



Sample Policies and Procedures

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Checklist: How to Conduct a Safety and Health Committee Meeting

Before the meeting

- Plan carefully who should attend, when, where, how, and what topics will be covered.
- Coordinate the agenda with the safety director or management representatives.
- Send agenda to safety committee members and interested parties at least five days prior to meeting.
- Establish meeting ground rules.
- Review minutes from the last meeting and check on the status of pending actions.
- Come early and set up the meeting room.

At the start of the meeting

- Start on time.
- State meeting ground rules.
- Establish common focus on content.
- Establish common focus on process.
- Maintain open and balanced discussion.
- Define and agree on roles and responsibilities.
- Keep focus on safety and health issues. Do not allow personal attacks.
- Seek approval of agenda from participants. Review, revise, and reorder the agenda, if necessary.
- Introduce new members and guests.
- Define roles and responsibilities.
- Set clear time limits.
- Review action items from the previous meeting.

During the meeting

- Focus on each problem individually.
- Focus on the resolution of problems.

At the end of the meeting

- Establish action items and responsibilities: who, what, when.
- Set the date and place of the next meeting, and develop a preliminary agenda.
- Close the meeting efficiently.
- Prepare committee minutes.
- Distribute and post minutes.
- Follow up on action items.
- Begin planning the next meeting.

Example: Company Policy Statement

The following statement is an example; it is not intended to meet the requirements of every business. If you decide to use this as a template, please read through the document and make edits as needed to suit your needs.

[District Name]

Safety Policy Statement

It is the policy of [Insert District Name] to protect the safety and health of employees. Injury and illness losses from accidents are needless, costly, and preventable. Our district has established a fundamental safety and health program that will help us prevent injury and illness in the workplace. Employee involvement at all levels is critical for success. A safety committee will be established to promote safety and health in the workplace. This safety committee will assist the district in making recommendations for change.

Management

Management is accountable for the prevention of workplace injuries and illnesses. Management provides direction and full support to supervisors and employees regarding safety and health, job training, and hazard elimination procedures. Management must be fully informed regarding safety and health issues throughout the organization, in order to review the effectiveness of the safety and health program.

Supervision

Supervisors are directly responsible for supervising and training their employees in proper procedures, work practices, and safe methods. Supervisors must enforce district rules and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit safety to be sacrificed for any reason. In addition, they will be held accountable for all safety and health issues.

Safety Committee

The safety committee consists of management and employee representatives who have an interest in safety and health at [District Name]. The committee is responsible for making recommendations for improving safety and health in the workplace. It is accountable for defining problems and removing obstacles to accident prevention, identifying hazards and recommending corrective actions, helping identify employee safety training needs and establishing accident investigation procedure for our company.

If everyone does their part to ensure workplace safety and health, we all benefit. No job is so important that we cannot take time to do it safely.

Signed: _____

Date: _____

District Manager

Example: Safety Committee Policy Statement

This statement serves as an operational guide for management, labor, and safety committee members. Its length and complexity will vary depending on a company's organizational structure, activities, and needs.

Introduction

[District Name] is committed to preventing workplace injuries and illnesses among all employees. To prevent these losses, a joint management/labor safety committee will be established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthy workplace.

Purpose

The purpose of our safety committee is to involve our employees in a cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

Organization

There shall be _____ employees and _____ management representatives. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, management may appoint them. Management representatives will be appointed. Safety committee members will serve terms of at least one year. Committee membership terms will be staggered so that at least one experienced member is always serving on the committee.

Extent of Authority

The safety committee advises management on safety and health issues in the workplace. All written recommendations from the safety committee will be submitted to management. Management will consider the recommendations and respond in writing to the safety committee within a reasonable time.

Functions

Objectives and duties:

- Management commitment to workplace safety/health
- Committee meetings and employee involvement
- Hazard assessment and control
- Safety and health planning
- Accountability
- Accident and incident investigation reviews
- Safety and health training
- Others as determined

Recommendations

All written recommendations submitted to management shall:

- Be clear and concise
- Provide reasons for implementation
- Include recommended completion dates
- List benefits

Procedures

The safety committee’s procedures for fulfilling its role shall include:

- Setting meeting date, time, and location
- Electing chairperson and secretary
- Setting agenda
- Recordkeeping

Duties of each safety committee member must include, but not be limited to:

- Reporting unsafe conditions and practices
- Attending all safety and health meetings
- Reviewing all accidents and near misses
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner
- Observing how safety and health is enforced in the workplace
- Completing assignments given to them by the chairperson
- Acting as a work area representative in matters pertaining to health and safety

Summary

Only the planning and effective leadership of management and the safety committee can build an effective safety and health program. The safety committee shall be a constructive entity, providing guidance and leadership in matters pertaining to the overall health and safety of all employees.

Signature: _____

Chairperson

Date: _____

Signature: _____

District Manager

Date: _____

Example: Safety Committee Functions with Objectives and Duties

1. Management Commitment to Workplace Safety and Health

Objectives and Duties:

- Establish procedures for reviewing and responding to minutes.
- Submit written recommendations for safety and health improvements or changes.
- Evaluate company's safety and health policies and procedures.
- Respond in writing to safety committee recommendations.
- Review corrective action taken by management.

2. Committee and Employee Involvement

Objectives and Duties:

- Establish procedures for employee input, i.e., receiving suggestions, reporting hazards and other pertinent safety and health information.
- Include employee input on agenda for safety committee meeting.
- Hold monthly meetings.
- Keep meeting minutes for three years.
- Develop and make available a written agenda for each meeting.
- Take meeting minutes and distribute them to management and the safety committee members.
- Include all committee recommendations in the meeting minutes.

3. Hazard Assessment and Control

Objectives and Duties:

- Establish inspection procedures for identifying safety and health hazards in the workplace.
- Assist in the evaluation of the accident and illness prevention program.
- Appoint an inspection team of at least one employee representative and one management representative.
- Conduct workplace inspections at least quarterly.
- Report hazards discovered during quarterly inspection in writing.
- Make written recommendations to correct hazards and submit them to management for timely response.
- Review corrective measures for adequacy.

4. Safety and Health Planning

Objectives and Duties:

- Establish procedures for reviewing inspection reports and implementing new safety and health rules and work practices.
- Develop procedures for conducting annual reviews of employer's accident prevention program.

5. Accountability

Objectives and Duties:

- Evaluate employer's safety and health accountability systems.
- Make recommendations to implement supervisor and employee accountability for safety and health.

6. Accident and Incident Investigations

Objectives and Duties:

- Establish procedures for reviewing reports of all safety incidents, including injuries, accidents, illnesses, and deaths so that recommendations can be made for appropriate corrective action to prevent recurrence.

7. Safety and Health Training

Objectives and duties:

- Establish procedures for reviewing reports of all safety incidents, including injuries, accidents, illnesses, and deaths so that recommendations can be made for appropriate corrective action to prevent recurrence.
- Have accessible OSHA safety and health standards that apply to your particular district.
- Provide instruction regarding applicable OSHA standards.
- Provide training appropriate to your type of business. Minimum requirements are *Hazard Identification in the Workplace* and *Principles of Effective Accident and Incident Investigation*.

Example: Safety and Health Committee Member Duties

Note: This form is based on one from the National Safety Council.

This document outlines the typical duties of chairperson, secretary, and members of a safety and health committee. All committee members should know their duties and be trained efficiently. Actual duties will vary according to company needs.

Duties of the Chairperson

- Prepares agenda for next meeting
- Arranges for meeting place
- Notifies members of meeting
- Sets schedule for meeting
- Arranges seating for members
- Reviews previous meeting minutes and materials for meetings
- Conducts meeting

Duties of the Secretary/Recorder

- Maintains a distribution posting list for minutes
- Records minutes of meetings
- Distributes minutes to committee members
- Post minutes for other employees
- Reports status of recommendations
- Assumes chairperson's duties if required

Duties of the Safety and Health Committee Members

- Maintain Report unsafe conditions and practices
- Attend all safety meetings
- Report all accidents or near misses
- Review accident, illness and fatality investigations
- Contribute ideas and suggestions for improvement of safety
- Work safely
- Influence others to work safely
- Conduct or assist in inspections

Guidelines: Employer/Employee Responsibilities for Safety Committees

Following are typical examples used by various firms with established, successful safety committees:

Employer Responsibilities:

- Provide support from the top level down to first line supervisors in terms of time, effort, and expenditures.
- Resolve scheduling and personnel conflicts.
- Provide a realistic schedule for correcting safety and health concerns.
- Support training for safety committee members.
- Provide leadership and direction.
- Attend safety committee meetings.
- "Talk up" the positive effects of safety committee activities, one-on-one or in group meetings.
- Respond to recommendations in a timely manner.
- Ensure lines of communication are open and non-threatening.
- Consider expanding the safety committee's responsibilities and authority to better serve the company.

Note:

Management's commitment, interest and good faith must be vocal, visible, and continuous from the top of the organization to the lowest level supervisor.

Employee Responsibilities (to Safety Committees and Committee Members):

- Help identify safety and health hazards.
- Listen to safety committee members.
- Report all unsafe conditions and practices in accordance with the safety committee procedures.
- Contribute to or make suggestions for improving workplace safety and health.
- Participate in committee activities.
- Keep an open mind and a positive attitude.
- Make an effort to communicate with the safety committee members – active communication goes two ways.
- Follow procedures and practices adopted by the safety committee.
- Cooperate with the safety committee members in the performance of their duties.
- Consider being a member.

Guidelines: Safety Committee Meeting Agenda

The chairperson should direct group discussion while adhering to the agenda. If the agenda can be given to all members in advance (three days, at least), members will arrive at the meeting better prepared. The agenda will also remind members of their responsibilities if, for example, their reports are part of the agenda.

A standard agenda form can be developed by the safety committee to fit its own needs. The agenda should be attached to meeting minutes for distribution or posting.

The agenda should be typed on company letterhead or printed by hand. Limit it to one page and include the following:

- Date of meeting
- Location
- Starting and ending times (2 to 3 p.m., for example)
- Topics to be discussed
- Special guests or speakers

Example: Agenda

Safety Meeting Agenda

XYZ Safety and Health Committee

Date: October 10, XXXX

To: Each member, alternates, bulletin board

Time: 10:00—11:00 AM

Place: Conference Room

Agenda Items

Person Responsible

1. Old Business
 - a. Review September's Recommendations
 - b. Follow Up On Quarterly Inspection
2. New
 - a. Annual Safety and Health Review Policy
 - b. Elect New Members
3. Monthly Training (20 minutes)

Note: Please bring your notes on September's workplace inspection to the meeting.

Guidelines: Conducting a Meeting

These guidelines are for informational purposes only. What is discussed will depend on your company's needs.

Meeting Format

- Call to order by chairperson
- Roll call of members
- Introduction of visitors (if any)
- Reading of minutes of last meeting
- Approval of last meeting minutes
- Discussion of unfinished business (agenda):
- Reports on matters held over from last meeting
- Recommendations review
- Safety suggestions
- Other reports
- Discussion of new business (agenda)
- Report on injured or ill workers
- Accident or occupational illness investigation:
 - What was the accident?
 - What was the illness?
 - What condition(s) contributed to the injury/illness?
 - Why did the condition(s) exist?
 - What can or has been done to prevent this injury/illness from recurring?
- Report on safety incidents
- Follow-up action taken by management and/or committee
- Safety incident investigation:
 - What was the incident?
 - Where did the incident occur?
 - How often did the incident occur? (i.e., hourly? daily? weekly?)
 - What area, department section or workplace was affected?
 - What work group or individuals were affected?
 - Were employees made aware of the incident or cautioned?
 - What condition(s) contributed to the incident?
 - Why did the condition(s) exist?
 - What can or has been done to prevent this incident from recurring?
- Committee reports:
 - a. Discussion of unsafe conditions and practices
 - b. Discussion of corrective measures or recommendations
 - c. Assignments of corrective action to be taken
- Suggestion box

- Discussion of submitted suggestions
- Assignment of suggestions for action
- Miscellaneous
- Introduction of other matters
- Discussion of videos or films on workplace hazards, articles in current trade magazines or papers, etc.
- Plan for safety feature of the month
- Announcement of next meeting date
- Adjournment

Guidelines: Meeting Minutes

Minutes should be typed. Minutes should be brief, concise, and well organized, so that they are easy to read and understand. In general, the shorter the better, as long as important information is not sacrificed.

Minutes should include:

- Title
- Date and time the meeting was held
- Names and departments of members present and absent
- Identification of guest's statement indicating that minutes of previous meetings were read
- Unfinished business including reports and/or recommendations
- Recommendations completed since last meeting
- New business
- New recommendations
- Remarks/comments
- Time adjourned
- Date and time next meeting is to be held
- Chairperson's signature

Minutes should be distributed and/or posted within three working days. Each committee member should receive a copy of the minutes. Copies should go to managers and supervisors affected by decisions or recommendations made by the committee. Copies should be posted where employees gather.

Develop a style and format that best fits your needs. Some companies use a form. Others use a narrative format with topic headings. The latter is most common. Reports, lists, or other materials should be "attachments" to minutes so that all members have records.

Example: Minutes Record

[Insert Company Logo]

Safety Committee Record of Minutes

Chairperson: _____ Date: _____

Department: _____ Meeting Time: _____

Present

Absent

Previous minutes from _____ were read.
Date

Old Business

Number	Recommendations Not Completed
_____	_____
_____	_____
_____	_____

Number	Recommendations Completed
_____	_____
_____	_____
_____	_____

New Business

Inspection Report Reviewed: _____

New Recommendations

(Number consecutively from last recommendation)

Number	Person Assigned	Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Safety Committee Record of Minutes

Accident/ Incident Summary (Injury/Illness Type, Department, etc.)

Comments: Incidents Discussed

Date Employee Causes/Description Action

Activity

Progress Report

Committee Remarks

Meeting Adjourned: _____ Date of Next Meeting: _____
Time/Date Time/Date

Example: Selection Notification/Addition Form

[Insert Company Logo]

Safety Committee Selection/Addition Notification

To: Chairperson

Date: _____

Committee Member

Other: _____

From: _____ Safety Committee

We are proud to announce the addition of _____ as a

Management *Employee Representative* on our safety committee.

This new member will serve for one year beginning _____ and ending _____.

Manager: _____

File: _____

Bulletin Board: _____

Other: _____

Example: Training Documentation

[Insert Company Logo]

Safety Committee Training

Employee Name: _____

Department/Section: _____

Selection/Addition Date: _____

Training Subject: _____

Training Date: _____

Training Duration/Time Completed: _____

Additional Information (Purpose, Operation, Meeting Methods, etc.)

Signature: _____

Date: _____

Chairperson

File: _____

Date: _____

Suggested Administrative Rules

Safety Committee Purpose

The purpose of a safety committee is to bring workers and management together in a cooperative effort to promote safety and health in our workplace. A safety committee assists the employer and makes recommendations for positive change.

Safety Committee Locations

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 employees 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.

Safety Committee Formation and Membership

The safety committee shall:

- Be composed of an equal number of employer and employee representatives.
- Employee representatives shall be volunteers or shall be elected by their peers.
- When agreed upon by employees and management, the number of employees on the committee may be greater than the number of management representatives.
- Consist of no fewer than two members for any employer with 20 or less employees, or no fewer than four members for an employer with more than 20 employees.
- Have a chairperson elected by the committee members.
- Employee representatives shall serve a continuous term of at least one (1) year. Length of membership shall be alternated or staggered so that at least one experienced member is always serving on the committee.

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

Safety Committee Duties and Functions

Management Commitment to Workplace Health and Safety

- 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.
- 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.

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.

Written Records

- Minutes shall be made of each meeting and should be retained for a period of no less than 3 years. Copies of minutes shall be posted or made available for all employees and shall be sent to each committee member.
- All reports, evaluations, and recommendations of the safety committee shall be made part of the minutes of the safety committee meeting.
- A reasonable time limit shall be established for the employer to respond in writing to all safety committee recommendations.

Employee Involvement

- 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.

Hazard Assessment and Control

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:

- Establish procedures for workplace inspections by the safety committee inspection team to locate and identify safety and health hazards.
- Conduct workplace inspections at least quarterly.
- Recommend to the employer how to eliminate hazards and unsafe work practices in the workplace.
- The inspection team shall include employer and employee representatives and shall
- document in writing, the location and description of any hazards and make
- recommendations to the employer regarding correction of the hazards.
- Quarterly inspections of satellite locations shall be conducted by the committee team or by a person designated at that location.
- 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 state occupational safety and health rules require and/or the committee determines is necessary.
- The person designated to carry out inspection activities shall be selected by the employer and shall receive training in workplace hazard identification.

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.

Accountability

The safety committee shall evaluate the employer's accountability system and make recommendations to implement supervisor and employee accountability for safety and health.

Accident Investigation

The safety committee shall establish procedures for investigating all safety-related accidents including injury accidents, illnesses, and deaths. This shall not be construed to require the committee to conduct the investigations.

Safety/Health Training and Instruction

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

- Methods of conducting safety committee meetings.
- Committee members shall have ready access to applicable OSHA codes and standards
- All safety committee members shall receive training based upon the type of business activity. At a minimum, members shall receive training regarding:
- Hazard identification in the workplace; and
- Principles regarding effective accident and incident investigations.

Investigations of Injuries

- Each employer shall investigate or cause to be investigated every lost-time injury that workers suffer in connection with their employment, to determine the means that should be taken to prevent recurrence.
- The employer shall promptly install any safeguard or take any corrective measure indicated or found advisable.

Employee's Responsibilities

- All injuries shall be reported immediately to the person in charge or other responsible representative of the employer.
- It is the duty of all employees to make full use of safeguards provided for their protection. It shall be the employees responsibility to abide by and perform the following requirements:
 - An employee shall not operate a machine unless guard or method of guarding is in good condition, working order, in place, and operative.
 - An employee shall stop the machine or moving parts and properly tag-out or lock-out the starting control before oiling, adjusting, or repairing, except when such machine is provided with means of oiling or adjusting that will prevent possibility of hazardous contact with moving parts.
 - An employee shall not remove guards or render methods of guarding inoperative except for the purpose of adjustment, oiling, repair, or the setting up of a new job.

- o Employees shall report to their supervisor any guard or method of guarding that is not properly adjusted or not accomplishing its intended function.
- o Employees shall not use their hands or any portion of their bodies to reach between moving parts or to remove jams, hang-ups, etc. (Use hook, stick, tong, jig, or other accessory).
- o Employees shall not work under objects being supported that could accidentally fall (such as loads supported by jacks, the raised body of a dump truck, etc.) until such objects are properly blocked or shored.
- o Employees shall not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, and none should be abused by straining beyond its safe working load.
- o Employees shall not remove, deface, or destroy any warning, danger sign, or barricade, or interfere with any other form of accident prevention device or practice provided which they are using, or which any other employee is using.
- o Employees must not work underneath or over others exposed to a hazard thereby without first notifying them and seeing that proper safeguards or precautions have been taken.
- o Employees shall not work in unprotected, exposed, hazardous areas under floor openings; Long or unwieldy articles shall not be carried or moved unless adequate means of guarding or guiding are provided to prevent injury.
- o Hazardous conditions or practices observed at any time shall be reported as soon as practical to the person in charge or some other responsible representative of the employer.
- o Employees observed working in a manner that might cause immediate injury to either themselves or other employees shall be warned of the danger.
- o Before leaving a job, employees shall correct, or arrange to give warning of, any condition that might result in injury to others unfamiliar with existing conditions.

Self-Evaluation Checklist

This self-evaluation worksheet has been designed to assist you to identify areas needing attention in your safety committee organization. At the end of the table is an action table on which you can list needed improvements. List on the table all "no" responses from the self-evaluation on the action table.

Item	Question	Yes	No
1.	Is the safety committee comprised of an equal number of employer and employee representatives?		
2.	Are employee representatives either volunteers or elected by their peers?		
3.	For employers of 20 or more employees, are there at least 4 members on the safety committee?		
4.	Do the members elect the safety committee chairperson?		
5.	Do employee representatives serve terms that last at least 1 year?		
6.	Are terms of service staggered or alternated such that at least 1 experienced member is serving on the team at all times?		
7.	Are efforts made to ensure that team members represent the major work activities of the firm?		
8.	Does the committee hold regular meetings at least once a month except in months in which workplace inspections are conducted?		
9.	Does the safety committee operate from a written agenda?		
10.	Are minutes kept of each meeting?		
11.	Are the minutes made available to the employees?		
12.	Are the minutes retained for at least 3 years?		
13.	Are the reported, evaluations and recommendations of the committee made part of the safety committee minutes?		
14.	Has a responsible limit been set within which the employer must respond in writing to safety committee suggestions?		
15.	Has the safety committee set up a system for the collection of safety-related suggestions, reports of hazards, or other information directly from those involved in workplace operations?		
16.	Is such information reviewed during the next safety committee meeting and recorded in the minutes?		
17.	Does the safety committee assist the employer in evaluating the Employer's accident and illness prevention program?		
18.	Does the safety committee make written recommendations to improve the safety and health program?		

Item	Question	Yes	No
19.	Has the safety committee established procedures by which the safety committee inspection team can locate and identify safety and health hazards?		
20.	Does the safety committee conduct workplace inspections at least quarterly?		
21.	Does the safety committee recommend ways for the employer to eliminate or correct hazards and unsafe work practices in the workplace?		
22.	Does the safety committee inspection team include employer and employee representatives?		
23.	Does the safety committee inspection team document, in writing, the location and nature of hazards uncovered?		
24.	Has the safety committee established procedures to review all safety, and health inspection reports made by the committee?		
25.	Based on the results of the above review, does the committee make, recommendations for the improvement of the safety and health program?		
26.	Has the safety committee evaluated the accountability system?		
27.	Has the safety committee made recommendations to implement supervisor and employee accountability for safety and health?		
28.	Has the safety committee established procedures for investigating all, safety related incidents?		
29.	Has the safety committee's purpose and operation been reviewed with all members of the committee?		
30.	Have safety committee rules and their application been discussed with all committee members?		
31.	Do safety committee members have access to OSHA codes and standards?		
32.	Have safety committee members received safety training in hazard identification and accident investigation?		