

## Safety committees and safety meetings

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### This checklist applies to general industry and construction workplaces

- Is the safety committee composed of an equal number of employer and employee representatives?
- Are all employees in attendance at safety meetings?
- Is there at least one employer representative authorized to ensure correction of safety and health issues in attendance at safety meetings?
- Are employee representatives on the safety committee volunteers or elected by their peers?
- For employers of twenty or more employees, are there at least four members on the safety committee?
- Does a majority of the members of the safety committee agree on the chairperson?
- Are safety committee members or those attending safety meetings compensated at their normal wages during trainings and meetings?
- Do employee representatives on safety committees serve terms that last at least one year?
- Are reasonable efforts made to ensure that safety committee members represent the major work activities of the business?
- Does the safety committee meet at least once a month except in months when workplace inspections are performed?
- Is your safety committee meeting quarterly if your employees do mostly office work?
- Are safety meetings being held according to the frequency required by the rule?
- If you work in construction and hold safety meetings, are you holding the meetings monthly and before the start of each job that lasts more than one week?
- Are minutes kept at each safety committee meeting?
- If you are an employer engaged in construction, utility, or manufacturing work, are you documenting your safety meeting minutes and retaining them for three years?
- Are you documenting minutes of your safety meetings when all employees are not in attendance?
- Are safety committee and safety meeting minutes available to all employees?
- Are the safety committee and safety meeting minutes maintained for at least three years?
- Are all reports, evaluations, and recommendations of the safety committee included in the safety committee minutes?
- Has a reasonable time been set within which your employer must respond in writing to safety committee recommendations?
- Has the safety committee set up a system for collecting safety-related suggestions, reports of hazards, or other information directly from those involved in workplace operations?
- Is such information reviewed during the next safety committee meeting and recorded in the minutes?

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- Does the safety committee assist your employer in evaluating the workplace safety and health program?
- Does the safety committee make written recommendations to improve the workplace safety and health program?
- Has the safety committee established procedures by which the safety committee inspection team can find and identify safety and health hazards?
- Do the minutes of your safety committee identify who will be responsible for follow up on recommended corrective actions?
- Has the safety committee established procedures for conducting workplace inspections at least quarterly?
- Does the quarterly inspection team include employer and employee representatives?
- Are members of the inspection team trained in hazard identification?
- Does the inspection team document in writing the location and identity of hazards?
- Are quarterly inspections of satellite locations done by the inspection team or by a person designated at the location?
- Does the safety committee establish an inspection schedule for those mobile locations, infrequently visited sites, and sites that do not lend themselves to quarterly inspections?
- Does the safety committee recommend ways for the employer to eliminate or correct hazards and unsafe work practices in the workplace?
- Has the safety committee established procedures for reviewing safety and health inspection reports and to make recommendations for improvement to management?
- Has the safety committee evaluated the employer's system for ensuring safety and health accountability?
- Has the safety committee made recommendations for improving safety and health accountability?
- Has the safety committee established procedures for investigating workplace injury accidents, illnesses, and deaths?
- Do safety committee members have access to applicable Oregon occupational safety and health standards?
- Have safety committee members received safety training in hazard identification and accident investigation?
- Have safety committee members received training on the principles of accident and incident investigations?

### Key rule

Division 1, 437-001-0765, *Safety committees and safety meetings*