

## SAFETY COMMITTEES

Every organization's loss control program can benefit from a well-organized and functioning safety committee. The success of the committee will depend on the purpose, makeup, responsibilities assigned, and support received from top management.

The basic function of the safety committee is to help and maintain all employees' active interest in safety. To achieve this, there must be a spirit of cooperation and a commitment to safety as a shared responsibility between top management and the employees. The proper safety attitude of the members will have a positive influence on others. The more they become involved, the more they will involve other employees.

The makeup of the committee can vary depending on the needs, size, and type of organization. Consider the following when formulating a safety committee.

1. **Chairperson.** The appointed person must display leadership and command respect from other members.
2. **Type.** It can be comprised of management, management personnel, and employees, or be specifically formed for special safety projects.
3. **Membership.** Usually limited to four to ten members, who must have knowledge of hazards, experience with the operations, and possess a cooperative attitude.
4. **Meetings.** Should be scheduled at least monthly with a planned agenda and be no more than one hour in length.

The agenda of a meeting will vary but a typical one is outlined below.

1. Record of attendance.
2. Consideration of unfinished business.
3. Review of recent accidents and trend analyses.
4. Reports on special projects of the committee.
5. Reports on inspections performed.
6. Special program features—film, speaker, etc.
7. Presentation of new business.

A written record of the meeting's proceedings should be prepared by the committee's secretary. Minutes of the meeting should be distributed to all members, as well as key management personnel, and be posted on bulletin boards. Maximum benefit will be obtained by publicizing the committee's efforts.

The duties and functions of the committee will be determined by the responsibility assigned to it by top management.

Typical responsibilities of a safety committee and its members are:

1. Conducting periodic safety inspections.
2. Reviewing the circumstances and causes of accidents and suggesting recommendations for corrective measures.
3. Offering suggestions to management for improvement of the safety program.
4. Increasing the knowledge and understanding of safety for all personnel by promoting educational activities such as films, talks, etc.
5. Observing unsafe conditions and work practices and reporting them to supervisors.
6. Listening to suggestions by employees, reporting the suggestions to the committee, and making appropriate recommendations to management.

Top management support of the committee is critical to its success. Deciding to institute a committee and assigning it responsibilities is not enough. Adequate facilities and sufficient time must also be provided to conduct the committee business.

Safety committees involve employees who make positive contributions to the safety effort. They aid and advise both management and employees by monitoring, educating, investigating, and evaluating the safety effort.

*The information and recommendations contained in this material have been obtained from sources believed to be reliable. However, SECURA accepts no legal responsibility for the accuracy, sufficiency, or completeness of such information. Additional safety and health procedures may be required under particular circumstances.*