



Safety Committee

Workplace Safety & Health

Purpose

The purpose of a Safety Committee is to regularly bring workers and management together in a cooperative effort to communicate and to promote occupational safety and health in the workplace. It's an opportunity to assist the employer and make recommendations for improvements regarding safety issues. It's a joint effort to detect and correct workplace hazards, reduce injuries and illnesses, prevent fatalities and increase safety awareness. The committee is visible and approachable for safety and health concerns, suggestions, and problem solving.



The Safety Committee is a collaboration of management, employees, and supervisors who work together to establish a routine of safe practices and policies.

The Safety Committee is comprised of a group of employees who value the safety and well-being of their peers and the continuous success of the organization. It's an effective way to improve safety behavior and performance in the workplace and to encourage workers to support the organization's safety program.

Management's Commitment to Workplace Safety

- Establish procedures for review and management's response to minutes.
- Submit written recommendations for safety/health improvement/changes and response.
- Evaluate employer's safety/health policies and procedures.
- Respond in writing to safety committee recommendations.
- Review corrective action taken by management.

Committee Meetings and Employee Involvement

- Establish procedures for employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information.

- Include employee input on agenda for safety committee meetings.
- Hold monthly meetings.
- Keep meeting minutes.
- Develop and make available a written agenda for each meeting.
- Take meeting minutes and distribute to management and the safety committee members.
- Include in the meeting minutes all recommendations.

Hazard Assessment and Control

- Establish procedures for workplace inspections to identify safety and health hazards.
- Assist the employer in evaluating the accident and illness prevention program.
- Appoint an inspection team of at least one employee representative and one employer representative.
- Conduct workplace inspections at least quarterly.
- Make a written report of hazards discovered during inspections.
- Review corrective measures. Make written recommendation to correct the hazard, and submit it to management for timely response.



Safety/Health Planning

- Establish procedures to review inspection reports and make appropriate implementation of new safety/health rules and work practices.
- Develop/establish procedures for an annual review of the company safety and health program.

Accountability

- Evaluate the company safety and health accountability program.
- Make recommendations to implement supervisor and employee account ability for safety and health.

Accident/Incident Investigations

- Establish procedures for reviewing reports completed for all safety incidents, including injury accidents, illnesses and deaths.
- Review these reports so that recommendations can be made for appropriate corrective action to prevent recurrence.

Safety/Health Training for Committee Members

- Identify and make accessible applicable OSHA standards and other codes that apply to your particular industry.
- Provide specific training on your type of business activity. Include at a minimum, hazard identification of the workplace and how to perform effective accident incident investigation.
- Identify the location of safety procedures provided with appropriate equipment and inform employees of their location.
- Recommend training for new employees and refresher training on company, department and

Felt Leadership
Leading by example, walking the talk, demonstrating care and visibility in the workplace.

Zero Tolerance
Not accepting unsafe conditions or acts. No exceptions to following legislation and company policies, rules and procedures. Enforcing the rules.

Zero Harm
Preventing accidents, incidents, property damage and loss to people and to the business.

Safe Production
One without the other is not a viable or successful business.

Safety must remain everyone's number one priority. Guided by these four concepts, we can approach our number one priority of safety. Safety can never be compromised.

work location safety practices, procedures, and emergency response.

- Management should maintain (and make available to the safety committee) records on employee safety training.

The Safety Committee will function more effectively as long as it is recognized by employees, supervisors

and managers who welcome its services. The committee can be a proactive tool to help prevent unsafe practices and conditions, reduce the risks associated with injuries and illnesses, and help motivate employees and supervisors to become actively involved in their organization's safety and health program.

SAFETY TRAINING SIGN-IN

Company Name: _____ Date: _____

Subject: Safety Committee

The following employees participated in this training.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

