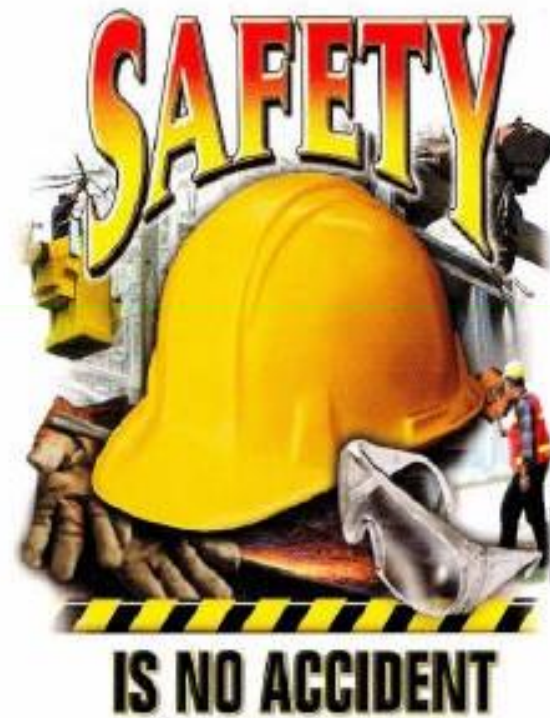


SAFETY COMMITTEE



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Establishing a Safety Committee

A safety committee may be one of the most effective tools to improve the overall safety and health of the workplace

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Establishing a Safety Committee

Basic Principles

- The safety committee should:
 - Be composed of both employees and management
 - Meet monthly and inspect quarterly



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Establishing a Safety Committee

Basic Principles (continued)

- Employees are either elected or volunteers
- Committee activities assist in fact-finding

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Establishing a Safety Committee

Sample Statement:

(Company name) has established a safety committee, to involve employees in achieving and maintaining a safe, healthful workplace

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Establishing a Safety Committee

Influential Activities

Our safety committee activities will include:

- Assessing and controlling hazards
 - Review accident investigations
 - Conduct safety walks and develop recommendations
- Assessing safety training and awareness topics
- Maintain minutes of meeting
- Communication with employees regarding safety committee activities

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Establishing a Safety Committee

Influential Activities

Our safety committee activities will include (cont.):

- Management recommendation response system
- Developing safety rules, policies and procedures
- Educating employees on safety related topics
- Evaluating the safety program on a regular basis



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Committee Duties

- Chairperson
 - Prepare agenda
 - Review previous minutes and materials
 - Conduct the meeting
- Secretary
 - Record minutes
 - Distribute minutes
 - Post minutes
 - Report status of recs

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Committee Duties

- General Membership
 - Report unsafe actions/conditions
 - Contribute improvement ideas & suggestions
 - Influence others to work safely



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Term of Positions

- Each **member & secretary** is expected to participate for one year
 - At nine months into a term, both members & secretary are to bring names of persons to replace them on the safety committee
 - *A member or secretary* may serve on the committee for up to two years with safety committee chairperson and manager's approval
- The **chairperson's** term is two years. At 21 months, the current chairperson should bring names of possible replacement candidates to executive management to select a replacement from or they may choose another candidate

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Real World Challenges

- Bob & Bill have been warned several times by their supervisor about driving forklifts through the warehouse in an unsafe manner. When speeding to impress a co-worker, Bob tipped over the forklift and badly injured his leg.

- While working, Martha burned her hand. Her co-worker, Julia told Martha she would drive her to the doctor's office after work so Martha wouldn't have to make a claim.

- What could a safety committee do to make certain accidents like this do not occur again?



- What policy or procedure might have caused this discussion? How might the safety committee intervene to get employees to report injuries?

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Real World Challenges

- Joe walked into his supervisor's office and told her that he just about lost his hand because another grinder stone broke while he was using it. She told him to stop complaining, stones just break. There is nothing we can do.
- What is wrong here?
- What can a safety committee do to reform this kind of response to a hazard and potential accident?

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Real World Challenges

- Most safety committee meetings in our company last over two hours and they just end up being gripe sessions. One person, in particular, seems to dominate the whole meeting. The meetings ramble. I just don't think the meetings are worth my time.
- What can a safety committee do to turn this situation around?



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Real World Challenges

- Sure, the company conducts accident investigations. But the same kind of accidents just keep on happening. I never hear what really happened... just get the details from the good ol' grapevine.
- What are the weaknesses in the safety and health system causing this situation?
- How can the safety committee get positively involved to make a difference?

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Concluding Thoughts

- Prominently post names of safety committee members
- Safety recommendations should be submitted to top management
- Don't wait to correct workplace hazards, correct them as soon as possible

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Risk & Safety Management Contact

If you have any questions or would like Risk and Safety assistance with your policy, please contact us:

Albuquerque area: (505) 345-7260

Toll Free: (800) 788-8851

P.O. Box 27825

Albuquerque, NM 87125

You can also email us at NMMSafetyAdvisor@NewMexicoMutual.com

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