

# SAFETY

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Employer/Owner Name

\_\_\_\_\_  
Workers' Compensation Carrier & Policy Number

**SAFETY COMMITTEE MEMBERS**  
(If Applicable)

\_\_\_\_\_  
Chair

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NOTICE OF RESPONSIBILITY**

The Oregon Building Industry Association's Central Safety Committee's purpose is to provide safety guidelines, information and resources to help our members work more safely and reduce jobsite accidents. Full and active monthly participation in safety meetings using the Central Safety Committee's agendas, topics and checklists will only meet safety committee requirements. It remains your responsibility to comply with all aspects of safety rules and regulations.

1008



### COMPANY SAFETY POLICY

It is the policy of \_\_\_\_\_ to protect the safety and health of our employees. Employee involvement in our company's safety and health program is critical for us to be successful in this effort. Management provides direction and full support to employees regarding all safety and health procedures, job training and hazard elimination practices. Every employee is expected to cooperate in all aspects of the company safety and health program. Each employee also has personal responsibility for their own safety and health as well as the safety and health of co-workers.

Sincerely,

I agree to abide by the company's safety policy.

\_\_\_\_\_  
Employer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Employees

### DOES YOUR COMPANY NEED A SAFETY COMMITTEE?

OAR437-40-045 states:

- (1) Every public or private employer of 11 or more employees shall establish and administer a safety committee.
- (2) Every public or private employer of 10 or fewer employees shall establish and administer a safety committee if the employer:
  - a) has a Lost Workday Cases Incidence Rate in the top 10% of all rates for the employers in the same industry; or
  - b) the workers' compensation premium classification assigned to the greatest portion of the payroll for the employer has a premium rate in the top 25% of premium rates for all classes as approved by the director pursuant to ORS 737.320(3)

**IN OTHER WORDS, ALMOST ALL OF OUR MEMBERS MUST COMPLY!**

This month's Safety Page reprints a "cover page" and a company safety policy format that members can place in the front of their safety committee log book if they wish.

As a reminder, the monthly Safety Page topics are provided to our members as a tool to help comply with the basic goal of OR-OSHA's safety committee meeting requirements. Every employer can help improve the safety awareness of his/her employees by having regular meetings in which safety topics are discussed, jobsite hazards are reviewed and both boss and workers brainstorm ways to improve day-to-day safety.

Be sure to have your employees sign in at each meeting and keep the Safety Page, with their signatures and notes on any action items that came up in the meeting, in a log book (3-hole binder is fine.) For our members with 10 or fewer employees, holding monthly meetings using the Safety Page topic or other safety-related topic and keeping the log book of these pages with meeting dates and attendees noted, fulfills the safety committee meeting requirements for OR-OSHA. Employers with 11 or more employees still need to fully comply with all of OR-OSHA's requirements for safety committees.

