



Safety Committees



The **Big** Picture



Your municipality's Safety Committee can be an important tool for promoting a safe working environment for your employees while improving service to your community. By reviewing workplace injuries and ensuring that hazards are identified and corrected, the committee plays an essential role in reducing the frequency and severity of injuries and helping you control workers compensation costs. In addition, your Committee can help to monitor your organization's compliance with state and federal workplace safety laws (PEOSH) that apply to all municipalities, regardless of size.

Agenda

Discussion on the purpose of Implementation of a Safety Committee

- a. Define the Purpose of Your Safety Committee
- b. Tips to Foster an Effective Committee
- c. Sample Safety Initiatives
- d. Establish a Set Meeting Structure
- e. Sample Agenda
- f. Things to Avoid
- g. The Pay Off
- h. Questions?



Define the Purpose of Your Safety Committee:

The purpose of a safety committee is to bring workers and village management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety committee assists the village in identifying hazards, addressing root causes of loss, implementing new policies and procedures in response to these findings. A safety committee builds a strong team culture and helps to build and sustain a safety culture.

The mission statement should include specific goals and address four key elements:

1. Purpose
2. Values
3. Standards and behaviors
4. Strategy

Define the Purpose of Your Safety Committee:

Example

VILLAGE OF XYZ SAFETY POLICY

The personal safety and welfare of our employees, as well as the general public, is a primary and continuing concern for our Village. As such, we are established and implemented a Safety Committee to ensure our employees' safety. I have designated TBD to lead the Safety Committee. In the near future I will be selecting employees to be liaisons to the Safety Committee.

Our goal is to provide every employee a workplace free from recognized hazards that could potentially cause serious physical harm or other health impairment. It is imperative that we create a dialogue between employees and the Safety Coordinators in order to implement safety policies that protect our workers from physical harm and establish best practices.

TO ACCOMPLISH OUR GOAL, THE SAFETY COMMITTEE WILL:

- 1) Implement progressive accident prevention programs, systems and techniques.
- 2) Provide a work environment where identified occupational hazards are controlled when elimination is not feasible.
- 3) Cooperate with government and labor to optimize employee safety and health.

DEPARTMENT HEADS, SUPERINTENDENTS AND SUPERVISORS WILL:

- 1) Be responsible and accountable for a superior level of employee protection and performance.
- 2) Institute work practices which reflect the safest, most efficient methods available for accomplishing the required tasks.

ALL EMPLOYEES WILL:

- 1) Be expected to perform their jobs in the safest and healthiest manner prescribed.
- 2) Be encouraged to cooperate and contribute towards the overall success of the safety program.

The liaisons to the Safety Committee will be selected from each department, will attend meetings to report on safety issues, and will assist in ensuring the implementation of new safety procedures and continuing to uphold established safety protocol. The Safety Committee is planning to hold at least four meetings each year and facilitate additional training programs for Village personnel including but not limited to workplace hazards, safe work procedures and how to utilize personal protective equipment. All communications with regard to the safety program can be sent to TBD. This is our Village. Let's keep our Village workers safe.

Sincerely,

Mayor of XYZ

Tips to Foster an Effective Safety Committee



Who?

- Members from management
- Members from the labor force

How Many?

- Membership- 5 to 12 members
- Larger is less effective in decision-making processes

What

- Safety Committee role is to make recommendations to change health and safety policies and procedures.

Progression

- Immediate and long-term goals
- Be careful about aiming too high initially.

Focus on Goals

- Avoid derailing into multiple subjects.
- Assign a person in charge at each meeting to keep discussions timely and focused.

Tips to Foster an Effective Safety Committee

Factors of a Safety Committee

1. How the committee is Organized

2. Operating Guidelines

3. How well the committee reflects the Demographics & Interests of the workforce

4. The Degree of Authority and Autonomy the committee has

5. Where Final Authority lies for decisions on the implementation of the committee's recommendations

6. Management's Support of the committee

Sample Safety Initiatives

- Formalize safety orientation training
- Implement scheduled safety walkthroughs- Hazard recognition
- Implement Accident Review Policy with employee focus!
- Review of Emergency procedures- designate safety wardens
- Enhance Communication with all staff regarding safety changes- safety newsletters?
- Safety awareness training (online and in-person trainings)
- Sample “Toolbox” training:
 - Personal Protective Equipment
 - Trip & Fall Prevention Awareness
 - Lock Out Tag Out
 - Active Shooter – Evacuation Drills/Lockdown
 - Fire Alarm
- Mandatory PESH/OSHA training:
 - Workplace Violence
 - Right to Know
 - Blood Borne Pathogens
 - HAZWOPER (DPW,FD, PD and Emergency Service Personnel)



Establish a Set Meeting Structure

1. Set up reoccurring meetings for the entire year
2. Designate Facilitator
3. Establish a set agenda for all remaining meetings
4. Establish a safety topics calendar
 - Assign a topic for each member to spearhead and train the rest of the members and see the project through.
 - For example, designate who will be in charge of safety inspections and assuring all other members complete the safety inspections at their locations. Train all supervisors on forms and root cause analysis method.





Sample Agenda

1. Call to order.

2. Roll call of members.

3. Introduction of visitors.

4. Read/Review minutes of last meeting.

5. Approval of last meeting minutes.

6. Discussion of unfinished business:

- Reports on matters held over from last meeting.
- Correction recommendations.
- Safety suggestions.

7. Discussion of new business.

8. Report on injured or ill workers - follow-up

Sample Agenda

9. Accident or illness investigation:

- *What was the accident or illness?*
- *What conditions contributed to the accident or illness?*
- *Why did the conditions exist?*
- *What can be done to mitigate another such incident?*

SAMPLE

10. Report on safety incidents:

- *Follow-up action taken by management and/or committee*

11. Miscellaneous:

- *Quarterly inspection reports, special speakers, etc....*

12. Announcement of next meeting date.

13. Adjournment.

Things to Avoid

While there are many ways to promote a successful safety committee, there are some common mistakes that committees should attempt to avoid and/or resolve if they arise. These mistakes include:



The Pay Off

In a strong, successful safety culture everyone feels responsible for safety and pursues it on a daily basis by going beyond the “call of duty” to identify unsafe conditions and behaviors, and to intervene to correct them.



In addition, co-workers look out for one another and point out unsafe behaviors to each other.

As a result, an entity with a strong safety culture typically experiences few at-risk behaviors, and consequently experiences lower accident rates, lower turn-over rates, lower absenteeism and higher productivity.





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Questions?

