

## **Committee Purpose**

1. To increase and maintain the interest of employees in health and safety issues.
2. To convince managers, supervisors and employees through awareness and training activities that they are primarily responsible for the prevention of workplace accidents.
3. To help make health and safety activities an integral part of the company's operating procedures and programs.
4. To provide an opportunity for the free discussion of health and safety problems and preventative measures and possible solutions.
5. To communicate freely and fully to all employees and supervisors in an effort to keep them informed of health and safety matters.
6. To help reduce the risk of workplace injuries and illnesses.

## **Achieving Objectives**

1. Develop a written mission statement that compliments the corporate mission.
2. Identify and prioritize goals and establish action plans to achieve each goal.
3. Include representation from all areas and levels.
4. Clearly define the duties and responsibilities of officers and general members.
5. Meet as required and at least quarterly.
6. Document all committee meetings, including attendance, issues discussed, etc.
7. Make attendance required with a penalty of removal for repeated offenders (without pre-excuse).

## **Policy Questions That Must Be Asked**

What should be the scope of rights and responsibilities of the committee?

What should be the scope of rights and responsibilities of committee members?

What assurances should be provided to be sure that employer and employee rights are not undermined?

How should committee members be selected?

How should committee recommendations be handled?

What procedures can be used to reconcile differences?

What kind of relationship should there be between committee members and the cooperative's safety director/coordinator?

What mechanisms need to be established so that committee members have access to cooperative safety and health information?

How will the cooperative safety committee interface with the job training and safety instructors?

### **Selection Procedure**

1. If an employer is non-union, the employees shall select the employee safety and health representative.
2. If the employer has a union, the bargaining representatives shall designate the employee safety and health representative.
3. If an employer's employees are represented by more than one exclusive bargaining representative or some employees are not represented, each bargaining unit of represented employees shall have a proportionate number of employee safety and health representatives based on the number of employees in each group, except each group of 11 or more employees shall have at least one representative.

Employees must be free to seek to become a representative and participate in the selection process without being subject to penalties, discipline, employer interference or reprisal of any kind.

## Committee Representatives

May be chosen from:

1. Engineering
2. Department Supervisors
3. Purchasing Department
4. Personnel Department
5. Maintenance Department
6. Hourly Employees

## Selecting Committee Members

Consider the following traits:

1. Ability to work with others toward a common goal.
2. Knowledge in particular areas of expertise.
3. Projection of a positive attitude.
4. Willingness to tackle and complete difficult tasks.
5. Ability to communicate and motivate others.

## Responsibilities

### Management:

1. Allow time for committee representative participation in meetings and assigned responsibilities.
2. Promote safety and health.

3. Provide necessary funds/resources to implement safety and health committee activities.
4. Follow all safety and health rules and procedures.
5. Give timely recognition when appropriate.
6. Support committee activities.
7. Enforce safety and health rules and procedures.
8. Give timely feedback to committee.
9. Resolve controversial issues on a timely basis.
10. Analyze and prepare reports on all accidents and near-misses.

**Chairperson:**

1. Act as a communication liaison between management and committee.
2. Facilitates safety and health committee meeting.
3. Delegates activities to committee members when necessary.
4. Develops the agenda for the meeting based on member input.
5. Promotes safety and health.
6. Follows all safety and health rules and procedures.
7. Introduces and orientates new members.
8. Schedules next meeting date.
9. Ensures the effectiveness of the meetings by directing discussions to meet goals.

### **Vice Chairperson:**

1. Facilitates the meeting in the absence of the chair.
2. Promotes safety and health.
3. Follows all safety and health rules and procedures.
4. Serves on appointed task force.
5. Works closely with the chairperson.

### **Recording Secretary:**

1. Records the minutes of the meeting and maintains copies.
2. Distributes the minutes to committee members and supervisors and posts on employee bulletin boards.
3. Promotes safety and health.
4. Follows all safety and health rules and procedures.
5. Serves on appointed task force.

### **Department Representative:**

1. Attends all safety and health meetings on time.
2. Informs employees of committee activities.
3. Serves on appointed task force.
4. Leaves position/status out of meetings.
5. Participates in safety and health committee discussions.
6. Promotes safety and health.
7. Brings safety and health concerns to committee meetings.

8. Follows all safety and health rules and procedures.

**Employee:**

1. Follows all safety and health rules and procedures.
2. Bring safety and health concerns to the attention of your supervisor/committee representative immediately.
3. Promotes safety and health.
4. Report all accident and near-misses to your supervisor immediately.
5. Attend all safety and health training sessions.
6. Support committee activities.

**Sample - Agenda Format**

1. Roll call.
2. Introduction of visitors (people interested in seeing how the committee functions or persons who are making special presentations or announcements to your group).
3. Reading of last meeting's minutes and discussion of old business.
4. New business (outlined and approved ahead of time so as not to take up excess time).
5. Reports on programs or projects that the committee is currently engaged in.
6. Assignments for the next meeting.

Distribute copies of the agenda a day or two in advance to all members to remind them of the meeting and to prime them for the topics to be discussed. Ask committee members in advance for topics they would like on the agenda. (This is done by chairperson.)

Set a time limit for meetings. Thirty minutes is common in successful safety committees; but if you're just getting started in your safety program, an hour may be necessary to get things up to speed. Remind all members of the time limit and be firm in cutting meetings off on

time. As members get into this habit, they will learn to keep their comments on target. And eventually, members will become so used to the time constraints that it will be difficult for them to keep a meeting going for longer than the allotted period!

After each meeting, distribute copies of the minutes to committee members, department heads and management and post minutes on bulletin boards for all other employees.

### **Safety and Health Committee Suggestions**

- Develop a new employee orientation program.
- Secure a budget for committee activities.
- Get involved in purchasing of safety equipment.
- Assist in providing safety training for all employees.
- Conduct accident investigations.
- Perform job safety analysis.
- Create an information library including videos.
- Develop a safety and health newsletter.
- Start a safety and health fair.
- Begin a housekeeping program.
- Conduct inspections of the workplace.
- Secure top management's support.
- Review pertinent information and determine potential problem areas.
- Conduct an emergency evacuation drill.
- Develop safety and health awareness among all employees.
- Keep updated on new federal, state and local regulations.
- Perform an ergonomic evaluation of the facility.
- Have an incentive program.
- Develop an off-the-job safety program.
- Create an office safety program.
- Ensure compliance with OSHA regulations.

Communicate committee activities to all employees.

Develop a near-miss reporting program.

### Committee Activities

1. Review the employer's safety and health program, incidents resulting in work-related deaths, injuries and illnesses, employee complaints and injury and illness records.
2. Conduct inspections of the worksite at least every three months, respond to employee complaints and conduct employee interviews in conjunction with its inspections.
3. Conduct meetings at least once every three months with written minutes.
4. Observe the measurement of employee exposure to toxic materials and harmful physical agents.
5. Establish procedures for the committee to carry out its responsibilities.
6. Categorize the opportunities into one or more of the following areas:
  - a. Management
  - b. Training and education
  - c. Participation and involvement
  - d. Inspections and hazard recognition
  - e. Communication
  - f. Responsibility
7. Have the committee prioritize the top 10 items.
8. Have management present their perspective of committee activities.
9. Reach a group consensus of committee activities.
10. Develop action plans on how to achieve the opportunities with dates and names.
11. Prepare a calendar of scheduled activities.
12. Define responsibilities.
13. Develop a mission statement.

## Action Plan

**Objective:** To gain top management's support for safety committee activities.

### **Action Plan:**

1. Collect information from Worker's Compensation Department concerning direct cost of accidents.
2. Request information from the National Safety Council concerning the indirect cost of accidents.
3. Collect information on property damage incidents.
4. Contact insurance company for supporting data.
5. Analyze data and prepare financial report.
6. Determine past OSHA citations and penalties assessed.
7. Perform mock OSHA inspection and assess possible citations.
8. Analyze data and prepare report.
9. Solicit information on criminal negligence in the workplace.
10. Request from management, time at the next managers meeting.
11. Present information to management.

## Action Plan

**Objective:** Provide safety and health training/education to all employees.

### **Action Plan:**

1. Determine what training is mandatory according to federal, state and local regulations.

2. Develop an employee survey to assist in determining safety and health training needs.
3. Review present training programs to assess deficiencies.
4. Disseminate survey to employees.
5. Analyze survey results and establish training priorities.
6. Determine training resources and solicit proposals on safety and health training.
7. Present findings to management.
8. Prepare a calendar of safety and health training.
9. Implement training programs.
10. Evaluate training programs.

### **Sample Mission Statements**

The mission of the Safety and Health team is to evaluate, recommend and assure implementation of XYZ's policies, practices and procedures that prevent human injuries, property damage and loss to process arising from accidental causes. This will be accomplished by working as a team to resolve these issues in the spirit of sustainability and continuous performance.

Our mission is to promote zero accidents by developing positive safety attitudes throughout the workplace with the support and involvement of management and employees through communication, inspections and training.

This committee and its individual members are dedicated to promote the health, safety and welfare of our employees, with the support of management, to create a safe and healthful work environment for our employees, their families and the community.

## How to be a Good Safety and Health Committee Member

### **Do:**

1. Set a good example.
2. Help make your own department an outstanding example of accident prevention.
3. Always wear all personal protective equipment when required.
4. Be on the lookout for horseplay and discourage it.
5. Keep your supervisor and fellow workers involved in any safety problems.
6. Obtain help from other sources if you don't understand a situation or technical problem.

### **Don't:**

1. Don't let yourself be used to obtain equipment or adapt policies that are not needed or related to safety and health.
2. Don't take a negative attitude about an unsafe condition. Work with supervisors and other staff to correct the problem in a timely manner.
3. Don't violate safety rules.

## What You Should Know to be a Better Committee Member

1. You should be aware of the operation of machinery and equipment in your department. Are there any regulations that apply to your area?
2. Are there special hazards associated with chemicals and other materials used in your department? Have all employees been properly trained?
3. Do you know the accident reporting procedures? Where are the first aid facilities and who is trained to administer first aid?
4. What are the lines of communication open to you?

5. What type of injuries and illnesses have occurred in your department? What can be done to prevent them?
6. What new processes or equipment are planned which may effect the safety and health of employees?

### **Barriers to Committee Effectiveness**

1. When safety and health is not a top management priority.
2. The lack of experts and full information is one of the chief barriers.
3. The lack of discretionary budget for committee activities.
4. The lack of training for committee members.
5. Infrequent meetings or meetings without a schedule.
6. The lack of formal and complete committee meeting minutes.
7. Not using committee meeting minutes to monitor progress.
8. Lack of clear separation of the joint committee structure from the collective bargaining process.
9. Lack of setting meeting dates far enough in advance.
10. Canceling meetings without an absolutely necessary reason.