

Safety Committees Webinar: March 1, 2018

Webinar Reference Sheet

RESOURCES

- OR-OSHA fact sheet on safety committees and safety meetings
<http://osha.oregon.gov/OSHAPubs/factsheets/fs31.pdf>
- OR-OSHA publication on safety committees and safety meetings
<http://osha.oregon.gov/OSHAPubs/0989.pdf>

QUESTIONS AND ANSWERS

Q: Will you be recording this so that the presentation can be viewed by others later? It would be helpful for my entire Health and Safety Committee to hear this.

A: Yes, a recording of the webinar is available at:
<https://attendee.gotowebinar.com/register/8555170622326142722>

Q: Are we required to have meetings monthly or can we have them when a job requires a discussion?

A: You must meet monthly or quarterly, depending on the work that your employees do. If your employees do mostly office work, meet quarterly. If your employees do work other than office work, meet monthly.

Q: Since we have only 5 employees total including managers, we are only required to have safety meetings is this correct? Do volunteers count as employees?

A: If you have 10 or fewer employees more than half of the year (including seasonal and temporary – yes, volunteers count as employees as long as they are covered by workers' compensation) then you have the choice of conducting safety meetings or go the more formal route of having a safety committee. For some districts with one or two employees/volunteers, it is acceptable to conduct the safety meeting during a board meeting as long as all available employees/volunteers are at the meeting.

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If you have more than ten employees, you are required to have a safety committee unless one of the following statements is true for your district:

- Do more than half of your employees work at construction sites?
- Do more than half of your employees travel frequently between jobs away from your location?
- Do more than half of your employees work in an office environment?

If you answered yes to one of these questions, then you can choose either safety meetings or a safety committee.

Q: Does SDAO have inspection documents we can download?

A: We are more than willing to share sample documents and resources that we have with districts. Because we have a variety of samples for different types of districts, the easiest way for us to share these documents would be for our members to email us at riskmanagement@sdao.com and request the specific samples.

Q: Would taking an online course via SafePersonnel as a group quality as a safety meeting... PPE course?

A: Safety meetings are a great forum for additional safety training since they are an all-hands meeting. You need to make sure that at the meeting you discuss the following two bullet points in addition to the training you are taking:

- Employees' concerns about workplace safety or health conditions
- Accident investigations, causes, and suggested corrective measures

Q: Does this training count towards the 2018 Best Practices Program?

A: We are happy to report that this webinar meets the intent of attending an SDAO training and qualifies the district for at 2% rate credit for the 2018 SDIS Best Practices Program. If you are not aware of our best practices program, you can contact Underwriting@sdao.com.

Q: Is there a required timeline/deadline for when an investigation needs to be completed and reviewed?

A: No, but it should be conducted as soon as practical. Attend next month's webinar on accident investigations for more details!

Q: When scheduling conflicts make it impossible for a safety meeting, can an email with safety information suffice?

A: While this may be an effective way to get information out to your staff it will not replace the requirements to have your regularly scheduled meeting.