

Safety Committees

A Safety Committee can greatly enhance an employee safety program. One purpose of a Safety Committee is to maintain employee interest in the safety program. The Safety Committee also acts as a link between top management and front-line employees by promoting the benefits of safety. Upper management can help ensure the Safety Committee's success by providing support, identifying department representation, and assigning the committee responsibilities.

Safety Committees make positive contributions to the company. Common duties assigned to Safety Committees include:

- Completing facility safety inspections (The frequency of inspection can vary based on company size and the amount of safety exposures. Documented inspections can be conducted on a weekly, monthly, or—at minimum—quarterly basis.)
- Reviewing recent accident investigation reports for cause and suggesting corrective actions
- Advising management of emerging safety issues and offering suggestions for improving the safety program
- Educating the workforce on safety by promoting/ conducting safety training through safety talks, DVDs, internet-based training tools, etc.
- Being a conduit for anonymous employees who notice safety related issues and reporting those issues to management
- Working with management to eliminate or control any unsafe conditions or actions the committee may observe



An effective Safety Committee has members with a positive safety attitude who demonstrate the ability to carry out their duties effectively.

The following positions are common:

- Chairperson - This is an appointed position and is commonly filled by the company's Safety Director. The Chairperson should have the ability to lead and the respect of other members.
- Secretary - This is an appointed position. The Secretary is responsible for maintaining, recording, and dispersing minutes of each meeting. A committee meeting minutes template example is available to view [here](#).
- Committee Members - Members can consist of all management, all employees, or a mixture of the two groups. Membership is typically limited to four to 10 employees (not including the Chairperson and the Secretary) who possess knowledge of hazards, have positive attitudes, and have company operations experience. Members may serve alternating two-year terms. Rotational replacement assures that there are experienced members serving with newly appointed members.

Monthly meetings for one hour or less are recommended. The Chairperson should develop a written agenda prior to each meeting to share with committee members. Meeting agendas can vary, but commonly include:

- Recording the attendance of members
- Reviewing unfinished business
- Reviewing recent accidents and emerging accident trends
- Reporting on special projects by committee members
- Reporting on recent facility inspection results



- Guest speakers, training, and/or demonstrations
- Discussing new business

Written documentation of Safety Committee meetings should be prepared by the Secretary and shared with all members. Meeting minutes should also be shared with key management personnel and posted on employee bulletin boards. This will help ensure that employees are kept informed of the committee's actions.

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