Who the rules apply to:

<table>
<thead>
<tr>
<th>If you have:</th>
<th>Then:</th>
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<tbody>
<tr>
<td>10 or fewer employees</td>
<td>You may choose to have Safety Meetings instead of having a Safety Committee.</td>
</tr>
<tr>
<td>More than half of your employees working in an office environment.</td>
<td>You may choose to have Safety Meetings instead of having a Safety Committee.</td>
</tr>
<tr>
<td>Satellite or auxiliary offices with 10 or fewer employees at each location</td>
<td>You may choose to have Safety Meetings instead of having a Safety Committee.</td>
</tr>
<tr>
<td>11 or more employees on the same shift at the same location</td>
<td>You must have a Safety Committee.</td>
</tr>
<tr>
<td>11 or more employees, but they work on different shifts and there are 10 or fewer on each shift, or 11 or more employees, but they work in widely separate locations and there are 10 or fewer at each location.</td>
<td>You may choose to have Safety Meetings instead of having a Safety Committee.</td>
</tr>
</tbody>
</table>

**Note:** If you multiple locations and must (or choose to) have a safety committee you can have one centralized safety committee that represents the health and safety of all locations. An employee from each location is not required, however someone representing their interests is.

**Safety Committee & Safety Meetings Defined:**

- A **safety committee** is an organizational structure where members represent a group. This gives everyone a voice but keeps the meeting size to an effective number of participants.

- A **safety meeting** includes all employees and a management person is there to ensure that issues are addressed. Typically, the safety committee is an effective safety management tool for a larger employer and safety meetings are more effective for a smaller employer.

**Purpose of the rule:** To bring workers and management together in a non-adversarial, cooperative effort to promote safety and health.

**Law to Reference in Oregon:**

Safety Committees and Safety Meetings [437-001-0765](#)

COMPLIANCE MADE SIMPLE: Volume 1
Courtesy of Western Building Material Association
Step 1: Forming Your Safety Committee Checklist

☐ Safety Committee must have an equal number of employer-selected members and employee-elected (or volunteer), and must also:

☐ Serve a minimum of 1 year (when feasible)
☐ Be compensated at normal pay rates.
☐ Meet on company time.
☐ Be trained in accident and incident investigation principles and know how to apply them.
☐ Be trained in hazard identification. 437-001-0765(7)
☐ Receive copies of safety committee minutes.
☐ Represent the major activities of the company.

Note: If the entire committee agrees, there can be a majority of employee-elected members only.

☐ A Safety Committee must have at least 2 members if your business has between 2-19 employees, or at least 4 members if you have 20 or more employees.

☐ Safety Committee must have at least one employer-selected member
(a.k.a. Management Representative)

1. ___________________________ (required)
2. ___________________________ (required if over 20 employees)
3. ___________________________
4. ___________________________
5. ___________________________

☐ Safety Committee must have at least one employee-elected member

1. ___________________________ (required)
2. ___________________________ (required if over 20 employees)
3. ___________________________
4. ___________________________
5. ___________________________

☐ Safety Committee Must Elect a Chairperson (By Majority Vote)

1. ___________________________ (required)
Step 2: Running Your Safety Committee Meetings

☐ Establish when, how often, and where your safety committee will meet.

The Safety Committee will meet **monthly** *(required)* on the ______________________ (ex. 1st Wednesday) of each month, in/at the ________________________________.

**Note:** In Oregon, safety committees may meet *quarterly* in work environments that involve “primarily office work.” Due to the nature of our industry, it is our recommendation to interpret the rule to require monthly meetings.

☐ **At minimum, the following must be discussed at each meeting:**

- Review of safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed.

Other Suggested Topics:
- What to do in case of a specific emergency -- fire, earthquake, chemical spill
- A "close call" someone reported. For example: a near-miss by a forklift
- How someone in your company/another company got injured
- How to keep the walkways clear and reduce clutter
- How to safely operate a new piece of equipment the company just got
- New hazards now that the season is changing -- rain, cold, heat, darkness
- How to predict an accident
- Watching out for "road rage"
- Leaving work after dark
- Using a fire extinguisher
- Using a cell phone while driving
- Proper lifting techniques
- Using the emergency eyewash
- Our Lock-Out/Tag-Out program
- Choosing proper eye protection
- Forklift-pedestrian safety
- Problems in using ladders
- Stretching exercises to prevent injuries
- Sound/Noise Safety
Safety Committee Meeting Agenda Template

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**Meeting Date**

**Location**

**Chairperson**

<table>
<thead>
<tr>
<th>Committee Members Present</th>
<th>Members Absent</th>
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<tbody>
<tr>
<td>Employee-Elected</td>
<td>Employer-Selected</td>
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</table>

<table>
<thead>
<tr>
<th>Safety Topics Discussed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Review of safety and health inspection reports to help correct safety hazards.</td>
</tr>
<tr>
<td>□ Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.</td>
</tr>
<tr>
<td>□ Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Recommendations</th>
<th>Deadline for response</th>
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COMPLIANCE MADE SIMPLE: Volume 1

Courtesy of Western Building Material Association
☐ Open forum on workplace safety & health topics
  • _______________________________________
  • _______________________________________
  • _______________________________________
  • _______________________________________
  • _______________________________________ 

☐ Name of individual responsible for following up on the committee recommendations
_________________________________________

☐ Next meeting time, date, and agenda.
  • Time: ______________________ Date: _______________________

☐ Records Retention: These safety committee minutes are required to be saved until:
  • Date: ______________________ (3 years from date of meeting)

Additional Notes:
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Step 3: Record Keeping Requirements

You Must Keep Records Of The Following For Each Meeting:

- The **date** the meeting was held,

- The **attendees** of each meeting,

- All **topics discussed**, including tools, equipment, work environment, and work practice hazards (a.k.a. minutes),

- **Recommendations for corrective action** and a reasonable date by which management agrees to respond,

- The **person responsible** for follow up on any recommended corrective actions, and

- All **reports, evaluations and recommendations** made by the committee, for

- A period of at least **3 years**