



**CREATING AN EFFECTIVE
SAFETY COMMITTEE...**

WHAT IS RISK MANAGEMENT?

The Process of Identifying and Evaluating Risk and Developing Strategies to Manage It

Strategies include:

- **Transfer** risk to another party
- **Avoid** risk
- **Reduce** the negative effects of risk
- **Accept** the consequences of a risk

WORKPLACE SAFETY IS...

- The process of protecting employees from work related illness and injury facilitated by:
 - Accurately assessing work environment
 - Reviewing safety & health policies and procedures
 - Implementing workplace safety plan, program and committee



CREATING A SAFETY COMMITTEE

● Why?

- To help reduce the risk of workplace injuries and illness
- To help ensure compliance with federal and state health and safety regulations
- To educate managers, supervisors and employees through awareness and training
- To provide opportunity for free discussion of problems and possible solutions
- To detect problems/issues proactively rather than reactively
- To create or improve safety culture



KEY CONCEPTS TO OPTIMIZE WORKPLACE SAFETY COMMITTEE

- Empower Safety Committee with the following overarching functions:
 - Initiate and maintain awareness of safety issues throughout all levels and departments of employees
 - Recommend mechanisms that:
 - Reduce the frequency and severity of incidents
 - Create a link between management and employees
 - Facilitate free-flow of communication within the organization
 - Eliminate unsafe behaviors

KEY CONCEPTS TO OPTIMIZE WORKPLACE SAFETY COMMITTEE

- Top management officials should attend meetings at least periodically
- Adoption of a clear mission statement that supports the safety committee and states managements' expectations
- Improved inspections:
 - Implementing cooperative inspections that include worker and management representation
 - Make inspections fun and gratifying, identify both negative and positive elements of workplace
 - Issue rewards following inspections

KEY CONCEPTS TO OPTIMIZE WORKPLACE SAFETY COMMITTEE

- Strong chairperson who facilitates forward progress
- The committee focus is legitimate safety issues
- Establishment of agendas in advance
- Meeting minutes timely prepared, circulated and approved
- Attendance of members required



KEY CONCEPTS TO OPTIMIZE WORKPLACE SAFETY COMMITTEE

- Actions which result in positive impact on the workplace
- Acknowledge positive safety strategies as well as problematic circumstances
- Keep employees informed about the committee through:
 - Posting of meeting minutes or notices
 - Dissemination of articles and newsletters
 - Solicitation of input from employees

ESSENTIAL ELEMENTS OF A WORKPLACE SAFETY COMMITTEE

1. Duties
2. Membership
3. Procedures
4. Goals and Objectives



WORKPLACE SAFETY COMMITTEE:

1. DUTIES

• Suggested Roles and Duties of Committee Members:

- Report unsafe conditions and suggest corrective actions
- Meet regularly, monthly and possibly more frequently
- Review:
 - Incidents
 - Near misses
 - Supervisor accident investigation reports
 - Claim summaries
 - Loss analysis periodically
- Review all serious injuries - not for fault finding but for fact finding to prevent reoccurrences



WORKPLACE SAFETY COMMITTEE:

1. DUTIES

• Suggested Roles and Duties of Committee Members:

- Develop, implement, and review written safety programs and build support for safety programs among employees generally
- Direct involvement with organization-wide safety training
- Establish dispute resolution procedures
- Propose and create safety checklists
- Identify high-risk job tasks and develop written safe operating procedures



WORKPLACE SAFETY COMMITTEE:

1. DUTIES

● Suggested Roles and Duties of Committee Members:

- Contribute ideas and suggestions for improvements in safety
- Work safely and influence others to do the same
- Make periodic facility safety audits
- Sponsor and coordinate contests, poster programs, safety drives, etc.
- Supply informational materials which can help to promote optimum safety operations to be evaluated by committee and disseminated to employee base

****Whatever duties and responsibilities which are agreed upon must be clearly delineated for committee and organization generally****

WORKPLACE SAFETY COMMITTEE:

2. MEMBERSHIP

- Appropriate selection of members is critical
 - All levels of the organization should be represented
 - Size should vary by organization
 - Small enough to function smoothly but large enough to foster communication between groups
- Chaired by a member of senior management – Safety Officer
- Other members should be enlisted based upon connection to health and safety in the workplace – include representatives of management and labor
- Members should be rotated periodically – term limited
 - Ensure promotion of fresh ideas

WORKPLACE SAFETY COMMITTEE:

2. MEMBERSHIP

● Membership Qualities:

- Commitment to workplace safety
- Open minded
- Familiarity with safety process and procedure
- Articulate
- Willingness to participate
- Peers respect



WORKPLACE SAFETY COMMITTEE:

3. PROCEDURES

● Determine a Schedule:

- The safety committee must meet on a regular basis
 - Monthly
 - Special problems or crisis require additional meetings



WORKPLACE SAFETY COMMITTEE:

3. PROCEDURES

● Set Timelines and Prepare an Agenda

- Time limits should be placed on meetings
- Committee Chairperson should prepare agendas for each meeting and include:
 - Prompt commencement of meeting
 - Roll call
 - Introduction of guests
 - Review of minutes
 - New business
 - Review of action plan items and safety committee functions
 - Education
 - Adjournment

WORKPLACE SAFETY COMMITTEE:

3. PROCEDURES

• Communication

- Promote communication and safety to the entire organization
- Post meeting minutes
- Conveying the results of the committee's activities and future objectives



WORKPLACE SAFETY COMMITTEE:

3. PROCEDURES

• Give members necessary tools

- Training and/or direction on certain topics
- Access to safety literature and safety organization



WORKPLACE SAFETY COMMITTEE:

4. GOALS AND OBJECTIVES

- Committee sets goals and timeframes
- Create measurable goals
- Objectives shared with workforce



WORKPLACE SAFETY COMMITTEE:

4. GOALS AND OBJECTIVES

• Sample Goals and Objectives

- Reduction of unsafe behavior
- Fewer accidents and lowered insurance costs
- Increased safety awareness among employees
- Increased management support for committee activities
- Motivation for committee members to “keep up the good work”
- Increased committee involvement in safety issues throughout organization

WORKPLACE SAFETY COMMITTEE:

4. GOALS AND OBJECTIVES

●Evaluations:

- Once the committee has been operational for several months, members should evaluate their structure and procedures
- Self-audits can be used to determine effectiveness of...
 - Meetings, members, sub-committees and leadership
 - Identifies areas where improvements can be made to enhance the committee's operations and contribution to the workplace

WORKPLACE SAFETY COMMITTEE:

4. GOALS AND OBJECTIVES

● Evaluation Considerations:

- Are projects and action plans being completed on time?
- Are the committee's recommendations being implemented?
- Has there been a reduction in incidents due to committee activities?
- Are messages being communicated to the entire workforce?
- Is there an increased level of awareness throughout the organization?
- Are all committee members participating in the process?
- Is there a general acceptance of the committee's activities among employees?
- Has the committee received the appropriate management support?

INTRODUCING A WORKPLACE SAFETY COMMITTEE

● Prior to the 1st meeting, administration must...

- Determine the structure of the safety committee
- Determine the optimum size of the committee
- Determine the specific committee members
- Higher level management buy-in and involvement



INTRODUCING A WORKPLACE SAFETY COMMITTEE

● The 1st meeting should cover the following items:

- Welcoming the committee
- Setting a schedule for committee meetings at the most convenient time for all members
- Determine who will be the committee officers
- Discuss the duties of the committee and determine which duties should initially receive highest priority
- Determine the need for subcommittees to take responsibility for some of the priority items

CASE STUDIES



CASE STUDY

- Your workplace has a small storeroom that is used for document boxes and storage, and the cleaners also use it to store their chemicals. Last week while attempting to remove large document boxes from the top shelf, two staff members were accidentally splashed with a cleaning agent. They have since developed a form of dermatitis on their hands, arms and faces. Management has responded by placing a notice on the store room door telling the staff to take more care in the future.



CASE STUDY

- Your area has a noisy machine, and the noise from this machine has been measured at 98dbA. You have approached your supervisor about the problem. The supervisor has arranged for a box of disposable earplugs to be available for anyone who requires them. However, after a week the staff is still complaining.



CASE STUDY

- There is a large photocopier positioned in the center of your general office area. This copier is in constant use by all staff and, as a result, the staff has complained to you about the “smell” which appears to be coming from the machine. Management has no plans to re-locate the copier, mainly due to budget restraints. One of the staff has recently read an article about “ozone” and suggests to you that maybe “ozone” could be the problem.



CASE STUDY

- The janitor in your building has told you that the evaporative cooling system for the building has not been cleaned for two years. Recently, there have been a number of staff members off work with headaches, a high fever or various respiratory complaints. You have approached management about the problem; they have sympathized with you but informed you that this is a situation over which they have no control, as they are only leasing the building.



QUESTIONS?

PETRONE | RISK