

## Safety Committee and Meetings

You must have a method of communicating safety and health issues to your workers. If you have 11 or more full time equivalent workers (FTEs), you must establish a safety committee. Smaller employers have the choice of either establishing a safety committee or holding safety meetings with the management representative present. Typically, small employers have safety meetings with all employees present, while larger employers have a committee with representatives from all groups and effective communications to all workers.

Whether you have a committee or meetings, you must do the following:

- Review safety and health inspection reports to help correct safety hazards;
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected;
- Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed;
- Document attendance; and,
- Write down the subjects discussed at meetings.

As with most rules, you must document that safety meetings are being held, prepare minutes from each safety committee, preserve them for one year and make them available for L&I inspectors.