

**PERSONNEL POLICIES AND PROCEDURES
OREGON MILITARY DEPARTMENT
AGP POLICY 99.200.02**

Subject: Safety Committees

Applicability: All locations

Effective Date: June 1, 2008 (Revised)

- I. **PURPOSE:** To bring employees and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. Assist the employer and make recommendations for change.
- II. **GENERAL POLICY:** The Oregon Military Department (OMD) is committed to protecting the safety and health of its employees.
- III. **RESPONSIBILITIES:**
- A. **Director of State Personnel:** Ensures the Department is in compliance with this policy:
- B. **State Safety Manager:**
1. Monitors safety committees' activities to ensure safety committees operate within OR-OSHA health and safety rules and regulations.
 2. Provides guidance and resources to safety committees.
 3. Retains safety committee minutes for 3 (three) years.
- C. **Managers/Supervisors:**
1. Responds in writing, within 15 calendar days, to all safety committee recommendations.
- D. **Safety Committee:**
1. Follows OR-OSHA safety committee rules and regulations.
 2. Elects a chairperson to conduct meetings.
 3. Elects a secretary to take minutes.
- E. **Executive Safety Committee (ESC):**
1. Monitor and reduce costs associated with work related injuries.
 2. Elects a chairperson to conduct meetings.
 3. Elects a secretary to take minutes.
- IV. **STANDARDS:**
- A. **Safety Committee Members**
1. The safety committee shall:
 - a. Be composed of an equal number of employer and employee representatives. Employee representatives shall be volunteers or shall be elected by their peers. When agreed upon by workers and management, the number of

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employees on the committee may be greater than the number of employer representatives.

- b. No fewer than 4 (four) members.
- c. Have a chairperson elected by the committee members.
- d. Serve a continuous term of at least 1-year. Length of membership shall be alternated or staggered so that at least one experienced member is always serving on the committee.

B. Functions and Duties

1. Develop a written agenda for conducting safety committee meetings.
2. Hold monthly meetings excluding the month in which a quarterly inspection is made.
3. Establish and communicate to all employees a system to allow the members to obtain safety related suggestions, reports of hazards or any other information received from persons involved in the operation of the workplace.
4. Establish procedures for reviewing all safety-related incidents/accidents at regular meetings.
5. Conduct workplace inspections at least quarterly. Inspections shall be written and shall document the location and identity of the hazards. Provide written recommendations to the employer on how to eliminate hazards and unsafe work practices in the workplace.
6. All written inspections and recommendations shall be made part of the minutes.
7. Post or make available the minutes of the meetings for all employees at the work location. Minutes shall be forwarded to AGP and will be maintained for 3 (three) years.
8. Each new member shall attend training in OR-OSHA Hazard Communication and Accident and Incident Investigation within the first six (6) months on the committee.

C. Executive Safety Committee (ESC) Members

1. ESC members shall:
 - a. Consist of a representative from each Division/Office:
 1. Director of State Affairs
 2. Director of AGP
 3. Director of AGI
 4. Director of AGC
 5. Director or YCP
 6. Director of Staff for Air Guard (PANG & KF)
 7. State Safety Manager

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- b. Have a chairperson selected by the committee.
- c. Elect a secretary to take minutes.

D. Functions and Duties

- 1. Develop a written agenda for conducting ESC meetings.
- 2. Hold quarterly meetings (January, April, July and October).
- 3. Relay information to agency safety committee's through the State Safety Manager.
- 4. Identify and analyze safety trends within the agency.
- 5. Issue recommendations for corrective action as it relates to safety issues.
- 6. Reduce the escalation costs associated with accidents and injuries.

V. SAFETY TRAINING

- 1. Safety training is available through OR-OSHA at no cost.

Official:



RAYMOND F. REES
Major General
The Adjutant General

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**Evaluation Checklist
OAR 437-001-0765 rules for Workplace Safety Committees**

Item	Question	Yes	No
1.	Is the safety committee composed of an equal number of employer and employee representatives?	_____	_____
2.	Are the employee representatives either volunteers or elected by their peers?	_____	_____
3.	For employers of twenty or more employees, are there at least four members on the safety committee?	_____	_____
4.	Is the safety committee chairperson elected by the committee?	_____	_____
5.	Are safety committee members compensated at their normal hourly wage during safety committee training and meetings?	_____	_____
6.	Do employee representatives serve terms that last at least one year?	_____	_____
7.	Are terms of service alternated or staggered so that at least one experienced member is serving on the committee?	_____	_____
8.	Are reasonable efforts made to ensure that committee members represent the major work activities of the agency?	_____	_____
9.	Does the safety committee hold regular meetings at least once a month except in months in which workplace inspections are performed?	_____	_____
10.	Does the safety committee work from a written agenda?	_____	_____
11.	Are minutes kept at each meeting?	_____	_____
12.	Are the minutes made available to all employees?	_____	_____
13.	Are the minutes maintained for at least three years?	_____	_____
14.	Are all reports, evaluations and recommendations of the safety committee made part of the safety committee minutes?	_____	_____
15.	Has a reasonable limit been set within which the employer must respond in writing to safety committee suggestions?	_____	_____
16.	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?	_____	_____
17.	Is such information reviewed during the next safety committee meeting and recorded in the minutes?	_____	_____
18.	Does the safety committee assist the employer in evaluating the employer's accident and illness prevention program?	_____	_____
19.	Does the safety committee make written recommendations to improve the safety and health programs?	_____	_____
20.	Has the safety committee established procedures by which the safety committee inspection team can find and identify safety and health hazards?	_____	_____
21.	Does the safety committee conduct workplace inspections at least quarterly?	_____	_____
22.	Does the safety committee recommend ways for the employer to eliminate or correct hazards and unsafe work practices in the workplace?	_____	_____
23.	Does the safety committee inspection team include employer and employee representatives?	_____	_____
24.	Does the safety committee inspection team document in writing the location and identity of hazards?	_____	_____
25.	Are quarterly inspections of satellite locations done by the safety	_____	_____

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- committee inspection team or by a person designated at that location?
26. Has the safety committee established procedures to review all safety and health inspection reports made by the committee? _____
27. Based on the results of the above review, does the safety committee make recommendations for the improvement of the employers safety and health program? _____
28. Has the safety committee evaluated the employer's accountability system? _____
29. Has the safety committee made recommendations to implement supervisor and employee accountability for safety and health? _____
30. Has the safety committee established procedures for investigating all safety-related incidents, including injury accidents, illnesses, and deaths? _____
31. Has the safety committee purpose and operation been discussed with all safety committee members? _____
32. Have the safety committee rules and their application been discussed with all committee members? _____
33. Do safety committee members have ready access to applicable Oregon Occupational Safety and Health Codes? _____
34. Have safety committee members received safety training based on your company's activity, hazard identification training and effective Accident Instigation training? _____