

Safety committee roles and responsibilities

Committee purpose

The safety committee is a joint labor–management body that identifies workplace hazards, recommends corrective actions, and monitors the effectiveness of the organization’s safety program in compliance with state and federal regulations.

Key responsibilities

Chair

- Set meeting agenda, circulate at least 48 hours in advance.
- Facilitate meetings and keep discussion on-track.
- Coordinate annual goal setting and progress reviews.
- Escalate committee recommendations to the management representative and track follow-through.
- Ensure the committee composition meets regulatory and company requirements.

Secretary / Recorder

- Take concise minutes, including action items, responsible parties, and target dates.
- Post minutes within five working days (email + safety board).
- Maintain the committee document library (charter, bylaws, past minutes, inspection logs, training records).
- Keep attendance records to document quorum and ensure compliance.

Management representative

(Director, safety officer, supervisor, or designee)

- Attend every meeting or assign an empowered alternate.
- Provide support, budget, training time, and other resources needed to close action items.
- Advise on policy, legal requirements, and risk trends.
- Review and sign off on committee minutes and recommendations.
- Report committee findings and leading indicators to executive leadership each quarter.
- Champion implementation of approved recommendations and verify completion.

Employee representatives

(Department “safety champions”)

- Gather frontline safety concerns and bring them to the committee.
- Participate in workplace inspections, near-miss reviews, and incident investigations.
- Disseminate safety information and decisions back to their work groups.
- Propose practical improvements to procedures, PPE, or workstations.
- Model safe behaviors and encourage peer-to-peer accountability.

Core activities (all committee members share)

1. Conduct or review monthly/quarterly work-area inspections.
2. Analyze incidents, near-misses, and injury trends; verify corrective actions.
3. Maintain a hazard-tracking log until each item is resolved.
4. Review safety training needs and help schedule sessions.
5. Evaluate and update the committee charter (bylaws) annually.
6. Participate in all safety required and best practice training.
7. Committee certification - Complete Oregon OSHA Safety Committee Suite online training:
 - Oregon OSHA: Safety Committee Suite : Online courses (bit.ly/4nIRUj8)