Safety Meetings, Committees and Useful Records

TOPIC 02 / WRITTEN LESSON



Choose the correct participation route and document meaningful discussion and follow-through.

Choose the route before the calendar

For the general-industry rules, 11 or more employees on the same shift at the same location requires a safety committee. Smaller groups and the specified different-shift or widely separated-location situations may use safety meetings instead. Count the real shift and location arrangement; do not assume a company-wide total alone answers the rule.

Distinguish the requirements

Under WAC 296-800-13025, the safety-meeting option is monthly and includes a management representative. Document who attended and the topics discussed. A committee under WAC 296-800-13020 has employee-elected and employer-selected membership, with at least as many elected employee members, an elected chair and its own meeting-frequency decision. Committee minutes must be preserved for one year. Do not present that specific committee retention rule as an invented universal rule for every meeting record.

Cover the work, not just a topic

Review inspection reports, recent accident investigations and the prevention program. Ask whether causes and hazards were corrected. These twelve kits are reusable teaching topics; they do not replace the required reviews, worker participation or the correct industry schedule. Construction crew-leader meetings begin with each job and continue at least weekly. Agriculture has its own foreman-crew meeting rule and significant-change triggers.

Make the record useful

Write the real date, actual attendees, topics and concerns. Add action owners, due dates and effectiveness checks as a practical management improvement beyond the basic meeting record. Keep personal medical details in restricted systems, not in a public attendance sheet. A self-study certificate does not establish that an employer meeting occurred.

Safety Meetings, Committees and Useful Records

TOPIC 02 / INSPECTION AND EVIDENCE



What an inspector may review

- Correct route for the actual shift/location
- Employee election and committee balance when required
- Attendance and topics; committee minutes where applicable
- Review of inspection findings, investigations and prevention improvements

Records and evidence to locate

- Shift/location count and chosen rule route
- Committee election and membership record if applicable
- Actual attendance/topics and committee minutes
- Open-action register and verification notes

Typical gaps to correct

- No required meetings or committee
- An attendance sheet with no actual discussion
- Committee membership selected entirely by management when elections are required

Worked example - fictional Harbor Supply

Harbor has 14 workers together on one shift at one location. A supervisor proposes replacing the committee with a yearly online certificate.

Harbor needs the general-industry committee route for that arrangement. It organizes appropriate worker elections and management representation, establishes its meeting process and records the required reviews. Online study can support the discussion but cannot replace the committee.

Safety Meetings, Committees and Useful Records

TOPIC 02 / FACILITATOR KIT



Before the meeting

Choose a relevant, safe example; check the current rules and site procedure. Review open hazards, recent investigations and the prevention program. Arrange language or accessibility support.

0-3

State the topic, review previous corrective actions, and invite worker observations without retaliation.

3-10

Use the lesson and the worked example. Ask workers to identify the exposure, the control and the responsible person.

10-17

Use fictional staffing counts to select a route, then complete an agenda, an attendance record and one corrective-action entry. Test a second shift/location arrangement.

17-20

Use the teach-back questions. Record actual attendees and topics, assign actions and a verification date. This 20-minute agenda is a suggested teaching plan, not a universal meeting-frequency rule.

Teach-back discussion

- Which rule route applies here?
- What changed since the last review?
- Who will verify the agreed action?

Use actual attendees and topics in the meeting record. Do not enter private medical details here or treat a fictional exercise as proof of a real correction.

Official references

L&I safety meetings and committees: industry routes

WAC 296-800-13020: safety committees

WAC 296-800-13025: safety meetings

Safety Meetings, Committees and Useful Records

TOPIC 02 / FILLABLE WORKPLACE EXERCISE



Use the fictional example first. Keep real personnel and medical records in your approved secure systems.

Site / department / task

Actual observation and evidence reference

Workers consulted / language needs

Existing control and observed gap

Protective action and responsible person

Due date / verification method

What changed / remaining concern / follow-up date

Explain it back

Which rule route applies here?

What changed since the last review?

Who will verify the agreed action?