



Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

Safety Committees and Meetings



Division of Occupational Safety and Health



www.Lni.wa.gov/Safety



1-800-423-7233

Safety meetings, committees and crew meetings

Worker participation on safety committees or in safety meetings can strengthen your safety culture and help you prevent costly workplace injuries.

In Washington State, a safety committee is required when you have 11 or more employees on one or more work shifts (exception: construction and agriculture must hold safety crew meetings instead of having a safety committee). The committee determines how often they need to meet per WAC 296-800-13020(1) (www.Lni.wa.gov/Safety/rules/chapter/800).

If you don't have a safety committee, you are required to hold safety meetings at least monthly or more often if required by applicable rules. For example, crew safety meetings for construction work must be held at the beginning of every job and at least weekly after that.

Tips for effective meetings

Get prepared. Pick safety topics that are relevant to the current job. Ideas can come from observations made during a recent safety walk-around of the work area or job site.

Be creative. You can include resources like safety handouts and short videos that offer compelling, real-life stories and important injury prevention tips. Search the A-Z list of safety and health topic pages at www.Lni.wa.gov/Safety for materials.

Make it active. Consider whether hands-on activities like demonstrations on how to safely select, inspect and use equipment can work for some meetings.

Cover any required applicable items listed in rules, such as:

- Construction, WAC 296-155-110(6)
www.Lni.wa.gov/Safety/rules/chapter/155
- Agriculture, WAC 296-307-033
www.Lni.wa.gov/Safety/rules/chapter/307
- General industry, WAC 296-800-13025(2)
www.Lni.wa.gov/Safety/rules/chapter/800

Note attendees and topics. Documentation is required and useful for your company's safety program. An optional Safety Meeting Notes form is provided as a ready-to-use tool that can be customized to your company's needs.





Safety Meeting Notes or Minutes

This **optional** form can be customized and used for meeting with safety committees or crews.

Company Name	Work Area or Job Site	Date
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Attendees:

_____	_____
_____	_____
_____	_____
_____	_____

1. Safety topics discussed:

2. Follow-up on recent accidents, injuries, near misses (if applicable):

3. Recent safety issues identified or reported (if applicable):

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