**Section 300 – Employee Health & Safety**

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| Health and Wellness Promotion – 300.00 | | | |
| S.O.P # 300.05 | **Safety Committee** | | Page: 1 of 2 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**300.05.01 Purpose**

The purpose of this SOP is to provide the guidelines for the Safety Committee.

**300.05.02 Safety Committee Membership**

1. The Safety Committee will have at least 4 members (with an equal number of employer selected members and employee-elected members).
2. The Safety Committee will agree on a chairperson.
3. Safety Committee members will serve a minimum of one year, when possible.
4. Safety Committee members will be compensated at their regular pay rates.
5. Safety Committee members will be trained in accident and incident investigation principles and know how to apply them.
6. Safety Committee members will be trained in hazard identification.
   1. Training can be accessed from:
      1. http://osha.oregon.gov/edu/courses/Pages/default.aspx

**300.05.03 Safety Committee Duties**

1. Meet monthly.
   1. Meetings may be conducted by conference call, if necessary.
2. Keep a record of each meeting for three years.
   1. Keep the following information at each meeting:
      1. Meeting date
      2. Attendees’ names
      3. Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices
      4. Recommendations for correcting hazards and reasonable deadlines for management to respond
      5. Name of the person who will follow up on recommendations
      6. All other committee reports, evaluations, and recommendations
      7. Meeting minutes should be available for all employees to review
3. Perform monthly workplace and health inspections and report any discrepancies to management.
4. Evaluate all accidents.
   1. Identify hazards and recommend how to prevent them from happening again.
5. Report hazards to management and suggest how to correct them.