

Safety Committee 101: Roles & Responsibilities

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Agenda

- Oregon OSHA Requirements
- Best Practices
- Energizing and Engaging

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OSHA requirement

Employers must establish and administer a safety committee, or hold safety meetings to communicate and evaluate safety and health issues.

Committee or meetings? Based on size, construction, mobile work sites, traveling to work sites, office work, and satellite offices.

(OAR 437-001-0765)

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Safety committee purpose

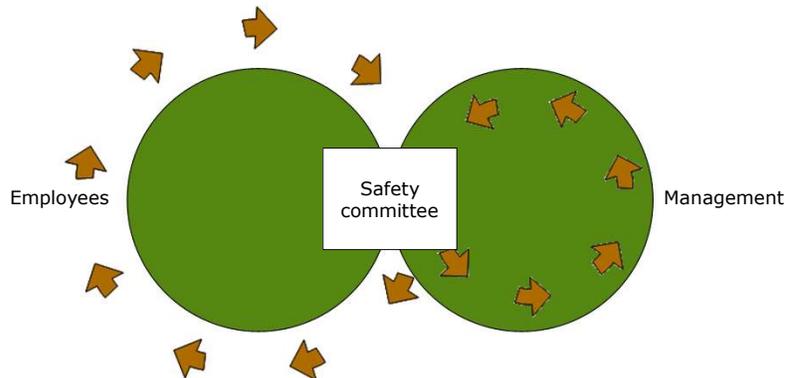
To bring workers and management together in cooperative, non-adversarial, cooperative effort to promote safety and health. And to assist you in making continuous improvement to your safety and health programs.

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Communication



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Safety committee members

20 or fewer employees:

2 committee members

More than 20 employees:

4 committee members

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Best practice: More members get more work done. Members with positive attitudes and effective communication skills will greatly improve committee performance.

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Safety committee members

Equal numbers of employer-selected and employee-elected or volunteer members.

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Best practice: Have more employee than employer representatives. Management representatives who are decision-makers and maintenance personnel can be key members.

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Members' roles

Chairperson and vice chair

- Prepare agenda
- Arrange meeting place
- Notify members of meeting
- Set meeting schedule
- Facilitate meeting

Secretary/recorder

- Record minutes
- Distribute minutes
- Distribute minutes to staff
- Report status of recommendations

All committee members

- Attend meetings
- Report unsafe conditions and practices
- Report incidents and accidents
- Contribute ideas for improving safety
- Follow safe work rules
- Influence others to work safely

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Safety committee members

Safety committee members must

- Majority agree on a chairperson
- Serve one-year minimum, when possible
- Paid at regular rate of pay
- Trained in accident and incident investigations

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Best practice: Create a rotation schedule and use turnover to create more safety champions.

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Safety committee members

Safety committee members must

- Have training in hazard identification
- Be provided with meeting minutes
- Represent major activities of your business

Best practice: Provide training at least every other year for members that do not change.

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How often to meet

Safety committee must meet

- Quarterly in situations where employees do mostly office work
- Monthly for other situations (except the months when quarterly worksite inspections are performed)

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Best practice: Hold 12 meetings and 4 inspections.

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Written records

Written records of committee meetings must include

- Names of attendees
- Meeting date
- All safety and health issues discussed

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Best practice: Have records organized and easily available in the event of an OSHA inspection.

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Written records

Written records of meetings must have

- Recommendations for corrective action and reasonable date for management response
- Person responsible for follow-up
- All reports, evaluations, and recommendations made by the committee

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Best practice: Develop system for tracking and prioritizing recommendations.

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Inspections

Establish procedures for conducting workplace safety and health **inspections:**

Quarterly: primary, fixed locations, office environments, and satellite or auxiliary locations

When committee deems necessary: mobile work locations, sites not often visited, sites that don't lend themselves to inspection

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Inspections

- Persons conducting inspections must be trained in hazard identification.
- Develop procedures for review of inspection reports and make recommendations

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Best practice: Inspections should include ergonomics and work procedures if you really want to make improvements.

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Advanced hazard identification

- Utilize an open-ended approach
- Focus on system and behavioral hazards
- Incorporate injury trends

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What safety committees do

- Develop incident investigation procedures that identify and correct hazards
- Evaluate incident investigations and make recommendations to prevent reoccurrence
- System for employees to report hazards and safety/health related suggestions

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Best practice: If you're not getting reports, the safety committee should review the process and make sure it fits the culture. Do not rely on only having employees report hazards to their supervisors.

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What safety committees do

- Make safety meeting minutes available to all employees
- Evaluate management's safety/health accountability system for improvement

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Best practice: Conduct review of management's accountability system during an annual planning meeting.

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Centralized safety committees

If you have multiple locations, you may choose to have a centralized safety committee. It must represent the safety and health concerns of all locations and meet the requirements for safety committees.

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Best practice: Large locations or departments may choose to have their own committee; however, they should still be included on the centralized safety committee.

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Centralized safety committees

Centralized safety committees must have a written policy that

- Represents management's commitment to the committee
- Requires and describes effective employee involvement
- Describes how the company will hold employees and managers accountable for safety and health hazards at each location

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Centralized safety committees

Centralized safety committees must have a written policy that

- Explains specific methods for identifying and correcting safety and health hazards at each location
- Includes an annual written comprehensive review of committee activities to determine effectiveness

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Energize your safety committee

Create a vision statement

- Short
- Simple
- Inspiring

**Safely home.
Everyone.
Every day.**

—Caterpillar

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Energize your safety committee

Create a charter

- Define your purpose.
- Outline roles and responsibilities.

Purpose

The (Name of Company) Safety Committee brings together management and employee representatives to collaborate on the best and most effective methods to protect our most valuable resource - our employees. The committee will:

- Provide an opportunity for open discussion of problems that result or could result in injury or illness.
- Assist management in the evaluation of recommendations for the improvement of the work environment.
- Create a cooperative spirit between all employees and the company.

Organization

There shall be ___ employee members and ___ management members on the committee. There shall be representatives from the department/areas listed below.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Employee members may be elected or volunteer from each work group. If no employee members are elected or volunteer, they shall be appointed. Management members shall be appointed.

Member of the committee must have an interest in injury prevention and a willingness to work for this important company effort.

Energize your safety committee

Create a plan

- Set a calendar for safety activities and publish it.
- Include required training, inspections, safety events.

Safety Activity Schedule

(Company name)				
MONTH	ACTIVITY	PERSON RESPONSIBLE	DATE COMPLETE	BY WHOM
January	Safety Inspection - Assigned by Safety Committee to members	Assigned		
	Safety Committee Meeting	Safety chair		
	Fire and Emergency Action Training	Supervisors		
	Year End Program Review - Set Goals and annual topic schedule	Safety Committee		
February	Post OSHA 300 Log summary	Safety Coord.	February 1.	
	Safety Committee Meeting	Safety Chair		
	Forklift/tractor/vehicle training			
March	Safety Committee Meeting	Safety Chair		
	Ladders and lifts inspection and training/fall protection training			
April	Safety Inspection	Assigned		
	Safety Committee Meeting	Safety Chair		

Energize your safety committee

- Bring in outside speakers
- Training opportunities:
OSHA, ASSP, OTA
 - Meetings
 - Conferences
 - Classes: online and in person



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Participate in meaningful activities

- Write/review a job hazard analysis
- Assist with incident analysis
- Annual program review/revision
- Safety Orientation

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Engaging employees in safety committee

- Energizes the safety committee
- Increases reporting and accountability
- Improves workplace morale

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Helpful resources

Oregon OSHA Safety Committees and Meetings and landing page:

<https://osha.oregon.gov/OSHArules/div1/437-001-0765.pdf>
<https://osha.oregon.gov/Pages/topics/safety-committees-and-meetings.aspx>

SAIF Safety Committee landing page and Resource Guide:

<https://www.saif.com/safety-and-health/topics/be-a-leader/safety-committees-and-meetings.html>
<https://www.saif.com/safety-and-health/topics/be-a-leader/safety-committees-and-meetings/safety-committee-resource-guide.html>

10 ways to energize your safety committee

https://www.saif.com/Documents/SafetyandHealth/SafetyCommittee/S947_tips_to_energize_your_safety_committee.pdf

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