

Topic Outline for Safety Committee Meetings

For the wine industry there are two main sections of the Washington Administrative Code (WAC) that apply. 296-307 for Agriculture and 296-800 for General Industry. Most wineries fall under General Industry so that is the focus of this outline.

Definition: This rule requires you to have a method of communicating and evaluating safety and health issues brought up by you or your employees in your workplace. Larger wineries **must** establish a safety committee. Smaller wineries have the choice of either establishing a safety committee or holding safety meetings with a management representative present.

There is a difference between a safety committee and a safety meeting.

- A safety committee – you have a team of employees with at least one representative from each department; required if you have more than 11 employees.
- A safety meeting includes all employees (including Visitor Center employees) including a management representative. Regular safety meetings are effective for all sized wineries, even the smaller ones.

Examples within a Winery: The size of your winery will determine whether you are required to have a safety committee or safety meetings.

Regulatory Summary (with emphasis on application for wineries covered under general industry):

1. A review of safety committee meeting violations in Washington State from June 2003 to June 2013 found that there were three violations in Washington State for wineries not establishing and conducting safety committee meetings (WAC 296-800-13020-1).
2. DOSH provides standards for safety committees (WAC 296-800-130).
3. Wineries are required to have either a safety committee or safety meetings. Wineries are required to have a Safety Committee or Safety Meeting plan which can be included as either a section or chapter within their written Accident Prevention Program (APP).
4. Safety Committee Meetings or Safety Meetings must be held at least monthly. The meetings must:
 - Have every attendee sign to record attendance
 - Record meeting minutes; maintain the meeting minutes for at least one year
 - Last one hour or less
 - Review safety and health observations to help correct safety hazards (go around the group and have each attendee report if they have observed any safety issues within your winery; track issues discussed until they are closed. Some issues may take time as they could be part of a larger capital project or require outside assistance)
 - Discuss any accidents or incidents since the last meeting. Present investigation findings including the cause of the incident, make sure cause has been corrected

- Present a safety topic to increase awareness of a topic specific to your winery
- Post safety committee meeting minutes and topic(s) presented in your safety area where other safety information is posted in your winery

5. Separate downloadable documents are provided at the following links and under the Winery Safety tab at www.winerywise.com:

- **Safety committee/safety meetings – Summary WAC 296-800-130**
<http://apps.leg.wa.gov/WAC/default.aspx?cite=296-800&full=true#296-800-130>
- **Establish and conduct safety committees WAC 296-800-13020**
<http://apps.leg.wa.gov/WAC/default.aspx?cite=296-800&full=true#296-800-13020>
- **Follow these rules to conduct safety meetings WAC 296-800-13025**
<http://apps.leg.wa.gov/WAC/default.aspx?cite=296-800&full=true#296-800-13025>