



Re: Safety Committee Implementation

Dear Customer,

Oregon law requires most Oregon employers to establish safety committees to help monitor job safety and increase employee involvement in workplace safety. If you employed 11 or more employees at any one time during the previous calendar year, you must establish a safety committee. If you have 10 or fewer employees, your business is required to establish a committee if it has a lost workday incidence rate in the top 10 percent for businesses in the same industry or is assigned a premium rate in the top 25 percent of rates for all classes. (*See criteria for requirements on pages 3*) Some agricultural employers with less than 10 employees are exempt.

SAIF Corporation has designed this packet of materials to help you establish an effective safety committee. By reviewing these materials and enlisting the help of your supervisors and employees, you will be able to form a safety committee that will produce results. An abbreviated action plan to assist you in forming your safety committee is included in this packet. (*See page 11*)

You may copy the materials for your safety committee members and change or adapt any of the information to your own requirements. The Self-Inspection Checklist, for example, is designed to have generic application to many different types of industry. Those check points that do not pertain to your business may be eliminated and others may be added as needed.

The complete Oregon Administrative Rules for Workplace Safety Committees can be accessed through the Resource link listed at the bottom of page 2 in this packet.

We hope these materials will help you develop a committee which can become a primary tool in managing safety and health for your employees. After you meet with your new safety committee, you may still have questions. Feel free to contact a SAIF Corporation loss control consultant at one of the local offices listed above for additional information.

Sincerely,

A handwritten signature in black ink that reads "Chuck Easterly".

Chuck Easterly,
Loss Control Manager, SAIF Corporation
503.373.8834

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Resource link

OAR for Workplace Safety Committees
http://www.cbs.state.or.us/external/osh/pdfs/rules/division_1/437-001-0765.pdf

Safety Committee Subject Employers

Lost workday case levels in the top 10 percent of all employers in the same industry effective January 1 through December 31, 2004.

SAIF Corporation can help establish a committee that really works to prevent and control costly workers' compensation claims. But first, you will need to determine whether your firm is subject to the law. The following questions will help.

1. Did your peak employment during the last calendar year exceed 10 people?

If your answer is **yes, you must have a safety committee.**

If your answer is **no**, please answer Question 2.

2. Did your number of lost work day cases* * during the last calendar year equal or exceed the number listed for your industry sector in Safety Committee B on page 7?

If your answer is **yes, you must have a safety committee.**

If your answer is **no**, please answer Question 3.

If you are an **agricultural employer** and you answered **no** to Question 2, **you are not required to have a safety committee.** Do not proceed to Question 3.

3. Is your principal payroll classification * among those listed in Safety Committee A on pages 5-6?

If your answer is **yes, you must have a safety committee.**

If your answer is **no, you are not required to have a safety committee.**

* Principal payroll classification is the class code in which you report the majority of your payroll.

* * Lost workday cases are those which involved one day or more away from work or one day or more of restricted work activity or both. Did the worker return to the **next scheduled shift** and could they perform **all** of their **normal duties**?

Safety Committee - A

Following is a list of National Council on Compensation Insurance (NCCI) Classifications with 2004 workers' compensation premium rates in the top 25 percent of all classifications (excluding "Farm" and Logging classes). Safety committees are required according to OAR 437-001-0765 (2)(b) if any employer is included in the following list.

NCCI CLASS CODE	SCOPES OF BASIC MANUAL CLASSIFICATIONS	NCCI CLASS CODE	SCOPES OF BASIC MANUAL CLASSIFICATIONS
42	Landscape, Gardening & Drivers	5059	Iron or Steel: Erect Fr Strctrs not over 2 str
50	Farm Machinery Operations & Drivers	5102	Door Erection
106	Tree Pruning & Drivers	5213	Concrete Construction NOC
124	Reforestation or Slash Piling & Drivers	5215	Concrete Work - Construction of Residence
1005	Coal Mining – Surface and Drivers	5221	Concrete Work - Floors, Driveways, & Drivers
1016	Coal Mining - NOC	5222	Concrete Construction Bridges or Culverts
1164	Mining NOC - Underground & Drivers	5223	Swimming Pool Construction - All operations & Drivers
1322	Oil or Gas Well: Cleaning Old Wells & Drivers	5348	Tile Work - Inside
1463	Asphalt Workers & Drivers	5402	Hothouse Erection - All operations
1624	Quarry NOC & Drivers	5403	Carpentry NOC
1654	Quarry – Cement Rock & Drivers	5437	Carpentry – Inst. Cabinet Work Inter. Trim
1710	Stone Crushing & Drivers	5445	Wallboard Installation & Drivers
2089	Packing House - All Operations	5462	Glazier - Away from shop & Drivers
2104	Seafood Processors	5472	Asbestos Contractor – Pipe & Boiler Exclusively
2150	Ice Manufacturing	5473	Asbestos Contractor -NOC
2211	Cotton Batting Manufacturing	5474	Painting NOC & Shop, Drivers
2623	Tanning	5478	Floor Covering Installation
2703	Logging Equipment & Repair	5479	Insulation Work NOC & Drivers
2710	Saw Mill	5480	Plastering NOC & Drivers
2714	Veneer Manufacturing	5506	Street or Road Const: Paving or Repaving & Drivers
2731	Planing or Molding Mill	5508	Street or Road Const: Rock Excavation & Drivers
2735	Furniture Stock Manufacturing	5511	Logging Road Construction & Maintenance
2915	Veneer Products Manufacturing	5538	Sheet Metal Work - NOC & Drivers
2960	Wood Preserving & Drivers	5551	Roofing - All Kinds & Drivers
3018	Iron or Steel: Mfg: Rolling Mill & Drivers	5610	Cleaner - Debris Removal
3030	Iron or Steel: fab 1 or S wks-shop struct & Dvrs	5645	Carpentry - Detached Dwellings
3081	Foundry – Ferrous – NOC	5651	Carpentry - Dwellings- 3 stories or less
3110	Forging Work	5703	Building Raising or Moving & Drivers
3365	Welding NOC & Drivers	5705	Salvage Operations - No Wrecking or Structural Ops
3724	Machinery/Equip Erection/Repair NOC & Drivers	6003	Pile Driving & Drivers
3726	Boiler Installation or Repair	6005	Jetty Construction - All Operations & Drivers
4000	Sand Digging & Drivers	6017	Dam or Lock Const: Concrete Work- All Operations
4034	Concrete Products Manufacturing & Drivers	6045	Levee Construction - All Ops & Drivers
4263	Fiber Goods Manufacturing	6204	Drilling NOC & Drivers
4583	Fertilizer Manufacturing & Drivers	6213	Oil or Gas Well: Sclty Tool Op NOC-Contr-All E & Dvr
4665	Rendering Works NOC & Drivers	6216	Oil Lease Work NOC – By contractor & Dvrs
4670	Cottonseed Oil Manufacturing - Mechanical & Drivers	6217	Excavation NOC & Drivers
5022	Masonry - NOC	6229	Irrigation System Construction & Drivers
5040	Iron or Steel: Erection - Frame Structures	6233	Oil or Gas Pipeline Construction & Drivers
5057	Iron or Steel: Erection NOC	6235	Oil or Gas Well: Drilling or Redrilling & Drivers

NCCI CLASS CODE	SCOPES OF BASIC MANUAL CLASSIFICATIONS
6236	Oil or Gas Well: Installation of Casing & Drivers
6251	Tunneling - Not Pneumatic - All Operation
6252	Shaft Sinking - All Operations
6260	Tunneling - Pneumatic -All Operations
6306	Sewer Construction – All Operations and Dvrs
6319	Gas Main Construction & Drivers
6325	Conduit Construction – For cables or wires & Dvrs
6400	Fence Erection – Metal
6854	Boat Bldg-Iron/Steel-NOC & Drv-State Act
6876	Diving - State Act Coverage
6882	Ship Repair Conversion - All Ops & D - State Act
6884	Painting - ship hulls - State Act
7133	Railroad Operation NOC – All Empl & Dvrs
7219	Trucking: NOC - All Employees & Drivers
7230	Trucking: Parcel Delivery - All Empl & Dvrs
7231	Truckng: Mail, Parcel, or Pkg Delivery - All E & Dvrs
7232	Trucking U.S. Postal Service Contract
7409	Aircraft or Helcptr Oper: Aerial Applctn, F Crew
7420	Aircraft or Helcptr Oper: Public Exhbtn, F. Crew
7425	Aircraft or Helcptr Oper: NOC-Helicopters: Flying Crew
7538	Electric Power Line Construction & Drivers
7590	Garbage Works
7601	Telephone Line Construction & Drivers
7855	RR Construction: Laying Tracks or Mntnc by Contract & Drivers
8021	STORE: Meat, Fish, or Poultry
8232	Lumberyard: All other Employees
8233	Coal Merchant & Lock Mgrs. & Drivers
8263	Junk Dealer & Drivers
8264	Bottle Dealer - Used & Drivers
8265	Scrap Dealers, (Iron) & Drivers
8279	Stable & Drivers
8288	Livestock Dealer & Salesperson, Drivers
8293	Storage Warehouse - Furniture & Dealers (& Drivers)
8304	Grain Elevator Operations & Local Mgrs, Drivers
8500	Scrap Dealers (Metal) & Drivers
9178	Athletic Team or Park: Non-Contact Sports
9179	Athletic Team or Park: Contact Sports
9180	Amusement Device Op NOC -Not Traveling & Drivers
9186	Carnival -Traveling - All Employees & Drivers
9311	` Saw mill: Maintenance & Security Employees
9402	Street Cleaning & Drivers
9403	Garbage Collection & Drivers
9521	House Furnishing Installation NOC & Upholstering
9534	Mobile Crane/Hoisting Contractors: NOC - All Ops-Incl.Yard & Drivers
9554	Signs: Install, Maint, Rpr, Removal - All types & Dvrs.

Safety Committee - B

Lost workday case levels in the top 10 percent of all employers in the same industry effective January 1 through December 31, 2004.

Safety committees are required according to OAR 437-001-0765(2)(b) if any employer meets the following criteria:

1. Had no more than 10 employees at any one time during the previous calendar year; and
2. The employer is in the following standard industrial classifications and had the following number or more lost workday cases during the previous calendar year.

INDUSTRY	NUMBER OF LOST WORKDAY CASES
State Government (ALL SICs*)	1
Local Government (All SICs*)	1
Private Sector	
Agriculture, Forestry, Fishing (SIC* 01-09)	1
Mining (SIC* 10-14)	1
Construction (SIC* 15-17)	1
Manufacturing (SIC* 20-39)	1
Transportation, Public Utilities (SIC* 40-49)	1
Wholesale Trade (SIC* 50-51)	1
Retail Trade (SIC* 52-59)	1
Finance, Insurance, Real Estate (SIC* 60-67)	1
Services (SIC* 70-89)	1

* SIC- Standard Industrial Codes

Source: Department of Consumer and Business Services (DCBS), Information Management Division, Nov. 1998 updated sources from May. 2004.

Safety Committee

Safety committees can be a viable and positive element in reducing workers' compensation claims, increasing employee participation in the company's loss control efforts, and preventing accidents by identifying problems and hazards before they cause injuries or illnesses.

Why a safety committee?

There are good reasons for forming a safety committee:

- ✓ To assist management in the improvement of safety and health in the workplace.
- ✓ To help lower workers' compensation costs, lower accident rates and increase employee morale.
- ✓ To comply with workers' compensation rules.
(See OAR 437-001-0765, enclosed)
- ✓ To meet labor contract provisions.

Most Oregon employers are required by the Oregon Occupational Safety and Health Division of the Department of Consumer and Business Services to form safety committees.

A copy of the Oregon Administrative Rules (OARs) addressing this issue (OAR 437-001-0765) is enclosed. If you have further questions, you may contact the Occupational Safety and Health Division at (503) 378-3272.

Purpose of a safety committee

The function of a safety committee is to create and maintain interest in loss prevention and to help open and maintain communications between management and line workers.

A safety committee should:

- ✓ Enhance safety awareness among employees.
- ✓ Define problems and obstacles to loss prevention.
- ✓ Identify hazards and suggest actions to eliminate them.
- ✓ Identify employee training needs.
- ✓ Develop accident investigation procedures.
- ✓ Serve as an advisory panel to management for loss prevention.

The safety committee should set specific objectives. For instance, in order to adequately "identify hazards," the safety committee should establish a written procedure for conducting quarterly hazard surveys of the workplace.

Responsibility and authority

Clearly defining the safety committee's responsibility and authority is crucial to its effectiveness. Make it clear at the beginning that the safety committee does not make company policy, but is responsible for recommendations to management which address employee safety and health issues. Management should consider each recommendation and promptly let the safety committee know what action it will take, why and when.

Safety committee membership

The safety committee must consist of an equal number of management representatives and line employees who have a good understanding of the firm's overall operations. There should be no fewer than two members for businesses with 20 or fewer employees and no fewer than four members for businesses with more than 20 employees. The employee committee members should have an interest in the general welfare of the firm and its employees. They should be volunteers or be elected by their peers. Management representatives on the committee should have authority to make decisions regarding unsafe practices and hazards identified by committee members. For additional criteria for safety committee formation and membership see OAR 437-001-0765.

If a worker accepts the task, this activity should be used as a positive addition to his or her performance evaluation. It should not be used negatively in an evaluation. If the employee does not work out as a safety committee member, merely replace him or her. The management should use safety committee participation to provide positive reinforcement to employees who make the extra effort. This can make safety committee participation a valued activity, rather than a thankless task.

Safety committee training

It takes more than a good attitude to function well on a safety committee. To become a real asset, members should be orientated to the committee's goals and objectives. Each must become knowledgeable in certain critical areas to assume full duties on the safety committee. (See OAR 437-001-0765.) These areas include:

- ✓ Safety committee purpose and operation
- ✓ Hazard identification
- ✓ Accident and incident investigation techniques
- ✓ Reporting procedures
- ✓ Oregon Safety and Health Administrative Rules applicable to the employer's workplace.

The materials contained in this packet provide information to help employers meet training requirements for their committee members.

Hazard surveys

Surveying the workplace for hazards should be a priority during the initial stages of safety committee work. It has been said that 80 percent of accidents are the result of people problems (unsafe acts), while 20 percent are caused by hazards (unsafe conditions). By identifying the physical hazards, as well as those dealing with work habits, work flow and hazardous work activities, the quarterly workplace survey can be a useful loss prevention tool.

A safety committee team can conduct hazard surveys by walking through the work area noting and documenting hazards. An easy way to do this is to develop a self-inspection checklist. The safety committee teams should then report findings to management. Hazards with the most severe consequence and highest probability of occurrence should be corrected first. The manager or supervisor can use the same checklist for their routine inspections. (A generic workplace inspection checklist is included in this packet.) It should be modified to include additional items in your own workplace.

Job safety analysis

If too many accidents are occurring at one job site, a job safety analysis can be conducted to find existing and potential problems. The job analysis survey is the first step in identifying the hazards of a particular job and recommending safe procedures. Job instructional training needs can also become known by using this technique. (A job safety analysis worksheet is enclosed.)

Accident/ incident investigation

The major purpose of an accident investigation is to **prevent recurrence** of the accident. Therefore, the safety committee not only seeks to identify and eliminate the major causes, but also other contributing factors. The main thrust of the investigation should be to make recommendations to management that will prevent future occurrences. This is also a good reason to investigate incidents when an injury was narrowly avoided.

Management support and follow-up

Support from management is critical to the effectiveness of a safety committee. However, it may not be feasible for management to implement all recommendations. That is why it is important for management to communicate to the safety committee in writing of its decisions and the reasons for them.

For more information:

Call your loss control consultant at your local SAIF Corporation office or SAIF's Service Center for Small Businesses at 1-800-848-2373. If you need rule interpretation call the Technical Services Section of the Oregon Occupational Safety and Health Division, Department of Consumer and Business Services (503) 378-3272 in Salem.

Action Plan To Form Safety Committee

Below is an abbreviated action plan that will help you form your safety committee if you are required to do so under Oregon Administrative Rule 437-001-0765.

1. Develop a company safety policy (see enclosed sample safety policy)

- ✓ State purpose -i.e. to reduce losses due to accidents
- ✓ Discuss establishments of a safety committee
- ✓ Discuss employee cooperation and support
- ✓ Have company president sign safety policy statement

2. Communicate company safety policy to:

- ✓ Management
- ✓ Supervisors
- ✓ Employees

3. Selection of committee members

- ✓ Employee representatives - elected or volunteer
- ✓ Employer representative

4. Develop written safety committee policy with the committee

- ✓ Degree of authority - refer to Oregon Administrative Rule (OAR) 437-001-0765 (copy enclosed)
- ✓ Ground rules - review OAR 437-001-0765

5. Plan and hold regular safety committee meetings

- ✓ Establish meeting date (i.e. third Thursday of each month, same time and location for meeting)

6. Conduct follow-up activities

- ✓ Review minutes
- ✓ Respond in writing
- ✓ Show support for your safety committee
- ✓ Keep safety committee minutes and inspections on file (three years)
- ✓ Post on employer bulletin board (s)

Sample Safety Policy Statement

Below is a sample of a safety policy statement. This document will make the purpose and value of the safety and health program evident to management, employees, and safety committee members.

Developing a company safety policy could be a project for your safety committee. If they help you by developing your company's safety policies, they will feel a strong "buy-in" that will help them address other aspects of their duties as safety committee members.

(Company Name)

SAFETY POLICY STATEMENT:

It is the policy of (company name) to protect the safety and health of our employees. Injuries and property loss from accidents are needless, costly and preventable. Our company has established a safety and health program adapted to fundamental safety concepts that will help us prevent injury and loss due to recognized hazards.

MANAGEMENT:

Management's responsibility is prevention of accidents and injuries, because management is held accountable for all aspects of their span of control. Management provides direction and full support of all safety procedures, job training and hazard elimination practices. We must keep fully informed on health and safety areas throughout the company in order to constantly review the effectiveness of our safety and health program.

SUPERVISION:

Supervisors are directly responsible for job training of their workers. This includes proper procedures, work practices and safe methods to do their job. Supervisors must enforce company rules and take immediate corrective action to eliminate hazardous conditions. They will not permit safety to be sacrificed for any reason.

SAFETY COMMITTEE:

The safety committee consists of management and employee representatives that have interest in the general promotion of safety and health for (Company Name). The committee is responsible to make recommendations on improving safety and health in the workplace. They have been charged with the responsibility to define problems and obstacles to loss prevention; identify hazards and suggest corrective actions; help identify employee safety training needs and to develop accident investigation procedures for our company. Management is responsible for actual investigations.

EMPLOYEES:

Each employee, regardless of position within the company, is expected to cooperate in all aspects of the company's safety and health program. Some major points of our company safety program require that:

- ✓ Accidents must be reported immediately to your supervisor.
- ✓ Required personal protective equipment will be worn by all employees. There are no exceptions.
- ✓ Machines or equipment without adequate guarding or in questionable condition will not be used. Report this equipment to your supervisor.
- ✓ Hazardous conditions or other safety concerns will be reported to your supervisor immediately.

Each employee has personal responsibility for his or her own safety as well as the safety of co-workers. If everyone does their part by doing what is necessary to ensure workplace safety, we all benefit.

No job is so important that we cannot take time to do it safely.

Sincerely,

[Signature]

[Name]

Owner, CEO or top management representative

Safety Committee Charter Sample

Below is a sample of a safety committee charter. This document will make the purpose and value of the safety committee evident to management, employees, and safety committee members.

Purpose: To maintain the interest of both management and labor in occupational safety and health matters.

- ✓ To provide an opportunity for open discussion of problems that result or could result in injury or illness.
- ✓ To assist management in the evaluation of recommendations for an improvement of the work environment.
- ✓ To improve the cooperative spirit between all employees of the company.

Organization:

There shall be _____ employee members and _____ management members of the committee.

Employee members may be elected or volunteer from each work group. If no employee members are elected or volunteer, they shall be appointed. Management member shall be appointed.

Members of the committee must have an interest in accident prevention, occupational health and safety and a willingness to work for improvement in this important company effort.

Objectives:

- ✓ To assist management in the development of job site safety.
- ✓ To assist in communication and promotion of safety and health matters in the workplace.
- ✓ To study injury and disease statistics and trends, so that reports may be made to management on unsafe and unhealthy conditions and/or practices together with recommended corrective action.

Each recommendation should:

- ✓ Be clearly and concisely written.
- ✓ Provide justification for implementation.
- ✓ Show implementation costs.
- ✓ List benefits to be derived.

Extent of Authority:

It must be clearly understood that recommendations are expected from the committee and that management will give serious consideration to all recommendations. This is not a policy-making committee.

The committee or its members should not interfere with the work of employees, or with the condition of the department, or challenge supervisory authority.

A committee member is not a police officer, but acts as an advisor to management.

Procedures:

The committee's plan of action requires procedures by which the committee may successfully fulfill its role. These procedures should include:

- ✓ Meeting date
- ✓ Meeting time
- ✓ Meeting location
- ✓ Selection of a chairperson
- ✓ Permanent secretary
- ✓ Order of business
- ✓ Records
- ✓ Duties of each member
- ✓ Each member shall be active in completing assignments given to them by the chair-person, as well as acting as an area representative in matters pertaining to health and safety.
- ✓ Both management and workers will expect the committee members to observe how the safety and health policy is enforced in the work environment.
- ✓ Supervisors will expect the committee members to advise them about situations which could lead to incidents with resultant loss through injury or illness.
- ✓ Employees will expect the committee members to think of their safety, and health, recommend safeguards, and warn of potential hazards.
- ✓ There will also be special assignments requiring research and investigation.
- ✓ Education and training.

Training of committee members is essential to the successful operation of the committee.

The more knowledge and expertise committee members have, the more effectively they will fulfill their objectives. Training should include, but is not limited to, the following:

- ✓ Safety committee purpose and operation.
- ✓ Oregon Administrative Rules 437-001-0760 through 437-001-0765.
- ✓ Conduct of safety committee meetings.
- ✓ Workplace hazard identification.
- ✓ Application of OR-OSHA rules that apply to their work area.
- ✓ Accident/incident investigation procedures and reporting.
(Management is responsible for the actual investigation.)

Only the planning and effective leadership of management and the safety committee can build a program which lasts. The safety committee shall be a constructive entity, providing guidance and leadership in matters pertaining to the overall health and safety of the company.

Safety Committee Meeting Notice

Announcement for next Safety Committee meeting, please make plans to attend.

TO COMMITTEE:

The next meeting of the

_____ Company/Division

Safety Committee will be _____
Date Time

_____ Location

In addition to normal agenda items, please be prepared to discuss the following:

_____ Safety Committee Chairperson Phone

Safety Committee Agenda/Minutes

Company Name: _____

Division/Department: _____ Date/Time: _____

Chairperson: _____

Members Present: _____ Members Absent: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Old Business

Recommendations not completed; (use recommendation number) Reason (s):

Recommendations completed:

New Business

Review of inspections; safety and health training; new recommendations (number using year and sequential numbers: 91-4, 91-5, etc):

Safety/Health suggestions submitted:

Summary of current losses (review by injury/ accident type, department, etc.)

The following incidents which happened since the last meeting were discussed:

Date of injury/illness	Causes/Description	Recommendation/Action Taken
_____	_____	_____
_____	_____	_____
_____	_____	_____

Progress Report (activities/ results since last meeting):

Other committee remarks (reminders on safety/ health items not requiring recommendations):

Next meeting: _____
Date Time Place

Present meeting adjourned: _____
Time

Maintain on file for three years
Post on employee bulletin board(s)
Copies to Safety Committee; management

Self-Inspection Checklist

Company _____

Department _____ Area Inspected _____

Area of Inspection	Action to be Taken
1. OSHA NOTICE PERMANENTLY POSTED IN CONSPICUOUS PLACE(S)	
2. MEDICAL SERVICES (CALL 911)	
a. OSHA Log/Summary up-to-date; injury reporting	
b. First Aid Facilities	
c. First Aid Training	
d. Hazard Communication Program	
e. Other	
3. FIRE FIGHTING EQUIPMENT (CALL 911)	
a. Sprinkler System	
b. Hand Extinguishers	
c. Special Hazards Systems	
d. Standpipe & Hose	
e. Alarm System	
f. Other	
4. BUILDING EXITS	
a. Number of Exits	
b. Proper Markings	
c. Unobstructed	
d. Other	
5. STAIRS AND STAIRWAYS	
a. Enclosed	
b. Unobstructed	
c. Handrails	
d. Treads	
e. Other	
6. PERSONAL PROTECTIVE EQUIPMENT	
a. Protective Clothing	
b. Eye & Face Protection	
c. Ear Protection	
d. Respiratory Protection	
e. Eye Wash - Showers	
f. Other	
7. ILLUMINATION OF WORK AREAS	
a. General	
b. Temporary	
c. Outside Areas	
d. Other	
8. WORKING AND WALKING SURFACES	
a. Floors & Work Surfaces	
b. Aisles - Unobstructed	
c. Handrails/Guardrails	
d. Manhole & Floor-opening Protection	
e. Other	

(✓) Satisfactory (X) Unsatisfactory (O) Not Applicable

Date of Inspection _____ Inspector(s) _____

Area of Inspection		Action to be Taken
9. VENTILATION (GENERAL & COMFORT)		
a. Air Distribution		
b. Amount of Air Flow		
c. General air Cleaning		
d. Temperature		
e. Other		
10. ENVIRONMENTAL CONTROLS		
a. Noise		
b. Air (Gases, Mists, Dust, etc)		
c. Solid Waste		
d. Liquid Waste		
e. Local Exhaust Ventilation		
f. Other		
11. SANITATION		
a. Toilet Facilities		
b. Locker Rooms		
c. Housekeeping Facilities		
d. Lunch Room		
e. Local Exhaust Ventilation		
f. Other		
12. BOILERS, HEATING & COOLING		
EQUIPMENT, PRESSURE VESSELS & PIPING		
13. ELEVATORS, POWER PLATFORMS,		
MANLIFTS & HOISTS		
a. Capacity -Posted		
b. Door & Other Interlocks		
c. Emergency Signals		
d. Other		
14. LADDERS AND SCAFFOLDS		
a. Wood & Metal		
b. Railings & Handrails		
c. Landings		
d. Toe Boards		
e. Others		
15. ELECTRICAL EQUIPMENT		
a. Wiring Clear of Combustibles		
b. Portable Power Tools Grounded		
c. 3 Ft. Clearance Around Control Panels		
d. Extension Cords Use Limited		
e. Lock-Out Controls		
f. Other		
16. MACHINE GUARDING DEVICES		
Machinery		
a. Point of Operation Guarding		
b. Belts, Pulleys, Gears, Shafts, etc		
c. Cleaning and Adjusting		

Area of Inspection		Action to be Taken
d. Maintenance and Oil Leakage		
e. Electrical Wiring		
f. Noise Control		
g. Lockout/Tagout Program		
h. Other		
Robotic Operations		
i. Guarding Operating Area		
j. Power Disconnects and Interlocks		
k. Mechanical Stops; Range of Motion		
l. Presence Sensing Devices		
m. Other		
17. HAND & PORTABLE POWER TOOLS		
a. Grounding		
b. Guarding		
c. Power Cutoff Devices		
d. Handles Free of Cracks		
e. Wiring		
f. Storage Adequate		
g. Other		
18. WELDING, CUTTING, HEATING & BRAZING		
a. Proper Equipment, Usage & Storage		
b. Fire Protection		
c. Flash Back Protection		
d. Other		
19. PAINTING AND FINISHING		
a. Surface Preparation		
b. Dip Tanks		
c. Spray Painting		
d. Drying		
e. Ventilation		
f. Other		
20. MATERIAL HANDLING		
Lift Trucks		
a. Guarded		
b. Capacities and Instructions posted		
c. Inspected Daily		
d. Maintenance Records Current		
e. Other		
21. MATERIAL HAZARDS		
a. Gases		
b. Vapors		
c. Flammable Liquids		
d. Chemicals		
e. Compressed or liquefied Gases		
f. Combustible Dusts		
g. Other		

Area of Inspection		Action to be Taken
22. MATERIAL STORAGE		
a. Rack Storage		
b. Boxed		
c. Bagged		
d. Bulk		
e. Vaults		
f. Palletized		
g. 18-Inch Clearance from Sprinkler System		
h. Other		
23. UNSAFE PRACTICES		
a. Improper/Unnecessary Lifting		
b. Repetitive Motion/Trauma		
c. Excessive Speed of Vehicles		
d. Horseplay		
e. Smoking in Danger Areas		
f. Running in Aisles or on Stairs		
g. Improper Use of Air Hoses		
h. Removing Machine or Other Guards		
i. Work on Unguarded Moving Machinery		
j. Other		
24. VEHICLE		
a. Operator Training		
b. Brakes, Horn, Lights, Windows		
c. Steps or Ladders Provide Safe Access		
d. Seat Belts Provided and Used		
e. All Materials in cab Secured		
f. Cargo Separated from Driver Compartment		
g. Preventative Maintenance		
h. Other		
25. DISPLAY AREAS		
a. Counters		
b. Shelves - Displays		
c. Fixtures		
d. Storage		
e. Furniture		
f. Equipment		
g. Other		
26. OFFICE AREAS		
a. Furniture		
b. Fixtures		
c. Equipment		
d. Other		

Completed Inspection checklist will be included in next Safety Committee meeting minutes.

Sample of General Safety Rules

Below are samples of general safety rules that can be used in many types of businesses. Those that do not pertain to your business can be eliminated and others may be added as needed.

1. Employees will report all injuries immediately to the person in charge. No employee shall go to a physician or other medical practitioner for treatment of any on-the-job injury without authorization from the office or supervisor in charge - except under absolute emergency conditions.
2. All employees are required to attend safety meetings called by their supervisors.
3. Cooperation in accident investigation is required of all employees.
4. Protective equipment must be worn when required on specific jobs. Any deficiencies in the required protective equipment must be reported to the supervisor immediately.
5. No practical jokes, scuffling, contests of strength or other horseplay will be permitted.
6. A worker shall not operate a machine unless guard or method of guarding is in good working order, in place, and operative.
7. The use of intoxicating liquor or drugs on the job or reporting to work under the influence of intoxicants is prohibited.
8. Only authorized persons shall operate machinery or equipment.
9. All work areas must be kept clean. Each employee is responsible for cleaning up any hazards that he or she may create.
10. All employees shall correct any unsafe condition or practice to the extent of their authority.
11. If any employee does not have the authority to correct an unsafe condition or practice, he or she shall report it to a company official who has the authority to see that it is corrected.
12. Only clothing appropriate to the nature of the job may be worn. Canvas or similar sport shoes are prohibited.
13. All supervisors and lead persons shall maintain current first aid certificates.
14. Specific rules of safety for each department will be drawn up and posted.
15. Safety recommendations from employees are encouraged. A means of submitting written recommendations will be provided, and management will respond with information about action taken or current status of each recommendation.

16. Employees observed working in a manner that might cause immediate injury to themselves or other employees will be warned of the danger and a written notice of policy violation will be referred to their personnel file. A second warning will result in a one-day suspension from work without pay. A third violation of this policy will result in termination.
17. A violation of safety policies or posted safety rules will be cause for disciplinary action. Repeat violations will result in possible suspension or termination at the option of management representatives.
18. Eye protection will be worn by workers exposed to flying objects.
19. When a machine is oiled, adjusted, repaired, or cleared of jams, the employee doing the work must stop the machine and properly tag and lock out the starting control, unless the machine is equipped so that it prevents the possibility of hazardous contact with moving parts.
20. Trucks will not be loaded or unloaded until drivers comply with specified rules.
21. Written company safety policies must be followed. In the absence of specific rules, all employees are expected to maintain proper standards of safety and follow instructions of their supervisor.
22. An employee shall not work alone in any situation where the work might be considered dangerous. If there is a doubt, consult your supervisor.
23. Smoking must be confined to designated areas. There are no exceptions.
24. Keep out from under suspended loads.
25. Travel only in designated walkways. Running is prohibited in the plant.
26. Material must be stacked where it is not a hazard and where it will not hamper movement of machinery, safety devices and fire fighting equipment, or block aisles, stairs and exits.
27. Never leave tools or pieces of materials on walkways for others to trip on, or overhead where they may fall onto another worker.
28. Report all defective equipment to your supervisor immediately.
29. Stay out of any area where welding is being done unless your job requires you to be there. If you must be there, never look at the arc unless you are wearing a welder's hood.
30. Keep water off of switch panels and motors and keep panel covers in place and closed.
31. When climbing ladders, use both hands to hold on. If it is necessary to move material or tools up a ladder, first climb up, then pull up the work with a hand line. Ladders should be secured so that they will not slip. If the ladder is to be left standing for some time, it should be lashed in place.

32. Always wear safety goggles when using air hoses. Exercise extreme care to protect fellow employees who may be in the vicinity. Never blow air under high pressure against your body or the body of another. Do not use air hoses to remove dust from clothing.
33. All employees are strictly forbidden to ride on forklifts and carriers or any mobile equipment as passengers.
34. Always obey warning signs.
35. Safety goggles must be worn when burning, grinding, buffing, using jack hammers, gas welding, working with acid, or any caustic lines, riveting, wire brushing, caulking steel or doing hazardous cleaning of any sort.
36. Always use the correct tool for the job. If you do not know what tool to use, ask your supervisor.
37. Never use defective tools.
38. When lifting, bend your knees and lift with your legs. Reverse the procedure when putting heavy objects down. Never try to lift excessive loads by yourself. Get help!
39. Machinery and equipment shall be kept free of excessive oil and grease.
40. Do not walk across any moving chains or conveyors, or in the pathway of operating equipment.
41. No employee shall use his hand or any portion of his body to reach between hazardous moving parts of a machine for any reason.
42. No employee shall use a tool or piece of equipment for any purpose for which it is not suited, nor shall he or she abuse the tool or piece of equipment by straining it beyond its safe working load.
43. No employee shall work in an area where overhead hazards exist without assuring that proper safeguards have been taken.
44. No employee shall knowingly violate any company safety policy or rule.
45. No employee shall knowingly violate any safety law or regulation.
46. If you are ever in doubt about a safety procedure, consult your supervisor immediately.
47. Never remove safety guards from machinery unless it is necessary to perform repair work. When repair work is completed, replace the guards in their proper position.
48. No worker shall remove, deface or destroy any warning/danger signs, or barricade, or interfere with any other form of accident prevention device.
49. Caution should be taken while walking through the plant. Aisles and floors are often slippery.

Accident Analysis

Immediate supervisor should complete this form promptly with worker.

1. Employee: _____ Dept.: _____ Phone: _____

Employer: _____

2. Date/Time of Accident: _____ Date/Time First Reported: _____

Supervisor: _____ Dept.: _____ Phone: _____

3. Accident Location: _____

4. Describe Injury (Nature of Injury/Part of Body): _____

5. Describe Accident Fully (What happened and why):

6. Identify factors which contributed to or caused accident (refer to list on left side of page):

<u>M</u>anagement:	<u>E</u>mployee:
<u>E</u>quipment:	<u>E</u>nvironment:

Counter Measures/ Best Practice; How do we correct areas identified in the MEEE area above, who will make changes and when will the changes be completed. Use other side if needed.	Who	By When
--	------------	----------------

7. List witnesses & phone numbers:

8. Treating Physician, if known: _____ Phone: _____

Completed by: _____ Title: _____

Employee Signature: _____ Date/Time: _____

Note: Complete Workers Compensation claim (Form 801 or 801s) if injury required doctor's treatment. Form 801 or 801s must be received by SAIF within five (5) days of your knowledge of doctor treatment.

Near-Miss
First Aid
FILE 801, IF BOXES BELOW ARE CHECKED

Medical Care

Time Loss

Fatal

SYSTEM CHALLENGES

Management

Do we have:

Policy Enforcement

Hazard Recognition

Accountability

Supervisor Training

Corrective Action

Production Priority

Proper Resources

Job Safety Training

Hiring Practices

Maintenance

Adequate Staffing

Employee

Was the employee:

Following Procedure

Training

Previous Injury

Mental Ability

Physical Capacity

Equipment Use

Short Cuts

PPE Worn

Safety Attitude

Equipment

Do we have:

Proper Tool Selection

Tool Availability

Maintenance

Visual Warnings

Guarding

Environment

What about:

Plant Layout

Chemical

Temperature

Noise

Radiation

Weather

Terrain

Vibration

Ergonomics

Lighting

Ventilation

Housekeeping

Biological

Additional

Causal Factors:

Faulty Equipment

Non-Employee

Prior Injury

Late Reporting

Off-the-Job Injury

(Explain any checked boxes on separate sheet)

Completing the Accident Analysis

An accident analysis should be conducted for all accidents or incidents, regardless of the injury severity. This should also be done for "near misses", a case when an accident was narrowly avoided. An effective accident analysis process requires preparation and procedure development. Specific personnel, whether they be immediate supervisors, safety committee members, investigation team or safety coordinator should be trained in accident analysis principles and processes.

First Step - Care for the injured.

Insure appropriate medical care or first aid is provided for anyone injured.

Second Step - Secure the scene of the accident.

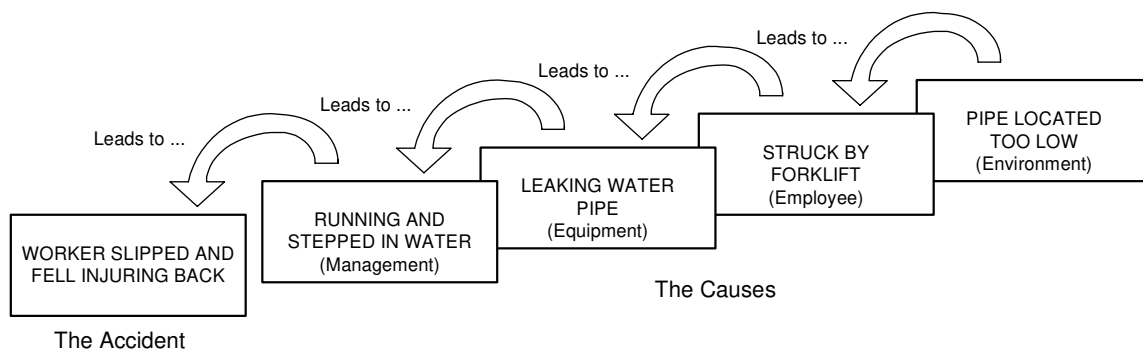
Make certain that key evidence is preserved so that all pertinent facts of the accident can be determined. In the case of serious accidents, photographs of the scene are a valuable tool in determining causes, particularly if the area needs to be put back in order quickly. Note the position of equipment and materials, presence or lack of equipment safeguarding, specific materials and chemicals involved, warning signs and any other physical evidence.

Third Step - Interview witnesses.

Witnesses to the accident or persons having knowledge valuable to the analysis should be met with individually. Emphasis should be placed on determining the facts, not on placing blame. If the injured employee(s) is/are not seriously injured, they should be interviewed while awaiting transport for medical treatment. All questions should be open-ended (who, what, when, where, how and why), to encourage a detailed account of the facts. Yes and No questions should be avoided.

Fourth Step - Analyze data to determine causes and best practices to prevent recurrence.

Refer to your notes from the scene of the accident and witness interviews. Work backwards from the accident to trace all causes to their source. It is helpful to have multiple people involved in determining possible solutions. Each cause identified presents an opportunity for intervention to reduce the potential for future accidents:



Fifth Step - Complete the report.

Once all the causes and best practices have been identified a thorough and accurate report needs to be completed. Fill out all parts. When completing Part 5 (Describe Accident Fully), make sure to identify the activities taking place just before the accident, what went wrong and what the result was. Identify the System Challenges that contributed to the accident (MEEE) and the Countermeasures or Best Practices needed to prevent recurrence.

Sixth Step - Follow up on corrective actions.

This is usually the function of the safety coordinator or safety committee. At the next safety committee meeting, any accident analysis reports should be reviewed to ensure appropriate corrective actions (Countermeasures/Best Practices) were identified. Furthermore, steps should be taken to ensure that these actions have been implemented at the site of the accident as well as in any other areas appropriate in the organization. Any accidents or incidents occurring, for which a report was not completed, should be referred to the appropriate person responsible for completion of the report.

The Job Safety Analysis

The job safety analysis is a procedure that examines a job to determine any hazards that can cause an accident. A job is broken down into its successive steps and each step is closely examined to identify potential problems.

A job safety analysis gives the supervisor and worker an important opportunity to share information, identify hazards and eliminate exposures.

The completed job safety analysis can be a useful tool for new worker orientation and training as well as for cross-training workers. As the tasks change, the job safety analysis should be updated to keep its value to the workplace.

A series of job safety analyses performed on your most hazardous jobs (refer to your injury and illness log) will result in reduced workers' compensation insurance costs. In many cases, the job safety analysis can also lead to better methods and higher productivity.

On the reverse side of this sheet is a sample safety analysis worksheet. Make as many copies as you will need or develop your own work forms. Next, meet with your managers and supervisors to discuss the requirements for each job safety analysis.

- 1. Select those jobs with the highest rates of accidents and injuries.**
- 2. Involve the workers in each job safety analysis.**
- 3. Conduct the job safety analysis.**
 - ✓ Examine conditions such as lighting, ventilation, noise, housekeeping, and others that affect the worker's environment.
 - ✓ Break the job down into steps listing each in order while the worker does the job. Keep the steps as brief as possible.
 - ✓ Examine each step with the worker. Look for hazards or potential hazards. Note these on the worksheet.
- 4. The final step is critical to the success of the job safety analysis.**

Examine the worksheet and decide if any step can be altered or adjusted to eliminate or minimize the hazard or potential hazard. For example, can the frequency of the step be reduced to change exposure? If there is a problem with noise exposure on part of the process, can you reduce the risk by doing that part of the job for a short time four times each week rather than for a long time one day a week?

After completion of the job safety analysis, use it to train other employees who do that job. In this way you can be sure that everyone understands the requirements and reasons for any changes in the job.

Set a review date for each job safety analysis and check for currency. If the job changes in the meantime, be sure to update the affected steps.

Job Safety Analysis Worksheet

Job Description _____ Dept. _____ Location _____

Date _____ Prepared by _____ JSA # _____

Sequence of Job Steps	Potential Hazards	Recommended Changes