

Safety Committee Designation

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 Home Builders Association 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 OHBA 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.



Safety Committee

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?

Effective January 2009 all construction companies with one or more employees is required to hold either a safety meeting or have a safety committee in place. Employers with 11 or more employees at a location are required to have a Safety Committee.

Gathering requirements for both a meeting and committee are relatively the same. Construction workers are required to gather once a month and while office employees are encouraged to attend monthly meetings, they are only required to hold quarterly meetings.

IF	YOU CAN HAVE A SAFETY COMMITTEE	YOU CAN HAVE SAFETY MEETINGS
You have 10 or fewer employees more than half of the year (including seasonal and temporary)	Yes	Yes
More than half of your employees report to construction sites	Yes	Yes
More than half of your employees are mobile or move frequently between sites	Yes	Yes
Most employees do not regularly work outside an office environment	Yes	Yes
You have more than 10 employees at a location, and none of the above applies	Yes	No
You have satellite or auxiliary offices with 10 or fewer employees at each location	Yes	Yes

For further information please visit Oregon OSHA's Website at: http://www.orosha.org/standards/div_1.html or http://www.orosha.org/pdf/pubs/fact_sheets/fs31.pdf

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 or meetings 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 or 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.

