



STOCKTON EAST WATER DISTRICT

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SPECIAL MEETING NOTICE

The Administration Committee
of the Stockton East Water District
Board of Directors will meet at
8:00 a.m., Friday, September 4, 2026
at the District Office, 6767 East Main Street, Stockton, CA

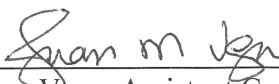
Assistance for the Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please call Administrative Staff at (209) 948-0333 for assistance so the necessary arrangements can be made.

AGENDA

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|--|-----------------|
| 1. Roll Call - Chairperson Sanguinetti, Director Nakaue, Director Watkins, Director Panizza (Alternate) | |
| 2. Public Comment | |
| 3. Stockton East Water District – Staff Report – Consideration Of Adopting Policy No. 3020 Workplace Violence Prevention Plan And Approving the Updated Injury & Illness Prevention Plan | 01 |
| 4. Stockton East Water District – Staff Report – Consideration of Recommendation to Approve Adoption of Rule No. 181 (Water Allocation) and Policy No. 3900 (Water Allocation Policy) | 47 |
| 5. Adjournment | |

Certification of Posting

I hereby certify that on September 3, 2026, I posted a copy of the foregoing agenda in the outside display case at the District Office, 6767 East Main Street, Stockton, California, said time being at least 72 hours in advance of the meeting of the Stockton East Water District Administration Committee Meeting (Government Code Section 54954.2). Executed at Stockton, California on September 3, 2026.



Juan Vega, Assistant General Manager
Stockton East Water District

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DATE: September 4, 2026

AGENDA ITEM NO. 3

TITLE: Adoption of Workplace Violence Prevention Plan and Updated Injury & Illness Prevention Plan**SUBJECT: Consideration of Adopting Policy No. 3020 Workplace Violence Prevention Plan and Approving the Updated Injury & Illness Prevention Plan**

Executive Summary

Staff recommends the Administration Committee recommend the Board of Directors (Board) adopt the Workplace Violence Prevention Plan (WVPP) as a standalone policy and approval of the updated Injury & Illness Prevention Plan (IIPP) to maintain compliance with California workplace safety requirements. The IIPP has been updated to remove the Workplace Violence section and reference the standalone policy.

Background

California law requires employers to maintain an IIPP and, effective July 1, 2024, a WVPP. The WVPP establishes procedures for hazard identification, reporting, investigations, training, recordkeeping, and annual review. The IIPP has been revised to reflect current regulatory requirements, improve program organization, and remove the workplace violence provisions now addressed in the standalone WVPP.

Summary

The WVPP defines responsibilities for management and employees, reporting procedures, emergency response, incident investigations, employee training, recordkeeping, and workplace violence hazard assessments. The updated IIPP revises responsibilities, accident investigations, serious injury reporting, recordkeeping, multi-employer coordination, and removes the embedded WVPP section in favor of the standalone policy. The policies have undergone legal review and are ready for Board of Directors approval.

Financial Impact

No significant fiscal impact is anticipated. Existing staff will administer the plans and training within current operating budgets.

Recommendation

Staff recommends Administration Committee recommend the Board of Directors Adopt Policy No. 3020, Workplace Violence Prevention Plan, and approve the updated Injury & Illness Prevention Plan.

Staff Responsible for Report

Bianca Rodriguez
Bianca Rodriguez, Administrative Assistant

Date: 09/04/26

Justin M. Hopkins
Justin M. Hopkins, General Manager

Date: 09/04/26

Attachments

1. Injury & Illness Prevention Plan
2. Workplace Violence Prevention Plan



RISK MANAGEMENT POLICY

INJURY AND ILLNESS PREVENTION PLAN

Stockton East Water District

Adopted November 1991

Revised July ~~15~~28, 202~~5~~6

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A. Overview

The Stockton East Water District (District) has established this written Injury and Illness Prevention Plan (IIPP) to help ensure a safe and healthy work environment for all employees and in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health practices. This includes employees at every level and all positions.

This plan contains the following key elements for creating a safe work environment for all staff:

1. Responsibility and Authority
2. Compliance
3. Communication

4. Unsafe Condition or Practice Assessment
5. Unsafe Condition or Practice Correction
6. Monthly Inspection Report
7. Contagious Disease Prevention and Response
8. Accident Investigation
9. Reporting of Serious Injury and Death
10. Training and Instruction
11. Recordkeeping
12. Multi-Employer Locations

B. Revision History

This Policy has been revised or reviewed on the following dates:

- September 15, 2026 (Updated Sections A, J, K, -N, O, P and Q, and removed Section M. WVPP to a standalone policy)
- July 15, 2025 (Updated Sections N and Q)
- November 5, 2024 (Updated Sections C, D, E, F, H, J, K, L, P and U)
- February 13, 2024 (Updated to Sections H, K, M, Q, X, and Y)
- May 2, 2023
- October 19, 2021 (Updated to replace Appendix E)
- October 6, 2020 (Updated to incorporate Contagious Disease Prevention & Response, due to COVID-19)
- August 27, 2019
- April 2001
- November 1991

C. Responsibility and Authority

The District's General Manager is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Managers, supervisors and the Safety and Compliance Analyst are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP.

Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

The District maintains this IIPP at the District office and in electronic form and may be reviewed at any time within the File Center located within Target Solutions.

D. Compliance

All employees, managers and supervisors shall:

1. Immediately report all work-related illnesses or injuries to their supervisor or manager (See Appendix F), and immediately secure first aid and/or emergency medical response for themselves or their co-workers as needed.

2. Use safe work practices, know and follow all directions, policies and procedures and assist in maintaining a safe work environment (See Appendix A – Code of Safe Work Practices).
3. Immediately report unsafe conditions, equipment, practices and other hazards to their supervisor.
4. Immediately report equipment failures to their supervisor.
5. Only perform tasks that they are trained and authorized to perform.
6. Use supplied safety gear, personal protective equipment and supplies as required by the position and task being performed.
7. Follow the written guidelines of each individual safety related policy and program outlined in Appendix B.
8. The supervisor will be responsible for reporting all equipment failures and incidents to the Safety and Compliance Analyst.

The District shall:

9. Inform employees of the requirements within our IIPP, which must be maintained in a readily understandable language.
10. Train all employees on general safety policies, rules and work practices.
11. Recognize employees who perform safe and healthy work practices.
12. Provide additional training to employees whose safety performance is deficient.
13. Take Corrective Action or Disciplinary Action, as appropriate, for failure to follow safety policies, rules, instructions, or safe and healthy work practices.

E. Communication

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. The District's communication system encourages all employees to inform their managers and supervisors about unsafe conditions without fear of reprisal. Employees can report unsafe conditions or practices by reporting it to their supervisor who in turn would provide the information to the Safety and Compliance Analyst. The Safety and Compliance Analyst is responsible for completing the Unsafe Condition & Practice Report (Appendix G) and routing to the IIPP Administrator, or by any other communication system the District puts in place for anonymous reporting.

The District's communication system includes:

1. New employee health and safety orientation
2. New position and/or task health and safety review
3. IIPP reviewed annually or when changes require it
4. Safety training and retraining programs

5. Regularly scheduled safety meetings
6. Distributed safety information
7. Encouragement of anonymous reporting of unsafe conditions and practices
8. Safety committee

F. Unsafe Condition and Practice Assessment

The District performs periodic physical inspections of all District buildings and work areas to identify, evaluate and correct unsafe conditions and practices. The District's Safety Inspection Report checklist is included in Appendix D. Inspections will also be performed as required in the following situations:

1. When the IIPP is initially established
2. When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace
3. When new, previously unidentified unsafe conditions and practices are recognized
4. When occupational injuries and illnesses occur
5. Whenever workplace conditions warrant an inspection
6. Prior to the Safety committee meetings

G. Unsafe Condition and Practice Correction

When unsafe conditions, practices or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an unsafe condition exists that cannot be immediately corrected, the exposed employees will be removed from the unsafe condition except those needed to correct the conditions and to address security issues. Employees who are required to correct the unsafe condition will be provided with the necessary protection.

H. Monthly Inspection Report

The District will perform monthly inspections for the First Aid Kit, AED, Fire Extinguisher and Eye Wash Stations. Per the State of California Department of Industrial Relations (DIR), Administration staff shall inspect the First Aid Kit and the AED at sufficient intervals, and as required under the Health and Safety Code, to ensure the first aid kits and AED are adequate and in serviceable conditions when needed. All fire extinguishers shall be inspected monthly by the respective departments and have the inspection tag signed after every inspection per OSHA requirements. Per the State of California Department of Industrial Relations (DIR), plumbed eyewash and shower equipment shall be activated at least monthly by Water Operations staff to verify proper operation. All eye wash stations have an inspection tag which shall be signed after every inspection is done. The District's Monthly Inspection Report checklist for first aid kits and AEDs is included in Appendix I. The Safety and Compliance Analyst will conduct safety inspections for each department monthly. The District's Safety Inspection Report is included in Appendix D.

I. Contagious Disease Prevention and Response

This section of the IIPP addresses general strategies, to include applicable and relevant recommendations to prevent and respond to outbreaks, epidemics and pandemics using guidance from the Centers for Disease Control (CDC).

While good hygiene and infection avoidance practices are important for general health, and all employees are encouraged to practice these at work and at home, this section is only applicable in the event of an outbreak, epidemic or pandemic of a contagious disease, declared by a federal, state or county agency, that has the potential to infect District employees through the course and scope of their job duties (Disease Event).

Definitions:

1. Outbreak or Epidemic – the occurrence of more cases of a disease than would normally be expected in a specific place or in a group of people over a given period of time. Outbreak is normally used when localized, whereas, Epidemic is normally used for a more widespread geographic area.
2. Pandemic – this definition is usually used when more than one country is affected. All these definitions can vary according to which disease they are applied.

As all contagious diseases do not cause the same symptoms, or have the same transmission routes or incubation periods, the procedures Management follows will be in response to the information provided by the proper authorities and may change as the Disease Event progresses and the information provided changes.

General Infection Prevention Measures:

The following measures apply for Disease Events. These may be modified by the District at any time based on degree or severity of the contagious disease or based on the guidelines and recommendations from government agencies (such as the CDC and DIR) to maintain a safe and healthy workplace.

1. Manager and Supervisors may direct employees with contagious diseases to remain at home.
2. Managers and Supervisors may advise employees who are exhibiting common symptoms to remain home. Typical symptoms may include, but are not limited to:
 - a. Sore throat, congestion, runny nose, coughing, sneezing
 - b. Fever, aches, chills
 - c. Headache, muscle pain, fatigue, weakness
 - d. Vomiting, gastrointestinal distress
3. Employees must follow proper cough and sneeze etiquette, covering their mouths and nose.
4. Employees should avoid touching their face, nose, mouth, eyes and ears and should follow proper handwashing protocol using soap and water for at least 20 seconds frequently throughout the day.
5. Employees should not share personal items with coworkers.
6. Employees should use hand sanitizer stations as appropriate.

J. **Incident Investigation**

Following completion of emergency response activities described in the District's Emergency Action Plan (EAP), work-related incidents shall be investigated to identify contributing factors, determine root causes, and implement corrective actions to prevent recurrence.

Procedures for investigating work-related illness, injuries, hazardous substance exposure and near misses include:

1. Completing the Supervisor's Accident Report (Appendix E)
2. Interviewing injured employees and witnesses
3. Examining the workplace for factors associated with the illness/accident/exposure
4. Determining the cause of the illness/accident/exposure
- ~~4.5.~~ Taking corrective action to prevent the illness/accident/exposure from recurring
- ~~5.6.~~ Recording the findings and actions taken

While all managers and supervisors are responsible for helping investigate work-related illnesses, accidents and exposures, the Administration Department will ensure Workers' Compensation injuries are investigated and the District will ensure hazardous conditions and unsafe practices are investigated.

K. Reporting of Serious Injury and Death

In the event of a work-related fatality or potentially reportable serious injury or illness, employees shall immediately follow the emergency response procedures contained in the District's Emergency Action Plan (EAP). The District shall ensure all reporting requirements under Title 8, California Code of Regulations, section 342 are satisfied. The following procedures establish the District's internal notification and reporting process.

Definition of Serious Injury or Illness

For purposes of Cal/OSHA reporting, a serious injury or illness is defined by Title 8, California Code of Regulations, section § 330(h), as a work-related injury or illness requiring inpatient hospitalization for reasons other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Reporting Work-Related Serious Injuries and Fatalities.

(a) Every employer shall report immediately to the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. The report shall be made by the telephone or through a specified online mechanism established by the Division for this purpose. Until the division has made such a mechanism available, the report may be made by telephone or email. Immediately means as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

(b) Whenever a state, county, or local fire or police agency is called to an accident involving an employee covered by this part in which a serious injury, or illness, or death occurs, the nearest office of the Division of Occupational Safety and Health shall be notified by telephone immediately by the responding agency.

Step-by-Step Procedure in the Event of a Potentially Reportable Death or Serious Injury

Due to the importance of the immediate reporting obligation and its complexity, the following 4 steps should guide the investigation and reporting whenever a death or serious injury associated with any District facility or activity occurs:

- | | |
|---------------------------------------|--|
| Step 1: <u>Internal Notification</u> | <u>The Department Manager shall immediately notify the Assistant General Manager of any work-related fatality or potentially reportable serious injury or illness.</u>

<u>The Department Manager shall preserve the incident scene when safe to do so, identify witnesses, and gather preliminary information to assist with the incident investigation and regulatory reporting.</u>

<u>The Assistant General Manager shall notify the Director of Finance and Administration and the Safety Officer/General Manager as soon as practical.</u> |
| Step 2: <u>Cal/OSHA Reporting</u> | <u>The Safety Officer/General Manager, in coordination with the Safety and Compliance Analyst, shall determine whether the incident meets the reporting requirements established by Title 8, California Code of Regulations, sections 330(h) and 342.</u>
<u>If the incident is determined to be reportable, the Safety and Compliance Analyst shall notify the Cal/OSHA Modesto District Office as soon as practical, but no later than eight (8) hours after the District knew, or with diligent inquiry would have known, of the reportable incident.</u>
<u>The General Manager/Safety Officer shall notify the District's General Counsel as appropriate.</u> |
| Step 3: <u>Incident Investigation</u> | <u>Following completion of emergency response activities and required notifications, the Department Manager, in coordination with the Safety and Compliance Analyst, shall conduct an incident investigation in accordance with Section J – Incident Investigation of this IIPP. The investigation shall identify contributing factors, determine the root cause of the incident, and recommend corrective actions to prevent recurrence.</u> |

Step 4: Follow-Up
Reporting

The Director of Finance and Administration must satisfy the requirements of the ACWA/JPIA Workers' Compensation Reporting Kit and complete Employer's Report of Occupational Injury or Illness (State Form 5020); ACWA/JPIA main telephone number (800) 231-5742. Copies of forms and instructions are available at:

<https://www.acwajpia.com/report-a-claim/#workerscomp>

L. Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. The District's Training Documentation Log is included in Appendix C. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

1. The IIPP is first established
2. New employees are hired
3. Employees are reassigned to a new area or task with no prior training
4. New substances, operations or equipment are introduced which create a new hazard
- ~~4-5.~~ Whenever the District becomes aware of new or a previously unrecognized hazard
- ~~5-6.~~ When there has been a change in policy

M. Workplace Violence Protection Plan

The District maintains a separate written Workplace Violence Prevention Plan (WVPP). The WVPP is available and easily accessible at all times to employees, authorized employee representatives and Cal/OSHA.

N. Recordkeeping

All of the following IIPP documentation shall be maintained in accordance with the District's Records Retention Policy:

1. Safety training for each employee, including the employee's name, training dates, type of training and training providers
2. Inspections, including the person(s) conducting the inspection; the unsafe conditions and practices identified; corrective action and follow-up
- ~~4-3.~~ Accidents, illness and near-miss investigation reports that identify the root cause and corrective action taken
- ~~3-4.~~ Safety committee meeting minutes
- ~~4-5.~~ Annual plan reviews

O. Multi-Employer Locations

The District recognizes that employees may work at locations where contractors, consultants, vendors, or other employers are performing work simultaneously. To maintain a safe and healthy workplace, the District shall coordinate with other employers, as appropriate, to communicate workplace hazards, applicable safety requirements, and emergency procedures that may affect employees or work activities. Pursuant to this, the District shall:

1. Provide contractors with applicable safety information, procedures, and District safety policies necessary to safely perform their work.
2. Contractors must keep a copy of their IIPP and/or Safety Policy on their jobsite.
3. Require contractors to certify that their employees have been trained according to their IIPP
4. Take action on unsafe conditions and practices according to this IIPP regardless of who the unsafe condition or practice may affect.

P. Appendix A – Code of Safe Work Practices

1. All persons shall follow these safe practice rules, render every possible aid to safe operations and report all unsafe conditions or practices to supervisors.
2. Supervisors shall insist on employees observing and obeying every rule, regulation and Order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain observance.
3. All injuries shall be reported promptly to your supervisor, including injuries which only require first aid. If medical treatment is required, it will be provided.
4. All employees shall be given frequent accident prevention instructions.
5. Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
6. Employees must enter, leave and conduct themselves at all times in an orderly manner while on District property.
7. Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
8. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment. All safety procedures shall be reviewed for each job or on each piece of equipment before work is undertaken.

9. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose the employee or others to injury.
10. Employees shall not enter manholes, underground vaults, chambers, tanks, silos or other similar places that receive little ventilation, unless it has been determined that is safe to enter.
11. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted and shall report deficiencies promptly to the supervisor.
12. Intentional misuse of any tool, equipment or material is strictly forbidden.
13. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
14. Workers shall not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
15. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
16. Safety clothing, equipment, devices and guards must be used as prescribed and designated.
17. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
18. Approved eye, head, ear and respirator protection must be worn in designated areas and on designated jobs.
19. Suitable clothing must be worn at all times to secure maximum efficiency and minimum hazard to employees. The wearing of loose and baggy clothing including sweaters, shirt tails, shirt sleeves, etc., is forbidden around moving machinery.
20. Wrist watches, rings or other jewelry should not be worn when working with rotating equipment such as lathes, grinding wheels, etc.
21. Gloves must not be worn while working with or on rotating equipment such as lathes, grinding wheels, etc., without prior supervisory approval.
22. No person shall remove, displace, damage, destroy or carry off any safety device, safeguard notice or safety sign.
23. Materials, tools or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
24. Floor areas around machines shall be kept clean, dry and free of tripping hazards.

25. Do not oil, clean or adjust machine unless the power is shut off and locked out or other procedures are called for.
26. Keep fingers away from points of operation on machines, such as cutters, saws, drills, etc.
27. Turn off power on machines before attempting to remove stuck or jammed pieces of material. Beware that the stuck or jammed pieces may be under tension or compression and may become projectiles when dislodged.
28. If a machine is to be repaired, it must be locked in the "off" position during repair or physically disconnected from its source of power. Caution sign with appropriate wording must also be placed on the machine controls.
29. Do not operate any machine unless safeguards are in place and working properly. Machine guards may be removed only to make necessary adjustments and repairs and must be replaced before the machine is again put back into operation.
30. Good housekeeping should be uppermost in the minds of all employees. Keep floors, aisles, work areas and exits, clean and clear at all times. Tripping hazards such as air hoses, nuts, bolts, nails, screws, pieces of wire and other extraneous material should be picked up. Oil and water spots on floors should be cleaned up immediately. Tools and other materials should be kept in their designated places. Pride should be taken in the orderly appearance of the District facilities.
31. Smoking is not permitted in any District buildings at any time.
32. Seat belts will be worn at all times in District vehicles.
33. The District has an established Hazard Communication Program. All aspects of the Program will be followed when working with hazardous materials.
34. The District has an established Respirator Program. Respirators will be worn by authorized personnel utilizing the District Safety Program for respirators.
35. The District has an established Confined Space Program which will be utilized.
36. The District has an established Hazardous Energy Control (Lockout/Tagout) Program to establish the minimum requirements for the lockout of energy control devices whenever maintenance or servicing is performed on machines or equipment.
37. Arrange work when using ladders so that you are able to face the ladder and use both hands while climbing.
38. Do not use gasoline or other explosive liquids for cleaning purposes.
39. No burning, welding or other source of ignition shall be applied to an enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from a supervisor.

40. The Hot Work Permit Program requires that work permits be issued by a supervisor before work can start on hazardous jobs in-hours and offsite.
41. Any employee utilizing a wireless phone in their course of work will ensure it is fully operational, has sufficient battery life, and will take precautionary measures to prevent damage. Use of a cell phone may be required in emergency situations.
42. When parking large vehicles, consider whether there is a way to avoid backing accidents. Use a spotter if at all possible. If a spotter cannot be obtained, get out of the unit and walk around it, completing a "circle of safety" and surveying the backing area. Before proceeding to back the unit, be sure to also check overhead clearance.
- 42-43. Lithium-ion batteries shall not be carried loose in pockets, bags, or other locations where they may come into contact with metal objects such as keys, coins, tools, or fasteners. Batteries shall be stored, transported, and used in accordance with the manufacturer's recommendations or in a protective case designed to prevent damage or short-circuiting.

The District's Code of Safe Work Practices has been developed for general and/or specific job safety class. This is not the only Safety Program utilized at the District. All District safety programs which apply to the Employee's job safety class must be followed.

Q. Appendix B – District Safety Policies & Programs

Employees are expected to follow the written guidelines of each individual safety related policy and program listed below:

1. Competent Persons Designation Program
2. Confined Space Program
3. Dive Program
4. Drug and Alcohol Policy (Substance Abuse)
5. Employee Handbook
6. Fall Protection Program
7. Hazard Communication Program
8. Heat Illness Prevention
9. Respiratory Protection Program
10. Use of District Vehicles and Equipment
11. Hazardous Energy Control (Lockout/Tagout) Program
12. Wildfire Smoke Protection Program
13. Ladder Safety Program
14. Aerial Devices Safety Program
15. Haulage and Earthmoving Equipment Policy
16. Hearing Conservation Program
17. Industrial Truck (Forklift) Policy
18. Crane and Boom Truck Policy
19. Mowing Policy
20. Electrical Safety Program
21. Hazardous Waste Management Program
22. Hot Work Policy
- 49-23. Workplace Violence Prevention Plan

S. Appendix D – Safety Inspection Report

Department:		Date:			
Employees Performing Inspection					
Name:		Department:			
Name:		Department:			
Name:		Department:			
The objective of the safety inspection is to (1) identify and correct unsafe work practices performed by employees and (2) eliminate unsafe conditions for employees and citizens. Management is responsible to correct deficiencies in a timely manner.					
Employee Work Practices		Yes	No	N/A	Comments:
Are employee work areas clean and orderly					
Are mats placed in areas where slips/trips/falls may occur (entrance, sinks)					
Are floors free from trip/slip/fall hazards such as cords, missing tiles or material defects					
Are wet or slippery floor conditions cleaned up quickly					
Are large and heavy items stored on middle shelves to help reduce lifting injuries					
Are employees lifting properly (attempt to observe one employee lifting in each Dept.)					
Are power cords secured underneath desks or alongside baseboards to prevent tripping					
Are desk and file drawers closed when not in use					
Do portable electric heaters have a tip-over switch & are located at least 18" from combustibles					
Are proper ladders or stools used instead of makeshift devices					
Are gas cans or other flammable liquids being stored in approved storage cabinets					
Are chemical containers capped/sealed except when adding or removing materials					
Are all chemical bottles properly labeled					
Are employees using gloves and/or goggles when handling chemicals					
Are MSDSs readily accessible in the workplace for review by employees					
Ergonomics		Yes	No	N/A	Comments:
Are employee keyboards placed directly in front of their monitors					
Are employees holding phone handsets to their ears, not cradling on their shoulders					
Are employee keyboard positioned so that employee elbows are at 90 degree angles					
Physical Conditions		Yes	No	N/A	Comments:
Are all safety switches and guards operational (grinders, saws, etc.)					
Are all portable ladders and step stools in good working condition					
Are all emergency eyewash stations accessible and operational					
Are aisles and walkways accessible with 36-inch pathway					
General Conditions		Yes	No	N/A	Comments:
Are all first aid kits mounted, accessible and adequately stocked					
Are all work areas provided with sufficient lighting					
Is appropriate personal protective equipment available (i.e. goggles, gloves, etc.)					
Are stairways maintained in a safe condition					
Fire & Electrical Safety		Yes	No	N/A	Comments:
Are electrical cords in good condition with proper grounding					
Are electrical cords, outlets and junction boxes free of exposed wires					
Are extension cords only being used to power temporary equipment					
Are all emergency exits clear of storage, obstacles and other obstructions					
Is a 36-inch clearance being maintained in front of all electrical panels throughout facility					
Is the automatic fire sprinkler control valve accessible and locked in the open position					
Are all fire extinguishers mounted, accessible and fully charged					
Is the monthly inspection record for all fire extinguishers signed-off					
Are equipment and supplies at least 18-inches below fire sprinkler heads					
Other Unsafe Work Practices or Conditions Observed					

T. Appendix E – Supervisor's Accident Report

Supervisor's Accident Investigation Form

Who	Injured employee name:	Job Title & Department:
	District/Agency:	Length of Employment:
When	Date of accident:	Date reported to supervisor:
	Time of accident:	
Loss	Nature and extent of injuries or property damage:	
What	Describe specifically what the individual was doing at the time of accident:	
Where	Exact location of occurrence:	
Cause (check all that apply)	<i>ENVIRONMENTAL</i> ☐ Inadequate safeguards Lack of safety devices; unsafe design; unguarded machinery; lack of safe work. Improper or defective equipment Poorly maintained, broken, cracked, rough, slippery, worn; inappropriate equipment. Location hazards Poor layout; congestion; insufficient space; improper storage; poor lighting, slip-trip-fall hazards, etc. Poor ergonomics Heavy lifting, poor workstation design; excessive vibration, bending, twisting or reaching; inadequate tools, poor controls/displays, repetitive motions; awkward postures, pressure points. Poor housekeeping Improper placement; clutter, spillage, or breakage. Not otherwise classified (Describe):	<i>PERSONAL</i> ☐ Bodily conditions Physical impairment; illness; fatigue; emotional upset; intoxication Lack of skill or knowledge Improperly trained; inexperienced; unaware, etc. Adequate skill or knowledge but failure in execution Chance-taking; cutting corners; unauthorized or unnecessary use of equipment or tools; failure to use or deliberately making safety or control devices ineffective; failure to do what should have been done in the particular situation. Improper apparel Failure to use personal protective equipment (eye, face, foot, hand, head, hearing, respiratory, etc.); loose clothing, jewelry, etc. Not otherwise classified (Describe):

Why

Comment fully:

Prevention

What **immediate actions** have been taken? By whom?

What **should be done** and by whom to **prevent recurrence** of this type of accident? (Include target dates.)

What **long term actions** will be needed? (Include target dates.)

Name of Supervisor: _____

Date: _____

Signature: _____

U. Appendix F – Employee’s Incident Report

When the District receives notice or knowledge of a work-related injury that results in lost time beyond the employee’s work shift or medical treatment beyond first aid, employees will be provided with a DWC-1 Form by the Administration Department and notice of potential eligibility within one working day. If the injury meets the criteria listed by ACWA JPIA: 1) the employee can choose to file a claim, 2) the employee can choose to deny filing a claim.

DRAFT

V. Appendix G – Unsafe Condition & Practice Report

Reporting Unsafe Condition or Practice	
Department:	
Person Reporting: (Optional)	Contact Information: (Optional)
Location of Hazard: (Building)	
Date of Observation:	Time of Observation:
Hazards posing an immediate danger to life and health should be reported as soon as possible to your Manager, Supervisor or the IIPP Administrator.	
Description of unsafe condition or hazard:	
What changes would you recommend to correct the condition or hazard?	
Employee Signature: (Optional)	Date:
Reporting Unsafe Condition or Practice	
Name of person investigating unsafe condition or hazard:	
Results of investigation. What was found? Was condition unsafe or a hazard? (Attach additional sheets if necessary.)	
Proposed action to be taken to correct hazard or unsafe condition:	
Signature of Investigating Party:	Date:
Date reporting employee was notified of action taken (if not an anonymous report):	

W. Appendix H – Reporting Work-Related Serious Injuries, Illness, and Facilities-Fatalities to District Employees Form

Every work-related **serious injury or illness or fatality** to District employees must be reported promptly, and **no later than 8 hours** to the nearest Cal/OSHA (DOSH) District Office.

Call Modesto District Office of DOSH to report at (209) 545-7310

Required Information:

Time and date of accident
Employer's name, address and telephone number
Name and job title, or badge number of person reporting the accident
Address of site of accident or event
Name of person to contact at site of accident
Name and address of injured employee(s)
Nature of injury
Location where injured employee(s) was (were) moved to
List and identity of other law enforcement agencies present at the site of accident
Description of accident and whether the accident scene or instrumentality has been altered

X. Appendix I – Monthly Inspection Report Form

First Aid Check List					
Number	Item Name	Quantity	Location	Expiration Date	Checked
1	Antiseptic Wipes	1 box	Top Shelf		
2	Triple Antibiotic	1 box	Top Shelf		
3	Sting Relief Swabs	1 box	Top Shelf		
4	Burn Gel	1 box	Top Shelf		
5	Wire Splint	1 box	Top Shelf		
6	Bandage Compress	2 boxes	Top Shelf		
7	Eye Pads & Strips	1 box	Top Shelf		
8	Butterfly Closures	1 box	Top Shelf		
9	Ammonia Inhalant	1 box	Top Shelf		
10	Sting Relief Wipes	1 box	Top Shelf		
11	Rescue Blanket	1 box	Top Shelf		
12	Rolled Gauze	1 pack	Top Shelf		
13	3x3 Gauze Pads	1 box	Middle Shelf		
14	1x3 Bandages	1 box	Middle Shelf		
15	7/8x3 Bandages	1 box	Middle Shelf		
16	Knuckle Bandages	1 box	Middle Shelf		
17	Fingertip Bandages	1 box	Middle Shelf		
18	Ice Pack	1 pack	Middle Shelf		
19	Triangular Bandages	1 pack	Middle Shelf		
20	4x4 Guaze	4 packs	Middle Shelf		
21	Eye Wash	1 bottle	Bottom Shelf		
22	Medical Adhesive Tape	1 roll	Bottom Shelf		
23	Burn Spray	1 bottle	Bottom Shelf		
24	Antacid Tablets	1 box	Bottom Shelf		
25	Tylenol (non-aspirin)	1 box	Bottom Shelf		
26	Aspirin	1 box	Bottom Shelf		
27	Ibuprofen	1 box	Bottom Shelf		
28	Disposable Gloves	2 pair	Door		
29	First Aid Handbook	1 book	Door		
30	Disposable Tweezers	1 pair	Door		
31	Scissors	2	Door		
32	Cotton-tipped Swabs	1 pack	Door		
33	Non-stick Pads	5	Door		
34	CPR Mask	1	Door		
35	Finger Splints	3 sizes	Door		
Notes:					
AED: Vehicle Storage #1 Operations Administration <i>Please highlight each location as the AED's are checked</i>					



STOCKTON EAST WATER DISTRICT POLICY MANUAL

No. 3020 Workplace Violence Prevention Plan

ADOPTED:

DATE: TBD

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A. Policy

It is the policy of the Stockton East Water District (District) to maintain a workplace free from workplace violence, threats of violence, intimidation, and other behaviors that may jeopardize the health, safety, or well-being of employees, contractors, visitors, or members of the public. The District is committed to preventing workplace violence through effective employee participation, hazard identification, training, incident reporting, and corrective action while maintaining compliance with all applicable federal, state, and local laws and regulations.

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B. Purpose

This Workplace Violence Prevention Plan (“Plan” or “WVPP”) establishes standardized procedures and responsibilities for identifying, evaluating, correcting, reporting, responding to, investigating, and documenting workplace violence hazards and incidents, as required under Labor Code section 6401.7 and 6401.9. The Plan is intended to reduce the risk of workplace violence through employee participation, hazard assessment, training, incident investigation, corrective action, and continuous improvement of workplace violence prevention practices.

The WVPP also establishes procedures for maintaining the Violent Incident Log, recordkeeping, employee training, and regulatory compliance in accordance with applicable California laws and regulations.

The Workplace Violence Prevention Plan is a component of the District's overall occupational safety and health management system and shall be implemented in conjunction with the District's Injury and Illness Prevention Program (“IIPP”), Emergency Action Plan (“EAP”), and other applicable District safety policies and procedures.

C. Scope

This Plan applies to all District employees and all District-owned or controlled workplaces, facilities, operations, and work activities. The Plan also applies, as appropriate, to interactions with contractors, temporary employees, volunteers, vendors, consultants, visitors, and members of the public while conducting District business.

This Plan does not apply to any workplace that an employee has chosen to telework from that is not under the control of the District, or a workplace where fewer than (10) employees work at any given time and that is not accessible to the public, if such workplace complies with the applicable regulatory requirements regarding the prevention of injuries and illnesses, including maintaining an Injury and Illness Prevention Plan (“IIPP”) for such workplace.

Workplace violence prevention activities addressed by this Plan include, but are not limited to, employee participation, hazard assessment, hazard correction, communication and reporting procedures, emergency response, incident investigation, employee training, recordkeeping, and maintenance of the Violent Incident Log.

This Plan shall remain in effect at all times and in all covered work areas and shall be implemented in a manner that addresses the workplace violence hazards and corrective measures specific to each District work area in operation.

D. Definitions

Access means the right and opportunity to examine and receive a copy of the Plan.

Designated Representative means any individual or organization to whom an employee gives Written Authorization to exercise a right of Access. A recognized or certified collective bargaining agent shall be considered a Designated Representative for the purpose of Access to the Plan.

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Emergency means any unanticipated circumstances that presents an immediate threat to life or pose a risk of significant injuries to employees or other persons, safety and requires an immediate emergency response.

Engineering Controls mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

Serious Injury or Illness means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone

Threat of Violence means any verbal statement, written statement, electronic communication, or physical conduct that communicates an intent to cause physical harm or places another person in reasonable fear of physical harm and serves no legitimate purpose.

Violent Incident Log means the District's record of workplace violence incidents maintained in accordance with this Plan and applicable California law.

Workplace means any location where District employees perform work or are present as a condition of employment, including District facilities, District vehicles, field locations, construction sites, and other locations under the District's control.

Workplace Violence means any act of violence or threat of violence that occurs in a place of employment. Workplace violence includes, but is not limited to, the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury. Workplace violence also includes an incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury. Workplace Violence does not include lawful acts of self-defense or defense of others. Workplace Violence includes four (4) types of violence, as described in Appendix B.

Workplace Violence Controls means procedures and rules, which are used to effectively reduce Workplace Violence Hazards.

Workplace Violence Hazard means any condition, practice, or circumstance that increases the likelihood of workplace violence occurring or that may contribute to a workplace violence incident.

Workplace Violence Incident means any occurrence of workplace violence, whether or not it results in physical injury, that is reported, observed, or investigated under this Plan.

Written Authorization means a request provided to the District containing the name and signature of the employee authorizing a representative of the employee to access the Plan on the employee's behalf; the date of the request; the name of the designated representative authorized to receive the Plan on the employee's behalf; and the date upon which the Written Authorization will expire if less than one (1) year.

STOCKTON EAST WATER DISTRICT POLICY MANUAL

E. Access to the Plan

The District makes the Plan available and accessible to employees, Designated Representatives, and representatives of Cal/OSHA at all times.

Employees:

The District shall provide Access to the Plan as follows:

- The District shall provide Access to employees by providing an employee a physical copy of the Plan within five (5) business days of receiving the request for Access from the employee. Whenever an employee requests a copy of the Plan, the District shall provide the requesting employee a printed copy of the Plan, unless the employee agrees to receive an electronic copy of the Plan. The District shall provide one (1) printed copy of the Plan free of charge. If an employee requests additional copies of the Plan within one (1) year of the previous request and the Plan has not been updated with new information since the prior copy was provided, the District may charge reasonable, non-discriminatory reproduction costs for the additional copies.
- An employee can Access the Plan through the District's LMS platform by visiting targetsolutions.com/sewd, where the employee can review, print, and email the current version of the Plan.

Designated Representatives:

The District shall make the Plan available and provide Access to Designated Representatives in a manner consistent with Section V(a)(1) of the District's Plan only after the employee provides Written Authorization to the District, unless otherwise stated.

Cal/OSHA Representative:

The District shall make the Plan available to Cal/OSHA representatives upon request.

F. Responsibility

Managers and Supervisors are responsible for:

- Ensuring employees under their supervision comply with this Plan and follow established workplace violence prevention procedures.
- Promoting a workplace free from workplace violence by modeling respectful behavior and fostering a work environment where employees feel comfortable reporting workplace violence hazards and concerns.
- Identifying, evaluating, and promptly addressing workplace violence hazards or concerning behaviors within their areas of responsibility.
- Ensuring workplace violence hazards, threats, incidents, and concerns are promptly reported to the Safety & Compliance Analyst and appropriate management.

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- Participating in workplace violence hazard assessments, incident investigations, and the development and implementation of corrective actions, as appropriate.
- Supporting workplace violence prevention training by ensuring employees attend required training and reinforcing workplace violence prevention practices during routine operations and job assignments.
- Communicating applicable workplace violence prevention requirements to contractors, vendors, temporary personnel, or other persons working under their direction, as appropriate.

Human Resources is responsible for:

- Coordinating the personnel aspects of workplace violence investigations involving employee conduct, personnel matters, or disciplinary actions, as appropriate.
- Coordinating with the Safety & Compliance Analyst and management during workplace violence investigations involving both workplace safety and personnel matters.
- Maintaining the confidentiality of workplace violence investigations and personnel information in accordance with applicable laws and District policies.
- Coordinating workers' compensation reporting, employee leave administration, and other personnel-related processes resulting from workplace violence incidents, as appropriate.
- Encouraging the active involvement of employees in developing and implementing the Plan through and by the measures discussed in the sections below.
- Advising management regarding applicable personnel policies, corrective actions, and disciplinary procedures resulting from workplace violence investigations.
- Participating, as appropriate, in the review of workplace violence incidents to identify opportunities for organizational improvement and prevention.

Safety and Compliance Analyst is responsible for:

- Acting as the District's primary administrator of the Plan - administering, implementing, and maintaining the Workplace Violence Prevention Plan.
- , including - Reviewing and updating the Plan as regulations, District operations, or workplace conditions change.
- Serving as the District's Safety Committee coordinator for matters related to workplace violence prevention.
- Interpreting and monitoring applicable workplace violence prevention requirements, including California Labor Code, Cal/OSHA regulations, and other applicable laws, and advising management on compliance obligations.
- Coordinating workplace violence hazard assessments and reviewing findings to identify trends, deficiencies, or opportunities for improvement.

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- Assisting managers and supervisors with identifying, evaluating, and correcting workplace violence hazards and recommending appropriate corrective actions.
- Establishing and coordinating work practice and engineering controls.
- Coordinating workplace violence incident investigations, maintaining the Violent Incident Log, and monitoring corrective actions to completion.
- Coordinating workplace violence prevention training and maintaining training records in accordance with regulatory and District requirements.
- Maintaining records required by this Plan, including workplace violence hazard assessments, incident investigations, employee training records, annual Plan reviews, and the Violent Incident Log.
- Reviewing this Plan at least annually, following workplace violence incidents, and whenever deficiencies or new workplace violence hazards are identified, and recommending revisions as necessary.
- Supporting managers and supervisors with implementation of this Plan and providing guidance on workplace violence prevention procedures, reporting requirements, and corrective actions.

Employees are responsible for:

- Complying with the requirements of this Plan and participating in workplace violence prevention activities.
- Promptly reporting workplace violence hazards, threats, incidents, or concerns in accordance with this Plan, regardless of whether physical injury has occurred.
- Cooperating with workplace violence hazard assessments, incident investigations, and implementation of corrective actions.
- Participating in required workplace violence prevention training.
- Treating coworkers, contractors, visitors, vendors, and members of the public with professionalism and respect while conducting District business.

Compliance

The District shall ensure that supervisory and nonsupervisory employees comply with this Plan through training and retraining, supervision, and enforcement of established Plan procedures. Employees who fail to comply with the Plan may be subject to corrective action or discipline, consistent with applicable law and District policy.

G. Employee Participation

The District recognizes that employee participation is essential to the effectiveness of this Plan. Employees shall be provided opportunities to participate in the development, implementation,

STOCKTON EAST WATER DISTRICT

POLICY MANUAL

evaluation, and continuous improvement of the Workplace Violence Prevention Plan through hazard identification, reporting, incident investigations, and recommendations for corrective actions.

Employee participation may occur through direct involvement with supervisors and management, participation on the District's Safety Committee, workplace inspections, incident investigations, or other opportunities provided by the District.

Employees may participate in workplace violence prevention activities by:

- Reporting workplace violence hazards, threats, incidents, or concerns to any manager or supervisor, the Safety & Compliance Analyst, a member of the District's Safety committee, or the General Manager verbally or in writing.
- Reporting an incident to a Designated Representative, who will facilitate a report to the District. The District will respond to the report after it receives the report from the Designated Representative.
- Providing recommendations to management, the Safety Committee, or the Safety & Compliance Analyst regarding workplace violence hazard identification, prevention, or corrective actions.
- Providing input regarding workplace violence prevention training content and workplace-specific training needs.
- Completing training evaluations and recommending improvements to future training.
- Participating in workplace violence hazard assessments, inspections, and incident investigations, as appropriate.
- Participating in the reviews of this Plan, as required by law.
- Assisting in the evaluation of workplace violence incidents and recommending measures to prevent recurrence.

The District encourages prompt reporting of workplace violence hazards, threats, incidents, and concerns and prohibits retaliation against any employee who, in good faith, reports a workplace violence concern, participates in a workplace violence investigation, participates in the development or implementation of this Plan, or exercises any right provided under this Plan or applicable law.

H. Communication

The District shall communicate workplace violence prevention information in a manner that is readily understandable and accessible to all employees. Communication shall encourage the prompt reporting of workplace violence hazards, threats, incidents, and concerns without fear of retaliation.

The District communicates workplace violence prevention information through, as applicable:

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- New employee orientation and workplace violence prevention training.
- Annual workplace violence prevention training and refresher training, as required.
- Safety Committee meetings.
- Safety meetings, tailgate meetings, and department meetings.
- Workplace inspections, hazard assessments, and incident investigations.
- Distribution of this Plan and revisions to the Plan.
- Safety bulletins, emails, postings, or other District communications, as appropriate.

Employees are encouraged to promptly communicate workplace violence hazards, threats, incidents, or concerns to their supervisor, the Safety & Compliance Analyst, the General Manager, or another appropriate member of management. Reports may be made verbally or in writing.

When Workplace Violence incidents occur, the District shall communicate relevant information regarding the incident, including informing affected employees of the general results of any investigation into the incident, while protecting the privacy of affected or involved employees. The District shall inform affected employees of the corrective actions taken in response to the Workplace Violence incident, while protecting the privacy of affected or involved employees to the extent practicable, and shall communicate to employees about the prohibition on retaliating against employees who participate in the investigation of a Workplace Violence incident.

When workplace violence hazards are identified, the District shall communicate relevant information regarding the hazard, interim protective measures, corrective actions, and any changes to workplace procedures, as appropriate, while maintaining the confidentiality of affected individuals to the extent practicable.

I. Multi-Employer Worksites

The District recognizes that workplace violence hazards may arise when multiple employers or organizations are working at the same location. When applicable, the District shall coordinate implementation of this Plan with contractors, consultants, vendors, temporary staffing agencies, and other employers whose employees may be present at District workplaces to communicate workplace violence prevention responsibilities and coordinate activities necessary to protect employees.

Coordination activities may include:

- Communicating known workplace violence hazards, security concerns, emergency procedures, and applicable workplace violence prevention requirements.
- Exchanging information regarding workplace violence hazards or incidents that may affect District employees or other employers working at the same location.

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- Coordinating appropriate workplace violence prevention measures and corrective actions when hazards are identified.
- Coordinating emergency response, incident reporting, and workplace violence investigations with other employers, as appropriate. Communicating emergency notification procedures and response expectations, as appropriate.
- Requiring contractors and other employers to comply with applicable federal, state, and local workplace safety laws and regulations while performing work on behalf of the District.
- At a multiemployer worksite, the District will District shall ensure that when an employee experiences a Workplace Violence incident, the District shall record the information in the Violent Incident Log and provide a copy of that Log to the controlling employer. If the District is the controlling employer at a worksite, the District will District shall ensure that it receives copies of all Logs from other employers.

The District shall promptly communicate workplace violence hazards or incidents that may affect other employers working at District facilities and shall cooperate, as appropriate, to reduce or eliminate identified workplace violence hazards.

A.J. Workplace Violence Hazard Assessment

The District shall identify, evaluate, and assess workplace violence hazards to reduce the risk of workplace violence and determine whether additional prevention measures or corrective actions are necessary. Workplace violence hazard assessments shall be conducted prior to implementation of this Plan; periodically thereafter through routine workplace inspections, Safety Committee activities, and other workplace evaluations, as appropriate; following any workplace violence incident; whenever a new or previously unrecognized workplace violence hazard is identified; and whenever changes to District operations, staffing, work practices, facilities, or workplace conditions may introduce new workplace violence hazards.

Managers, supervisors, employees, the Safety & Compliance Analyst, and the Safety Committee shall participate in workplace violence hazard assessments, as appropriate.

As applicable, workplace violence hazard assessments may include evaluation of:

- Employee work practices, assigned job tasks, and routine work activities.
- Employee interactions with coworkers, contractors, vendors, consultants, customers, and members of the public.
- Work performed in isolated or remote locations, including employees working alone.
- Building access controls, visitor access procedures, physical security measures, and other environmental conditions that may affect employee safety.
- Lighting, visibility, communication methods, emergency notification systems, and the availability of assistance during emergencies.

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- Previous workplace violence incidents, employee concerns, reported hazards, and trends identified through incident investigations or the Violent Incident Log.
- Any other conditions or circumstances that may increase the likelihood of workplace violence.

Identified workplace violence hazards shall be documented, evaluated, and corrected in accordance with the Hazard Correction section of this Plan.

B.K. Hazard Correction

The District shall undertake all necessary actions to promptly identify, evaluate, and correct workplace violence hazards identified through workplace violence hazard assessments, employee reports, incident investigations, Safety Committee activities, inspections, or other means. Corrective actions shall be implemented in a timely manner based on the severity of the hazard and the level of risk presented.

Inspections for workplace violence hazards may include assessing factors specific to the District's workplace such as:

- The exterior and interior of the workplace for its attractiveness to robbers;
- The need for violence surveillance measures, such as mirrors and cameras;
- Procedures for employee response during a robbery or other criminal act, including the District's policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act;
- Procedures for reporting suspicious persons or activities;
- Effective location and functioning of emergency buttons and alarms;
- Posting of emergency telephone numbers for law enforcement, fire, and medical services;
- Whether employees have access to a telephone with an outside line;
- Whether employees have effective escape routes from the workplace;
- Whether employees have a designated safe area where they can go to in an emergency;
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems;
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of the District;
- Employees' skill in safely handling threatening or hostile service recipients;

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- Effectiveness of systems and procedures that warn others of actual or potential Workplace Violence danger or that summon assistance, e.g., alarms or panic buttons;
- The use of work practices such as the "buddy" system for specified emergency events;
- The availability of employee escape routes;
- How well the District's management and employees communicate with each other;
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute;
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees; and
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

When immediate correction of a workplace violence hazard is not feasible, the District shall implement interim measures to protect employees until permanent corrective actions can be completed.

Corrective actions may include, as appropriate:

- Modifying work practices or administrative procedures.
- Implementing engineering or physical security controls.
- Restricting or controlling access to work areas.
- Providing additional employee training or communication.
- Increasing supervisory oversight or monitoring.
- Coordinating corrective actions with contractors or other employers working at the affected location.
- Any other measures necessary to eliminate or reduce the workplace violence hazard.

Workplace violence hazards, corrective actions, and follow-up activities shall be documented, as appropriate, to verify the effectiveness of the corrective action and identify opportunities for continuous improvement.

C.L. Reporting Procedures

The District encourages the prompt reporting of all workplace violence hazards, threats, incidents, and concerns so that appropriate action can be taken to protect employees and prevent future incidents. Employees shall report workplace violence concerns regardless of whether physical injury has occurred.

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Employees shall promptly report workplace violence hazards, threats, incidents, or concerns to their supervisor, the Safety & Compliance Analyst, the General Manager, or another appropriate member of management. Reports may be made verbally or in writing. Employees are not expected to determine whether a reported concern meets the legal definition of workplace violence and should report any behavior they reasonably believe may present a workplace violence hazard.

When reporting a workplace violence hazard, threat, incident, or concern, employees should provide as much information as reasonably available, including:

- The date, time, and location of the incident or concern.
- A description of the workplace violence hazard, threat, incident, or concerning behavior.
- The names of individuals involved and any known witnesses.
- Whether there is an immediate threat to employee safety.
- Any actions already taken to address the situation.
- Any additional information that may assist the District in evaluating the report.

Employees shall immediately contact 911 whenever a workplace violence incident presents an imminent threat to life or safety. Emergency response procedures are addressed in the Emergency Response section of this Plan and the District's Emergency Action Plan (EAP). Upon receipt of a report, the supervisor, manager, or Safety & Compliance Analyst shall promptly evaluate the reported concern, implement interim protective measures when necessary, and ensure the appropriate personnel are notified. Workplace violence incidents requiring formal investigation shall be documented using the Workplace Violence Incident Report provided in Appendix A. Additional witness statements or supporting documentation shall be attached to the report, as applicable.

Reports shall be handled as confidentially as practicable while allowing the District to conduct a thorough investigation and comply with applicable legal and regulatory requirements.

D.M. Emergency Response

The safety of employees is the District's highest priority during any workplace violence emergency. Employees shall not place themselves or others at additional risk when responding to a workplace violence incident. Employees shall immediately remove themselves from danger, when it is safe to do so, and contact emergency services whenever a workplace violence incident presents an imminent threat to life or safety.

During a workplace violence emergency, employees shall:

- Call 911 immediately whenever there is an imminent threat of violence, serious injury, or any other life-threatening emergency.
- Notify their supervisor or another member of management as soon as it is safe to do so.

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- Follow the instructions of emergency responders and District management.
- Remain at, or return to, a safe location until instructed otherwise by emergency responders or District management.

Employees shall follow the applicable emergency response procedures contained in the District's EAP whenever a workplace violence incident presents an immediate threat to life or safety or otherwise requires activation of the District's emergency response procedures. Following a workplace violence emergency, employees shall not re-enter the affected area until authorized by law enforcement, emergency responders, or District management.

When a workplace violence emergency requires evacuation, employees shall:

- Immediately evacuate the affected area using the nearest safe exit while avoiding the source of the threat whenever possible.
- Warn nearby employees of the danger when it is safe and practical to do so.
- Proceed to the designated assembly area for their work location.
- Report to their supervisor or emergency responders for accountability.
- Remain at the assembly area until instructed otherwise by law enforcement, emergency responders, or District management.
- Not re-enter the affected area until authorized by law enforcement, emergency responders, or District management.

When evacuation cannot be accomplished safely or employees are directed to shelter in place, employees shall:

- Immediately move to the nearest reasonably safe location.
- Lock or barricade doors when it is safe and practical to do so.
- Stay out of sight and silence mobile devices, when practical.
- Remain sheltered until law enforcement, emergency responders, or District management indicate it is safe to leave.
- Follow the instructions of law enforcement and emergency responders at all times.

The District shall immediately respond by providing first aid and emergency care to the injured employee(s) and by taking any measures necessary to prevent other employees from being injured. The District shall ensure that any injured employees receive prompt medical evaluation and treatment and that injured employees are provided transportation to receive medical care, if such care is not provided on site.

The District shall immediately report to Cal/OSHA any serious injury or illness or death of an employee that is attributable to workplace violence.

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E.N. Incident Investigation

The District shall promptly investigate all reported workplace violence incidents to determine the circumstances of the incident, identify contributing factors, determine root cause(s), and implement corrective actions to prevent recurrence. Investigations shall be conducted as soon as practicable while information is readily available and witnesses are available for interview.

The Safety & Compliance Analyst shall coordinate investigations involving workplace violence hazards, workplace conditions, root cause analysis, and corrective actions. Human Resources shall coordinate the personnel aspects of investigations involving employee conduct, personnel matters, or disciplinary actions, as appropriate. Investigations may be conducted jointly when both workplace safety and personnel matters are involved.

Incident investigations shall, as applicable:

- Document the circumstances surrounding the workplace violence incident.
- Identify the individuals involved and any known witnesses.
- Evaluate the workplace violence hazard(s) or contributing factors associated with the incident **which includes, but are not limited to:**
 - Reviewing security footage.-
 - Collection of photographic or video evidence of damage or injuries.
 - Examining the workplace for security risk factors associated with the incident.
 - Obtaining any reports completed by law enforcement.
- Assess any Threat of Violence, identifying as applicable:
 - The exact nature and context of the threat and/or threatening behavior.
 - The identified target.
 - The person's apparent motivation.
 - The person's ability to carry out the threat.
 - The person's background, including work history, criminal record, mental health history, and past behavior on the job.
- Determine the root cause(s) of the incident, when feasible.
- Identify and implement corrective actions necessary to eliminate or reduce the likelihood of recurrence.
- Document investigation findings using the Workplace Violence Incident Report provided in Appendix A, together with any supporting documentation or witness statements.

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Investigation findings shall be reviewed to identify trends, evaluate the effectiveness of corrective actions, and determine whether revisions to this Plan or additional employee training are necessary.

Following an investigation, the District may take the following measures, as applicable:

- Notify the affected employees of the general results of the investigation, while protecting the privacy of affected employees.
- Collaborate with the Safety Committee to recommend corrective action.
- Implement changes in Engineering Controls, procedures, or policies, if applicable.
- Establish updated Work Practice Controls, if necessary.

The District shall not take adverse action against any employee who reports Workplace Violence or who participates in any investigation of Workplace Violence based on such conduct.

F.O. Violent Incident Log

The District shall maintain a Violent Incident Log (Appendix C) for every workplace violence incident, as required by applicable California law. The Violent Incident Log shall be maintained by the Safety & Compliance Analyst and used to identify workplace violence trends, evaluate the effectiveness of corrective actions, and support the continuous improvement of this Plan.

- The Violent Incident Log shall include, as applicable:
- The date, time, and location of the incident.
- The type of workplace violence (Type 1, Type 2, Type 3, or Type 4, as defined in Appendix B).
- A description of the incident.
- A classification of the perpetrator, when known.
- The circumstances surrounding the incident, including contributing factors or workplace violence hazards.
- The consequences of the incident, including whether injuries occurred.
- Corrective actions implemented to prevent recurrence.
- Any other information required by applicable law.

Personally identifying information shall not be included in the Violent Incident Log unless required by law. The District shall maintain the confidentiality of employees and other individuals to the extent practicable while complying with applicable legal and regulatory requirements.

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The Violent Incident Log shall be reviewed periodically to identify trends, recurring workplace violence hazards, and opportunities to improve workplace violence prevention measures.

The District shall retain records of the Violent Incident Log for a minimum of five (5) years.

P. Plan Review and Revision

The District, through the Safety & Compliance Analyst shall coordinate a review of the effectiveness of this Plan:

- When the WVPP is first established;
- After each Workplace Violence incident;
- Whenever the District is made aware of a new or previously unrecognized hazard;
- and annually

G-Q. Recordkeeping

The District shall maintain records necessary to demonstrate implementation of this Plan and compliance with applicable workplace violence prevention requirements. All records shall be maintained in accordance with the District's Records Retention Policy and applicable regulatory requirements.

Records maintained under this Plan include, as applicable:

- Workplace violence hazard assessments.
- Workplace violence incident investigations and supporting documentation.
- Workplace violence prevention training records.
- The Violent Incident Log.
- Plan reviews and revisions.
- Other records required by this Plan or applicable law.

H-R. Training

Training is an essential component of the Stockton East Water District Workplace Violence Prevention Plan and shall be provided to all employees. Training shall be provided upon appointment, annually thereafter, whenever a new or previously unrecognized workplace violence hazard has been identified, and whenever changes are made to this Plan.

Employees shall be instructed in workplace violence prevention procedures in accordance with this Plan, applicable regulatory requirements, and the District's Emergency Action Plan (EAP).

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Training shall be documented in accordance with the District's Records Retention Policy, this Plan, and applicable regulatory requirements.

DRAFT

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I.S. Appendix A – Workplace Violence Report Form

WORKPLACE VIOLENCE INCIDENT REPORT

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to the Administration Department. **Attach witness statements to this form.**

Date of Incident:	Time:
Address/Location of Incident:	
Workplace Violence Classification: ☐ Type 1 – Criminal Intent ☐ Type 2 – Customer/Client ☐ Type 3 – Worker-on-Worker ☐ Type 4 – Personal Relationship	

Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
☐ Victim or ☐ Assailant	☐ Victim or ☐ Assailant
Title:	Title:
Division:	Division:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Assailant Relationship to Employee

☐ Co-worker	☐ Former Employee
☐ Other (specify)	

Nature of Incident

☐ Stalking
☐ Engaging in actions intended to frighten, coerce, or induce duress
☐ Destruction of Property
☐ Physical Assault - Hitting, fighting, pushing, or shoving

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☐ Armed Assault - Use of object as weapon (specify)
☐ Armed Assault - Use of weapon such as gun, knife, etc. (specify)
☐ Verbal Harassment
☐ Sexual Harassment
☐ Other (specify)

Victim Injury (Check all that apply)

☐ Physical injury
☐ Physical Injury - Medical care required

Initial Response or Follow up Activity: (Check all that apply)

☐ Situation defused	☐ Occupational Medicine notified
☐ Security called	☐ Law Enforcement notified If Yes, Name of Agency and Report Number:
☐ Other (specify)	☐ Employee Assistance Program referral

Describe Incident in Detail

Provide a detailed description of the incident based on the investigation. Include what occurred, where the incident took place, who was involved, witness statements, observations made during the investigation, and any other relevant information.

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Investigation Findings

Summarize the investigation findings, including contributing factors, root cause(s), and any workplace conditions or circumstances that contributed to the incident.

Corrective Actions

Describe the corrective action(s) implemented or recommended to eliminate or reduce the likelihood of recurrence.

List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

Routing

Yes	No	Name	Signature	Date
		Supervisor		
		Department Manager		
		Administration Department		
		General Manager		

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J.T. Appendix B – Types of Workplace Violence

Types of Workplace Violence

California Labor Code section 6401.9 classifies workplace violence into four categories based on the relationship between the perpetrator and the workplace. These classifications are used to assist with hazard assessment, incident investigation, employee training, and completion of the Violent Incident Log.

Type 1 – Criminal Intent

Workplace violence committed by an individual who has no legitimate business at the worksite and no lawful relationship to the District or its employees.

Examples include, but are not limited to:

- Trespassing.
- Robbery or attempted robbery.
- Vandalism or property damage.
- Assault by an unknown individual.
- Criminal acts committed by unauthorized persons on District property.

Type 2 – Customer or Client

Workplace violence directed at an employee by an individual who is receiving services from, conducting business with, or otherwise interacting with the District.

Examples include, but are not limited to:

- A member of the public making threats toward District employees.
- An upset customer becoming verbally or physically aggressive.
- A contractor, consultant, vendor or other business representative becoming violent while conducting District business.
- A member of the public damaging District property during an interaction with employees.

Type 3 – Worker-on-Worker

Workplace violence committed by a current or former employee, supervisor, manager, or another individual employed by the District against another employee.

Examples include, but are not limited to:

- Verbal threats between employees.
- Physical altercations between coworkers.
- Threatening behavior by a supervisor toward an employee.
- Workplace bullying or intimidation involving threats of violence.

Type 4 – Personal Relationship

Workplace violence committed by an individual who has or had a personal relationship with an employee but no legitimate business relationship with the District.

Examples include, but are not limited to:

- Domestic violence occurring in the workplace.
- A current or former spouse or dating partner making threats toward an employee while at work.
- Stalking of an employee at a District facility by someone with a personal relationship.

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K.U. Appendix C – Workplace Violence Incident Log (Sample)

Note: This template is provided for illustration purposes only. The official Workplace Violence Incident Log is maintained separately by the Safety & Compliance Analyst. Additional investigation records, witness statements, photographs, and supporting documentation shall be maintained with the corresponding Workplace Violence Incident Report.



STOCKTON EAST WATER DISTRICT Workplace Violence Incident Log Template

Incident No.	Date & Time	Location	Type of Workplace Violence (Type 1-4)	Perpetrator Classification	Brief Description of Incident	Contributing Factors / Workplace Violence Hazards	Injuries (Yes/No)	Corrective Action(s)	Date Closed

DATE: September 4, 2026**AGENDA ITEM NO. 4**

TITLE: Adoption of Water Allocation Rule No. 181 and Water Allocation Policy No. 3900**SUBJECT: Consideration of Recommendation to Approve Adoption of Rule No. 181 (Water Allocation Rule) and Policy No. 3900 (Water Allocation Policy)**

Executive Summary

Stockton East Water District (District) staff requests that the Administration Committee review and recommend that the Board of Directors (Board) adopt Rule No. 181, Water Allocation Rule, and Policy No. 3900, Water Allocation Policy. Together, these documents establish a defined methodology and order of priority for allocating the District's New Hogan Reservoir surface water supply among its riparian, environmental, municipal and industrial ("M&I"), agricultural irrigation, and groundwater recharge use classifications in years when demand for New Hogan supply is projected to approach or exceed the District's available or contractual allocation.

Background

The District's demand for New Hogan Reservoir surface water supply is beginning to exceed the District's contractual allocation in some years, even when additional supplemental supply from New Melones Reservoir is available, and this condition is expected to occur with increasing frequency. The District has not previously had a formally adopted methodology for determining how available New Hogan supply is allocated among its use classifications in years of constrained supply.

Staff developed Rule No. 181 to place District water users on notice of the resulting order of priority and its potential effect on their deliveries. Staff also developed companion Policy No. 3900 to establish a transparent, predictable, and legally sound allocation framework, consistent with the District's governing water rights, the New Hogan Reservoir Operating Agreement, the Calaveras River Habitat Conservation Plan ("HCP"), and the District's Second Amended Contract with its Urban Contractors. Rule No. 181 is the corresponding Board-adopted directive that applies to District water users; Policy No. 3900 governs the internal methodology used by District staff to administer the allocation.

Summary

Rule No. 181 and Policy No. 3900 establish a sequential, rather than proportional, allocation of the District's Total Annual Supply among five use classifications, in the following order of priority:

1. Riparian — satisfied first, off the top, as a senior legal right not subject to reduction.
2. Environmental — the minimum instream flow required under the HCP (20 CFS, or 10 CFS if New Hogan storage falls below 99,100 AF), measured at Shelton Road Bridge and available for diversion at or downstream of the Bellota Weir.

3. Municipal & Industrial (M&I) – raw and treated water delivered for municipal, commercial, or industrial purposes.
 - a. CCWD – water allocated to CCWD through the New Hogan Reservoir Operating Agreement.
 - b. District – treated water supply delivered to the District's Urban Water Contractors.
4. Agricultural Irrigation — calculated as the remaining New Hogan supply divided by the prior year's irrigated acreage, yielding an AF/acre rate, net of the District's approximately 50% conveyance loss.
5. Groundwater Recharge — receives 100% of any remaining, unused supply, uncapped.

The District's Total Annual Supply is determined each year following the Watermaster's April 1 projection of October 15 New Hogan Reservoir storage, with a formal mid-year reconciliation to adjust allocations if actual conditions diverge significantly from that projection. Allocations under both documents do not carry over between water years. Once adopted, the General Manager will have standing authority to apply the allocation formula annually, reporting the determination and any mid-year adjustments to the Board; any change to the priority order, methodology, or numeric thresholds will require further Board approval.

Financial Impact

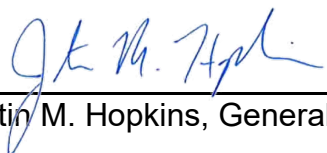
Adoption of Rule No. 181 and Policy No. 3900 does not commit the District to any expenditure itself. However, application of the allocation methodology in years of constrained New Hogan supply may affect the volume of water delivered – and associated revenue – to specific use classifications, most notably agricultural irrigation and groundwater recharge, which sit lowest in the order of priority.

Recommendation

Staff recommend that the Administration Committee recommend that the Board of Directors adopt:

1. Adopt Rule No. 181, Water Allocation Rule.
2. Adopt Policy No. 3900, Water Allocation Policy; and

Staff Responsible for Report


Justin M. Hopkins, General Manager

Date: 09/04/26

Attachments

1. Rule No. 181, Water Allocation Rule
2. Policy No. 3900, Water Allocation Policy

RULE NO. 181

ADOPTED _____

**ESTABLISHING A POLICY FOR THE ALLOCATION OF NEW HOGAN
RESERVOIR SURFACE WATER SUPPLY AMONG DISTRICT USE
CLASSIFICATIONS**

WHEREAS, the California legislature established the Stockton East Water District ("District") in 1948 to ensure proper management of the underground water basin and provide supplemental water supplies, including surface water from New Hogan Reservoir delivered for riparian, environmental, municipal and industrial, agricultural irrigation, and groundwater recharge uses; and,

WHEREAS, the District's demand for New Hogan Reservoir surface water supply is beginning to exceed the District's contractual allocation in some years, even when additional supplemental supply from New Melones Reservoir is available, and this condition is expected to occur with increasing frequency; and,

WHEREAS, the District Board of Directors desires to establish a formal Rule governing how available New Hogan Reservoir surface water supply will be made available among the District's use classifications in years when demand exceeds supply, as authorized by the District Act ("Act"), which allows the Board of Directors to adopt Rules and Regulations as it deems necessary and proper for carrying out provisions of the Act; and,

WHEREAS, the purpose of this Rule is to state the District's policy of allocating available New Hogan Reservoir surface water supply among riparian, environmental, municipal and industrial, agricultural irrigation, and groundwater recharge uses according to a defined order of priority, and to put water users on notice that deliveries to their use classification may be reduced or unavailable in years of limited supply. The methodology by which District staff calculate and administer this Rule is set forth in the District's corresponding internal Policy No. 3900, Water Allocation Policy, adopted .

_____.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF STOCKTON EAST WATER DISTRICT HEREBY ESTABLISHES RULE NO. 181 TO ALLOCATE NEW HOGAN RESERVOIR SURFACE WATER SUPPLIES AMONG DISTRICT USE CLASSIFICATIONS:

A. Order of Priority.

In any water year in which the District's available New Hogan Reservoir surface water supply is projected to be insufficient to meet full demand from all use classifications, the District will make available water in the following order of priority, with each classification satisfied before any supply is made available to the next:

1. Riparian water use, satisfied first as a matter of senior legal right and not subject to reduction under this Rule.
2. Environmental use, consisting of the minimum instream flow required

under the Calaveras River Habitat Conservation Plan, measured at Shelton Road Bridge.

3. Municipal & Industrial (M&I) – raw and treated water delivered for municipal, commercial, or industrial purposes.
 - a. CCWD – water allocated to CCWD through the New Hogan Reservoir Operating Agreement.
 - b. District – treated water supply delivered to the District's Urban Water Contractors.
4. Agricultural irrigation use.
5. Groundwater recharge use, which receives any remaining supply and is not guaranteed a minimum volume, nor subject to a maximum limit, in any year.

B. Annual Determination.

The District's total available New Hogan Reservoir surface water supply for each water year will be determined following the annual allocation forecast prepared under the New Hogan Reservoir Operating Agreement. The District will notify affected water users of that year's determination and any resulting reduction in deliveries to their use classification.

C. No Guaranteed Delivery; No Carryover.

Water users are not guaranteed delivery of their full historical or requested demand in any year in which this Rule results in a reduced allocation to their use classification. Any portion of a use classification's annual allocation that is not used within the water year does not carry forward, and does not increase that classification's allocation, in any subsequent year.

D. Mid-Year Adjustment.

The District may adjust allocations under this Rule during the water year if actual hydrologic or storage conditions differ significantly from the District's initial annual determination. The District will notify affected water users of any such adjustment.

E. Relationship to Other Contracts and Rights.

Nothing in this Rule modifies or supersedes any water right, water service contract, or other governing agreement to which the District is a party, including water right priority, the New Hogan Reservoir Operating Agreement, the Calaveras River Habitat Conservation Plan, and the District's Second Amended Contract with its Urban Contractors. Where this Rule conflicts with such a right, contract, or agreement, the governing right, contract, or agreement controls.



STOCKTON EAST WATER DISTRICT

POLICY MANUAL

Attachment 2

No. 3900

Water Allocation Policy

ADOPTED:

October 6, 2026

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A. Purpose

The Stockton East Water District ("District") manages surface water supplies from New Hogan Reservoir that are put to multiple beneficial uses. This Policy establishes the methodology by which the District allocates available New Hogan surface water supply among its five recognized use classifications – riparian, environmental, municipal and industrial, agricultural irrigation, and groundwater recharge – in years when total demand approaches or exceeds available supply.

The District's demand for New Hogan supply is beginning to exceed the contractual allocation in some years, even when New Melones supply is also available, and this condition is expected to become more frequent. This Policy is intended to provide a transparent, predictable, and legally sound framework for making that determination each year, so that all water users understand how allocations will be set before a shortage occurs.

B. Legal and Regulatory Framework

This Policy operates within, and does not modify, the following governing legal and contractual instruments:

- Riparian water rights under California common law, which attach to land bordering the Calaveras River upstream of Bellota and Mormon Slough and are senior to any District-administered entitlement.
- The New Hogan Reservoir Operating Agreement among the District, CCWD, and the U.S. Army Corps of Engineers / U.S. Bureau of Reclamation, which establishes the annual supply determination described in Section D of said agreement.
- The Calaveras River HCP, which establishes minimum instream flow requirements described in Section E.2 of the HCP.
- The District's Second Amended Contract with its Urban Water Contractors, which establishes the M&I supply obligation described in Section E.3 of the contract.

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Where any provision of this Policy conflicts with a governing contract, permit, or legal right, the governing instrument controls.

C. Definitions

Board: The Board of Directors of Stockton East Water District.

CCWD: The Calaveras County Water District.

District: Stockton East Water District.

General Manager (GM): The General Manager of the District, or the person appointed by the Board to act in that capacity.

HCP: The Calaveras River Habitat Conservation Plan.

Litigation: On December 6, 2017, the District filed a Complaint for Declaratory and Injunctive Relief, Specific Performance, and Preliminary and Permanent Injunction against the Urban Contractors (Case No. STK-CV-UOTC-2017-0013066).

M&I: Municipal and Industrial use, as defined in Section D.

Riparian Right: A common-law water right appurtenant to land bordering a natural watercourse, senior to appropriative and contractual water rights.

Second Amended Contract: The contract among the District, the California Water Service Company, the City of Stockton, the Lincoln Village Maintenance District, and the Colonial Heights Maintenance District for the sale of treated water, dated September 25, 1987.

Second Settlement Agreement: A comprehensive settlement of Litigation effective April 18, 2023.

Total Annual Supply: The volume of New Hogan Reservoir surface water available to the District for a given water year, as determined under Section E.

Urban Contractors: The District's municipal customers – City of Stockton, California Water Service Company, and the Lincoln Village and Colonial Heights Maintenance Districts.

Water Year: The 12-month period beginning April 1 and ending March 31, used for New Hogan Reservoir operations and allocation planning under this Policy.

Watermaster: The District staff responsible for administering New Hogan Reservoir releases and preparing the April 1 storage projection under the New Hogan operating agreement.

D. Use Classifications

The District recognizes five use classifications for New Hogan surface water supply, listed in order of priority:

1. Riparian – water use exercised under a common-law riparian right appurtenant to land bordering the Calaveras River upstream of Bellota and the Mormon Slough.

2. Environmental – water dedicated to instream flow requirements under the Calaveras River Water Allocation Policy– 3900

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HCP.

3. Municipal & Industrial (M&I) – raw and treated water delivered for municipal, commercial, or industrial purposes.
 - a. CCWD – water allocated to CCWD through the New Hogan Reservoir Operating Agreement.
 - b. District – treated water supply delivered to the District's Urban Water Contractors.
4. Agricultural Irrigation – raw water delivered to irrigated agricultural land within the District's service area.
5. Groundwater Recharge – water delivered for the purpose of managed aquifer recharge.

E. Determination of Total Annual Supply

The District's Total Annual Supply is determined under the New Hogan operating agreement as follows:

- The baseline Total Annual Supply is 84,100 acre-feet (AF).
- Each year, by April 1, the Watermaster prepares a projection of the October 15 New Hogan Reservoir storage volume for the Water Year.
- If the April 1 projection indicates storage will fall below the 71,400 AF threshold established in the operating agreement, the Total Annual Supply is reduced to 66,300 AF.
- If the April 1 projection indicates storage will exceed 162,000 AF, the Total Annual Supply may be increased above the 84,100 AF baseline to include the difference between 162,000 AF and the projected storage.

The April 1 determination establishes the Total Annual Supply used to calculate allocations under Section F for that water year, subject to the mid-year reconciliation described in Section G.

Total Annual Supply, as determined under this Section, represents the volume of water released from New Hogan Reservoir. Because the District's conveyance system operates at approximately 50% efficiency, roughly half of the volume released is lost to percolation before reaching the point of use. Allocation calculations in Section F account for this loss where noted.

F. Allocation Priority and Methodology

The District allocates Total Annual Supply among the five use classifications in the following sequential priority order. Each tier is filled before any supply is made available to the next tier; this is a sequential (not proportional) allocation.

Tier	Use Classification	Allocation Basis	Notes
1	Riparian	Satisfied first – senior rights	Determined as 350 AF within CCWD and 12,650 AF within SEWD.

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Tier	Use Classification	Allocation Basis	Notes
2	Environmental (HCP instream flow)	20 CFS; 10 CFS if New Hogan storage < 99,100 AF	Measured at Shelton Road and can be diverted at or downstream of Bellota
3a	CCWD	Estimated annual demand – to be provided by CCWD prior to April 1 each year.	New Hogan Reservoir Operating Agreement dedicates up to 43.5% of allocation to CCWD (30,928 AF)
3b	Municipal & Industrial	Target 40,000 AF (best efforts) — 20,000 AF minimum.	May be blend of New Melones surface water, transfer water, and/or groundwater
4	Agricultural Irrigation	Remaining New Hogan supply ÷ prior-year irrigated acreage	Yields an AF/acre rate; subject to ~50% conveyance efficiency
5	Groundwater Recharge	100% of remaining, unused supply	Uncapped; no minimum guaranteed or maximum limit

1. Riparian

Riparian water use is satisfied first, off the top, of Total Annual Supply, consistent with the senior legal priority of riparian rights under California law and the 1969 Calaveras River Water Rights Study. The volume associated with riparian use is not a District-administered allocation and is not subject to reduction under this Policy.

2. Environmental

After riparian use is satisfied, the District maintains a minimum instream flow in the Calaveras River as required by the HCP:

- 20 cubic feet per second (CFS), measured at Shelton Road Bridge, under normal conditions.
- 10 CFS if New Hogan Reservoir storage falls below 99,100 AF.

Because the flow requirement is measured at the head of the District's distribution system, water passing this point remains available for diversion at or downstream of the Bellota Weir to satisfy M&I, agricultural, and recharge demand, where such demand exists.

3. Municipal & Industrial (M&I)

After riparian and environmental requirements are met, the District allocates supply to M&I use.

3a. CCWD

Under the New Hogan Reservoir Operating Agreement, CCWD is to receive 43.5% of the annual allocation. For a normal allocation year, this volume is calculated as 30,928 AF (84,100 AF – 13,000 AF Riparian = 71,100 AF x 43.5% = 30,928 AF). Historically, CCWD has used approximately 4,000 AF annually to satisfy CCWD's demands and riparian demands within Calaveras County. As defined by the New Hogan Reservoir Operating Agreement, the District may use any unused portion of CCWD's allocation.

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3b. Municipal & Industrial (M&I)

Under the District's Second Amended Contract with its Urban Contractors, the District is obligated to use best efforts to provide a base supply of 20,000 AF annually. This 20,000 AF may be met through a combination of sources – New Hogan Reservoir, New Melones Reservoir, transfer water, and/or groundwater – and is not required to be supplied from New Hogan alone. The District must use its best efforts to supply the full Urban Contract demand, which must be provided to the District by October 15 of each year, in accordance with the Second Settlement Agreement.

For purposes of this Policy, New Hogan supply is allocated toward the M&I tier up to the portion of the Urban Contractors' demand or 20,000 AF target (whichever is greater) that the District determines, in a given year, to source from New Hogan rather than from New Melones, transfer water, or groundwater. Any resulting shortfall is to be backfilled from those other sources under the District's water supply planning, not from reallocating supply committed to a higher-priority tier under this Policy.

4. Agricultural Irrigation

After riparian, environmental, and M&I allocations are satisfied, the remaining New Hogan supply is allocated to agricultural irrigation. The agricultural allocation rate is calculated as:

Remaining New Hogan Supply ÷ Prior Year's Irrigated Acreage = Allocation Rate (AF/acre)

This calculation should be applied to the remaining supply after accounting for conveyance losses (see Section E), so that the resulting AF/acre figure reflects water actually available for delivery to irrigated land rather than the gross volume released from the reservoir.

5. Groundwater Recharge

Groundwater recharge is the lowest priority use classification and receives 100% of any New Hogan supply remaining after riparian, environmental, M&I, and agricultural irrigation allocations are satisfied. No minimum recharge volume is guaranteed under this Policy, and no cap is placed on the recharge allocation.

G. Annual Determination, Reconciliation, and Carryover

1. Annual Determination

The Total Annual Supply and resulting tier-by-tier allocations are determined each year following the Watermaster's April 1 projection described in Section E.

2. Mid-Year Reconciliation

The District will conduct a formal mid-year reconciliation (targeted for mid-summer) to compare actual hydrologic and storage conditions against the April 1 projection. If conditions have diverged significantly from the April 1 projection, allocations under Section F may be adjusted for the remainder of the water year.

3. Carryover

Allocations under this Policy do not carry over between water years. Any portion of a use classification's annual allocation that is not used by the end of the water year lapses and does not increase that classification's allocation in the following year.

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H. Administration and Authority

The Board of Directors ("Board") establishes the allocation priorities and methodology set forth in this Policy. Once adopted, the General Manager has standing authority to apply this Policy's formula each year – including the annual determination under Section G.1 and the mid-year reconciliation under Section G.2 – without further Board action for each individual year's determination, unless actual circumstances fall outside the parameters defined within this policy or are otherwise impacted by changes from legislation or regulation.

The General Manager will report on the annual allocation determination and any mid-year reconciliation adjustments to the Board. Any change to the priority order, methodology, or numeric thresholds established in this Policy requires Board approval.