



SAFETY COMMITTEE OVERVIEW:

To achieve a successful loss control organization, management **must** actively support its safety program, demonstrate hands-on commitment and seek feedback to promote interest. Top management **must** provide leadership, support and accountability to promote employees' interest and participation.

It should be the intent of every company to have a continuous and effective loss control program. To assist Managers/Supervisors in carrying out their loss control responsibilities, a Safety Committee should be formed.

Minimum Requirements

- Activities that require employee participation generate more interest than those that involve only seeing and listening. Many types of safety and health committees have various functions. The basic function of every safety committee is to create and maintain interest in the safety and health program and thereby help to reduce or prevent injuries, and create a safe working environment.
- The safety committee should be chaired by the designated Safety Manager/Supervisor or other official designated by management. One of the best ways to create and maintain interest is to get employees involved in running a safety committee. An employee committee provides an opportunity for each person to make a contribution to the overall safety program.
- Committee membership should be rotated periodically. This ensures a fresh perspective and increases the number of employees who are trained to look at operations with safety in mind. Selection of committee members may be accomplished by requesting volunteers, employee or supervisor election, lottery, etc., however, all major departments should be represented. A top management representative should occasionally be invited to a meeting. This person can provide the support, challenge, viewpoints or explain new plans or policies. Supervisor participation on the safety committee is encouraged.
- Supervisors should make serving on a safety committee interesting, productive and rewarding.
- Meetings should be held regularly with written minutes kept. Attendance should be required and recorded.
- The committee agenda should be limited to safety issues by following a written agenda. Committee members should not become involved in personnel actions, labor relations, or in matters not related to accident prevention.