

Oregon OSHA's
quick guide to
**Safety committees
and safety meetings**
*for general industry and
construction employers*



A Division of the
Department of Consumer
and Business Services

About this guide

This quick guide is an Oregon OSHA Standards and Technical Resources publication. Oregon OSHA quick guides are for employers and employees who want to know about our requirements and get back to business – quickly.

This guide tells you how to comply with Oregon OSHA's safety committees and safety meetings rule: 437-001-0765.

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What businesses must have safety committees or safety meetings?

If you're an employer in Oregon, your business must have a safety committee or have safety meetings *unless* you're the sole owner and the only employee of a corporation.

What requirements do I follow?

General industry and construction employers: If your employees are covered by Oregon OSHA's general industry rules or construction rules, follow the requirements in [437-001-0765, Safety Committees and Safety Meetings](#).



This guide explains these requirements.

Agriculture employers: If your employees are covered by Oregon OSHA's agriculture rules, follow the requirements in [437-004-0251, Safety Committees and Safety Meetings](#).

Forest activities employers: If your employees are covered by Oregon OSHA's forest activities rules, follow the requirements in [437-007-0130\(4\), Employee Involvement](#).



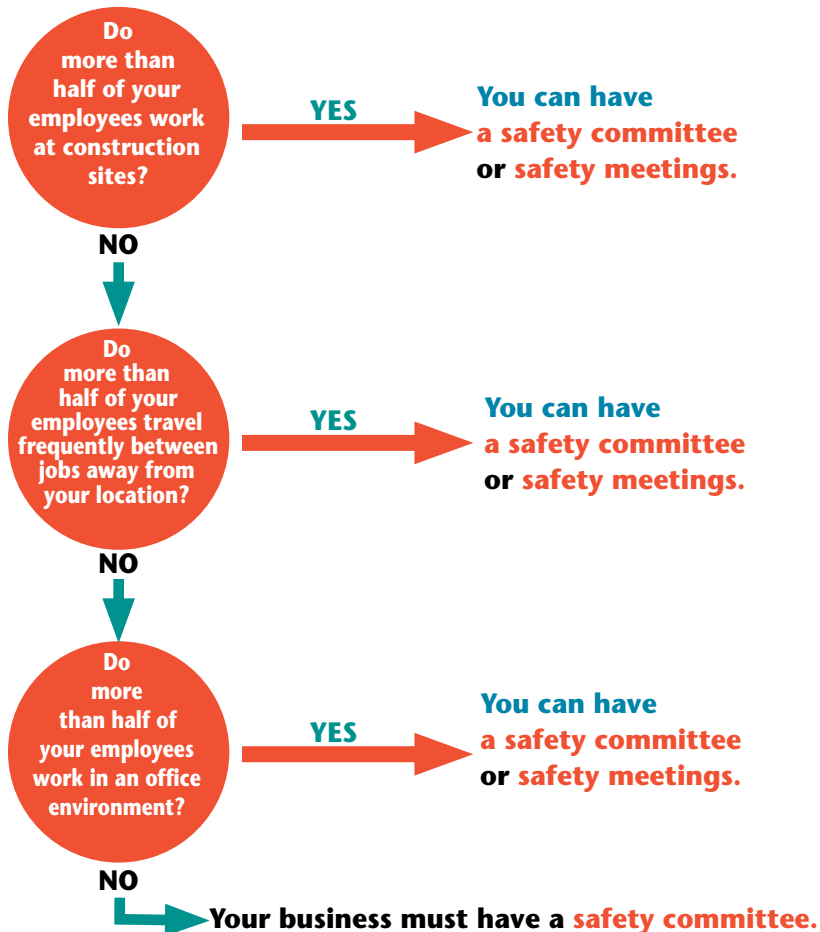
Should I have a safety committee or should I have safety meetings?

Most businesses can have safety committees or safety meetings. Which of the following applies to your business?

My business has 10 or fewer employees.

Your business can have a safety committee or safety meetings. For small businesses, safety meetings save time and keep paperwork to a minimum.

My business has more than 10 employees.





Generally, businesses that must have safety committees have more than 10 employees and are retail or manufacturing establishments.

What if my business has more than one location?

You can have one safety committee or safety meetings at any location that has 10 or fewer employees.

Centralized safety committees

You can also have a centralized safety committee that represents the safety and health concerns of employees at all of the locations. A centralized safety committee must follow the requirements in *437-001-0765* and represent employees at all of the locations.



An employee from each location does not have to attend a centralized safety committee meeting as long as someone at the meeting represents their interests.

A centralized safety committee must have a written policy that:

- States management's commitment to workplace safety and health.
- Requires employee involvement and describes what it means.
- Describes how management will hold everyone in the business accountable for safety and health.
- Describes specific methods for identifying and correcting safety and health hazards at each location.
- Requires a comprehensive annual review, in writing, of the committee's activities to enhance workplace safety at all locations.

What are the options for fire departments?

Fire departments can have safety committees or safety meetings. Fire departments that have more than one location can have a *centralized safety committee* that represents the safety and health concerns of employees at all the locations.

What are the requirements for safety committees?

Read this section if you decide to have a safety committee.
See Page 10 if you decide to have safety meetings.



Who can be a member of my safety committee?

Your safety committee must have an equal number of employer-selected members and employee-elected (or volunteer) members.

- An employer-selected member can be a manager, supervisor, or any other employee management chooses to serve on the committee as its representative.
- Employees can elect another employee or a supervisor to represent them.
- If everyone on the committee agrees, there can be a majority of employee-elected members or volunteers.

Your safety committee must not have a majority of employer-selected members.

Safety committee members must:

- Agree on a chairperson.
- Serve a minimum of one year, when possible.
- Be compensated at their regular pay rates.
- Be trained in accident and incident investigation principles and know how to apply them.
- Be trained in hazard identification.
- Receive safety committee meeting minutes.
- Represent the major activities of the company.

For help with training employees about accident prevention and hazard identification, look under “education” on Oregon OSHA’s “safety committees” A-Z topics web page.



How many members does my safety committee need?

Membership depends on how many employees your business has.

- If your business has 20 or fewer employees, your committee needs at least two members.
- If your business has more than 20 employees, your committee needs at least four members.

What does my safety committee have to do?

There are four things your safety committee must do.

1. Meet monthly or quarterly, depending on the work that your employees do

- If your employees do mostly office work, meet *quarterly*.
- If your employees do work other than office work, meet *monthly*.



Your safety committee must meet on company time.



Your safety committee doesn't have to meet during a month when you do a quarterly workplace inspection.



You can conduct safety committee meetings with a conference call, if necessary.

2. Keep a record of each meeting for three years

Keep the following information at each meeting:

- Meeting date
- Attendees' names
- Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices
- Recommendations for correcting hazards and reasonable deadlines for management to respond
- Name of the person who will follow up on the recommendations
- All other committee reports, evaluations, and recommendations



You can keep your meeting minutes on a form like the one on Page 13 in this guide. You can also download them [here](#). (Go to www.orosha.org and click on the A-Z page. Find "Safety committees" and click on "Forms and document samples")



Hazards identified at safety committee meetings must include recommendations for correcting them and a correction date.

3. Have procedures for workplace safety and health inspections

Your safety committee must develop procedures for conducting workplace safety and health inspections that include where the inspections are conducted, who conducts them, and how often.

See the summary in the table below.

Conducting workplace safety and health inspections		
Where?	Who?	How often?
Primary fixed sites	Employer and employee representatives	Quarterly
Office environments	Employer and employee representatives	Quarterly
Auxiliary and satellite sites	Employer and employee representatives or a trained, designated person at the worksite	Quarterly
Mobile worksites, infrequently visited sites, and sites that do not lend themselves to quarterly inspections	Employer and employee representatives or a trained, designated person at the worksite	As often as the safety committee determines necessary

Those who do inspections must be trained in hazard identification but do not have to be safety committee members.



4. Accomplish these tasks

- Work with management to establish accident investigation procedures that will identify hazards and ensure that they are corrected.
- Establish a system for employees to report hazards to management and suggest how to correct hazards.
- Establish a procedure for reviewing inspection reports and making recommendations to management.
- Evaluate all accident and incident investigations and recommend how to prevent them from happening again.
- Make safety committee meeting minutes available for all employees to review.
- Evaluate how management holds employees accountable for working safely and recommend ways to strengthen accountability. Examples include evaluating the effectiveness of safety incentives, disciplinary policies, and employee participation in identifying hazards.

If you can't meet Oregon OSHA's requirements for safety committees, here is an option:

Oregon OSHA may approve a safety committee that doesn't meet the requirements in **437-001-0765**, but does satisfy the intent of the requirements. You must apply to Oregon OSHA for approval. Call the Oregon OSHA Standards and Technical Resources Section, **503-378-3272**, for more information.

What are the requirements for safety meetings?



Read this section if you decide to have safety meetings. These safety meetings are not the same as a safety committee's monthly or quarterly meetings. See Page 7 if you decide to have a safety committee.

Who must attend safety meetings?

All available employees must attend safety meetings. At least one person must have management authority to ensure that hazards discussed are corrected.



Safety meetings must be held on company time and employees paid their regular rate of pay.

How often must we meet?

You must have safety meetings monthly or quarterly depending on what your business does.

- If you have construction workers: Meet at least monthly and meet before the start of each job that lasts more than one week.
- If your employees do mostly office work: Meet at least quarterly.
- All other employers: Meet at least monthly.

What are we supposed to do at safety meetings?

Safety meetings must include discussions of:

- Employees' concerns about workplace safety or health conditions
- Accident investigations, causes, and suggested corrective measures

Are we required to keep minutes at safety meetings?

If your employees do construction, utility work, or manufacturing, you must keep minutes of all safety meetings for three years.

All other employers: You do not have to keep minutes as long as all your employees attend the meetings. However, you must keep minutes at meetings when any employee is absent.

Keep the following information at each meeting:

- Meeting date
- Attendees' names
- Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices

You can keep your meeting minutes on a form like the one on Page 12 in this guide. You can also download them [here](#). (Go to www.osha.org and click on the A-Z page. Find "Safety committees" and click on "Forms and document samples")



Are safety meetings required at multi-employer worksites?

If your employees attend the prime contractor's safety meetings, you do not have to separate safety meetings for your employees.

Keep the minutes from the prime contractor's safety meetings for three years as a part of your records.



You must still meet with your employees to discuss any accidents involving them.



If you can't meet Oregon OSHA's requirements for safety meetings, here is an option:

We may approve safety meetings that don't meet the specific requirements in *437-001-0765*, but do satisfy the intent of the requirements. You must apply to Oregon OSHA for approval. Call the Oregon OSHA Standards and Technical Resources Section, *503-378-3272*, for more information.



Safety committee meeting minutes (form)

Date of today's meeting ____ / ____ / ____

Keep until ____ / ____ / ____
(Keep 3 years)

Attending

Absent

What are the issues and hazards?

Include any safety or health issues that you talk about. Include recent accident investigations and hazards involving tools, equipment, the work environment, and work practices.

Recommendations for correcting hazards

Include recommendations for correcting hazards and reasonable deadlines for management to respond.

Recommendations	Deadline for response

Person who will follow up on recommendations _____

Oregon OSHA Services

Oregon OSHA offers a wide variety of safety and health services to employers and employees:

Appeals

503-947-7426; 800-922-2689; admin.web@oregon.gov

- Provides the opportunity for employers to hold informal meetings with Oregon OSHA on concerns about workplace safety and health.
- Discusses Oregon OSHA's requirements and clarifies workplace safety or health violations.
- Negotiates settlement agreements to resolve disputed citations.

Conferences

503-378-3272; 888-292-5247, Option 1; oregon.conferences@oregon.gov

- Co-hosts conferences throughout Oregon that enable employees and employers to learn and share ideas with local and nationally recognized safety and health professionals.

Consultative Services

503-378-3272; 800-922-2689; consult.web@oregon.gov

- Offers no-cost, on-site safety and health assistance to help Oregon employers recognize and correct workplace safety and health problems.
- Provides consultations in the areas of safety, industrial hygiene, ergonomics, occupational safety and health programs, assistance to new businesses, the Safety and Health Achievement Recognition Program (SHARP), and the Voluntary Protection Program (VPP).

Enforcement

503-378-3272; 800-922-2689; enforce.web@oregon.gov

- Offers pre-job conferences for mobile employers in industries such as logging and construction.
- Inspects places of employment for occupational safety and health hazards and investigates workplace complaints and accidents.
- Provides abatement assistance to employers who have received citations and provides compliance and technical assistance by phone.

Public Education

503-947-7443; 888-292-5247, Option 2; ed.web@oregon.gov

- Provides workshops and materials covering management of basic safety and health programs, safety committees, accident investigation, technical topics, and job safety analysis.

Standards and Technical Resources

503-378-3272; 800-922-2689; tech.web@oregon.gov

- Develops, interprets, and gives technical advice on Oregon OSHA's safety and health rules.
- Publishes safe-practices guides, pamphlets, and other materials for employers and employees
- Manages the Oregon OSHA Resource Center, which offers safety videos, books, periodicals, and research assistance for employers and employees.

Need more information? Call your nearest Oregon OSHA office.

Salem Central Office

350 Winter St. NE, Rm. 430
Salem, OR 97301-3882

Phone: 503-378-3272

Toll-free: 800-922-2689

Fax: 503-947-7461

en Español: 800-843-8086

Website: www.orosha.org



Bend

Red Oaks Square
1230 NE Third St., Suite A-115
Bend, OR 97701-4374
541-388-6066
Consultation: 541-388-6068

Eugene

1140 Willagillespie, Suite 42
Eugene, OR 97401-2101
541-686-7562
Consultation: 541-686-7913

Medford

1840 Barnett Road, Suite D
Medford, OR 97504-8250
541-776-6030
Consultation: 541-776-6016

Pendleton

200 SE Hailey Ave.
Pendleton, OR 97801-3056
541-276-9175
Consultation: 541-276-2353

Portland

Durham Plaza
16760 SW Upper Boones Ferry Road,
Suite 200
Tigard, OR 97224-7696
503-229-5910
Consultation: 503-229-6193

Salem

1340 Tandem Ave. NE, Suite 160
Salem, OR 97301
503-378-3274
Consultation: 503-373-7819



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