

PCC Safety Committees

Frequently Asked Questions

What is a safety committee?

A safety committee is a campus (or center) work group that consists of PCC management representatives (or their delegates) and PCC employees (all classifications and grades), that meet regularly to review and discuss district-wide and/or local safety issues at PCC.

What do safety committees do?

Safety committees meet regularly to: review accident investigations and hazardous condition reports; discuss and resolve safety concerns, procedures and training; conduct workplace safety inspections and review and resolve findings from such inspections.

Are safety committees required?

OR OSHA regulation 437-001-0765, *Safety Committees and Safety Meetings*, states that Oregon employers must either have a safety committee or hold safety meetings. PCC opts to utilize safety committees in lieu of safety meetings.

Which PCC locations have safety committees?

Each of the four PCC campuses has a safety committee. Additionally, many of PCC's centers have their own safety committees. Those few centers that don't have a safety committee, send a delegate to an affiliated campus' safety committee meeting. More about safety committees at PCC can be found on the EH&S webpage at: <https://www.pcc.edu/facilities-management/services/environmental-health-and-safety/osha-compliance/safety-committees/> This webpage is accessible to all PCC employees so they can remain informed about their campus or center's safety committee activities.

What guidance is available for forming and maintaining safety committees at PCC?

Chapter 3 of PCC's Health & Safety Manual (H&SM) is entitled *Safety Committees Charter* and provides the reader with information about PCC's safety committees, meeting format, common forms, workplace inspections and more. H&SM Ch 3 can be found on PCC's Environmental Health & Safety webpage.

Who is represented on PCC's safety committees?

Each safety committee's membership differs in its employer selected and employee elected representatives. Employer selected members can include local deans, directors, managers, or their delegates. Representatives from EH&S, Risk Services and Public Safety also participate in safety committees as employer selected representatives. Each committee strives to comply with the requirement of having a majority of committee members being employee elected representatives who come from every major work group at the facility, including academic programs and operational departments.

How are safety committees led or governed?

The members of each safety committee will nominate candidates and vote on a chairperson, who will typically serve in that capacity for one year. The chairperson is responsible for scheduling and conducting meetings and inspections, ensuring committee members receive training, and posting the committee's agendas and meeting minutes to that committee's file share location. Additionally, the Dean of Academic and Student Affairs Operations provides oversight for PCC's safety committees in the form of a dean liaison for each of the four campus safety committees and local management support the centers' safety committees. Finally, representatives from EH&S, Risk Services, Public Safety, and Conduct & Care are present during meetings and provide resources and guidance for the committee members.

What training is offered for safety committee members?

OR OSHA requires that safety committee members receive training in hazard identification. Safety committee members should also receive training in accident and incident investigation principles and how to apply them. At PCC, EH&S offers two such courses: *Online Incident Investigation* and *Hazard Identification*, both of which are available on MyCareer@PCC.

What happens at safety committee meetings?

Each PCC safety committee is unique, but a typical safety committee meeting consists of reviewing old business, discussing new business, reviewing and discussing incident data and investigation reports completed by supervisors. Hazardous Condition reports are also reviewed and discussed during safety committee meetings and members have an opportunity to make recommendations about such reports.

How often do safety committees meet?

According to OR OSHA, safety committees should meet monthly, when the work performed is predominantly of a higher risk than office work, and quarterly, when the work performed is predominantly office work.

Are there recordkeeping requirements for safety committees?

OR OSHA requires that safety committee records be kept for three years. This pertains to meeting minutes, showing the date, those in attendance, issues discussed (including hazards involving tools, equipment, the work environment, and work practices), recommendations and responsible parties for correcting hazards, and other committee reports, evaluations, and recommendations.

Where can I learn more about safety committees at PCC?

Safety committee information specific to PCC can be found in PCC's Health & Safety Manual (H&SM) Chapter 3 – *Safety Committee Charter*. The H&SM can be found on the EH&S webpage.

<https://www.pcc.edu/facilities-management/services/environmental-health-and-safety/safety-procedures-guides-and-forms/health-safety-manual/>

Why would I want to serve on my local safety committee? What's the benefit?

Safety committee membership is a great way to: get involved at PCC outside your home organization; build community (our middle name); serve with your coworkers toward a common goal; and make a meaningful contribution to PCC's safety culture.

How can I get involved with my campus/center safety committee?

You should discuss your desire to participate on your local campus or center safety committee campus with your manager.