

Safety and health policy for centralized safety committees

The safety and health of its employees is this company's foremost business consideration. No employee will be required to perform a task they consider to be unsafe, and will not be discriminated or retaliated against for refusing to perform dangerous work or for reporting unsafe conditions and behaviors.

Company Name will work to comply with all applicable Oregon OSHA workplace safety and health rule requirements.

This company has established a centralized safety committee, consisting of management and labor representatives, whose responsibility is to identify hazards and unsafe work practices; remove any obstacles to accident prevention; and help evaluate the company's effort to provide a safe and healthful workplace.

This company pledges to do the following at all locations represented by the centralized safety committee:

- Comply with all regulatory requirements for Safety Committees.
- Strive to achieve the goal of zero accidents and injuries.
- Provide mechanical and physical safeguards wherever they are necessary.
- Conduct routine safety and health inspections to find and eliminate unsafe working conditions, control health hazards, and comply with all applicable safety and health requirements.
- Describe in writing how *Company Name* will hold its managers, supervisors and all other employees accountable for ensuring they understand their respective rights and responsibilities, including adhering to safety policies and procedures, reporting hazards, and taking ownership of their actions that impact workplace safety.
- Describe in writing the specific methods for identifying and correcting safety and health hazards for each location.
- Train all employees in safe work practices and procedures.
- Provide employees with necessary personal protective equipment and train them to use and care for it properly.
- Enforce company safety and health rules and require managers, supervisors and all other employees to follow the rules as a condition of employment.
- Investigate accidents to determine the causes to prevent reoccurrence and similar accidents.
- Write up an annual comprehensive review of the centralized committee's activities to determine its effectiveness for all locations.

This company recognizes that managers, supervisors, and all other employees have specific tasks in working to maintain a safe and healthful workplace. Specifically:

Management is accountable for preventing workplace injuries and illnesses. Management will consider all employee suggestions for achieving a safer, healthier workplace. Management will inform employees about all workplace safety and health hazards, and regularly review the company's safety and health program.

Supervisors are responsible for training and supervising workers in safe work practices. Supervisors must comply with and enforce company rules and ensure that employees follow safe practices during their work.

Employees are expected to participate in safety and health program activities, including (but not limited to): immediately reporting hazards and/or unsafe work practices, near misses and accidents/incidents to supervisors or a safety committee representative; wearing and properly maintaining required (or provided) personal protective equipment; and participating in — and supporting — safety committee activities and findings.

Procedures for Employee and Manager Accountability:

At [Company Name](#) we hold managers, supervisors and employees accountable for their safety and health responsibilities.

This is accomplished through [describe your accountability system](#).

Examples include: hazard reporting systems, disciplinary policies, how safety is factored into performance evaluations, how participation is encouraged, etc.)

Procedures for the Identification and Correction of Safety and Health Hazards:

At [Company Name](#) we use [describe your everyday hazard reporting system](#). At a minimum, quarterly inspections are conducted at all of our facilities covered by this centralized safety committee. These quarterly inspections are conducted by both employer representatives and employees who have received hazard identification training.

Example of an inspection procedure:

This table lists procedures for conducting workplace safety and health inspections.

Inspection dates/interval*	Inspection location	Name, title, or positions of persons conducting the inspection**	Submission method of findings
<i>Quarterly starting at calendar year</i>	<i>South Bend Store</i>	<i>Store Manager, Maintenance tech, and trained retail staffer</i>	<i>Inspection sheets are emailed to oursafetycommitte@company.com</i>

* As frequently as deemed necessary by the Safety Committee if mobile work locations, infrequently visited sites, and sites that do not lend themselves to quarterly inspections.

** These quarterly inspections are conducted by both employer representatives **and** non-management employees who have received hazard identification training.

Hazard correction is tracked at the monthly safety committee meeting by safety committee members. The results of the quarterly inspections are reviewed by the safety committee and an action plan is created for those findings. Progress is tracked at each safety committee meeting until actions are closed out.

Company representative's signature: _____ Date: _____