Safety committee evaluation checklist

After you start your safety committee, use this checklist to determine if it's necessary to do any fine-tuning to make it more effective.

To do	Done	Item
		The safety committee is composed of an equal number of employer and employee representatives.
		Employee representatives are volunteers or elected by their peers.
		There are at least four representatives on the committee if the workplace has more than 20 employees – at least two representatives if the workplace has 20 or fewer employees.
		The representatives elect the committee chairperson.
		Representatives are paid their regular wages during safety committee training and meetings.
		Employee representatives serve on the committee for at least one year.
		Representatives' terms of service are staggered so that at least one experienced representative is always on the committee.
		Reasonable efforts are made to ensure that committee representatives represent the company's major work activities.
		The committee meets monthly except when representatives schedule quarterly workplace inspections.
		Committee meetings follow a written agenda.
		The minutes for each meeting are maintained for at least three years.
		Minutes are available to all employees.
		All reports, evaluations, and recommendations are included in the minutes.
		Management has a reasonable time to respond in writing to the committee's recommendations.
		The committee has a method for collecting and reviewing employees' safety-related suggestions and reports of hazards.

	The committee assists management in evaluating and improving the workplace safety and health program.
	The committee's quarterly inspection team follows a standard procedure for identifying safety and health hazards during its inspections.
	The inspection team includes employer and employee representatives.
	The inspection team documents the location and identity of workplace hazards.
	The inspection team – or other persons designated by the committee – inspects satellite locations quarterly.
	The committee has a procedure for reviewing the team's quarterly inspection reports.
	The committee recommends to management ways to control hazards and unsafe work practices.
	The committee makes recommendations to ensure all employees are accountable for following safe work practices.
	The committee has a procedure for investigating workplace accidents, illnesses, and deaths.
	Representatives understand the purpose of their safety committee and know how it functions.
	Representatives have access to applicable Oregon occupational safety and health rules.
	Representatives have received safety training for identifying workplace hazards and investigating accidents.