

Safety Meetings and Committees



**A practical guide for discussing and
recommending improvements for workplace safety
and health**



Presented by the Public Education Section
Oregon OSHA
Department of Consumer and Business Services



...providing knowledge and tools to encourage self-sufficiency in workplace safety & health

Oregon OSHA Public Education Mission:

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

Consultative Services:

- Offers no-cost on-site assistance to help Oregon employers recognize and correct safety and health problems

Enforcement:

- Inspects places of employment for occupational safety and health rule violations and investigates complaints and accidents

Public Education and Conferences:

- Presents educational opportunities to employers and employees on a variety of safety and health topics throughout the state

Standards and Technical Resources:

- Develops, interprets, and provides technical advice on safety and health standards
- Publishes booklets, pamphlets, and other materials to assist in the implementation of safety and health rules

Questions? Call us:

Field Offices:

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Salem Central Office:

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Website: osha.oregon.gov



Safety Meetings and Safety Committees

The instructor should be familiar with the rules for safety committees and safety meetings. Talk specifically about the exceptions

Purpose

Prevent occupational injuries and illnesses

Objective

Explain and discuss the rules and best practices for safety committees and safety meetings



Identifies critical information



This 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.

Note: This material, or any other material used to inform employers of compliance requirements of Oregon OSHA standards through simplification of the regulations should not be considered a substitute for any provisions of the Oregon Safe Employment Act or for any standards issued by Oregon OSHA. Specific questions concerning chemicals or procedures at your workplace may require contacting an Oregon OSHA consultant or technical representative.

Benefits of an Effective Safety Committee

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) will be able to make this statement possible for their organization. We at the Dillard Plywood Division of Roseburg Forest Products live this value every day.

How could one division of Roseburg Forest Products change a safety culture with an OR-OSHA Recordable Injury Rate of 33.31 (289 recordable claims) in 1993 to 1.89 in 2007? We did this 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 in 2000, 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 moral and through these efforts at work, allowed our employees to have 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 very efficient meetings which are a positive use of our time. Every employee is an active member of our overall safety program and with a lost time injury rate of .34. We have become a respected leader, not only in our company and community but in the safety community as well.

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 founder. 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.

By employing Oregon OSHA's Seven Elements of the SHARP program any organization can have an effective and successful safety program.

Rick Long
Safety Chair,
Dillard Plywood Division
Roseburg Forest Products

This letter comes from a safety committee chair. They attribute their success to a healthy safety committee. Point out the injury rate in the second paragraph.

Which One ?

This matrix helps employers determine whether they can hold meetings only or committees only.

IF	YOU CAN HAVE A SAFETY COMMITTEE	YOU CAN HAVE SAFETY MEETINGS
You have 10 or fewer employees more than half of the year (including seasonal and temporary)	Yes	Yes
More than half of your employees report to construction sites	Yes	Yes
More than half of your employees are mobile or move frequently between sites	Yes	Yes
Most employees do not regularly work outside an office environment	Yes	Yes
You have more than 10 employees at a location, and none of the above applies	Yes	No
You have satellite or auxiliary offices with 10 or fewer employees at each location	Yes	Yes



You can't have **just** safety meetings if:

- You are an employer with 11 or more employees, **and**
- More than half of your employees do not report to construction sites, **and**
- They are not mobile nor move frequently between sites, **and**
- Most of your employees work regularly outside an office environment.

This Workbook

The left-sided page has evaluation questions to help you determine if your company is meeting ALL of the rule requirements.

This workbook is significantly different than most. The left side pages have compliance questions that are written to be answered “yes” for the correct answer. The right-side pages have no real right or wrong answers. They are discussion questions for improving the committee or meetings.

Safety Meetings: Evaluation Checklist

Question	Yes	No
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?		

DISCUSSIONS

Question	Yes	No
Do safety meetings include discussions of:		
Safety and health issues?		
Accident investigations, causes, and the suggested corrective measures?		

Safety Meetings: Meetings and Discussion

Based on the preceding page, how often will you be meeting? _____

Discuss how long your meeting should last. _____

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

What would be some agenda items? _____

Who is in charge of conducting incident and accident investigations? _____

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

KEY TERMS:
Holding meetings
Discussion of safety and health
Correcting accident causes

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

The right-sided page has important discussion points to help you meet the intent of the rule.

Evaluation Checklist for Safety Meetings and Committees

Evaluation instructions:

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

Please note that pages 46-48 in the appendices contain a detailed Evaluation Checklist for Safety Committees.

“Yes” means that management and workers are meeting the intent of the rule 100%. If you can’t say “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.

Take notes *in the workbook* of ideas on how your company can reach 100% on all the items!

You don’t have to ask all of these questions through the class. 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.

PURPOSE		
Question	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?		

Purpose

Speak about these key terms. Brainstorm with the class on these other questions. Continue this on the remaining pages.

KEY TERMS:
Promote safety and health
Assist employer

Why is it important to bring labor and management together?

See page 44 in the appendices for more information on reaching a consensus.

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 is your company doing now to assist the employer to improve the safety and health program?

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

See page 42 in the Appendices for more information about a Safety and Health Management System.

Evaluation Checklist for Safety Committees

FORMATION AND MEMBERSHIP		
Question	Yes	No
For employers with 20 or fewer employees are there at least 2 members on the safety committee?		
For employers with 20 or more employees are there at least 4 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?		
Has a majority of the members of the safety committee agreed 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?		

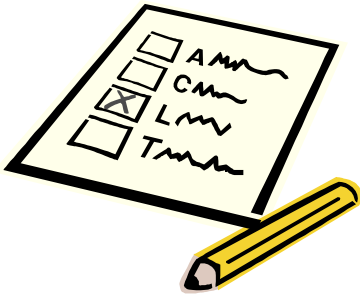
* **NOTE:** Management can select a supervisor to represent them. Employees can elect a supervisor to represent them.

Formation and Membership

KEY TERMS:

Represent major activities

Chairperson

**Discuss:**

Ways to make sure that the members represent the major activities.

Problem:

A key person to the success of 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 the committee is supposed to deal with.

How would you handle this situation?

Why is it important to agree on a chairperson?

Evaluation Checklist for Safety Committees

TRAINING		
Question	Yes	No
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. Both of these are spelled out in 437-001-0765 (4)

An issue commonly found (and cited) is new safety committee members may go 6 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 not all. Why?

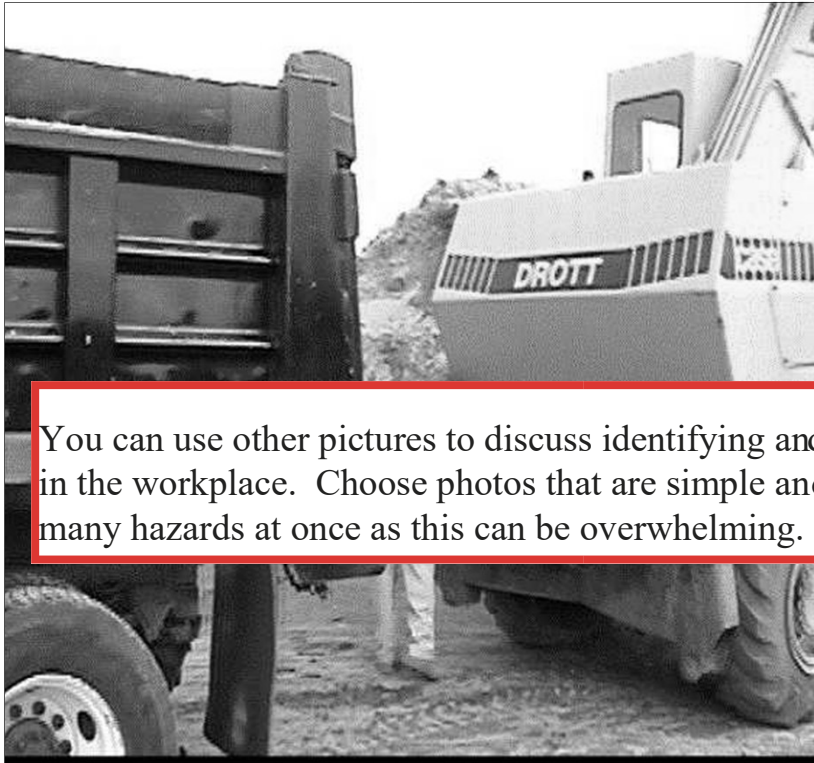
A priority of the safety committee is to help management find out about hazards BEFORE they lead to injuries or illnesses!

Training: Hazard Identification

A priority of the safety committee is to help management find out about hazards before they cause injuries and illnesses.

KEY TERMS:
Hazard identification
(Proactive activity)
Incident/Accident Investigation
(Reactive activity)

The worker pictured here **is not** the operator of either vehicle.



What is the hazard?

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

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 as this can be overwhelming.

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

Discuss:

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

Training: Hazard Control

Spend time discussing the hierarchy. 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.

Training on hazard identification should include the hierarchy of controls among other important elements.

KEY TERMS:
Hazard identification
(Proactive activity)
Incident/Accident Investigation
(Reactive activity)

Engineering Controls: replacement, substitution.

List examples from class discussion:

Management Controls: Reduces the frequency and duration of exposure to the hazards by training, education, providing more frequent breaks, or reducing the number of employees exposed. These strategies require management and supervision.

List examples from class discussion:

Personal Protective Equipment (PPE): Puts a barrier between the worker and the hazard. Is usually used with engineering and management controls.

Why is PPE the last choice for protection?

TIPS:

Attending **Oregon OSHA's workshop**, Identifying and Controlling Hazards is a great way to get general information on this topic.

The BEST way to get specific information on hazards and controls is to have one or two members of the safety committee follow along with an **Oregon OSHA consultant** on a walkthrough.

Training: 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!

KEY TERMS:
Hazard identification
(Proactive activity)
Incident/Accident Investigation
(Reactive activity)

Are hazards that are identified during a routine inspection considered a “near-hit?” Shouldn’t they be?

Here are some ideas that should help safety committees reach this goal:

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

Why would we want to take time investigating incidents?

Discuss examples of a near miss that happened to you or someone you know.

How do you get people to report near misses?

Training: Incident/Accident Investigation

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.

KEY TERMS:
Hazard identification
(Proactive activity)
Incident/Accident Investigation
(Reactive activity)

Here's an example that may help management investigate and analyze more effectively:

ROOT CAUSE ANALYSIS

See page 43 in the appendices for additional information regarding root cause analysis.

Direct Cause of Injury <hr/> <hr/>	
<u>Hazardous Condition</u> <hr/> <u>Contributing conditions</u> <hr/> <hr/> <hr/>	<u>Unsafe Actions</u> <hr/> <u>Contributing actions</u> <hr/> <hr/> <hr/>
<u>Design root causes</u> <hr/> <hr/> <hr/>	<u>Implementation root causes</u> <hr/> <hr/> <hr/>

Training: 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.

KEY TERMS:
Hazard identification
(Proactive activity)
Incident/Accident Investigation
(Reactive activity)

Asking the 5th "Why?" question will usually lead us to something we can fix, without placing blame, which can prevent recurrence.

Discuss:

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

TIPS:

Attending **Oregon OSHA's workshop**, Conducting an Accident Investigation is a great way to get specific information on this topic.

Training: Incident/Accident Investigation

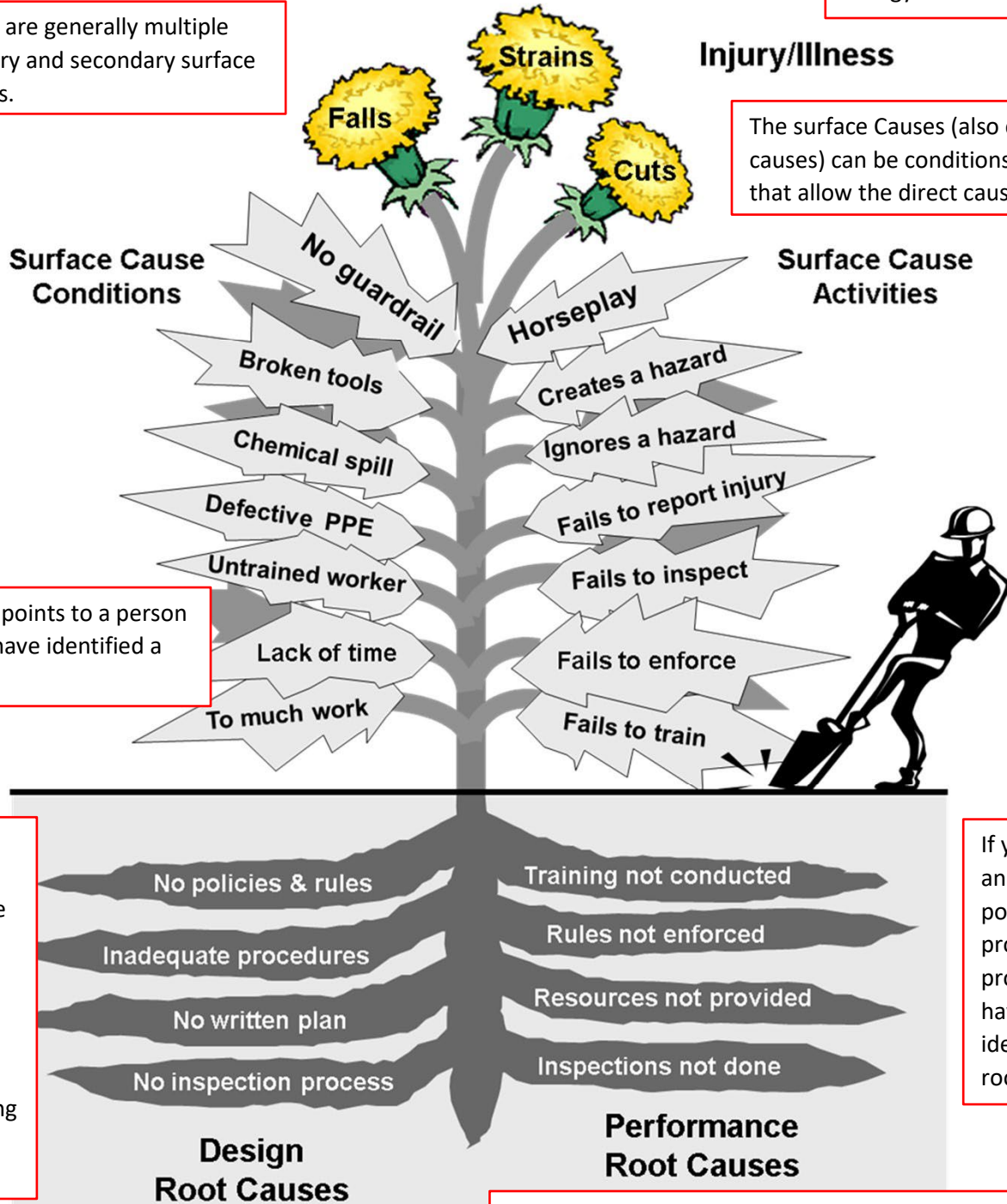
Dig up the root causes of injuries and illnesses

There are generally multiple primary and secondary surface causes.

The Direct cause is the harmful energy transfer.

Injury/Illness

The surface Causes (also called indirect causes) can be conditions or activities that allow the direct cause to happen.



If your analysis points to a person or object, you have identified a surface cause.

The safety committee should ensure accident investigation reports are finding root causes and recommending fix(es) for them.

If your analysis points to a program or process, you have identified a root cause.

There can be multiple root causes that allow multiple surface causes.

The Root Causes (Performance or Design) tend to be systemic issues that allow the surface causes to flourish.

Training: Hazard Causes

Discuss:

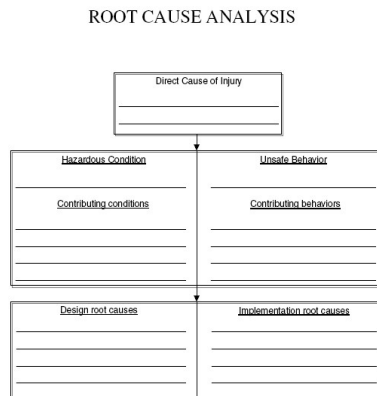
The procedures your company has to conduct incident/accident investigations.

List:

Ideas that may improve your company's accident incident/accident investigations:

Discuss:

Examples where fixing the root causes can prevent a similar accident.



TIPS:

One way for the Safety Committee to evaluate an incident/accident investigation is to verify the root cause has been identified.

- If your analysis points to a person or object, you have identified a surface cause.
- If your analysis points to a program or process, you have identified a root cause.

Evaluation Checklist for Safety Committees

COMMITTEE MEETINGS			
Question	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:			
<p>Names of attendees?</p> <p>Meeting date?</p> <p>All safety and health issues discussed, including tools, equipment, work environment, and work practice hazards?</p> <p>Recommendations for corrective action and a reasonable date by which management agrees to respond?</p> <p>Person responsible for follow-up on any recommended corrective actions?</p> <p>All reports, evaluations and recommendations made by the committee?</p>			

Committee Meetings

Date: _____

Attendees: _____

Discussion:

Recommendations:

Management response date: __/__/____

Person responsible: _____

Attachments: _____

KEY TERMS:
Meeting minutes
Corrective action
Management response
Person responsible

Is a written agenda
required? No, but it
helps to have one.

What should be on
an agenda?

See page 45
in the
appendices
for a sample
safety
committee
agenda.

Discuss:

How to make your meeting minutes become effective tools to promote safety.

For example, if management's response is delayed, what steps should the committee take?

TIPS:

If you schedule your meetings early in the month and have to cancel it for any reason, you'll still have time in the month to reschedule it.

Evaluation Checklist for Safety Committees

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

Duties and Responsibilities

EVALUATION EXERCISE

Instructions:

Read the six statements on the left page.
Evaluate the statement and check the box below.

KEY TERMS:

Working with management
Reporting hazards
Reviewing reports
Evaluating investigations
Making recommendations
Making minutes available
Evaluating accountability

	Yes	Needs improvement	No
1.			
2.			
3.			
4.			
5.			
6.			

Discussion:

First, “yes” answers.

Which challenges did you overcome to make your answer a “yes”?

Next, “needs improvement” answers. What do you think needs to happen to make it a “yes”?

Notes:

This self-evaluation is used to determine where the student’s company is at with safety. Ask them to rate their company with a “yes” meaning 100%, a “needs improvement” meaning just that, and a “no” which means they are not doing what the question asks. Find the students who answered “yes” and have them tell why they gave a “yes” answer. Point out the good.

Evaluation Checklist for Safety Committees

INSPECTIONS		
Question	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:		
<p>Quarterly for primary fixed locations by both employer and employee representatives?</p> <p>Quarterly for office environments by both employer and employee representatives?</p> <p>Quarterly for auxiliary and satellite locations by both employer and employee representatives?</p> <p>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 employer and employee representatives or a designated person.</p>		

Inspection Procedures



KEY TERMS:
Inspection procedures
Periodic inspections

The main reason that the safety committee conducts inspections is to determine how well the employer is managing safety.



Discuss:

Who should help develop the inspection procedures.

Don't forget that Oregon OSHA's division 1 rules require workplace inspections as often as necessary. The quarterly inspections done by the safety committee are not enough. Supervisors should be doing the regular inspections.

Discuss:

How the safety committee currently conducts inspections.

TIPS:

If the safety committee finds that the employer is doing a good job of identifying and fixing hazards, tell them!

Inspection Procedures

KEY TERMS:
Inspection procedures
Periodic inspections

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

Inspection procedures must be site specific.

In other words, inspection procedures for construction sites would be very different than for health-care facilities.

Here are some questions to ask when developing inspection procedures:

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?

Inspection Procedures

Should the quarterly inspection include

- the whole facility?
- observing people working?
- asking questions of workers and managers?
- written programs?

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

Yes, in fact it's a best practice.

Would it be a good practice to have inspection teams divide up the facility to have “fresh eyes” looking at things?



TIPS:

There's always the quiet members in a group. Include them in the discussion. Sometimes the quiet ones have the best ideas!

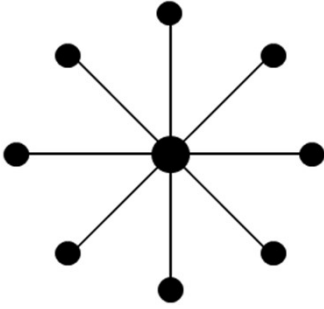
Evaluation Checklist for Safety Committees

Please note that page 49 in the appendices contains a detailed Evaluation Checklist for Centralized Safety Committees.

CENTRALIZED SAFETY COMMITTEE

Question	Yes	No
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?		

Centralized Safety Committee



KEY TERMS:
Represent concerns
Meeting the requirements
Safety and 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:

-
-

Discuss:

Some of the safety problems that may occur when the employer and the multiple locations don't see each other regularly.

Talk about some ideas that would help improve sharing safety and health information from remote locations.

Safety Meetings

This section is about safety meetings. Meetings are simply a less formal way of discussing safety and health issues. Most of what the meetings do are similar to the safety committee, just less formal.



Understanding how to use safety and health discussions to improve the workplace.



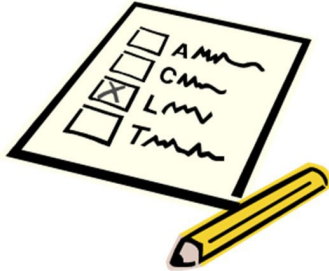
Safety Meetings - simpler than Safety Committees but not less effective!

Please Note that page 50 in the appendices contains a detailed Evaluation Checklist for Safety Meetings.

FORMATION AND MEMBERSHIP		
Question	Yes	No
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



Getting all available people to the meeting can be a challenge. Sometimes people say they have more important things to do.

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

Are incentives (recognition, gifts) for getting people to the meetings a good or bad thing?

List the employer representatives authorized to ensure correction of hazards:

Evaluation Checklist for Safety Meetings

MEETINGS		
Question	Yes	No
Are safety meetings held at the following frequency:		
<p>At least monthly and before the start of each job that lasts more than one week if the employer hires construction workers?</p> <p>At least quarterly if the employer hires mostly office workers?</p> <p>At least monthly for all other employers?</p>		
DISCUSSIONS		
Question	Yes	No
Do safety meetings include discussions of:		
<p>Safety and health issues?</p> <p>Accident investigations, causes, and the suggested corrective measures?</p>		

Meetings and Discussion

Based on the preceding page, how often will you be meeting?

KEY TERMS:
Holding meetings
Discussion of safety and health
Correcting accident causes

Discuss:

How long your meeting should last.

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

What would be some 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?

Evaluation Checklist for Safety Meetings

RECORDS		
Question	Yes	No
Are employers in construction, utility, and manufacturing, documenting, making available to all employees, and keeping for three years , written records of each meeting that includes the following:		
<p>Hazards related to tools, equipment, work environment and unsafe work practices identified and discussed during the meeting?</p> <p>The date of the meeting?</p> <p>The names of those attending the meeting?</p>		
MULTI-EMPLOYER WORKSITES		
Question	Yes	No
If you are a subcontractor on a multi-employer worksite, and you choose to have your employees attend the prime contractor's safety meetings as the way of meeting the safety meeting requirements, are you:		
<p>Taking and keeping the minutes from these meetings?</p> <p>Continuing to meet to discuss accidents involving your employees?</p>		

Records and Multi-Employer Worksites

Somebody once said, “If it’s not in writing, it doesn’t Exist .

KEY TERMS:
Taking effective notes

Date: ____/____/____

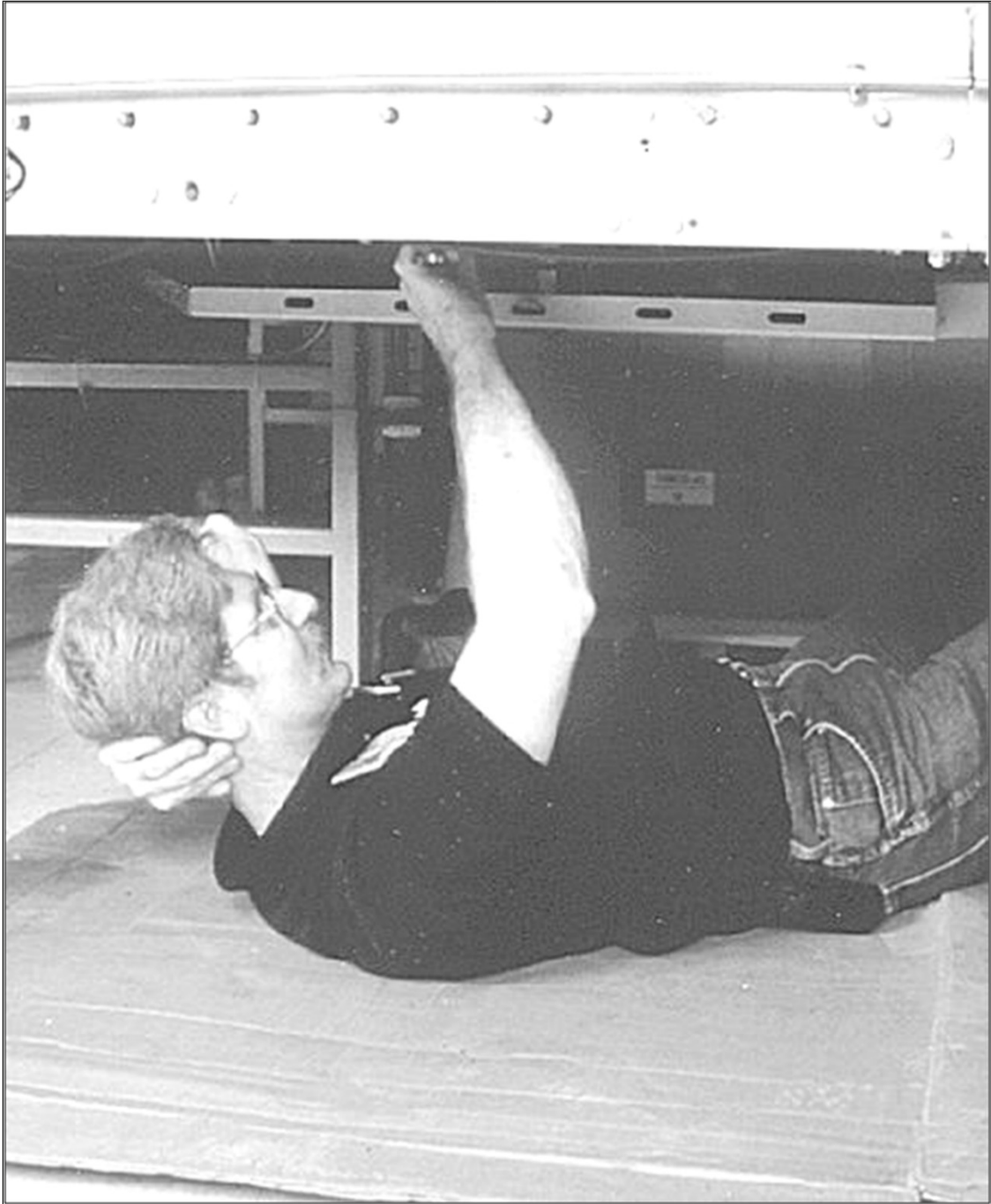
Who attended:

Hazards you talked about:

**Take
good
notes!**

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

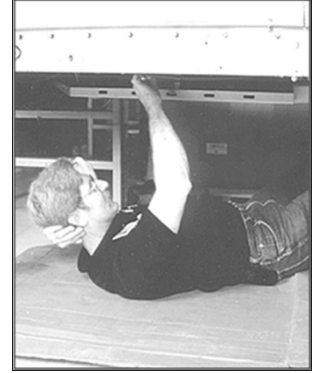
Summary - Effectiveness



Coworker working under a conveyor.

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.



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?

2. When brought to management's attention, management says that they've know 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?

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

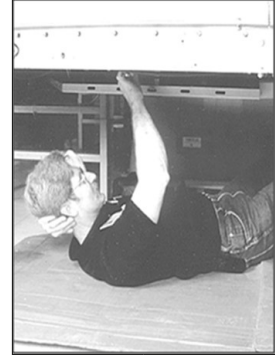
Discuss what the committee should recommend:

These questions are for determining effectiveness. The entire rule on safety committees and meetings is about making sure they are "**effective**." Use the picture as your case study or use one of your own to talk about.

Summary - Effectiveness

Effectiveness can improve with additional:

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



* Can be found inside or outside the company.

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

TIPS:

A committee became very successful after it began telling their coworkers the safety issues they helped fix. Sometimes it's good to toot your own horn!

APPENDIX

Resources

Safety & Health Management

Consensus

Sample Agenda

Evaluation Checklist

Resources

Which Oregon OSHA workshops can improve your safety committee and safety meetings?

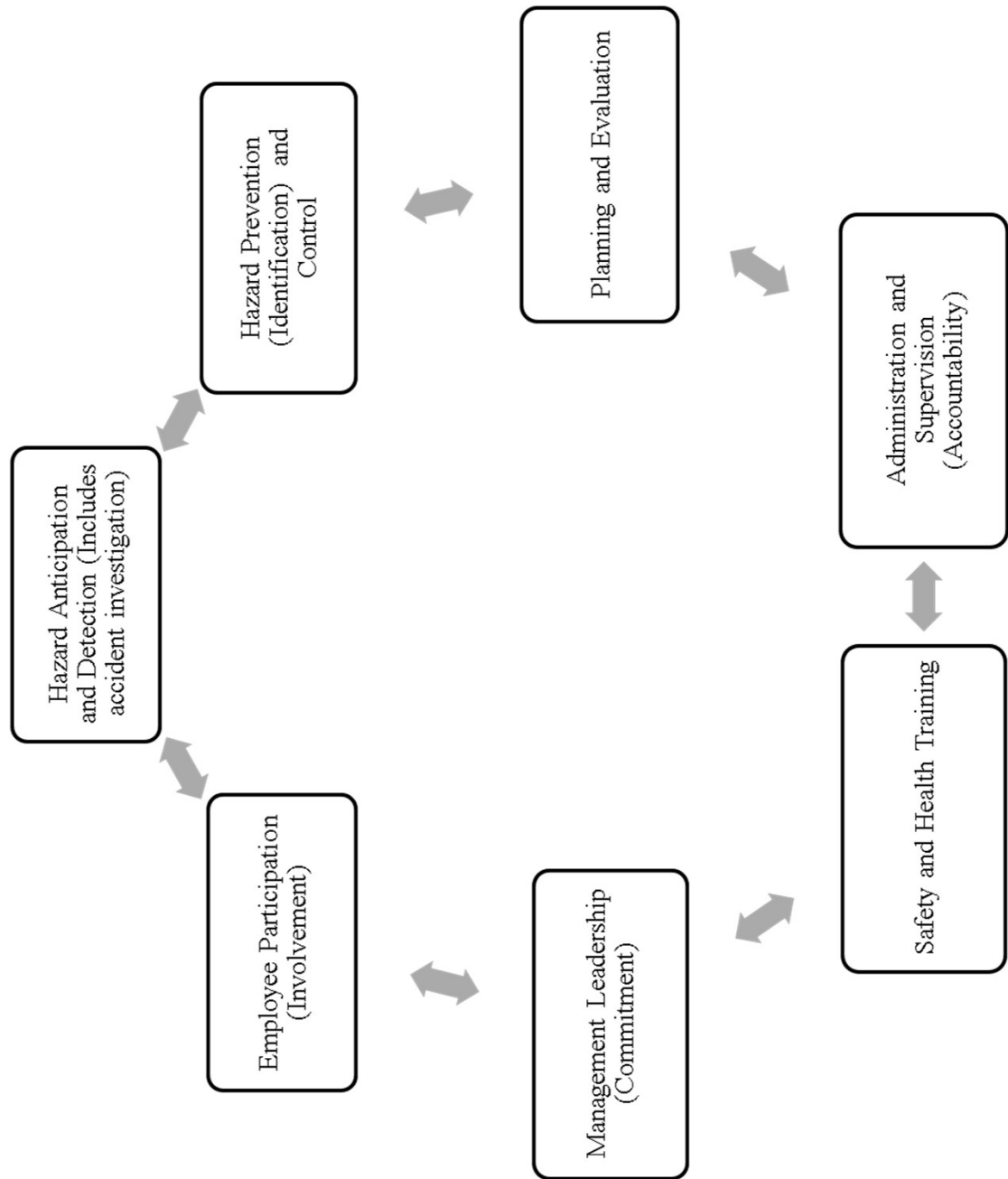


To learn more, attend these workshops:

Safety and Health Management Principles
Accident Investigation
Job Hazard Analysis (JHA)
Hazard Identification and Control
Safety and the Supervisor
Safety Leadership

Sign up for these and other workshops at www.osha.oregon.gov

Safety and Health Management System



More about this topic in course Safety and Health Management Systems.

The basic steps for conducting an accident investigation

Gather information

Step 1 - Secure and inspect the accident scene

Step 2 - Collect facts about what happened

Step 3 - Develop the sequence of events

Analyze the facts

Step 4 - Determine the causes

Step 5 - Recommend improvements

Implement Solutions

Step 6 - Write the report

ROOT CAUSE ANALYSIS

<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> Direct Cause of Injury <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> </div>	
<u>Hazardous Condition</u> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <u>Contributing conditions</u> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	<u>Unsafe Actions</u> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <u>Contributing actions</u> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
<u>Design root causes</u> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	<u>Implementation root causes</u> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

Consensus

One Goal, One Purpose

A great way of reaching consensus is voting 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” is 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 thing 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

Evaluation Checklist for Safety Committees

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?

Is the safety committee or safety meetings assisting the employer in making continuous improvement to the safety and health programs?

For employers with 20 or fewer employees are there at least 2 members on the safety committee?

For employers with 20 or more employees are there at least 4 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.

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

Has a majority of the members of the safety committee agreed 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?

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

Do safety committee members have training in hazard identification?

Are safety committee members provided with the meeting minutes?

Evaluation Checklist for Safety Committees

Yes No

Do the safety committee members represent the major activities of the business?

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:

- Names 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? _____

Has the safety committee established procedures for conducting workplace safety and health inspections?

Are safety committee members trained in hazard identification and 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? _____

Evaluation Checklist for Safety Committees

Yes No

- 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 employer and employee representatives or a designated person? ☐ ☐

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?

Evaluation Checklist for Centralized Safety Committees

	Yes	No
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?	_____	_____

Evaluation Checklist for Safety Meetings

	Yes	No
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?	___	___
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?	___	___
Are employers in construction, utility, and manufacturing, documenting, making available to all employees, and keeping for three years, written records of each meeting that includes the following:		
• Hazards related to tools, equipment, work environment and unsafe work practices identified and discussed during the meeting?	___	___
• The date of the meeting?	___	___
• The names of those attending the meeting?	___	___
If you are a subcontractor on a multi-employer worksite, and you choose to have your employees attend the prime contractor's safety meetings as the way of meeting the safety meeting requirements, are you:		
• Taking and keeping the minutes from these meetings?	___	___
• Continuing to meet to discuss accidents involving your employees?	___	___



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