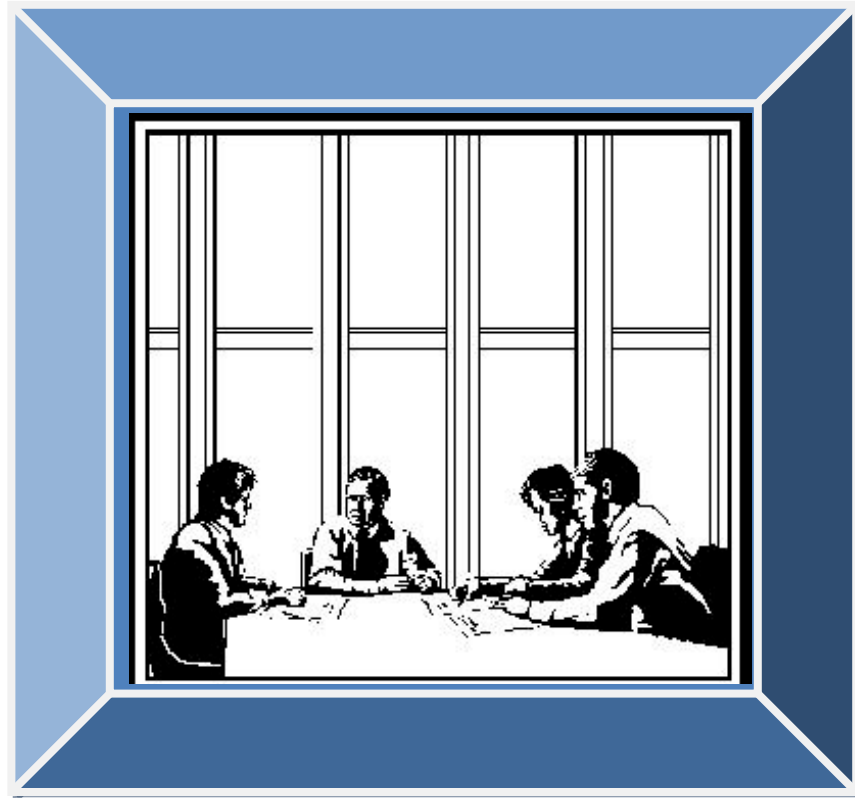




WATER & SEWER
RISK MANAGEMENT POOL



Organizing Safety Committees & Meetings

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The following safety related program is for informational purposes only. The SORT committee hopes that each participating district will look at this program and discuss how it compares to the district's own practices. This program is NOT a complete safety program, but intended as guidelines. There is no guarantee that following a given program will eliminate or substantially reduce the risk of claim or injuries. It is expected that member districts will consider this program and adapt or modify it to fit the district's particular needs and circumstances.

ORGANIZING SAFETY AND COMMITTEE MEETINGS

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ORGANIZING SAFETY COMMITTEES & MEETINGS

PURPOSE / SCOPE

The Department of Labor & Industries requires all employers to establish a safety committee if you employ 11 or more employees on the same shift at the same location (building, job site, etc.). Note: If you employ 10 or fewer employees, please skip forward to "Safety Meetings"

The purpose of a safety committee is to have a team of employees dedicated to addressing workplace accidents. They can help find and eliminate unsafe work conditions, and investigate workplace accidents in an effort to reduce injuries and correct unsafe work practices.

ESTABLISHING A SAFETY COMMITTEE

WAC 296-800-13020 requires specific procedures be followed when establishing and implementing a safety committee.

MEMBER ELECTIONS

1. A safety committee must be made up of employer-selected and employee-elected members.
2. The number of employer-selected members must be equal to or less than the number of employee-elected members.
3. The term of employee-elected members must be a maximum of one year. However, there is no limit to the number of terms a representative can serve.
4. If there is an employee-elected member vacancy, a new member must be elected at/or prior to the next meeting.
5. The chairperson is an elected position.
6. All eligible employees should be given the opportunity to participate and vote in safety committee member elections.
7. Documentation of elections along with other safety meeting minutes and attendance records need to be kept on file for at least one year.

Note: Employees selected by the employee's bargaining representative or union qualify as "employee elected."

SAFETY COMMITTEE MEETING FORMAT

1. The safety committee must have a chairperson. The other members elect this person.
2. The committee must determine when, where, and how often they will meet. Meetings cannot exceed one hour unless extended by a majority vote of the committee.
3. At each meeting members must:
 - Review safety and health inspection reports to help correct hazards. A sample form is located in Appendix A.
 - Review accident/incident reports to determine ways to reduce or eliminate accidents.
 - Review employee suggestions and forward recommendations to management.
 - Evaluate the accident investigations conducted since the last meeting to determine if causes of the unsafe situation were identified and corrected.
 - Evaluate Safety Policies and accident prevention programs and discuss recommendations for improvement if needed.
 - Document attendance.
 - Write down subjects discussed.
4. Meeting minutes are to be recorded and preserved for at least one year. A sample meeting minutes form is located in Appendix B.
5. Minutes should be posted for other personnel to review. It is recommended that key managers and supervisors be given copies of the minutes.

MEMBER RESPONSIBILITIES

Chairperson

1. Organize and conduct safety committee meetings.
2. Take primary responsibility for obtaining management response on all proposals for change (i.e., requesting the procurement of any safety equipment needed by the employees).
3. Model safe work practices.
4. Post safety notices on employee bulletin board.
5. Assist in accident investigations.
6. Maintain a system for monitoring employee training so that upgrading certifications and updating training is done on a timely manner.

Secretary

1. Record the minutes of each meeting.
2. Monitor both old and new business.
3. Assist in safety focus.
4. Act as a participating member.
5. Model safe work practices.

Committee Member(s)

1. Vice chair to fill in when chair is absent from meetings
2. Participate in all safety meetings.
3. Address any safety-related concern.
4. Conduct safety inspections.
5. Promote safety and compliance with the district safety and health programs.
6. Model safe work practices.

SAFETY MEETINGS (in place of Safety Committees)

1. For districts with 10 or fewer employees at a location or shift safety meetings can be held in place of a formal safety committee.
2. Safety meetings must be held at least once a month. Weekly or biweekly if conditions arise that require a discussion of safety problems.
3. The meeting must consist of at least one management representative in addition to the crew or staff.
4. At each meeting:
 - Review safety and health inspection reports to help correct hazards.
 - Evaluate the accident investigations conducted since the last meeting to determine if causes of the unsafe situation were identified and corrected.
 - Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement if needed.
 - Document attendance.
 - Write down subjects discussed.
5. As with safety committees, minutes should be kept as documentation of the activities of the meeting.

OTHER MEETING TOPICS

1. Invite key employees or visitors to talk about special equipment or practices that are safety related. Utilize video resources and training aides available thru WSRMP or Dept. of Labor and Industries.
2. Use the meetings to acquire special safety training, or discuss relevant safety issues.
3. Plan district safety promotion events.

Appendix A: Job-site Safety Inspection Checklist

Job-site Safety Inspection Checklist

Date _____ Time _____

Is it: Available? SET UP? NEEDED? REQUIRED?

Are the workers wearing?

Safety Vests _____
Hard Hats _____
Hearing Protection _____
Safety Glasses _____
Steel Toed Boots _____
Gloves _____
Other _____

Traffic Control?

Signs _____
Cones _____
Barricades _____
Work site Lights _____
Flagger _____
Flagging Sta. Lights _____
Written Plan _____

Misc?

Trench box _____
Shoring _____
Ladder _____
Two-way Radios _____
Drinking water _____
Porta potty _____

Appendix B: Safety Committee Meeting Minutes

Safety Committee Meeting Minutes

Meeting date _____ Location _____ Chairperson _____

Committee members' _____ / _____ / _____

Guests _____ / _____ / _____

(Use additional pages if necessary to describe events fully)

I. Read/approve/correct minutes from previous meeting.

II. Old business (progress report on items and/or hazards from previous meetings).

III. New business (assign someone to research, follow-up, etc. on each hazard and/or item listed).

IV. Review accident and inspection reports.

V. Other business (describe).

VI. Items referred to Management.

Date next meeting _____ Time _____ Place _____

Chairperson (signature) _____

Secretary _____