



# Safety Committee Guide



Loss Prevention  
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## What is the Purpose of a Safety Committee?

**The purpose of a Safety Committee is to provide employees with an avenue to work cooperatively with management and promote safety and health in the workplace. A Safety Committee can make a big difference in achieving buy-in from all levels of your organization.**



A truly representative committee will include workers, management and executives, as well as personnel from production and administration. Election by peers or appointment by collective bargaining agents lends even more legitimacy.

Ultimately, a well-rounded committee puts everyone on the same page. The presence of management and executives shows their commitment to creating a safe work environment. Likewise, representatives from each group of workers can ensure their peers' voices are heard. Any safety program is only as

effective as its execution, and proper execution begins and ends with buy-in. In addition, a Safety Committee provides a means for organizations to evaluate their current safety programs' elements and modify or establish elements as they relate to regulatory issues.

**Contact us to schedule a consultation with one of our loss prevention experts!**

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## Committee Size & Meeting Frequency

The guidelines listed below should be used for determining the size of your Safety Committee and the frequency for conducting meetings.

Member Size	Safety Committee Size	Frequency of Meetings
Less Than 10 Employees	2 Employees	Quarterly
10 - 50 Employees	4-6 Employees	Quarterly
50 - 100 Employees	6-8 Employees	Quarterly
More Than 100 Employees	6-8 Employees	Every Other Monthly

## Safety Committee Selection & Membership Criteria

1. Identify and talk to potential employees regarding Safety Committee participation.

Consider the following when selecting committee members:

- Dedication to prevention of accidents and injuries
- Interest in serving
- Communication skills
- Ability to see other viewpoints
- Credibility with other employees
- Good people skills
- Ability to get things done
- Knowledge of jobs in department
- Overall work experience

2. Talk with candidates to determine their interest. Indicate that they will serve from 12-18 months on the committee prior to rotating membership. The posting should be updated based on changes in committee membership.
3. The committee should be made up of at least one member from the following list:
  - Senior Management
  - Maintenance/Facilities
  - Supervisor/Lead
  - Human Resources
  - Direct Labor
  - Other willing participants
4. Once the members have been identified, a list of committee members should be posted in a central area where all employees can see it.
5. Provide a copy of the [Safety Committee Participant Handout](#), on page 7, to all members prior to the meeting for their review.
6. Decide on first meeting date. Communicate to all members. The first meeting could be held around lunchtime. Consider providing pizza or other food for the members at the first meeting as a “thank you” for their participation.

## Multi-site Facilities

### What if my business has more than one location?

If several buildings are located on one property, only one committee is needed. If there is more than one property, each property should have its own Safety Committee.

**Centralized Safety Committees:** One centralized Safety Committee can be established that represents the safety and health concerns of employees at all of the locations. The centralized safety committee adheres to the following:

- States management's commitment to workplace safety and health.
- Requires employee involvement and describes what it means.
- Describes how management will hold everyone in the business accountable for safety and health.
- Describes specific methods for identifying and correcting safety and health hazards at each location.
- Requires a comprehensive annual review, in writing, of the committee's activities to enhance workplace safety at all locations.

## Best Practices

- Develop the following goals:
  1. Short term goals are for 1-6 months, and long term goals are for 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 goals and targets.
- Set a schedule for the committee to meet (for instance, the first Tuesday of every month at 2:00 p.m.) that is as convenient as possible for all members.
- Place photos of the team members on the safety board to help employees identify the committee.
- Distribute Safety Alerts and Home Safety Tips to employees to help build a 24/7 Safety Culture.
- Committee can sponsor CPR training, defensive driving training, safety & health days, home safety training, and health and wellness.
- Involve bi-lingual employees to assist with communication.
- Have committee members assist with new hire orientations and initial walkthroughs of facility.
- Determine 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.
- Keep the length of the full committee meetings to an hour or less.
- Build enthusiasm for safety programs.
- Identifying high-risk job tasks and develop written safe operating procedures.
- Establish a rotation of committee members.
- Annually, review the progress of the committee and the workplace safety at all locations.



# Chairperson Responsibilities

**As the Safety Committee chairperson you have a leadership role and subsequent responsibilities that go with that leadership. The following issues should be considered before, during, and after meetings:**

## Before the Meeting

- Coordinate agenda and send out copy to members.
- Review minutes from last meeting to check on status of or pending action items.
- Arrive early to set up meeting room.
- Coordinate lunch, breakfast or snack.

## At the Start of the Meeting

- Start on time.
- Seek approval of agenda from committee (review and revise agenda if required).
- Introduce any new members or guests.
- Set clear time limits (for the meeting or specific topics).
- Review action items from the previous meeting.

## During the Meeting

- Focus on each problem in the same way.
- Focus on the resolution of problems.
- Protect members from personal attacks.
- If needed, remind the members to respect other member's time and keep an open mind.
- Recognize that communication problems may exist and work on them.
- Refrain from hasty decisions.
- Recognize the committee goals and efforts.
- Keep the focus on safety and health issues.
- Share credit with the committee and thank them for their efforts.
- Don't be discouraged by the first obstacle you encounter.
- Finish the job and arrive at a decision.



## At the End of the Meeting

- Establish action items and responsibilities. Who, what, and when?
- Close the meeting on a positive note.
- Set the date and place for the next meeting.

## Following the Meeting

- Evaluate the meeting (for example, were expectations met, was the agenda followed, were problems resolved, and can future meetings be improved?).
- Take accurate and complete minutes during the meeting utilizing the minute taking outline (enclosed in guideline package). If possible the minutes should be typed. An advanced copy of the minutes should be approved by the chairperson prior to them being distributed to other members.
- Distribute and post minutes in common area visible to all employees.

# Safety Committee Member Responsibilities

**As a member of the Safety Committee, your responsibilities include:**

- Start meetings on time.
- Coach co-workers on safe work practices, and help them correct unsafe behavior.
- Conduct periodic safety meetings in your department.
- Help in accident investigations.

As a member of the Safety Committee you have a special responsibility to serve as an example to your fellow workers.

You influence their attitude by your adherence to safety rules and procedures, wearing PPE (personal protective equipment), and making suggestions for improved working conditions and job procedures.

Openly communicate with those in your department on safety matters to develop an understanding of your role as Safety Committee members.

## Solving Safety Problems

Accidents are unplanned events that can result in personal injury or property damage. They can be influenced by conditions in the workplace and actions or inaction by management, supervisors and co-workers. The majority of accidents are caused by human error. These errors can stem from shortcuts, not following procedures, inadequate training and poor management involvement. There is rarely a single cause of an accident.

Workplace accidents can be prevented by improving equipment, employee training, modifying work procedures, wearing personal protective equipment and supervision to reduce potential hazards and unsafe behaviors.

Supervisors have primary safety responsibility in directing the workforce. As a committee member your duties will be to help every supervisor discharge that responsibility most effectively.

## Making the Most of the Meetings

As a member of the committee, your duties do not begin and end at the meeting. You will be asked to prepare for meetings and be given assignments to complete between meetings.

Do not be intimidated by the rank of others on the committee. Your work experience is a valuable asset to the committee's purpose. Work toward developing a team effort in the committee meeting. The meeting should not be a political forum or place to air grievances. It works best when all members participate equally to provide the most creative and effective solutions to safety problems.

The value of committee work is in the ideas developed through creative discussion, supporting those ideas with facts, and agreeing on issues. This provides momentum for getting things done whether the solution is actually carried out by a supervisor, co-workers, or outside consultant.



# Safety Committee Participant Handout

*Provide one copy for each safety committee member.*

## Welcome to the Safety Committee

Safety is important to this company. For that reason, management fully supports this safety committee. Employee involvement in accident prevention is important to help reduce accidents, injuries, and suffering as well as needless costs associated with them.

We envision your work with the committee as being rewarding since you will play an active part in improving our accident record.

You have been selected to serve because of your interest in improving safe work practices and conditions. Your participation with others on the committee assists management with decisions that are vital to all areas of employee safety and health.

Your special knowledge of how work is done in your department and understanding what your co-workers do, is valuable to this committee's work.

Thank you in advance for your help.

## Our Purpose

To work together as a team for the express purpose of identifying hazards in the workplace before accidents occur. Once hazards are identified, we then hope to minimize our employees' risk by changing exposure to the hazards by educating (increasing awareness), administering (rules), or by engineering (re-configuring) the hazards out of the workplace.

## What You'll Be Doing

This Safety Committee will perform the following:

- Meet on a regular basis to discuss a range of topics regarding employee safety and health.
- Identify problems and suggest corrective actions for management to implement.
- Help communicate safe work practices to co-workers.
- Review accidents, determine how they occurred and provide recommendations to prevent re-occurrence.
- Analyze accident trends to evaluate the overall performance of the safety program and identify areas for improvement.
- Conduct self-inspections to identify potential hazards that could lead to accidents and injuries. Discuss methods and ways to eliminate the hazards.
- Review employee safety suggestions.
- Play an active role in prioritizing safety-related issues, according to frequency and severity of incidents, and costs of implementing corrective actions.
- Help plan and schedule safety training/education to increase employee safety awareness.
- Communicate safe work practices to other workers so they can reduce accidents and injuries.



# First Meeting Checklist - Agenda

*First meeting to be conducted by senior management.*



## **Select a Committee Member to Keep Minutes of Meeting**

Hand a copy of Secretary's Responsibilities to person selected.  
(Secretary to start recording at that time for the remainder of the meeting.)



## **Elect Chairperson**

Hand a copy of Chairpersons Responsibilities to person elected.  
Chairperson to lead the remainder of the issues below after welcome by top management.



## **Welcome Members**

To be read by senior management.

"Welcome to the first Safety Committee meeting. Thank you for your willingness to participate. We will be working proactively to help reduce workplace accidents and injuries. When an injury occurs it not only affects the injured worker but everyone in his or her department.

We will be working together to help reduce accidents and injuries. We will conduct accident investigations, self-inspections of our facility, and establish controls to minimize potential hazards.

Hopefully this will be a rewarding experience for each of you as well as having a positive impact by reducing our injury rates.

Do not be intimidated by the rank of others on the committee. Your work experience is a valuable asset to this committee's purpose. We will work toward developing a team effort during these committee meetings. The meeting will not be a political forum or place to air grievances. It works best when all members participate equally to provide the most creative and effective solutions to safety problems.

The above statements are meant to be used as a guide. Feel free to adjust the statements to better suit the business.



## **Review Participant Handout Bullet Points.**

Chairperson to lead. Provide copy of participant handout to each member.



## **Discuss Any Recent Accidents or Injuries.**

What happened? Most importantly what can be done to prevent re-occurrence? Discuss options.



## **Any General Safety Issues Need to be Addressed?**

Corrective actions needed? Who will handle action assignments?



## **Determine Next Meeting Time.**

Attempt to stick to the same time and day of week, such as the second Tuesday at 10:00 am on date. If possible, schedule remaining meeting dates for the rest of the year.



## **Determine Who Will Conduct Self-Inspection Prior to Next Meeting.**

The self-inspection should be completed the week prior to the next meeting so the results and possible corrective actions can be discussed.

# Model Safety Committee Meeting Agenda

- Call to Order (The meeting should be called to order promptly at the appointed time.)
- Approval of Previous Minutes. Any changes needed?
- Accident & Incident Review with Corrective Actions
- Old Business Review
- Employee Suggestions & Issues
- Self-inspection Results
- Identify Problems and Recommend Corrective Actions
- New Business
- Assign Action Items & Follow Through
- Next Meeting Date



## Safety Committee Meeting Forms

**Documentation is critical to the success of the safety committee.**

**Download Digital Version:** Visit [beaconmutual.com/safety-library](https://beaconmutual.com/safety-library) to download the PDF version of this booklet. The forms on the next few pages are available as attachments in the left panel of the PDF and contain fillable form fields to allow you to type information directly in the forms.

### First Meeting Notification Form

This form is used to list all committee members, how often you will meet, and your next meeting information.

### Meeting Minutes Form

The Minutes Form should be used to keep the minutes of the meeting. Documentation is critical to the success of the safety committee. The minutes will provide that documentation and help establish accountability for safety committee members, employees and management.

The minutes should be placed in draft form, approved by the chairperson, finalized, then distributed to all members and posted in a common area.

You are not limited to what you can include in the minutes but be realistic since you will want members to read and use the minutes.

# Employee Safety Committee Meeting

**Number of Safety Committee Members:** \_\_\_\_\_

[illegible]

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# Safety Committee Meeting Minutes

Date:	Start Time:
	End Time:

Chairperson:

Committee Members Present (list names):


Visitors/Guests:


## Accidents

**Accident/Incident Review** (list all accidents since last meeting, include the date and description):

Date:	Description:	Adequet Investigation?	Corrective Action Taken?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Old Business

List Major Topics:	Completed?
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Suggestions, Issues, or Topics brought up by employees:**


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List Issues needing attention or improvement.

[illegible]

Next Meeting Date
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Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

<b>General Comments:</b>
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## Notes





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