

"Am I prepared for a Workers Compensation Safety Committee Audit?"

The Pennsylvania Bureau of Workers Compensation is conducting audits of safety committees that have received state certification. The purpose is to verify all information submitted on the original application and renewal affidavits.

It is our understanding that the majority of the committees audited are found not in compliance, primarily because proper documentation is not available. The following information is intended to assist you in preparing for an audit.

The notification you receive will advise you that the process takes the entire day. If all documentation is organized and readily available, the audit will take no more than 2 or 3 hours.

1. Be ready to discuss major accomplishments of your Safety Committee.
2. Written documentation you will be required to produce:
 - a. Meeting agendas – 3 years – every month
 - b. Minutes of meetings – 3 years – every month, including:
 - i. Note that minutes were distributed and posted.
 - ii. Inspection reports
 - iii. Reports on specific hazards and corrective action taken
 - iv. Reports on workplace injuries and illness
 - v. Management's responses to committee reports
 - c. List of committee members from each of past 3 years
 - i. Note job duties of each.
 - d. Copy of the committee by-laws
3. The representative will verify the following:
 - a. Correct make-up of the committee
 - i. The committee must have a minimum of four (4) members with at least two (2) employee and two (2) employer members.
 - b. Monthly meetings were held with a quorum in attendance
 - i. Minutes should include a list of all members and whether or not they were present. Note names of guests attending.
 - c. Monthly safety tours were done
 - d. Accident investigations were conducted
 - e. Annual safety committee training
 - i. Training should be outlined in the minutes from that meeting.
 - ii. Describe the topics discussed.
 - iii. List names of all members trained.
 - iv. A copy of the trainer's credentials, including college transcript, should be attached to the minutes.