

Safety Committee Guidelines

All employers with eleven or more employees must have a designated safety committee composed of employer selected and employee elected members as required by WAC 296-800-130.

1. The method of election is optional.
2. The terms of employee-elected members must be a maximum of one year. Should a vacancy occur on the committee, a new member must be elected before the next scheduled safety committee meeting.
3. The number of employer-selected members must not exceed the number of employee-elected members.
4. The members of the safety committee must elect the chairperson.
5. Safety committees must meet a minimum of four times a year. At least two of the required four meetings must be between September and December, and at least two of the required four meetings must be held between January and May. Any number of meetings (above four, annually) will be determined by the safety committee in accordance with school district policy.
6. The safety and health committee must determine the date, hour and location of meetings.
7. The length of the each meeting shall not exceed one hour except by majority vote of the committee.
8. Those in attendance and the subjects discussed, must be documented in meeting minutes and maintained on file for a period of at least one year.
9. Copies of the minutes must be provided to:
 - School District Administration
 - Staff – by posting the meeting minutes on the bulletin board.
 - Loss Control Consultant – ESD 105
10. Safety and Health Committee meetings must address the following at minimum:
 - Review safety and health inspection reports to help correct safety hazards.
 - Evaluate the accident investigations conducted since the last meeting to determine if causes of the unsafe situation were identified and corrected.
 - Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement if needed.
 - Document attendance
 - Document subjects discussed