

**Oregon OSHA
Safety Meetings
and Committees**

INSTRUCTOR WORKBOOK



Department of Consumer
and Business Services

Oregon OSHA Safety Meetings and Committees

Presented by Oregon OSHA Public Education — our mission:

We provide knowledge and tools to advance self-sufficiency in workplace safety and health.



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Welcome

This workshop is for explaining and discussing the rules, regulations, and best practices for safety committees and safety meetings.

The more you contribute, the more you'll get out of this training. Participate and have fun!

Who does this apply to?

Oregon Administrative Rule 437-001-0765, Safety Committees and Safety Meetings, applies to public or private employers in Oregon subject to Oregon OSHA jurisdiction, except if you are:

- The sole owner and only employee of a corporation.
- A member of a board or commission and do not participate in the day-to-day activities of the company. You are not considered an employee for purposes of this rule.
- Engaged in agricultural activities covered by Division 4, Subdivision C.
- Engaged in forest activities covered by Division 7, Subdivisions B and C.





The basics

Benefits of an effective safety committee: A case study

By Rick Long, Safety Chair of Dillard Plywood Division of Roseburg Forest Products

Why is it important to have an effective safety committee? Because every employer and employee owes it to themselves and their loved ones to work in the safest environment possible! A safety committee that works as a team (management and employees) can make this possible for their organization.

An effective safety committee must start with a strong Safety Plan! It must have the following elements: vision, management commitment, purpose, committee structure, goals, action plans, employee involvement, training, planning, and evaluation. Remove one or more aspects of the plan, and your program will be inadequate. Management and employees must work together as a team for the good of the whole organization in order to have an effective safety committee and program.

How could one division of Roseburg Forest Products change a safety culture with an Oregon OSHA Recordable Injury Rate of 33.31 (289 recordable claims) in 1993 to 1.89 in 2007? By developing a strong, effective safety committee that works as a team and is respected by its peers.

As we developed and put into action our safety plan, we were able to reduce our injury rates and costs significantly every year thereafter.

Lowering our injury costs produced a stronger bottom line profit, while injuring fewer employees helped build morale and through these efforts at work, resulted in our employees having a better overall quality of life. The more effective our safety committee became, the more active all our personnel became in the overall safety program.

Today we have efficient meetings, which are a positive use of our time. Every employee is an active member of our overall safety program. Our lost time injury rate is .34. We have become a respected leader, not only in our company and community, but in the safety community as well.

Discuss the injury rate in the case study above, and how it is a result of this safety committee's work.

The responsibility for the correction of unsafe work practices and conditions in the workplace lies with **YOU**.



Determining which one to have

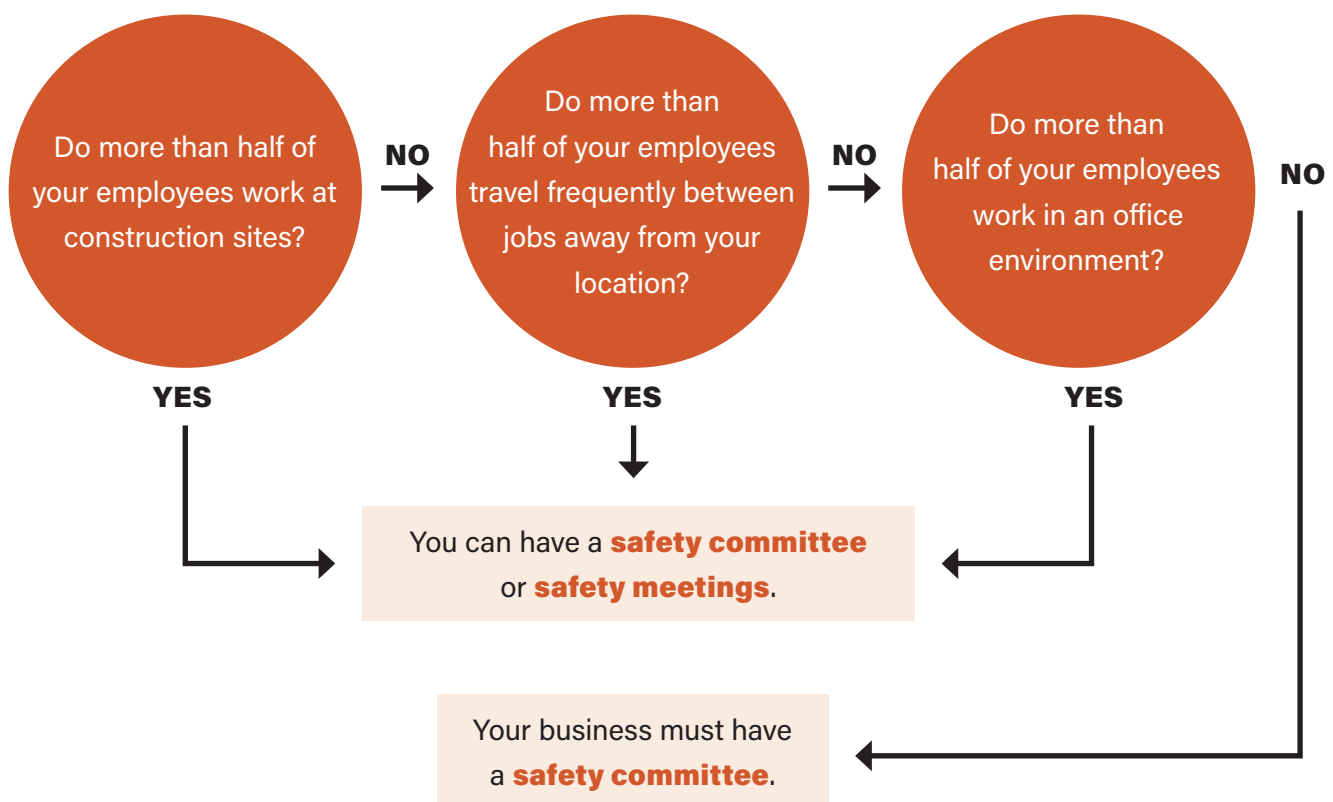
Should I have a safety committee or should I have safety meetings?

Most businesses can have safety committees or safety meetings. Which of the following applies to your business?

My business has 10 or fewer employees.

Your business can have a safety committee or safety meetings. For small businesses, safety meetings save time and keep paperwork to a minimum.

My business has more than 10 employees.



Whether you are required to have a safety committee, choose to have a committee, or must have safety meetings, the principles in this workbook can help.

Evaluation for safety meetings and committees

You can do the evaluation now or work on it with the rest of your safety team.

“Yes” means that management and workers are meeting the intent of the rule at 100 percent. If you can’t answer “yes” to an item, it means that improvement in this area is needed or it may not apply to you.

Your Oregon OSHA instructor will discuss important terms and guide you to questions and answers.

You don’t have to ask the class every question; highlight one or two on each page. The idea is that the student will take the workbook back to their place of business and use it to evaluate their own safety committee or meetings.

Take notes in this workbook about how your company can reach 100 percent on all the items.

Purpose

	Yes	No
Is your company meeting the purpose of the safety committee or safety meetings by bringing workers and management together in a non-adversarial, cooperative effort to promote safety and health?	☐	☐
Are the safety committee or safety meetings assisting the employer in making continuous improvement to the safety and health programs?	☐	☐

Key terms are listed in bold above. For more about reaching consensus, refer to the Appendix on Page 29.

Ask the class:

Why are these key terms?

Why is it important to bring labor and management together?

Review the information about consensus on Page 29.

How can the safety committee and safety meetings promote a non-adversarial, cooperative relationship between labor and management?

What is your company doing now to promote safety and health?

What can your company do in the future to improve its safety and health program?

Review the safety and health management system below.



Formation and membership

	Yes	No
For employers with 20 or fewer employees, are there at least two members on the safety committee?	☐	☐
For employers with 20 or more employees, are there at least four members on the safety committee?	☐	☐
Are there an equal number of employer-selected members and employee-elected or volunteer members on the safety committee? If both parties agree, the committee may have more employee-elected or volunteer members than employer-selected members.*	☐	☐
Do the safety committee members represent the major activities of the business?	☐	☐
Did a majority of the members of the safety committee agree on a chairperson ?	☐	☐
Are the safety committee members serving a minimum of one year when possible?	☐	☐
Are the safety committee members being compensated at their regular rate of pay?	☐	☐

Key terms are listed in bold above.

Discuss: What are ways to make sure that the members represent the major activities?

Case study:

A key person on your committee says they are too busy to serve. Without this person, the committee does not have quick answers to many of the issues that they're tasked with addressing.

How would you handle this situation?

* **Note:** Management can select a supervisor to represent them. Employees can elect a supervisor to represent them.

Why is it important to agree on a chairperson?

Training

Do safety committee members have training in hazard identification?

Do safety committee members have training in the principles of incident and accident investigation?

This training is the employer's responsibility, as spelled out in 437-001-0765 (4). An issue commonly found (and cited) is new safety committee members going six months or more without getting this training.

How can your committee ensure new safety committee members get the required training in a timely manner?

How the training gets done is up to the employer. This class could be part of that training but could not replace it. Why?

A priority of the safety committee is to help management find out about hazards **before** they lead to injuries or illnesses.

Hazard identification



What is the hazard?

You can use other pictures to discuss identifying and controlling hazards in the workplace. Choose photos that are simple and don't show too many hazards at once.

What should be done immediately to fix the problem shown in this picture?

What should be done so this problem doesn't happen again?

Discuss: Effective strategies to train safety committee workers on recognizing and controlling hazards.

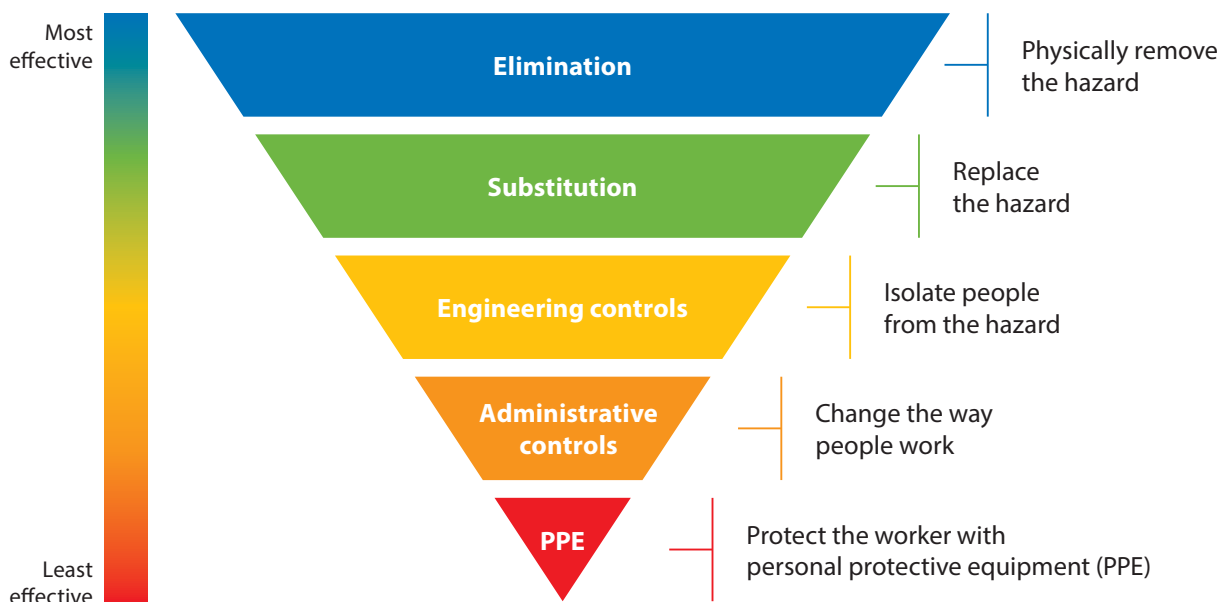
Hazard control

Spend time discussing the hierarchy of controls.. Talk about how human error plays into which control to use. Discuss the costs of the control plus the costs of supervising the control for a long-term correction.

Key terms:

- Hazard identification (proactive activity)
- Incident/accident investigation (reactive activity)

Hierarchy of Controls



Source: NIOSH

What are examples of engineering controls?

What are examples of administrative controls?

Why is PPE the last choice for protection?

Attending the Oregon OSHA Workshop “Hazard Identification and Control” offers more information on this topic.

Likewise, safety committee members may want to go on a walkthrough with an Oregon OSHA consultant to have specific hazards and controls pointed out.

Incident/accident investigation

Another priority of the safety committee is to help management prevent accidents from happening – especially the same ones again.

Getting to the root causes

Ask the class: Are hazards identified during a routine inspection considered a "near miss"? Shouldn't they be?

How can safety committees reach this goal?

What's the difference between an incident and an accident?

Why take the time to investigate incidents?

Ask the class: Who has examples of a near miss?

How do you get people to report near misses?

It is the safety committee's responsibility to evaluate all accident and incident investigations and make recommendations for ways to prevent similar events from occurring.

Root cause analysis

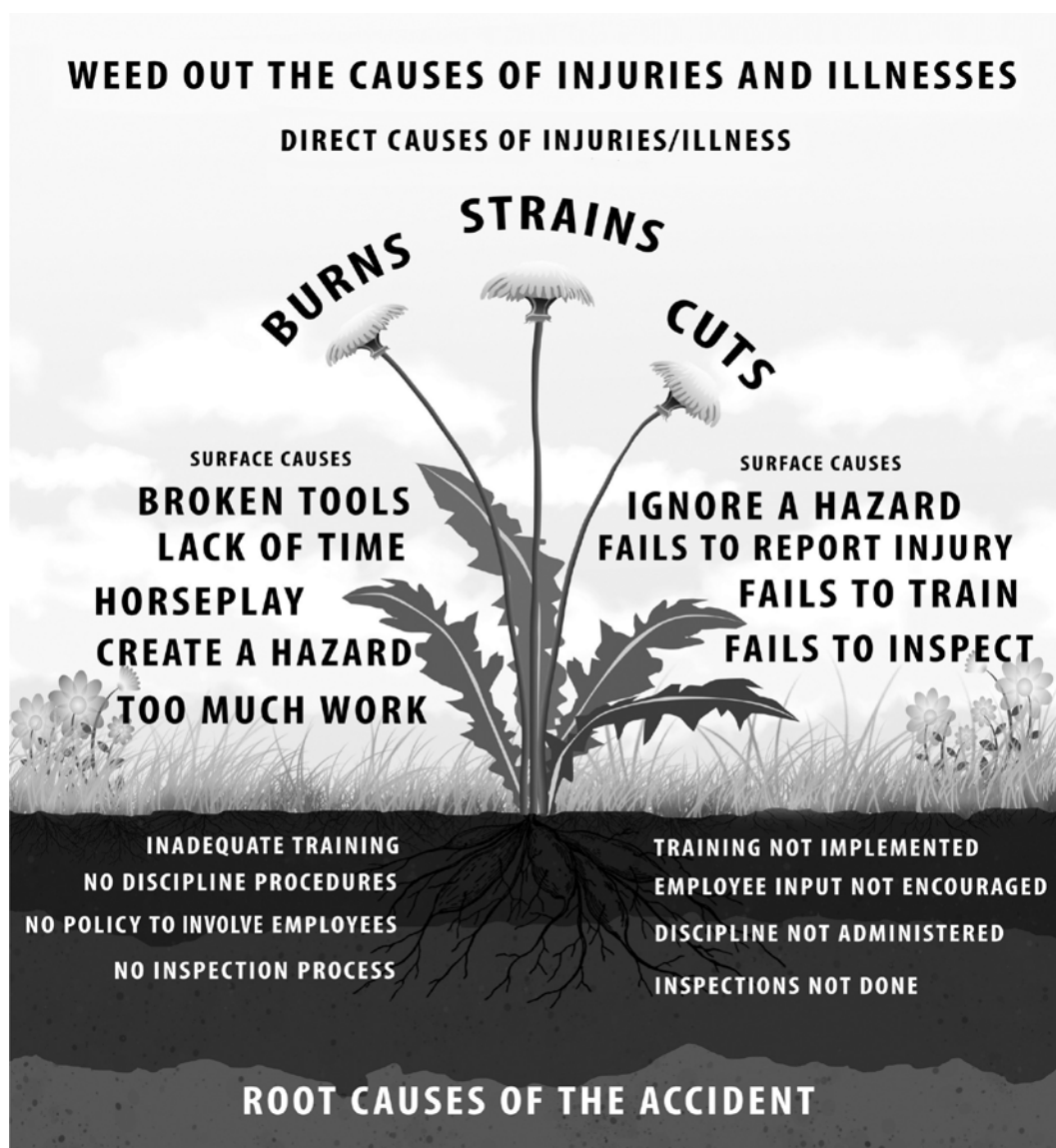
Direct cause of injury 	
Hazardous condition Contributing conditions 	Unsafe action Contributing actions
Design root causes 	Implementation root causes

Hazard causes

Example of root cause analysis:

Robert cut his finger on the grinder. Why?

- ↳ Because the grinder was missing one of its guards. Why?
 - ↳ Because someone took it off and didn't put it back on. Why?
 - ↳ Because the accountability program is poor. Why?
 - ↳ Because there's not enough leadership.



*These direct causes of injuries/illnesses are specific to the example of the root cause analysis above.
Other industries might have different direct causes of injury and illness.*

Which are the surface causes and which are the root causes?

Discuss the procedures your company has to conduct incident/accident investigations.

Identify ideas that may improve your company's incident/accident investigations.

Help students identify if the analysis points to a person or object (surface cause) or a program or process (root cause).

Discuss examples where fixing the root causes can prevent a similar accident.

Committee meetings

Evaluation for safety committees

Key terms:

- Meeting minutes
- Corrective action
- Management response
- Person responsible

Is a written agenda required? No, but it helps to have one to steer the meeting. For a sample agenda, refer to the Appendix, Page 29.

Committee meetings

	Yes	No
Are safety committee members provided with the meeting minutes?	☐	☐
Is the committee meeting quarterly on company time where employees do mostly office work?	☐	☐
Is the committee meeting monthly on company time for all other situations? (Except the months when quarterly worksite inspections are performed.)	☐	☐
Are written records of each safety committee meeting kept for three years?	☐	☐
Do the written records include each of these elements:		
Name of attendees?	☐	☐
Meeting date?	☐	☐
All safety and health issues discussed, including tools, equipment, work environment, and work practice hazards?	☐	☐
Recommendations for corrective action and a reasonable date by which management agrees to respond?	☐	☐
Person responsible for follow-up on any recommended corrective actions?	☐	☐
All reports, evaluations and recommendations made by the committee?	☐	☐

Safety committee meeting minutes (form)

Date of today's meeting: ____/____/____

Keep until: ____/____/____

(Keep three years)

Attending

Absent

What are the issues and hazards?

Include any safety or health issues that you talk about. Include recent accident investigations and hazards involving tools, equipment, the work environment, and work practices.

Recommendations for correcting hazards

Recommendations	Deadline for response

Person who will follow up on recommendations: _____

Discuss how to make your meeting minutes become effective tools to promote safety.

If management's response is delayed, what steps should the committee take?

Evaluation checklist for safety committees

	Yes	No
Is the safety committee working with management to establish, amend, or adopt accident investigation procedures that will identify and correct hazards?	☐	☐
Does the safety committee have a system that allows employees an opportunity to report hazards, and safety and health-related suggestions?	☐	☐
Has the safety committee established procedures for reviewing inspection reports and for making recommendations to management?	☐	☐
Is the safety committee evaluating all accident and incident investigations and making recommendations for ways to prevent similar events from occurring?	☐	☐
Is the safety committee making meeting minutes available for all employees to review?	☐	☐
Is the safety committee evaluating management's accountability system for safety and health, and recommending improvements? Examples include use of incentives, discipline, and evaluating success in controlling safety and health hazards.	☐	☐

Discussion: Which challenges did you overcome to mark "yes" for these?

For the "no" answers, what needs to happen to turn each one into a "yes"? Find the students who answered "yes" and have them tell why they gave a "yes" answer. Point out the good.

Inspections

	Yes	No
Has the safety committee established procedures for conducting workplace safety and health inspections?	☐	☐
Are safety committee members who are trained in hazard identification conducting inspections as follows:	☐	☐
Quarterly for primary fixed locations by both employer and employee representatives?	☐	☐
Quarterly for office environments by both employer and employee representatives?	☐	☐
Quarterly for auxiliary and satellite locations by both employer and employee representatives?	☐	☐
As often as the safety committee determines is necessary for mobile work locations, infrequently visited sites, and sites that do not lend themselves to quarterly inspections by both employer and employee representatives or designated person.	☐	☐

Inspection procedures

The main reason the safety committee conducts inspections is to determine how well the employer is managing safety. Oregon OSHA's Division 1 rules require workplace inspections as often as necessary.

Who should help develop the inspection procedures?

Supervisors

Who should be doing the regular inspections?

Supervisors

How often is the Safety Committee required to do inspections?

Quarterly

Is it okay to have to have people on the inspection team who are not part of the safety committee?

Yes, in fact it's a best practice.

The rule doesn't require written inspection procedures, but it would help to have them in writing.

Inspection procedures must be site-specific.

These questions may include:

- Which specific procedures do you include in your inspections?
- Would it be a good practice to follow the production process to ensure that nothing is missed?
- Should the quarterly inspection include the whole facility?
- Should it include observing people working and asking questions?
- Should it include written programs?
- Would it be a good practice to have inspection teams divide up the facility to have "fresh eyes" looking at things?

Centralized safety committee

Key terms:

- Represent concerns
- Meeting the requirements
- Safety & Health policy

Sample

Centralized safety committee safety and health policy

Management is committed to the safety of its workers in its multiple locations.

Employees at all levels will be involved in safety by the following:

- _____
- _____

Employees will be held accountable by the following:

- _____
- _____

Safety and health hazards will be identified and corrected by the following:

- _____
- _____

Annual reviews will be completed by the following:

- _____
- _____

If you've chosen to have a centralized safety committee because you have multiple locations, does it represent the safety and health concerns of **all** locations?

If you've chosen to have a centralized safety committee because you have multiple locations, does it **meet** the requirements for safety committees?

If you've chosen to have a centralized safety committee because you have multiple locations, do you have a written safety and health policy that:

Represents management commitment to the committee?

Requires and describes effective employee involvement?

Describes how the company will hold employees and managers accountable for safety and health?

Explains specific methods for identifying and correcting safety and health hazards at each location?

Includes an annual written comprehensive review of the committees' activities to determine effectiveness?

Discuss potential safety problems when the employer and staff at multiple locations don't see each other regularly. Ask for ideas to help improve the sharing of information across locations.

Safety meetings

Do safety meetings include **all** available employees?

Do safety meetings include **at least one** employer representative authorized to ensure correction of safety and health issues?

Are safety meetings held on **company time**?

Are safety meetings attendees paid at their **regular rate of pay**?

Formation and membership

Key terms:

- Participation by all
- Correction of hazards

What ideas do you have for getting everyone to attend the meeting?

List the names of employer representatives authorized to ensure correction of hazards:

Evaluation for safety meetings

Are safety meetings held at the following frequency:

At least **monthly** and before the start of each job that lasts more than one week if the employer hires construction workers?

At least **quarterly** if the employer hires mostly office workers?

At least **monthly** for all other employers?

Do safety meetings include discussions of ... safety and health issues?

accident investigations, causes, and the suggested corrective measures?

Safety meetings and discussion

Key terms:

- Holding meetings
- Discussion of safety and health
- Correcting accident causes

Discuss:

How long should your meeting last?

Would it help if someone planned an agenda? If so, who?

What are the agenda items?

Who is in charge of conducting incident and accident investigations?

What are some questions to ask the person in charge of these investigations?

Discuss the importance of meeting to talk about accidents.

Before you begin...

- If your employees do construction, utility work, or manufacturing, you must keep minutes of all your safety meetings for three years.
- All other employers: You don't have to keep minutes if all your employees attend the meetings. However, you must keep minutes at meetings when any employee is absent.

What are the issues and hazards?

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

Are safety meetings required at multi-employer worksites?

If your employees attend the primary contractor's safety meetings, you do not have to conduct separate safety meetings for your employees.

- ▶ Keep the minutes from the prime contractor's safety meetings for three years as part of your records.
- ▶ You must still meet with your employees to discuss any accidents involving them.

Why is it important to meet to talk about accidents involving your employees if your employees attend the prime contractor's safety meetings?

Summary: Effectiveness

These questions will help analyze if your safety committee or safety meetings are being effective in assisting the employer in making continuous improvement to the safety and health programs.

Event 1: The safety committee identifies several hazards and when these are brought to management's attention, management says they didn't know about those hazards.

What should the committee recommend?

Event 2: When brought to management's attention, management says they've known about the hazards, but it would take too long to fix the problems.

What are some ideas the committee might want to share with management?

Event 3: The safety committee and management agree that the hazards need to be corrected but don't know how to fix them.

What should the committee recommend?

The questions above are for determining effectiveness. The entire rule on safety committees and meetings is about making sure they are "effective." Have students give practical examples and offer possible solutions.

Effectiveness can improve with additional findings, which can be found inside or outside the company:

- Knowledge to identify hazards
- Knowledge and skill to fix hazards
- Knowledge and skills to make effective recommendations to help hazards from developing into accidents

Based on what you've discussed, what are some ideas that could help your safety committee or safety meetings become more effective?

Tip: A committee found it was meeting its goals after telling co-workers the safety issues it helped fix — be sure to publicize your actions!

Appendix

Reaching a consensus

One goal, one purpose

A great way of reaching consensus is voting using a numerical rating system as follows:

1. Greatest thing, totally support
2. I support this
3. Not enthusiastic but support
4. Have serious concerns, we have to talk about them
5. Oppose, no way

The idea behind this voting method is numbers 1 to 4 signify an idea approved by the group. Why? Because, if someone votes a 4, and the issue is resolved by effective discussion, the 4 would change their vote to a 3, 2, or 1. A 5 means the group should work on another solution. The important concept is to understand why someone voted a 4 or 5.

Sample safety committee agenda

XYZ Inc. safety committee agenda

Division/department _____ Date/time _____

Chairperson _____

Members present _____ Absent _____

Minutes of previous meeting read. Comments:

Old business _____

New business _____

Action items _____

Oregon OSHA services

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

Appeals

► **503-378-3272**

- 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; oregon.conferences@dcbs.oregon.gov**

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

Consultations and Evaluations

► **503-378-3272; 800-922-2689; consult.web@dcbs.oregon.gov**

- 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 Information

► **503-378-3272; 800-922-2689; enforce.web@dcbs.oregon.gov**

- 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.

Public Education and Training

► **503-947-7443; 888-292-5247, Option 2; ed.web@dcbs.oregon.gov**

- Provides online courses, 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@dcbs.oregon.gov

- 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

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Salem, OR 97301-3882

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1840 Barnett Road, Suite D
Medford, OR 97504-8293
541-776-6030

Consultation: 541-776-6016

Pendleton

750 SE Emigrant Ave., Suite 131
Pendleton, OR 97801
541-276-9175

Consultation: 541-276-2353

Bend

Red Oaks Square
1230 NE Third St., Suite A-115
Bend, OR 97701-4374
541-388-6066

Consultation: 541-388-6068

Portland

Durham Plaza
16760 SW Upper Boones
Ferry Road, Suite 200
Tigard, OR 97224-7696
503-229-5910

Consultation: 503-229-6193

Eugene

1500 Valley River Drive, Suite 150
Eugene, OR 97401-4643
541-686-7562

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