Safety Meetings and Committees

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

DCBS
Department of Consumer and Business Services

OSHA
Oregon OSHA

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

9/29/2022-06
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

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Toll Free number in Spanish: 800-843-8086
Website: osha.oregon.gov

Questions? Call us:
Safety Meetings and Safety Committees

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
# Which One?

<table>
<thead>
<tr>
<th>If</th>
<th>You Can Have a Safety Committee</th>
<th>You Can Have Safety Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have <strong>10 or fewer</strong> employees more than half of the year (including seasonal and temporary)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>More than half of your employees report to <strong>construction sites</strong></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>More than half of your employees are <strong>mobile or move frequently</strong> between sites</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Most employees do not regularly work <strong>outside an office environment</strong></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>You have more than 10 employees at a location, and <strong>none of the above applies</strong></td>
<td>Yes</td>
<td><strong>No</strong></td>
</tr>
<tr>
<td>You have satellite or auxiliary offices <strong>with 10 or fewer</strong> employees at each location</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.

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

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.
Evaluation Checklists for Safety Meetings and Committees

**Evaluation instructions:**
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 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!

<table>
<thead>
<tr>
<th>PURPOSE</th>
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<tbody>
<tr>
<td><strong>Question</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>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?</td>
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<tr>
<td>Are the safety committee or safety meetings assisting the employer in making continuous improvement to the safety and health programs?</td>
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</table>
KEY TERMS:
Promote safety and health
Assist employer

Why is it important to bring labor and management together?

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?
## Evaluation Checklist for Safety Committees

### FORMATION AND MEMBERSHIP

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>For employers with 20 or fewer employees are there <strong>at least 2 members</strong> on the safety committee?</td>
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<tr>
<td>For employers with 20 or more employees are there <strong>at least 4 members</strong> on the safety committee?</td>
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<tr>
<td>Are there an <strong>equal number</strong> 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. *</td>
<td></td>
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<tr>
<td>Do the safety committee members represent the <strong>major activities</strong> of the business?</td>
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<tr>
<td>Has a majority of the members of the safety committee <strong>agreed</strong> on a chairperson?</td>
<td></td>
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<tr>
<td>Are the safety committee members serving a <strong>minimum</strong> of one year when possible?</td>
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<tr>
<td>Are the safety committee members being <strong>compensated</strong> at their regular rate of pay?</td>
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</table>

* **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?
<table>
<thead>
<tr>
<th>TRAINING</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question</strong></td>
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<td></td>
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<tr>
<td>Do safety committee members have training in hazard identification?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do safety committee members have training in the principles of incident and accident investigation?</td>
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</tbody>
</table>
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.

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

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:** Eliminates/reduces hazards by equipment redesign, 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.
Another priority of the safety committee is to help management prevent accidents from happening - especially the same ones again!

Getting to the Root Causes!

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?
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.

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

**ROOT CAUSE ANALYSIS**

```
Direct Cause of Injury

Hazardous Condition

Contributing conditions

Unsafe Actions

Contributing actions

Design root causes

Implementation root causes

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

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

- Strains
- Cuts
- Falls

Surface Cause Conditions
- No guardrail
- Broken tools
- Chemical spill
- Defective PPE
- Untrained worker
- Lack of time
- To much work

Surface Cause Activities
- Horseplay
- Creates a hazard
- Ignores a hazard
- Fails to report injury
- Fails to inspect
- Fails to enforce
- Fails to train

Design Root Causes
- No policies & rules
- Training not conducted
- Inadequate procedures
- Rules not enforced
- No written plan
- Resources not provided
- No inspection process
- Inspections not done
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

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

Date: _________
Attendees: ___________________
_________________
Discussion:
_________________
_________________
_________________
Recommendations:
_________________
_________________
_________________
Management response date: __/__/_____
Person responsible: _________________
Attachments: ____________________

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

<table>
<thead>
<tr>
<th>DUTIES AND RESPONSIBILITIES</th>
<th></th>
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<tbody>
<tr>
<td><strong>Question</strong></td>
<td>Yes</td>
</tr>
<tr>
<td>1. Is the safety committee working with management to establish, amend, or adopt accident investigation procedures that will identify and correct hazards?</td>
<td></td>
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<tr>
<td>2. Does the safety committee have a system that allows employees an opportunity to report hazards and safety and health related suggestions?</td>
<td></td>
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<tr>
<td>3. Has the safety committee established procedures for reviewing inspection reports and for making recommendations to management?</td>
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<tr>
<td>4. Is the safety committee evaluating all accident and incident investigations and making recommendations for ways to prevent similar events from occurring?</td>
<td></td>
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<tr>
<td>5. Is the safety committee making meeting minutes available for all employees to review?</td>
<td></td>
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<tr>
<td>6. Is the safety committee evaluating management’s accountability system for safety and health, and recommending improvements? <em>Examples include use of incentives, discipline, and evaluating success in controlling safety and health hazards.</em></td>
<td></td>
</tr>
</tbody>
</table>
Duties and Responsibilities

EVALUATION EXERCISE

KEY TERMS:
- Working with management
- Reporting hazards
- Reviewing reports
- Evaluating investigations
- Making recommendations
- Making minutes available
- Evaluating Accountability

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

Evaluating accountability

<table>
<thead>
<tr>
<th>Yes</th>
<th>Needs improvement</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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<tr>
<td>6.</td>
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</tbody>
</table>

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:
## Evaluation Checklist for Safety Committees

<table>
<thead>
<tr>
<th>INSPECTIONS</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Question</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the safety committee established procedures for conducting workplace safety and health inspections?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are safety committee members who are trained in hazard identification conducting inspections as follows:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quarterly for primary fixed locations</strong> by both employer and employee representatives?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quarterly for office environments</strong> by both employer and employee representatives?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quarterly for auxiliary and satellite</strong> locations by both employer and employee representatives?</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>As often as the safety committee determines</strong> 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.</td>
<td></td>
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</tbody>
</table>
KEY TERMS:
Inspection procedures
Periodic inspections

Inspection Procedures

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.

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!
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?**

---

**KEY TERMS:**
- Inspection Procedures
- Periodic inspections
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?

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

### CENTRALIZED SAFETY COMMITTEE

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>If you’ve chosen to have a centralized safety committee because you have multiple locations, does it represent the safety and health concerns of <strong>all</strong> locations?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you’ve chosen to have a centralized safety committee because you have multiple locations, does it <strong>meet</strong> the requirements for safety committees?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If you’ve chosen to have a centralized safety committee because you have multiple locations do you have a <strong>written safety and health policy</strong> that:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Represents management commitment to the committee?</td>
<td></td>
<td></td>
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<tr>
<td>Requires and describes effective employee involvement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describes how the company will hold employees and managers accountable for safety and health?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explains specific methods for identifying and correcting safety and health hazards at each location?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Includes an annual written comprehensive review of the committees’ activities to determine effectiveness?</td>
<td></td>
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</tbody>
</table>
Centralized Safety Committee

**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

Understanding how to use safety and health discussions to improve the workplace.
Safety Meetings - simpler than Safety Committees but not less effective!

<table>
<thead>
<tr>
<th>FORMATION AND MEMBERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question</td>
</tr>
<tr>
<td>Do safety meetings include all available employees?</td>
</tr>
<tr>
<td>Do safety meetings include at least one employer representative authorized to ensure correction of safety and health issues?</td>
</tr>
<tr>
<td>Are safety meetings held on company time?</td>
</tr>
<tr>
<td>Are safety meetings attendees paid at their regular rate of pay?</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Are safety meetings held at the following frequency:</td>
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<tr>
<td>At least <strong>monthly</strong> and before the start of each job that lasts</td>
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<tr>
<td>more than one week if the employer hires construction workers?</td>
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<tr>
<td>At least <strong>quarterly</strong> if the employer hires mostly office workers?</td>
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<tr>
<td></td>
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<tr>
<td>At least <strong>monthly</strong> for all other employers?</td>
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</table>

### DISCUSSIONS

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Do safety meetings include <strong>discussions</strong> of:</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety and health issues?</td>
<td></td>
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<tr>
<td>Accident investigations, causes, and the suggested corrective measures?</td>
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</tbody>
</table>
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 of these investigations?

KEY TERMS:
- Holding meetings
- Discussion of safety and health
- Correcting accident causes
## Evaluation Checklist for Safety Meetings

### RECORDS

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
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<tbody>
<tr>
<td>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:</td>
<td></td>
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<tr>
<td>Hazards related to tools, equipment, work environment and unsafe work practices identified and discussed during the meeting?</td>
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<tr>
<td>The date of the meeting?</td>
<td></td>
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<tr>
<td>The names of those attending the meeting?</td>
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### MULTI-EMPLOYER WORKSITES

<table>
<thead>
<tr>
<th>Question</th>
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<tr>
<td>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:</td>
<td></td>
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<tr>
<td>Taking and keeping the minutes from these meetings?</td>
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<tr>
<td>Continuing to meet to discuss accidents involving your employees?</td>
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</table>
Somebody once said, “If it’s not in writing, it doesn’t _______________."

Why is it important to meet to talk about accidents involving your employees if your employees attend the prime contractor’s safety meetings?
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:
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
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
- **Step 6** - Write the report

**ROOT CAUSE ANALYSIS**

1. **Direct Cause of Injury**
2. **Hazardous Condition**
   - Contributing conditions
3. **Unsafe Actions**
   - Contributing actions
4. **Design root causes**
5. **Implementation root causes**
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”.
# XYZ, Inc. Safety Committee Agenda

<table>
<thead>
<tr>
<th>Division/Department</th>
<th>Date/Time</th>
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<table>
<thead>
<tr>
<th>Chairperson</th>
<th>Absent</th>
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<tr>
<th>Members Present</th>
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Minutes of previous meeting read. Comments:

- 
- 
- 

Old Business

- 
- 

New Business

- 

Action items

- 
- 
-
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<tr>
<th>Evaluation Checklist for Safety Committees</th>
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<tbody>
<tr>
<td>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?</td>
</tr>
<tr>
<td>Is the safety committee or safety meetings assisting the employer in making continuous improvement to the safety and health programs?</td>
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<tr>
<td>For employers with 20 or fewer employees are there at least 2 members on the safety committee?</td>
</tr>
<tr>
<td>For employers with 20 or more employees are there at least 4 members on the safety committee?</td>
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<tr>
<td>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.</td>
</tr>
<tr>
<td>Has a majority of the members of the safety committee agreed on a chairperson?</td>
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<tr>
<td>Are the safety committee members serving a minimum of one year when possible?</td>
</tr>
<tr>
<td>Are the safety committee members being compensated at their regular rate of pay?</td>
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<tr>
<td>Do safety committee members have training in the principles of accident and incident investigation?</td>
</tr>
<tr>
<td>Do safety committee members have training in hazard identification?</td>
</tr>
<tr>
<td>Are safety committee members provided with the meeting minutes?</td>
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</tbody>
</table>
# Evaluation Checklist for Safety Committees

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Do the safety committee members represent the major activities of the business?</td>
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<tr>
<td>Is the committee meeting quarterly on company time where employees do mostly office work?</td>
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<tr>
<td>Is the committee meeting monthly on company time for all other situations? (Except the months when quarterly worksite inspections are performed.)</td>
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<tr>
<td>Are written records of each safety committee meeting kept for three years?</td>
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<tr>
<td>Do the written records include each of these elements:</td>
<td></td>
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<tr>
<td>• Names of attendees?</td>
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<tr>
<td>• Meeting date?</td>
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<tr>
<td>• All safety and health issues discussed, including tools, equipment, work environment, and work practice hazards?</td>
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<tr>
<td>• Recommendations for corrective action and a reasonable date by which management agrees to respond?</td>
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<tr>
<td>• Person responsible for follow-up on any recommended corrective actions?</td>
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<tr>
<td>• All reports, evaluations and recommendations made by committee?</td>
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<tr>
<td>Has the safety committee established procedures for conducting workplace safety and health inspections?</td>
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<tr>
<td>Are safety committee members trained in hazard identification and conducting inspections as follows:</td>
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<tr>
<td>• Quarterly for primary fixed locations by both employer and employee representatives?</td>
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</tr>
<tr>
<td>• Quarterly for office environments by both employer and employee representatives?</td>
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## Evaluation Checklist for Safety Committees

<table>
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<tr>
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<tr>
<td>Quarterly for auxiliary and satellite locations by both employer and employee representatives?</td>
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<tr>
<td>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?</td>
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<tr>
<td>Is the safety committee working with management to establish, amend, or adopt accident investigation procedures that will identify and correct hazards?</td>
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<tr>
<td>Does the safety committee have a system that allows employees an opportunity to report hazards and safety and health related suggestions?</td>
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<tr>
<td>Has the safety committee established procedures for reviewing inspection reports and for making recommendations to management?</td>
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<tr>
<td>Is the safety committee evaluating all accident and incident investigations and making recommendations for ways to prevent similar events from occurring?</td>
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</tr>
<tr>
<td>Is the safety committee making meeting minutes available for all employees to review?</td>
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<tr>
<td>Is the safety committee evaluating management’s accountability system for safety and health, and recommending improvements? <em>Examples include use of incentives, discipline, and evaluating success in controlling safety and health hazards.</em></td>
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</table>
Evaluation Checklist for Centralized Safety Committees

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?

Yes  No

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

Yes  No

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

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
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<tbody>
<tr>
<td>Do safety meetings include all available employees?</td>
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<tr>
<td>Do safety meetings include at least one employer representative authorized to ensure correction of safety and health issues?</td>
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<tr>
<td>Are safety meetings held on company time?</td>
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<td></td>
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<tr>
<td>Are safety meetings attendees paid at their regular rate of pay?</td>
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</tbody>
</table>
| 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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