

Establishing A Safety Committee

Experience has proven conclusively that a properly endorsed and administered safety committee will reduce both the number and severity of injuries in the workplace. There is a difference between a safety committee and a safety meeting. A safety committee is an organizational structure where members represent a group. This gives everyone a voice but keeps the meeting size to an effective number of participants. Routinely these committees will involve:

1. Establishing a safety committee; can be employee-elected or employer-selected. Most effective mix would include management and hourly representatives.
2. Recording meetings
3. Making sure meetings are held regularly

We can help structure your safety committee and be involved in the beginning stages or throughout the life of your committee. We suggest the committee be structured to: review safety and health inspection reports; evaluate accident investigations; evaluate workplace accident and illness prevention programs; and determine solutions to accident situations or injury trends. Our staff will help guide employees through the establishment of an effective safety committee, with documentation, agendas and meeting review notes. Based on experience modification factors, some state worker compensation or Labor Departments require employers to establish and administer safety committees. *Is your State one of these?*



STEP...up to compliance!