

OREGON MILITARY DEPARTMENT	NUMBER: 99.200.02
ADJUTANT GENERAL PERSONNEL	EFFECTIVE DATE: Jan 31, 2023
SUBJECT: Safety Committee Policy	

PURPOSE:

Bring employees and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. Assist the agency and make recommendations for change.

AUTHORITY/REFERENCE:

Oregon OSHA 437-001-0765
OSHA CFR 1960.36 – General Provisions

ATTACHMENT:

Evaluation Checklist

RESPONSIBILITIES:

Director of State Personnel: Ensures the Department is compliant with this policy

Safety Review Board:

- Monitors safety committees' activities to ensure safety committees operate within OR-OSHA health and safety rules and regulations. (See evaluation checklist pages 5 - 7)
- Provides policies, procedures, and resources to area safety committees.
- Retains safety review board meeting minutes for three (3) years.
- Monitor and reduce costs associated with work related injuries.
- Elects a chairperson to conduct meetings.
- Elects a secretary to take minutes.

Managers/Supervisors:

- Responds in writing, within 15 calendar days, to all safety committee recommendations.

Safety Committees:

- Follows OR-OSHA safety committee rules and regulations.
- Elects a chairperson to conduct meetings.
- Elects a secretary to take minutes.

- Retains safety committee meeting minutes for three (3) years.
- Integration of state safety committees with Title 32 safety committee meetings are encouraged when management agrees, and disparity does not prevent. If leadership chooses to integrate state safety requirements into existing T-32 safety meetings, they must provide a memorandum of record to AGP that states how these functions and personnel (Civil Engineering, Fire, and Environmental) will be included. Title 32 safety policies governing state employees will also be forwarded to AGP for review and consideration of state regulations for employee safety to ensure they are as protective as OMD policies. When integration is not possible, state is required to have a stand-alone safety committee.
- Committees will be in place for the following areas:
 - a. OYCP
 - b. Rees Training Center
 - c. Camp Rilea
 - d. PANG
 - e. Kingsley Field
 - f. Armories
 - g. Owen Summers
 - (A) Personnel
 - (B) Installations
 - (C) Comptroller

STANDARDS:

Safety Committee Members

- The safety committee shall:
 - Be composed of an equal number of management and non-management representatives when able. Employee representatives should be volunteers or shall be elected by their peers. When agreed upon by non-management and management, the number of employees on the committee may be greater than the number of management representatives.
 - No fewer than 4 (four) members.
 - Have a chairperson elected by the committee members.
 - Serve a continuous term of at least 1 – 2 years. Length of membership shall be alternated or staggered so that experienced members are always serving on the committee.
 - Ensure representation from all job classifications.

Functions and Duties

- Develop a written agenda for conducting safety committee meetings.

- Hold monthly meetings excluding the month in which a quarterly inspection is made. Locations that serve in mainly administrative positions may hold 1 meeting per quarter rather than monthly.
- 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.
- Establish procedures for reviewing all safety-related incidents/accidents at regular meetings.
- Conduct workplace inspections at least quarterly. Inspections shall be written and shall document the location and identity of the hazards. Provide written recommendations to management on how to eliminate hazards and unsafe work practices in the workplace.
- All written inspections and recommendations shall be made part of the minutes.
- 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.
- Each new member shall attend training in Hazard Identification and Accident/Incident Investigation training within the first three (3) months on the committee.
- Identify safety programs applicable to employees covered by the committee.

Safety Review Board Members

- The Safety Review Board (SRB) shall consist of:
 - Each Safety Committee Chair
 - The Director of State Personnel
 - Deputy Chief of State Affairs
 - Safety Representative as assigned by Director of State Personnel
 - AGI Business Operations Administrator
 - AGC Business Operations Manager
 - OYCP Business Operations Administrator

Member serves a continuous term of at least 1 year.

- SAIF Representative (non-voting and optional attendance)
- OMD Auditor Executive (non-voting)
- Federal Title 32 Safety Program Manager or National Guard Unit Safety Program Managers for Army and Air (optional attendance).
- State manager for Base Civil Engineering Divisions- PANG and Kingsley

Have a chairperson elected by the committee members.

Elect a secretary to take minutes.

Functions and Duties

- Develop a written agenda for conducting safety committee meetings.
- Hold quarterly meetings.
- Annually review and update all safety programs.
- Identify and analyze safety trends within agency.

- Address escalated concerns that cannot be remedied in the traditional management structure.

POLICY CLARIFICATION

Policy clarification or questions will be addressed to AGP at 503-428-3549. Training is available through OR-OSHA, Workday Learning, or at SAIF.com at no cost.

INQUIRIES / QUESTIONS: Questions pertaining to this guidance may be directed to AGP at (503) 428-3549.

Tracy GARCIA

Tracy Garcia, Director
Adjutant General Personnel
Oregon Military Department

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 management and non-management representatives?	_____	_____
2.	Are the non-management representatives either volunteers or elected by their peers?	_____	_____
3.	For agencies 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 committee members 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 and where quarterly meetings are allowed?	_____	_____
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 agency 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 management in evaluating the accident 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 management to eliminate or correct hazards and unsafe work practices in the workplace? _____
23. Does the safety committee inspection team include management and non-management 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 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 agency safety and health programs? _____
28. Has the safety committee made recommendations to implement Management and employee accountability for safety and health? _____
29. Has the safety committee established procedures for investigating all safety-related incidents, including injury accidents, illnesses, and deaths? _____

30. Has the safety committee purpose and operation been discussed with all safety committee members? _____
31. Have the safety committee rules and their application been discussed with all committee members? _____
32. Do safety committee members have ready access to applicable Oregon Occupational Safety and Health Codes? _____
33. Have safety committee members received safety training based on your agency's activity, hazard identification training and effective Accident Investigation training? _____