

Safety committees for the **real** world

OR-OSHA's guide to
starting an effective
workplace
safety committee



About this document

Safety committees for the real world is an OR-OSHA Standards and Technical Resources Section publication.

Thanks to Peggy Munsell, Sue Joye, and Marilyn Schuster for technical assistance and advice.

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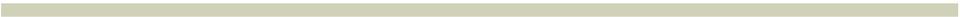
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Introduction

The purpose of a safety committee is to bring workers and managers together to achieve and maintain a safe, healthful workplace. It's easy to start a safety committee, but developing an effective one — one that achieves and maintains a safe, healthful workplace — requires workers and managers who are committed to achieving that goal. Can a safety committee help your business survive in the real world? Yes! Effective safety committees find solutions to problems that cause workplace accidents, illnesses, and injuries. And fewer accidents, injuries, and illnesses mean lower workers' compensation claims costs and insurance rates.

This guide helps you start a safety committee and tells you what you need to do to make it an effective one.

Getting started describes *what* to do to develop an effective safety committee. **How to do it** describes *how* to accomplish important activities that help you take care of safety committee business — writing bylaws, taking minutes, and identifying hazards.

In the **Appendices**, you'll find a *safety-committee-evaluation checklist* to help you determine if it's necessary to fine-tune the committee to make it more effective. An *overview of OR-OSHA rules for workplace safety committees* summarizes the requirements for most workplaces. You'll also find recording forms and other information that can help you conduct safety committee business efficiently.



Getting started

To develop an effective safety committee:

- Decide if you need to have a safety committee.
- Review OR-OSHA's safety-committee rules.
- Update your company's safety-and-health policy.
- Understand a safety committee's seven essential activities.
- Determine where you need a safety committee.
- Decide if you should apply for innovative-safety-committee status.
- Determine how many representatives will serve on the committee.
- Determine who will serve on the committee.
- Set practical goals for the committee.
- Train committee representatives.
- Hold regular meetings.

Decide if you need to have a safety committee

Effective safety committees prevent workplace injuries and illnesses — that’s the best reason for starting one. Your company must have a safety committee if it meets one of the conditions below.

Does your company have 11 or more employees?

If so, then it must have a safety committee.

If your business has 10 or fewer employees, it must have a safety committee *if* one of the following three conditions applies:

1. Your business has a DART rate in the top 10 percent of these rates for your industry

DART stands for *days away, restricted, or transferred* and refers to workplace injuries and illnesses that cause days away from work, days of restricted work, or job transfers. The DART rate replaces the lost-work-day-cases-incidence rate. Your DART rate is in the top 10 percent if your business is in one of the following categories:

Type of industry	Number of DART cases during the past 12 months
Utilities; construction; transportation and warehousing; administration and support; waste management and remediation or accommodation and food services	2 or more
Manufacturing	1 or more
All other industries	1 or more

The information in this table is effective January 1, 2005, through December 31, 2005.

2. Your business has an NCCI classification and premium rate in the top 25 percent of rates for all NCCI classifications.

Continued

NCCI stands for National Council on Compensation Insurance, which groups employers into about 600 classifications and calculates a premium rate for each that reflects the risk of injury to workers. The NCCI ranks the classifications by the premium rates.

To find out your NCCI classification code, check your workers' compensation insurance documents or ask your insurance carrier. If you find your NCCI classification code listed in the table beginning on Page 44, then your NCCI classification has a premium rate in the top 25 percent and your business must have a safety committee.

- 3. An OR-OSHA compliance officer has cited your business for a safety committee violation and you have agreed to establish and participate in an innovative safety committee instead of receiving a citation.**

Safety committees mean less paperwork for small-business owners

If your company has 10 or fewer employees, you can have a safety committee that's less formal and requires less paperwork than a traditional safety committee. See **A safety committee option for small-business owners** on Page 17 for more information.

For more information, see Appendix 2, Rules for workplace safety committees, 437-001-0765(2), General.

Review OR-OSHA's safety-committee rules

OR-OSHA's workplace-safety-committee rules are in Division 1, 437-001-0765, of the Oregon standards for occupational safety and health. The OR-OSHA Resource Center will send you a copy of the rules, or you can download them from our Web site, www.orosha.org. You'll find an overview of the rules beginning on Page 38. If you need to form a safety committee, these are the rules that your committee should follow unless you're a forest activities or agricultural employer.

Safety committee rules for forest activities

If you're a forest activities employer, you can meet the intent of the OR-OSHA workplace-safety-committee rules by complying with Division 7, Subdivision B, Forest Activities. These rules require you to have a written safety-and-health program that includes safety-committee activities. Program elements include management commitment, supervisory responsibilities, accident investigation, employee involvement, hazard identification, and employee training. You can download these rules from our Web site or request them from our Resource Center.

Safety committee rules for agriculture

If you're an agricultural employer, you must follow the safety committee rules in Division 4, Subdivision C, 437-004-0250. You can download these rules from our Web site or request them from our Resource Center.

Update your company's safety-and-health policy

Include a statement about the safety committee

Your company should have a written policy that states its commitment to achieving and maintaining a safe, healthful workplace. When you start a safety committee, update the company policy so that it describes the committee's purpose, responsibility, and authority.

Example

Company safety-and-health policy

Company policy. It is the policy of this company to ensure a safe, healthful workplace for all its employees. Injury and illness losses from accidents are costly and preventable. This company has an effective safety-and-health program that involves all its employees in the effort to eliminate workplace hazards.

Management. Management is accountable for preventing workplace injuries and illnesses. Management will consider all employee suggestions for achieving a safer, healthier workplace. Management will also keep informed about workplace safety-and-health hazards and regularly review the company safety-and-health program.

Supervision. Supervisors are responsible for supervising and training workers in safe work practices. Supervisors must enforce company rules and work to eliminate hazardous conditions.

Safety committee. The safety committee includes management and labor representatives who are responsible for recommending safety-and-health improvements in the workplace. The committee is also responsible for identifying hazards and unsafe work practices, removing obstacles to accident prevention, and helping the company evaluate the safety-and-health program.

Employees. All employees are expected to participate in safety-and-health program activities including the following:

- Reporting hazards, unsafe work practices, and accidents immediately to their supervisors or a safety-committee representative
- Wearing required personal protective equipment
- Participating in and supporting safety-committee activities

Understand a safety committee's seven essential activities

Anyone can start a safety committee, but, to make it effective, the committee must be built on a foundation of **management commitment** and must be **accountable** for achieving its goals. Then committee must do the following:

- Involve employees in achieving the committee's goals
- Identify workplace hazards
- Review reports of accidents and near misses
- Keep accurate records of committee activities
- Evaluate its strengths and weaknesses

Commitment

The committee won't survive without management support. Management demonstrates support by encouraging employees to get involved in achieving a safe, healthful workplace and by acting on the committee's recommendations.

Representatives demonstrate commitment by attending committee meetings, following through on their assigned tasks, and encouraging other employees to get involved in identifying hazards.

Accountability

Representatives should understand that the committee expects them to contribute; each representative shares responsibility for accomplishing safety committee goals, which benefit everyone who works for the company.

The safety committee is also responsible for monitoring how management holds employees accountable for working safely and for recommending ways to strengthen accountability.

Employee involvement

To become effective, a safety committee needs help from everyone in your company. The safety committee must have a method for employees to report hazards and to offer safety suggestions. (See an example in Appendix 6, Page 54.) Ways the safety committee can encourage employees to get involved:

- Encourage employees to report hazards and unsafe work practices to a safety-committee representative.
- Act on employee suggestions and recognize their contributions to a safer workplace.
- Promote the committee's activities and accomplishments.

Make sure employees know that you're starting a safety committee. Tell them why you're starting the committee, describe its role in the company's safety-and-health program, and explain management's commitment to the committee.

You can inform employees in a memo or a newsletter, by e-mail, or – better yet – meet with them to promote the committee and to answer questions.

Our Public Education Section offers no-cost safety-committee workshops on hazard identification and accident investigation. Our Web site also offers online training courses.

Hazard identification

The safety committee plays an important role in keeping the workplace hazard-free:

- Ensure that representatives know how to recognize hazards and understand basic principles for controlling them. (See "How to identify workplace hazards," Page 33.)
- Focus on identifying hazards and unsafe work practices that are likely to cause serious injuries.
- Conduct thorough workplace inspections at least quarterly.
- Document hazards during quarterly inspections and discuss how to control them at regular safety-committee meetings.
- Include employer and employee representatives on the inspection team.

Accident investigation

The committee must have a procedure for investigating all workplace accidents, illness, and deaths. *(See an example of a form you could use in Appendix 7, Page 55.)*

It's not necessary for the committee to conduct accident investigations or to participate in investigations; however, the committee should ensure that management does so. The committee should also carefully review accident reports to help management identify accident causes and determine how to control them.

Record keeping

You may not think of record keeping as an essential activity, but accurate, well-organized records document the committee's accomplishments and can inform the committee what it needs to do to improve. The following documents are required for the safety committee's file:

- Accurate minutes of each safety committee meeting
- Committee reports, evaluations, and recommendations
- Management's response to committee recommendations
- Employee safety suggestions and hazard concerns

Evaluation

Evaluation answers the question "Are we effective?" Effective safety committees periodically evaluate their strengths and weaknesses, and the evaluation helps them set new goals.

At least once a year, schedule a half-day safety-committee meeting to identify the committee's achievements over the past 12 months, review essential activities, and set goals for the next 12 months.

For more information, see Appendix 2, Rules for workplace safety committees, 437-001-0765(6), Safety committee duties and functions.

Did you know? If your company has an informal conference with OR-OSHA to discuss a citation, employees can also attend.

Informal conferences are an excellent opportunity to involve safety-committee representatives in the hazard-identification process and to educate them about OR-OSHA's safety and health requirements.

Determine where you need a safety committee

Start with your primary place of employment

If you're starting a safety committee, you should do so at your company's primary place of employment — the workplace where management controls the budget and can act on the safety committee's recommendations.

A company can have more than one primary place of employment – a corporate office with retail stores, for example. Each primary place of employment must have a safety committee.

If you have workplaces that aren't primary places of employment, one central safety committee can represent them.

Do you have more than one primary place of employment?

Some companies have more than one primary place of employment. For example, a supermarket chain might have its primary place of employment in Portland — the corporate office — and retail stores located throughout Oregon. Each retail store is a primary place of employment if the store manager controls that store's budget and can act on safety-committee recommendations.

Your company must have a safety committee at each primary place of employment.

Do you have mobile or satellite sites?

If you have workplaces that aren't primary places of employment — construction sites or field offices, for example — you can have one central safety committee at your primary place of employment that represents all of the other workplaces.

For more information see Appendix 2, Rules for workplace safety committees, 437-001-0765(3), Locations.

Decide if you should apply for innovative-safety-committee status

About innovative status

OR-OSHA's safety-committee requirements apply to "typical" workplaces — those that have fixed locations and traditional organizational structures. Of course, not all workplaces are alike. If your company doesn't fit the typical mold, you may be able to form an innovative safety committee that can work within your organizational structure while achieving a safe, healthful workplace.

To apply for innovative status

To apply for innovative-safety-committee status, call OR-OSHA Standards and Technical Resources Section, (503) 378-3272. We'll ask you to describe what you intend to do that makes your committee innovative and how you will involve workers in achieving and maintaining a safe, healthful workplace. We may also ask to attend a safety-committee meeting.

A safety committee option for small-business owners

Many small-business owners have told us that their safety committees should be less formal and require less paperwork than safety committees we require for larger workplaces. We agree. If your workplace has 10 or fewer employees — including part-time and seasonal employees — you can start a safety committee that meets the needs of your small business. Paperwork is minimal and the meetings are less formal than traditional safety-committee meetings.

To participate, you'll need a copy of our booklet, *Innovative Safety Committees: a guide for workplaces with 10 or fewer employees.* We'll be happy to send you one, or you can download a copy from our Web site. The booklet covers everything you need to do to start your safety committee.

For more information, call the OR-OSHA Standards and Technical Resources Section, (503) 378-3272, and ask about the innovative safety committee option for small-business employers.

Determine how many representatives will serve on the committee

The minimum number of representatives

The minimum number of representatives on your safety committee depends on the number of employees in your company:

Number of employees	Number of representatives
Up to 20	At least 2
More than 20	At least 4

Your safety committee can have more than the minimum number of representatives.

For more information, see [Appendix 2, Rules for workplace safety committees, 437-001-0765\(5\), Safety committee formation and membership.](#)

Determine who will serve on the committee

Your safety committee should have an equal number of employee and employer representatives and must have a chairperson elected by the representatives.

Other matters to consider about who will serve on the committee:

- Employee representatives can volunteer to serve on the committee or their peers can elect them. If your collective bargaining agreement has procedures for selecting representatives, follow those procedures.
- Employer representatives represent the employer. You can have more employee representatives on the committee than employer representatives if no one objects — but not a majority of employer representatives. You can choose any employee to serve as a representative.
- Representatives' jobs should reflect the company's major programs or job classifications.
- Representatives must be paid their regular wages for safety committee meetings and safety-related training sessions.
- Each representative must serve at least one year on the committee.

For more information, see [Appendix 2, Rules for workplace safety committees, 437-001-0765\(5\), Safety committee formation and membership](#).

How to determine who does what on the committee

Your safety committee must have a chairperson and someone to take minutes at each meeting. The committee doesn't have to have a vice-chair; however, someone should be available to prepare an agenda and conduct committee business in the chair's absence. The following table summarizes the duties of the chairperson, vice-chair, recorder, and other committee representatives.

Representatives' duties and responsibilities

Chairperson

- Schedules monthly meetings
 - Develops agendas for meetings
 - Conducts monthly meetings
-

Vice-chair

- Assumes chair's duties when the chair is absent
 - Coordinates training for new representatives
 - Performs other duties assigned by the chair
-

Recorder

- Takes minutes at each meeting
 - Distributes copies of minutes to representatives
 - Posts minutes for other employees to review
 - Maintains the safety-committee file
 - Keeps minutes and agendas on file for three years
-

Other committee representatives

- Report employees' safety and health concerns to the committee
 - Report accidents, near miss incidents, and unsafe workplace conditions to the committee
 - Suggest items to include in the monthly meeting agenda
 - Encourage employees to report workplace hazards and suggest how to control them
 - Establish procedures for conducting quarterly workplace inspections and for making recommendations to management to eliminate or control hazards
 - Help management evaluate the company's safety-and-health program and recommend how to improve it
 - Establish procedures for investigating the causes of accidents and near-miss incidents
-

Set practical goals for the committee

Purpose and goals: put them in writing

The purpose of your safety committee is to bring workers and managers together to achieve and maintain a safe, healthful workplace. But you'll need to narrow the focus, set goals, and specify what the committee will do. Start with a written policy that states why the committee was established and what it intends to accomplish. You can do that in a few short paragraphs, shown in the following example:

Example

A written safety-committee policy

This safety committee was established to assist the company in achieving a safe, healthful workplace. The committee, through its representatives, will set specific goals to accomplish the following activities:

- Getting employees involved achieving and maintaining a safe, healthful workplace
- Identifying hazards and unsafe practices
- Ensuring that management investigates accidents and near miss incidents
- Keeping accurate records of committee activities and recommendations
- Periodically evaluating the committee's strengths and weaknesses

In addition, management will consider the committee's recommendations and respond to committee requests within a reasonable time.

Our Public Education Section offers no-cost safety-committee workshops on hazard identification and accident investigation. Our Web site also offers online training.

Train the representatives

What representatives need to know

Representatives must understand the purpose of the safety committee, how to apply OR-OSHA's safety-committee rules, and how to conduct safety-committee meetings. They must also have training in hazard identification and the principles of accident investigation.

Representatives should know whom to contact for information or for help on workplace safety-and-health matters. Two sources are your workers' compensation insurance carrier and OR-OSHA.

Who can do the training? You can do the training if you're confident you can accomplish the objectives, or you can choose someone with training experience who understands the objectives.

For more information, see Appendix 2, Rules for workplace safety committees, 437-001-0765(7), Safety and health training and instruction.

Hold regular meetings

Require participation

Each representative must help the committee accomplish its goals. Make sure representatives understand that they will be committing to attending monthly meetings and to participating in committee activities.

Set a repeating meeting schedule

Your committee must meet at least once a month. Setting a regular time, date, and place for meetings — for example, 10 a.m.-noon on the first Tuesday of each month — makes it easier for everyone to remember.

Establish ground rules

Ground rules keep meetings orderly and efficient. All representatives should understand them and the chairperson should enforce them. Important ground rules:

- Keep the discussion focused on agenda topics.
- Listen to others and let them finish before responding.
- Cooperate to achieve effective solutions.
- Finish the meeting on time.

Follow a written agenda

The agenda outlines the meeting's discussion topics. The chairperson should understand the agenda topics and keep the discussion focused on them. Send copies of the agenda to representatives a few days before the meeting so they can review it.

Take accurate minutes

Accurate meeting minutes are important because they document the committee's accomplishments. The representative who has this responsibility should be able to grasp the main points of a discussion and record them quickly. Meeting minutes should include the following:

- A brief summary of the discussion of each topic
- A copy of committee reports, evaluations, and recommendations

You can have an OR-OSHA consultant attend one of your safety-committee meetings to answer questions or to help conduct a workplace inspection.

You can schedule a consultation on our Web site or by calling (800) 922-2689.

-
- A copy of management's response to committee recommendations

Remember to send a copy of the minutes to each representative promptly after the meeting and to post a copy where other employees can see it. If your company has field offices, send a copy to each one. Keep a copy of each meeting's minutes on file for three years.

For more information, see Appendix 2, Rules for workplace safety committees, 437-001-0765(6), Safety committee duties and functions.

Conducting the meeting

Effective meetings start on time. Make sure the meeting room is ready; allow extra time if you need to set up tables, rearrange chairs, or clean up after others have met. Before you get down to business, start the meeting on the right track by doing the following:

- Distribute the agenda. Make sure everyone has a copy of the agenda and any other handouts.
- Review the ground rules. You may not need to review the ground rules at every meeting, but consider doing so for the benefit of guests and new representatives.
- Make introductions. No one likes to feel left out at a meeting. Welcome new representatives and guests.
- Review the minutes from the last meeting. Ask if there are any additions or corrections to last month's minutes. Update the minutes to reflect the changes.
- Review the agenda topics. Give representatives and guests the opportunity to suggest changes or to add discussion topics to the agenda.

Unless the representatives agree to continue the meeting, end it at the scheduled time. You can discuss unfinished items during the next meeting or later with concerned representatives. Before you finish, thank guests for coming and schedule the next meeting.

How to do it

How to accomplish four important activities that help you take care of safety committee business:

- Write bylaws
- Prepare an agenda
- Take minutes
- Identify workplace hazards



How to write bylaws

Bylaws state the committee's purpose, define its essential activities, and describe how it conducts its regular business. Your safety committee doesn't have to have bylaws, but they can give the committee stability as new representatives come on board and others leave.

Bylaws can be as simple or as complex as you want to make them. They're usually organized in sections; each section defines a specific committee function, as in the example on the following page.

For more information, see Appendix 4, Safety committee bylaws: an example.

Example

What to include in your safety committee bylaws

Function	Information to include
<i>Name, purpose, goal, objectives</i>	Clearly and briefly state the committee's purpose, its goals, and its objectives.
<i>Membership</i>	<ul style="list-style-type: none">• State how many representatives will serve on the committee.• Describe how committee members are selected.• State how long members will serve.
<i>Officers and representatives: duties and responsibilities</i>	Describe duties and responsibilities of each: <ul style="list-style-type: none">• Chair• Vice-chair• Recorder• Other representatives
<i>Training</i>	State what the representatives need to know to fulfill their responsibilities and describe how they will receive their training.
<i>Meetings</i>	Define the following: <ul style="list-style-type: none">• The schedule for regular committee meetings• Who must attend the meetings• The requirements for preparing and distributing the agenda and the minutes• The procedures for voting on committee decisions

Example continued...

What to include in your safety committee bylaws

Function	Information to include
<i>Employee involvement</i>	<p>State how the committee will involve employees in achieving a safe, healthful workplace.</p> <ul style="list-style-type: none">• Describe how employees should report hazards and unsafe work practices to the committee.• Describe how employees can submit ideas for controlling or eliminating hazards.
<i>Accident investigation</i>	<p>State the committee's role in investigating near-misses and accidents.</p> <ul style="list-style-type: none">• Describe how representatives will review accidents and near-miss incidents• Describe how the committee will report recommendations for controlling hazards to management
<i>Workplace inspections</i>	<p>State how the committee will conduct regular workplace inspections.</p> <ul style="list-style-type: none">• Include the schedule for quarterly workplace inspections.• Identify who will conduct the inspections.• Describe how the committee will report hazard-control recommendations to management.
<i>Evaluation</i>	<p>State how the committee will evaluate the company's safety-and-health program and assess its activities.</p>

How to prepare an agenda

The purpose of the agenda

The agenda, usually prepared by the safety-committee chairperson, is an outline of topics the representatives will discuss during a monthly meeting. The agenda helps structure the meeting and reminds representatives of their responsibilities – for example, special reports or other assigned tasks.

Preparing the agenda

Most meetings should follow an agenda that includes the following topics:

- **Introductions** of new representatives and guests
- **Review of last meeting's minutes** for addition or corrections
- **Old business** – discussion of items not covered or resolved during the last meeting
- **New business** – discussion of new items the committee needs to address or resolve
- **Employee suggestions** – review and discussion of suggestions
- **Recommendations to management** – review and discussion of recommendations to eliminate or control a hazard or to improve the company's safety-and-health program
- **Next meeting** – date, location, and time

In preparing the agenda, ask committee representatives if they have items to include under new business, employee suggestions, or recommendations to management.

Keep the agenda brief: one page, if possible.

Distributing the agenda

Give committee representatives and other employees a chance to review the agenda.

Three to five days before the meeting:

- Send copies of the agenda to committee representatives and management.
- Post the agenda where other employees can read it.

Using the agenda

After representatives, management, and other employees have had a chance to comment on the agenda, prepare the final version and make enough copies for everyone attending. Use the agenda to guide the meeting. If you can't cover every topic during the meeting, schedule them for the next meeting, under old business.

How to take minutes

Why minutes are important

Minutes are the official record of the safety committee's activities, including recommendations to management and accomplishments. The content should be concise, clear, and well-organized.

Who's responsible for minutes

Your committee should have a recorder who takes minutes at each meeting and, after the meeting, does the following:

- Distributes the minutes to representatives and management
- Posts the minutes where other employees can read them
- Keeps a copy of the minutes on file for three years
- Ensures that all employees have the opportunity to respond to the minutes

If the committee discusses a workplace accident or near-miss incident, include a summary of the discussion in the minutes.

What to include in the minutes

Organize the minutes so that they follow the meeting agenda. Information to include in the minutes:

- Date, time, and place of the meeting
- Names of attending representatives, guests, and representatives unable to attend
- A summary of each agenda item discussed
- Employee suggestions and reports of hazards
- The committee's recommendations to management
- Management's response to committee recommendations

You can use the sample form in Appendix 5 as a model for recording your safety committee meeting minutes.

After the meeting, review and edit the minutes. Type a clean copy and post it where employees are likely to see it, or distribute it by e-mail to all employees.

- Send a copy of the minutes to employees at mobile worksites or field offices.
- Keep the minutes for at least three years. You can file them in a notebook or a computer.

How to identify workplace hazards

What to do and how to do it

Effective safety committees prove their worth by helping management keep workplace hazards under control. But you can't control hazards until you identify them.

- Get training on how to identify workplace hazards.
- Conduct quarterly workplace inspections.
- Discuss the hazards at monthly safety-committee meetings, document them in the minutes, and report them to management.

Getting trained

Work with a mentor. A safety-and-health specialist from your insurance carrier or from OR-OSHA, for example, will attend a safety committee meeting, answer questions, and help representatives learn how to identify hazards.

Take a class. Our Public Education Section offers no-cost safety committee workshops on hazard identification and accident investigation. Our Web site also offers on-line training courses.

Know the rules. Know what safety and health rules apply to your workplace. The rules can inform you about hazards and help you determine how to control them.

Conducting quarterly workplace inspections

Successful inspections involve walking, talking, listening, and writing:

- Walk around the workplace. Look for hazards and unsafe work practices that are likely to cause serious injuries. Focus on hazards rather than rule violations.
- Talk to employees. Ask them about hazards and unsafe conditions; be concerned and listen carefully.
- Take notes. What is the hazard? Where is the hazard? How could the hazard cause an accident and what could be the result? Who could be affected by the hazard?
- Report your findings. Organize your notes and summarize the important information in a report to the safety committee.

Getting other employees involved

Concerned employees help the committee learn about workplace hazards and unsafe practices. Encourage them to report hazards and suggest how to control them.

Discussing hazards at safety-committee meetings

The safety committee receives information about workplace hazards from quarterly inspections, from concerned employees, and from management. But the committee also needs to discuss how that information will lead to a safer, healthier workplace, and the discussion should take place during a safety-committee meeting.

Reporting hazards to management

By reporting a hazard to management and recommending how to control or eliminate it, the committee acknowledges the hazard threatens a worker's safety.

Appendices

- 1** A safety-committee-evaluation checklist
- 2** An overview of OR-OSHA's rules for workplace safety committees
- 3** NCCI classifications with workers'-compensation-loss cost rates in the top 25 percent of all classifications
- 4** Safety committee bylaws: an example
- 5** Safety-committee minutes form
- 6** Employee-safety-and-health concern form
- 7** Accident and incident form
- 8** Overexertion symptom form

1

A safety-committee-evaluation checklist

After you get your safety committee started, use this checklist to determine if it's necessary to do any fine-tuning to make it more effective.

Done To do

- Our safety committee is composed of an equal number of employer and employee representatives.
- Employee representatives are volunteers or are elected by their peers.
- There are at least four representatives on the committee if the workplace has more than 20 employees – at least two representatives if the workplace has 20 or fewer employees.
- The representatives elect the committee chairperson.
- Representatives are paid their regular wages during safety-committee training and meetings.
- Employee representatives serve on the committee for at least one year.
- Representatives' terms of service are staggered so that at least one experienced representative is always on the committee.
- Reasonable efforts are made to ensure that committee representatives represent the company's major work activities.
- The committee meets monthly except when representatives schedule quarterly work-place inspections.
- Committee meetings follow a written agenda.
- The minutes for each meeting are maintained for at least three years.
- Minutes are available to all employees.
- All reports, evaluations, and recommendations are included in the minutes.
- Management has a reasonable time to respond in writing to the committee's recommendations.

Done **To do**

- The committee has a method for collecting and reviewing employees' safety-related suggestions and reports of hazards.
- The committee assists management in evaluating and improving the workplace safety-and-health program.
- The inspection team conducts workplace inspections at least quarterly.
- The committee's quarterly inspection team follows a standard procedure for identifying safety-and-health hazards during its inspections.
- The inspection team includes employer and employee representatives.
- The inspection team documents the location and identity of workplace hazards.
- The inspection team – or other persons designated by the committee – inspects satellite locations quarterly.
- The committee has a procedure for reviewing the team's quarterly inspection reports.
- The committee recommends to management ways to control hazards and unsafe work practices.
- The committee makes recommendations to ensure all employees are accountable for following safe work practices.
- The committee has a procedure for investigating workplace accidents, illnesses, and deaths.
- Representatives understand the purpose of their safety committee and know how it functions.
- Representatives have access to applicable Oregon occupational safety and health rules.
- Representatives have received safety training for identifying workplace hazards and investigating accidents.

2

An overview of OR-OSHA's rules for workplace safety committees

Excerpts from Division 1, 437-001-0765 — Rules for workplace safety committees.

Purpose 437-001-0765(1)

The purpose of a safety committee is to bring management and non-management employees together in a cooperative effort to promote safety and health in the workplace. A safety committee assists the employer and makes recommendations for change.

General 437-001-0765(2)

Every public or private employer of 11 or more employees must establish and administer a safety committee.

Every public or private employer of 10 or fewer employees that meets one of the following conditions must establish and administer a safety committee:

- Has a DART rate (previously lost-workday-cases-incidence rate) in the top 10 percent of all rates for the employers in the same industry
- Is not an agricultural employer and the workers' compensation premium classification assigned to the greatest portion of the employer's payroll has a premium rate in the top 25 percent of premium rates for all classes.

In making the determination of employment levels, the employer must count all permanent, contract, temporary, and seasonal employees and must base the count on peak employment.

Temporary services employers and labor contractors

Temporary services employers and labor contractors must establish safety committees based upon the total number of workers over which the employer or contractor exercises direction and control.

Employers who hire only seasonal workers

Employers who hire only seasonal workers must meet the intent of these rules by holding crew safety meet-

ings before the commencement of work at each job site. The meetings must promote discussions of safety and health issues. All workers must be informed of their rights to report workplace hazards and encouraged to report them during the meetings.

Employers in the logging industry

Employers in the logging industry can meet the intent of these rules by complying with Division 7, Forest Activities.

Locations 437-001-0765(3)

Primary place of employment

Safety committees must be established at each of the employer's primary places of employment.

A primary place of employment means a major economic unit at a single geographic location, consisting of a building, group of buildings, and all surrounding facilities. (Examples of primary places of employment include pulp and lumber mills, manufacturing plants, hospitals, banks, farms, school districts, and state-government agencies.)

A primary place of employment has management and non-management employees, controls a part of the employer's budget, and has authority to act on the safety committee's recommendations.

Other locations

An employer's auxiliary, mobile, or satellite locations, such as those in construction, trucking, branch and field offices or highly mobile workplaces may be represented by one central committee; the committee must represent the interests of the individual locations.

Fire service requirements

In addition to locating safety committees at primary places of employment, employers with locations that include fire service activities must establish fire-service safety committees.

Innovation 437-001-0765(4)

When approved by OR-OSHA, an employer may establish a safety committee that meets the intent of these rules but is innovative or different in form or function from a traditional safety committee.

Safety Committee formation and membership, 437-001-0765(5)

Membership requirements

The safety committee must meet the following requirements:

- Be composed of an equal number of employee and employer representatives.
- Employee representatives must be volunteers or must be elected by their peers. When agreed upon by management and non-management employees, the number of employee representatives may be greater than the number of employer representatives. Seasonal workers cannot be counted for determining the number of representatives on the committee.
- Have at least two representatives if the employer has 20 or fewer employees
- Have at least four representatives if the employer has more than 20 employees
- Have a chairperson elected by the representatives.

Compensation

Employee representatives attending safety committee meetings or participating in safety committee instruction or training must be compensated by the employer at the regular hourly wage.

Term length

Employee representatives must serve a continuous term of at least one year. Terms must be alternated or staggered so that at least one experienced member is always serving on the committee.

Representation from major work activities

Reasonable efforts must be made to ensure that the committee represents the employer's major work activities.

Safety Committee duties and functions, 437-001-0765(6)

Management commitment to workplace safety and health

Agenda. The committee must have a written agenda for conducting safety committee meetings. The agenda must establish the order in which committee business will be addressed during the meeting.

Monthly meetings. The safety committee must hold meetings at least once a month except months when quarterly workplace safety inspections are scheduled.

Quarterly safety committee meetings may be substituted for monthly meetings when the committee's sole area of responsibility involves low-hazard workplaces such as offices.

Small farms. Small farms of five or fewer full-time employees may substitute quarterly meetings for monthly meetings during the farms' off-season. The off season means the period when only routine farm upkeep is being done.

Written records

Meeting minutes. Minutes must be taken at each safety committee meeting; the employer must review them and maintain them for three years. Copies of minutes must be posted or made available for all employees to review and must be sent to each committee member.

All reports, evaluations, and safety-committee recommendations must be included in the minutes.

Management response. A reasonable time limit must be established for the employer to respond in writing to safety-committee recommendations.

Employee involvement

The committee must have a method that enables the representatives to obtain safety-related suggestions, reports of hazards, or other information directly from other employees. The information must be reviewed at regular safety committee meetings and must be included in the minutes.

Hazard assessment and control

Safety-and-health program. The safety committee must help the employer evaluate the workplace safety-and-health program and recommend improvements.

Workplace inspections. The safety committee must establish procedures for conducting quarterly workplace inspections to identify hazards and unsafe practices and recommending to the employer how to eliminate or control them.

Workplace inspection teams. The team that conducts the inspections must include employer and employee representatives and must document in writing the location and identity of the hazards.

Satellite locations. Quarterly inspections of satellite locations must be conducted by the inspection team or by a someone at the location designated by the employer. The person must be trained in hazard identification.

Mobile work sites. Mobile work sites or other locations that cannot feasibly be inspected quarterly must be inspected by a person designated by the employer when the committee determines an inspection is necessary. The person must be trained in hazard identification.

Safety and health planning

The safety committee must have a procedure for reviewing the quarterly inspection reports and, based on the review, recommending how to improve the workplace-safety-and-health program.

Accountability

The safety committee must evaluate how the employer holds management and non-management employees accountable for following safe work practices and recommending how to improve them.

Accident investigation

The safety committee must have a procedure for investigating all workplace accidents, illnesses, and deaths; however, the committee is not required to conduct the investigations.

Safety and health training and instruction 437-001-0765(7)

Safety committee representatives must understand the following:

- The safety committee's purpose and how it functions
- OR-OSHA rules 437-001-0760 through 437-001-0765 and how they apply to the workplace
- How to conduct safety-committee meetings

Representatives must have ready access to all applicable Oregon Occupational Safety and Health Standards that apply to their workplace.

All safety committee representatives must receive training in hazard identification and in the principles for investigating accidents and near-miss incidents.

3

NCCI classifications with workers' compensation-loss cost rates in the top 25 percent of all classifications (excluding farm and logging)

If your company has 10 or fewer employees and your NCCI classification code is in the following table, your company must have a workplace safety committee. **Bolded items are new this year.** Use this table through December 31, 2005. After December 31, check our Web site for updates: www.orsosha.org.

Industry group	NCCI class code	Description
Contracting	5537	Air Cond/Heating/Refrig Systems, Install/Serv/Repair&Drivers
Contracting	5473	Asbestos Contractor - NOC
Contracting	5472	Asbestos Contractor - pipe & boiler work exclusively
Contracting	3726	Boiler Installation or Repair
Contracting	5703	Building Raising or Moving & Drivers
Contracting	5645	Carpentry - Detached Dwellings
Contracting	5651	Carpentry - Dwellings - 3 stories or less
Contracting	5437	Carpentry - Inst. Cabinet Work Inter. Trim
Contracting	5403	Carpentry NOC
Contracting	5610	Cleaner - Debris Removal
Contracting	5222	Concrete Construction Bridges or Culverts
Contracting	5213	Concrete Construction NOC
Contracting	5215	Concrete Work - Construction of Residence
Contracting	5221	Concrete Work - Floors, Driveways - & Drivers
Contracting	6325	Conduit Construction - For cables or wires - & Dvrs
Contracting	6017	Dam or Lock Const: Concrete Work - All Operations
Contracting	6876	Diving - State Act coverage
Contracting	5102	Door Erection
Contracting	6204	Drilling NOC & Drivers
Contracting	7538	Electric Power Line Construction & Drivers
Contracting	6217	Excavation NOC & Drivers
Contracting	50	Farm Machinery Operation & Drivers
Contracting	6400	Fence Erection - Metal
Contracting	5478	Floor Covering Installation

Industry group	NCCI class code	Description
Contracting	6319	Gas Main Construction & Drivers
Contracting	5462	Glazier - Away from shop & Drivers
Contracting	5402	Hothouse Erection - All operations
Contracting	5479	Insulation Work NOC & Drivers
Contracting	5059	Iron or Steel: Erect Fr Strctrs not over 2 str
Contracting	5040	Iron or Steel: Erection - Frame Structures
Contracting	5057	Iron or Steel: Erection NOC
Contracting	6229	Irrigation System Construction & Drivers
Contracting	6005	Jetty Construction - All Operations & Drivers
Contracting	6045	Levee Construction - All Ops & Drvrs
Contracting	2703	Logging Equipment Mntnc & Repair
Contracting	5511	Logging Road Construction & Maintenance
Contracting	3724	Machinery/Equip Erection/Repair NOC & Drivers
Contracting	5022	Masonry - NOC
Contracting	9534	Mobile Crane/Hoisting Contractors:NOC-All Operations Including. Yard & Drivers
Contracting	6216	Oil Lease Work NOC - By contractor & Dvrs
Contracting	6233	Oil or Gas Pipeline Construction & Drivers
Contracting	6206	Oil or Gas Well: Cementing & Drivers
Contracting	1322	Oil or Gas Well: Cleaning Old Wells & Drivers
Contracting	6235	Oil or Gas Well: Drilling or Redrilling & Drivers
Contracting	6236	Oil or Gas Well: Installation of Casing & Drivers
Contracting	6213	Oil or Gas Well: Sclty Tool Op NOC-Contr-All E & Dvrs
Contracting	5474	Painting NOC & Shop,Drivers
Contracting	6003	Pile Driving & Drivers
Contracting	5480	Plastering NOC & Drivers
Contracting	5551	Roofing - All kinds & Drivers
Contracting	7855	RR Const: Laying Tracks or Mntnc by Contract & Dvrs
Contracting	5705	Salvage Operations - No Wrecking or Structural Ops
Contracting	6306	Sewer Construction - All Operations & Drivers
Contracting	6252	Shaft Sinking - All Operations
Contracting	5538	Sheet Metal Work - NOC & Drivers
Contracting	9554	Signs: Install,Maint,Rpr,Removal--All Types&Drivers
Contracting	5506	Street or Road Const: Paving or Repaving & Dvrs

Industry group	NCCI class code	Description
Contracting	5508	Street or Road Const: Rock Excavation & Drivers
Contracting	5507	Street or Road Const: Subsurface Work & Drivers
Contracting	5223	Swimming Pool Construction - All operations & Drivers
Contracting	7601	Telephone Line Construction & Drivers
Contracting	5348	Tile Work - Inside
Contracting	6251	Tunneling - Not Pneumatic - All Operation
Contracting	6260	Tunneling - Pneumatic - All Operations
Contracting	5445	Wallboard Installation & Drivers
Contracting	3365	Welding NOC & Drivers
Goods & Services	8264	Bottle Dealer - Used & Drivers
Goods & Services	8233	Coal Merchant & Local Mgrs, Drivers
Goods & Services	8304	Grain Elevator Operation & Local Mgrs, Drivers
Goods & Services	8263	Junk Dealer & Drivers
Goods & Services	42	Landscape, Gardening & Drivers
Goods & Services	8288	Livestock Dealer & Salespersons, Drivers
Goods & Services	8232	Lumberyard: All other Employees
Goods & Services	8500	Scrap Dealers (Metal) & Drivers
Goods & Services	8265	Scrap Dealers, (Iron) & Drivers
Goods & Services	2104	Seafood Processors
Goods & Services	8279	Stable & Drivers
Goods & Services	8293	Storage Warehouse - Furniture & Dealers (& Dvrs)
Goods & Services	8021	STORE: Meat, Fish or Poultry Dealer - Wholesale
Goods & Services	106	Tree Pruning & Drivers
Manufacturing	1463	Asphalt Workers & Drivers
Manufacturing	2157	Bottling NOC & Rt Spvsrs, Drivers
Manufacturing	2211	Cotton Batting Manufacturing
Manufacturing	4670	Cottonseed Oil Manufacturing - Mechanical & Drivers
Manufacturing	4583	Fertilizer Manufacturing & Drivers
Manufacturing	3081	Foundry - Ferrous - NOC
Manufacturing	2735	Furniture Stock Manufacturing
Manufacturing	9521	House Furnishings Installation NOC & Upholstering
Manufacturing	2039	Ice Cream Manufacturing & Drivers
Manufacturing	2150	Ice Manufacturing
Manufacturing	3030	Iron or Steel: fab: I or S wks-shop struct & Dvrs

Industry group	NCCI class code	Description
Manufacturing	2089	Packing House - All Operations
Manufacturing	2731	Planing or Molding Mill
Manufacturing	4665	Rendering Works NOC & Drivers
Manufacturing	4410	Rubber Goods Manufacturing NOC
Manufacturing	2710	Saw Mill
Manufacturing	1430	Smelting - Lead & Drivers
Manufacturing	1803	Stone Cutting NOC & Drivers
Manufacturing	2714	Veneer Manufacturing
Manufacturing	2960	Wood Preserving & Drivers
Miscellaneous	7409	Aircraft or Helcptr Oper. : Aerial Applctn, F Crew
Miscellaneous	7420	Aircraft or Helcptr Oper. : Public Exhbtn: F Crew
Miscellaneous	7425	Aircraft or Helcptr Oper.: NOC - Helicopters: Flying Crew
Miscellaneous	9180	Amusement Device Op NOC - Not Traveling & Drivers
Miscellaneous	9179	Athletic Team or Park: Contact Sports
Miscellaneous	9178	Athletic Team or Park: Non-Contact Sports
Miscellaneous	9186	Carnival - Traveling - All Employees & Drivers
Miscellaneous	1016	Coal Mining - NOC
Miscellaneous	1005	Coal Mining - Surface & Drivers
Miscellaneous	9403	Garbage Collection & Drivers
Miscellaneous	251	Irrigation Works Operation & Drivers
Miscellaneous	1164	Mining NOC - Underground & Drivers
Miscellaneous	6884	Painting-ship hulls-State Act
Miscellaneous	1654	Quarry - Cement Rock & Drivers
Miscellaneous	1624	Quarry NOC & Drivers
Miscellaneous	7133	Railroad Operation NOC - All Empl & Dvrs
Miscellaneous	124	Reforestation or Slash Piling & Drivers
Miscellaneous	4000	Sand Digging & Drivers
Miscellaneous	9311	Saw Mill: Maintenance&Security Employees
Miscellaneous	1710	Stone Crushing & Drivers
Miscellaneous	9402	Street Cleaning & Drivers
Miscellaneous	7231	Trucking: Mail, Parcel or Pkg Delivery - All E & Dvrs
Miscellaneous	7219	Trucking: NOC - All Employees & Drivers
Miscellaneous	7230	Trucking: Parcel Delivery - All Empl & Dvrs
Miscellaneous	7232	Trucking: U.S. Postal Service Contract

4

Safety committee bylaws: an example

Although your safety committee doesn't have to have bylaws — OR-OSHA doesn't require them for safety committees — bylaws contribute to a committee's stability as a written record of how the committee conducts its business. Bylaws can be as simple or complex as you want to make them. This example shows the bylaws of an imaginary company's safety committee.

Name

The name of the committee is the ABC Safety Committee.

Purpose

The purpose of the ABC Safety Committee is to bring all ABC Company employees together to achieve and maintain a safe, healthful workplace.

Goal

The goal of the ABC Safety Committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

Objectives

The ABC Safety Committee has four objectives:

- Involve employees in achieving a safe, healthful workplace.
- Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
- Conduct quarterly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
- Annually evaluate the ABC Company's workplace-safety-and-health program and recommend improvements to management.

Representatives

The ABC Safety Committee will have 10 voting representatives. Five of the representatives will represent employees and five will represent management. Employee representatives can volunteer, or their peers can elect them. Management representatives will be selected by management.

Each representative will serve a continuous term of at least one year. Terms will be staggered so that at least one experienced representative always serves on the committee.

Chair and vice-chair

The ABC Safety Committee will have two officers: chair and vice-chair. One officer will represent labor and one officer will represent management.

Terms of service

Chair and vice-chair will each serve a one-year term.

Duties of the chair

The duties of the chair:

- Schedule regular committee meetings.
- Develop written agendas for conducting meeting.
- Conduct the committee meeting.
- Approve committee correspondence and reports.
- Supervise the preparation of meeting minutes.

Duties of the vice-chair

The duties of the vice-chair:

- In the absence of the chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

Election of chair and vice-chair

The election of a new chair or vice-chair will be held during the monthly committee meeting before the month in which the incumbent's term expires.

If the chair or vice-chair leaves office before the term expires, an election will be held during the next scheduled safety-committee meeting; the elected officer will serve for the remainder of the term.

Training

New representatives will receive training in safety-committee functions, hazard identification, and accident-investigation procedures. OR-OSHA will provide training through its occupational safety and health workshops and online courses.

Meetings

Monthly schedule

The ABC Safety Committee will meet the third Tuesday of each month, except when the committee conducts quarterly workplace safety inspections.

Attendance and alternates

Each representative will attend regularly scheduled safety-committee meetings and participate in quarterly workplace inspections and other committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

Agenda

The agenda will prescribe the order in which the ABC Safety Committee conducts its business. The agenda will also include the following when applicable:

- A review of new safety and health concerns
- A status report of employee safety and health concerns under review
- A review of all workplace near misses, accidents, illness, or deaths occurring since the last committee meeting.

Minutes

Minutes will be recorded at each committee meeting and distributed by e-mail to all ABC Company employees.

The committee will submit a copy of the minutes to the ABC Company personnel office; the office will retain the copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes will also identify representatives who attended monthly meeting, and representatives who were absent.

Voting quorum

Six voting representatives constitutes a quorum. A majority vote of attending representatives is required to approve all safety-committee decisions. Issues not resolved by majority vote will be forwarded to management for resolution.

Employee involvement

The ABC Safety Committee will encourage employees to identify workplace-health-and-safety hazards. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly scheduled monthly meeting.

Safety Log

The committee will maintain a log of all employee concerns, including the date received, recommendations to management, and the date the concern was resolved.

Response

The committee will respond to employee concerns in writing and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Within 60 days of receipt of the written recommendations, management will respond in writing to the committee indicating acceptance, rejection, or modification of the recommendations.

Incident and accident investigation

The ABC Safety Committee will review new safety- or health-related incidents at its next regularly-scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses, and deaths. When necessary, the committee will provide written recommendations to management for eliminating or controlling hazards.

Workplace inspections

The ABC Safety Committee will conduct quarterly workplace inspections of all company facilities in March, June, September, and December.

Written report

The committee will prepare a written report for management that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards.

Within 60 days of receipt of the written report, management will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

Evaluation

The ABC Safety Committee will evaluate the company's workplace-safety-and-health program annually and provide a written evaluation of the program to management.

The committee will also evaluate its own activities each December and use the evaluation to develop an action plan for the next calendar year.

Safety-committee minutes form



After your safety committee meeting, organize the minutes and record them on a form such as this one. You must keep a copy on file for three years.

Safety committee minutes **File until** ___ / ___ / ___

Meeting date ____ / ____ / ____	Attending _____ _____	_____
Meeting start time _____	Absent _____ _____	_____
AM / PM		

Old business *Summarize discussion of items not resolved during the last meeting.*

Item 1
.....

Item 2
.....

Item 3
.....

New business *Summarize discussion of new items the committee addresses.*

Item 1
.....

Item 2
.....

Item 3
.....

Employee suggestions and concerns *Summarize discussion of employee suggestions or concerns.*

Suggestion 1
.....

Suggestion 2
.....

Suggestion 3
.....

Other business *Summarize discussion of other safety committee matters.*

Item 1
.....

Item 2
.....

Item 3
.....

Next meeting

- **Date:** ____ / ____ / ____
- **Place:** _____
- **Time:** _____ AM / PM

Accident and incident form

7

Your safety committee can use a form such as this one to record workplace accidents and near misses and as an aid in identifying hazards. OSHA Form 300 and DCBS Form 801 are still required for reporting work-related injuries and illnesses.

Accident and incident form

Employee portion

Name (first, last): _____ Work phone: _____
Work unit: _____ Work section: _____
Supervisor name: _____
Length of service in present position: <6 months__ 1-2 yrs__ 2-3 yrs__ 3-5yrs__ > 5yrs__
Exact location of incident/accident: _____
Incident/accident date: _____ Time: _____ AM PM
Witnesses: If none check this box:
Name: _____ Phone: _____
Name: _____ Phone: _____
Body part affected (check all that apply):
Neck__ Shoulders__ Elbows__ Forearm__ Wrist/Hand__ Thigh__ Lower Leg__
Ankle/Foot__ Knee__ Upper Back__ Hip__ Other _____
Task that lead to the incident:
Driving__ Lifting__ Carrying__ Pushing/Pulling__ Keyboarding__ Climbing
Reaching__ Handling__ Bending__ Twisting__ Other _____
Describe incident in detail (use additional sheets if needed):

Employee signature: _____ Date: _____

Forward immediately to your supervisor.

Supervisor portion

Reported to: _____ Date: _____ Time: _____ AM PM
Supervisor's description of incident (what happened and why):

Corrective action: _____

Supervisor signature: _____ Date: _____

Forward immediately to personnel office.

8

Overexertion symptom form

Your safety committee can use a form such as this one to record, report, and track symptoms of overexertion injuries. OSHA Form 300 and DCBS Form 801 are still required for reporting work-related injuries and illnesses.

Overexertion symptom form

Employee name: _____ Date: _____ Supervisor name _____

Class title: _____ Division: _____ Section: _____ Unit: _____

Length of service in present position: 6 months- 1yr__ 1-2 yrs__ 2-3 yrs__ 3-5 yrs__ > 5 yrs__

Location of task: (describe) _____

Check tasks that led to symptom: Driving __ Lifting __ Carrying __ Pushing/Pulling __ Keyboarding __
Climbing __ Reaching __ Handling __ Bending __ Twisting __ Other _____

Task(s) causing symptom (describe):

Total time spent at task in one work day: < 2 hours __ 2-4 hours__ 4-6 hours__ 6-8 hours__ 8-10 hours__

Continuous time spent at task without rest: < 1 hour__ 1-2 hours__ 2-3 hours__ >3 hours__

Do you experience discomfort, numbness in any part of your body during the day or when you go home at the end of your shift? For each body part described in the boxes below: Indicate how often you have discomfort in each body part. Indicate the severity of discomfort.

Neck How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain		Shoulders How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain
Elbows How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain		Upper Back How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain
Forearm How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain		Lower Back How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain
Wrist / Hand How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain		Hip How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain
Thigh How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain		Knees How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain
Lower Leg How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain		Ankle / Foot How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain
		Other How Often? <input type="checkbox"/> Occasionally <input type="checkbox"/> Often <input type="checkbox"/> Always How Much? <input type="checkbox"/> Discomfort <input type="checkbox"/> Pain <input type="checkbox"/> Severe Pain

Forward immediately to your supervisor.

Notes

OR-OSHA Services

OR-OSHA offers a wide variety of safety and health services to employers and employees:

Consultative Services

- Offers no-cost on-site safety and health assistance to help Oregon employers recognize and correct safety-and-health problems in their workplaces.
- Provides consultations in the areas of safety, industrial hygiene, ergonomics, occupational-safety-and-health programs, new-business assistance, the Safety and Health Achievement Recognition Program (SHARP), and the Voluntary Protection Program (VPP).

Enforcement

- Offers pre-job conferences for mobile employers in industries such as logging and construction.
- Provides abatement assistance to employers who have received citations and provides compliance and technical assistance by phone.
- Inspects places of employment for occupational-safety-and-health hazards and investigates workplace safety-and-health complaints and accidents.

Appeals, Informal Conferences

- Provides the opportunity for employers to hold informal meetings with OR-OSHA on workplace safety-and-health concerns.
- Discusses OR-OSHA's requirements and clarifies workplace safety or health violations.
- Discusses abatement dates and negotiates settlement agreements to resolve disputed citations.

Standards & Technical Resources

- Develops, interprets, and provides technical advice on safety-and-health standards.
- Provides copies of all OR-OSHA occupational-safety-and-health standards.
- Publishes booklets, pamphlets, and other materials to assist in the implementation of safety-and-health standards and programs.
- Operates a Resource Center containing books, topical files, technical periodicals, a video and film lending library, and more than 200 databases.

Public Education & Conferences

- Conducts conferences, seminars, workshops, and rule forums.
- Coordinates and provides technical training on topics like confined space, ergonomics, lockout/tagout, and excavations.
- Provides workshops covering basic safety-and-health-program management, safety committees, accident investigation, and job-safety analysis.
- Manages the Safety and Health Education and Training Grant Program, which awards grants to industrial and labor groups to develop occupational-safety-and-health training materials for Oregon workers.

For more information, call the OR-OSHA office nearest you.

(All phone numbers are voice and TTY.)

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Salem, OR 97301-3882

Phone: (503) 378-3272

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Red Oaks Square
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Bend, OR 97701-4374

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Medford

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Medford, OR 97504-8250

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Pendleton

721 SE Third St., Ste. 306
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