



OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Safety Committees and Safety Meetings	HR_480_02
Supersedes:	HR_480_02, dated September 1, 2004	
Applicability:	All employees	
Reference:	OAR 437-001-0765	
Effective Date:	August 1, 2009	Approved: 

I. PURPOSE

To bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. A safety committee assists the employer and makes recommendations for change. Safety meetings allow for safety information exchange and to allow discussion of found hazards and their mitigation to promote safety in the work place.

II. POLICY

A. ODFW SAFETY COMMITTEES (11 or more employees at a location):

The Department of Fish and Wildlife, in order to provide a safe and healthful workplace, shall establish and maintain a Safety Committee at each worksite and location with 11 or more employees (including seasonals), as designated by the OR-OSHA director to meet the requirements of OAR 437-001-0765, Rules for Workplace Safety Committees and Safety Meetings.

1. Formation and Membership of ODFW Safety Committees

- a. The safety committee shall be composed of an equal number of management and classified employee representatives, if possible. Classified employee representatives shall be volunteers or shall be elected by their peers. When agreed upon by workers and management, the number of classified employee representatives on the committee may be greater than the number of management representatives.
- b. Committees shall have no fewer than two members. Reasonable efforts shall be made to ensure that committee members are representative of the major work activities of the workplace.
- c. Classified employee representatives shall serve a continuous term of at least one year. Length of membership shall be alternated or staggered so that at least one experienced member is always serving on the committee.
- d. The committee members shall elect a chairperson.

- e. Classified employee representatives attending safety committee meetings or participating in safety committee instruction or training shall be compensated at the regular hourly wage.

2. Duties and Functions

a. Management commitment to workplace health and safety

- 1) The committee shall develop a written agenda for conducting safety committee meetings. The agenda shall prescribe the order in which committee business will be addressed during the meeting.
- 2) The safety committee shall hold regular meetings at least once a month except months when quarterly workplace safety inspections are made. This does not exclude other months from safety committee meetings if more frequent safety inspections are conducted.
- 3) Quarterly safety committee meetings may be substituted for monthly meetings where the committee's sole area of responsibility involves low hazard work environments such as offices.

b. Written records

- 1) Minutes shall be made of each meeting, forwarded to the Regional Safety Officer and ODFW Safety & Health Manager to review. ODFW worksites and locations must maintain the minutes at their location for three years for inspection by the Department of Consumer and Business Services, Oregon Occupational Safety and Health Division. Copies of minutes shall be posted or made available for all employees and shall be sent to each committee member.
- 2) All reports, evaluations, and recommendations of the safety committee shall be made a part of the minutes of the safety committee meeting.
- 3) A reasonable time limit shall be established for the department to respond in writing to all safety committee recommendations.

2. Employee involvement

The committee shall establish a system to allow the members to obtain safety-related suggestions, reports of hazards, or other information directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting, and shall be recorded in the minutes for review and necessary action by the employer.

3. Hazard assessment and control

- a. The safety committee shall assist the department in evaluating the accident and illness prevention program, and shall make written recommendations to improve the program where applicable. Additionally, the safety committee shall:

- 1) Establish procedures for workplace inspections by the safety committee inspection team to locate and identify safety and health hazards;
 - 2) Conduct workplace inspections at least quarterly; and
 - 3) Recommend to the department how to eliminate hazards and unsafe work practices in the workplace.
- b. The inspection team shall include management and classified employee representatives and shall document in writing the location and identity of the hazards and make recommendations to the department regarding correction of the hazards.
 - c. Quarterly inspections of satellite locations shall be conducted by the committee team or by a person designated at the location.
 - c. Mobile work sites or locations and activities which do not lend themselves to a quarterly schedule shall be inspected by a designated person as often as Oregon occupational safety and health rules require and/or the committee determines is necessary.
 - d. The person designated to carry out inspection activities at the locations identified in sections 4, c and d shall be selected by management and shall receive training in hazard identification in the workplace.

4. Safety and health planning

The safety committee shall establish procedures for the review of all safety and health inspection reports made by the committee. Based on the results of the review, the committee shall make recommendations for improvement of the accident and illness prevention program.

5. Accountability

The safety committee shall evaluate the department's safety accountability system and make recommendations to implement supervisor and employee accountability for safety and health.

7. Accident investigation

The safety committee shall establish procedures for investigating all safety-related incidents including injury accidents, illnesses and deaths. This shall not be construed to require the committee to conduct the investigations.

C. Safety and Health Training and Instruction

1. The following items shall be discussed with all safety committee members:
 - a. Safety committee purpose and operation;
 - b. OAR 437-001-0760 through 437-001-0765 and their application; and
 - c. Methods of conducting safety committee meetings.

2. Committee members shall have ready access to applicable Oregon Occupational Safety and Health Codes which apply to the particular establishment and verbal instructions regarding their use.
3. All safety committee members shall receive training based upon the type of business activity. At a minimum, members shall receive training regarding:
 - a. Hazard identification in the workplace; OR-OSHA Training 104 or equivalent and
 - b. Principles regarding effective accident and incident investigations OR-OSHA Training 102 or equivalent.

III. POLICY FOR ODFW SAFETY MEETINGS (10 or less employees at a location):

- A. ODFW worksites and locations with 10 or less employees will hold safety meetings with all available employees attending as designated by the OR-OSHA director to meet the requirements of OAR 437-001-0765, Rules for Workplace Safety Committees and Safety Meetings.
 1. Safety meetings must be held monthly
 2. Classified employee representatives attending safety meetings or participating in safety inspections shall be compensated at the regular hourly wage.
- B. Safety meetings will include the following;
 1. Exchange of safety related information
 2. Employee's safety or health concerns
 3. Discussion of accident investigations, causes and suggested corrective measures.
 4. May include safety-related training
- C. Minutes shall be made of each meeting, forwarded to the Regional Safety Officer and ODFW Safety & Health Manager to review. ODFW worksites and locations must maintain the minutes at their location for three years for inspection by the Department of Consumer and Business Services, Oregon Occupational Safety and Health Division. Copies of minutes shall be posted or made available for all employees.
 1. All reports, evaluations, and recommendations discussed at the meeting shall be made a part of the minutes of the safety meeting.
 2. Minutes shall include the meeting date, attendees' names, and the safety and health issues discussed; including hazards, equipment, work practices, and work environment.

IV. POLICY CLARIFICATION

- A. Auxiliary or satellite locations may be combined into a single, centralized committee. This centralized committee shall represent the safety and health concerns of all the locations in that regional area.

Additional information can be found at the Or-OSHA websites via these links:

- Safety Committees and Safety Meetings:
http://www.cbs.state.or.us/osha/pdf/rules/division_1/437-001-0765.pdf
- Safety Committees and Safety Meetings Quick Guide
<http://www.cbs.state.or.us/osha/pdf/pubs/0989.pdf>
- Safety Committees and Safety Meetings Fact Sheet:
http://www.cbs.state.or.us/osha/pdf/pubs/fact_sheets/fs31.pdf