

HEALTH & SAFETY COMMITTEE MEETING: WASHINGTON, OREGON & CANADA

What you need to know:

- All locations in Washington and Oregon must create a Health & Safety (“Safety”) Committee.
- The Safety Committee must consist of at least 2 people. People may volunteer or be appointed to participate, however there must be equal representation of non-management and management associates.
- The committee must meet monthly, preferably in the first week of the month.
- The purpose of the meeting is to:
 1. Complete/review the Monthly Self Inspection Checklists (in CAMS)
 2. Discuss any designated topics, such as the monthly EHS memo
 3. Identify and discuss other safety and health concerns.
- Meeting minutes must be taken to document the discussion.

What you need to do:

Print the Safety Committee Poster and hang up where visible to employees.

Determine who will participate on the Safety Committee.

Starting September 2023, start monthly meetings during the first week of the month.

The Safety Committee should then complete the monthly inspection checklist in CAMS.

Document your meeting using the QR code provided. (See Safety Committee Poster or below.)

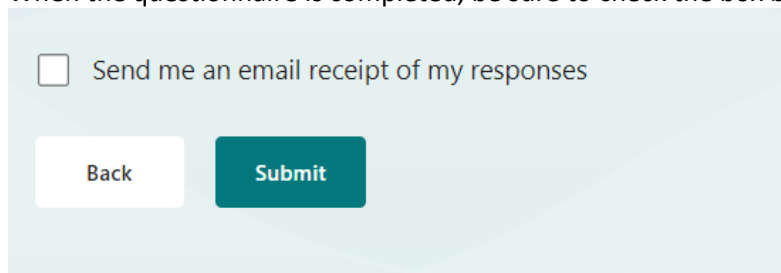
Documenting Meeting Minutes:

To document meeting minutes:

- Scan the QR code (with the store iPad) from either the poster or provided here at the meeting time and enter your responses.

Be sure to enter your store email to retrieve the responses.

- When the questionnaire is completed, be sure to check the box below:



Send me an email receipt of my responses

Back Submit

- Hit submit to send an email with your completed information the store email.
- Open the store email and print the documented meeting minutes to retain in a designated EHS folder.



Meeting
minutes
QR code

Internet Issues?

If you cannot access the website due to internet issues, you will have to print a copy of the meeting minutes form found in HR Solutions