All of our schools are required by law (OAR 437-001-0765) to have an active Safety Committee. The purpose of a safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety committee assists the employer and makes recommendations for change. The focus is on staff safety! However, schools can also use this as a mechanism to address issues that affect the safety of students.

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SAFETY COMMITTEE GUIDELINES

Membership:
Each Safety Committee must have at least 4 members and be represented by Administration, Certified, Classified and Custodial staff.

Training: OSHA has a 3-part training DVD that should be reviewed by the Safety Committee at the beginning of each school year. Most school Safety Committees won’t need to view the Motor Vehicle section of the DVD. This video is kept on our district website in the “Staff Secure Website” in the “Safety” section.

- Part 1: Health & Safety in the Workplace (9 minutes). This section gives a good overview of the purpose of Safety Committees.
- Part 2: Accident/Incident Investigation & Root Cause Analysis (19 minutes). This section takes a safety committee through the process of how to effectively review safety related accidents and incidents.
- Part 3: Motor Vehicles (8 minutes). The final section is for those staff members who drive vehicles as part of their work assignment.

A System for Reporting Concerns: Each school must have a system in place for staff to anonymously report safety related suggestions, hazards, & other information. This information shall be reviewed at the next safety committee meeting and recorded in the minutes for review and necessary action by the administrator. If staff have an immediate safety concern, they should report it directly and immediately to their supervisor.

Monthly Meetings: Safety Committees must have a monthly meeting, except during the months when quarterly safety inspections are made. This monthly meeting must be separate from the regular staff meeting. All aspects of membership (administration, certified, classified, and custodial staff) must be present at a meeting in order for the meeting to count and meet the requirement. Use the Safety Committee Minutes template which guides safety committees through an agenda for the meeting. Post Minutes in a prominent location for all staff to see.

Monthly Fire Extinguisher Inspections: Inspect all your fire extinguishers every month to make sure they are in good condition: Check to see that the pin is in place and the arrow is in the green zone. Initial the tag to show it has been inspected.

Quarterly Inspections: The Safety Committee must conduct a quarterly Safety Inspection of the workplace to locate and identify safety and health hazards. The focus is on identifying hazards rather than rule violations. Complete the Quarterly Safety Inspection Checklist for each inspection.

The assessment includes walking, observing, talking, listening, and writing.

- Walk around the workplace. Look for hazards and unsafe work practices that are likely to cause serious injuries. Use the checklist, but also look for other hazards not on the checklist.
- Talk to employees. Ask them about hazards and unsafe conditions. Be concerned and listen carefully.
- Take Notes. What is the hazard? Where is the hazard? How could the hazard cause an accident and what could be the result? Who could be affected by the hazard?
- Make recommendations on how to control or eliminate identified hazards. Make a corrective action plan. Identify responsibilities and make a timeline. Keep records of assignments, work orders & tasks accomplished.
- All of your findings and plans for corrections are documented on the Safety Inspection Form and kept with your Safety Committee minutes.

Accident Review:
The Safety Committee must review all safety-related incidents including injury accidents, illnesses and deaths. Document your findings and make a plan to remedy unsafe conditions. Communicate this with your staff. Use the training materials & forms provided in this document.

Record Keeping: Documentation is very important. Written records of all your safety committee minutes, inspections, and accident reviews must be kept for a minimum of 3 years. Documentation should be distributed as follows:

1. Your Safety Committee Notebook;
2. To the District Safety Coordinator;
3. Post in a prominent place for easy staff access and review.
OSHA Safety Committee Meeting

SCHOOL ____________________ DATE ________

MEMBERS:
Administrator: ___________________________ YES □ NO □
Custodian: _______________________________ YES □ NO □
Certified Staff: ___________________________ YES □ NO □
Classified Staff: __________________________ YES □ NO □
Other: ___________________________________ YES □ NO □
Other: ___________________________________ YES □ NO □
Guest: ___________________________________ YES □ NO □

AGENDA

☐ Read minutes from previous meeting dated: ____________________________

☐ Recommendations completed since last meeting:

☐ Recommendations not completed:

☐ Review Staff Safety Concerns:

☐ New Recommendations:

☐ Incident/Accident Review:

☐ Quarterly Workplace Safety Inspection Review:

☐ Other Business:

☐ Next Meeting: (date, time, location)

MINUTES

Give copy of minutes to Sue Graves at NMS or email to: Susan.graves@lincoln.k12.or.us

Form Updated 11/24/08 sg
<table>
<thead>
<tr>
<th>GROUNDS &amp; BUILDING ENTRANCE</th>
<th>OK or DATE COMPLETE</th>
<th>DESCRIPTION &amp; LOCATION IF NOT OK</th>
<th>TIMELINE TO FIX</th>
<th>WHO WILL FOLLOW-UP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate lighting in parking lots and at all exterior entrances</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grounds are free of unusual hazards such as holes, protrusions, and other obstacles</td>
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<tr>
<td>Trees are free of loose branches or protruding roots</td>
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<tr>
<td>Surface of sidewalks, walkways, play areas &amp; other supervision areas are in good condition</td>
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<tr>
<td>Windows are in good condition</td>
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<tr>
<td>Trash storage area neat and kept clean</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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<table>
<thead>
<tr>
<th>EXITS AND CORRIDORS</th>
<th>OK or DATE COMPLETE</th>
<th>DESCRIPTION &amp; LOCATION IF NOT OK</th>
<th>TIMELINE TO FIX</th>
<th>WHO WILL FOLLOW-UP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire exits, doors, halls, &amp; corridors are free of obstructions &amp; are at least 22 inches wide.</td>
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<tr>
<td>Stairwells are free of obstructions and other hazards</td>
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<tr>
<td>All emergency exits properly marked &quot;Ext&quot;</td>
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<tr>
<td>Exit lights working, inspected, and tested during quarterly inspection</td>
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<tr>
<td>Exit doors open &amp; close easily</td>
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<tr>
<td>Doors with panic hardware are free of locks/latches/chains</td>
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<tr>
<td>Handrails and stair treads are in good condition</td>
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<tr>
<td>Carpets and mats are secure and there are no tripping hazards</td>
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<tr>
<td>Other:</td>
<td></td>
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<table>
<thead>
<tr>
<th>FIRST AID</th>
<th>OK or DATE COMPLETE</th>
<th>DESCRIPTION &amp; LOCATION IF NOT OK</th>
<th>TIMELINE TO FIX</th>
<th>WHO WILL FOLLOW-UP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees are trained in First Aid/CPR/AED (Ratio = 50 students to 1 staff)</td>
<td></td>
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<tr>
<td>First aid kits are properly stocked and readily accessible. (Health Room, Field Trips)</td>
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<tr>
<td>Location of AED is known:</td>
<td></td>
<td>Location:</td>
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<tr>
<td>Other:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRE PREVENTION &amp; LIFE SAFETY</th>
<th>OK or DATE COMPLETE</th>
<th>DESCRIPTION &amp; LOCATION IF NOT OK</th>
<th>TIMELINE TO FIX</th>
<th>WHO WILL FOLLOW-UP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire extinguishers are checked annually by fire-inspection company.</td>
<td></td>
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<tr>
<td>Fire extinguishers are checked monthly: (sex in place, gauge in green zone, properly labeled.)</td>
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<tr>
<td>Fire extinguishers that are not visible have visible signage.</td>
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<tr>
<td>Fire extinguishers are properly mounted on the wall.</td>
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<tr>
<td>Breakers in electrical panels are labeled; spares are in off position.</td>
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<tr>
<td>Electrical panels have 36 inches of clearance.</td>
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<td>----------------------------------------------</td>
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<tr>
<td>Work areas are free of hazardous materials</td>
<td></td>
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<tr>
<td>Boiler &amp; mechanical rooms are free of obstructions. Do not use for storage.</td>
<td></td>
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<tr>
<td>Fire protection equipment is free of obstructions (alarm panels, fire extinguishers, sprinkler control valves)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walls and ceilings are fully intact (no holes or cracks visible)</td>
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<td></td>
<td></td>
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<tr>
<td>Other:</td>
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<table>
<thead>
<tr>
<th>CLASSROOMS &amp; COMMON AREAS</th>
<th>OK or DATE COMPLETE</th>
<th>DESCRIPTION &amp; LOCATION IF NOT OK</th>
<th>TIMELINE TO FIX</th>
<th>WHO WILL FOLLOW-UP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building fire escape maps &amp; Emergency Plans are properly posted in all rooms</td>
<td></td>
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<tr>
<td>Bookshelves are secured to the adjacent wall</td>
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<tr>
<td>There is 18 inches of clearance below sprinkler heads. (24 inches for non-sprinkled buildings)</td>
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<tr>
<td>Electrical outlets within 6 feet of water are GFCI protected.</td>
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<tr>
<td>Power strips are used in place of extension cords. No doubling up or piggy-backing. No extension cords to power strips.</td>
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<tr>
<td>Cords are properly secured to avoid tripping.</td>
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<tr>
<td>Storage areas are clean and free from clutter</td>
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<tr>
<td>Equipment is properly secured to any moveable carts (including TVs)</td>
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<tr>
<td>Floors free of holes, slippery areas, and loose materials</td>
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</tbody>
</table>
### Trash Containers

- Trash containers are available.

### Restrooms

- Restrooms are free of water hazards.
- Water and other liquid spills are cleaned up promptly, wet floor warning signs are used.
- Toilets flush properly.

### Other:

#### Custodial RMS/Kitchens/Science RMS

- All containers, including cleaning supplies are properly labeled and stored away from food.
- MSDS notebook location is known & notebook is easily accessible.
- Chemicals in Science rooms are properly labeled and stored.
- Walk in refrigeration units have easy escape doors.
- Thermometers are installed in ALL refrigerators (including staff rooms).
- Cover plates are on all electrical junction boxes (outlets-switches).
- Ladders are in good condition and are secured properly to the wall.

### Other:
<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>OK or DATE COMPLETE</th>
<th>DESCRIPTION &amp; LOCATION IF NOT OK</th>
<th>TIMELINE TO FIX</th>
<th>WHO WILL FOLLOW-UP?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machinery and equipment is properly maintained</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bolts, gears, chains, clutches and shafts are properly guarded</td>
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<tr>
<td>Safety equipment is worn when required</td>
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<tr>
<td>All wall outlets are in safe condition and are not overloaded</td>
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<tr>
<td>All appliances and small equipment are properly grounded</td>
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<tr>
<td>EMPLOYEE CONCERNS/OTHER OBSERVATIONS</td>
<td>OK or DATE COMPLETE</td>
<td>DESCRIPTION &amp; LOCATION IF NOT OK</td>
<td>TIMELINE TO FIX</td>
<td>WHO WILL FOLLOW-UP?</td>
</tr>
</tbody>
</table>
PRINCIPALS OF EFFECTIVE INCIDENT AND ACCIDENT INVESTIGATION

This is a companion piece to the OSHA Training Video (Part 2) on the same subject and describes the steps to follow to complete an effective Incident/Accident Investigation.

Objectives
- Determine what caused the accident in order to prevent similar occurrences. Identify causal factors;
- Determine corrective actions, prevent future accidents/incidents.

Accident Types
- Slips, trips and falls
- Struck by or caught in machinery or other objects
- Lifting, pushing, pulling
- Body motion
- Contact with hazardous materials
- Repetitive motions
- Motor vehicle accidents

Responsibility
- Supervisor: has the key responsibility. His/her major role is to carry out the necessary corrective actions required.
- Employees: input is sought as soon as possible after the accident

Stabilize the Scene
- Health & Safety of employees, students, visitors is of utmost importance
- Emergency rescue & medical assistance
- Take all necessary actions to prevent or minimize the risk of further accidents, injury & property damage
- If appropriate, secure area with barricades or warning tape and isolate the area from other staff/students.
- Shut down any power sources to equipment that could cause further harm.
- Determine the extent of damage
- Report all accidents immediately to the supervisor

Assemble the Team
- Review pertinent documents related to the accident
- Discuss team roles in the investigation
- Determine the what, where, when, how, why, who?

The Scene
- Team members should visit the accident scene as soon as possible
- Note the conditions of the affected area
- Take photographs from different angles, make drawings if possible
- Identify all employees in the accident, including witnesses (before, during, after)
- Document everything you observe—if it isn’t documented, it didn’t happen

Interviews
- As soon as possible
- In private
- Document
- Concentrate on the facts, don’t be judgmental
- Stay positive, ask open-ended questions
- The purpose is to prevent accidents, not indicate blame or fault!!
- Conduct other interviews as appropriate
**Analyze Root Causes**
- Unsafe Actions: people or management
- Unsafe Condition: equipment or environmental causes

**Corrective Actions**
- Team makes recommendations for corrective actions to prevent reoccurrence
- Address both immediate and long-term remedies
- Use Safest Solutions
- Consider: Effect on Productivity, Cost Feasibility, Time required to implement, Extent of supervision required
- Must be acceptable to all employees impacted as well as to managers & effective to the problem

**Investigation Report**
- Target date for completion of corrective actions
- Responsible individual identified to ensure corrective actions are carried out
- Follow-up for responsible individual

**Communicate with Staff**
- In writing, verbally, etc. However it is communicated, it must be documented
- Basic Causes
- Lessons Learned
- Corrective Actions
OAR 437-001-0765 RULES FOR WORKPLACE SAFETY COMMITTEES

GENERAL PROVISIONS

437-001-0765 Rules for Workplace Safety Committees.

(1) Purpose. The purpose of a safety committee is to bring workers and management together in a nonadversarial, cooperative effort to promote safety and health in each workplace. A safety committee assists the employer and makes recommendations for change.

(2) General.

(a) Every public or private employer of 11 or more employees shall establish and administer a safety committee.

(b) Every public or private employer of 10 or fewer employees shall establish and administer a safety committee if the employer:

(A) Has a Lost Workday Case Incidence Rate (LWDCIR) in the top 10 percent of all rates for the employers in the same industry; or

(B) The employer is not an agricultural employer and the workers' compensation premium classification assigned to the greatest portion of the payroll for the employer has a premium rate in the top 25 percent of premium rates for all classes as approved by the Director pursuant to ORS 737.320(3).

(c) In making the determination of employment levels under sections (a) and (b) of this rule, the employer shall count all permanent, contract, temporary, and/or seasonal workers under the employer’s direction and control, and shall base the number on peak employment.

(d) Temporary services employers and labor contractors shall establish safety committees based upon the total number of workers over which the employer or contractor exercises direction and control.

(e) Employers who hire only seasonal workers shall meet the intent of these rules by holding crew safety meetings prior to the commencement of work at each job site. Such meetings shall promote discussions of safety and health issues. All workers shall be informed of their rights to report workplace hazards, and shall be encouraged to make such reports during the meetings.

(f) Employers in the logging industry may meet the intent of these rules by complying with OAR 437, Division 7, Forest Activities.

(1) – (2)(f) 92 437-001-0765
(3) Locations.

(a) Safety committees shall be established at each of the employer’s primary places of employment. For the purpose of these rules, a primary place of employment shall mean a major economic unit at a single geographic location, comprised of a building, group of buildings, and all surrounding facilities (Examples of primary places of employment would include a pulp or lumber mill, a manufacturing plant, a hospital complex, bank, a farm/ranch, a school district, or a state agency.) As a primary place of employment the location would have both management and workers present, would have control over a portion of a budget, and would have the ability to take action on the majority of the recommendations made by a safety committee.

(b) An employer’s auxiliary, mobile, or satellite locations, such as would be found in construction operations, trucking, branch or field offices, sales operations, or highly mobile activities, may be combined into a single, centralized committee. This centralized committee shall represent the safety and health concerns of all the locations.

(c) In addition to locating safety committees at each primary place of employment, an employer with work locations which include fire service activities shall establish a Fire Service Safety Committee as required by OAR 437-002-0182(7) in OAR 437, Division 2/L, Oregon Rules for Fire Fighters.

(4) Innovation. Upon application, the division may approve safety committees which are innovative or differ in form or function, when such committees meet the intent of these rules.

(5) Safety Committee Formation and Membership.

(a) The safety committees required by OAR 437-001-0765(2) shall:

(A) Be composed of an equal number of employer and employee representatives. Employee representatives shall be volunteers or shall be elected by their peers unless there is a provision in their collective bargaining agreement that addresses the selection of employee representatives. When agreed upon by workers and management, the number of employees on the committee may be greater than the number of employer representatives. Seasonal workers shall not be counted for the purpose of determining the number of members who will serve on the committee.

(B) Consist of:

(i) No fewer than 2 members for each employer with 20 or less employees, or

(ii) No fewer than 4 members for each employer with more than 20 employees.

(C) Have a chairperson elected by the committee members.
(b) Employee representatives attending safety committee meetings required by OAR 437-001-0765(2) or participating in safety committee instruction or training required by OAR 437-001-0765(7) shall be compensated by the employer at the regular hourly wage.

(c) Employee representatives shall serve a continuous term of at least 1-year. Length of membership shall be alternated or staggered so that at least one experienced member is always serving on the committee.

(d) Reasonable efforts shall be made to ensure that committee members are representative of the major work activities of the firm.

(6) Safety Committee Duties and Functions.

(a) Management commitment to workplace health and safety.

(A) The committee shall develop a written agenda for conducting safety committee meetings. The agenda shall prescribe the order in which committee business will be addressed during the meeting.

(B) The safety committee shall hold regular meetings at least once a month except months when quarterly workplace safety inspections are made. This does not exclude other months from safety committee meetings if more frequent safety inspections are conducted.

(C) Quarterly safety committee meetings may be substituted for monthly meetings where the committee’s sole area of responsibility involves low hazard work environments such as offices.

(D) Small farms of five or fewer full time employees may substitute quarterly meetings for monthly meetings during the farms’ off season. The off season shall mean that period of time when only routine farm upkeep is being done.

(b) Written records.

(A) Minutes shall be made of each meeting which the employer shall review and maintain for 3 years for inspection by the Division. Copies of minutes shall be posted or made available for all employees and shall be sent to each committee member.

(B) All reports, evaluations, and recommendations of the safety committee shall be made a part of the minutes of the safety committee meeting.

(C) A reasonable time limit shall be established for the employer to respond in writing to all safety committee recommendations.
(c) Employee involvement.

(A) The committee shall establish a system to allow the members to obtain safety-related suggestions, reports of hazards, or other information directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting, and shall be recorded in the minutes for review and necessary action by the employer.

(d) Hazard assessment and control.

(A) The safety committee shall assist the employer in evaluating the employer’s accident and illness prevention program, and shall make written recommendations to improve the program where applicable. Additionally, the safety committee shall:

(i) Establish procedures for workplace inspections by the safety committee inspection team to locate and identify safety and health hazards;

(ii) Conduct workplace inspections at least quarterly; and

(iii) Recommend to the employer how to eliminate hazards and unsafe work practices in the workplace;

(B) The inspection team shall include employer and employee representatives and shall document in writing the location and identity of the hazards and make recommendations to the employer regarding correction of the hazards.

(C) Quarterly inspections of satellite locations shall be conducted by the committee team or by a person designated at the location.

(D) Mobile work sites or locations and activities which do not lend themselves to a quarterly schedule shall be inspected by a designated person as often as Oregon occupational safety and health rules require and/or the committee determines is necessary.

(E) The person designated to carry out inspection activities at the locations identified in sections (C) and (D) of this rule shall be selected by the employer and shall receive training in hazard identification in the workplace.

(e) Safety and health planning. The safety committee shall establish procedures for the review of all safety and health inspection reports made by the committee. Based on the results of the review, the committee shall make recommendations for improvement of the employer’s accident and illness prevention program.

(f) Accountability. The safety committee shall evaluate the employer’s accountability system and make recommendations to implement supervisor and employee accountability for safety and health.

(g) Accident investigation. The safety committee shall establish procedures for investigating all safety-related incidents including injury accidents, illnesses and deaths. This rule shall not be construed to require the committee to conduct the investigations.
(7) Safety and Health Training and Instruction.

(a) The following items shall be discussed with all safety committee members:

(A) Safety committee purpose and operation;

(B) OAR 437-001-0760 through 437-001-0765 and their application; and

(C) Methods of conducting safety committee meetings.

(b) Committee members shall have ready access to applicable Oregon Occupational Safety and Health Codes which apply to the particular establishment and verbal instructions regarding their use.

(c) All safety committee members shall receive training based upon the type of business activity. At a minimum, members shall receive training regarding:

(A) Hazard identification in the workplace; and

(B) Principles regarding effective accident and incident investigations.

(8) Effective Date. The effective date for OAR 437-001-0765 is March 1, 1991.
NOTICE

REPORT EVERY INJURY
NO MATTER HOW SLIGHT
TO YOUR SUPERVISOR
AT ONCE

DO YOU HAVE A
SAFETY CONCERN?

REPORT SAFETY CONCERNS BY PUTTING
THEM IN THIS FOLDER. THE SAFETY
COMMITTEE WILL REVIEW THEM AT THEIR
NEXT MONTHLY MEETING.

~~~

IF YOU HAVE AN IMMEDIATE CONCERN,
SPEAK TO YOUR SUPERVISOR AT ONCE.