SafetyCommittee

Safety committees can be invaluable to a safety program by providing the active participation and cooperation of many key people in the organization. They also can be unproductive and ineffective. The difference between success and failure lies with the original purpose of the committee, it's staffing and structure, and the support it receives while carrying out its responsibilities.

A safety committee is a group that aids and advises both management and employees on matters of safety and health pertaining to company operations. In addition, it performs essential monitoring, educational, investigative, and evaluative tasks.

**Safety Committee Program**

Formation of a safety committee:

1. Members should represent daily work activities;

2. Both employee and employer representatives should be on the committee;

3. The committee may be chaired by one member, or co-chaired by more than one;

4. Membership on this committee should vary.

Duties of the safety committee:

1. Conduct regularly scheduled and documented safety committee meetings;

2. Actively participate in safety and health instruction programs;

3. Conduct hazard recognition inspections of the workplace on a regular basis;

4. Review and evaluate hazard recognition reports;

5. Review all accident investigation reports;

6. Review all employee reporting and communications reports;

7. Inform management of proposed safety and health recommendations and improvements;

8. Monitor and evaluate the effectiveness of safety and health recommendations and improvements;

9. Compile and distribute safety and health information to employees; and

10. Monitor Federal, state and local worker related laws and regulations.

Agenda of a safety committee meeting:

1. Review minutes of previous meeting;

2. Discuss any unfinished business from last meeting;

3. Report on actions taken by management as a result of previous suggestions;

4. Review accident investigation reports;

5. Review hazard recognition reports;

6. Review employee reporting and communication reports; and

7. Report suggestions on health and safety hazards to management.

**Safety Committee Minutes**

Date of Meeting: Time Opened: Time Closed:

**Committee Members Position Present/Absent**

**Minutes of Meeting**

Signed

Committee Chairman

\*\*A copy of these minutes should be made available to all employees.