

Oregon OSHA's
quick guide to
safety committees
and safety meetings

***What you should
know and not a
word more!***



About this guide

Oregon OSHA's quick guide to safety committees and safety meetings is an Oregon OSHA Standards and Technical Resources publication. Oregon OSHA quick guides are for employers and employees who want to know about our requirements and get back to business quickly.



Read this guide if you want to know how to comply with our requirements for safety committees and safety meetings. If you do business in Oregon these requirements affect you — but we've expanded your options and reduced your paperwork so that it's easier for you to put safety first!

What the icons mean. Throughout the guide you'll see symbols that direct your attention to questions, critical information, and key parts of a requirement.



— Question



— Critical information



— Key part of a requirement

Layout, design, and editing

- Patricia Young: Oregon OSHA, layout and design
- Mark Peterson: DCBS Communications, editing and proofing

We want you to understand what you read

Every *Oregon OSHA quick guide* comes with a plain-language guarantee! Let us know if you're not satisfied. Contact *Ellis Brasch*: 503-947-7399, ellis.k.brasch@state.or.us.



Piracy notice

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Contents

About this guide	2
Safety committees and safety meetings made easier for Oregon employers	4
Who has to comply?	4
When do I have to comply?	5
Should I start a safety committee or hold safety meetings?	5
My business has 10 or fewer employees	6
My business has more than 10 employees and just one location	7
My business has more than one location	8
Fire departments can have safety committees or safety meetings.	9
Requirements for safety committees	10
How many members does my safety committee need?	10
Who can be a member of my safety committee?	10
What does my safety committee have to do?	11
Centralized safety committees:	
For businesses that have more than one location.	13
If you can't meet our requirements for safety committees — an option.	13
Requirements for safety meetings	14
Who needs to attend safety meetings?	14
How often do we have to meet?	14
What do we have to do at safety meetings?	14
Do we have to keep written records?	14
Do I have to hold safety meetings at multi-employer worksites?	15
If you can't meet our requirements for safety meetings — an option.	15
Minutes from my safety meetings	16

Safety committees and safety meetings made easier for Oregon employers

We recently changed our rule for workplace safety committees — OAR 437-001-0765 — and added an option for holding less-formal safety meetings. Now, many businesses have safety committees or hold safety meetings.



This guide tells you how to meet the requirements of OAR 437-001-0765, *Safety Committees and Safety Meetings*.

Who has to comply?



If you're an employer in Oregon your business must have a safety committee or hold safety meetings unless you're a sole owner and only employee of a corporation.

- If your employees are covered by our agriculture rules, follow Division 4, Subdivision C, *Safety Committees*.
- If your employees are covered by our forest activities rules, follow Division 7, Subdivision B, *Safety and Health Program*, and Subdivision C, *Planning, First Aid, and Work Conditions*.

When do I have to comply?



If your business has 10 or fewer employees and they don't do construction work, you have until Sept. 19, 2009.



All other employers have until January 1, 2009.

Should I start a safety committee or hold safety meetings?

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

- **My business has 10 or fewer employees:** See page 6
- **My business has more than 10 employees and just one location:** See page 7
- **My business has more than one location:** See page 8



My business has 10 or fewer employees.

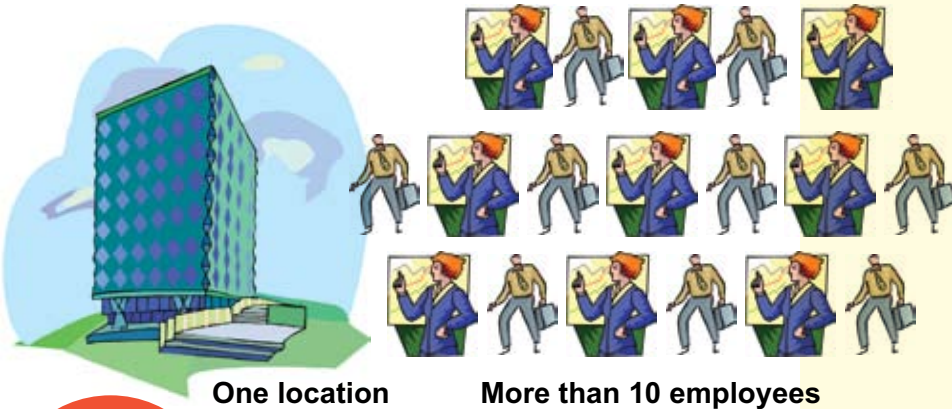


Ten or fewer employees

Your business can have a **safety committee** or hold **safety meetings**.

For small businesses such as yours, **safety meetings** will save time and keep your paperwork to a minimum.

My business has more than 10 employees and just one location.



One location

More than 10 employees

Do more than half of your employees work at construction sites?

YES

Your options:
a safety committee
or safety meetings.

NO

Do more than half of your employees travel frequently between jobs away from your location?

YES

Your options:
a safety committee
or safety meetings.

NO

Do more than half of your employees regularly work in an office environment?

YES

Your options:
a safety committee
or safety meetings.

NO

Your business must have a safety committee.

My business has more than one location.



If your business has more than one location, some locations may be able to have **safety committees or safety meetings**. This page shows the options.

Any location that has 10 or fewer employees



A safety committee or safety meetings are OK

Any location that has more than 10 employees



If more than half of the employees work at construction sites:

A safety committee or safety meetings are OK

If more than half of the employees travel frequently between jobs away from the location:

A safety committee or safety meetings are OK

If more than half of the employees work in an office environment:

A safety committee or safety meetings are OK

In all other cases:

Safety committees are required



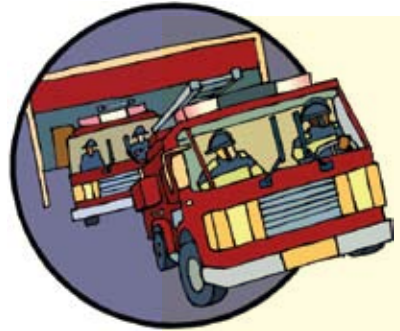
If your business has more than one location, you can have a *centralized safety committee* that represents the safety and health concerns of employees at all of the locations.



There are special requirements for *centralized safety committees*. See **page 13** for more information about centralized safety committees.

Fire departments can have safety committees or safety meetings.

Fire departments can have **safety committees** or **safety meetings**.



Fire departments that have more than one location can have a *centralized safety committee* that represents the safety and health concerns of employees at all the locations.

Requirements for safety committees



Read this section if you decide to have a safety committee.

How many members does my safety committee need?

Membership depends on how many employees your business has.

- If your business has 20 or fewer employees, your committee needs at least two members.
- If your business has more than 20 employees, your committee needs at least four members.

Who can be a member of my safety committee?

Your safety committee must have an equal number of employer-selected members and employee-elected (or volunteer) members.

- An employer-selected member can be a manager, supervisor, or any other employee management chooses to serve on the committee.
- Employees can elect another employee or a supervisor to represent them.
- If everyone on the committee agrees, there can be a majority of employee-elected members or volunteers.



Your safety committee can't have a majority of employer-selected members.

Safety committee members must:

- Agree on a chairperson.
- Serve a minimum of one year, when possible.
- Be compensated at their regular pay rates.
- Be trained in accident and incident investigation principles and know how to apply them.
- Be trained in hazard identification.
- Receive safety committee meeting minutes.
- Represent the major activities of the company.



What does my safety committee have to do?

There are four things that your safety committee must do:

1. Meet monthly or quarterly — depending on your business

- If your employees do mostly office work, meet quarterly.
- All other employers meet monthly.



Your safety committee must meet on company time.



Your safety committee doesn't have to meet during a month when you do a quarterly workplace inspection.



You can conduct safety committee meetings with a conference call, if necessary.

2. Keep a record of each meeting for three years

Keep the following information at each meeting:

- Meeting date
- Attendees' names
- Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices
- Recommendations for correcting hazards and reasonable deadlines for management to respond
- Name of the person who will follow up on the recommendations
- All other committee reports, evaluations, and recommendations



3. Have procedures for workplace safety and health inspections

Your safety committee must have procedures for conducting workplace safety and health inspections, including where the inspections are conducted, who conducts the inspections, and how often. See the summary in the table below.



Those who do inspections must be trained in hazard identification.



Those who do inspections do not have to be safety committee members.

Conduct workplace safety and health inspections

Where	Who	How often
Primary fixed sites	Employer and employee representatives	Quarterly
Office environments	Employer and employee representatives	Quarterly
Auxiliary and satellite sites	Employer and employee representatives or a trained, designated person at the worksite	Quarterly
Mobile worksites, infrequently visited sites, and sites that do not lend themselves to quarterly inspections	Employer and employee representatives or a trained, designated person at the worksite	As often as the safety committee determines necessary

4. Accomplish the following tasks

- Work with management to establish accident investigation procedures that will identify and correct hazards.
- Establish a system for employees to report hazards to management and suggest how to correct hazards.
- Establish a procedure for reviewing inspection reports and making recommendations to management.
- Evaluate all accident and incident investigations and recommend how to prevent them from happening again.

- Make safety committee meeting minutes available for all employees to review.
- Evaluate how management holds employees accountable for working safely and recommend ways to strengthen accountability. Examples include evaluating the effectiveness of safety incentives, disciplinary policies, and employee participation in identifying hazards.

Centralized safety committees: For businesses that have more than one location

If your business has more than one location, you can have a centralized safety committee that represents all of the locations.

A centralized safety committee must follow the requirements in OAR 437-001-0765 and represent the safety and health concerns of individuals at all of the locations.

A centralized safety committee must also have a written policy that:

- States management’s commitment to workplace safety and health.
- Requires employee involvement and describes what it means.
- Describes how management will hold everyone in the business accountable for safety and health.
- Describes specific methods for identifying and correcting safety and health hazards at each location.
- Requires a comprehensive annual review, in writing, of the committee’s activities to enhance workplace safety at all locations.

If you can’t meet our requirements for safety committees — an option

We may approve a safety committee that doesn’t meet the specific requirements in OAR 437-001-0765 but does satisfy the intent of the requirements. You must apply to Oregon OSHA for approval. Call the Oregon OSHA Standards and Technical Resources Section, 503-378-3272, for more information.

Requirements for safety meetings



Read this section if you decide to hold safety meetings!

Who needs to attend safety meetings?

All available employees must attend safety meetings. At least one person must have management authority to ensure that hazards discussed are corrected.



Safety meetings must be held on company time and employees paid their regular rate of pay.



How often do we have to meet?

You must hold safety meetings monthly or quarterly depending on the nature of your business.

- If you have construction workers: Meet at least monthly *and* meet before the start of each job that lasts more than one week.
- If your employees do mostly office work: Meet at least quarterly.
- All other employers: Meet at least monthly.

What do we have to do at safety meetings?

Safety meetings must include discussions of:

- Employees' safety or health concerns
- Accident investigations, causes, and suggested corrective measures

Do we have to keep written records?

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



Keep the following information at each meeting:

- Meeting date
- Attendees' names
- Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices

Do I have to hold safety meetings at multi-employer worksites?

If your employees attend the prime contractor's safety meetings you don't have to hold a separate safety meeting for your employees.



Keep the minutes from the prime contractor's safety meetings for three years as a part of your records.



You must still meet with your employees to discuss any accidents involving them.

If you can't meet our requirements for safety meetings — an option

We may approve safety meetings that don't meet the specific requirements in OAR 437-001-0765 but do satisfy the intent of the requirements. You must apply to Oregon OSHA for approval. Call the Oregon OSHA Standards and Technical Resources Section, 503-378-3272, for more information.



Minutes from my safety meetings



Why use your own paper when you can keep your meeting minutes on our form? You can tear it out or keep it in the book. (*Just remember to keep your minutes for three years.*) Call us when you need more — or download a copy from the “Publications” section on our Web site — www.orosha.org.

Before you begin...



If your employees do construction, utility work, or manufacturing...

You must keep minutes of all safety meetings for three years.



All other employers...

You don't have to keep minutes as long as all your employees attend the meetings. However, you must keep minutes at meetings when any employee is absent.

Minutes from my safety meeting

Today's date is:

Who's attending?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

What are the issues and hazards?

Write down any safety or health issues that you talk about. Include recent accident investigations and hazards involving tools, equipment, the work environment, and work practices. Use the other side if you need more space.

Minutes from my safety meeting

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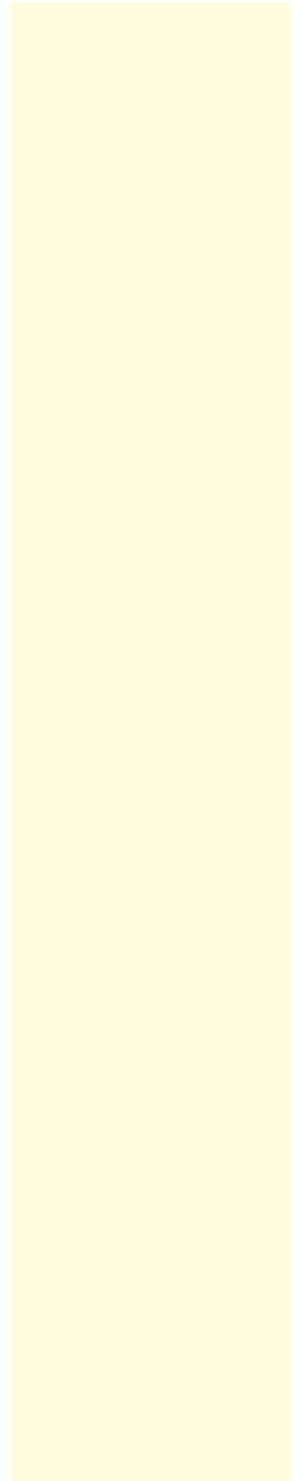
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Notes



Oregon OSHA Services

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

Consultative Services

- Offers no-cost, on-site safety and health assistance to help Oregon employers recognize and correct workplace safety and health problems.
- Provides consultations in the areas of safety, industrial hygiene, ergonomics, occupational safety and health programs, assistance to new businesses, the Safety and Health Achievement Recognition Program (SHARP), and the Voluntary Protection Program (VPP).

Enforcement

- Offers pre-job conferences for mobile employers in industries such as logging and construction.
- Inspects places of employment for occupational safety and health hazards and investigates workplace complaints and accidents.
- Provides abatement assistance to employers who have received citations and provides compliance and technical assistance by phone.

Appeals, Informal Conferences

- Provides the opportunity for employers to hold informal meetings with Oregon OSHA on concerns about workplace safety and health.
- Discusses Oregon OSHA's requirements and clarifies workplace safety or health violations.
- Discusses abatement dates and negotiates settlement agreements to resolve disputed citations.

Standards and Technical Resources

- Develops, interprets, and provides technical advice on safety and health standards.
- Provides copies of all Oregon OSHA occupational safety and health standards.
- Publishes booklets, pamphlets, and other materials to assist in the implementation of safety and health standards and programs.
- Operates a Resource Center containing books, topical files, technical periodicals, and a video lending library.

Public Education and Conferences

- Conducts conferences, seminars, workshops, and rule forums.
- Coordinates and provides technical training on topics such as confined space, ergonomics, lockout/tagout, and excavations.
- Provides workshops covering management of basic safety and health programs, safety committees, accident investigation, and job safety analysis.
- Manages the Safety and Health Education and Training Grant Program, which awards grants to industrial and labor groups to develop training materials in occupational safety and health for Oregon workers.

For more information, call the Oregon OSHA office nearest you.

Salem Central Office

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Salem, OR 97301-3882

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Toll-free: 800-922-2689

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1750 NW Naito Parkway, Ste. 112
Portland, OR 97209-2533
503-229-5910

Consultation: 503-229-6193

Salem

1340 Tandem Ave. NE, Ste. 160
Salem, OR 97303
503-378-3274

Consultation: 503-373-7819

Eugene

1140 Willagillespie, Ste. 42
Eugene, OR 97401-2101
541-686-7562

Consultation: 541-686-7913

Bend

Red Oaks Square
1230 NE Third St., Ste. A-115
Bend, OR 97701-4374

541-388-6066

Consultation: 541-388-6068

Medford

1840 Barnett Road, Ste. D
Medford, OR 97504-8250
541-776-6030

Consultation: 541-776-6016

Pendleton

721 SE Third St., Ste. 306
Pendleton, OR 97801-3056
541-276-9175

Consultation: 541-276-2353

