

Effective Safety Committees



Why does our company need a safety committee?

- Accident prevention
- Injury and Illness prevention
- Employer - Employee communication



Purpose of a Safety Committee

- Assist and supplement management's safety efforts
- Management is responsible for safety
- The committee provides the structure for involvement

How to Organize a Safety Committee

- Chairperson - leader (does not have to be Safety Director)
 - a safety committee cannot function with a leader
- Members represent each area of work facility
 - as small as 3-5 people or as large as 15-20
- Members are elected by peers
 - they serve a minimum of 6 months
 - management never exceeds hourly workers

How to Organize a Safety Committee

- Schedule meetings
 - once a month (usually same time each month)
 - meeting locations can be changed
 - meetings start and end at a predetermined time
- Agenda is prepared and followed
 - can be issues from last meeting
 - new issues

Functions of the Safety Committee

- Investigation of accidents
 - determine how to prevent future accidents
 - cover “near-misses”
- Inspections of the facility
 - equipment/tools
 - PPE
- Discuss safety policies
 - input from all members and peers

Functions of the Safety Committee

- Promote safety
 - insure posters are maintained
 - assist in incentive programs
 - determine training needs
 - discuss upcoming work operations that may warrant new safety procedures

Functions of the Safety Committee

- Accident analysis
 - number and type of accidents
 - location of accidents
 - recommendations for remedial action

What Each Committee Member Should Know

- Company safety policy
- Accident reporting procedures
- First aid equipment and facilities
- Communication lines - in-house organizations, unions, and bulletins
- Familiarity of department accidents

Responsibility of Each Member

- Attend meetings
- Participate, discuss issues
- Report to fellow employees (hazards or unsafe work practices)
- Report to fellow employees (safety efforts)
- Take part in education

Mission

- Committees need a statement of purpose

ex:

“Provide recommendations to management on topics specific to injury prevention, worker health & safety, upgrading of skills and improvement in worker productivity and security.”

Objective

- Determined to help the committee achieve the mission
- Objectives are short, concise, measurable, and achievable

ex:

“Develop an aerial lift safety training program by July 2004 that meets manufacturers specifications and addresses the needs of our workers.”

Strategies

- Specific actions the committee will take to achieve objectives
 - these are accompanied by “who” “when” in order to complete tasks

One method is a task log. The committee tracks this log at every meeting

- Who is working on what
- What is the progress

Conclusion

- ☞ Accidents are a never-ending problem
- ☞ Accidents will happen
- The safety committee, if maintained properly, is a great tool for minimizing accidents at your work facility