

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.

1008REV



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

You are required to have a safety committee if:

- You have 11 or more employees.
- You have 10 or less employees and your DART (workplace injuries and illnesses that caused days away from work, days of restricted work, or job transfers.) rate is in the top 10% of those rates for employers in the same industry.

1. Your business has a DART rate in the top 10 percent of these rates for your industry. *Use this table to determine if your business has a DART rate in the top 10 percent.*

Your industry	Number of injuries or illnesses at your business during the past 12 months that caused days away from work, days of restricted work, or job transfers
Utilities	3 or more
All other industries	1 or more

2. Your business has an NCCI classification and premium rate in the top 25 percent of rates for all NCCI classifications. If you don't know your NCCI classification code, check your workers' compensation insurance documents or ask your insurance carrier.

3. An OR-OSHA compliance officer has cited your business for a safety committee violation *and* you have agreed to establish and participate in a safety committee instead of receiving a citation.

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

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.

1008REV

