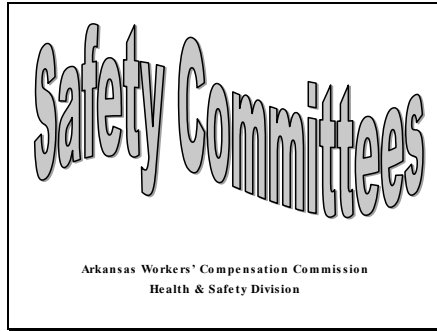


Slide 1



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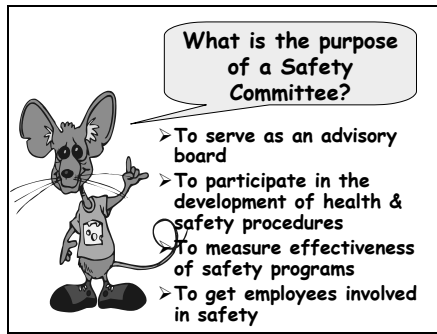
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Slide 2



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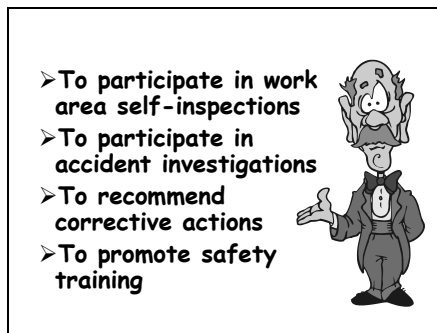
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Slide 3



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Slide 4

How do you decide who will be members of the Safety Committee?

- Equal representation of every work force division.
- No person or group should have veto power over decision-making.
- Membership participation is either by appointment or by volunteering.



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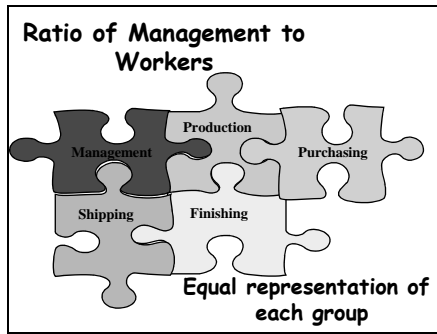
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Slide 5



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Slide 6

Do members have to have work experience or training?

**Both would be great!**



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Slide 7



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Slide 8



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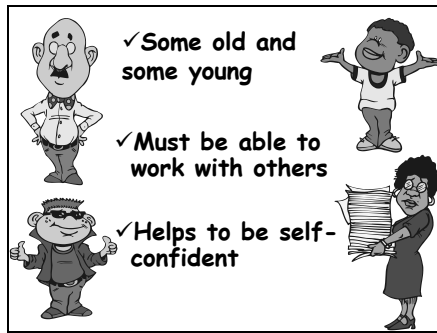
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Slide 9



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Slide 10

**Safety Committee members need to work as a Team.**



**They all have the same goal - to make their workplace a **SAFE** place to work!**

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Slide 11

**After all - the members should all be running together towards the same finish line.**



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Slide 12

**But the committee members need to know what is expected from them. They should:**

- **Promote health and safety during the meetings, at their work stations and in their daily lives.**
- **To make recommendations to make the workplace safer.**



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Slide 13

**Encourage others to participate in the safety committee activities and in making the workplace a safer place**



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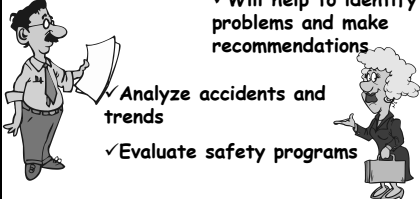
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Slide 14

**Committee members need to know:**

- ✓ That they will meet regularly
- ✓ Will help to identify problems and make recommendations
- ✓ Analyze accidents and trends
- ✓ Evaluate safety programs



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Slide 15



**Review work areas and specific jobs**

**Help identify potential hazards and suggest ways to eliminate them**

**Review employee suggestions for improvements in the workplace**

**Prioritize safety-related concerns according to frequency and severity of injuries**

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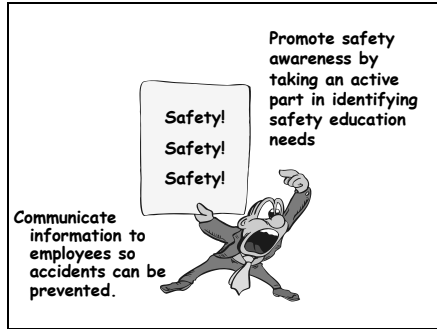
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Slide 16



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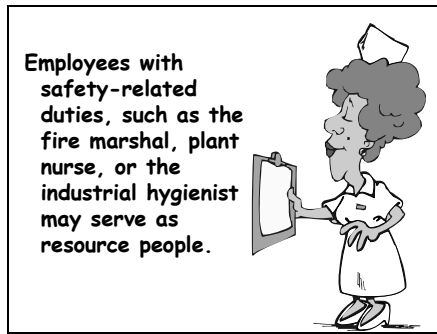
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Slide 17



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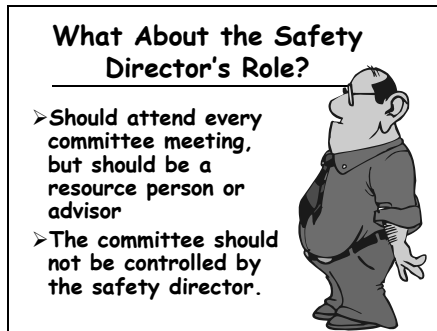
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Slide 18



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Slide 19



**How long should the members serve on the committee?**

- A staggered rotation so that new members come in while others continue
- No more than half of the committee is “new” at any time

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Slide 20



**How do I know who's on the Safety Committee?**

Post the names of the members on the Safety Committee so that all employees will know who to contact in their department.

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Slide 21



**Safety Committee Responsibilities**

- Safety committees are established to promote safe workplaces.
- They serve as an advisory role, but
- Are not responsible for the enforcement of disciplinary actions, personnel concerns, or individual unsafe acts or conditions.

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Slide 22

**Safety Committees:**

- Submit written recommendations for improvements or changes to management
- Evaluate safety and health policies and procedures annually
- Respond in writing to recommendations from other employees
- Review all corrective actions

A cartoon illustration of a grey dinosaur standing and holding a small flag on a stick. The flag has some illegible text on it.

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Slide 23

➤ Establish procedures for employees' to submit hazard reports

A cartoon illustration of a grey dinosaur wearing a bow tie and holding a sign that says "Hazard reports".

➤ Include employees' suggestions on itineraries for safety committee meetings

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Slide 24

**Some important tips to get the most out of your safety meetings:**

- ✓ Respect your fellow members.
- ✓ Don't make hasty decisions.
- ✓ Recognize that you may have trouble communicating sometimes.
- ✓ Keep an open mind!

A cartoon illustration of two characters. On the left, a man in a suit and tie is talking to a small alien on the right. The alien is holding a paintbrush. A speech bubble from the alien says "We come from different worlds."

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Slide 25

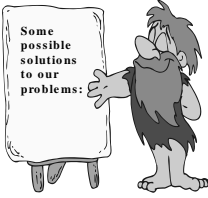
✓ Know what your committee's goals are and what is expected from each member.

✓ Don't waste time complaining - present solutions!

✓ Deal with one topic at a time.

✓ Use available resources to solve problems.

Some possible solutions to our problems:



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Slide 26

**How often should the Safety Committee meet?**

**On a monthly basis - or at least quarterly**



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Slide 27

Should we keep records of the meetings?

➤ Yes!

➤ Distribute meeting minutes to management and safety committee members.

➤ Post a copy of the minutes.

➤ Include a copy of committee recommendations in the meeting minutes.



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Slide 28

### Training for Committee Members:

- Let your committee members know the purpose of the meetings.
- Have all applicable OSHA safety and health standards accessible.
- Instruct them on how to use the OSHA standards.
- Provide training to committee members on hazard identification and accident investigation.



-Why are we here?  
-OSHA standards  
-How to recognize hazards

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Slide 29

### Should committee members be compensated for time spent on H & S activities?

**You betcha!**



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Slide 30

### Summary

- Safety committee leadership PLUS support from management can help build an effective safety and health program.
- The safety committee can be a constructive tool, providing guidance and leadership in the overall health and safety of the company.

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Slide 31



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