

# Does Your Company Need a Safety Committee?

## Safety Pages for Owners / Supervisors

In 2009, Oregon OSHA revised its rule for workplace safety committees. That rule, **OAR 437-001-0765**, now allows employers with 10 or fewer employees to have safety meetings instead of traditional safety committees. That's good news for small business owners. And for construction businesses, you can hold safety meetings even if you have more than 10 employees—as long as at least half of them work at construction sites. Already have a safety committee? No problem, you don't have to change. But safety meetings will save time and keep your paperwork to a minimum.

Gathering requirements for both a meeting and committee are relatively the same. Construction workers are required to gather once a month, and while office employees are encouraged to attend monthly meetings, they are only required to hold quarterly meetings.

For further information please visit Oregon OSHA's Website at: [http://www.orosha.org/pdf/rules/division\\_1/437-001-0765.pdf](http://www.orosha.org/pdf/rules/division_1/437-001-0765.pdf), <http://www.orosha.org/pdf/pubs/0989.pdf>

or

[http://www.orosha.org/pdf/pubs/fact\\_sheets/fs31.pdf](http://www.orosha.org/pdf/pubs/fact_sheets/fs31.pdf)

IF	YOU CAN HAVE A SAFETY COMMITTEE	YOU CAN HAVE SAFETY MEETINGS
You have 10 or fewer employees more than half of the year (including seasonal and temporary)	Yes	Yes
More than half of your employees report to construction sites	Yes	Yes
More than half of your employees are mobile or move frequently between sites	Yes	Yes
Most employees do not regularly work outside an office environment	Yes	Yes
You have more than 10 employees at a location, and none of the above applies	Yes	<b>No</b>
You have satellite or auxiliary offices with 10 or fewer employees at each location	Yes	Yes

As a reminder, the monthly HBA Safety Page topics are provided to our members as a tool to help comply with the basic goal of OR-OSHA's safety committee or meetings requirements. Every employer can help improve the safety awareness of his/her employees by having regular meetings in which safety topics are discussed, jobsite hazards are reviewed and both supervisors and workers brainstorm ways to improve day-to-day safety.

Be sure to have your employees sign in at each meeting on the back of the Safety Page, document any safety issue discussed and any recommendation or action items that came up in the meeting. These meeting minutes should be kept in a log book (3-hole binder is fine). For our members with 10 or fewer employees, holding monthly meetings using the Safety Page topic or other safety-related topic and keeping the log book of these pages with meeting dates and attendees noted fulfills the safety meeting requirements for OR-OSHA. Employers with 11 or more employees still need to fully comply with all of OR-OSHA's requirements for safety committees unless an exception applies noted above in the box.



The information we provide is not intended to include all possible safety measures and controls. In addition, the safety information we provide does not relieve the Members of its own duties and obligations with regard to safety concerns, nor does Oregon Home Builders Association guarantee to the Members or others that the Member's property, job sites and/or operations are safe, healthful, or in compliance with applicable laws, regulations or standards. The Members remain responsible for their own operations, safety practices and procedures and should consult with legal counsel as they deem appropriate.

Employer: \_\_\_\_\_ Project: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_

Number in crew: \_\_\_\_\_ Number attending: \_\_\_\_\_

Safety or Health issues discussed. Include recent accident investigations and hazards involving tools, equipment, the work environment, work practices and any Safety or Health recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up on recommendations from last safety meeting:

\_\_\_\_\_  
\_\_\_\_\_

Record of those attending:

Name: (please print)	Signature:	Company:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Supervisor's remarks: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
(Print) (Signature)