

	SAFETY COMMITTEE	Document No.:	HSE-OP-040
		Department:	Operations
		Revision Date:	28 APR 2010
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Purpose

The safety committee will be integral to supporting the Trinity Medical Management (“Trinity”) safety management effort and the Trinity Health & Safety Management System (HSMS). Employees and supervisors are expected to fully support the efforts of the safety committee.

Administrative Duties

The Operations Manager (or designee) is the program coordinator / manager and is responsible for its implementation. The upper management assumes all responsibility for the activity of the safety committee and its efforts. Copies of the written program may be obtained in the Operations office.

Safety Committee Formation

Standing membership (permanent) is intended to provide continuity and reinforce management commitment to a safety culture. Standing members to the committee will include:

- Operations Manager
- Training & Compliance Manager

Committee membership by operations personnel is to be voluntary & rotational. This membership will be representative of Trinity geographical theatres of operation and / or project type currently in service.

Duties and Responsibilities

The chairperson will lead the meeting and will report Committee activities during Management Reviews.

Safety Committee members have the following responsibilities:

- Discuss safety activities and unsafe acts / conditions
- Champion safety goals and objectives to other Trinity personnel
- Share safety committee near-miss and safety alert data with local project management and personnel during pre-tower safety meetings.

Goals of the Safety Committee

- Involve employees in safety management
- Maintain a safe workplace
- Lower the rate and severity of accidents and injuries
- Support the Trinity HSMS
- Leverage existing resources to augment safety training and education

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Committee Operation

The Safety Committee will:

- Meet on a regular basis
- Assist in the development of HSE short- and long-term goals
- Discuss accident prevention methods
- Review previous accidents and injuries
- Recommend changes to safety procedures and policies
- Identify job and hazard areas and determine the risks associated with those hazards
- Identify appropriate operational controls to eliminate, lower and / or maintain risks at an acceptable level to prevent harm to Trinity employees

Records

Records of all Safety Committee Meetings and actions shall be maintained in the Trinity Document Management System.

HSE and / or regulatory issues, training, and trends realized during work experience may be addressed. Records of meeting attendance, method, date, and topics will be retained.

Training

If necessary, Safety Committee members will be provided the necessary training and information in:

- Trinity HSMS
- Function of the committee
- Safety programs
- Safety policies