

Guidelines

Title:	DHS OHA-080-007-01 Safety Committees in the Workplace Guidelines
Related to:	DHS OHA-080-007 Safety Committees in the Workplace
Effective date:	02/19/2016

Purpose

Safety Committees advise management on safety and health issues throughout the workplace, including providing advice for business-related activities that occur at off-site locations. Oregon Occupational Safety and Health Administration (OSHA) rules for safety committees and safety meetings in the workplace are the standard by which compliance with these guidelines are measured.

GUIDELINES

1. Programs within a single building may be represented by a single safety committee for that location.
2. Programs with multiple reporting sites may choose to establish a centralized safety committee.
3. Where programs cohabitate within a building:
 - a. Managers shall ensure all program areas within the building are represented on the safety committee.
 - b. There must be a management team composed of a manager from each program area within the building for safety committee reporting and decision-making requirements.
4. Safety committee meetings shall be held monthly.
5. Other meetings may be utilized to meet safety requirements instead of creating a safety committee if:
 - a. Regular attendance by all employees at the alternate meeting is certain.
 - b. Employees have the opportunity to actively participate by providing input, feedback and recommendations for improvement.
 - c. There is a clear delineation between the two meetings or the safety portion of the meeting.
 - d. All applicable Oregon OSHA rules relating to workplace safety committees are met.
 - e. Managers consult with agency safety employees to ensure compliance with OSHA requirements.
6. Safety committees shall include, at minimum:
 - a. Two members when the location has 20 or fewer employees.
 - b. Four members when the location has more than 20 employees.
 - c. At least one manager.
 - d. More members who are non-managerial employees than managers if both management and non-management employees agree.
7. Employee committee members may be:
 - a. Volunteer or elected.
 - b. Non-managerial employees or supervisors.

- c. Supervisors serving as employee representatives by election.
- 8. Management committee members may be:
 - a. Appointed.
 - b. An appointed non-management employee.
- 9. Safety committee members shall:
 - a. Represent major program activities for each location.
 - b. Serve on the committee for a minimum of one year.
 - c. Be compensated at their regular rate of pay for time spent on committee tasks.
 - d. Have training on the duties and functions of a safety committee.
 - e. Have training in the principles of accident and incident investigations for use in evaluating events.
 - f. Have training in hazard identification and control.
- 10. Member responsibilities include:
 - a. Identifying hazards.
 - b. Identifying unsafe work practices.
 - c. Removing obstacles to incident prevention.
 - d. Helping evaluate the accident and illness prevention program.
 - e. Evaluating management's accountability system for workplace safety and health.
- 11. Each work site shall have a written safety and health charter that:
 - a. Represents management's commitment to the committee.
 - b. Requires and describes effective employee involvement.
 - c. Describes how employees and managers will be held accountable for workplace safety and health.
 - d. Explains specific methods for identifying and correcting safety and health hazards at each location.
 - e. Includes the requirement of an annual written comprehensive review of the committees' activities to determine effectiveness.
- 12. The committee shall:
 - a. Analyze and evaluate safety and health issues throughout the workplace, including for those business-related activities that occur at off-site locations.
 - b. Provide recommendations to the management team regarding improvements to workplace safety procedures or unsafe conditions to the management team including:
 - i. The safety and health issue of concern.
 - ii. Any known accidents or incidents associated with the concern.
 - iii. Trends that are contributing to safety and health program deficiencies.
 - iv. Pertinent policies, procedures, laws or regulations.
 - v. Corrective actions to eliminate employee exposure and risk.
 - vi. A contact for corrective action follow-up.
 - vii. Reasonable abatement dates for management to respond.
 - viii. Management response to the recommendations submitted.
- 13. The committee shall maintain a written record of each meeting including:
 - i. Names of present and absent attendees.
 - ii. Meeting date.
 - iii. Details of safety and health issues discussed, including tools, equipment, work environment and work practice hazards.
 - iv. Name of the person responsible for any follow up to any recommended corrective action.
 - v. All reports, evaluations and recommendations made by the safety committee.
- b. Provide minutes and reports for all employees to review by:

- i. Posting on an employee bulletin board.
 - ii. Sending electronically.
14. The committee shall establish procedures for conducting quarterly workplace safety and health inspections of each office, facility, building or property associated with that workplace committee, including:
 - a. Requesting assistance from other employees and managers, especially for larger and more complex work sites.
 - b. Training in hazard identification and control for any employee performing inspections.
 - c. A system for reporting hazards to the safety committee by all employees.
 - d. A review of off-site work activities conducted by DHS and OHA programs from committee associated worksites.
 - e. Documenting all identified deficiencies and hazards.
 - f. Recommending changes at each safety committee meeting following a site inspection.
15. The committee shall work with upper management to establish, amend or adopt accident investigation processes that identify and correct hazards and include:
 - a. A process for reporting all accidents and incidents (near misses).
 - b. A communication plan for requiring all employees to report accidents and incidents to their immediate manager.
 - c. A clear delegation of responsibility and process for managers to investigate accidents and incidents and ensure corrective action and follow-up.
 - d. A reporting system, using the Trend Analysis worksheet, where each accident and incident is available for review and evaluation by the safety committee.
 - i. The report provided to the safety committee shall contain only relevant information regarding the accident or incident.
 - ii. All personal information shall be redacted prior to the safety committee receiving the report.

References

[DHS|OHA Safety, Health and Wellness Intranet](#)
[OR-OSHA Safety Committee in the Workplace](#)

Forms referenced

Safety Committee Agenda*
[Safety Committee Trend Analysis](#)
[Safety Committee Report to Management MSC 0056](#)

*Currently being updated to reflect a shared service document. Updates should be done by October

Related policies

Safety Committee Policy DHS|OHA-080-007

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