

Safety committee bylaws

Oregon OSHA doesn't require your safety committee to have bylaws. However, bylaws contribute to a committee's stability as a written record of how the committee conducts its business. Bylaws can be as simple or complex as you want to make them. To use this as a template for your safety committee bylaws, delete this paragraph and fill in the areas below.

Name

The name of this safety committee is [name of your safety committee].

Purpose

The purpose of this safety committee is to bring all [name of your company] employees together to achieve and maintain a safe, healthful workplace.

Goal

The goal of this safety committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

Objectives

The safety committee has four objectives:

1. Involve employees in achieving a safe, healthful workplace.
2. Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
3. Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
4. Annually evaluate [name of your company] workplace safety and health program and recommend improvements to management.

Representatives

The safety committee will have [number of representatives] voting representatives. [Number] representatives will represent employees and [number] will represent management. Employee representatives can volunteer, or their peers can elect them. Management representatives will be selected by management.

Each representative will serve a continuous term of at least one year. Terms will be staggered so that at least one experienced representative always serves on the committee.

Officers

The safety committee will have two officers: chair and vice-chair. One officer will represent labor and one officer will represent management.

Terms of service

Chair and vice-chair each will serve a one-year term.

Duties of the chair

- Schedule regular committee meetings.
- Develop written agendas for conducting meeting.
- Conduct the committee meeting.
- Approve committee correspondence and reports.
- Supervise the preparation of meeting minutes.

Duties of the vice-chair

- In the absence of the chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

Election of chair and vice-chair

The election of a new chair or vice-chair will be held during the monthly committee meeting before the month in which the incumbent's term expires.

If the chair or vice-chair leaves office before the term expires, an election will be held during the next scheduled safety committee meeting; the elected officer will serve for the remainder of the term.

Training

New representatives will receive training in safety committee functions, hazard identification, and procedures for investigating accidents. OR-OSHA will provide training through its occupational safety and health workshops and online courses.

Meetings

Monthly schedule. The safety committee will meet the [recurring date and time] each month, except when the committee conducts quarterly workplace safety inspections.

Attendance and alternates. Each representative will attend regularly scheduled safety committee meetings and participate in quarterly workplace inspections and other committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

Agenda. The agenda will state the order in which the safety committee conducts its business. The agenda also will include the following when applicable:

- A review of new safety and health concerns
- A status report of employee safety and health concerns under review
- A review of all workplace near misses, accidents, illness, or deaths occurring since the last committee meeting.

Minutes. Minutes will be recorded at each safety committee meeting and be distributed by [method of distribution] to all company employees.

The committee will submit a copy of the minutes to the [name of your company] employee services office; the office will retain the copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes also will identify representatives who attended monthly meetings and representatives who were absent.

Voting quorum. Six voting representatives constitute a quorum. A majority vote of attending representatives is required to approve all safety-committee decisions. Issues not resolved by majority vote will be forwarded to management for resolution.

Employee involvement

The safety committee will encourage employees to identify health and safety hazards in the workplace. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly scheduled monthly meeting.

Safety log

The committee will maintain a log of all employee safety concerns, including the date received, recommendations to management, and the date the concern was resolved.

Response

The committee will respond to employee concerns in writing and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Within 60 days of receiving the written recommendations, management will respond in writing to the committee indicating acceptance, rejection, or modification of the recommendations.

Incident and accident investigation

The safety committee will review new safety- or health-related incidents at its next regularly scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses, and deaths. When necessary, the committee will provide written recommendations to management for eliminating or controlling hazards.

Workplace inspections

The safety committee will conduct quarterly workplace inspections of all company facilities in [quarterly inspection months].

Written report

The committee will prepare a written report for management that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards.

Within 60 days of receiving the written report, management will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

Evaluation

The safety committee will evaluate [name of your company] workplace safety and health program annually and provide a written evaluation of the program to management.

The committee will also evaluate its own activities each [recurring date] and use the evaluation to develop an action plan for the next calendar year.