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PURPOSE

The purpose of the Safety Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health. The Safety Committee provides recommendations to the Executive Director to improve safety.

POLICY STATEMENT:

- The Executive Director (ED) will be responsible for the Safety Committee. She/he will assemble a Safety Committee with volunteers or employee elected members including representatives from each major department in the facility.

- The ED will ensure that Safety Committee members receive training in hazard identification and accident investigation principles.

- The Safety Committee will meet monthly and follow the prepared agenda.

- A Safety Committee Meeting Notice will be posted in the staff lounge a week in advance of the meeting (See Forms). The Committee will use Incident Reports, Near Miss Reports, suggestions from staff and residents and inspection information to identify safety problems/concerns.

- After each Safety Committee meeting, a report of the Safety Committee Recommendations will be given to the Executive Director.

- The recorder will take notes during the meeting, and then transcribe the notes to the Minutes form.

- After each Safety Committee meeting, the minutes will be given to the Executive Director who will then provide each member of the Safety Committee with a copy of the minutes and post a copy of the minutes in the staff lounge.

- Within 24 hours after receipt of the Safety Committee Minutes and Recommendations, these documents, along with any inspection forms and incident investigations, will be faxed to Ageia’s workers compensation manager at the corporate office.
Safety Committee Requirements

Membership
- At least four members if you have 20 employees or more.
- One person acts as the chairperson. The recorder is the co-chair and chairs the meeting if the chairperson is absent.
- Employee elected or volunteer members (non-management staff) must be equal to or greater than the number of employer selected (management) members.

Safety Committee members must:
- Agree on a chairperson
- Serve a minimum of one year, when possible
- Be compensated at their regular pay rates for meetings, inspections and training
- Be trained in accident and incident investigation principles and know how to apply them
- Be trained in hazard identification
- Receive safety committee meeting minutes
- Represent the major activities of the company

Safety Committee Duties
- Meet monthly
- Follow an agenda
- Keep a record of each meeting for three years
  - Minutes must include:
    - Meeting date
    - Attendees’ names (members as well as non-members attending)
    - Safety and health issues discussed
    - Recommendations for correcting hazards and reasonable deadlines for management to respond
    - Name of the person who will follow up on the recommendations
    - All other committee reports, evaluations and recommendations
- The safety committee must have procedures for conducting workplace safety and health inspections
- Work with management to establish accident investigation procedures that will identify and correct hazards
- Evaluate all accident and incident investigations and recommend how to prevent them from happening again
- Make safety committee meeting minutes available for all employees to review
- Evaluate how management holds employees accountable for working safely and recommend ways to strengthen accountability
Safety Inspection Schedule

Quarterly safety inspections will be completed during these months:

- February
- May
- August
- November

Every month, the following items must be reviewed by the Safety Committee:

- Personal Protective Equipment Audit (Audit performed by ED and provided to Safety Committee)
- Employee accidents and injuries
- A safety policy or quarterly inspection
- Safety concerns and recommendations
- A safety training topic
- Follow up on prior safety concerns and recommendations

**NOTE:** Once per year (in June) the Safety Committee must complete a self evaluation. Items to be reviewed include the committee’s purpose, objectives, membership, frequency of meetings and attendance at meetings.
Quarterly Safety Inspection

In compliance with OSHA regulations and to ensure the safety of our employees and residents, the safety committee inspection team will conduct quarterly inspections of the interior and exterior of the building.

- Those who do inspections must be trained in hazard identification.
- The interior of the building includes all common areas, including but not limited to hallways, lounges, dining rooms, living rooms, laundry room, hopper room, kitchen and bathrooms.
- The exterior of the building includes but is not limited to the parking lot, walkways, lighting, dumpster areas and exterior drains.
- The inspection team will use the designated forms and will sign and date them after each inspection.
- The inspection forms will be faxed to Ageia’s workers compensation manager at the corporate office following the inspection.
- The inspection forms will be provided for follow up during the next Safety Committee meeting.
- Inspection forms are to be kept on file for three (3) years.
ACCIDENT AND INCIDENT INVESTIGATION PROCEDURE

Every lost-time injury must be investigated. Accident investigations are so important that OR-OSHA requires employers and safety committees to be involved, stated in the following requirements:

**Rules for all workplaces** [Division 1, 437-001-0760(3)(a)]: “Each employer shall investigate or cause to be investigated every lost time injury that workers suffer in connection with their employment, to determine the means that should be taken to prevent recurrence. The employer shall promptly install any safeguard or take any corrective measure indicated or found advisable.”

**Rules for workplace safety committees** [Division 1, 437-001-0765(6)(g)]: “The safety committee shall establish procedures for investigating all safety-related incidents including injury accidents, illnesses and deaths. This rule shall not be construed to require the committee to conduct the investigations.”

Establish an investigation team before an accident happens so that it will be prepared when an accident occurs. Include employees who have been trained to conduct an effective investigation. Objective fact-finding skills are critical. A typical team might include the following employees:

- An employee from the work area where the accident occurred
- A supervisor from a work area not involved in the accident
- A maintenance supervisor or an employee who understands equipment or processes associated with the accident
- A safety committee representative

There are five steps to an effective accident investigation:

1. **Gather information:** The investigation team learns the facts about the accident and interviews witnesses and others involved. *Use the Ageia Accident Investigation Form and Witness Statement Form.*
2. **Analyze facts:** The investigation team identifies the accident’s causes and contributing factors, and determines how the accident could have been prevented.
3. **Report findings:** The investigation team prepares a written report that describes who was involved, where the accident occurred, when it happened, and what caused it. The report recommends, specifically, what can be done to prevent the accident from happening again.
4. **Act on recommendations:** Management reviews the report and determines how to prevent the accident from happening again.
5. **Follow up:** The safety committee or investigation team ensures that appropriate corrective action was taken to prevent the accident from happening again.