



PURPOSE

The purpose of a safety committee is to communicate and evaluate health and safety issues, assist in continuous improvement of health and safety programs, and ultimately support a safer and healthier workplace.

OSU SAFETY COMMITTEES

As described in [Section 103: OSU Safety Program](#) of the [Safety \(SAF\) Manual](#), the University has established [safety committees](#) to review and make recommendations on general safety matters or special areas of safety or health concerns that apply university-wide.

UNIVERSITY HEALTH & SAFETY COMMITTEE

The [University Health and Safety Committee](#) (UHSC) is an OSHA mandated, *centralized safety committee* that represents the safety and health concerns of *all employees at all OSU facilities*. The UHSC reviews University safety policies and procedures as published in the SAF Manual and recommends needed changes; serves as the forum for addressing issues affecting the safety and health of faculty, staff, students, and visitors; encourages positive safety attitudes and performance among faculty, staff, and students; strives to identify and eliminate hazardous conditions; and supports and strengthens the OSU Safety Program.

Membership Composition

- Number of participants dependent upon the number of employees.
- Must have an equal number of employer-selected and employee-elected (or volunteer) members.

Membership Requirements

- Election of a chairperson.
- Serve a minimum of one year, when possible.
- Be trained in hazard identification (see link below).
- Be trained in incident investigation principles and know how to apply them (see link below).
- Receive safety committee meeting minutes.
- Represent the major activities of the Operational Units / University.

Duties

- Meet monthly.
 - If employees mostly do office work, then the safety committee may meet quarterly.
 - Not required the same month that a quarterly workplace inspection is performed.
 - On company time, and
 - May be performed via a conference call, if necessary.
- Keep a record of each meeting for three years, including:
 - Meeting date.
 - Attendees' names.
 - Name of the person who will follow up on the recommendations.
 - All other committee reports, evaluations, and recommendations.
 - Safety and health issues discussed; include hazards involving tools, equipment, the work environment, and work practices.
 - Recommendations for correcting hazards and reasonable deadlines for management to respond.

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- Establish procedures for conducting quarterly workplace safety and health inspections.
- Accomplish the following tasks:
 - Establish a system for employees to report hazards and suggest corrective actions.
 - Establish a procedure for reviewing inspection reports and recommending corrective actions.
 - Evaluate all incident investigations and recommend how to prevent recurrence.
 - Make safety committee meeting minutes available for all employees to review.
 - Recommend ways to strengthen your Operational Unit's overall safety effort.

MEETING YOUR OPERATIONAL UNIT'S NEEDS

While ultimately served by the UHSC, Operational Units (e.g. Colleges, Departments, Centers, Institutes, Programs, Research Stations, Extension Offices, etc.) are still *highly encouraged* to develop and maintain their own safety group. Generally speaking, Operational Units are best served by local oversight from individuals experienced and knowledgeable about the personnel, resources, and activities unique to their situation. It is recommended that your Operational Unit's safety group be structured similarly to that described above for the UHSC but may be adapted as necessary. **Note:** If your safety group's title includes the words "Safety Committee," it will be obligated to follow the requirements (summarized in the previous section) as described by Oregon Administrative Rules [437-001-0765](#).

Responsibilities

It is incumbent upon each Operational Unit to ensure that *every employee is aware of how he or she:*

- I. Are able to report hazards to management;
- II. May suggest corrective actions for those hazards; and
- III. Can access information on how their concerns are being addressed.

ADDITIONAL RESOURCES

OSU

- Safety Instruction: [Hazard Identification and Control](#)
- Safety Instruction: [Accident / Incident Reporting and Investigation](#)
- Form: [Accident Investigation Report](#)

OR-OSHA – Safety Committees and Safety Meetings

- Oregon Administrative Rules [437-001-0765](#)
- [Fact Sheet](#)
- [Quick Guide](#)
- [Workbook](#)
- [Online Courses / Current Workshops](#)

SAIF – [Safety Committees](#)