**Creating a Safety Committee: Schools**

**Safety Committee Mission Statement**

*The mission of the* ***(insert school name)*** *Health and Safety Committee is to promote a healthy and safe environment for employees and visitors alike.*

The school safety committee is the group that will ultimately manage the safety program for the school and keep it progressing for years to come. A Safety Committee can vary based upon the school’s culture, operations and needs. Ideally, the committee will be comprised of all levels and departments representing the school. They can be formed as an independent group or combined with the current Safe Schools Committee team.

Safety Committees must have a specific purpose and well-defined goals. Committee members can be the 'eyes and ears' for reporting safety concerns and play a key role in identifying corrective actions.

**Sample activities and responsibilities:**

* Develop and maintain school safety policies and procedures.
* Assist in the development and implementation of effective health and safety training programs.
* Conduct inspections of facilities to identify hazards and recommend corrective measures.
* Review any recent accident investigation reports.
* Identify injury trends and determine corrective action.
* Serve as an advisory body to the Superintendent and School Board on health and safety issues.
* Provide employee feedback as well as suggestions and recommendations for resolution of health and safety concerns.

**Members:** Committee members will constitute a diverse group of employees including all locations, levels and departments in the district. It is recommended for them to serve at least a staggered 24-month term.

**Responsibilities:**

Chairperson's responsibilities:

* Serve as communication liaison between the Superintendent, board and the committee.
* Facilitate committee meetings.
* Assign activities to committee members.
* Establish deadlines and follow up.
* Schedule and develop meeting agendas.

Secretary's responsibilities:

* Record meeting minutes including assigned follow up actions and activities. Distribute them following each meeting.
* Record attendance.

Committee members responsibilities:

* Bring safety or health concerns to committee meetings.
* Actively participate in committee activities and assignments.

**Sample Safety Committee Guidelines**

**Meeting agenda**

The Committee Chairperson should call the meeting to order, the secretary should take minutes of the meeting, if the secretary is not present, the chairperson should designate a member to record meeting minutes:

**1. Call to order**

a. Discuss minutes from the previous meeting.

b. Note corrections or changes.

**2. Old business**

a. Discuss status of previous pending items on activity log.

b. Re-establish target dates for incomplete action items.

**3. Accident review**

a. Summarize the number and type of incidents reported.

b. Discuss trends, severity and frequency and recommended action to eliminate future losses.

* Trends:
  + Trending up or down
  + Specific areas of injury frequency
  + Trends changing by injury type

**4. Inspection reports**

a. Report findings of safety inspections. Department operations should be inspected on a rotating basis.

b. Discuss and decide on actions to be taken because of reports.

c. Identify who will be responsible and establish a time frame for action.

**5. New business**

a. Request committee members to submit safety suggestions (brainstorm).

b. Comment on new safety procedures, products, equipment, etc. of interest to the committee.

c. Assign new actions or activities and target dates for completion.

Safety and Risk Management Committee Activity Log

|  |  |
| --- | --- |
| Meeting Chairperson: | Date: |
| Meeting Location: | |

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| --- | --- | --- | --- | --- |
| Action Item | Prevention Activities & Action Needed | Person Accountable | Target Date | Complete Date |
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