Safety committees

Is the safety committee composed of an equal number of employer and employee representatives?

Are employee representatives volunteers or elected by their peers?

For employers of twenty or more employees, are there at least four members on the safety committee?

Does the safety committee elect the chairperson?

Are safety committee members compensated at their normal wages during safety committee training and meetings?

Do employee representatives serve terms that last at least one year?

Are terms of service alternated or staggered so that at least one experienced member is serving on the committee?

Are reasonable efforts made to ensure that committee members represent the major work activities of the business?

Does the safety committee hold regular meetings at least once a month except months when workplace inspections are performed?

Does the safety committee follow a written agenda?

Are minutes kept at each meeting?

Are the minutes available to all employees?

Are the minutes maintained for at least three years?

Are all reports, evaluations, and recommendations of the safety committee included in the safety committee minutes?

Has a reasonable time been set within which your employer must respond in writing to safety committee recommendations?

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?

Is such information reviewed during the next safety committee meeting and recorded in the minutes?

Does the safety committee assist your employer in evaluating the workplace safety and health program?

Does the safety committee make written recommendations to improve the workplace safety and health program?

Has the safety committee established procedures by which the safety committee inspection team can find and identify safety and health hazards?

Does the safety committee conduct workplace inspections at least quarterly?

Does the safety committee recommend ways for the employer to eliminate or correct hazards and unsafe work practices in the workplace?

Does the safety committee inspection team include employer and employee representatives?

Does the safety committee inspection team document in writing the location and identity of hazards?

Are quarterly inspections of satellite locations done by the safety committee inspection team or by a person designated at the location?

Has the safety committee established procedures to review all safety and health inspection reports made by the committee?

Has the safety committee evaluated the your employer’s system for ensuring safety and health accountability?

Has the safety committee made recommendations for improving safety and health accountability?

Has the safety committee established procedures for investigating workplace injury accidents, illnesses, and deaths?

Has safety committee’s purpose and operation been discussed with all safety committee members?

Do safety committee members have access to applicable Oregon occupational safety and health standards?

Have safety committee members received safety training in hazard identification and accident investigation?