# Safety committee evaluation checklist

After you start your safety committee, use this checklist to determine if it’s necessary to do any fine-tuning to make it more effective.

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| To do | Done | Item |
|  |  | The safety committee is composed of an equal number of employer and employee representatives. |
|  |  | Employee representatives are volunteers or elected by their peers. |
|  |  | There are at least four representatives on the committee if the workplace has more than 20 employees – at least two representatives if the workplace has 20 or fewer employees. |
|  |  | The representatives elect the committee chairperson. |
|  |  | Representatives are paid their regular wages during safety committee training and meetings. |
|  |  | Employee representatives serve on the committee for at least one year. |
|  |  | Representatives’ terms of service are staggered so that at least one experienced representative is always on the committee. |
|  |  | Reasonable efforts are made to ensure that committee representatives represent the company’s major work activities. |
|  |  | The committee meets monthly except when representatives schedule quarterly workplace inspections. |
|  |  | Committee meetings follow a written agenda. |
|  |  | The minutes for each meeting are maintained for at least three years. |
|  |  | Minutes are available to all employees. |
|  |  | All reports, evaluations, and recommendations are included in the minutes. |
|  |  | Management has a reasonable time to respond in writing to the committee’s recommendations. |
|  |  | The committee has a method for collecting and reviewing employees’ safety-related suggestions and reports of hazards. |
|  |  | The committee assists management in evaluating and improving the workplace safety and health program. |
|  |  | The committee’s quarterly inspection team follows a standard procedure for identifying safety and health hazards during its inspections. |
|  |  | The inspection team includes employer and employee representatives. |
|  |  | The inspection team documents the location and identity of workplace hazards. |
|  |  | The inspection team – or other persons designated by the committee – inspects satellite locations quarterly. |
|  |  | The committee has a procedure for reviewing the team’s quarterly inspection reports. |
|  |  | The committee recommends to management ways to control hazards and unsafe work practices. |
|  |  | The committee makes recommendations to ensure all employees are accountable for following safe work practices. |
|  |  | The committee has a procedure for investigating workplace accidents, illnesses, and deaths. |
|  |  | Representatives understand the purpose of their safety committee and know how it functions. |
|  |  | Representatives have access to applicable Oregon occupational safety and health rules. |
|  |  | Representatives have received safety training for identifying workplace hazards and investigating accidents. |