



PENNSYLVANIA STATE WORKPLACE SAFETY COMMITTEE

Assistance Guide

Prepared by:



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HEALTH | SAFETY | ENVIRONMENTAL

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1.0 STARTING A PENNSYLVANIA STATE WORKPLACE SAFETY COMMITTEE

WHY DEVELOP A SAFETY COMMITTEE?

- Effective workplace safety committees are a proven tool in reducing workplace injuries and illnesses.
- Certified PA workplace safety committees can save your company 5% annually on its workers' compensation premiums.
- Safety committee costs will be directly offset by the effectiveness of the committee in reducing workplace injuries and illnesses. Hidden costs associated with workplace injuries can run 5 to 10 times the actual cost of a workers' compensation claim. Hidden costs include:
 - Production delays.
 - Time lost as a result of workers and supervisors attending to an incident victim.
 - Clean-up and start-up of interrupted operations.
 - Costs related to conducting an incident investigation.
 - Time spent retraining others to replace injured workers.
 - The possibility of reduced worker morale and lower efficiency.
 - The effect on employees, their families and their personal lives.
- Employees are the ones in contact with potential hazards within the scopes of their jobs and have good insight into how to make safety improvements.
- Employee representative committee members are on-the-job safety advocates. They are additional eyes and ears in their departments and can help identify potential problems and bring them to the attention of management before incidents occur.
- Employees are more likely to "buy-in" to safety measures because they are directly involved in the establishment of safety policies and procedures.

HOW TO GET STARTED

This Guide will take you through the steps of starting a PA State Workplace Safety Committee and applying for certification. Use the timeline on the following page to assist you in getting started.

PA SAFETY COMMITTEE CERTIFICATION TIMELINE

Ten (10) months prior to the next policy renewal date:

- ☐ Read this Guide to become familiar with the elements of a successful safety committee and the requirements of a certified safety committee.
- ☐ Determine who will be on the committee. See **Section 3.0 Committee Members, Roles and Responsibilities** of this Guide.

Nine (9) to Six (6) months prior to the next policy renewal date:

- ☐ Schedule and prepare for training for all Committee Members. See **Section 6.0 Training** of this Guide. If possible, schedule training in advance of the first meeting.
- ☐ Schedule the first meeting.
- ☐ Prepare a meeting agenda.
- ☐ Make all committee members aware of the date, time, and location of the first meeting. Distribute the agenda.
- ☐ Conduct the first meeting.
- ☐ Develop and vote on the Safety Committee By-Laws and Company Safety Policy Statement.

Monthly:

- ☐ Continue to hold monthly safety committee meetings.
- ☐ Complete monthly safety inspections of the workplace.
- ☐ Keep excellent records of all committee activities. See **Section 5.0 Recordkeeping** of this Guide.

Three to One month(s) before the next policy renewal date:

- ☐ If applying online, create a company profile on the PA State Department of Labor & Industry HandS System.
- ☐ Collect required information needed for the application. See **Section 7.0 Initial Certification** of this Guide for a checklist of required information.
- ☐ Fill out all required sections of the Initial Certification Application.
- ☐ If the committee has been operating for at least 6 months, you may submit the Application.

Upon Approval:

- ☐ Submit the approval letter to your insurance carrier to receive the 5% discount off your annual premium.

Annually thereafter:

- ☐ If the Committee continues to operate in good standing, you may reapply annually prior to the renewal of your policy.

2.0 SAFETY COMMITTEE DUTIES

WHAT MUST A SAFETY COMMITTEE DO?

The purpose of a safety committee is to bring workers and managers together to achieve and maintain a safe and healthful workplace. Safety committees work together to detect hazards, review accident and illness patterns and root causes, and control the hazards that are present in the workplace.

COMPANY HEALTH & SAFETY POLICY

One of the first items that a committee should complete is to write or review/update the company's Health & Safety Policy Statement. The Health & Safety Policy Statement states the company's commitment to achieving and maintaining a safe, healthful workplace.

The next item would be to write the Committee's Bylaws. The bylaws describe the purpose and intent of the committee. They also lay out the operating procedures or rules of the committee. A sample Health & Safety Policy Statement and Sample Committee Bylaws will be provided in the Safety Committee Manual. These should be viewed as a starting point. In an early meeting, the committee should discuss these items and make any revisions or additions that are agreed upon.

INVOLVING EMPLOYEES

Employees must be involved in a Safety Committee. The committee should be made up of an equal number of employer and employee representatives, with a minimum of two (2) employer-representatives and a minimum of two (2) employee-representatives.

Not only must there be employee representatives on the committee, but employees can be involved in other ways as well. Here are some ways employees can get involved:

- Encourage employees to report hazards and unsafe work practices to a safety committee representative.
- Act on employee suggestions and recognize their contributions to a safer workplace.
- Promote the committee's activities and accomplishments.
- Make sure employees know that you're starting a safety committee.
- Tell them why you're starting the committee, describe its role in the company's safety and health program and explain management's commitment to the committee.
- Keep employees informed by way of memo, newsletter or email, or meet with them to introduce committee members, promote the committee and to answer questions.

MONTHLY MEETINGS

Committee meetings must be held monthly to achieve and keep your certification.

- At least one more than half of all official committee members (a quorum) must be present to qualify as a meeting.
- Meetings must be held for at least 6 consecutive months prior to applying for initial certification.
- A written agenda must be prepared for each meeting and followed during the meeting.
- Minutes must be taken during each meeting and distributed to all committee members.

HAZARD IDENTIFICATION

One primary function of the Safety Committee is to identify hazards in the workplace and find solutions to mitigate those hazards. Committee members will take a class that will assist them in identifying workplace hazards and investigating incidents, such as injuries and near-misses. One easy way to identify hazards is to conduct scheduled inspections of the workplace. Monthly inspections are recommended. An inspection checklist can be helpful in completing this task (see page 2.3 of this section for a sample Safety Inspection Checklist). Committee members can rotate this duty. Employees not sitting on the Committee can be asked to accompany Committee members on the inspection walkthrough.

Use this checklist to assist you in the Inspection Process:

- ☐ Prior to each new inspection, review the previous report and recommendations.
- ☐ Always wear any required PPE during the inspection.
- ☐ Walk around all areas of the workplace.
- ☐ Look for hazards and unsafe work practices that are likely to cause injuries.
- ☐ Take careful notes during the walkthrough.
- ☐ Talk to employees. Ask them about hazards or unsafe conditions that may concern them.
- ☐ If a hazard is found, describe the hazard, where it is located, how it could cause an accident, what the result could be and who could be affected by the hazard.
- ☐ After the walkthrough, organize your findings and summarize the important information in a written report that can be filed with committee documentation.

Another way Committee members can identify hazards is to establish a system for all employees to report hazards. These reports are then either immediately dealt with or brought to the next committee meeting and discussed to determine a solution to control the hazard.

REVIEWING INCIDENTS

A procedure should be put in place for Committee members to review all workplace incidents, such as injuries, illnesses, deaths, accidents, and near-misses. A form or forms should be available to assist in investigating these occurrences (see page 2.6 for a sample Incident Investigation form). Root causes should be identified, and the committee should work to find solutions for controlling any factors that contribute to such incidents.

SAMPLE SAFETY INSPECTION CHECKLIST

Inspection Completed By: _____ Date: _____

GENERAL	YES	NO	N/A	CORRECTIVE ACTION
Written safety rules/safe job procedures in place?				
OSHA log updated/safety posters displayed?				
Emergency contact information posted?				
First aid supplies adequate and available?				
Employee training provided?				
HOUSEKEEPING				
Walkways maintained, aisles defined, uncluttered?				
Emergency exits clearly identified, adequate number?				
Egress routes marked and accessible?				
Stairs/aisle ways free from material storage and debris?				
Illumination adequate for normal conditions, emergency lighting in place?				
SLIP/TRIP/FALL HAZARDS				
Portable ladders in good working condition? All ladders inspected prior to each use?				
Stairways in good repair with handrails, treads and risers in proper proportion and non-slip?				
Elevated areas over 4ft have guardrails and toe boards installed?				

HAND/POWER TOOLS	YES	NO	N/A	CORRECTIVE ACTION
Power tools properly grounded/have safety power switch?				
Defective tools are removed from service?				
Proper guards are provided, tools electrically grounded or double insulated?				
FIRE PREVENTION				
Portable fire extinguishers of proper type are mounted properly, accessible, and inspected?				
Approved safety containers are used for flammable liquids?				
Bonding and grounding used with storage of flammable materials?				
"No Smoking" areas designate?				
Sprinkler system functional/inspected/documented? Minimum 18" clearance below sprinkler heads? Sprinkler valves locked open?				
ELECTRICAL				
Machinery and equipment are grounded?				
Electrical panels have clear access? Electrical panels clearly marked?				
Outlets, switches and boxes have covers?				
Permanent wiring in place – extension cords not used for permanent fixtures?				
Emergency stops and critical electrical controls are identified?				
Extension cords are in good condition and inspected prior to each use?				

MACHINERY	YES	NO	N/A	CORRECTIVE ACTION
Guards are provided for "point-of-operation" of machinery?				
Noise exposures adequately addressed?				
Compressed air systems have pressure reduced to 30 PSI and are not used for cleaning clothing?				
Air hoses provided with safety latch to prevent accidental disconnect?				
Compressed gas cylinders are upright and secured to prevent falling?				
HAZARDOUS CHEMICALS				
Hazardous materials containers labeled?				
Hazard Communication/SDS manuals available?				
Smoking and eating prohibited in work areas where chemicals are used?				
Eyewash/emergency shower available and functional?				
PERSONAL PROTECTIVE EQUIPMENT				
PPE assessment performed – PPE requirements in place?				
Employees trained in the use and maintenance of PPE – training documented?				
Hearing protection utilized in required areas?				
Face/eye protection in place where needed?				
Approved respiratory protection equipment available and fit tested?				

SAMPLE INCIDENT INVESTIGATION FORM

DETAILS	
Date of Incident:	
Time of Incident:	
Location of Incident:	
Report Date:	
Report completed by: (name and title)	
PROPERTY DAMAGE (IF APPLICABLE)	
List property/equipment/material damaged:	
Nature of Damage:	
Object/substance inflicting damage:	
Approximate cost:	
WITNESSES (IF APPLICABLE)	
Witness #1 - Name and contact information:	
Witness #1 - Statement:	
Witness #2 - Name and contact information:	
Witness #2 - Statement:	

INCIDENT INVESTIGATION
Describe the Incident: (Investigate scene of incident or conditions. Describe who was involved, when and where the incident happened, what happened, and how.)
Describe immediate actions that were taken.
Include a sketch here if needed to further describe the incident:

ROOT CAUSE ANALYSIS:		
Why did it happen? What actually caused the incident? Check off all that apply.		
Unsafe Acts	Unsafe Conditions	Management System Deficiencies
<input type="checkbox"/> Improper Work Technique <input type="checkbox"/> Improper PPE (not used or used incorrectly) <input type="checkbox"/> Safety rule violation <input type="checkbox"/> Operating without authorization <input type="checkbox"/> Failure to warn or secure <input type="checkbox"/> Operating at improper speeds <input type="checkbox"/> By-passing safety devices <input type="checkbox"/> Guards not used <input type="checkbox"/> Improper loading or placement <input type="checkbox"/> Improper lifting <input type="checkbox"/> Servicing or adjusting machinery in motion <input type="checkbox"/> Horseplay <input type="checkbox"/> Drug or alcohol use <input type="checkbox"/> Unsafe act(s) of others <input type="checkbox"/> Unnecessary haste <input type="checkbox"/> Other:	<input type="checkbox"/> Poor workstation design or layout <input type="checkbox"/> Fire or explosion hazard <input type="checkbox"/> Congested work area <input type="checkbox"/> Hazardous substances <input type="checkbox"/> Inadequate ventilation <input type="checkbox"/> Improper material storage <input type="checkbox"/> Improper tool or equipment <input type="checkbox"/> Insufficient job knowledge <input type="checkbox"/> Slippery conditions <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Excessive noise <input type="checkbox"/> Inadequate guarding of hazards <input type="checkbox"/> Defective tools/equipment <input type="checkbox"/> Insufficient lighting <input type="checkbox"/> Inadequate fall protection <input type="checkbox"/> Other:	<input type="checkbox"/> Lack of written procedures or safety rules <input type="checkbox"/> Safety rules not enforced <input type="checkbox"/> Hazards not identified <input type="checkbox"/> PPE unavailable <input type="checkbox"/> Insufficient worker training <input type="checkbox"/> Insufficient supervisor training <input type="checkbox"/> Improper maintenance <input type="checkbox"/> Inadequate supervision <input type="checkbox"/> Insufficient job planning <input type="checkbox"/> Inadequate hiring practices <input type="checkbox"/> Poor process design <input type="checkbox"/> Inadequate workplace inspections <input type="checkbox"/> Inadequate equipment <input type="checkbox"/> Unsafe design or construction <input type="checkbox"/> Unrealistic scheduling <input type="checkbox"/> Other:
CORRECTIVE ACTION		
What needs to be completed to ensure there is no recurrence of a similar incident?		

3.0 COMMITTEE MEMBERS, ROLES, AND RESPONSIBILITIES

WHO ARE THE COMMITTEE MEMBERS AND WHAT DO THEY DO?

COMMITTEE MEMBERS

The committee should be made up of an equal number of employer and employee representatives, with a minimum of two (2) employer-representatives and a minimum of two (2) employee-representatives. Any deviation of this must be approved by both parties and receive written approval from the PA Bureau of Workers' Compensation. A list of current committee members and their roles should be kept with all Committee documentation and updated when necessary.

Definitions:

Employer Representatives - individuals who, regardless of job title or labor organization affiliation, and based upon an examination of that individual's authority or responsibility, do one or more of the following:

- Select or hire an employee.
- Remove or terminate an employee.
- Direct the manner of employee performance.
- Control the employee.

Employee Representatives - individuals who perform services for an employer for valuable consideration and do not possess any authority or responsibility described above.

A person may not function simultaneously as an employer representative and an employee representative. Committee membership should represent all primary operations of the workplace.

Safety committee members must be compensated at their normal wages during safety committee trainings and meetings.

RECRUITING COMMITTEE MEMBERS

Management representatives should be chosen by the employer. Good candidates are those that have knowledge of workplace and general safety policies, a dedication to safety, and have the ability to work well with others in setting and achieving goals to improve the workplace.

Employee representatives can be recommended for the committee by management or by their fellow employees. Quality candidates will have sufficient experience working for the company, are respected by their peers, and have a genuine interest in improving workplace conditions. Employee representatives should serve terms that last at least one year.

See page 3.3 of this section for a Safety Committee Member Recruitment Checklist.

ROLES AND RESPONSIBILITIES

The committee should identify the roles and responsibilities of each member. A chairperson and vice-chair should be designated. Following are a sample of the roles and responsibilities that you may want to consider for your Safety Committee:

Role	Suggested Responsibilities
Chair	<ul style="list-style-type: none"> • Schedule monthly meetings. • Arrange for meeting place. • Develop meeting agendas. • Conduct monthly meetings.
Vice-Chair	<ul style="list-style-type: none"> • Assume chair's duties when the chair is absent. • Coordinate training for committee and new representatives. • Perform other duties assigned by the chair.
Recorder	<ul style="list-style-type: none"> • Distribute monthly agendas. • Document meeting attendance lists. • Maintain committee membership list. • Take minutes at each meeting. • Distribute copies of minutes to committee members. • Post minutes or make available to all employees. • Maintain safety committee records for five years.
All Committee Members	<ul style="list-style-type: none"> • Report employees' safety and health concerns to the committee. • Report accidents, near-miss incidents, and unsafe workplace conditions to the committee. • Suggest items to include in the monthly meeting agenda. • Encourage employees to report workplace hazards and suggest how to control them. • Establish procedures for conducting workplace inspections and making recommendations to management to eliminate or control hazards. • Help management evaluate the company's Health and Safety Program and recommend how to enhance it. • Establish procedures for investigating the causes of workplace incidents and near-miss incidents.

SAFETY COMMITTEE MEMBER RECRUITMENT CHECKLIST

- ☐ Determine the number of employer and employee representatives that will be on the committee. Ensure that all major work activities are represented.
- ☐ Identify and talk to potential employer and employee representatives regarding safety committee participation.

Topics or items to consider:

- Dedication to preventing injury/illness accidents
 - Interest in serving
 - Good people skills
 - Good communication skills
 - Ability to see other viewpoints
 - Credibility with others
 - Ability to get things done
- ☐ Appoint and notify employer representatives; stagger terms.
Suggested methods: written and verbal communications
- ☐ Have employees elect their employee representatives or solicit volunteers; consider provisions of collective bargaining agreements if applicable.
Suggested methods: education and promotion via newsletters, posters, memos, group meetings, personal encouragement and other activities
- ☐ Notify volunteer or elected employee representatives of their acceptance as a committee member.
- ☐ Inform all employees, including management, of the names of committee members.
- ☐ Send rules and support information to safety committee members. Have them become familiar with the content.
- ☐ Notify employee representatives and their management/supervisors. Ensure that they are aware of time needs and compensation requirements, etc.
- ☐ Notify personnel and payroll regarding employee representatives status as safety committee members and also compensation requirements, etc.
- ☐ Conduct introductory safety committee training for members and provide support materials.

4.0 SAFETY COMMITTEE MEETINGS

WHAT HAPPENS IN A SAFETY COMMITTEE MEETING?

Meetings take place once a month at a predetermined date, time, and place. The location of the meeting should be a quiet place, free of distractions, such as a conference room or private office. In order to hold a meeting, a quorum of members must be available to attend (at least one more than half the members).

MEETING STRUCTURE / AGENDA

A few days prior to each meeting, an agenda should be created, distributed, and agreed to. The agenda outlines the topics of discussion and will provide structure for the meeting. The chairperson will use the agenda to keep the meeting flowing in an orderly and focused fashion. A standard agenda with an established order should be followed as much as possible (see page 4.3 for a sample agenda). This provides consistency and allows members to properly prepare for the meetings. Typically, a meeting will follow an order such as this:

1. Call to Order
 - Call meeting to order, introduce guests, speakers, agenda changes, etc.
 - Read minutes of previous meeting. Note corrections or changes.
2. Take attendance
3. Old Business
 - Discuss status of previously submitted recommendations.
 - Request status report on any other pending old business.
 - Set target dates for completion of recommendations and other pending items.
4. Incident Review
 - Brief summary of number and type of incidents reported since last meeting.
 - Discuss action to be taken or suggested to minimize exposure.
 - Brief summary of number and type of accidents for the year to date. Discuss any trends.
 - Evaluate effectiveness of investigation procedures and prevention efforts.
5. Inspection Reports
 - Report findings of safety inspections made by committee members or others.
 - Discuss and decide on action(s) to be recommended as a result of reports.
 - Identify who will be responsible for action(s) and establish a time frame for completion.
6. New Business
 - Review and discuss employee suggestions or reports to the safety committee. Make plans for implementation or corrective action.
 - Comment on new safety procedures, equipment, etc. of interest to the committee.
 - Plan and schedule safety training programs.
 - Other new business
7. Other Topics – this could be a presentation from a committee member on a particular safety topic or an outside expert could be invited to discuss a relevant topic with the committee.
8. Schedule the next meeting
9. Adjourn

MEETING MINUTES

Minutes must be taken at each meeting. Meeting minutes should note the date and time of the meeting, as well as all members present and absent. Meeting minutes should be detailed and provide an accurate summary of the discussed topics. All reports, evaluations and recommendations of the committee will be included in the minutes. Additionally, meeting minutes should include a list of responsibilities, the individuals assigned, and a deadline for completing the tasks. The next scheduled inspection can also be included in the meeting minutes. See page 4.4 for a Meeting Minutes template.

After the meeting, the recorder will type up the minutes and distribute them to the committee. A copy can also be provided to all employees via email or posted on the Employee Safety Bulletin Board.

SAFETY COMMITTEE MEETING AGENDA

Date of Meeting:

Meeting Time:

AGENDA

1. Call to Order
 - Changes to agenda (if applicable)
 - Read previous meeting minutes
2. Attendance
3. Old Business:

4. Incident Review
5. Inspection Report(s)
6. New Business:

7. Other Topics:

8. Schedule Next Meeting Date
9. Adjourn

SAFETY COMMITTEE MEETING MINUTES

Date of Meeting: _____

Meeting Start Time: _____

Members Present:

Members Absent:

Guests: _____

Recorder: _____

Old Business:

Incident/Inspection Report(s) Review:

New Business:

Other:

Next Meeting Date: _____

Time of Adjournment: _____

5.0 RECORDKEEPING

WHAT SAFETY COMMITTEE RECORDS MUST BE KEPT?

Maintaining documentation of the committee's activities allows committee members to review historic decisions rendered by the committee relating to previously-identified safety and health issues, as well as how those issues may have been resolved. A good written record makes it possible to monitor the safety committee's progress on all of its activities, particularly eliminating hazards and identifying accident and illness patterns. The more complete the record, the more thorough the committee will be in preparing reports and following up on tasks.

LIST OF RECORDS TO KEEP

- Training Documentation
 - Names of committee members trained
 - Dates of training
 - Training time period
 - Training methodology
 - Names and credentials of personnel conducting the training
 - Names of training organizations sponsoring training, if applicable
 - Training location
 - Training topics
- Safety Committee By-Laws
- Membership List
- Meeting Agendas
- Meeting Minutes
- Copies of Incident Reports
- Copies of Inspection Reports
- Documentation of any other committee activities

HOW LONG SHOULD RECORDS BE KEPT?

It is required that a certified safety committee maintain committee records for a period of five (5) years.

6.o TRAINING

WHAT TRAINING IS REQUIRED FOR SAFETY COMMITTEES?

Committees that are hoping to be certified in PA must complete annual training in at least the following topics:

- safety committee operation
- hazard identification and inspection
- accident and illness prevention and investigation (including substance abuse awareness and prevention training)
- other health and safety concerns specific to the business

It's suggested that the initial training take place early in the committee's operation; prior to the first meeting if possible.

After the initial training, a refresher course must be taken annually to continue to meet the recertification requirements.

WHO MUST BE TRAINED?

All committee members must be trained.

WHO CAN PRESENT THE TRAINING?

Training must be conducted by trainers who hold a qualification recognized by the Department of Labor & Industry or who have been recognized by the bureau as qualified trainers. Ensure the trainer is properly qualified prior to scheduling the training. Written documentation of the trainer's qualifications must be maintained with the committee's training records. If you're unsure of the trainer's qualifications, contact the PA Department of Labor and Industry to inquire.

ONLINE TRAINING WEBINARS

The Pennsylvania Department of Labor & Industry also provides free online training courses that satisfy the requirements of the certified safety committee. This is a 2 ½ hour, instructor-led, interactive training of safety committee members by a qualified provider in a group setting.

Webinars are typically held twice per month. To register for a webinar, go to:

<https://www.dli.pa.gov/Businesses/Compensation/WC/safety/paths/calendar/Pages/Annual-Workplace-Safety-Committee-Training.aspx>

All committee members can participate in the 2 ½ hour webinar session in the same training room if you have a computer, projector and screen, internet connection and telephone. However, if they choose committee members can also participate from their own individual work stations.

Through the same website, you can register for the Recertification Training Webinar. This course is 1 ½ hours in length and will satisfy the annual renewal training requirement.

TRAINING DOCUMENTATION

Training documentation must be kept for a period of five years. The required training information is:

- Names of committee members trained
- Dates of training
- Training time period
- Training methodology
- Names and credentials of personnel conducting the training
- Names of training organizations sponsoring training, if applicable
- Training location
- Training topics

See page 6.3 of this section for a Sample Training Documentation form.

SAMPLE SAFETY COMMITTEE TRAINING DOCUMENTATION FORM

Names of committee members trained:

_____	_____
_____	_____
_____	_____
_____	_____

Date(s) of training: _____

Training times: _____

Training methodology (circle one): Online webinar / Classroom training / Other

Name(s) and credentials of personnel conducting the training:

Training location: _____

Training topics:

7.0 INITIAL CERTIFICATION

HOW DOES THE CERTIFICATION PROCESS WORK?

A workplace safety committee does not need to be certified, but if a committee does apply and is granted certification it is eligible to save 5% on its workers' compensation premiums. An "Initial Application for Safety Committee Certification," must be completed and sent to the PA Department of Labor & Industry. When approval is granted, you will receive written notification that you can then send to your insurer. The insurer and the PA Compensation Rating Bureau will then calculate and apply the discount.

WHEN CAN WE APPLY?

The committee must be operating for six (6) full consecutive months prior to applying.

IS THERE AN APPLICATION DEADLINE?

Applications should be submitted between 90 and 30 calendar days before the renewal of your workers' compensation policy.

HOW DO WE APPLY?

An application checklist can be found on page 7.3 of this section.

The preferred method of applying is online. PA L&I has an online portal for applying called the "HandS System." You will need to create a profile if you haven't already. When you log in to the HandS System, click on "Begin an initial certification of a workplace safety committee online" and provide all information as prompted. You don't have to complete the application all at one time. You can save your application and return to it at a later time if needed.

There is an option to fill out a paper form and submit all documentation via US mail. The form is LIBC-372 and can be found on the PA L&I website (www.dli.pa.gov). When complete, send the form and required documentation to:

Health & Safety Division
Bureau of Workers' Compensation
Certification Section
1171 S. Cameron Street
Harrisburg, PA 17104

CERTIFICATION APPROVAL

Approval letters will be mailed to employers who have been granted certification. Approval letters are also available in the dashboard in the HandS System. The certification approval letter can then be sent to your workers' compensation carrier to receive the 5% discount.

CERTIFICATION DISAPPROVAL

If a disapproval letter is received, there will also be a detailed list of reasons for the disapproval. Depending on filing times and policy renewal dates, you may have additional time to provide an explanation or correction for each identified issue. If the response is adequate a certification approval letter may still be issued.

INITIAL APPLICATION CHECKLIST

Gather the following documents and information to complete your application:

- ☐ FEIN (Federal Employer Identification Number)
- ☐ NAICS (North American Industry Classification System)
- ☐ Workers' Compensation Insurance Policy Number
- ☐ Insurance Carrier Name
- ☐ Current Policy Period (begin and end dates)
- ☐ Number of Employees (total full- and part-time personnel)
- ☐ Date of Committee Formation
- ☐ Total number of committee members
 - Total number of Employer Representatives
 - Total number of Employee Representatives
- ☐ Committee member information
 - Names and titles
 - Representative type (employer/employee)
 - Training completion dates for each member
- ☐ Trainer information
 - Name
 - Organization Type (Group Fund Administrator, Internal/Applicant/Employer, Insurer, PATHS – PA Training for Safety and Health, Third Party Provider)
 - Type (Instructor, In-Service, Experienced, Qualified by Credential – credential code needed)
- ☐ Six Consecutive Months of Committee Meeting Information (Information can be copied and pasted into the online application system. If mailing hard copies, include the Company Name and FEIN on each document.)
 - Meeting date
 - Copy of agenda
 - Meeting minutes
 - Attendance list
- ☐ Years Company has been in Business
- ☐ Injury/Illness Data for three (3) previous calendar years
 - Total number of employees employed for each year
 - Total number of work-related injuries/illnesses for each year

8.0 ANNUAL RENEWAL CERTIFICATION

APPLYING FOR RENEWAL CERTIFICATION

5% discounts can be earned each year if the committee continues to meet the requirements of a certified committee. A certification renewal application will be provided to you between 105-15 days before the annual workers' compensation insurance policy renewal date on record.

WHEN CAN WE REAPPLY?

Your filing timeframe is 90 – 15 days before your workers' compensation insurance policy is due to renew. Applications for certification renewal must be sent during that time.

HOW DO WE REAPPLY?

The renewal application will be available to you in the HandS System 90 days before your policy is set to renew. You can complete all parts of the application online.

Much of the information on the renewal application will be pre-populated from the most recent certification approval. If changes to that information have occurred since your last filing, you will need to make the necessary corrections.

The information required for the renewal application is almost the same as it is for the initial certification. See page 7.3 of this Guide. You will not need to submit all meeting agendas and minutes, but you must attest to the fact that all required documentation is being kept. It's important that accurate records be kept because the state can audit your facility to ensure the committee is meeting all requirements.

If you're not using the online filing system, a copy of the application will be emailed to the designated contact for your company.

CERTIFICATION APPROVAL

Approval letters will be mailed to employers who have been granted certification. Approval letters are also available in the dashboard in the HandS System. The certification approval letter can then be sent to your workers' compensation carrier to receive the 5% discount.

CERTIFICATION DISAPPROVAL

If a disapproval letter is received, there will also be a detailed list of reasons for the disapproval. Depending on filing times and policy renewal dates, you may have additional time to provide an explanation or correction for each identified issue. If the response is adequate a certification approval letter may still be issued.

NEED ADDITIONAL HELP?

CONTACT CCI

We understand that you have the best intentions when it comes to keeping your safety committee running, but sometimes life and business get in the way and the safety committee may fall by the wayside.

Compliance Consultants, Inc. can help support you in your efforts to institute a Safety Committee. Our Safety Committee Management Program will assist you in establishing, implementing, and certifying a Workplace Safety Committee that will meet the requirements of the PA State Workplace Safety Committee Certification Program (34 Pa. Code § 129.1001). Here's how the Safety Committee Management Program can benefit your company:

- We'll provide monthly reminders to the committee of upcoming meetings.
- With input from the committee, CCI will create the monthly agendas and provide topic suggestions.
- A CCI representative will phone conference into monthly safety committee meetings and record meeting minutes. Meeting minutes will be distributed to all committee members.
- A *Safety Committee Manual* specific to you and your company will be provided containing the Safety Committee By-Laws, training documentation, monthly meeting documentation, etc. A new manual will be provided for each year the committee is in operation.
- CCI will inform safety committee members of training webinar dates/times as required by the regulation.
- We will assist you in applying for PA State Workplace Safety Committee certification. CCI will keep you abreast of applicable deadlines and requirements.
- Each year after initial certification, we will assist you in the certification renewal process.
- For an additional fee, a CCI Safety Professional can attend monthly meetings as a guest to present training on a specified safety topic as requested by the client.

For a low monthly fee, CCI will ensure that your committee efforts do not go to waste. Contact us today to learn more about a Safety Committee Management Program and begin reaping the many benefits of a workplace safety committee at your business!



COMPLIANCE CONSULTANTS, INC.

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