

Course Title: Safety Committee's Role in Public Works

Course Duration: 2.0 Hours

Course Description: As an Oregon employer, we are required by Oregon OSHA to have a safety committee or hold regular safety meetings (Rule# 437-001-0765). We will discuss why they are needed, how to stay compliant and the responsibilities of the committee.

Course Outline:

Introduction	5 minutes
Safety Committee Overview- Committees/Meetings differences. Safety Committee/Meetings OR-OSHA requirements	15 minutes
Safety Committee Requirements Employee/committee member ratios Elections Volunteers Responsibilities of members/committee	30 minutes
Safety Meetings Requirements from OR-OSHA Scheduling for workers	20 minutes
Accidents/Injury Evaluations Medical Attention Inquiry Root Cause Analysis Reporting to OSHA Writing Final Report	20 minutes
Record Keeping Agenda Minutes Voting	15 minutes
Knowledge exercise/Testing	15 minutes
Question/Answer session; Wrap-up	5 minutes

Time Schedule: Suggested 1.75 - 2.0 hours

Training Methodology & Evaluation: This course is an in-person class. The students will gain first-hand experience in defining what makes a Safety Committee successful, how to run a

proper Safety Meeting and how to properly investigate an accident/injury. The students are tested on the knowledge they receive in the class.

Instructor Bio/Credentials: The course will be given by the City Safety Manager/Regulatory Specialist, Brian Warren. Brian is currently the Lead Chair of the City of Pendleton Safety Committee and has ran Safety Meetings and Safety Committees in the public and private sector for over 20 years.