



ALABAMA MUNICIPAL INSURANCE CORPORATION MUNICIPAL WORKERS COMPENSATION FUND, INC.



Loss Control Division

SAFETY COMMITTEE ACTIVITIES

Why A Safety Committee?

Top management and supervisors are left on their own to sandwich safety in with other activities. A safety committee cannot take away the supervisor's responsibility for safety, but it does help him in his constant effort to prevent accidents.

To reach and maintain first-rate safety performance, the full cooperation of everyone in the organization is needed. The safety committee is one device for obtaining this cooperation.

Value Of A Safety Committee

The safety committee provides the important factor of employee participation in the safety program, tying in the knowledge of workers with the experience of supervisors.

The committee provides a channel for action on suggestions and ideas submitted by employees.

It encourages a closer relationship between management and workers, improving attitudes toward safety and understanding of problems.

The safety committee is an excellent means for maintaining good employee and public relations; and for keeping morale on a high plane.

The "on-the-job" experience of the committee members is valuable in determining hazardous conditions and methods of work, suggesting corrective measures and obtaining participation of all personnel.

By its observations, thinking, and discussions the committee provides the stimulation and suggestions necessary to maintain safe conditions and safe workers.

What is a Safety Committee?

A safety committee is a group of employees appointed to aid and advise management on worker safety. The committee may be composed of top management and two or three supervisors and several workers, or any other combination of supervisors and workers. It is important that top management be represented and participates in the organization and conduct of the committee meetings.

The chairman should be a supervisor and should be chosen for qualities of leadership, interest in safety and ability to get results.

Though the scope of the safety committee's activities is advisory, the commission may find it practical to appoint an engineer, supervisor or department head to the committee with authority to correct unsafe conditions without further approval.

Through its activities and reports the safety committee keeps the commissioners informed as to the condition of buildings, grounds, and equipment, and as to progress or requirements for increased safety.

The safety committee should hold regular monthly meetings at which the recommendations, accidents, records, and program plans are discussed; and a monthly inspection should be made of a selected area or areas with special attention being paid to the subject or aim chosen for that month.

Types Of Safety Committees

There are several types of safety committees which may be used, depending upon the organizational structure.

1. Labor-Management Committee
This type is prevalent in organizations having union contracts which contain safety clauses that designate the joint acceptance of responsibility, and the specific activities of labor and management. Union members on these committees are appointed by the union.
2. Management Committee
Where there is no union agreement, or where the contract contains no safety clause, the safety committee functions directly under the policies established by management. While management may appoint union members to this committee, there is no requirement to this effect.
3. Management Supervisors Committee
Some management safety committees are made up entirely of supervisory personnel. In many cases, this committee supplements the activities of the committee which includes workers.
4. Technical Committee
This type committee is useful on specific problems or activities for which specialized knowledge is needed. Problems requiring engineering revision, control or guard design, or relating to special processes or sciences are often handled by such a committee of engineers, safety engineer, chief electrician, master mechanic, and others.
5. Special Committee
Special committees may be set up for specific activities, such as safety contests, safety celebrations or awards, accident investigations, and off-the-job safety campaigns. Usually, this committee is dismissed on completion of the project.

What The Safety Committee Does

The successful safety committee helps plan the safety program and takes part in making the program operate. These activities will be determined by the size of the committee and the policies set out by the group. It has been found advisable to establish definite policies when the committee is organized. These should include some or all of the following:

1. Establish procedures for handling suggestions and recommendations of the committee.

The success of the safety committee depends to a greater extent upon the means provided for complying with or rejecting suggestions and recommendations, and the follow-up. A step-by-step procedure for handling recommendations should follow a definite pattern, such as:

- a. Recommendations submitted to committee by workers or committee members.
 - b. Discussion and acceptance, modification, or rejection by committee.
 - c. Accepted recommendation submitted to top management.
 - d. Written reply to committee from management.
 - e. Result reported to originator of recommendation.
 - f. Final report to committee on completion of recommendation.
2. Conduct regular scheduled meetings for the purpose of discussing accident prevention methods, safety promotion, items noted on inspections, injury records, and other pertinent subjects.
 3. Inspect, each month, a selected area or areas of the establishment for the purpose of discovering accident sources and hazards.
 4. Investigate accidents for the recommendation of means of preventing reoccurrence.
 5. Provide information to foremen in regard to safe working methods and practices.
 6. Recommend changes or additions to protective equipment or devices for the elimination or control of hazards.
 7. Develop or revise safe practices and rules to comply with current needs.
 8. Promote safety and first aid training for committee members and workers.
 9. Participate in "advertising" and in "selling" safety to the workers.

An Effective, Simple Order of Business for Safety Committee Meetings
Helps to Make the Meetings Productive and Efficient:

*****OLD BUSINESS*****

Items not completed in previous meetings; status of action on previous recommendations.

*****NEW BUSINESS*****

Recommendations; reports of injuries since last meeting; inspection report; current injury rates; training schedules.

*****DISCUSSION*****

Monthly subject or theme; plans for prompting theme.

AN EFFECTIVE SAFETY COMMITTEE DEPENDS ON:

Sincerity and Interest

Both management and employee members must be sincere, cooperative, and intent on the mission of maintaining safe working conditions and methods. Passive, inactive members are a detriment to the committee and if they cannot be inspired, the committee activities would be improved by their replacement.

Adhering to Schedules of Meetings and Inspections

Skipping meetings indicates that they are not important or that there is not sufficient business for a productive meeting or inspection. If meetings or safety inspections seem to be unnecessary it is evident that the program needs revision.

Action on Recommendations and Suggestions

Maintaining interest and support of employees requires that immediate consideration and action be taken on all suggestions.

Records of Injuries and Rates

A current record should be kept of all injuries and monthly injury frequency rates for discussion, action, and determination of accomplishments or areas needing further attention.

Recognition of Accomplishments

The safety committee, as well as all employees, should be advised of the status of the safety program, and congratulated or otherwise rewarded for superior accomplishments.

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