

Safety committees and safety meetings

ORAR 437-001-0765
Division 1

Safety committees
and safety meetings

What's the purpose of the rule?

The rule for workplace safety committees and safety meetings – **ORAR 437-001-0765** – requires employers to establish and administer a safety committee, or hold safety meetings, to communicate and evaluate safety and health issues. The purpose is to get workers and management working together to prevent workplace injuries and accidents, ultimately producing a safer and healthier workplace.

Who has to comply?

If you're an employer in Oregon, your business must have a safety committee or hold safety meetings unless:

- You're a sole owner and the only employee of a corporation.
- You're a board or commission member who doesn't participate in your business's daily affairs.
- Your employees are covered by our agriculture rules. (Follow Division 4, Subdivision C, *Safety Committees*.)
- Your employees are covered by our forest activities rules. (Follow Division 7, Subdivision B, *Safety and Health Program* and Subdivision C, *Planning, First Aid, and Work Conditions*.)

Should I start a safety committee or hold safety meetings?

Most businesses can have safety committees or hold safety meetings. This table shows your options.

<i>If...</i>	Can I have a safety committee?	Can I hold safety meetings?
A. You have 10 or fewer employees (including seasonal and temporary employees) for more than half of the year.	Yes	Yes
B. More than half of your employees report to construction sites.	Yes	Yes
C. More than half of your employees are mobile or move frequently between sites.	Yes	Yes
D. More than half of your employees regularly work in an office environment.	Yes	Yes
E. You have more than 10 employees at any one location, including satellite or auxiliary offices, and B through D above do not apply.	Yes	No
F. You have satellite or auxiliary offices with 10 or fewer employees at each location.	Yes	Yes

Web site:

www.orosha.org

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



Safety committees and safety meetings continued

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Safety committee requirements

How many members does my safety committee need?

Membership depends on how many employees you have.

If you have 20 or fewer employees → Your committee needs at least 2 members

If you have more than 20 employees → Your committee needs at least 4 members

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.

What does my safety committee have to do?

- Meet monthly. (If your employees do mostly office work then your safety committee can meet quarterly.) You can conduct meetings with a conference call if necessary.
- Keep a record of each meeting for three years.
- Establish procedures for conducting quarterly workplace safety and health inspections. (Mobile and infrequently visited sites can be inspected less frequently.)
- Work with you to establish accident investigation procedures that will identify and correct hazards.
- Establish a system for employees to report hazards.
- Establish a procedure for reviewing inspection reports.
- Evaluate all accident and incident investigations.
- Make safety committee meeting minutes available to all employees.
- Recommend ways to strengthen your business's overall safety effort.

Centralized safety committees: An option for businesses that have more than one location

If your business has more than one location, you can have a centralized safety committee that represents all of the locations. A written safety and health policy is required. You can conduct meetings with a conference call, if necessary.

Safety meeting requirements

Who needs to attend safety meetings?

All available employees must attend safety meetings, including you.

How often do we have to meet?

Meet monthly unless your employees do mostly office work – then you can meet quarterly. **Note:** If your employees report to construction sites, meet monthly *and* before the start of each job that lasts more than one week.

What do we have to do at safety meetings?

Discuss safety concerns and any recent accidents, including what caused them and how they can be prevented.

Do we have to keep minutes of safety meetings?

You must keep minutes if your employees do construction, utility, or manufacturing work. All other employers must keep minutes at meetings only when employees are absent.

Do I have to hold safety meetings at multi-employer worksites?

If your employees attend the prime contractor's safety meetings you don't have to hold a separate safety meeting for your employees. Keep a copy of the minutes from those meetings for three years. You must still meet with your employees to discuss any accidents.

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The Standards and Technical Resources Section of Oregon OSHA produced this fact sheet to highlight our programs, policies, or standards. The information is from the field staff, research by the technical resources staff, and published materials. We urge readers to consult the actual rules as this fact sheet information is not as detailed.

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