
Safety Committee Program

Introduction

Objective:

A safety committee will involve employees and management in a cooperative effort within our organization to promote and assure a safe and healthful work environment and to make continual improvements to the safety program.

An organization's safety committee plays a crucial role in promoting safe practices and reporting unsafe conditions. Safety committee members recognize risks before they may cause an incident, increase communication about safety, and work to improve the safety program for everyone.

Purpose and scope:

This procedure is applicable to all operations and employees.

Outline of topics:

1. Responsibilities.....	2
2. Organization of the Safety Committee.....	4
3. Safety Committee Meetings.....	4
4. Inspections.....	5
5. Training and Instruction.....	5

Safety Committee Program

1. Responsibilities

[Management/ Responsible Role]:

- Assemble the safety committee. [Further details are in the Organization of the Safety Committee section.]

Safety committee members:

One of the first tasks of the safety committee is to elect the chairperson.

Regular safety committee member duties include the following:

- Elicit employee involvement and input from the area you are representing before each meeting in the form of safety-related suggestions and departmental hazard survey findings.
- Attend and actively participate in safety committee meetings. At the meetings, the committee will review suggestions and hazards and will discuss associated corrective actions and improvements for the safety and health programs. (See the Safety Committee Meetings section for more details.)
- Participate in regular workplace safety inspections with other safety committee members, and conduct a survey of your department prior to each safety committee meeting.
- Conduct quarterly, facility-wide inspections.
- Annually, review existing safety and health programs to assure that they are up-to-date.
- Assist the Chairperson as needed.
- Participate in incident investigations if needed. This involves reviewing all incidents and near misses to:
 - Help establish root causes.
 - Develop corrective actions to prevent more serious accidents or similar incidents.
- Actively participate in all safety training, including both regular training and training specific to the safety committee.
- As a part of the safety committee, review the organization's Safety and Health Program and continually make recommendations for improvement.

Safety Committee Program

Safety committee members (continued):

Safety committee members are also expected to support the safety culture by doing the following:

- Lead by setting a positive example as a role model.
- Mentor and coach new employees on the importance of safety.
- Identify unsafe conditions and recommend corrective measures.
- Maintain a focus on the continual improvement of the organization's safety culture.

The safety committee chairperson:

The safety committee chairperson is responsible to do the following:

- Chair all meetings on a monthly basis.
- Assure that minutes are published in a timely fashion.
- Post copies of all minutes on company bulletin boards for all employees to review.
- Maintain copies of the minutes for at least 3 years.
- Follow up on corrective actions to assure that the responsible individuals complete their tasks in the assigned period of time.
- Assist in quarterly audits.
- Report items not corrected to upper management.
- Obtain copies of safety and health programs in development or in need of review and pass them on to the committee for review and comment.

The safety committee secretary:

The secretary is responsible to:

- Take the minutes.
- Distribute the minutes to all safety committee members and respective management personnel in a timely fashion.
- Fulfill the other obligations of a safety committee member.

Safety Committee Program

2. Organization of the Safety Committee

The committee will be formed by [**Responsible Person**], who will aim for representation from all areas in order to enhance the effectiveness of the committee in addressing issues. While it includes management, it is intended to be employee-driven.

- The committee must include:
 - A **minimum** of four members.
 - Representatives from all departments and shifts.
 - Representatives of both management and employees, with more employee representatives than management representatives. Management representatives must not dominate the committee, and leadership positions on the committee are ideally given to employee representatives.
- Employee members will be volunteers and will be compensated at least at their regular hourly wage for their time.
- Employee members must serve a continuous term of at least one year.
- Members will be rotated out over time, but the committee shall maintain experienced membership at all times.

3. Safety Committee Meetings

The safety committee will meet on a monthly basis. Each member will be given adequate time to introduce safety issues that have been brought to his or her attention.

Meeting content:

The following topics will be discussed at monthly meetings:

- Safety and health programs under development or review
- Employee safety suggestions
- A review of all work-related incidents (without disclosing the names of the individuals)
- Inspection reports
- All action items (discussed to assure timely completion by the target dates)
- The minutes from the prior safety committee meeting
- Whether safety training needs are being met and whether training is effective

Safety Committee Program

Minutes:

The minutes are prepared and distributed to the safety committee and management by the secretary. Then they are posted for all employees to review prior to the next meeting. Minutes must be retained for 3 years.

The minutes shall include the following:

- The time, date, and place of the next meeting
- The action items discussed at the meeting
- The individuals responsible for completing the assigned tasks
- Target and completion dates

4. Inspections

At a minimum, quarterly inspections shall be conducted by the safety committee.

Distribute copies of the inspection reports to the chairperson, all safety committee members, the applicable managers of the departments where safety issues are identified, and representatives of upper management.

5. Training and Instruction

Records of all training are to be retained.

New members will be trained on the following:

- The purpose and operations of the safety committee
- A review of this Safety Committee Program, including the responsibilities of the safety committee members
- Specific training on incident investigation, and hazard identification

Appendix A: Safety Committee Agenda

Discussion Items:

1. Previous minutes, including approval of minutes, corrective actions completed, and corrective actions pending
2. Incidents and investigation reports (without disclosing the names of the individuals involved)
3. New items brought forth by all safety committee members, including:
 - Hazard reports
 - Unsafe acts or conditions observed by any employee
 - Safety suggestions
4. The results of quarterly walk-through audits
5. New safety and health programs under development
6. Existing safety and health program reviews (which must be reviewed yearly)

Appendix B: Safety Committee Minutes

Attendees: _____

Absent: _____

Date of Meeting: _____

Review of Incidents: _____

Safety Committee Discussion Items: Old business

Action Needed	Person Responsible for Completion	Corrective Action Target Date	Completion Date

Appendix B: Safety Committee Minutes

Safety Committee Discussion Items: New business

Action Needed	Person Responsible for Completion	Corrective Action Target Date	Completion Date

Managers must review these safety committee minutes with their staff and post them in their respective work area.

The next meeting is scheduled for _____.

Please bring any new items from your respective area to be discussed, and assure that you have corrected the items noted above.

Appendix C: Safety Suggestion/Hazard Report Form

Please complete this form to report any safety-related issue (e.g., hazards, difficult tasks, ideas for a better or safer way to do a task, etc.). You may give this form to your supervisor or safety committee member or put it in a suggestion box as applicable.

1. Date: _____

2. Name (optional): _____

3. Location: _____

4. Hazard or concern:

5. Ideas/recommended actions:

The following section is to be completed by the production manager and then posted.

Action to be taken:

Person responsible to correct: _____ To be corrected by (date): _____

Safety inspection date: _____ Walk-through by: _____

Appendix D: Safety Inspection Checklist

Date: _____ Walk-through By: _____

Safety Issue		OK	Needs Attention	N/ A
Housekeeping and Slips, Trips, and Falls				
1.	Walking surfaces are free of slip, trip, and fall hazards.			
2.	Stairs are safely constructed and free of slip, trip, and fall hazards.			
3.	Aisles, doors, windows are clear of slip, trip, and fall hazards.			
4.	Material and equipment are stored properly.			
5.	Means of egress are clear.			
Fire Protection				
6.	Extinguishers are adequate and inspections are up-to-date.			
7.	Sprinkler systems are in place and inspections are up-to-date.			
8.	Emergency evacuation plan and maps have been created and posted for employees.			
9.	Hot work permits have been obtained (as needed).			
10.	Electrical wiring is safe, and its insulation and grounding is sound.			
Personal Protective Equipment (PPE)				
11.	Hazard assessment has been completed to determine the appropriate PPE for employees.			
12.	Necessary PPE is used:			
	- Gloves			
	- Eyewear			
	- Footwear			
	- Respiratory protection			
	- Hearing protection			
	- Work clothing			

Appendix D: Safety Inspection Checklist

Safety Issue		OK	Needs Attention	N/ A
Power Hand Tools				
13.	Electrical ground and insulation is safe.			
14.	Guards are in place.			
15.	“Deadman” switches are functional.			
16.	Fittings and connections are sound.			
17.	An Assured Equipment Grounding Conductor Program (AEGCP) is in place and followed.			
18.	Tools are properly stored and used.			
19.	Interlocks are functional.			
Machinery				
20.	Power transmission devices are properly guarded.			
21.	The points of operation are properly guarded.			
22.	Pedestal grinders have properly adjusted tool rests and tongue guards.			
23.	Proper emergency stops are in place and properly work.			
24.	Hot surfaces are properly guarded.			
25.	Hydraulic hoses and connections are in good condition and functional.			
26.	Machines are properly locked and tagged out during maintenance.			
27.	Splash and chip guards are in place.			
28.	Drill bits, dies, and other tools are in good condition.			
29.	Employees are adequately trained on machine safety, machine use, and lockout/tagout procedures.			
30.	Safety interlocks and limit switches are in place and are not circumvented.			
31.	Magnetic start switches are in place.			
32.	The bases of the machinery are well attached to the floor for stability.			

Appendix D: Safety Inspection Checklist

Safety Issue		OK	Needs Attention	N/ A
Machinery (continued)				
33.	Safeguarding systems are in place (e.g., two-hand controls).			
34.	Brakes and clutches are functional.			
35.	Preventive maintenance is performed according to PM schedule.			
36.	Electrical wiring is in good condition, and circuits are not overused.			
37.	Insulation and grounding are sound.			
38.	An Assured Equipment Grounding Conductor Program (AEGCP) is followed.			
39.	Electrical wiring is not exposed but is contained in secondary containment (metal conduit).			
40.	Panels and breakers are labeled and properly blanked or covered where there is an opening in the panel.			
41.	Panels are unobstructed to allow for quick access in the event of an emergency like an electrical fire.			
Chemical Handling				
42.	SDSs are available.			
43.	GHS-compliant labels are in place on primary containers, secondary containers, and piping.			
44.	Proper PPE is used.			
45.	Employees who use chemicals are properly trained.			
46.	Areas with chemicals are properly ventilated.			
47.	Chemicals are properly stored.			
48.	Cabinets are properly labeled.			
49.	Containers with flammables are properly grounded and bonded.			
50.	"No smoking signs" are posted in areas with flammables.			

Appendix D: Safety Inspection Checklist

Safety Issue		OK	Needs Attention	N/ A
Chemical Handling (continued)				
51.	Flammables are properly stored in flammable safety cabinets that are the correct distance away from other materials.			
52.	Self-closing waste cans are used for waste materials.			
Emergency Preparedness				
53.	The facility has emergency lighting and back-up power.			
54.	Exits have been identified with lighted signs.			
55.	Emergency evacuation maps are posted and employees are trained on the location of the maps, the route, and their assembly point.			
56.	Means of egress are kept clear.			
57.	Alarms are routinely tested and are functional.			
58.	First aid and CPR-trained personnel are available during all work shifts to respond in an emergency.			
59.	An emergency action plan (EAP) has been created and implemented, and employees have been trained on it.			
Ladders/ Fall Protection				
60.	Ladders are in good condition and correctly selected and designed for their intended use.			
61.	Employees have been trained on correct ladder use.			
62.	Employees use ladders correctly.			
63.	Guardrails, midrails, and toeboards are in place on work platforms.			
64.	Fall arrest and restraint systems are in use when employees work at a height of over 6 feet or when using a "man lift."			
65.	Full body harnesses are in use.			
66.	Employees are trained in the proper use of fall protection and the follow the fall protection rules.			

Appendix D: Safety Inspection Checklist

Safety Issue		OK	Needs Attention	N/ A
Ergonomics				
67.	Employees are taught to use ergonomic posture.			
68.	Work stations designed for neutral body postures are provided.			
69.	Material handling aids are in place to help employees avoid excessive weights and lifting. (This may include scissor lifts, conveyors, adjustable height work surfaces, forklifts, pallet jacks, etc.)			
70.	Workplaces are designed to help employees avoid excessive twisting.			
71.	Engineering controls (e.g., automation) and administrative controls (e.g., employee rotation) are in place to help employees avoid excessive repetition.			
72.	Shelves and racking are designed to help employees avoid excessive reaches.			

Corrective Action Recommendations
