

Safety Committee Roles and Responsibilities

Live Training

Dates: Varies

Length: 60 Minutes

Description

As an Oregon employer, you are required to have a safety committee or hold regular safety meetings. We'll walk you through the steps to determine which one is right for your entity and discuss strategies for staying in compliance.

Course Outline

1. Introduction – 2 min
 - a. Lesson objectives
 - i. Why safety committees are important
 - ii. Who must comply
 - iii. The difference between committees and meetings
 - iv. Meeting requirements
 - v. Roles and responsibilities
 - b. Purpose of Safety Committees
 - i. To bring employees and management together in a cooperative effort to promote safety and health.
 - ii. Prevent incidents/accidents
2. Safety Committee and Meetings Overview – 5 Min
 - a. Safety committees vs safety meetings discussion
 - i. Identify potential hazards in the work environment
 - ii. Review current or past incidents
 - iii. Identify the root cause or causes
 - iv. Develop recommendations to submit to management for corrective action
 - b. Components of safety meeting and committees
 - i. OR-OSHA requirements
 - ii. Which applies to you
3. Safety Committees – 15 min
 - a. Requirements
 - i. **20 or fewer** employees - must have at least 2 committee members
 - ii. **More than 20** employees - must have at least 4 committee members
 - iii. Must have an equal number of employer-selected members and employee-elected or volunteer members
 - iv. The committee can agree to a majority of employee-elected members but **MUST NOT** have a majority of employer-selected members
 - b. Employee created vs employee selected
 - i. Employees can create a committee by:
 1. Electing another employee
 2. Electing a supervisor to represent them

3. Allowing a volunteer to serve
 - ii. An employer-selected member can be:
 1. A manager or supervisor
 2. Any employee chosen by management to serve as its representative
 - c. Responsibilities
 - i. Meet monthly or quarterly, depending on the work that your employees do
 - ii. Keep a record of each meeting for three years
 - iii. Have procedures for workplace safety and health inspections
 - iv. Accomplish a set of specific tasks
4. Safety Meetings – 15 Minutes
 - a. Requirements
 - i. Designed to ensure all employees have an equal voice.
 - ii. All available employees must attend safety meetings
 - iii. At least one person has management authority to correct hazards discussed
 - iv. Safety meetings are held on company time
 - v. Employees are paid regular rate of pay
 - vi. Employers must schedule safety meetings at times and on days when the highest number of employees can attend.
5. Components of a successful meeting
 - a. Step 5: Creating recommended improvements
 - b. Employees' workplace safety and workplace health concerns
 - c. Accident investigations and near misses, including the causes and suggested corrective measures
6. Record Keeping
 - a. Require keeping meeting records; records must be kept for three years and include:
 - i. Meeting date
 - ii. Attendee names (both present and absent)
 - iii. All safety and health issues discussed during meeting
7. Knowledge check exercise – 15 min
8. Q&A / Wrap up – 8 min

Instructor Bio*

*Please note that each of our safety managers does this training, I have provided each of their bios however they do not present this together.

Katie Durfee

Katie Durfee joined CIS as a risk management consultant in April 2017. Katie came to CIS from Oregon City where she served in the city manager's office, overseeing risk management, claims and the coordination of emergency preparedness training. Prior to joining Oregon City, Katie served as a Chief Deputy County Clerk for Valley County, Idaho and managed the County's Risk Management program. She has previously served as the President for the Idaho Chapter of PRIMA, as well as participated on several National PRIMA committees, including the Leadership Development Committee. Katie has more

than eleven years of local government experience. She holds a Bachelor of Science degree in Business Administration with a concentration in Human Resource Management from Colorado Technical University.

Laurie Kemper

Laurie Kemper joined CIS in 2010 as the Risk Management Consultant for the Southern Oregon region (which includes members south of Lakeside/Oakland/La Pine, and east to Lakeview). Laurie has over 10 years' experience working with public entities. Prior to joining CIS, her work experience included serving as Jackson County's Risk Manager. She also worked for seven years at Washington County in Finance, IT, Land Use and Transportation, and the Assessor's office. Laurie's education includes a Bachelor of Science degree from Fordham University in Public Accounting. She currently serves as one of the board of directors for Oregon PRIMA, and participates in the Southern Oregon Chapter of ASSE.

Lisa Masters

Lisa Masters is the Senior Risk Management Consultant for the eastern Oregon region. She has over 26 years of experience working with public entities and 19 years working in safety, workers' compensation, risk management and the insurance industries. Her work experience includes working in the risk management and underwriting departments at SAIF Corporation, as a Loss Control Consultant at the ESD 112 in Southwest Washington, the Risk Manager of Jackson County, and the Personnel/Safety Manager for Southern Oregon Head Start. Lisa's education includes a Bachelor of Science degree from Oregon State University in Business Management and an Associate in Risk Management designation.

Tom BeLusko

Tom BeLusko is the Senior Risk Management Consultant for the greater part of northwest Oregon from the north coast of Tillamook County through the Columbia River as far east as Sherman County. Prior to joining CIS, Tom spent more than 28 years in the insurance industry with most of that time spent as an insurance agency principal at WSC Insurance where he led the agency's public entity and private university practice groups. Graduating from the University of Portland with honors, Tom earned a degree in Business Administration while on The Bluff. Tom also holds an Associate in Underwriting (AU) designation, as well as a being a 20-year recipient of the Certified Insurance Counselor (CIC) designation.