



GUIDELINES HOW TO BUILT A SAFETY & HEALTH COMMITTEE

Building Your Safety Committee

There is a way in which management can encourage employee participation in their workplace safety program is to create a Safety Committee. The committee can help share the responsibilities of implementing and monitoring the Safety Program. Typical duties might include:

- Workplace self-inspections (Kaizen).
- Accident investigations.
- Developing safe work practices.
- Developing written Safety programs.
- Facilitating safety training.

The Committee also can help promote other activities, which encourage employees to support the organization's safety program.

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Building Your Safety Committee

Introduction

Ideally, the safety committee should have representation from both sites, management and labor, as well as from all departments and shifts if applicable. A formal safety committee it may be as effective to have all employees attend a monthly safety meeting during which safety issues and concerns are discussed and recent incidents and injuries are reviewed. Pakuwon may elect to have a group such as department heads fulfill the functions of the safety committee. As long as employee input is solicited, such a group can also accomplish the safety committee's stated duties.

Scope

With all parts of your safety program, to be effective the Safety Committee must have clearly defined roles, responsibilities, and goals. The information provided is designed to help you develop your Safety Committee.

Purpose

Safety Committees should be implemented in your organization for the following purposes:

1. Is to encourage and to cultivate the interest of employees in safety and health issues.
2. To educate leaders, supervisors and employees through awareness and training activities that **they** are mainly accountable for the prevention of workplace accidents.
3. To help make safety and health activities an integral part of the organization's operating procedures, culture and programs.
4. To create an opportunity for the free discussion of safety and health problems and potential solutions.
5. To inform and educate employees, supervisors and leaders about health and safety issues, new standards, research findings, etc.
6. To help reduce the risk of workplace injuries and illnesses.
7. To help ensure compliance with safety standards.

Steps to Building Your Organization's Safety Committee

1. **Define the Structure of the Safety Committee...** Each safety committee should include a chairperson, a vice chairperson, a secretary and general members.

Chairperson:

The primary duties of this position are to:

- Develop meeting agendas.
- Coordinate and conduct orderly meetings.
- Establish necessary deadlines and subcommittee assignments.
- Provide appropriate and timely follow-up on problems and recommendations developed by the committee.
- Serve as a communication liaison between management and the committee.
- Promote health and safety by personal example.

In order to be effective, the chairperson:

- Must have the confidence of other committee members, employees and management.
- Be familiar with the general principles and concepts of health and safety management and company policies.
- Be visibly enthusiastic about his/her organization's safety program.

Note: The chairperson may be appointed by management or (preferably) elected by majority vote of the membership.

Vice chairperson:

The primary duties of this position are to:

- Assume leadership of the committee when the chairperson is unavailable, on a short-term basis, or resigns from the committee.
- Serve on one or more subcommittee or task force and take an active role in other committee activities.
- Be visibly enthusiastic about his/her organization's health and safety program.

The benefits of establishing this position include:

- Ability to conduct business and hold meetings as usual in the absence of the chairperson.
- Continuity of committee leadership and activities should the chairperson leave the position, for example by resignation or a scheduled rotation of leadership.
- Assistance with the coordination and direction of the committee and subcommittee activities.

Secretary:

The primary duties of this position are:

- To maintain, record and disseminate minutes of each meeting.
- Actively promote health and safety by his/her personal example and communication with employees and supervisors.

Note: The secretary should be appointed by the chairperson or elected by members of the committee for a one-year term. Rotating this post periodically to give all members the opportunity is also recommended.

General Members:

The fourth (and most important) element of any health and safety committee is the general membership. Each committee should be made up of individuals from various areas and levels of the organization—representing administration, operating departments and staff personnel. Union participation on the committee should be in accordance with state / local labor agreements. Position descriptions for general members should be written to clarify individual roles and responsibilities.

2. **Define the Optimal Size of Your Committee ...** Define the ideal number of Associates to be part of your Safety Committee. Remember to include representatives from the various departments and work groups. A target of five (5) to ten (10) committee members is a good-sized group.
3. **Define Who the Specific Committee Members Will Be ...** You may elect to hand-pick the specific employees that you think would make good Committee members. You may also choose to issue an open invitation to employees and supervisory personnel to ask for volunteers to join the Committee. Either way, your goal is to have a group of individuals that can work together as a team, and who are willing to do what they can to promote safety in your workplace. Depending on the response to your invitation, you still may need to invite specific individuals to join the committee. If the response is high, then you may need to maintain a waiting list. It is a good idea to periodically rotate members on and off the committee, to help to prevent burnout and to keep fresh ideas and energy flowing through the group.

4. **Top Management Involvement ...** You need to provide top management support to the safety committee, so that all employees will understand that your commitment to safety is a serious one. If you chose to be a member of the committee, then you should remember to encourage all members' involvement in the discussion of safety issues and concerns. Should you elect not to become a member of the committee, and then you should attend the initial meeting and visit periodically after that. You should also review the meeting minutes and make yourself available to respond to questions and concerns from the committee. Most importantly, management must establish the authority of the committee and then support it.

5. **Conduct the Initial Safety Committee Meeting ...** The first meeting should cover the following items:
 - Welcome members to the Safety Committee;
 - Set a schedule for the committee to meet (for instance, the first Monday of every month at 2:00 p.m.) that is as convenient as possible for all members;
 - Define who will be the committee officers--Chairperson, Vice-Chairperson, and Recorder or Secretary;
 - Discuss the duties of the safety committee and determine which duties should at first receive the top priority. Some examples would include conducting facility self inspections, developing required written safety programs, and conducting Incident/Accident review.
 - Define the need for sub-committees to take responsibility for some of the priority items. If sub-committees are formed, their work on projects can be advanced by meeting between the full committee meetings. They can then report on their progress at the next meeting of the larger group. This should also facilitate keeping the length of the full committee meetings to an hour or less.

6. **Review the Progress of the Committee at Least Annually ...** Every year the safety committee's progress should be reviewed in order to evaluate the group's success in helping the organization to meet its safety goals and objectives. This will allow both progress and deficiencies to be identified so that the committee's efforts can be further refined as necessary to allow the organization to continue to make progress toward an accident-free workplace.

Key Elements of Safety & Health Committee

To be effective, Your Safety Committee needs to do the following:

- Hold meetings on a regular basis, following a consistent schedule.
- Set clear meeting agendas, publish them in advance, and follow them.
- Keep minutes of each meeting that summarize the issues discussed, the proposed actions to be taken, and the person(s) responsible for follow-up on each item. Minutes should be published and provided to each committee member, as well as made available to all employees.
- Members should be required to attend all meetings, except in the case of emergencies. If a member cannot attend a meeting, then an alternate should be sent. Attendance should be taken at each meeting and recorded in the minutes.
- Publicize the Committee's accomplishments, as well as assistance to management; find ways to recognize the efforts of individuals and groups within the organization who make significant contributions to the Safety Program.

Safety Committee Planning Guide

A. General Organization of Safety Committees

1. The chairman of the executive committee should announce the formation of the Safety Committee officially. This should include a brief description of the committee's function, current membership, and should request cooperation from all departments.
2. The committee membership should have knowledge of their work area, interest in supporting safety, and have the support of their peers. The committee should be consistent with this requirement.
3. Safety committees should have access to and communications with top management through direct reporting or via distribution of the minutes to all key management officers and department heads.
4. The safety committee should have the full backing of management if they are to function effectively. Executive Committee should monitor the safety committee to ensure that it is meeting its objectives.

B. Duties of the Committee

1. Report unsafe conditions and suggest corrective actions.
2. Meet at least monthly.
3. Define duties and responsibilities of officers and members.
4. Review incidents, near misses, Supervisor's Accident Investigation Reports, claim summaries and loss analysis on a periodic basis.
5. Review all serious injuries. Not for faultfinding, but for fact finding to prevent a re-occurrence of the same or similar incident.
6. Contribute ideas and suggestions for improvements in safety.
7. Work safely and influence others to work safely.
8. Make periodic facility safety audits.
9. Sponsor and coordinate contests, poster programs, safety drives; etc., and supply other informational materials which can help to promote safer operations.
10. Develop, implement, and review written safety programs.
11. Build enthusiasm for safety programs.
12. Direct involvement with organizational wide safety training.
13. Establish dispute resolution procedures.
14. Propose and create safety checklists.
15. Identifying high-risk job tasks and developing written safe operating procedures.

C. Setting of Goals

1. Short term, 1-6 months and long term, greater than 6 months.
2. Goals should be measurable and achievable.
3. Goals should be reviewed periodically to determine the effectiveness of the committee and to reset or restate goal targets.

D. Safety Committee Meeting Agenda

Committee Chairman/Safety Manager should call the meeting to order, the secretary should take minutes of the meeting, if the secretary is not present, the chairman should designate a member to take minutes and proceed with business in the following suggested order:

1. Call to Order

- a. Call meeting to order, introduce guests, speakers, agenda changes, etc.
- b. Read minutes of previous meeting. Note corrections or changes.

2. Old Business

- a. Discuss status of previously submitted recommendations.
- b. Request status report on any other pending old business.
- c. Set target dates for completion of recommendations and other pending items.
- d. Status report of goals and objectives.

3. Accident Review

- a. Brief summary of number and type of incidents reported since last meeting.
- b. Discuss severe or potentially severe cases including action to be taken or suggested to minimize exposure.
- c. Brief summary of number and type of accidents for the year to date.
Discuss any problem trends.
- d. Evaluate effectiveness of supervisor's investigation/prevention efforts.

4. Inspection Reports

- a. Report findings of safety inspections made by the committee members or others. Department operations should be inspected on a rotating basis.
- b. Discuss and decide on action to be recommended as a result of reports.
Identify who will be responsible and establish time frame for action.

5. New Business

- a. Request committee members to submit safety suggestions (brainstorm).
- b. Comment on new safety procedures, equipment, etc., of interest to the committee.
- c. Plan and schedule safety-training programs.
- d. Other new business

6. Goals/Planning (possible topics)

- List each new recommendation submitted at the meeting. Identify action to be taken and by whom prior to the next meeting.
- Offsite Tours and Training
- Guest Speakers
- Insurance and Loss Control Consultants
- Present safety awards

E. Common Safety Committee Mistakes

- The group has no clear-cut job to perform, or the committee has no reason to exist.
- There is talk, talk, talk...without decisions.
- People are appointed who are neither interested nor experienced.
- The chairpersons are not qualified by experience, desire, or ability.
- The group has no orderly plan, no time schedule.
- People do not show up for meetings and inspections.
- The work of the committee is not recognized by employees or management.
- Agendas are sent out late or distributed only at the meetings.
- Minutes are sent out late. They should be distributed within a week after the meeting with reminders of assigned tasks.

F. Essentials of an Effective Safety Committee

- Top management officials should attend safety committee meetings (at least periodically). They must show interest in the safety program to both supervisory management and labor.
- Mission Statement. Clear statement that supports the safety committee and states what management is looking for and what it is expecting to get from the committee. Gives the committee guidelines to meet the requirements of upper management.
- Improved inspections.
- Implementing cooperative inspections that include workers and management representatives;
- Making inspections fun and gratifying by noting not just the negative but the positive conditions in the workplace; and
- Issuing rewards after inspections.
- Chairperson must show strong leadership, keep things moving.
- The committee should address legitimate safety issues only. The committee should not become a format for negotiating union business or airing grievances.
- Meeting agendas must be established and provided to members in advance. The agenda should establish a starting and ending time for the meeting.
- Minutes of each meeting should be circulated to all members and management within 2-3 working days following each meeting.
- Members must be expected by management to attend meetings and to schedule the necessary time.
- Acknowledgment. Recognition of the committee for its positive impact on the workplace. Bringing the success of the committee to everyone's attention makes others want to be part of it.
- The minutes should include the names of members who did not attend as well as those members that did attend.

- Let all employees of the organization know about the committee. Post minutes or notices, put articles in newsletters. Solicit input from “fellow” employees.
- Be positive. Give credit where credit is due. Keep employees informed of the committee’s activities.

Safety Committee Meeting Minutes

Date _____ Time _____

Location _____

A. Attendance

Present

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| | | |
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| | | |

Absent

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| | | |
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B. Call To Order

C. Old Business

D. Accident Review

E. Inspection Report Review

F. Recommendations

G. Corrective Actions Taken

H. Suggestion Box Responds / Department Suggestions

I. New Business

J. Review of Safety & Health Committee

K. Next Meeting
