



## SAFETY COMMITTEE

### PURPOSE

The purpose of a safety committee is to bring workers and managers together to achieve and maintain a safe, healthful workplace. This safety committee was established to assist the company in achieving this purpose.

### MANAGEMENT COMMITMENT

Management has demonstrated support by encouraging employees to get involved in achieving a safe, healthful workplace and by acting on the committee's recommendations. Each technician demonstrates commitment by attending committee meetings, following through on their assigned tasks, and encouraging others to get involved in identifying hazards. Management will consider the committee's recommendations and respond to committee requests within a reasonable time.

### OBJECTIVES

The committee is also responsible for identifying hazards and unsafe work practices, removing obstacles to accident prevention, and helping the company evaluate the safety and health program. The safety committee is tasked with finding solutions to problems that cause workplace accidents, illnesses, and injuries. And fewer accidents, injuries, and illnesses mean lower workers' compensation claims costs and insurance rates. Specifically, the committee will be accountable for achieving its objective by:

- Promoting the idea that **all** employees are responsible for safety
- Getting employees involved achieving and maintaining a safe, healthful workplace
- Identify workplace hazards and unsafe practices
- By reporting a hazard to management and recommending how to control or eliminate it
- By reviewing reports of accidents and near misses
- Ensuring that management investigates accidents and near-miss incidents
- Keeping accurate records of committee activities and recommendations
- Periodically evaluating the committee's strengths and weaknesses

### MEMBERSHIP PARTICIPATION

All Tate management employees are required to participate/attend at least one Safety Committee Meeting a year. All technicians must participate/attend meetings that they are scheduled for. All are responsible for recommending safety and health improvements in the workplace. The Safety Manager will be the mediator and secretary for the safety committee and send updated minute out after the meeting to all branches for posting to the safety bulletin board.

### ACCOUNTABILITY

Developing an effective safety committee, one that achieves and maintains a safe, healthful workplace, requires members who are committed to achieving the objective of the committee. Each member should understand that the committee expects them to contribute; each shares responsibility for accomplishing safety committee goals, which benefit everyone who works for the company. The safety committee is also



## **SAFETY COMMITTEE**

responsible for monitoring how management holds employees accountable for working safely and for recommending ways to strengthen accountability.

### **DUTIES AND RESPONSIBILITIES**

#### **Safety Manager**

- Contribute agendas for meetings
- Attends quarterly meetings and brief monthly updates
- Distributes the minutes to representatives and management
- Ensures that all employees have the opportunity to respond to the minutes
- Takes minutes at each meeting
- Maintains the safety committee file

#### **Members**

- Report safety and health concerns to the committee
- Report accidents, near-miss incidents, and unsafe workplace conditions to the committee
- Suggest items to include in the monthly meeting agenda
- Encourage employees to report workplace hazards and suggest how to control them
- Establish procedures for conducting quarterly work place inspections and for making recommendations to management to eliminate or control hazards
- Help management evaluate the company's safety and health program and recommend how to improve it
- Establish procedures for investigating the causes of accidents and near-miss incidents
- Attends and participates in all Safety Committee meetings

### **MEETINGS**

Safety Committee Meetings will be held quarterly. All members are required to attend. All decisions and recommendations are subject to management approval.

### **AGENDA**

Meetings should follow an agenda that includes the following:

- Brief review of last meeting's minutes for addition or corrections
- Old business – discussion of items not covered or resolved during the last meeting
- New business – discussion of new items the committee needs to address or resolve
- Incident review
- Employee suggestions – review and discussion of suggestions
- Recommendations – review and discussion of recommendations to eliminate or control a hazard or to improve the company's safety and health program



## **SAFETY COMMITTEE**

### **MEETING MINUTES**

Minutes are the official record of the safety committee's activities, including recommendations to management and accomplishments. Minutes should be concise, clear, and well-organized. The minutes will be organized so that they follow the meeting agenda. Accurate meeting minutes are important because they document the committee's accomplishments. Meeting minutes should include the following:

- Date
- Names of attendees
- A summary of each agenda item discussed
- Employee suggestions and reports of hazards
- The committee's recommendations to management
- Assignment of who will address each item brought to the safety committee for resolution
- Management's response to safety committee recommendations

A copy of the minutes will be sent promptly after the meeting and no later than 9 days after the meeting.

### **GROUND RULES**

Ground rules keep meetings orderly and efficient. All members should understand the ground rules:

- Start the meeting on time. Make sure the meeting room is ready
- Keep the discussion focused on agenda topics
- Listen to others and let them finish before responding
- Cooperate to achieve effective solutions
- Finish the meeting on time
- All members must complete assigned tasks in a timely manner