



DEPARTMENT OF CORRECTIONS
Human Resources



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| Title: | Safety Committee | DOC Policy: 20.6.5 |
| Supersedes: | | |
| Applicability: All | | |
| Directives Cross-Reference: OAR 437-001-765 | | |

I. PURPOSE

To bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace.

II. POLICY

The Department of Corrections in order to provide a safe and healthful workplace shall establish and maintain a Safety Committee at each functional unit or facility. Any work site, which includes fire service activities, shall also establish a Fire Service Safety Committee.

A. Formation and membership:

1. Safety committees shall 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 the workers and management, the number of employees on the committee may be greater than the number of employer representatives.
2. Committees shall have no fewer than four members. Reasonable efforts shall be made to ensure that committee members are representative of the major work activities of the workplace.
3. The committee members shall elect a chairperson.
4. Employee representatives shall serve a continuous term of at least one year. Length of membership shall be staggered so that at least one experienced member is always on the committee.
5. Employee representatives attending safety committee meetings or participating in safety committee instruction or training shall be compensated by the employer at the regular hour wage.

B. Duties and functions:

1. Bylaws for the operation and effectiveness of the safety committee shall be developed to include all provisions of this policy.
2. A written agenda for conducting safety committee meetings shall be developed and used.
3. Meetings shall be held at least once a month except months when quarterly workplace safety inspections are made.
4. Quarterly safety committee meetings may be substituted for monthly meetings when the committee's sole area of responsibility involves low hazard work environments such as offices (quarterly meetings shall include workplace inspections).
5. Minutes shall be made of each meeting, which the employer shall review and maintain for three years. Copies of the minutes shall be posted or made available for all employees and shall be sent to each committee member.
6. All reports, evaluations, and recommendations of the committee shall be in the minutes.
7. All recommendations of the committee shall be voted on by the committee. A quorum of safety committee members shall be defined and present to vote on recommendations of the committee.
8. The employer shall respond in writing to all recommendations of the safety committee prior to the next scheduled meeting of the committee. The committee shall review the employer's response at their next scheduled meeting.
9. A system shall be established for employees to bring forward safety-related suggestions, reports of hazards, or other safety committee business to the committee.
10. Facility and/or unit inspections shall be conducted quarterly to locate and identify safety and health hazards. The inspection team(s) shall include employee and employer representatives. Recommendations to eliminate hazards and unsafe work practices shall be documented as to location and include recommendations to correct the hazard. The committee shall review inspection team reports.
11. Quarterly inspections shall be made at all satellite locations. Mobil work sites (work crews in the community) shall be inspected by the assigned safety manager and/or designated person as required by OR-OSHA.

12. The safety committee shall develop procedures for investigation of safety related incidents including injury accidents, illnesses, and deaths. This shall not be construed to require the committee to conduct the investigation.
13. The assigned unit safety manager shall serve as an ex-officio non-voting permanent member of the safety committee.
14. The safety committee shall evaluate the employer's accountability system and make recommendations to implement employee and supervisor accountability for safety and health.

B. 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;
 - c. Methods of conducting safety committee meetings.
2. Committee members shall have ready access to all applicable Oregon Occupational Safety and Health Codes.
3. All committee members shall receive training based upon the operation of business at each location. At a minimum, members shall receive training in:
 - a. Hazard identification in the workplace; and
 - b. Principles regarding effective accident and incident investigations.

III. IMPLEMENTATION

This policy will be adopted immediately without further modification.