

H. R. LABOUNTY SAFETY AWARD PROGRAM NOMINATION FORM



Agency: Carmichael Water District

Employee Nominated:

Name: Lori Kalisiak

Job Classification: Human Resources Coordinator

Reason for Nomination: With all the workplace violence that happens, the District has to minimize the risk to protect the employees. As the District works with a modest amount of employees, there are often times when there are minimal amounts of staff in specific office locations. Allowing direct access to the front office and management offices leaves employees vulnerable and poses a high risk to employees. Several customers/developers/contractors have gained access into the front office through the unsecured interior office entrance door – even when told to not enter. Numerous times someone will come into the District office and make their way into the east side of the building where the management offices are located. Lori Kalisiak researched, analyzed, recommended and implemented The Building Access Security Improvement Plan in order to minimize risks, provide an extra level of security, and manage access to the facility and District employees.

Nominated by: Lynette S Moreno

Signature: 

Date: 05/07/2015

General Manager: Steve Nugent



Date: 05/08/2015

Please attach supporting documents and/or digital photos and email to:



Carmichael Water District Building Access Security Improvement Plan

This is a review of the District office building access security improvement needs. Lori Kalisiak researched, analyzed, recommended and implemented The Building Access Security Improvement Plan in order to minimize risks, provide an extra level of security, and manage access to the facility and District employees.

Security Issues

Access to Facilities

1. Several customers/developers/contractors have gained access into the front office through the unsecured interior office entrance door – even when told to not enter
2. Numerous times someone will come into the District office and make their way into the east side of the building where the management offices are located

With all the workplace violence that happens, the District has to minimize the risk to protect the employees. As the District works with a modest amount of employees, there are often times when there are minimal amounts of staff in specific office locations. Allowing direct access to the front office and management offices leaves employees vulnerable and poses a high risk to employees with:

- Disgruntled customer, contractor, developer
- Former domestic partner, former employee, etc.

Facility Improvements

External Doors – District Office

1. No sensor on entrance to work area from lobby – direct customer access to office
2. Nothing securing the east side management office from direct access through the lobby and hallway
3. Nothing securing the entrance to the east side management offices from entrance through the board room and conference room of the

Facility Improvement Safety Recommendations:

- Install key fob lock on interior office entrance door
- Move doorways in hall and kitchen to secure east side management offices from access
- Install key fob lock on hall door separating east side from lobby entrance
- Install a buzzer opener on interior office entrance door
- Install a buzzer opener on the east side hall door
- Install buzzer at front office workstation to allow access into each entrance door

All recommended improvements have been completed strengthening the security at all sections of the facility.



