

# Safety Committee Toolbox

## *2022 Southern Oregon Occupational Safety & Health Conference*

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## **Oregon OSHA's Safety Committee History**

- Rule was born 30+ years ago when Oregon workers comp premiums were not so good
- Requirements were tweaked over the years
  - *Employers of 11 or more*
  - *certain qualifications for employers of 10 or fewer (i.e. construction employers)*
- Now it's been approx. 15 years with the rule we have now
  - allowing Safety Meetings for some



# The “Playbook”!

This awesome guidance document is on our website



350 Winter St. NE, Salem, OR 97309

503-378-3272

osha.oregon.gov

## Engaged, energized, and effective safety committees.

A playbook of ideas, interventions, and ingenuity!

The purpose of safety committees and safety meetings is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health. Safety committees and safety meetings will help you continually improve your safety and health program.

### Key requirements for safety committees and safety meetings

- Agree on a chairperson.
  - Provide training in accident-incident investigations and hazard identification.
  - Meet monthly and do quarterly inspections.
  - Establish procedures for inspections and for reviewing reports.
  - Establish procedures for evaluating accidents
- Ensure that centralized safety committees meet the requirements in 437-001-0765(9).
  - Keep a record of each meeting for three years that includes:
    - Safety and health issues discussed
    - Corrective actions and dates management will respond to the actions

## Safety Committees & Safety Meetings

Oregon OSHA Div 1 OAR 437-001-0765

- Formation & Membership
- Meetings
- Communication
- Training
- Inspections
- A.I. Procedures & Review
- Accountability
- *Centralized committees*
- *Safety Meetings for mobile/small employers*





# Safety Committees & Safety Meetings

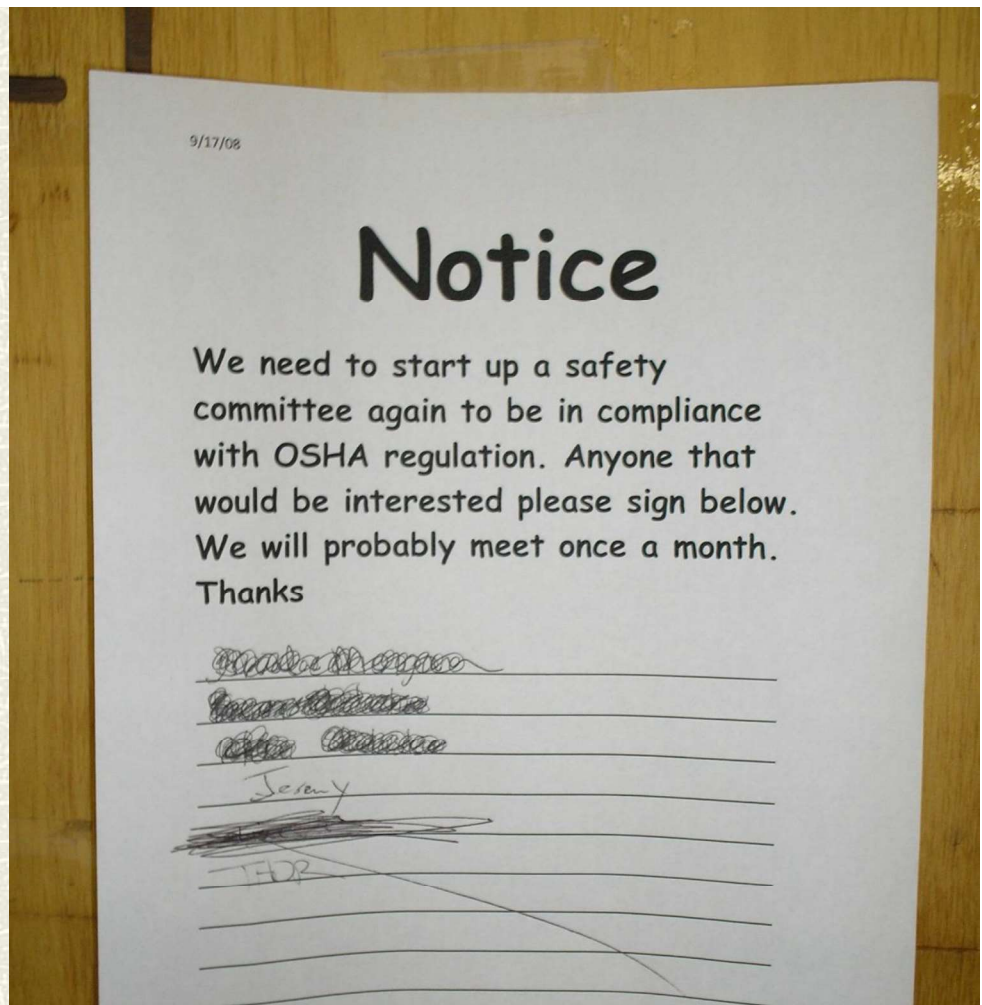
Oregon OSHA Div 1 OAR 437-001-0765

## Purpose

Bring workers and managers together in a non-adversarial, cooperative effort to promote safety and health.

Make recommendations to improve workplace safety and health.

**But...  
we need  
people**





# How do we do **THAT**?



**A safety committee is at its best when members *bring* **WHAT** to the table?**

- Knowledge & Experience
- Training
- Interest
- Commitment
- Thoroughness
- ???

# Training for Members

All safety committee members must receive training in:

- *Hazard identification* in the workplace
- Principles of *accident and incident investigations*

The safety committee must establish procedures for conducting workplace safety and health inspections.

Persons **trained** in hazard identification must conduct inspections.



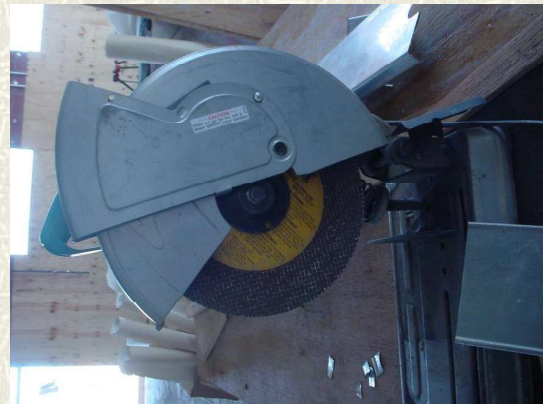


# What makes for effective inspections?



# What makes for effective inspections?

- Team
  - experience
  - fresh eyes
- Structure of inspection
- When behaviors change when seen







?

WTF?





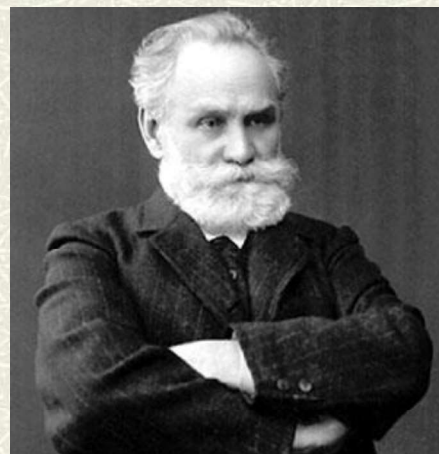
What is meant by...

“Hazards are merely symptoms to bigger problems”?



*Ex. #1*

**Shift your  
thinking  
from  
“Why”**



**to “How”**

Conklin







# “Types” of Hazards

- Struck-by
- Struck-against
- Contact-by
- Contact-with
- Caught-on
- Caught-in
- Caught-between
- Fall-to-surface
- Fall-to-below
- Over-exertion
- Bodily reaction
- Over-exposure

## “Fatal Four”

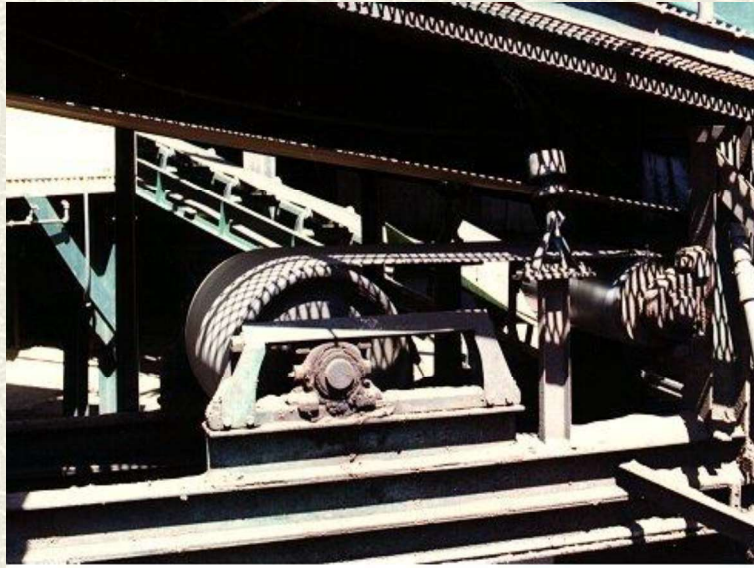
- Struck By
- Caught In
- Falls
- Electrocution

# “Types” of Hazards

- Falls
- Impact
- Mechanical
- Chemical
- Flammable/  
Explosive
- Electrical
- Violence
- Heat/  
Temperature
- Pressure
- Toxins
- Vibration/  
Noise
- Ergo Risks
- Biohazards



# Hazard Identification



**Proactive**

**Hazard Identification Serves As A Proactive Approach To Make Sure You've Provided For All Threats To Your Employees' Safety And Health, Whether Covered By Specific Regulations *Or Not.***



# Accident Investigation



**Reactive**

## Safety Committee Meetings

(6) You must keep written records of each safety committee meeting for three years that include:

- 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.



# Safety Committee

**How can you make the meetings effective?**



# Safety Committee

**How can you make the meetings effective?**

- Ground rules
- Agenda
- “Names & Dates”
- Make them fun





# Safety Committees

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And probably the most important...

(8) In addition to the above requirements, your safety committee must:

- Work with management to establish, amend, or adopt accident investigation procedures that will identify and correct hazards.
- Have a system that allows employees an opportunity to report hazards and safety and health related suggestions.
- Establish procedures for reviewing inspection reports and for making recommendations to management.
- Evaluate all accident and incident investigations and make recommendations for ways to prevent similar events from occurring.
- Make safety committee meeting minutes available for all employees to review.
- Evaluate management's accountability system for safety and health, and recommend improvements. Examples include use of incentives, discipline, and evaluating success in controlling safety and health hazards.

## Safety Committee

What makes for an effective recommendation?

Job Name: 115242 DH Date: 10-1-11  
Task: WELD FAB  
Dunbar Service JSA/Energized Work Plan

<input checked="" type="checkbox"/> Falls	<input checked="" type="checkbox"/> Hands	<input type="checkbox"/> Arc Flash/Boundaries/PPE	<input checked="" type="checkbox"/> Lockout/Tagout
<input type="checkbox"/> Electrical/Arc Flash	<input checked="" type="checkbox"/> Ladders	<input checked="" type="checkbox"/> Aspiration/Lift	<input checked="" type="checkbox"/> Hot Work
<input checked="" type="checkbox"/> Struck By	<input type="checkbox"/> Tools	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Crane
<input checked="" type="checkbox"/> Caught Between	<input type="checkbox"/> PPE	<input type="checkbox"/> Scaffold	<input type="checkbox"/> Excavation

√ Each Box is Acknowledgment of these Potential Hazards      √ Additional Training/PPE and/or Documentation Required for these Tasks

Tools/Materials	List Steps and Possible Hazards	List Corrective Actions/Precautions Taken
WELD FAB	USE METABOL/CANNONS	PROTECT PPE
ARC + HOT METAL	WELD MACHINE FIRE, EYE DEBRIS, BURNS	PERMITS FIRE WATCH
WELD MACHINE OVERLAP CRANE	OVER HEAD CRANE	PROTECT PPE INSPECT RIGGING PERMITS / INSPECTION FORMS

List Technicians: J. A. R. M.  
\*\*\* THIS FORM DOES NOT LIST ALL HAZARDS. IT IS TO BE USED AS A TOOL TO PROMOTE SAFETY ON THE JOBSITE. \*\*\*

Ques. #4



# Safety Committee

## What makes for an effective recommendation?

- **Clarify problem**
- **Identify the risk and impact**
- **Solutions**
- **What are the Dividends?**

*Ques. #4*

## Safety Committees

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### Centralized Committees

- (9) If you have multiple locations, you may choose to have a centralized safety committee. A centralized safety committee must represent the safety and health concerns of all locations and meet the requirements for safety committees. If you rely on a centralized committee, you must also 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.



# Safety Meetings for Small Employers

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## Safety Meetings

(10) Safety meetings must:

- Include all available employees.
- Include at least one employer representative authorized to ensure correction of safety and health issues.
- Be held on company time and attendees paid at their regular rate of pay.

(11) Hold safety meetings with the following frequency if:

Table 3 - Safety meeting frequency

Nature of the Business	Frequency of Meetings
You employ construction workers	At least monthly and before the start of each job that lasts more than one week.
Your employees do mostly office work	At least quarterly
All other employers	At least monthly

# Safety Meetings for Small Employers

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(12) Safety meetings must include discussions of:

Safety and health issues

Accident investigations, causes, and the suggested corrective measures.

(13) Employers in construction, utility work, and manufacturing must document, make available to all employees, and keep for three years a written record 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.

All other employers do not need to keep these records if all employees attend the safety meeting.

*Subcontractors can attend the general contractor's meetings but must still meet to discuss accidents involving their employees.*



# Safety Committees & Safety Meetings

Oregon OSHA Div 1 OAR 437-001-0765

## Wanna do it differently?

(15) Innovation. After you apply, Oregon OSHA may grant approval for safety committees or safety meetings that differ from the rule requirements yet meet the intent of these rules.

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And tons of other great stuff on our Safety Committee page!

Filter by → Publications Education Rules Videos Additional

### Publications

**Brochures/Guides**

[Foundation for a safe workplace](#)  
Describes the fundamentals of an effective safety and health program.  
English *Order printed copy* 01/08/2020

[Safety Committees and Safety Meetings for Agriculture Employers - Quick Guide](#)  
Describes how to comply with Oregon OSHA's safety committees and safety meetings requirements for agricultural employers: 437-004-0251.  
English *Order printed copy* 12/21/2020

[Safety committees and safety meetings quick guide](#)  
English *Order printed copy* 02/15/2018

[Understanding, recognizing, and solving ergonomic hazards in long-term care.](#)  
Provides information to help understanding, recognizing, and solving ergonomic hazards in long-term care.  
English *Order printed copy* 03/20/2009

**Catalogs**

[Public Education Workshop Schedule January-June](#)  
Schedule for our virtual workshop classes from January through June. Attending an Oregon OSHA class helps you gain important knowledge and skills.  
English 12/14/2021

**Checklists**

[Safety committees](#)  
Checklist for safety committees and meetings.  
English

**Fact sheets**

[Safety committees and safety meetings - agriculture](#)

## Safety & Health System

- Inspections
- Observations
- Pre-Tasks/ Tailgates
- Mind-On-Task Culture
- JHAs
- Employee Involvement
- Risk Assessment
- Training
- Reporting
- Investigations
- Consistent Enforcement
- Accountability
- Program Evaluation



# Safety & Health Management

1. Mgt. Commitment

2. Accountability

3. Employee Involvement

4. Hazard Identification

5. Accident Investigation

6. Education & Training

7. Evaluation

If injuries  
can be  
predicted,  
they can  
be  
prevented.





## Old?

vs.

## New?

- ❑ Human error is a cause of accidents
- ❑ To explain failure, investigations must seek failures of parts of systems
- ❑ These investigations must find inaccurate assessments and bad decisions

- ❑ Human error is a symptom of trouble deeper inside a system
- ❑ To explain failure, do not try to find out where people went wrong
- ❑ Instead, find out **HOW** peoples' actions and assessments made sense at the time given the circumstances that surrounded them.

Conklin

# Whew!

