SAFETY COMMITTEE TRAINING
Objectives

i. Purpose/Benefits /Goals/Role

ii. Membership /Formation

iii. Effective Meeting Tips

iv. Duties

v. Accident Investigation/Hazard Identification

vi. Inspections
Purpose

OR-OSHA Statement

“The purpose is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety committee helps the employer and makes recommendations for change regarding occupational safety and health issues.”
# Safety Committees/Safety Meetings

**Purpose:** OAR 437-001-0765  
Bring workers and management together in a non-adversarial, cooperative effort to promote safety and health. Designed to assist you in making continuous improvement to your safety and health programs

**OR-OSHA Mission Statement**  
To advance and improve workplace safety and health for all workers in Oregon
It’s the law!

- In 1971, Federal Occupational Safety and Health Act of 1970 became part of national labor law. In 1973, Oregon passed, the Oregon Safe Employment Act (OSEA), creating OR-OSHA.

- OAR 437-0010-0765: Requires employers to establish and administer a safety committee, or hold safety meetings, to communicate and evaluate safety and health issues.
Benefits

• Gets employees involved
• Creates interest in health and safety
• Educates employees and managers
• Promotes cooperation and coordination
• Promotes the exchange of ideas
Goals

- Increase safety awareness
- Build enthusiasm for safety programs
- Reduce and prevent injuries
OUR GOAL THIS YEAR IS ZERO DISABLING INJURIES.

LAST YEAR OUR GOAL WAS TWENTY-SIX DISABLING INJURIES.

IN RETROSPECT, THAT WAS A MISTAKE.

WE HAD TO INJURE NINE EMPLOYEES TO MEET THE GOAL.
Roles

• Provide a safe and healthy workplace
• Analyze accidents
• Help protect employees by receiving, reporting, responding to safety concerns in a timely manner
• Be a safety leader by example
• Help the employer create and maintain a safety culture
• Committees play a role as an advisor and consultant to upper management.
MEMBERSHIP/FORMATION
Membership

- Any employee can be a member as long as the committee has an equal number of employer selected members and employee-elected members.
  - Employer selected can be a manager, supervisor, or any employee.
  - Representatives are volunteer s or elected by their peers

- Representation
  - At least 4 representatives for organizations over 20 employees.
  - 2 representatives for organizations under 20 employees
Membership (cont.)

- If everyone on the committee agrees, there can be a majority of employee elected member or volunteers

- Term of at least one year
  - Stagger terms- At least one experienced person needs to be on committee

- Paid regular wages during trainings and meetings

- Reasonable efforts made to ensure committee members represent major work areas

- Voted chairperson
Formation

Compliance with OAR 437-001-0765

- If you are 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.

Do I hold safety meetings or start a committee?

- If your organization has 10 or fewer employees, meetings are recommended

- If your organization has 10 or more employees, see following slide
<table>
<thead>
<tr>
<th>Condition</th>
<th>Safety Committee</th>
<th>Safety Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have TEN or fewer employees more than have the year (including seasonal and temps)</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>More than half of your employees report to construction sites</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>More than half of your employees are mobile or move between sites</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Most employees do not regularly work outside an office environment</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>You have more than TEN employees at a location and none of the above applies</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>You have satellite or auxiliary offices with TEN or fewer employees at each location</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

Reference: Oregon OSHA quick guide to safety committees and safety meetings
EFFECTIVE SAFETY COMMITTEE MEETING TIPS
Effective committees will provide:

- Enthusiasm for safety as a business building venture and as an employee health venture
- Commitment to the company morale by both managers and employees
- Committee teamwork and employee teamwork
- Direction and goals for the safety procedures
- Continued commitment to safety through leadership, teamwork and follow up
Effective Safety Committee Tips

- Set objectives for the meeting
- Provide an agenda prior to meeting
- Assign action items
- Examine your committee’s meeting process
- Be engaged
- Ask questions
Effective Safety Committee Tips

• Bring in a guest speaker
• Offer refreshments – free donuts and coffee can draw a crowd
• Show safety slides or movies
• Play games and/or set up safety demonstrations
• Encourage employee interaction – ask questions
• Seek training opportunities
• Develop Safety Award Programs
Duties/Functions
Meet: Monthly or Quarterly

- If you employees conduct mostly office work, meet quarterly.
- All others meet monthly

Requirements:

- Must meet on company time
- Meeting does not have to meet during the month of the inspection
- If necessary, conduct meetings via conference call
Written Records:
Maintain for three years

- Meeting dates
- Attendees’ names
- Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices
- Minutes available for all employees to review
- Recommendations for correcting hazards
- Name of the person who will follow up on recommendations
- All other committee reports, evaluations and recommendations included in minutes

Establish agreement with management to respond in writing to the recommendations. (Reasonable time frame)
Hazard Assessment and Control

- Work with management to establish accident investigation procedures that will identify and correct hazards (Accident Investigation Policy)
- Establish a system for employees to report hazards to management and suggest how to correct hazards. (Near Miss Program)
- Establish a procedure for reviewing inspections reports and making recommendations to management
Hazard Identification

- Engineering Controls
  Eliminates the hazard

- Administrative Controls
  Limiting exposure

- Personal Protective Equipment
  Barrier between the employee and the hazard
Accident Investigation
Best Practice: Information

- Employee Name
- Organization Name
- Location
- Job Title
- Investigator
- Time of accident/incident
- Date of accident/incident
- Job length
- Hours worked
- Brief description of the accident or incident
- Indicate body part affected
- Witnesses
Accident Investigation (Cont.)

Best Practice: Questions

➢ Did the injured employee see a doctor?
  • If yes, was the employer’s portion of a workers’ compensation form filed?
    • OSHA Form 300 and Injury Report

➢ Did the injured employee leave work?
  • If yes, list date and time employee left

➢ Who was the supervisor or lead person on event
  • Description of events

➢ Has the unsafe condition been corrected?
  • Explain actions taken or not taken
Accident Investigation (Cont.)

Best Practice: Investigate, Analyze and Report

- How will similar accident be prevented?
  - Corrective actions taken: Who did it and why?

- Corrective actions
  - Who will accomplish task and by what date

- Photographs, sketches of the scene and other relevant information
  - Include: Prepared by, title, date and contact information
Accident Investigation (Cont.)

- What could have been done to prevent this accident/incident?
- Contributing factors: What caused the accident/incident?
  - Lack of supervision
  - Inadequate training
  - Poor equipment
  - Inadequate policy
  - Lack of sleep
  - Work schedule
Inspections
**Inspections**

**Must include:**
- Where the inspection is conducted
- Who conducts the inspection
- How often the inspection is conducted

**Avoid:**
- Untrained individuals conducting inspections
- Only allowing safety committee members to perform inspections.
  - Allow all employees to participate if desired.
<table>
<thead>
<tr>
<th>Where</th>
<th>Who</th>
<th>How often</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary fixed sites</td>
<td>Employer and employee representatives</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Office environments</td>
<td>Employer and employee representatives</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Auxiliary and satellite sites</td>
<td>Employer and employee representatives or a trained, designated person at the worksite</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Mobile worksites, infrequently visited sites, and sites that do not lend themselves to quarterly inspections</td>
<td>Employer and employee representatives or a trained, designated person at the worksite</td>
<td>As often as the safety committee determines necessary</td>
</tr>
</tbody>
</table>

Reference: Oregon OSHA quick guide to safety committees and safety meetings
Slips, Trips and Falls

• Most common types of accidents are:
  – Falls to the same surface and below (Example: fall from a ladder or down stairs)
  – Impacts resulting from struck by or struck against (example: object falling from an overhead shelve)

• 1 in 6 of all lost time work injuries
  – 65% are same level falls

• Avoiding worker injury and staying in compliance go hand in hand with prevention.

Safety Committee Tip: Use 300 logs to find previous hazards
Exterior Premises

• Identifiable address
• Well maintained access to the building
• Hydrants 3 feet clearance around
• Storage:
  ➢ Dumpsters 5 feet from building
  ➢ 10 feet from property line
No time to paint? Wood Rots
Housekeeping
Housekeeping
Safety Issues: PPE
Critters
Creative Solutions – add outlets
Don’t waste a cover
Electrical cords
Creativity at its finest
Stress and Strain wears cords
Unmarked Trip Hazard
Unmarked Overhead Hazard
Blocked exit
More Blocked
**Electric Panel**

- Label Breakers
- 30 inch by 36 inch clear space in front of the panel
- Clearly marked, “Keep Clear” in front of the panel
More Blocked Panels
Unlabeled Containers
Machine Guards
Keep stacking
Who needs fingers
Does it look wobbly?
Leg Bent
Be Careful When Moving
At least it’s in a cabinet
Icy Walks
Questions
References


- Oregon OSHA’s Quick guide to safety committees and safety meetings, “What you should know and not a word more!”, Department of Consumer Business & Services, March 2009