

SAFETY COMMITTEE AND SAFETY MEETINGS



OCCUPATIONAL SAFETY AND HEALTH MANUAL

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Scope:	All Employees	Training Needed:	Yes
Associated Form:	Safety Committee Minutes/Agenda Inspection Form Hazard Notification Report Form	Training Frequency:	At appointment and biannually

SAFETY COMMITTEE AND SAFETY MEETINGS

<http://osha.oregon.gov/OSHARules/div1/437-001-0765.pdf>

The purpose of Safety Committees and Safety Meetings is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health. Safety Committees and safety meetings will assist you in making continuous improvement to your safety and health programs.

It is the City of Florence's policy for the Safety Committee and Safety Meetings to communicate and evaluate safety and health issues to protect the safety and health of all of our employees. Injuries and property loss from accidents are needless, costly, and preventable. Therefore, we must adhere to fundamental safety concepts that will help prevent injury and loss due to recognized hazards.

GENERAL RESPONSIBILITIES

Management: Management is responsible for preventing accidents and injuries. Our management provides direction and full support of all safety procedures, job training, and hazard elimination practices.

Supervisors: Supervisors are directly responsible for job training of their workers. Job training will include proper procedures, work practices, and safe methods to carry out jobs. Supervisors must enforce our safety rules and take immediate corrective action to eliminate hazardous conditions. It is the supervisor's responsibility to ensure their personnel cooperate in all aspects regarding safety and health issues. Some of the fundamental safety concepts are:

- a. Accidents must be reported immediately to the supervisor, on the same day they occur.
- b. Personal protective equipment will be worn by all employees. There are no exceptions.
- c. Machines or equipment without adequate guarding, or in questionable condition shall not be used. Hazardous equipment must be reported to the supervisor.
- d. Hazardous conditions, or other safety concerns, are to be reported to the supervisor immediately.

Safety Committee: The Safety Committee's responsibility is to advise management on safety and health issues, safe work practices, and to provide leadership in protecting the safety and health of all employees. The Safety

Committee plays an important role as the prime forum for communication and exchange of information on all safety issues.

1. The committee is charged with the responsibility to define problems and obstacles for loss prevention; identify hazards and suggest corrective actions; help identify employee safety training needs; and develop accident investigation procedures.
2. The Safety Committee will be kept fully informed on health and safety issues throughout our organization to constantly review the effectiveness of the safety and health program.

The following obligations have been assigned to the Safety Committees in compliance with Oregon Administrative Rule 437-001-0765:

1. Work with management to establish, amend or adopt accident investigation procedures that will identify and correct hazards.
2. Have a system that allows employees an opportunity to report hazards, as well as safety and health related suggestions.
3. Establish procedures for reviewing inspection reports and for making recommendations to management.
4. Evaluate all accident and incident investigations and make recommendations for ways to prevent similar events from occurring.
5. Make Safety Committee meeting minutes available for all employees to review on department bulletin boards after each meeting.
6. Evaluate management's accountability system for safety and health, and recommend improvements. Examples include use of incentives, discipline, and evaluating success in controlling safety and health hazards.

SAFETY COMMITTEE RESPONSIBILITY AND AUTHORITY

The Safety Committee does not make policy, but it is responsible for recommendations to Management on employee safety and health issues. The committee, or its members, will not interfere with the work of staff and, they will not disturb the affairs of any department, or challenge supervisor authority.

COMMITTEE MEMBERSHIP

1. The committee will be composed of at least two employer-selected members and greater than two employee-elected or volunteer members. Safety Committee members can be volunteers, or elected by their peers, and represent the various departments in our organization.
2. Employee members must represent major activities of our operations.
3. Safety Committee participation will be used to provide positive reinforcement to those who take the extra effort to make our facilities a safe environment, thus making committee participation a valued activity.
4. Employees shall be encouraged to submit safety recommendations, concerns, etc. to their Safety Committee representative.

SAFETY COMMITTEE ORGANIZATION AND OPERATIONAL PROCEDURES

A centralized Safety Committee must make certain that the committee membership represents the safety and health concerns of all locations.

Basic Operations

1. The Safety Committee will meet monthly on work time.
2. The committee will have a chairperson elected by the committee members, and this person will serve as the chairperson for one year.

3. Employee representatives attending Safety Committee meetings required by OAR 437-001-0765 or participating in Safety Committee training or instruction shall be compensated at their regular rate of pay.
4. Employee representatives will serve a continuous term of at least one (1) year.
5. Safety Committee members will receive training in Safety Committee operations, the principles of accident/incident investigations for use in evaluating those events, and hazard identification.
6. Safety Committee Member duties:
 - a. Be active in completing assignments given by the chairperson, as well as acting as an area representative in matters pertaining to health and safety.
 - b. Observe how the safety and health policies are enforced in the work environment.
 - c. Advise supervisors about situations which could lead to injury or illness.
 - d. Recommend safeguards and warn of potential hazards.
 - e. Be open to education and training.
 - f. Conduct quarterly workplace inspections.

Meeting Conduct

The meeting shall be conducted following a prescribed format:

1. The committee shall hold regular meetings at least once a month, except in those months in which the mandatory quarterly safety inspections are made. Quarterly inspections can be substituted for the monthly meeting in the month the inspection is made.
2. Minutes will be kept for each meeting and will be maintained for three years for inspection by OR-OSHA. The records will be kept in the Human Resources' office. The minutes for each meeting should include the following:
 - a. A record of who attended the meeting.
 - b. Meeting date and time.
 - c. All safety and health issues discussed, including tools, equipment, work environment, and work practice hazards.
 - d. Recommendations for corrective action and a reasonable date by which management agrees to respond.
 - e. Person responsible for follow up on any recommended corrective actions.
 - f. All reports, evaluations, and recommendations made by the committee.
 - g. Copies of the meeting minutes will be given to all employees through the above proscribed means of posting.

Conducting Inspections

1. The committee will have established procedures for work place inspections, which will be conducted by at least one Safety Committee member.
2. Any safety deficiencies identified will be made known to the supervisor so that corrective action may be taken.
3. Inspections will be completed on a quarterly basis for all primary fixed locations.
4. The committee will additionally implement procedures for the review of all safety inspections and means of making appropriate recommendations to the supervisor or managers as to how to eliminate hazards and unsafe work practices in the workplace.
5. A written record of all such inspections, related recommendations, and the Management's response, will be maintained by the committee as a part of its normal recording procedures.

Accident Investigations

1. The Safety Committee shall work with management to establish procedures for the investigation and review of all safety-related incidents including injury, illness, and deaths.
2. Accident investigations done by management will be reviewed as part of the monthly safety meetings. The committee will evaluate all injuries/illnesses and “near-miss” accidents reported to the supervisor and/or committee and any related investigations completed.
3. If upon review, the committee feels additional information is required, they may send representatives to the accident site to ensure that the actual root cause of the event has been identified.
4. The committee, upon such review, will make recommendations to the supervisor as appropriate for purpose of preventing recurrence of such events.
5. At least annually the committee will review and provide comment as it relates to:
 - a. The injury and illness statistical analysis.
 - b. Our overall safety program – which includes policies, procedures, and training.
 - c. Management’s accountability system for safety and health.

Safety Committee Training

1. Members of the Safety Committee will receive required periodic training as relates to the following areas:
 - a. The function and duties of the Safety Committee.
 - b. Hazard identification in the workplace.
 - c. The principles regarding effective accident investigation.
2. A written record of the training needs to be maintained.
3. Human Resources/Risk Manager will ensure that the training is provided.

Effective Safety Committee Operation

Only the planning and effective joint leadership of management and staff who are on the Safety Committee can build a program which lasts. The Safety Committee will be constructive, providing guidance and leadership in matters pertaining to the overall health and safety of our organization.