

WAC 296-800-13025 Follow these rules to conduct safety meetings.

| If: | Then: |
|---|---|
| You have 10 or fewer employees OR If you have 11 or more employees that • Work on different shifts with 10 or fewer employees on each shift OR • Work in widely separate locations with 10 or fewer employees at each location | You may choose to hold a safety meeting instead of a safety committee |

(1) You must do the following for safety meetings.

Make sure your safety meetings:

(a) Are held monthly. You may meet more often to discuss safety issues as they come up.

(b) Have at least one management representative.

(2) Your safety committee must cover these topics.

(a) Review safety and health inspection reports to help correct safety hazards.

(b) Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.

(c) Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed.

(d) Document attendance.

(e) Write down subjects discussed.

Note: There are no formal documentation requirements for safety meetings except for writing down who attended and the topics discussed.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, and 49.17.060. WSR 18-22-116, § 296-800-13025, filed 11/6/18, effective 12/7/18. Statutory Authority: RCW 49.17.010, [49.17].040, and [49.17].050. WSR 02-16-047, § 296-800-13025, filed 8/1/02, effective 10/1/02.]