
State of Oregon LEGISLATIVE BRANCH PERSONNEL RULES

Legislative Branch Personnel Rule 30: **Health and Safety Committee**

APPLICABILITY: This rule applies to legislative agencies, parliamentary offices, and all employees of the Legislative Branch where not in conflict with an applicable collective bargaining agreement or law.

(1) Policy. It is the policy of the Legislative Branch to promote health and safety for all employees, volunteers, and visitors. Employee involvement together with the **Legislative Branch Health and Safety Committee (HSC)** is critical to ensure a healthy and safe workplace culture committed to the prevention of accidents and the promotion of a work environment in which all employees are safe and healthy.

(2) Purpose. The HSC shall actively seek to eliminate hazards and risks and will develop and implement a program of occupational safety and health inspections to identify and eliminate unsafe working conditions or practices, control health hazards, train employees on safe work practices and procedures, and comply with the Occupational Safety and Health Administration (OSHA) mandates.

(3) Committee membership. A balanced membership must be maintained between management personnel and staff. Representatives on the HSC may be volunteers or elected by their peers. Representatives on the HSC shall serve a continuous term of one year (January through December) and shall consist of:

- 1) Designated Safety Coordinator as a permanent member and Committee Chair;
- 2) Safety and Security Operations Manager
- 3) Facilities Manager
- 4) Facilities Trades Manager
- 5) Custodial Coordinator
- 6) Employees identified as per the OLA/IBEW CBA, Article 20, Sec. 3:
 - a) At least one (1) representative from the bargaining unit from the House elected by employees
 - b) At least one (1) representative from the bargaining unit from the Senate elected by employees
 - c) An equal number of Employer-selected members with at least one (1) Employer representative from each chamber
 - d) Blue Vest Safety Monitors may serve as representatives on the HSC as alternate representatives.

(4) Committee meetings.

- (a) The HSC shall meet during regular business hours. All representatives on the HSC shall be compensated at their regular hourly wage while they are engaged in HSC training or are attending HSC meetings.
- (b) HSC representatives may appoint and conduct meetings with their department assigned Blue Vest Safety Monitor to communicate and evaluate safety and health issues or to follow up on any recommended corrective actions.
- (c) HSC meetings shall:
 - (A) Comply with the recordkeeping requirements for safety committees and safety meetings (OAR 437-001-0765);
 - (B) Keep a record of each meeting including:
 - i. Discussions on safety and health issues;
 - ii. Discussions on accident investigations, causes of hazards and mishaps, and corrective actions; and,
 - iii. Discussions on safety training for HSC members and Legislative Branch employees.

(5) Duties and functions.

- (a) The HSC shall develop a Health and Safety Program for the prevention, identification, and analysis of accidents, hazards, illnesses, deaths, and operations focused on minimizing, neutralizing, and eliminating unsafe workplace conditions and behaviors while promoting safety awareness. The HSC shall establish annual goals and objectives to:
 - i. Implement health and safety policies and training requirements for HSC members, investigators, and employees;
 - ii. Implement safety programs and procedures;
 - iii. Review injury trends, and
 - iv. Promote safe working habits across the Legislative Branch.
- (b) To this end, the HSC shall:
 - i. Maintain a Safety Logbook, documenting safety mishaps, accidents, or injuries in their assigned areas;
 - ii. Develop procedures for safety and health inspections;
 - iii. Conduct safety inspections no less than once per quarter;
 - iv. Implement and establish a process for reviewing inspection reports, correction of hazards or mishaps found and reported, and dates of corrected action completion;
 - v. Promptly investigate every accident to determine its causes and to remove hazards or correct unsafe workplace practices;
 - vi. Communicate safety hazards findings and recommend employee training or healthy and safe practices, resources, and emergency protocols;
 - vii. Implement a system or process that allows employees an opportunity to report hazards and make suggestions.

(c) Yearly, conduct an annual review of existing procedures and process for approving modifications to or adopting written procedures for:

- (i) Reporting and investigating health and safety incidents, accidents, illnesses and deaths;
- (ii) Tracking and reporting incident statistics;
- (iii) Tracking health and safety training for legislative employees and OSHA required training for HSC members including training on accident investigations and safety inspections.

(6) In March of each year, the HSC shall conduct an annual review and evaluation of ALL records that are required to be maintained by OSHA, including those that reflect the prior year's incidents, accidents, illnesses, and deaths, for the purpose of recommending corrective action necessary to prevent similar events from occurring.

(7) The HSC shall evaluate current Legislative Administration policies and procedures that may impact health and safety in the workplace and make written recommendations to the Legislative Administrator for modification or adoption of policies and procedures as necessary.

(8) HSC members shall comply with the basic training requirements for safety committee members (OAR 437-001-0765). Training is available on OSHA Online Courses web page and must be completed within thirty days from the date a member is appointed to the HSC. The training is designed to provide knowledge and awareness of OSHA'S principles and mandates for safety committees and safety committee meetings rules.

Adopted: