

# **SAMPLE SAFETY COMMITTEE FUNCTIONS WITH OBJECTIVES AND DUTIES**

## **Functions and Duties**

### **1. Management Commitment to Workplace Safety and Health**

- ◆ Establish procedures for review and management's response to minutes.
- ◆ Submit written recommendations for safety/health improvement/changes and response.
- ◆ Evaluate employer's safety/health policies and procedures.
- ◆ Respond in writing to safety committee recommendations.
- ◆ Review corrective action taken by management.

### **2. Committee Meetings and Employee Involvement**

- ◆ Establish procedures for employee input, i.e. to receive suggestions, report hazards, and other pertinent safety and health information.
- ◆ Include employee input on agenda for safety committee meetings.
- ◆ Hold monthly meetings.
- ◆ Keep meeting minutes.
- ◆ Develop and make available a written agenda for each meeting.
- ◆ Take meeting minutes and distribute to management and the safety committee members.
- ◆ Include in the meeting minutes all recommendations.

### **3. Hazard Assessment and Control**

- ◆ Establish procedures for workplace inspections to identify safety and health hazards.
- ◆ Assist the employer in evaluating the accident and illness prevention program.
- ◆ Appoint an inspection team of at least one employee representative and one employer representative.
- ◆ Conduct workplace inspections at least quarterly.
- ◆ Make a written report of hazards discovered during inspections.
- ◆ Review corrective measures. Make written recommendation to correct the hazard, and submit it to management for timely response.

## **SAMPLE SAFETY COMMITTEE FUNCTIONS WITH OBJECTIVES AND DUTIES, cont.**

### **4. Safety/Health Planning**

- ◆ Establish procedures to review inspection reports and make appropriate implementation of new safety/health rules and work practices.
- ◆ Develop/establish procedures for an annual review of the company safety and health program.

### **5. Accountability**

- ◆ Evaluate the company safety and health accountability program.
- ◆ Make recommendations to implement supervisor and employee accountability for safety and health.

### **6. Accident/Incident Investigations**

- ◆ Establish procedures for reviewing reports completed for all safety incidents, including injury accidents, illnesses and deaths.
- ◆ Review these reports so that recommendations can be made for appropriate corrective action to prevent recurrence.

### **7. Safety/Health Training for Committee Members**

- ◆ Identify and make accessible applicable OSHA standards and other codes that apply to your particular industry.
- ◆ Provide specific training on your type of business activity. Include at a minimum, hazard identification of the workplace and how to perform effective accident incident investigation.
- ◆ Identify the location of safety procedures provided with appropriate equipment and inform employees of their location.
- ◆ Recommend training for new employees and refresher training on company, department and work location safety practices, procedures and emergency response.
- ◆ Management should maintain (and make available to the safety committee) records on employee safety training.

# **EXAMPLE OF WORKPLACE SAFETY COMMITTEE MEMBER DUTIES (National Safety Council)**

## **Chairperson**

- ◆ Prepare agenda for next meeting
- ◆ Arrange for meeting place
- ◆ Notify members of meeting
- ◆ Arrange program
- ◆ Set time schedule for meeting
- ◆ Arrange all seating for members
- ◆ Review previous minutes and material for meeting
- ◆ Conduct meeting

## **Secretary**

- ◆ Record minutes of meeting
- ◆ Distribute minutes to committee members
- ◆ Post minutes for other employees
- ◆ Report status of recommendations
- ◆ Assume chairperson's duties, if required

## **Members**

- ◆ Report unsafe conditions and practices
- ◆ Attend all safety meetings
- ◆ Report all accidents or near misses
- ◆ Review injury accidents, illnesses and death investigations
- ◆ Contribute ideas and suggestions for improvement of safety
- ◆ Work safely
- ◆ Influence others to work safely
- ◆ Make or assist in inspections

Actual duties will vary according to company needs.