

Oregon OSHA's
quick guide to

Safety committees and safety meetings for agriculture employers



What you should know and not a word more!

About this guide

Oregon OSHA's quick guide to agricultural safety committees and safety meetings is an Oregon OSHA Standards and Technical Resources publication.

Oregon OSHA quick guides are for employers and employees who want to know about our requirements and get back to business quickly.

Who should read this guide?

Read this guide if you want to know how to comply with Oregon OSHA's *Safety Committees and Safety Meetings rule – 437-004-0251*. This rule – which is effective January 1, 2011 – applies to all agricultural employers whose *non-seasonal workers* (full time or part-time) work more than ten months during a calendar year.

The requirements for seasonal workers are covered in *437-004-0240, Safety Orientation for Seasonal Workers*.

Layout, design, and editing

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We want you to understand what you read

Every *Oregon OSHA quick guide* comes with a **plain-language guarantee!** Let us know if you're not satisfied. Contact *Ellis Brasch*: 503-947-7399, ellis.k.brasch@state.or.us.

Piracy notice

Reprinting, excerpting, or plagiarizing this publication is fine with us! Please inform us of your intention as a courtesy.



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Should you have a safety committee or hold safety meetings?

All agricultural employers can have safety committees. Use this table to find out if you can hold safety meetings instead of a safety committee. (Count both full- and part-time workers. Don't count seasonal workers.)

IF:	You can have a safety committee	You can have safety meetings
You have 10 or fewer workers at a location.	Yes	Yes
You have more than 10 workers at a location.	Yes	No
You have satellite or auxiliary worksites with 10 or fewer workers at each location.	Yes	Yes

Are you a labor contractor? You must have a safety committee or meetings based on the number of workers that you direct and control.

Do you have non-English speaking workers?

You must make sure that your workers who don't speak or read English understand your safety information. You can provide that information in the language they speak. You can also use pictures or other visual aids.

What you need to know about safety committees

What does a safety committee do?

A safety committee must:

- Establish procedures for doing quarterly safety and health inspections to identify any workplace hazards that could injure workers. Those doing inspections must be trained in hazard identification.
- Meet at least monthly – except when you do quarterly inspections.
- Review all quarterly safety and health inspection reports and recommend how to eliminate identified hazards.
- Work with management to establish procedures for investigating all safety incidents, accidents, work-related illnesses, and fatalities. Investigators must be trained in the principles of accident investigation. All work-related lost-time injuries must be investigated.
- Evaluate all investigation reports and recommend ways to prevent incidents from happening again.
- Set guidelines for training safety committee members.
- Evaluate your workplace's safety and health programs.

What makes a safety committee effective?

Your safety committee must ensure that workers:

- Are aware of the committee and know who the members are.
- Know when the committee meets.
- Know how the committee shares information with management and other workers.
- Know they have the right to have their safety and health concerns heard by the committee.
- Know how and where to report safety and health concerns, incidents, and accidents.

What are management's duties?

Management must:

- Pay committee members their regular rate of pay for attending meetings, trainings, inspections, and other safety committee functions.
- Make sure committee members have access to the safety committee rule (437-004-0251) and all other Oregon OSHA rules that apply to their work.
- Respond to safety committee recommendations within a reasonable time.



Management includes those who regularly direct and control workers.

How many members does a safety committee need?

Membership depends on how many workers you have:

- **Twenty or fewer workers:** your committee must have at least two members.
- **More than 20 workers:** your committee must have at least four members.



Members should represent the major activities of your business.

What are the requirements for members?

The safety committee must have an equal number of management-selected and worker-elected (or volunteer) members. If everyone on the committee agrees, there can be more worker-elected members.

- Management can select a supervisor or a worker to represent them.
- Workers can volunteer or elect any co-worker to represent them.
- Members should serve a minimum of one year, when possible.
- A majority of members must agree on a chairperson.

What training do safety committee members need?

Members need to be trained:

- On the committee's purpose and operation
- How to identify hazards
- How to investigate accidents



Oregon OSHA offers training in these topics at www.orosha.org/education.

Can you have one central safety committee?

If you have workers at more than one geographic location, you can have a central safety committee if the following apply:

- **The locations are close enough to ensure that workers:**
 - Are aware of the committee and know who the members are.
 - Know when the committee meets.
 - Know how the committee shares information with management and other workers.
 - Know they have the right to have their safety and health concerns heard by the committee.
 - Know how and where to report safety and health concerns, incidents, and accidents.
- **The central committee represents the safety and health concerns of all workers at all locations.**

What records must the committee keep?

Keep a record of each safety committee meeting that includes:

- The meeting date
- Names of those attending
- All committee reports, recommendations, and evaluations
- The date management agrees to respond to recommendations



Keep these records for at least three years and make them available to workers who request them.

What you need to know about safety meetings

What are the requirements for holding meetings?

Safety meetings must:

- Include all available workers.
- Include at least one management representative.
- Be held on company time with workers paid at their regular rate of pay.
- Occur at least monthly.

Seasonal workers can attend safety meetings.

What makes a safety meeting effective?

Your safety meetings must ensure that workers:

- Know about the meetings and know when and where they are held.
- Know how meeting information is shared between management and other workers.
- Know they have a right to have their safety and health concerns heard at the meetings.
- Know how and where to report safety and health concerns, incidents, and accidents.

What do you need to discuss during a meeting?

Safety meetings must:

- Cover safety and health issues relevant to your workplace.
- Cover reports and recommendations from quarterly workplace safety inspections and injury investigations. (Have a competent person do quarterly safety inspections to identify any workplace hazards that could injure workers. Be sure to investigate all work-related lost-time injuries and illnesses.)
- Give workers an opportunity to ask questions, bring up safety and health concerns, and make suggestions.

Make sure that information is presented so that all workers can understand it.

What records do you need to keep?

Keep a record of each safety meeting that includes:

- Meeting date
- Names of those attending
- Topics discussed



Keep the records for at least three years and make them available to workers who request them.



If all your workers attend a safety meeting, just record the meeting date and the names of those who attended.



You can keep your meeting minutes on a form as simple as this one.

Minutes from my safety meeting

Today's date is: _____

Those attending are:

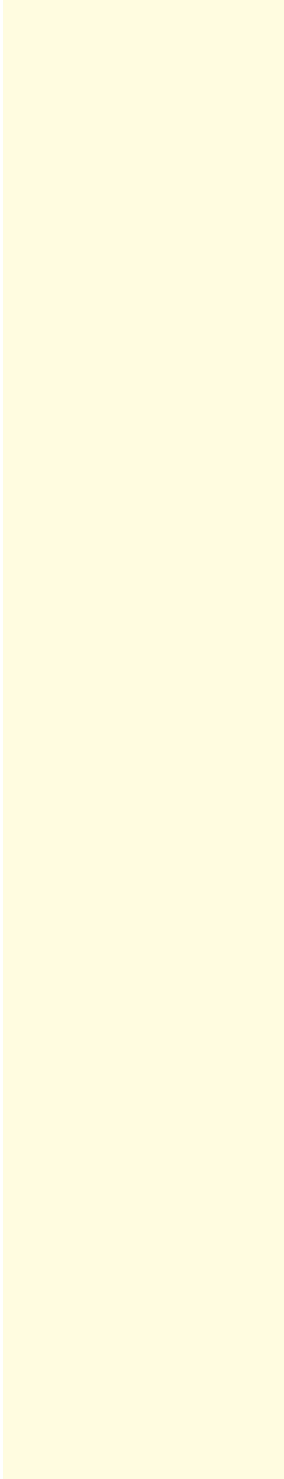
- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Topics discussed are:

Write down any safety or health issues that you talk about. Examples include recent quarterly inspections; accident investigations; and hazards involving tools, equipment, the work environment, and work practices.

Notes:

Horizontal lines for notes.



Oregon OSHA Services

Oregon OSHA offers a wide variety of safety and health services to employers and employees:

Appeals

503-947-7426; 800-922-2689; admin.web@state.or.us

- Provides the opportunity for employers to hold informal meetings with Oregon OSHA on concerns about workplace safety and health.
- Discusses Oregon OSHA's requirements and clarifies workplace safety or health violations.
- Discusses abatement dates and negotiates settlement agreements to resolve disputed citations.

Conferences

503-378-3272; 888-292-5247, Option 1; oregon.conferences@state.or.us

- Co-hosts conferences throughout Oregon that enable employees and employers to learn and share ideas with local and nationally recognized safety and health professionals.

Consultative Services

503-378-3272; 800-922-2689; consult.web@state.or.us

- Offers no-cost, on-site safety and health assistance to help Oregon employers recognize and correct workplace safety and health problems.
- Provides consultations in the areas of safety, industrial hygiene, ergonomics, occupational safety and health programs, assistance to new businesses, the Safety and Health Achievement Recognition Program (SHARP), and the Voluntary Protection Program (VPP).

Enforcement

503-378-3272; 800-922-2689; enforce.web@state.or.us

- Offers pre-job conferences for mobile employers in industries such as logging and construction.
- Inspects places of employment for occupational safety and health hazards and investigates workplace complaints and accidents.
- Provides abatement assistance to employers who have received citations and provides compliance and technical assistance by phone.

Public Education

**503-947-7443; 888-292-5247, Option 2;
ed.web@state.or.us**

- Provides workshops and materials covering management of basic safety and health programs, safety committees, accident investigation, technical topics, and job safety analysis.

Standards and Technical Resources

503-378-3272; 800-922-2689; tech.web@state.or.us

- Develops, interprets, and gives technical advice on Oregon OSHA's safety and health rules.
- Publishes safe-practices guides, pamphlets, and other materials for employers and employees.
- Manages the Oregon OSHA Resource Center, which offers safety videos, books, periodicals, and research assistance for employers and employees.

**Need more information?
Call your nearest Oregon OSHA office.**

Salem Central Office

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Salem, OR 97301-3882

Phone: 503-378-3272

Toll-free: 800-922-2689

Fax: 503-947-7461

en Español: 800-843-8086

Web site: www.orosha.org

Medford

1840 Barnett Road, Ste. D
Medford, OR 97504-8250
541-776-6030
Consultation: 541-776-6016

Pendleton

200 SE Hailey Ave.
Pendleton, OR 97801-3056
541-276-9175
Consultation: 541-276-2353

Bend

Red Oaks Square
1230 NE Third St., Ste. A-115
Bend, OR 97701-4374
541-388-6066
Consultation: 541-388-6068

Portland

1750 NW Naito Parkway, Ste. 112
Portland, OR 97209-2533
503-229-5910
Consultation: 503-229-6193

Eugene

1140 Willagillespie, Ste. 42
Eugene, OR 97401-2101
541-686-7562
Consultation: 541-686-7913

Salem

1340 Tandem Ave. NE, Ste. 160
Salem, OR 97301
503-378-3274
Consultation: 503-373-7819

