

Safety Committee Charter - Appendix B: Committee Meeting & Inspection Frequency

All Campuses are required to have a committee which meets monthly and conducts inspections at least quarterly according to their site specific inspection documents. Centers can have either a committee or a representative on the committee of their affiliated Campus. The number of Safety Committee members needed for any given committee is dependent on the number of employees at that center.

Center Size	Members needed
Less than 10 Employees	One representative can serve on the affiliated campus's committee
10 to 20 Employees	At least 2 members
Over 20 Employees	At least 4 members

Safety Committee meeting and inspection frequency is dependent on the nature of the work performed at a given facility. The following table provides information about PCC Centers including the nature of the work performed, if a committee or representative is required, and how often meetings and inspections should occur.

Center	Nature of Work	Committee or Representative	Meeting Frequency	Inspections Frequency
Capital Park*	Office	Represented at Sylvania	Monthly	<i>See SY building inspection list</i>
Central Distribution*	Office	Represented at Sylvania	Monthly	<i>See SY building inspection list</i>
Climb	Office	Committee	Quarterly	Quarterly
Downtown Center	Office	Committee	Quarterly	Quarterly
Hillsboro*	Office	Represented at Rock Creek	Monthly	<i>See RC building inspection list</i>
Newberg	Office	Committee	Quarterly	Quarterly
OC 42*	Office	Committee	Quarterly	Quarterly
OMIC	Hazardous (trades shop)	Committee	Monthly	Quarterly
Swan	Hazardous (trades shop)	Committee	Monthly	Quarterly
Willow Creek*	Office	Committee	Quarterly	Quarterly
Vanport**	Office/Clinic	<i>See note</i>		

*Multi-employer worksites:

Non-PCC employers that lease space in PCC facilities may have representation on that site's Safety Committee. The representative will be responsible for bringing any discussion topics to the committee that are specific to the leased work area. They will also be invited to attend building inspections that cover their leased areas.

PCC departments that lease space in non-PCC owned buildings will be included in the affiliated campus's Safety Committee. The representative will be responsible for bringing any location specific discussion topics to the campus safety committee and to be the primary committee member during inspections in the leased space.

** Vanport is a multi-owner building that is managed by a board and property management company. Due to the organizational structure, the property management company manages the Safety Committee, including developing agendas, scheduling meetings, and managing all record keeping. Vanport meets bi-monthly.