



## 2022-23 - Site Safety Committee Requirements and Steps

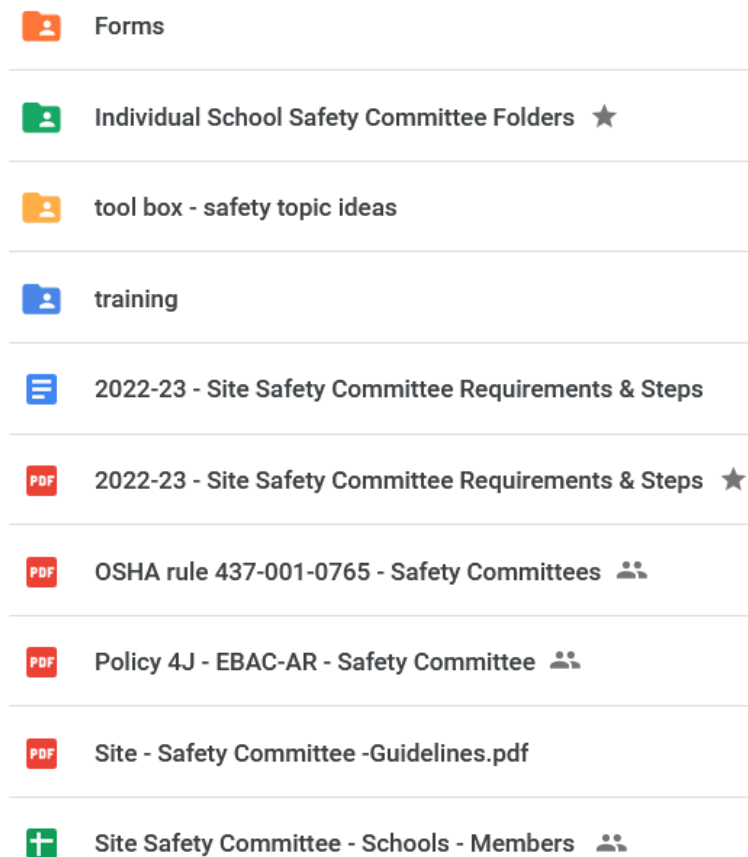
If you are an incoming new site safety committee member, WELCOME! Please familiar yourself with the [team google drive's](#) documents that includes the requirements in maintaining compliance. If you are a returning site safety committee member, please re-familiarize yourself with this drive's folders, documents, and requirements.

A [team google drive](#) was created last year:

1. [Forms](#)
2. [Individual School Safety Committee Folder](#)
3. [Tool box - safety topic ideas](#)
4. [Training](#)
5. [OSHA rule 437-001-0765 - Safety Committees](#)
6. [Policy 4J - EBAC-AR - Safety Committee](#)
7. [Site - Safety Committee -Guidelines](#)
8. [Site Safety Committee Members - googlesheet](#)

Here is a screen shot of our team drive

The template Agenda and minutes are located in the [Individual School Safety Committee Folder](#)



## Site Safety Committee Required Steps

### 1. Update Members List

- **Email Scott Asbury the name of any new site safety committee member AND any past member no longer on your team**
  - If you have more than 20 employees you must have at least **4 members.** Your team is encouraged to have more than 4 members.  
OSHA Rule: [437-001-0765 \(2\)](#)

### 2. Monthly Meeting Date/Time

- **Email Scott Asbury the [date/time](#) your school safety committee will be conducting these required monthly meetings**
  - example: Adams (2:00, 3rd Thursday each month)  
OSHA Rule: [437-001-0765 \(5\)](#)

### 3. Annual Training

- **Watch the training video with your team by clicking [here](#)**
  - Safety Committee Requirements
  - Accident Investigation
  - Hazard IdentificationOSHA Rule: [437-001-0765 \(4\)](#)
- **Email Scott Asbury the name and date each member watched this training**

### 4. Agenda

- **Create, distribute to members, and follow an [agenda](#) for each month's safety committee meeting**
  - Reference Agenda - [topics for each month - Site based Safety Committee](#) googledoc for additional safety topic ideas to discuss
- Save each month's Agenda in your [Individual School Safety Committee Folder](#)

### 5. Minutes (record & email site staff)

- **Document each meeting's minutes using the [minute's template](#).**  
(Designate member to document each meeting's minutes.  
OSHA Rule: [437-001-0765 \(4\)](#))
- **Email each month's minutes to your school's staff & let them know both minutes ([District's](#) & your Site's) have been posted and where your building's required poster bulletin board is located.**
  - Your school can be cited if OSHA asks one of your staff where safety minutes are located and they do not know

### 6. Minutes (post)

- **Print your safety committee's minutes each month and post it on your site's required poster bulletin board (federal, state).**
- **Print and post the [District Safety Committee last month's Minutes](#) on your site's required poster bulletin board (federal, state).**
  - Minutes need to be accessible for staff to be able to review. This includes staff who may not use the email on a regular basis  
OSHA Rule: [437-001-0765 \(8\)](#)

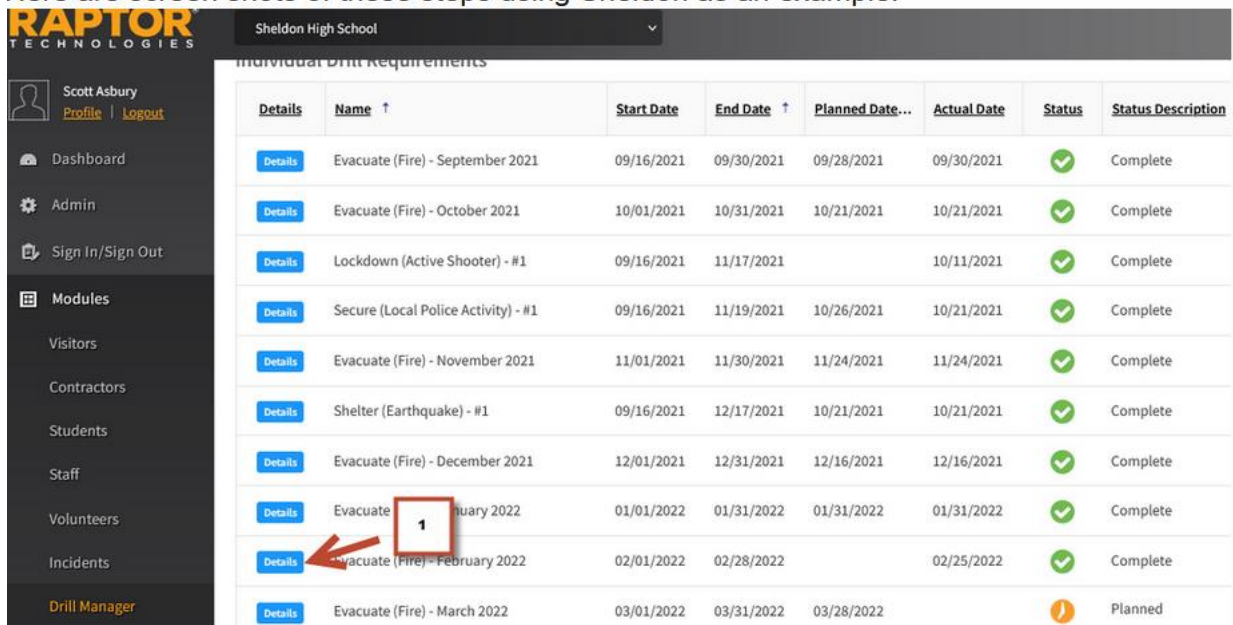
## 7. Upload minutes into Raptor

- Log into [Raptor](#) and upload your site's safety committee minutes into the appropriate month's fire drill by clicking on the details icon to the corresponding month

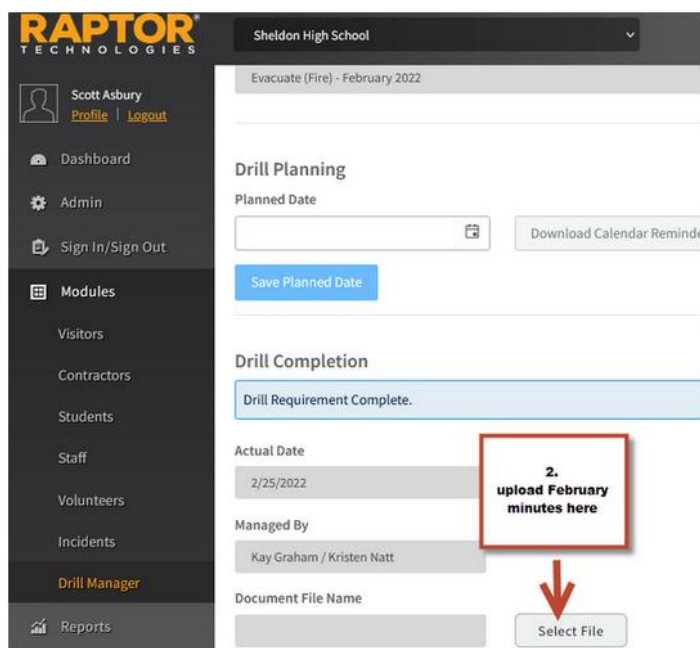
Here are the steps:

- Click 'Details' in your school's appropriate month 'Evacuate (fire)' line in the Drill Manager tab
  - For example if you want to upload February minutes, click on the 'Details' icon in the February Evacuate (Fire) - February 2022 line
- Save/convert minutes filed to pdf format
  - *You will NOT be able to upload the minutes in .doc format*
- Click 'Select File'
- Upload the appropriate month's minutes (pdf format)

Here are screen shots of these steps using Sheldon as an example:



Details	Name ↑	Start Date	End Date ↑	Planned Date...	Actual Date	Status	Status Description
<a href="#">Details</a>	Evacuate (Fire) - September 2021	09/16/2021	09/30/2021	09/28/2021	09/30/2021	✓	Complete
<a href="#">Details</a>	Evacuate (Fire) - October 2021	10/01/2021	10/31/2021	10/21/2021	10/21/2021	✓	Complete
<a href="#">Details</a>	Lockdown (Active Shooter) - #1	09/16/2021	11/17/2021		10/11/2021	✓	Complete
<a href="#">Details</a>	Secure (Local Police Activity) - #1	09/16/2021	11/19/2021	10/26/2021	10/21/2021	✓	Complete
<a href="#">Details</a>	Evacuate (Fire) - November 2021	11/01/2021	11/30/2021	11/24/2021	11/24/2021	✓	Complete
<a href="#">Details</a>	Shelter (Earthquake) - #1	09/16/2021	12/17/2021	10/21/2021	10/21/2021	✓	Complete
<a href="#">Details</a>	Evacuate (Fire) - December 2021	12/01/2021	12/31/2021	12/16/2021	12/16/2021	✓	Complete
<a href="#">Details</a>	Evacuate (Fire) - January 2022	01/01/2022	01/31/2022	01/31/2022	01/31/2022	✓	Complete
<a href="#">Details</a>	Evacuate (Fire) - February 2022	02/01/2022	02/28/2022		02/25/2022	✓	Complete
<a href="#">Details</a>	Evacuate (Fire) - March 2022	03/01/2022	03/31/2022	03/28/2022		⚠	Planned



Evacuate (Fire) - February 2022

Drill Planning

Planned Date

Drill Completion

Drill Requirement Complete.

Actual Date

2/25/2022

Managed By

Kay Graham / Kristen Natt

Document File Name

**2. upload February minutes here**