

EFFECTIVE SAFETY COMMITTEES MAKING THEM WORK FOR YOU!

PRESENTED BY: CHRIS KITTLESON, ARM, CPSI
DIRECTOR OF LOSS CONTROL TECHNICAL SERVICES

THE CHALLENGE

- With today's business process trend of streamlining and multi-tasking, Management level employees are required to wear several "hats".
- Positions dedicated solely to safety are becoming less common. The responsibility of safety is being combined into other functions such as Human Resources.
- This makes the use of Safety Committees extremely important.
- The "New Normal", as a result of the pandemic, provides for the use of virtual meeting applications to assist in providing continuity of Safety Committee meetings.

THE SAFETY COMMITTEE IS.....

.....an integral element of a comprehensive Safety & Health Program. It serves to demonstrate Management's direction and commitment to Safety & Health as a priority of the organization.

SAFETY COMMITTEES.....

- Can have the ability to make an immediate positive impact on a safety program.
- If managed properly, can be one of the biggest assets for a Risk Manager.
- Can act as a liaison between Management and employees.

BENEFITS - ORGANIZATION

- Fewer accidents/incidents
- Promotes safety culture
- Increased productivity
- Improves bottom line

BENEFITS – EMPLOYEES

- Safer work environment
- Increases safety awareness
- Enhanced employee morale

PURPOSE

- To conduct accident/incident investigations, determine causation and recommend corrective measures.
- To reduce and/or prevent accidents/injuries.
- To promote and maintain an active interest in safety.
- Safety Committees do not dictate policy nor relieve those in the line of authority of their direct responsibilities.*

FUNCTION

- Provide a forum for formulation/discussion of Safety & Health programs, policies and procedures.
- Make recommendations to Management as it pertains to the Safety & Health of the organization.
- Develop continuous improvement strategies for Safety Programming and Risk Management initiatives.

AUTHORITY

- Empowered/endorsed by Management
- Investigate accidents/incidents
- Conduct safety inspections
- Acts as a recommending body
- Implements recommendations

STRUCTURE

-A written Administrative Regulation/Standard Operating Procedure that includes the following:

-Scope of responsibility

-Extent of Safety Committee authority

-To whom the Safety Committee reports to.

-Procedures such as:

-Time and place of meetings

-Frequency of meetings

-Order of business

-Records to be kept

-Attendance requirements

GUIDELINES

- Determine frequency of meetings
- Pre-schedule meeting dates/times
- Limit meeting to one hour
- Prepare agenda
- Record/distribute meeting minutes

GETTING STARTED

- Membership – *Cornerstone of an effective committee:*
- All employees have opportunity to participate
- Representation by all departments, locations, operations, divisions including administration
- Committee size should be 5-15 (5-7 is optimal)
- Suggested composition should be 50% Management/50% Employees
- Assign specific responsibilities to chairperson, secretary and employees
- Committee representative plus alternate
- Rotate committee members

RULES OF ORDER

- Call to order
- Roll call by Secretary
- Introduce visitors
- Review/approve minutes of previous meeting
- Conduct business:
 - Old
 - New
 - Sub-committee report(s)
 - Review accident data
 - Review inspection reports
 - Recommendation status
- Adjournment and schedule next meeting

RESPONSIBILITY - CHAIRPERSON

- Conduct meeting in orderly fashion
- Organize agenda items, speakers and other materials for meetings
- Prepare periodic loss analysis reports
- Forward recommendations to Management
- Follow-up on past recommendations and report status

RESPONSIBILITY - SECRETARY

- Notify members of meeting date/location
- Gather agenda items/related materials
- Roll call of committee members
- Record/distribute minutes

RESPONSIBILITY - MEMBERS

- Attend all meetings and actively participate
- Set a positive example for safe performance
- Conduct regular/reoccurring inspections
- Participate in accident investigation/review
- Report unsafe acts/conditions

SUCCESSFUL SAFETY COMMITTEE BASICS

- Show up on time**
- Finish on time**
- Start with an agenda and stick with it**
- Use the meeting for constructive commentary,
not to complain**

SUCCESSFUL SAFETY COMMITTEE IDEAS

- Hold safety breakfast/lunch
- Bring in guest speakers
- Show safety videos
- Present safety awards/show recognition
- Provide safety demonstrations
- Designate safety topic for meetings
- Encourage employee interaction

KEYS TO SUCCESS

- Assign tasks and expect completion
- Establish effective problem-solving methods
- Follow-up on submitted recommendations

SAFETY COMMITTEE PROMOTIONS

- Safety Promotion Awareness:
 - Safety posters
 - Safety suggestions
 - Safety contests- Safety Bingo
 - Email blasts
 - Get everyone involved!

WHAT MAKES SAFETY COMMITTEE FAIL?

- No direction
- No successes
- Frustration
- Boredom
- Why are we here?
- This is a waste of my time!!
- No Management support

OUTSIDE RESOURCES

- Get the most from resources available:
 - Insurance Loss Control Department
 - Insurance Broker/Agent
 - National Safety Council
 - American Society of Safety Professionals
 - Public Risk Management Association
 - Police/Fire Department

QUESTIONS???