**Creating a Safety Committee**

**Safety Committee Mission Statement**

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

The safety committee is the group that will ultimately manage the safety program and keep it progressing for years to come. A Safety Committee can vary based upon the business culture, operations and needs. Ideally, the committee will be comprised of all levels and departments representing the organization.

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 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 leadership 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 levels and departments. It is recommended for them to serve at least a staggered 12-month term.

**Responsibilities:**

Chairperson's responsibilities:

* Serve as communication liaison between leadership 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 Chairman should call the meeting to order, the secretary should take minutes of the meeting, if the secretary is not present, the chairman should designate a member to record meeting minutes:

**1. Call to order**

a. Call the meeting to order, introduce guests, speakers, agenda changes, etc.

b. Read the minutes of the previous meeting. Note corrections or changes.

**2. Old business**

a. Discuss status of previously submitted recommendations.

b. Request status report on any other pending old business.

c. Set target dates for completion of recommendations and other pending items.

d. Status report of goals and objectives.

e. Introduce new business.

**3. Accident review**

a. Summary of number and type of incidents reported since last meeting.

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

c. Summary of number and type of accidents for the year to date. Discuss any incident trends.

**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, equipment, etc.

c. Plan and schedule safety training.

**6. Recommendations**

List each new recommendation submitted at the meeting. Identify action to be taken and assign responsibility.

Safety and Risk Management Committee Recommendation 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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