responsible for excellence in governing. The Board will be an initiator of policy and use the expertise of individual members to enhance the ability of the Board as a body.
- b) The Board will direct, evaluate and inspire the organization through the establishment of written policies reflecting the Board's values. The Board's major policy focus will be on SMUD's intended impacts outside the organization, not on the administrative or programmatic means of achieving those effects.
- c) Continual Board development will include orientation of new Board members in the Board's governance policies and processes, periodic re-orientation of existing Board members, and regular Board discussion of process improvement.
- d) The Board will regularly discuss and evaluate its performance. Self-monitoring will include comparison of Board activities and discipline to policies adopted by the Board. It will be up to the Board president or committee chair to determine the appropriate manner of this feedback and evaluation.

Monitoring Method: Board Report

Frequency: Semi-Annual

Versioning:

December 19, 2002	Resolution No. 02-12-14	Date of Adoption.
October 16, 2003	Resolution No. 03-10-14	Date of Revision.
November 3, 2005	Resolution No. 05-11-05	Date of Revision.
December 21, 2006	Resolution No. 06-12-13	Date of Revision.
October 16, 2008	Resolution No. 08-10-08	Date of Revision.
May 17, 2012	Resolution No. 12-05-09	Date of Revision.
July 15, 2021	Resolution No. 21-07-09	Date of Revision.
September 21, 2023	Resolution No. 23-09-02	Date of Revision. [Current Policy]

Category: Governance Process
Policy No.: GP-4
Title: Board/Committee Work Plan and Agenda Planning

To accomplish its strategic leadership consistent with Board policies, the Board will develop and follow an annual work plan that ensures the Board: (i) focuses on the results the Board wants the organization to achieve; (ii) defines the conditions of SMUD that it considers acceptable and unacceptable; (iii) meets its other obligations as stated by law or policy; and (iv) continually improves its performance through education, feedback, and deliberation. The Board work plan shall guide SMUD staff in preparing the agendas for regular board meetings and standing committee meetings.

Specifically:

a) **Board Work Plan**

- i) The Board will develop each year a list of topics and issues that it wishes to explore in the coming years and maintain a work plan that will be regularly reviewed by the Board or a standing committee.
- ii) The Board President shall ensure that the Board's agendas meet the goals of the annual work plan.

b) **Board Agendas**

- i) Board agendas shall be posted on the SMUD website at www.smud.org least 72 hours prior to a regular Board meeting and at least 24 hours before a special Board meeting.
- ii) Only members of the Board and the Chief Executive Officer and General Manager (CEO) and his or her designees may place items on the Board agenda.
- iii) Items for placement on the agenda fall into the following categories:
 - Items generated by SMUD management;
 - Items placed on the agenda by a Board member;
 - Presentations by outside persons or agencies that have received approval for placement on an agenda from the Board President (see Meeting Procedures of the SMUD Board of Directors for details).
- iv) To the extent possible, when the Board conducts its regular review of the Board Work Plan, a Board member should notify the other Board members if the member intends to place an item on the agenda for discussion at a Board meeting.

- v) When a Board member wishes to invite people to make a presentation at a Board meeting, the Board member should coordinate with the Board President and CEO. When a Board member invites people to speak at a Board meeting during the public comment period, the Board member should notify the Board President in advance of the meeting to ensure the efficient management of public comment.
- vi) Items may be placed on the agenda on either the consent calendar or the discussion calendar. An item placed on the consent calendar may be moved from the consent calendar to the discussion calendar at the request of any Board member, prior to a motion and a second on the consent calendar.
- vii) A Board member may propose at the beginning of the meeting to pull an item from the agenda. Upon a motion and a second, the Board may vote to approve the agenda as revised.
- viii) Matters not on the agenda for a regular meeting will not be considered by the Board at that meeting except: (1) upon determination by a majority of the Board that an emergency situation exists, severely impairing public health and/or safety; or (2) upon a determination by a two-thirds vote of the Board or by a unanimous vote if less than two-thirds of the members are present, that the need to take action arose subsequent to the agenda being posted; or (3) as otherwise permitted under the Ralph M. Brown Act of the California Government Code.
- ix) Whenever an item has been approved for consideration by the Board under paragraph b) viii) of this policy, the Board President will read, upon introducing the item for Board consideration, a brief summary which shall include the subject title, a short explanation of the subject matter, and, if any, the recommendation.
- x) Matters on the agenda for regular meetings which have not been considered and acted upon at such meetings or continued to a subsequent meeting will be deemed continued to the following regular meeting until they can be relisted as a regular item.
- xi) Whenever the Board fails to take action on an item on the Board's agenda, the Board will set a date for reconsideration of the item. If for any reason the Board fails to set such a date, the Board Secretary will list all such items as a "pending item" on the action item section of the next regular agenda for which the Board Secretary is accepting items.

c) **Committee Agendas**

- i) Committee agendas shall be posted on the SMUD website at www.smud.org at least 72 hours prior to the committee meeting.
- ii) Items may be placed on a committee agenda either by a decision by the full Board, the Board President, a Board member, or by the CEO and his or her designees.
- iii) To the extent possible, when the Board conducts its regular review of the Board Work Plan, a Board member should notify the other Board members if the member intends to place an item on the agenda for discussion at a committee meeting.
- iv) When a Board member wishes to invite people to make a presentation at a committee meeting, the Board member should coordinate with the committee chair and the CEO. When a Board member invites people to speak at a committee meeting during the public comment period, the Board member should notify the committee chair in advance of the meeting to ensure the efficient management of public comment.
- v) Members of the public may request the opportunity to be listed on a committee agenda for purposes of making a presentation at a committee meeting on matters within SMUD's jurisdiction. The committee chair will review all complete presentation requests and may, at his or her discretion, direct the responsible staff to list the presentation on the committee's agenda. (See Meeting Procedures of the SMUD Board of Directors for details).

d) **Issuance of Agendas**

- i) The Board Secretary's office, under the direction of the CEO and the Board President, shall prepare and issue an agenda for each regular meeting and special meeting of the Board.
- ii) The Executive Management team, under the direction of the CEO and in coordination with the standing committee chairs, shall prepare and issue an agenda for each standing committee meeting.
- iii) Proposed Board agendas will be reviewed by the Board President and proposed committee agendas will be reviewed by the committee chair prior to the development of the relevant public notices.

Monitoring Method: Board Report

Frequency: Annual

Versioning:

December 19, 2002	Resolution No. 02-12-14	Date of Adoption.
October 16, 2003	Resolution No. 03-10-14	Date of Revision.
June 3, 2004	Resolution No. 04-06-07	Date of Revision.
March 20, 2008	Resolution No. 08-03-07	Date of Revision.
October 16, 2008	Resolution No. 08-10-09	Date of Revision.
March 5, 2009	Resolution No. 09-03-06	Date of Revision.
February 3, 2011	Resolution No. 11-02-02	Date of Revision.
January 16, 2014	Resolution No. 14-01-05	Date of Revision.
July 17, 2014	Resolution No. 14-07-03	Date of Revision.
September 21, 2017	Resolution No. 17-09-10	Date of Revision.
February 18, 2021	Resolution No. 21-02-05	Date of Revision.
September 21, 2023	Resolution No. 23-09-02	Date of Revision. [Current Policy]

SMUD BOARD POLICY



Category: Governance Process
Policy No.: GP-13
Title: Core and Key Values

In articulating its values, the Board distinguishes between “core” values and “key” values. Core values are deemed essential for the success of SMUD and for serving SMUD’s customers. Key values provide added value to our customers. Key values are subordinate to the core values.

Monitoring Method: Board Report

Frequency: Annual

Versioning:

May 6, 2004

Resolution No. 04-05-04

Date of Adoption.

September 21, 2023

Resolution No. 23-09-02

Date of Revision. [Current Policy]

SSS No. BOD 2024-05

BOARD AGENDA ITEM

STAFFING SUMMARY SHEET

Committee Meeting & Date POLICY – 2024
Board Meeting Date N/A

TO				TO									
1.	Suresh Kotha			6.									
2.	Brandy Bolden			7.									
3.	Farres Everly			8.									
4.				9.	Legal								
5.				10.	CEO & General Manager								
Consent Calendar		<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No <i>If no, schedule a dry run presentation.</i>		Budgeted		<input type="checkbox"/>	Yes	No <i>(If no, explain in Cost/Budgeted section.)</i>		
FROM (IPR) Rosanna Herber / Crystal Henderson				DEPARTMENT Board Office				MAIL STOP B307	EXT. 5424	DATE SENT 12/21/23			

NARRATIVE:

Requested Action: Enable the Board of Directors and Executive Staff an opportunity to review the Board Work Plan.

Summary: The Board President reviews the Board Work Plan at the Policy Committee meeting to ensure agenda items support the work of the Board.

Board Policy: *(Number & Title)* This review of the work plan supports Governance Process GP-6, Role of the Board President, which states, in part, that the Board President “shall ensure that the Board’s agendas meet the goals of the annual work plan.”

Benefits: Reviewing the Work Plan allows the Board members and Executive staff to make changes to the Work Plan and Parking Lot items as necessary.

Cost/Budgeted: Included in budget

Alternatives: Not review the Work Plan at this time.

Affected Parties: Board of Directors and Executive staff

Coordination: Crystal Henderson, Special Assistant to the Board

Presenter: Rosanna Herber, Board President

Additional Links:

SUBJECT Board Work Plan	ITEM NO. <i>(FOR LEGAL USE ONLY)</i>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

SSS No. BOD 2024-03

BOARD AGENDA ITEM

STAFFING SUMMARY SHEET

Committee Meeting & Date POLICY - 2024
Board Meeting Date N/A

TO				TO			
1.	Suresh Kotha	6.					
2.	Brandy Bolden	7.					
3.	Farres Everly	8.					
4.		9.	Legal				
5.		10.	CEO & General Manager				
Consent Calendar		Yes	<input type="checkbox"/>	No	<i>If no, schedule a dry run presentation.</i>		
FROM (IPR)		Budgeted		<input type="checkbox"/>	Yes	No <i>(If no, explain in Cost/Budgeted section.)</i>	
Dave Tamayo / Crystal Henderson		DEPARTMENT		MAIL STOP	EXT.	DATE SENT	
		Board Office		B304	5424	12/21/23	

NARRATIVE:

Requested Action: A summary of directives is provided to staff during the committee meeting.

Summary: The Board requested an ongoing opportunity to do a wrap up period at the end of each committee meeting to summarize various Board member suggestions and requests that were made at the meeting to make clear the will of the Board. The Policy Committee Chair will summarize Board member requests that come out of the committee presentations for this meeting.

Board Policy: *(Number & Title)* Governance Process GP-4, Board/Committee Work Plan and Agenda Planning, states, among other things, “the Board will develop and follow an annual work plan that ensures the Board...focuses on the results the Board wants the organization to achieve....”

Benefits: Having an agendized opportunity to summarize the Board’s requests and suggestions that arise during the committee meeting will help clarify the will of the Board.

Cost/Budgeted: Included in budget.

Alternatives: Not to summarize the Board’s requests at this meeting.

Affected Parties: Board of Directors and Executive Staff

Coordination: Crystal Henderson, Special Assistant to the Board of Directors

Presenter: Dave Tamayo, Policy Chair

Additional Links:

SUBJECT	Summary of Committee Direction - Policy	ITEM NO. <i>(FOR LEGAL USE ONLY)</i>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.