



# SafetyAlert

We're Serious About Safety

## Forming a Safety Committee

A Safety Committee should be the foundation of your safety program. Creating a formal safety committee will ensure that a process is in place to address all safety issues and standards within your company. More importantly, you will be able to achieve a higher level of safety awareness and shared responsibility amongst your employees as they take ownership in the duties of the committee.

## Who Should Participate

The committee should have six to ten members and contain representatives from top management, middle management, foremen, line supervisors, facilities, and line workers. Union representatives are also essential when the conditions exist. Limiting the size of the committee promotes effective control during meetings. If needed, subcommittees may be formed, with chairpersons reporting to the primary committee. Rotate membership of this committee to promote the concept that it is a privilege to serve in this capacity.

## Benefits

The benefits of having a safety committee are immense and include improved employee morale, healthier relationships between management and union, fewer injuries, increased productivity, and lower insurance premiums.

## Goals

The committee functions as a TEAM and meets regularly. Remember to expand the topics discussed to include not only safety, but also the impact the committee may have on production, maintenance, and other company issues. Sharing ideas will improve communication among departments and personnel.

## Committee Functions

- Review current safety programs for content and effectiveness
- Propose and/or approve changes in the company's Safety Program
- Review and update company safety training programs
- Oversee training/education implementation
- Review loss history data, as well as all accident and incidents claims
- Conduct regular self-inspections
- Dispense and track all safety recommendations/plans
- Solicit safety recommendation/suggestions from all employees
- Evaluate incentive and discipline protocol
- Record all committee activity
- Communicate/publish company safety records and committee performance

## Safety Committee Checklist

- Management's Commitment
- Safety committee policy statement
- Representation from various departments, with equal mix of management and labor
- Consistent date and time for the meeting
- Development of a formal agenda
- Chairperson to keep committee focused
- Secretary to record meeting minutes
- Deliberate "action" items as a result of each committee meeting
- Process to track Safety
- Committee Action Items
- Safety "Suggestion" process
- Communication tool to share committee agenda and activity throughout the company

**If you do not have a safety committee at your facility, start now! For assistance, contact your loss prevention representative.**



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