

Effective Safety Committees



By Richard Buttenshaw

Safety Committee Purpose

Three Major Functions

- Examine safety & health issues and recommend policies.
- Conduct periodic workplace inspections.
- Evaluate and promote interest in the safety program.
 - Education and training

Problem Solving NOT Problem Giving

Safety Committee Role

- Do you have an advisory or action oriented safety committee?
- Does this role suit the membership and management?



Basic Meeting Procedures

- Establish a regular, published meeting time, date and if possible, place.
- Have a written agenda.
- Take meeting minutes and distribute to members and department heads.
- Start and end meetings on time.
- Encourage all members to express themselves in a polite, respectful manner.



Safety Committee Meeting Agenda

Date: _____

To: All committee members, alternates, bulletin board

Meeting Date and Time: _____

Place: _____

Agenda Items	Person Responsible
1. Old business	
a. Review last months recommendations	_____
b. Follow-up on last quarterly inspection	_____
2. New business	
a. Hazard reports	All
b. Accident investigation reviews	_____
c. Recommendations review	_____
d. _____	_____
e. _____	_____
f. _____	_____
3. Safety Committee Members Training	
a. _____	_____
b. _____	_____

Notes:

Chair Persons Signature

Date

See
handout

Safety Committee Meeting Minutes

Chairperson: _____ Date: _____

Department: _____ Time meeting started: _____

PRESENT

ABSENT

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Previous meeting minutes from _____ were read.
Date

Old Business

a. Review of last months recommendations

<u>Recommendation Number</u>	<u>Description</u>	<u>Not Completed</u>	<u>Completed</u>	<u>Date</u>
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

b. Follow-up on last quarterly inspection: _____

New Business

a. Hazard (inspection) reports reviewed: _____

<u>Hazard Number</u>	<u>Description</u>	<u>Recommendation Number</u>
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____

Safety Committee Meeting Minutes

b. Accident/incident investigation reviews:

<u>Accident Number</u>	<u>Near Miss</u>	<u>Description</u>	<u>Recommendation Number</u>
A- <input type="checkbox"/>	<input type="checkbox"/>	_____	R- _____
A- <input type="checkbox"/>	<input type="checkbox"/>	_____	R- _____
A- <input type="checkbox"/>	<input type="checkbox"/>	_____	R- _____
A- <input type="checkbox"/>	<input type="checkbox"/>	_____	R- _____
A- <input type="checkbox"/>	<input type="checkbox"/>	_____	R- _____
A- <input type="checkbox"/>	<input type="checkbox"/>	_____	R- _____
A- <input type="checkbox"/>	<input type="checkbox"/>	_____	R- _____
A- <input type="checkbox"/>	<input type="checkbox"/>	_____	R- _____
A- <input type="checkbox"/>	<input type="checkbox"/>	_____	R- _____
A- <input type="checkbox"/>	<input type="checkbox"/>	_____	R- _____

Safety Committee Members Training Report: _____

Miscellaneous New Business: _____

Activity/ Assignment Report:

<u>Description</u>	<u>Person Assigned</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Committee Remarks: _____

Meeting adjourned: _____ **Next meeting:** _____
Time/ date Time/ date Secretary Signature

Chair Person Signature _____

See handouts

What makes a safety committee meeting a disaster?

- Lack of participation
- Lack of organization
- Same old things reviewed over and over
- Nothing gets done
- Just a complaint session
- No influence
- People don't know why they are there
- No decisions made
- Lack of support from management
- Lack of time to perform committee duties

Key Foundation Activities

To make a safety committee effective, you have to build it on a foundation of seven key activities:

1. Accountability
2. Commitment
3. Employee Involvement
4. Hazard Identification
5. Accident Investigation
6. Record Keeping
7. Evaluation



Accountability

- All members of the committee should understand that the committee expects each of them to contribute.
- Everyone has to share responsibility for accomplishing goals.
- Committee is also responsible for:
 - Monitoring how management holds employees accountable for working safely.
 - Recommending to management how to strengthen accountability.

Commitment

- Committee must have management support to survive
 - Encourage employees to get involved
 - Act on committee recommendations
- Representatives must show a commitment to committee
 - Attend committee meetings regularly
 - Complete assigned tasks in a timely manner
 - Encourage others to get involved in identifying and correcting hazards

Employee Involvement

- Get everyone involved in achieving a safe, healthy workplace by:
 - Telling personnel how they can assist the committee.
 - Encourage personnel to report hazards and unsafe work practices to a safety committee representative.
 - Act on personnel suggestions and recognize their contributions.
 - Keep the committee visible. Promote activities and accomplishments.
 - Choose committee representatives who will promote safe work practices and will be committed to achieving the committee goals.

Hazard Identification

Prevent workplace hazards and unsafe work practices by:

- Training to recognize hazards and understand the basic principles for controlling them.
- Focusing on identifying hazards and unsafe work practices that are most likely to cause serious injuries.
- Using accident report information to focus on what type of hazards are actually causing the most injuries.
- Conducting workplace inspections at least quarterly.
- Documenting hazards found during inspections and discussing how to control them at monthly meetings.
- Including department heads and employees on inspection team.


Information sources





- Learn from history:
 - MWCFC & AMIC supply loss runs
 - Looks for trends
 - By department
 - By cause of injury
 - By person
 - Track trends and losses internally
 - Incident reports


Hazard Assessment


Unsafe Conditions

Tools ---- 


 ---- Materials


Environment -- 


 ---- Machinery

Equipment -- 


Unsafe Practices


Horseplay -- 


 -- Shortcuts





Unsafe Conditions

Tools ---- 

 ---- Materials


Environment -- 

 ---- Machinery


Equipment -- 


System Weaknesses


Vision Culture
Objectives Strategies
Programs Plans
Accountability
Supervision Training




Unsafe Practices


Horseplay -- 


 -- Shortcuts





Unsafe Conditions

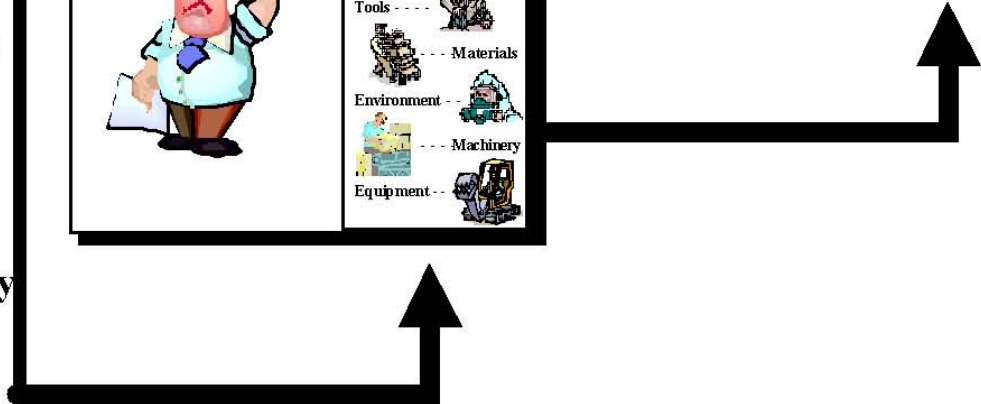
Tools ---- 

 ---- Materials

Environment -- 

 ---- Machinery

Equipment -- 



Accident Investigation



- Establish procedures for investigating all safety-related accidents and illnesses.
 - Secure the accident scene to preserve the evidence.
 - Gather information.
 - Analyze the facts.
 - An accident investigation report will be written.
 - Take corrective action.
 - Follow up.

An alternative approach

- Committee doesn't have time to actually "do" the accident investigations
- Get supervisor, department head and safety coordinator to do the investigations
- Safety Committee *reviews* the accident investigation *reports* and:
 - Check for completeness
 - Look for trends
 - Address possible solutions

Recordkeeping

- Keep accurate, well-organized records.
 - Record committee achievements.
 - Use to see what improvements might be needed.
- Essential documents to keep on file:
 - Accurate minutes of each safety committee meeting.
 - Committee reports, evaluations, and recommendations.
 - Department head's response to committee recommendations.
 - Personnel safety concerns, suggestions, and responses to each.
 - Hazard reports and inspections.
 - Training rosters and certificates.

Evaluation



- Are we effective as a group?
 - An effective safety committee knows where they've been and where they are going.
- Review and set new goals.
 - At least once a year schedule a half-day session to review progress on current goals and from new ones for the year to come.
 - Welcome new members on board.
 - Evaluate strengths and weaknesses.
 - Celebrate goals achieved!

Communication – Let It Flow

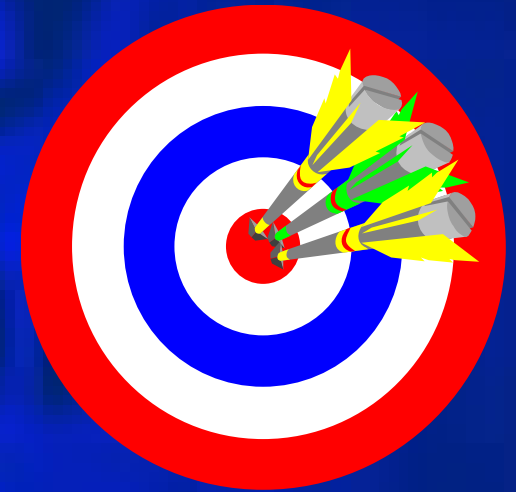
- Post information
 - Keep activities and goals visible.
 - Experiment with methods to effectively get the word out.
- Perception is reality
 - Make sure the message being received is the one you want to broadcast.

You don't want to be seen as the "Safety Police"

Show concern for health and safety away from work

Obtainable Annual Goals

- Establish written annual goals.
 - Set a special meeting time aside to work on writing goals.
 - Brainstorm.
 - Move out items that are not obtainable.
 - Narrow down choices to five tangible goals.
 - Write them so they will have measurable results.
 - Publish list and keep it visible.
 - Don't forget the losers.



Obtainable Annual Goals

- Assign duties to members as needed.
 - Work on goals simultaneously.
 - Break down large challenges into smaller steps.
- Regularly review progress.
 - Get updates at meetings.
 - Don't let the one year mark sneak up.
- Celebrate when goals are met!
 - Boosts morale within the group.
 - Lets others see the benefits of having an active safety committee.

Brainstorm ideas

- Prioritize your problems
- Remember it's a team effort
- Someone from outside the department can maybe put “perspective” on the issue
- Have someone play “devils advocate”
- Don't become the safety police



Picking your fights

Problem Solving Worksheet

Page 1 of 3

Problem Statement: "What are the problems that cause unsuccessful Safety committee meetings"?

Brainstorming List:

- | | |
|---|--|
| <input checked="" type="checkbox"/> <u>Personal agendas</u> | <input type="checkbox"/> <u>No follow-up</u> |
| <input type="checkbox"/> <u>No agenda</u> | <input type="checkbox"/> <u>Too much to do</u> |
| <input checked="" type="checkbox"/> <u>Not organized</u> | <input checked="" type="checkbox"/> <u>Lack of training</u> |
| <input type="checkbox"/> <u>Wasting time</u> | <input type="checkbox"/> <u>Lack of input from employees</u> |
| <input type="checkbox"/> <u>Arguing</u> | <input type="checkbox"/> <u>Not taking it serious</u> |
| <input type="checkbox"/> <u>No support</u> | <input checked="" type="checkbox"/> <u>Lack of interest</u> |
| <input type="checkbox"/> <u>No money</u> | |
| <input checked="" type="checkbox"/> <u>Poor attendance</u> | |
| <input checked="" type="checkbox"/> <u>Not enough time</u> | |
| <input type="checkbox"/> <u>Dominate member</u> | |

Revised Brainstorming List	Member's Names					Total	Priority
	Jim	Mary	Jane	Tom	Fred		
<u>Personal agendas</u>	15	5	25	15	10	70	5
<u>Not organized</u>	10	20	10	30	25	95	2
<u>Poor attendance</u>	5	35	15	15	20	90	3
<u>Not enough time</u>	25	15	15	30	15	100	1
<u>Lack of training</u>	10	20	20	5	5	60	6
<u>Lack of interest</u>	35	5	15	5	25	85	4
	100	100	100	100	100		

Problem Solving Worksheet

Page 2 of 3

Priority 1 : Not enough time

Brainstorming the causes for the above stated problem:

- | | |
|--|--|
| <input type="checkbox"/> <u>No organized</u> | <input checked="" type="checkbox"/> <u>Endlessly debating issues</u> |
| <input checked="" type="checkbox"/> <u>Only allowed one hour</u> | <input type="checkbox"/> <u>Rushed by management</u> |
| <input checked="" type="checkbox"/> <u>Too many side chats</u> | <input checked="" type="checkbox"/> <u>Not taking it seriously</u> |
| <input type="checkbox"/> <u>Wasted time</u> | |
| <input type="checkbox"/> <u>Arguing</u> | |
| <input type="checkbox"/> <u>Need training</u> | |
| <input checked="" type="checkbox"/> <u>Interruptions</u> | |
| <input type="checkbox"/> <u>Poor planning</u> | |
| <input type="checkbox"/> <u>Distractions</u> | |
| <input checked="" type="checkbox"/> <u>Late arrivals</u> | |

Revised Brainstorming List	Member's Names					Total	Priority
	Jim	Mary	Jane	Tom	Fred		
<u>Only allowed one hour</u>	35	15	25	15	25	115	1
<u>Too many side chats</u>	10	20	20	30	5	85	3
<u>Interruptions</u>	5	35	15	5	20	80	4
<u>Late arrivals</u>	25	5	5	30	5	70	5
<u>Endlessly debating issues</u>	10	20	20	5	5	60	6
<u>Not taking it seriously</u>	15	5	15	15	40	90	2
	100	100	100	100	100		

See handouts

Picking your fights (continued)

Page 3 of 3

Problem Solving Worksheet

Cause 1 : Only allowed one hour

Solution Statements:

— Member's 1: Justify more time for meetings by showing management how much money is being saved.

— Member's 2: Recommend changing the time of the meeting to right after work.

— Member's 3: Invite management to the meeting so that they can see how quickly time goes by and why.

— Member's 4: Ask management what it would take to get a little more time for the meetings.

— Member's 5: Learn more about safety committee meeting management so that the committee will be more productive and therefore be able to sell the need for more time much easier.

— Member's 6: _____

Solution Statements	Member's Names					Total	P r i o r i t y
	Jim	Mary	Jane	Tom	Fred		
Solution One	10	15	25	15	30	95	3
Solution Two	35	35	20	5	15	110	2
Solution Three	10	5	15	30	15	75	5
Solution Four	20	25	20	40	30	135	1
Solution Five	25	20	20	10	10	85	4
Solution Six							

See handout

Safety should still be the responsibility
of each department

Don't let them put all the responsibility
onto the "safety committee" and use
the "its not my problem anymore"
argument

Remember – the Safety Committee assists and coordinates,
not takes over

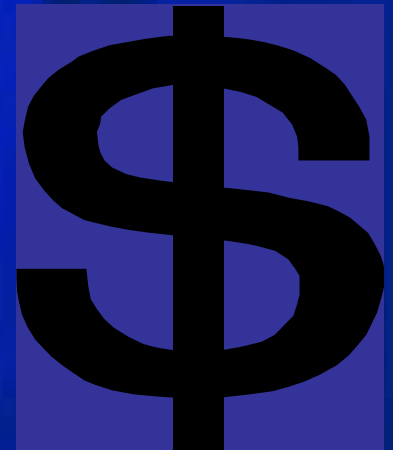
Selling the solution

- The best recommendations answer five key questions:
 - What exactly is the problem (surface and root causes)?
 - What is the history of the problem? Any similar accidents in the past?
 - What are the options that would correct the problem?
 - Who is the decision maker? What's important to him or her?
 - What will be gained (benefits) by approving the recommendation and what is the predictable result (costs) if not approved?

No response is the worst response

Add “teeth” to your safety program

- Have written disciplinary procedures linked to following safety policies
- Consider a safety incentive program
- Require everyone to sign a “Safety Equipment Use” policy statement (see handout)
- Link safety to reviews and pay rises
 - Particularly for supervisors!



Questions?



Video

“Effective Safety Committees”

Two parts

18 minutes

MWCF library ref 11.006