

# Woodridge Lake Sewer District

July 23, 2010

## Operations Committee

The Operations Committee will work with the staff to review current methods and as required and agreed develop improved standards, methods / procedures, facilities and automation alternatives. It will provide guidance to the Board in matters of the operation of the sewer plant in meeting the local, state and federal regulatory requirements. In addition it will strive to improve the efficiency of the operation and provide a safe, secure, and supportive working environment for it employees.

The committee will work in conjunction with volunteers and consulting firms retained by the Board to deal with these issues.

The Committee will report to the Board and provide it with advice and recommendations.

### 1. Health and Safety at the Workplace:

- Physical Plant Safety Review
- Historical Review of Health and Safety Incident Reports
- Corrective Action Plans

### 2. Regulatory Compliance:

- DEP Reporting Compliance Review
- OSHA Compliance Review
- MSDS Compliance Review

### 3. Employee Environment:

- Employee Working Environment Review
- Employee Job Description Review
- Employee Salary and Benefits review
- Employee Training Review
- Employee Workload Review
- Employee Handbook Review
- Employee File Review

### 4. Equipment and Infrastructure Maintenance:

- Equipment Maintenance Review
- Infrastructure Maintenance Review
- Inventory and Controls of Maintenance Support Equipment and Supplies
- Planning, Scheduling and Control of Maintenance

### 5. Risk Management:

- Risk Management Review
- Risk Management Remediation

### 6. Project Management:

- Open Engineering Project Review
- Project Life Cycle Procedures (Statement of Work, Bidding, Purchasing, Acceptance and Payment)
- Reporting System Developed